

Approved application submission and data collection time periods per FNSBSD AR 1250:

No research applications will be accepted after the start of the fourth quarter of the current school year.

To avoid undue inconvenience to building personnel and students, no research activities will be allowed:

- *During the two weeks after the opening of school or during the two weeks prior to the closing of school,*
- *One week before and one week after the winter and spring vacation periods,*
- *Two weeks prior to and during any state-mandated or district-wide testing,*
- *During the first week of the second semester,*
- *Where there are already a number of research projects underway,*
- *Where a number of research projects have already been conducted.*

Research & Accountability Department
Fairbanks North Star Borough School District
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External Research

***Fairbanks North Star
Borough School District***

External research is defined as research initiated by individuals not employed by the school district or by district employees who want to perform research for non-job-related purposes (e.g. research required by a college course).

What is Research?

Research is defined as any data collection activity which seeks to obtain information from students, staff, or parents including (but not limited to) opinion polls, focus groups, interviews, and surveys.

*Application forms and additional information
are available at:*

www.k12northstar.org/domain/1125

Review Process

The Research & Accountability Department will review all research applications to ensure compliance with Family Educational Rights & Privacy Act (FERPA), Protection of Pupil Rights Amendment (PPRA) and Alaska Statutes. The proposal will then be submitted for review to a committee of at least three district staff members (per FNSBSD AR 1250). This process takes approximately three (3) weeks to complete.

The committee will evaluate the application on four components:

1. **Relevance** – The research must further the mission of the school district.
2. **Quality** – The research must demonstrate a high standard of quality (sampling methods, instruments, statistical analysis, data interpretation, etc).
3. **District Benefit** – The research must have a clear, direct, and immediate benefit to the district in terms of informing educational practice.
4. **District Burden** – The district will only accommodate research that requires a reasonable amount of time and effort from district staff. Research should not take time away from instructional activities.

When a decision has been reached by the review committee, notification will be sent to the researcher. Three decisions are possible:

Approval – Researcher may proceed with contacting individual school principals to initiate research.

Approval with Modifications – If the study is approved with modifications, the researcher must provide a written response indicating compliance with the modifications before final approval is granted.

Denial – Research that does not meet requirements as set forth in FNSBSD AR 1250.

Instructional time is valuable. Research that takes time away from the instructional day will not be approved.

Proposals that require parental consent (i.e., those that ask questions of students that FERPA or Alaska Statute forbid without parental approval) will not be approved.

Research proposals will not be approved unless the research has clear, direct, and immediate benefit to the district in terms of informing educational practice.

Individuals wishing to conduct any research activity in the Fairbanks North Star Borough School District must submit to the Research and Accountability Department the following:

- One signed copy of the external application (available at the Research & Accountability office located at 520 Fifth Avenue in Fairbanks and online at: www.k12northstar.org/domain/1125) with all required attachments.
 - One complete application sent electronically to: ellis.ott@k12northstar.org
- Research conducted by district employees must not involve students or staff in their own building or over whom they have authority. **The research must be conducted outside of the staff member's duty day.**
- Only those research activities initiated by the School Board or Superintendent are exempt from the application process. (See FNSBSD AR 1250 for further information.)
- All representations made to participants respecting anonymity, confidentiality, purpose and procedures must be honored by the researcher.
- Data collected may only be used for the purposes of the study approved.
- Any media regarding the research must be approved first by the Director of Research & Accountability.