



CITY SCHOOL DISTRICT OF ALBANY RESEARCH PROCEDURES

Requests for research studies to be carried out in the City School District of Albany usually come from:

1. Students or staff from classes and committees of colleges and universities;
2. New York State Education Department;
3. Other New York State departments such as Health or Mental Health;
4. H.E.W. or other federal agencies;
5. Foundations.

Upon receipt of a request, copies are submitted to the appropriate school district staff personnel for consideration and recommendation. These most often involve elementary and/or secondary supervisors and principals, teachers, psychological services and all other pupil services, and, at times, the Curriculum Council.

Staff members will take into consideration the amount of time involved for students and/or other staff members, the extent to which benefits to the school district program or education in general can ensue, and weigh carefully all positive and negative factors that arise in connection with the request. If there is general agreement of the desirability or worthwhileness of the study, then a statement of explanation will be developed for the parents and permission slips requested before students can participate. The superintendent, upon request, will be available for discussion regarding the procedures and is to receive a report concerning all details for filing in the Central Office. Thus, the information derived will be available for such use or insights as might be helpful.