

Policy 520.1 RESEARCH REQUESTS

I. PURPOSE

The purpose of this policy is to establish guidelines for considering and approving requests for use of student, employee, and district data or multimedia for research in the Northfield School District.

II. REQUESTS

Individuals or organizations that wish to conduct research using district or school data, or using employees or students as subjects, must submit a written request in advance, using the form, [Request to Conduct Research in District 659](#) to the superintendent or their designee. For research requests affiliated with a college, university, or other academic institution, proof of Institutional Review Board (IRB) approval should be included. The IRB approval should demonstrate that the proposed research has been approved by the researcher's institution.

“Multimedia” is defined as digital or physical photographs, audio recordings, and video recordings.

III. APPROVAL CRITERIA

For student, employee, and district data or multimedia, and research study requests, the district data sharing and confidentiality agreement must be submitted by the requestor and authorized by the superintendent or their designee. The superintendent or their designee has sole discretion to approve student, employee, and district data, or multimedia and research study requests.

For a research study to be approved, it must meet the following criteria:

- A. Protect the rights and welfare of any human subjects, including providing the following information to parents of children who may be research subjects or to adults who may be subjects:
 - 1. An explanation of the research procedures and their purpose.
 - 2. A description of any possible risks and/or benefits.
 - 3. An offer to respond to inquiries about the procedures.
 - 4. Instruction on the right to refuse to participate or to discontinue participation at any time without prejudice.
- B. Be a direct benefit to the district.
- C. Contribute to the advancement of education in general.
- D. Not disrupt the ongoing educational process and/or duplicate recent research projects in the district.

IV. CONSIDERATION OF RESEARCH REQUEST

In considering a request to conduct research in a specific school or department, the superintendent or their designee will consult with the principal, department

head and other appropriate personnel. The decision of the superintendent or their designee shall be final.

V. COMMUNICATIONS

The principals shall be kept informed of research projects approved by the superintendent or their designee. The researcher will provide to the principals and the superintendent a free copy of the results/papers/publications upon completion of the research.

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Board of Education
INDEPENDENT SCHOOL DISTRICT NO. 659
Northfield, Minnesota