

Osseo Area Public Schools

Department of Research, Assessment, and Accountability

PROCEDURE TITLE

RESEARCH BY EXTERNAL AGENCIES OR INDIVIDUALS

What is the purpose of these procedures?

The overall purpose of these procedures is to establish a standard manner of application review for either individuals or external agencies wishing to conduct research in the Osseo Area School District. Standard procedures protect staff and student time from unnecessary data collection, allow the district to review applications in light of existing laws and statutes about privacy and research, and encourage quality research to improve practice in the Osseo Area School District.

What does district policy require of research projects?

- Permission to conduct research is granted by the Office of Research, Assessment, and Accountability.
- Assurance that individuals, schools, or the district are not identifiable in the final research study or report.
- The proposed project does not have an undue effect or interfere with the operation of schools in the district.

How is research defined?

Research is defined as any data collection from or about Osseo Area School students, parents, or staff. Research includes, but is not limited to, data collection for the purposes of fulfilling the requirements of a thesis or dissertation, publication in a journal or book, completion of a higher education class project, or to fulfill evaluation requirements of grants.

What are external studies?

External studies to be conducted in the Osseo Area School district are those initiated by an outside agency or individual; those initiated by a staff person as an individual for purposes or uses outside his or her district role. External studies also include national or statewide studies (except those mandated by the state) and evaluation of grant projects.

What is the research application process?

1. Obtain a research application and applicant agreement form from the Office of Research, Assessment, and Accountability.
2. Complete the application and have it signed by the sponsoring agency, usually the class professor. **The application must be typed. Handwritten applications will not be accepted.**
3. Read and sign the applicant agreement form.
4. Attach copies of any questionnaires, interview protocols, tests, or data collection instruments that will be used in the study.
5. Prepare participant consent forms. **If data will be collected from or on individual students, parents or staff, permission to participate will be required in most cases and a copy of the participant agreement must be included with the research application.** The letter should permit the parent, student, or staff member to give full and knowing consent. Consent cannot be passive. The final permission letter must:
 - Be in writing.
 - Be signed by the parent or guardian giving consent, as well as the student, if applicable.
 - Be dated on the date consent is given.
 - Specify the reason for data collection or release.
 - Specify the data to be collected or the student data records to be released.

- Identify the persons and institution to which the information will be released.
 - Describe any feedback to be provided to the parent, student, or staff member.
 - Indicate that participation in the project is voluntary; will not affect student grades or staff employment/evaluation; and that consent may be withdrawn at any time without penalty.
 - Provide the name and contact information of the researcher or agency conducting the project should the participant have additional questions.
 - If student surveys are used as part of the project, parents must be offered an opportunity to view survey questions prior to giving consent.
6. **Submit the completed application with supporting documents (sample participant consent forms, instruments or protocols) to the Office of Research, Assessment, and Accountability a minimum of three weeks prior to the beginning of the study. Applicant should be aware that applications for approval of dissertations may take longer than the three weeks.**

What happens after the application is submitted?

1. As applications are received in the Office of Research, Assessment, and Accountability each is logged and reviewed for completeness. If any information/documentation is missing or incomplete, the review process is suspended until the researcher is contacted and complete information/documentation is provided.
2. Schools or affected departments are sent copies of the research application and notified that the researcher will be contacting them personally within a few days. If the school/department chooses not to participate, it must notify the Director of Research, Assessment, and Accountability if it does not wish to participate.
3. The researcher is notified in writing that the project has been administratively approved. Once administrative approval has been granted, he/she must contact the individual schools to obtain approval for participation. A list of schools and principals to contact for approval will be provided.
4. Administrative approval does not necessarily constitute approval for the study to be conducted in any specific school. Prior to final approval to conduct research in specific schools, approval of principals and others involved must be obtained.

Is there any way to enhance the probability of getting the research application approved?

Studies related to topics of interest for the Osseo Area School District will receive high priority for approval. Researchers are encouraged to contact the Office of Research, Assessment, and Accountability prior to completion of a thesis or dissertation plans to ensure closer coordination between the district and the researcher. Discussing a specific project with a member of the Office of Research, Assessment, and Accountability before details are complete may also assist a researcher in creating a viable research design.

What is the basis for decisions on research applications?

The criteria by which research applications are reviewed include the following:

- Study results should have high value to an individual school, the Osseo Area School District, or to education in general.
- Study should be compatible with Osseo Area School District policy and sound educational practice.
- The design and implementation of the project should be sound and acceptable to the school system.

What happens if the application is rejected?

- If it appears that an application could be approved with revisions, the applicant may be advised to resubmit.
- In some cases, the Director of Research, Assessment, and Accountability may convene a review committee to hear an appeal of the decision.

What are the requirements while the project is conducted?

- The researcher is responsible for returning the signed agreement forms from individual principals/departments. Final approval from the district will not be made until forms are received from the researcher. Meetings, interviews, administration of instruments must be scheduled far enough in advance to allow adequate planning.
- Parental permission for direct participation of any student in the research project is required. The researcher must provide sufficient copies of an approved parental permission form to permit collection of two copies of the permission slips. The principal will retain one copy of the parent permission at the local school.
- **Information about the student will not be made available to the researcher until parental permission is secured.**
- The confidential nature of records must be observed and privacy and rights of the individual and schools must be respected. Data with names or other identifiers (such as student numbers) **MUST** be disposed of when their use is complete.
- Individuals conducting research in the Osseo Area School District must abide by standards of professional conduct at all times while they are working in the schools. Failure to do so will be sufficient cause for terminating the research study. Any violations of procedures noted by teachers or other participants in the study will be reported to the school principal. The principal should then discuss any such violations with the Director of Research, Assessment, and Accountability who will address the matter with the sponsoring agency or individual researcher.
- **Studies are to be completed by May 1st.**

What happens after the study is completed?

