

Research Studies

Research studies may be conducted in the district when it appears that the results of the study will be of significant value to the school district. All studies must be approved in advance by the Superintendent or the Assistant Superintendent for Curriculum and Instruction. A list of topics considered worthy of study will be maintained in the office of the Assistant Superintendent for Curriculum and Instruction, but researchers may propose other topics as well.

- 1) Staff members having topics to be researched should submit them to the office of the Assistant Superintendent for Curriculum and Instruction. The proposed topics must be of mutual interest to the researcher and the school district. In addition to the list of topics on file in the Assistant Superintendent's office, a staff member may propose topics for the consideration of the administration. The district is not compelled to create new reports or information for the study or project.
- 2) Graduate students, including West Fargo Public School employees, wishing to complete a research study as part of their requirements should be referred to the Assistant Superintendent for Curriculum and Instruction. The proposed topics must be of mutual interest to the researcher and the school district. In addition to the list of topics on file in the Assistant Superintendent's office, the graduate student making the request may propose topics for the consideration by the administration. The district is not compelled to create new reports or information for the study or project.
- 3) Instructional research projects in which students are requested to respond to questionnaires concerning personal information are discouraged. No researchers may elicit by written or oral inquiry from any student information of a personal or private nature concerning the following areas:
 - a. Religious beliefs
 - b. Sexual behavior and/or attitudes
 - c. Critical appraisals of other individuals with whom the student has close family relationships
 - d. Mental or psychological problems potentially embarrassing to student or family
 - e. Legally recognized privileged communications
- 4) Prior to the granting of approval for a research project, the Assistant Superintendent for Curriculum and Instruction will consult with other appropriate administrative personnel: principals, directors, or coordinators.
- 5) Researchers approved to conduct studies in the district will work closely with the Assistant Superintendent for Curriculum and Instruction in developing a research design and any instruments to be used for securing required data with the project completed entirely by the researcher or graduate student. The research project must be as non-intrusive as possible, and the district will not be expected to provide information/data related to the project.

- 6) Researchers will be required to:
- a. Submit a Research Study Request Form to the Assistant Superintendent for Curriculum and Instruction for consideration and action. The request must include a copy of the following items: abstract of the project, questionnaire(s) to be used, and a consent letter to be sent to parents.
 - b. Conduct research in a professional manner and assure the anonymity of students or staff members who are part of the study.
 - c. Provide at least one bound copy of the completed study for the files of the school district. No release of the findings of the study will be made until a copy is on file at the District Office.

Adopted: 09/24/12
Reviewed:
Revised:

RESEARCH STUDY REQUEST

I hereby request permission to conduct a research study in the West Fargo Public School District during

the period from _____ to _____.

TOPIC: _____

If this request is granted, I agree to abide by the district policy governing research studies, refer to the Administrative policies in each building Administrator's office or in the Human Resources office.

Signature of Researcher: _____

Institution of Higher Education: _____

Signature of Graduate Advisor: _____

Date: _____

In addition to completing the Research Study Request Form, a copy of the following items is attached for review:

- 1. Abstract of the project
- 2. Questionnaire(s) to be used
- 3. Consent letter to be sent to parents

Endorsement: This request is _____ approved _____ disapproved

Administrator: _____

Date: _____

A copy of the approval form must be presented to the school building principal and the assistant superintendent before conducting any survey. The principal has the final approval to conduct a survey in a school building.

Please print your name and the mailing address where you want this form returned:

Name: _____

Street Address: _____

City, State, & Zip: _____

Approved List of Topics

A list of topics considered worthy of study as per (date) are:

- Literacy
- Numeracy
- Student Engagement
- Technology
 - Degree of Engagement
 - Student Attitudes
 - Teacher/Staff Attitudes
- Attendance
- Professional Development
 - Effective Practices
 - Teacher Attitudes
- Student Participation in School Activities
 - Attendance
 - Academic Success