

POLICY 515.1 ADMINISTRATION PROCEDURES FOR RESEARCH

I. PURPOSE

The purpose of this policy is to provide guidelines for individuals and/or organizations that wish to conduct educational research in the Bloomington School District.

II. GENERAL STATEMENT OF POLICY

This policy recognizes the valuable contribution of scholarly research to the improvement of educational programs and services to the children of the district. At the same time, it is important to ensure that research is conducted within the constraints of state statutes and federal law on data privacy and to guard against excessive intrusion into the learning day.

All information from student records that may be collected or requested for approved research studies will adhere to district policies on data privacy for student educational records (Policy 515).

Adopted: October 11, 1994
Revised: March 8, 1999
Contact Person: Assistant Superintendent

REGULATION 515.1 ADMINISTRATION PROCEDURES FOR RESEARCH

All school district research shall be conducted by school personnel within the constraints of state statutes and federal law on data privacy.

Regulation 515.1 - Confidentiality of Student Records - details rules and regulations for collection and maintenance of school records. Persons wishing to conduct research in the Bloomington Public Schools shall use the following procedures.

REQUEST

1. All persons, Bloomington School employees as well as personnel from outside the district, wishing to conduct research in the Bloomington Public Schools must make a written request to the Research and Evaluation Department using Research Request Form available from the Director of Research, Evaluation, and Assessment.
2. All research requests are reviewed by the Director of Research, Evaluation, and Assessment and routed to appropriate departments/buildings. Within one week, departments or building principals should take action on the request(s) and notify the director of their decision. The persons making the request and the schools to be affected will be notified.

FACILITATOR'S ROUTING PROCEDURES

1. Requests involving specific schools will be routed appropriately.
2. Requests involving specific departments such as Special Services, Curriculum and Instruction, Title I, shall be routed to the appropriate supervisor.
3. Requests involving part of or the entire school district shall be routed through the Assistant Superintendent to the Administrative Council.
4. Curriculum assessment or building assessment for the purpose of curriculum development and/or program evaluation are exempt from completing and following through on the Research request Form, but require approval of the director of curriculum.

RULES FOR CONDUCTING RESEARCH

1. All persons planning to conduct research in the Bloomington Public Schools must complete and return the Research Request Form to the Director of Research, Evaluation, and Assessment. Local staff members must have approval of their supervisor for proposed research request involving their contract time.
2. All persons conducting research in the Bloomington Public Schools must guarantee anonymity of individual children, schools, and school personnel in reporting the results. Exceptions to the above will be considered on an individual basis.

3. All publications emanating from studies in the schools should acknowledge the contribution of the Bloomington Public Schools. A copy of the final report or summary is required and should be submitted to the Director of Research, Evaluation, and Assessment.
4. Research activities, including tests and questionnaires, other than those described in the approved research proposal, are not to be used without express permission from the authorizing administrator.
5. Since all research conducted in the schools ultimately depends on the good will and cooperation of teachers and principals, it is imperative that all researchers fulfil their professional obligation to keep participants informed of the progress of the study and its final results.

CRITERIA FOR ACCEPTANCE / REJECTION

Level 1 (Initial Screening)

Director of Research, Evaluation, and Assessment - Accept for forwarding

1. Meets specified rules
2. Relevance to Bloomington Program

Level 2 (Review and Recommendation) based on nature and location of request

Principal / Staff

Other Personnel

Assistant Superintendent

Level 3 (Decision)

Acceptance / rejection decision is made by the administration. The following may be considered:

1. Time restraints and commitments
2. Amount of time not appropriate for students
3. Parents informed and accepting
4. No added costs to school
5. Value of participation to Bloomington

Research requests will be kept on file for a minimum of two years.