

Mankato Area Public Schools
Department of Teaching and Learning



Guidelines to Conduct Research Studies DISTRICT EMPLOYEES

The Mankato Area Schools Policy Handbook, Policy No. 616, applies to conducting studies to improve instruction. In attempting to implement this policy, guidelines for conducting research projects and pilot programs are as follows:

1. Mankato Area Public Schools employees must have prior approval from the building principal and/or direct supervisor.
2. The form “Request for Approval to Conduct Research” must be submitted to the Department of Teaching and Learning prior to beginning research. Please note: This form is necessary so that persons unfamiliar with the research will be able to understand, in a short time, what the researcher is proposing to do.
3. All requests must be submitted at least one month in advance of the date that research is to begin and must allow ample time for conducting the study.
4. There must be a reasonable certainty that no child in the Mankato Area Public Schools will suffer educationally as a result of the research. Policy 515 Protection and Privacy of Pupil Records details rules and regulations for collection and maintenance of school records. Persons wishing to conduct research in the Mankato Area Public Schools shall thoroughly review and abide by this policy.
5. Each proposal will then be reviewed by the staff of the Department of Teaching and Learning and submitted for action to the appropriate administrative staff. The final decision concerning any proposal will be one of the following:
 - Approval of the request as submitted (and referral for School Board action where appropriate).
 - Conditional approval of the request, with inadequacies identified; permission for the study to be conducted may result if these are corrected.
 - Rejection of the request
6. After the proposal has been approved, the researcher must comply with the following:
 - The procedure must be carried out according to the original proposal, as approved.
 - Any major deviation from the approved proposal must have prior clearance.

Mankato Area Public Schools
Department of Teaching and Learning



Guidelines to Conduct Research Studies NON-DISTRICT EMPLOYEES

The Mankato Area Schools Policy Handbook, Policy No. 616, applies to conducting studies to improve instruction. In attempting to implement this policy, guidelines for conducting research projects and pilot programs are as follows:

1. All research projects to be conducted by non-district employees and/or outside institutions must have prior approval of the Mankato Area Public Schools Department of Teaching and Learning.
2. The study must have the potential for making a definite contribution to the educational profession in general and/or to the programs of the Mankato Area Public Schools in particular.
3. The study must be feasible to carry out in terms of the amount of time involved, the numbers of teachers and students participating, and the possible expense to the district. It must not impose undue burdens upon students or staff.
4. There must be a reasonable certainty that no child in the Mankato Area Public Schools will suffer educationally as a result of the research. Policy 515 Protection and Privacy of Pupil Records details rules and regulations for collection and maintenance of school records. Persons wishing to conduct research in the Mankato Area Public Schools shall thoroughly review and abide by this policy.
5. The overall design of the study must be sound and have the potential for successful completion.
6. Non-district employees and/or outside institutions wishing to conduct research in the Mankato Area Public Schools must make a written request to the Department of Teaching and Learning using the "Request for Approval to Conduct Research" form available from the Director of Teaching and Learning.
 - All research requests are reviewed by the Director of Teaching and Learning and routed to appropriate departments, programs, or buildings.
 - Graduate Students must have written approval of their supervising professor and department chairperson.
 - 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.

Please note: This form is necessary so that persons unfamiliar with the research will be able to understand, in a short time, what the researcher is proposing to do.

7. All requests must be submitted at least one month in advance of the date that research is to begin and must allow ample time for conducting the study.
8. Each proposal will then be reviewed by the staff of the Department of Teaching and Learning and submitted for action to the appropriate administrative staff. The final decision concerning any proposal will be one of the following:
 - Approval of the request as submitted (and referral for School Board action where appropriate).
 - Conditional approval of the request, with inadequacies identified; permission for the study to be conducted may result if these are corrected.
 - Rejection of the request

9. According to Policy 404, Employment Background Checks, the school district requires individuals who will be involved with the research submit to a criminal background check.
10. After the proposal has been approved, the researcher must comply with the following:
- The procedure must be carried out according to the original proposal, as approved.
 - Any major deviation from the approved proposal must have prior clearance.

The policies and guidelines are not intended to discourage the development of creative projects, but are set forth to ensure the greatest benefit from the time and resources expended. Once the study has been conducted, the researcher must submit a report of the findings to the Department of Teaching and Learning for distribution to the appropriate departments.

5. List any known risks of the proposed investigation to students, staff, or the district.

6. List all funding sources and budget for your study.

7. Describe who the results will be distributed to and in what format.

8. Include a copy of your IRB approval letter.

III. Research Commitments

I agree to maintain the anonymity of individual students, staff members and schools in any report(s) and in any publication(s), e.g., journal article(s), book(s), etc., which incorporate any information derived from the research conducted within Mankato Area Public Schools.

I agree to provide the Mankato Area Public Schools a summary of the research results, complete documentation and information on the location of the complete research and, in the future, subsequent publications.

Signature of the Researcher

Date

| Department | Printed Name | Signature | Date | Approval | |
|-----------------------------------|--------------|-----------|------|----------|----|
| | | | | Yes | No |
| Director of Teaching and Learning | | | | | |
| Building Principal | | | | | |
| Direct Supervisor | | | | | |

Please send requests with all required information to:
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 Director of Teaching and Learning
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