

520.1 RESEARCH INVOLVING STUDENTS, EMPLOYEES AND / OR DISTRICT DATA

I. Purpose

The purpose of this policy is to establish guidelines for considering and approving research requests.

II. Research Request

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 of Schools or his/her designee.

III. Approval Criteria

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 to be expected;
 - 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; and
- B. Be a direct benefit to District 659 or one or more district schools; or
- C. Contribute to the advancement of education in general, and
- 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 his/her designee will consult with the principal, department head and other appropriate personnel. The decision of the Superintendent or his/her designee shall be final.

V. Communications

The principals shall be kept informed of research projects approved by the Superintendent or his/her designee.

Policy 520.1 - Use of Students, Employees and / or District Data for Research
Adopted: 10/22/07

School Board
INDEPENDENT SCHOOL DISTRICT 659
Northfield, MN