

## BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT

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### Regulation 691 Educational Research

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#### Guidelines to Conduct Research Studies

#### ISD 191 ~~Teaching and Learning Department~~ Office of the Assistant Superintendent

##### A. District Employees

The ISD 191 Policy Handbook, Policy 691, applies to conducting studies to improve instruction. In attempting to implement this policy, guidelines for conducting research projects and pilot programs are as follows:

1. ISD 191 employees must have prior approval from the building principal and direct supervisor.
2. The form "Request for Approval to Conduct Research" must be submitted to the Assistant Superintendent prior to beginning research. *Please note: This form is necessary so that persons unfamiliar with the research will be able to understand, in a short time, what the researcher is proposing to do.*
3. All requests must be submitted at least one month in advance of the date that research is to begin and must allow ample time for conducting the study.
4. There must be a reasonable certainty that no child in ISD 191 will suffer educationally as a result of the research. The Protection and Privacy of Pupil Records details rules and regulations for collection and maintenance of school records. Persons wishing to conduct research in ISD 191 shall thoroughly review and abide by this policy.
5. Each proposal will then be reviewed by the ISD 191 Administration and submitted for action to the appropriate administrative staff. The final decision concerning any proposal will be one of the following:
  - Approval of the request as submitted (and referral for School Board action where appropriate).
  - Conditional approval of the request, with inadequacies identified; permission for the study to be conducted may result if these are corrected.
  - Rejection of the request
6. After the proposal has been approved, the researcher must comply with the following:
  - The procedure must be carried out according to the original proposal, as approved.
  - Any major deviation from the approved proposal must have prior clearance.

##### B. Non-District Employees

The ISD 191 Policy Handbook, Policy 691, applies to conducting studies to improve instruction. In attempting to implement this policy, guidelines for conducting research projects and pilot programs are as follows:

1. All research projects to be conducted by non-district employees and/or outside institutions must have **prior approval** of ISD 191.
2. The study must have the potential for making a definite contribution to the educational profession in general and/or to the programs of ISD 191 in particular.
3. The study must be feasible to carry out in terms of the amount of time involved, the numbers of teachers and students participating, and the possible expense to the district. It must not impose undue burdens upon students or staff.
4. There must be a reasonable certainty that no child in ISD 191 will suffer educationally as a result of the research. The Protection and Privacy of Pupil Records details rules and regulations for collection and maintenance of school records. Persons wishing to conduct research in ISD 191 shall thoroughly review and abide by this policy.

5. The overall design of the study must be sound and have the potential for successful completion.
6. Non-district employees and/or outside institutions wishing to conduct research in ISD 191 must make a written request to the Assistant Superintendent using the "Request for Approval to Conduct Research" form available from the Assistant Superintendent.
  - a. All research requests are reviewed by the Assistant Superintendent and routed to appropriate departments/buildings. Requests involving specific departments such as Special Education, Title I, Assessment, shall be routed to the appropriate supervisor.
  - b. Graduate Students must have written approval of their supervising professor and department chairperson.
  - c. Within one week, departments or building principals should take action on the request(s) and notify the director of their decision. The persons making the request and the schools to be affected will be notified.

*Please note: This form is necessary so that persons unfamiliar with the research will be able to understand, in a short time, what the researcher is proposing to do.*
7. Non-district employees and/or outside institutions wishing to be in the physical presence of ISD 191 students must authorize all persons to release information without restriction or qualification to Burnsville-Eagan-Savage District or agency conducting background checks. A disclosure notice shall be signed agreeing that failure to reveal any requested information, or the giving of any false or misleading information on this form or any application form, may be grounds for refusal to conduct research. Understand that the results of said background check may disqualify you from conducting research in the Burnsville-Eagan-Savage District and that any offer received is contingent upon this report and may be rescinded at any time as a result of findings deemed essential by Burnsville-Eagan-Savage District. Understand that this release is valid for the duration of the research timeline at Burnsville-Eagan-Savage District or the agency conducting searches (at the request of Burnsville-Eagan-Savage District) may choose to investigate background at any time during the term of the research.
8. All requests must be submitted at least one month in advance of the date that research is to begin and must allow ample time for conducting the study.
9. Each proposal will then be reviewed by the ISD 191 Administration and submitted for action to the appropriate administrative staff. The final decision concerning any proposal will be one of the following:
  - Approval of the request as submitted (and referral for School Board action where appropriate).
  - Conditional approval of the request, with inadequacies identified; permission for the study to be conducted may result if these are corrected.
  - Rejection of the request
10. After the proposal has been approved, the researcher must comply with the following:
  - The procedure must be carried out according to the original proposal, as approved.
  - Any major deviation from the approved proposal must have prior clearance.

The policies and guidelines are not intended to discourage the development of creative projects, but are set forth to ensure the greatest benefit from the time and resources expended. Once the study has been conducted, the researcher must submit a report of the findings to the Assistant Superintendent for distribution to the appropriate departments.

**ISD 191**  
***Request for Approval to Conduct Research***  
**Department of Teaching and Learning Office of the Assistant Superintendent**

Date: \_\_\_\_\_

**I. Background**

Name of Researcher: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

ISD 191 Employee? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please list school and/or department: \_\_\_\_\_

Agency or institution sponsoring study: \_\_\_\_\_

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

\_\_\_\_\_ Undergraduate \_\_\_\_\_ M.A. or M.S. \_\_\_\_\_ Ph.D \_\_\_\_\_ Ed.D

Advisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**II. Description** (Please attach separate sheets as needed)

Title of Research Project: \_\_\_\_\_

Purpose of study: \_\_\_\_\_

What is the potential value of the study to the instructional program in the ISD 191 Schools?

**Research Design Summary.** What do you plan to do? Give specific information on the methods to be used during the course of study:

- a. **Research questions** - A statement of the problem and its importance, a statement of the hypotheses to be investigated
- b. **Procedure** - The procedures to be followed in conducting the study (timeline, number of students, grade levels, how subjects will be identified and criteria used for recruitment, who will make the initial contact with subjects, procedure for notifying parents, procedure for selecting the sample, time line for completion of your investigation, etc.).
- c. **Instruments** – include copies of all instruments to be administered (e.g., survey questions, observation forms, interview questions), including a copy of the parental (or other) consent form, if appropriate
- d. **Data collection procedures** - What data will be collected and how will it be collected?

List any known risks of the proposed investigation to students, staff, or the district:

List all funding sources and budget for your study:

Describe who the results will be distributed to and in what format:

Include a copy of your IRB approval letter.

### III. Research Commitments

*I agree to maintain the anonymity of individual students, staff members and schools in any report(s) and in any publication(s), e.g., journal article(s), book(s), etc., which incorporate any information derived from the research conducted within ISD 191.*

*I agree to provide the ISD 191 a summary of the research results, complete documentation and information on the location of the complete research and, in the future, subsequent publications.*

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Signature of the Researcher

Date

| Department                            | Printed Name | Signature | Date | Approval |    |
|---------------------------------------|--------------|-----------|------|----------|----|
|                                       |              |           |      | Yes      | No |
| Assistant Superintendent              |              |           |      |          |    |
| Building Principal                    |              |           |      |          |    |
| Direct Supervisor                     |              |           |      |          |    |
| Human Resources<br>(Background Check) |              |           |      |          |    |

Please send requests with all required information to:  
 Assistant Superintendent, 200 West Burnsville Parkway, Burnsville, MN 55337  
 Or email [kmitsehcrood@isd191.org](mailto:kmitsehcrood@isd191.org)