Edina Public Schools
DEFINING EXCELLENCE

**Education Programs**

**Research Requests**

I. Purpose

   This policy defines the parameters for completing research studies in the school 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 employees 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 Requests~~ Procedures for Requesting Permission to Conduct Research by Those Who are Not District Students

   A. The ~~superintendent~~ director of teaching and learning or designee will develop and implement the process for reviewing, determining, and implementing research studies in the school district (see Appendix I).The persons making the request and the schools possibly affected will be notified in a timely manner by the Teaching and Learning Department regarding the status of the request.

   B. ~~An entity seeking to conduct research must apply through district administration. The district's decision whether to proceed with implementation of the research is final.~~
      All persons, including district employees and persons from outside the district, who wish to conduct research in the district must submit a written request to the Teaching and Learning Department using the Research Request Application (see Appendix II).

IV. ~~Student-Generated~~ Research Requests Generated by District Students

   The ~~superintendent~~ director of teaching and learning or designee will develop and implement the process for reviewing, determining, and implementing ~~district~~

~~student-generated~~ research studies generated by district students (see Appendix III). A district student seeking to conduct research must receive the classroom teacher's approval and school principal's approval prior to applying for the request at the district level. The student must follow all research procedures. The district's decision whether to proceed with implementation of the research is final.


Cross Reference:
Policy 515 Protection and Privacy of Student Records
Policy 520 Student Surveys
Policy ~~633~~ 524 Electronic Technologies Acceptable Use


| Policy | | INDEPENDENT SCHOOL DISTRICT NO. 273 |
| --- | --- | --- |
| adopted: | 02/22/10 | Edina, Minnesota |
| revised: | 09/21/15 | |
| revised: | 08/15/16 | |
| revised: | 07/19/21 | |
| revised: | __/__/26 | |

Appendix I to Policy 633

~~External~~ Research Request Process for Those Who are Not District Students

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

    1.  Complete a ~~f~~Research ~~f~~Request Application form (Appendix ~~III~~ II).

    2.  Submit it to the district's ~~superintendent~~ director of teaching and learning.

    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 ~~superintendent~~ director of teaching and learning or designee will review all proposed research studies, surveys, and evaluations within the district. The ~~superintendent~~ director of teaching and learning or designee will either approve or deny the external research request.

C.  All research proposals are subject to a review process. An initial screening is completed 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.  ~~District-wide~~ 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 are reviewed in a district administrators' meeting. If the research request does not meet the criteria for being highly sensitive in nature or ~~create~~ creating a potential risk, it will be reviewed by the ~~superintendent,~~ director of teaching and learning or designee~~n~~. 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. Guarantees the anonymity of individual students, schools, and district employees in reporting the results, unless written approval is obtained from the parents/guardians of participating students, from the school principal, and/or the district employees involved. Data privacy policies must be adhered to.

    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 district 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 district at six-month intervals.

    5. The final report must also be sent to the district upon completion of the study. Failure to comply with this stipulation places the researcher at risk ~~for~~ regarding approval of future projects.

F. ~~Requests to conduct research by persons external to the district may be co-sponsored by a district administrator who must~~ will:

    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 employees.~~

Appendix ~~III~~ II to Policy 633

~~EDINA PUBLIC SCHOOLS~~

~~EXTERNAL RESEARCH REQUEST – APPLICATION~~
Edina Public Schools

~~External~~ 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 also complete the ~~External~~ Research Request Application - Background Summary*
*(following page)*


Your Signature _____ Date _____

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

*********************************************************************************************

   ❑  Approved

   ❑  Disapproved _____ _____

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

~~External~~ Research Request Application - 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~~4. Research Design Summary.

    a.  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~~ school district employees will be asked to complete.

    ~~4.~~ b.   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~~ the district? 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.  Provide the following:

    a.  The ~~D~~date and a copy of the research proposal-approval letter from your advisor(s) if your research is part of your work toward a degree~~.~~, and

    ~~8.~~ b.   A ~~C~~copy of Institutional Review Board ("IRB") approval, and indicate if prior approval from ~~Edina Public Schools~~ the district is required by your IRB.

~~9~~8. All approved external research projects ~~will~~ may be assessed ~~a $20.00 processing and administration fee. A a~~dditional charges ~~may be incurred~~ that comport with the district's costs associated with data requests.

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

Send research request form along with all required information to:
    ~~Superintendent~~ Director of Teaching and Learning
    Edina Public Schools
    5701 Normandale Road
    Edina, MN  55424
    ~~superintendent@edinaschools.org~~

Appendix III to Policy 633

Internal (Student) Research Request Process for District Students

1. Definition

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

   "Classroom research" is means a formalized process of collecting data for the purposes of conducting research. Classroom research usually starts with the researcher creating a research plan that includes the purpose of the research and data collection. This research can occur by asking questions, observing, and comparing various data. This research may involve surveys, interviews, collecting data, and focus groups.

   In school district classroom(s), there are many interactions, but these are not necessarily research interactions. Classroom interactions may provide personal information or observations that could reasonably be considered private information/observations, but not rise to the level of classroom research.

2. Purpose

   The purpose of the following procedures is to ensure district students have a high quality learning experience that is personalized and rewarding while at the same time complying with the law and protecting other students. 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; and

   e. Ensure legal compliance.

3. Review Process

   a. Projects must be reviewed to determine potential risk to students, employees, or the district. Potential risks might include:

      i. District-wide Districtwide surveys
      ii. Documentary via film
      iii. Topic deemed highly sensitive or that could violate student's, community member's, or employee's personal information
      iv. Projects where personally identifiable information is intentionally or unintentionally collected.

b. District ~~S~~students wishing to conduct survey research must have the questions reviewed by district administration and have prior administrative approval.

4. Research Application, Approval, and Revocation

   ~~a.~~ If ~~P~~principals or teachers ~~who~~ provide opportunities for district students to conduct formalized research invoking participation by other students, then:

   a. That principal or teacher ~~must~~ will:
      i. Provide an opportunity for district students to detail their research for approval via an electronic form process ~~.~~; and
      ii. Maintain a list of current research projects.

   b. District ~~S~~students must receive written approval by the building administration and teacher prior to conducting the research.

   c. Principals and teacher(s) are obligated to terminate research activities out of legal compliance.

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Family Educational Rights and Privacy Act, FERPA
Protection of Pupil Rights Act, PPRA
Human Research Protection, OHR

~~Revised: 7/19/21~~

Appendix:
revised:          07/19/21
revised :          __/__/26

Appendix III to Policy 633

Edina Public Schools

External 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 also complete the External Research Request Application – Background Summary*
*(following page)*

Your Signature _____ Date _____

Co sSponsor/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
## EXTERNAL RESEARCH REQUEST - BACKGROUND SUMMARY
### External Research Request Application - 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~~4~~. Research Design Summary.

   b. 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 ~~school district~~ employees will be asked to complete.

   4. b. 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~~ the district? 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. Provide the following:

   a. ~~The D~~date and a copy of ~~the~~ research proposal ~~approval letter from your advisor(s)~~ if your research is part of your work toward a degree. , and

8. b. ~~A C~~copy of Institutional Review Board ("IRB") approval, and indicate if prior approval from ~~Edina Public Schools~~ the district is required by your IRB.

9~~8~~. All approved external research projects will be assessed a $20.00 processing and administration fee. Additional charges may be incurred that comport with the district's costs associated with data requests.

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

Send research request form along with all required information to:
Superintendent Edina Public Schools
5701 Normandale Road
Edina, MN 55424
superintendent@edinaschools.org

( /26)

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