

Adopted: January 25, 2024

***Sartell-St. Stephen School District 748
Policy 515.2***

Revised:

Reviewed:

POLICY 515.2 ADMINISTRATIVE PROCEDURES FOR STUDENT RESEARCH

[Note: Your contact person will be the school Superintendent.]

I. PURPOSE

The purpose of this policy is to provide guidelines for individuals and/or organizations that wish to conduct educational research in the District.

II. GENERAL STATEMENT OF POLICY

This Policy recognizes the valuable contribution of scholarly research to the improvement of educational programs and services to the children of the District. At the same time, it is important to ensure that research is conducted within the constraints of state statutes and federal law on data privacy and to guard against excessive intrusion into the learning day. All information from student records that may be collected or requested for approved research studies will adhere to District Policy on data privacy for student educational records (Policy 515).

School personnel within the constraints of state statutes and federal law on data privacy shall conduct all District research.

Regulation 515 - Data Privacy for Student Educational Records - details rules and regulations for collection and maintenance of school records. Persons wishing to conduct research in the District shall use the following procedures.

I. REQUEST

- A. All persons, District Staff as well as personnel from outside the District, wishing to conduct research in the District must make a written request to the Learning and Teaching Department using the “Research Request Form” available from the Superintendent.
- B. All research requests are reviewed by the Superintendent and routed to appropriate departments/buildings. Within one week, departments or building principals should take action on the request(s) and notify the Superintendent of their decision. The persons making the request and the schools to be affected will be notified.

II. FACILITATOR'S ROUTING PROCEDURES

- A. Requests involving specific schools will be routed appropriately.
- B. Requests involving specific departments such as Student Services or Learning, shall be routed to the appropriate supervisor.
- C. Requests involving part of or the entire District shall be routed through the Superintendent to the District Administrative Team.
- D. Curriculum assessments or building assessments for the purpose of curriculum development and/or program evaluation are exempt from this policy, but require approval of the Director of Learning and Teaching.

III. RULES FOR CONDUCTING RESEARCH

- A. All persons planning to conduct research in the District must complete and return the Research Request Form to the Superintendent. District employees must have approval of the supervisor for proposed research requests.
- B. All persons conducting research in the District must guarantee anonymity of individual children, schools, and school personnel in reporting the results. Exceptions to the above will be considered on an individual basis.
- C. All publications emanating from studies in the schools should acknowledge the contribution of the District. A copy of the final report or summary is required and should be submitted in electronic format to the Superintendent.
- D. Research activities, including tests and questionnaires, other than those described in the approved research proposal, are not to be used without express permission from the authorizing administrator. Pursuant to Policy 520 and Federal Law.
- E. Since all research conducted in the schools ultimately depends on the good will and cooperation of teachers and principals, it is imperative that all researchers fulfill their professional obligation to keep participants informed of the progress of the study and its final results.

IV. CRITERIA FOR ACCEPTANCE/REJECTION

- A. Level 1 (Initial Screening)
Superintendent's Assessment - Accept for forwarding
 - Meets specified rules
 - Relevance to District Program

- B. Level 2 (Review and Recommendation) Based on nature and location of request
 - Principal/Staff
 - Dept. Supervisors
 - Other Personnel

- C. Level 3 (Decision)
Acceptance/rejection decision is made by the Administration. The following may be considered:
 - Time restraints and commitments
 - Amount of time not appropriate for students
 - Parents informed and accepting
 - No added costs to school
 - Value of participation to the District

Research Requests will be kept of file for a minimum of two years.

RESEARCH REQUEST FORM
ISD748 Sartell – St. Stephen Public School
Department of Learning and Teaching

Name: _____

Address: _____ Date: _____

Phone Number: _____ Organization: _____

If the study is part of your work for a degree, indicate type of degree:

Undergraduate _____ M.A. _____ M.S. _____ Ph.D. _____ Ed.D. _____

Advisor's Name _____ Phone _____

1. Purpose of Study:

2. What request are you making of the Sartell-St. Stephen Public Schools? Give specific information on sampling, measuring instruments, time schedule, amount of time required by students or staff, number and names of schools to be involved (if known). If non-standardized instruments are to be used, attach copies please.

3. If you have discussed this proposal with ISD748 Sartell-St. Stephen Public School personnel, indicate with whom you have talked and the nature of your discussion.

4. What practical implications does your study have for the Sartell-St. Stephen Public School System? (If none, say none, but describe what value the study may have for children, in general.)

5. Have you conducted previous studies in the Sartell-St. Stephen Public School District? Yes___No___
If yes, give sufficient information about the most recent or pertinent study so that it can be located, i.e., date, who your contact was, and title or nature of the study.
6. List the names of all personnel who will be involved in carrying out field operations.
7. Do you have any objection to publicity of your study at this time? Yes_____No_____
8. Do you have the support of your supervisor? (For Sartell staff members only) Yes_____No_____
9. If you have a formal research proposal, please include it with this request.

RETURN TO
Office of the Superintendent
Sartell – St. Stephen Public Schools
212 Third Avenue North
Sartell, MN 56377
Phone: (320) 656-3715 Fax: (320) 656-3765

Sartell-St. Stephen Public Schools					
Required Approval	Department/ School	Signature	Date	Approval	
				Yes	No
	Superintendent				
	Principal				
	Dept. Supervisor				