

Adopted: October 11, 1994
Revised: March 8, 1999
School Board Review: April 28, 2014
Contact Person: Executive Director of Research, Evaluation and Assessment

POLICY 515.1 ADMINISTRATION PROCEDURES FOR RESEARCH

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).

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REGULATION 515.1 ADMINISTRATION PROCEDURES FOR RESEARCH

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 Research, Evaluation, and Assessment Department using the "Research Request Form" available from the Executive Director of Research, Evaluation, and Assessment.
- B. All research requests are reviewed by the Executive Director of Research, Evaluation, and Assessment and routed to appropriate departments/buildings. Within one week, departments or building principals should take action on the request(s) and notify the Executive Director 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 and Curriculum and Instruction, shall be routed to the appropriate supervisor.
- C. Requests involving part of or the entire District shall be routed through the Assistant Superintendent to the Administrative Council.
- D. Curriculum assessment or building assessment for the purpose of curriculum development and/or program evaluation are exempt from this policy, but require approval of the director of curriculum.

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 Executive Director of Research, Evaluation and Assessment. 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 Executive Director of Research, Evaluation, and Assessment.
- 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.
- 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)
Executive Director of Research, Evaluation, and 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
 - Other Personnel
 - Assistant Superintendent

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 on file for a minimum of two years.

RESEARCH REQUEST FORM
BLOOMINGTON PUBLIC SCHOOLS
Department of Research, Evaluation, and Assessment

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 Bloomington 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 Bloomington 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 Bloomington 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 Bloomington Public Schools? 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 staff members only) Yes ___ No ___

9. If you have a formal research proposal, please include it with this request.

RETURN TO
 Department of Research and Evaluation
 Bloomington Public Schools
 1350 West 106th Street
 Bloomington, MN 55431
 PH: (952) 681-6486 Fax: (952) 681-6497

Bloomington Public Schools					
Required Approval	Department/ School	Signature	Date	Approval	
				Yes	No
	Research, Evaluation and Assessment				
	Assistant Superintendent				