

Education Programs

Research Requests

I. Purpose

This policy defines the parameters for completing research studies in the district.

II. General Statement of Policy

A. The school district supports opportunities to collaborate, conduct and implement ongoing research that will benefit the lives of district students and staff. Further, the district recognizes that the employees and students will not be subjected to requests that do not have a direct or lasting benefit to the district, and reserves the right to review each research proposal and to consider:

1. The rights and welfare of the students and staff involved.
2. The appropriateness of the methods used to secure informed consent.
3. The balance of risks and potential benefits of the research study.

III. Research Request

The director of research and evaluation will develop and implement the process for reviewing, determining, and implementing research studies in the district (see Appendix I). Any entity seeking to conduct research must apply through the director of research and evaluation and comply with all procedures. The decision of the director of research and evaluation to proceed with implementation of the research is final.

IV. Student Generated Research Requests

The director of research and evaluation will develop and implement the process for reviewing, determining and implementing district student generated research studies in the district (see Appendix II). Any district student seeking to conduct research must receive the classroom teacher's and school principal's approval prior to applying for the request. The student must follow all research procedures. The director of research and evaluation's decision whether to proceed with implementation of the research is final.

Cross Reference:
Policy 633 Electronic Acceptable Use

Policy 520 Student Surveys
Policy 515 Protection and Privacy of Student Records

Policy
adopted: 2/22/10
Revised: 9/21/15
Revised: 8/15/16

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Appendix I to Policy 633
EXTERNAL RESEARCH REQUEST PROCESS

A. Persons or organizations wishing to conduct research in the district must:

1. Complete a research request form (Appendix III).
2. Submit it to the district's research and evaluation department.
3. Be recommended for approval by the principal(s) and teacher(s) of any school(s) and/or classroom(s) to be involved.
4. Notify parents/guardians of any students to be involved upon approval by the district.

B. The research and evaluation department will act as the designee for approving all proposed research studies, surveys and evaluations within the district.

C. All research proposals are subject to a review process. An initial screening is completed within the research and evaluation department to determine whether there is potential risk to students, staff or the district. Criteria used to determine whether or not a research investigation is of potential risk are listed below.

1. Districtwide in scope (i.e. includes numerous schools or areas)
2. Documentary via film, television or general periodical (non-peer reviewed)
3. Highly sensitive in nature (i.e. controversial or topic area of concern)
4. Creates a risk or cost to students, staff or district that goes beyond its mission to teach and protect
5. Cost benefit not directly tied to the district's strategic plan

These criteria are only examples and are not intended to be an exhaustive list of issues related to determining the level of research risk.

D. All research proposals that are classified as highly sensitive in nature or create a potential risk will be reviewed in a district administrators' meeting. If the research request does not meet the criteria for highly sensitive in nature or create a potential risk, it will be reviewed and approved by the director of research and evaluation. After a research proposal is reviewed, a written response will be sent to the principal investigator.

E. For persons conducting research in the district, the following conditions must be met:

1. Guarantee the anonymity of individual students, schools and school personnel in reporting the results, unless written approval is obtained from

the parents of participating students, from the school principal, or the school personnel involved. Data privacy policies must be followed.

2. Publications emanating from studies in the schools should acknowledge the contribution of the district unless requests to the contrary are made or unless the identification of the system would jeopardize future research efforts or school programs.
 3. Final approval of any study will not be made until all measurement instruments have been reviewed and approved.
 4. A progress summary should be provided to the research and evaluation department at six-month intervals.
 5. One copy of the final report must also be sent to the research and evaluation department upon completion of the study. Failure to comply with this stipulation places the researcher at risk for approval of future projects.
- F. Requests to conduct research by persons external to the school system may be cosponsored by a district administrator who must:
1. Vouch that the research will contribute to the district.
 2. Assist with any necessary coordination during the conduct of the study.
 3. Ensure that the results of the study are shared with the appropriate school or district personnel.

Revised: _____

Appendix II to Policy 633

Internal (Student) Research Request Process

1. Definitions

The following definitions are provided to ensure understanding.

Classroom Research: In district classroom(s), there are many interactions, but these are not necessarily research interactions. *Research interactions* provide personal information or observations that could reasonably be considered private information/observations.

Research is collecting data, and this can occur by asking questions, observing, and comparing various data. *Research interactions* run the risk of disturbing or threatening the individuals being researched. This usually involves surveys, interviews, collecting data and focus groups.

There are legal protections and remedies to protect a person's private data and/or protect a person's exposure to risky situations even if under some agreement of confidentiality the person agrees to research interactions.

