

**ADMINISTRATION**

**Research**

**Educational**

The Grand Forks School Board recognizes that systematic study of instructional programs can be useful and beneficial. The Board, therefore, encourages well designed educational research projects within the district.

The Board, while recognizing the value of educational research, also wishes to protect students, parents, and staff from harassment; invasion of privacy; and physical, social, and educational injury. Consequently, the Board requires that all research proposals be screened by the Assistant Superintendent for Teaching and Learning in order to ensure that the proposed research has potential value for the district and is consistent with district philosophies, legal obligations, and standards of good scholarship.

Written approval must be provided to researchers before any project can begin. This policy applies to those research projects not sponsored by the district, as well as those initiated by the district.

Major research projects will not be approved for undergraduate work.

All educational research is conducted through the Assistant Superintendent of Teaching and Learning. Other district administrators or teachers will be asked to participate in screening or supervising projects when appropriate. School Board members will be informed about the nature of projects that have been approved.

Nothing in this policy prevents or discourages teachers and principals from conducting surveys or studies in an effort to analyze student performances or instructional materials. In addition, projects conducted by staff members for graduate study that are limited to the staff members' schools and involve only minor changes in the instructional program require permission of the building principal and the Assistant Superintendent of Teaching and Learning.

**Request to Conduct Research**

Researchers should secure copies of "Request to Conduct Educational Research" and "Guidelines for Proposals to Conduct Research in the Grand Forks Public Schools" from the Assistant Superintendent of Teaching and Learning. The proposal, the completed request form, and all materials to be used in the project should be submitted to the Assistant Superintendent of Teaching and Learning.

**Review of Research Proposals**

All research proposals will be reviewed by the Assistant Superintendent of Teaching and Learning for acceptability in the following areas:

- 1) Benefits to the district
- 2) Compatibility with the regular instructional program
- 3) Effect on student, parents, and staff
- 4) Technical adequacy

Following approval from the Assistant Superintendent of Teaching and Learning, principals will be contacted to determine whether they wish to participate. Four weeks should be allowed for the completion of the process.

**Other Research**

Requests for research projects that are not specifically education related shall be brought to the School Board for consideration. The School Board intends to limit approval of these types of research because of the priority placed on educational research

**Conducting the Research Project**

Approved research projects are regarded as contracts. Any deviation from procedures described in the application must be approved by the Assistant Superintendent of Teaching and Learning who originally approved the application. Unapproved procedural changes will be considered reason for termination of the project. All research activities must be completed by April 30. Research activities involving students will not be permitted during May and September.

**Documentation**

Copies of all project reports (dissertation, thesis, journal article or whatever) and a one-page summary of results must be submitted to the Assistant Superintendent of Teaching and Learning at the conclusion of the research project.

**Dissemination**

Results of research will be shared with the superintendent's cabinet and with appropriate leadership personnel. At the conclusion of each year, the Assistant Superintendent of Teaching and Learning will submit a summary of all research projects to the superintendent of schools and School Board.

**Protection of Student Rights**

Student anonymity must be assured in all research. Results that identify individual students must never be publicized and may be shared with teachers only after securing parental permission.

Researchers are required to notify parents by mail prior to the beginning of any approved research project if the project involves activities or testing not normally included in the school's regular instructional program. Parents have the option of excluding their child from the project. If letters of notification are required, all mailing costs will be borne by the researcher.

The Grand Forks School District will notify parents and students annually of their rights under the federal Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupils Rights Amendment (PPRA). This notification will be through parent newsletters and student handbooks.

Policy Adopted: 05/25/76

Policy Amended: 11/22/94, 10/26/00, 11/15/01, 10/28/02, 3/26/07, 3/11/09