The Director of Research, Assessment and Accountability must be provided with summaries of data collected and conclusions drawn from the research as soon as the researcher has them completed. If the study is reported in a journal or other format (book, presentation, etc.) the author will provide the district with a copy for the professional library. Personal feedback to principals or others involved in the study is strongly encouraged.

Who administers the procedures?

Procedures are administered through the Office of Research, Assessment, and Accountability. The Director of RAA is responsible for administration. If there are questions or concerns regarding the research process, they should be addressed to Angie Freese at 763-391-7092 or freesea@district279.org.

Osseo Area Public Schools Research Request Applicant Agreement
E-mail to Angie Freese: freesea@district279.org

Research Applicant:

Research Project Title:

Home Address:

City/State/Zip:

Employer:

Contact Information:

Work:	Home:
Fax:	E-mail:

I understand that any unauthorized disclosure of confidential information is illegal as provided in the Family Educational Rights and Privacy Act of 1973 (FERPA) and in the implementing federal regulations found in 34 CFR Part 99. I understand that participation in a research study by students, parents, and school staff is strictly voluntary.

In addition, I understand that any data, datasets or outputs that I, or any authorized representative, may generate from data collection efforts throughout the duration of the research study are confidential and the data are to be protected. I will not distribute to any unauthorized person any data or reports that I have access to or may generate using confidential data. I also understand that students, schools, or the district may not be identified in the research report. Data with names or other identifiers (such as student numbers) will be disposed of when their use is complete.

I understand that acceptance of this request for approval of a research project in no way obligates the Osseo Area School District to participate in the research. I also understand that approval does not constitute commitment of resources or endorsement of the study or its findings by the school system or by the Board of Education.

If the research project is approved, I agree to abide by standards of professional conduct while working in the schools. I understand that failure to do so could result in termination of the research study.

I agree to send a copy of the study results to the Department of Research, Assessment, and Accountability after completion of the study for any future use to the Osseo Area School District. I understand that the study is not complete until this report has been provided to the Osseo Area School District.

 Research Applicant Signature

 Date

 Signature of Faculty or Staff Sponsor of Research Project

 Date

 Name of Sponsoring Agency (University or Institution)

 Phone Number

Methodology

Participants

Number of Students:	Grade(s)
Number of Teachers:	Grade(s)
Number of Administrators:	
Number of Support Staff:	
Number of Parents:	

1. How were participants selected for the research project?

2. How much time will be required for individuals participating in the study?

3. What will participants be asked to do?

4. Proposed schools to be included in the research project

**5. How will consent be obtained from all research participants, and if necessary, from parents/guardians?
See the sample Parental Permission Form in Attachment B.**

6. Rationale

7. Research/Evidence of Problem

A. What research have/will you use to support the development of the project? Cite the Research.	B. What actions/strategies have you or others tried previously/currently that support the development of the project?
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Theory of Action - Brief description of strategies/ideas/materials developed to accomplish your goal.

Strategies to accomplish project outcomes: (Example: Students will answer questions using Schoology twice a week during this unit.)
You must use the District Adopted Curriculum and Common Assessments and follow all District Procedures and Policies.

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Materials developed as a result of project: (Example: New formative assessments will be developed for this unit. Include the Assessments. The assessments are loaded into Schoology.)

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Instructional practices/strategies used: (The instructional strategy is immediate feedback using technology to inform instruction. We will use think-pair-share after each assessment.)

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8. Timelines

Total Duration:

Implementation: Period that you will use project strategies with students.

From:	To:
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Results and Reflection:

From:	To:
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Project final completion date:

Share project with others date:
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9. Plan for Sharing Results of Project

Who will you share your project work with and how? Consider PLC meetings with entire building or staff meeting.

10. Your Commitment

Group Participant Signatures	Date	Group Participant Signatures	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____ Date _____
Principals Signature

<input type="checkbox"/> Approval as proposed.	<input type="checkbox"/> Not approved at this time.
<input type="checkbox"/> Approval with the following revisions:	Date of decision: _____

Sample Presentation could include the following:

- Identification of the problem
- Research
- Strategy implemented

- Results
- Conclusions/recommendations
 - Are there new questions upon completion?
 - Why do you believe the project was successful?
 - What are the implications?
 - What future considerations?

Sample Parental Consent Form
(This is a sample you may use.)

Please complete the bold areas with information pertinent to your study.)

My signature below indicates that I have read the information provided and have decided to allow my child to participate in the study titled “**name of research project**” to be conducted at my child’s school between the **dates of _____ and _____**. I understand that the signature of the principal and classroom teacher indicates they have agreed to participate in this research project.

I understand the purpose of the research project will be **(describe the purpose)** and that my child will participate in the following manner: **(list what the student will be asked to do)**

- 1.
- 2.
- 3.

Potential benefits of the study are:

I agree to the following conditions with the understanding that I can withdraw my child from the study at any time should I choose to discontinue participation.

- The identity of participants will be protected. **(Describe how you will protect the identity of participants.)**
- Information gathered during the course of the project will become part of the data analysis and may contribute to published research reports and presentations.
- There are no foreseeable inconveniences or risks involved to my child participating in the study.
- Participation in the study is voluntary and will not affect either student grades or placement decisions (or if staff are involved-will not affect employment status or annual evaluations.) If I decide to withdraw permission after the study begins, I will notify the school of my decision.

If further information is needed regarding the research study, I can contact **(provide contact information, including phone numbers and addresses)**.

Signature _____
Parent Date

Signature _____
Principal Date

Signature _____
Classroom Teacher Date