2. Purpose

The purpose of the following procedures are to ensure students have a high quality learning experience that is personalized and rewarding while at the same time ensuring we are complying with the law. Namely these procedures aim to

- a. Protect the rights and welfare of the student researcher
- b. Protect the rights of the welfare of the human participant
- c. Protect the rights of the families
- d. Protect the rights of the district
- e. Ensure adherence to federal regulations

3. Review Process

- a. Projects must be reviewed to determine potential risk to students, staff or the district. Potential risks might include:
 - i. Districtwide surveys
 - ii. Documentary via film
 - iii. Topic deemed highly sensitive or that could violate HIPAA (*Health Insurance Portability and Accountability Act*)
 - iv. Projects where personally identifiable information is intentionally or unintentionally collected.
- b. Students wishing to conduct surveys must have the questions reviewed and have prior approval. As part of our current Policy 520, no student will be required, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
 - i. Political affiliations or beliefs of the student or the student's parent;
 - ii. Mental and psychological problems of the student or the student's family;
 - iii. Sex behavior or attitudes;
 - iv. Illegal, antisocial, self-incriminating, or demeaning behavior;
 - v. Critical appraisals of other individuals with whom respondents have close family relationships;
 - vi. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

- vii. Religious practices, affiliations, or beliefs of the student or the student's parent;
- viii. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

4. Research Application and Approval

- a. Principals or teachers who provide opportunities for students to conduct any research must:
 - i. Provide an opportunity for students to detail their research for approval via an electronic form process which must include the sample, types of questions, method of collection and sponsor of the activity to ensure compliance with district, state, and federal rules.
 - ii. Maintain a list of ongoing research and implement protocol for communication between classroom(s) and school(s) within the district.
 - iii. Students must receive documented approval by the Principal and / or teacher of any school (s) and/or classroom(s) to conduct the research.
 - iv. Principals and/or Teacher(s) are obligated to terminate research activities that are found to be out of compliance with the district, state and federal rules.

Legal References:

Minn. Stat. Ch. 13 (MN Government Data Practices Act)
Family Educational Rights and Privacy Act, FERPA
Protection of Pupil Rights Act, PPRA
Human Research Protection, OHR
Health Insurance Portability and Accountability Act, HIPAA

Revised: _____

Appendix III to Policy 633

EDINA PUBLIC SCHOOLS
RESEARCH REQUEST APPLICATION

Name _____

Organization _____

Department _____

Address _____
Street City/State Zip

Phone Number(s) _____

Is this study part of your work toward a degree? Yes ____ No ____

If yes, check the following:

Ph. D ____ Ed. D. ____ M.A./M.S. ____ Undergraduate ____ Other ____

University or College _____

Advisor's Name _____

PLEASE COMPLETE the RESEARCH REQUEST BACKGROUND SUMMARY
(following page)

Your Signature _____ Date _____

Co-sponsor/Advisor's Signature _____ Date _____
(Required for non-district employee)

Approved

Disapproved _____

Principal's Signature _____ *Date* _____
(Required for all buildings that participate)

Appendix IV to Policy 633
RESEARCH REQUEST BACKGROUND SUMMARY

Please submit a concise, yet thorough, response to the following questions.

1. Title and purpose of study.
2. How will this study benefit Edina Public Schools?
3. What is the intended use and distribution of, and/or publication of results?
3. Research Design Summary. Give specific information on the methods to be used during the course of the study. Please include your research questions, instruments, proposed sampling, and data collection and analysis procedures. Finally, describe any tasks our staff will be asked to complete.
4. Describe procedures you will use to secure and acknowledge informed consent of all participants. Please attach copies of any letters and forms. Outline how subjects will be identified and criteria used for recruitment, who will make the initial contact with subjects, and whether or not inducements will be used to secure participation.
5. What request are you making of Edina Public Schools? Specify number of students and staff to be involved, length of time, data collection setting, and timeline for completion of your investigation.
6. List all funding sources and budget for your study.
7. Date and copy of research proposal-approval letter from your advisor(s) if your research is part of your work toward a degree.
8. Copy of IRB approval (indicate if prior approval from Edina Public Schools is required by your institution's IRB).
9. All approved external research projects will be assessed a \$20.00 processing and administration fee. Additional charges may be incurred if approved projects require additional district personnel time to provide data. These costs will be billed to projects and will not exceed \$500.

Please attach additional documentation, if needed, to elaborate or clarify your study.

Send research request form along with all required information to:

Director of Research and Evaluation
Edina Public Schools
5701 Normandale Road, Suite 200
Edina, MN 55424
952-848-4941 (office)