

**To avoid undue inconvenience to building personnel and students, no research will be allowed in the schools:**

- 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  
520 Fifth Avenue  
Fairbanks, AK 99701**

**Phone: 907-452-2000 ext 11364**

**Fax: 907-452-3312**

**E-Mail: [ellis.ott@k12northstar.org](mailto:ellis.ott@k12northstar.org)**

**Website: [www.k12northstar.org/domain/1125](http://www.k12northstar.org/domain/1125)**

## ***Internal Research*** ***Fairbanks North Star*** ***Borough School District***

**Internal research is defined as research which is initiated by school district students or by school district employees who are conducting research in conformance with their normal duties and responsibilities.**

### ***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](http://www.k12northstar.org/domain/1125)*

**Examples of internal research are:** students wishing to collect data from other students for a class or student group, teachers and

principals wishing to conduct surveys in their own classrooms and schools for internal use only, and grant coordinators or program directors wishing to conduct focus groups or interviews within their own programs.

Any research project that is not part of a staff member's normal responsibilities (e.g. research required by a college course) must be screened in accordance with the external research process, and conducted outside of the staff member's duty day.

Internal researchers, as part of their normal responsibilities, must also request and receive approval prior to collecting any data. The Research and Accountability Department will review all data collection methodology to ensure compliance with FERPA, PPRA, and Alaska Statute.

Researchers may not ask questions about:

- Political affiliations
- Mental and psychological problems potentially embarrassing to the student or his/her family;
- Sexual behavior and attitudes
- Illegal, anti-social, self-incriminating, and demeaning behavior
- Critical appraisals of other individuals with whom respondents have close family relationships
- Religious practices, affiliations, or beliefs of the student or student's parents
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

**No research may be conducted without the approval of the Research & Accountability Department.**

**Approval for internal research may be requested by submitting to the Research & Accountability Department:**

- An Internal Research application form with all items completed. The applicant must specify the target population and timeline for the data collection and must certify that the data collected will not be used for purposes other than those described in the application.
- Copies of all data collection instruments (survey questionnaire, interview questions, etc).
- One complete application sent electronically to:  
[ellis.ott@k12northstar.org](mailto:ellis.ott@k12northstar.org)

The approval process for internal research may take up to two weeks from the receipt of a complete application. Application forms will be available online at the school district's website.

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.

### **Student survey protocol:**

- Students may e-mail or fax the questions they wish to ask to [ellis.ott@k12northstar.org](mailto:ellis.ott@k12northstar.org) or (907) 452-3312
- Students may not ask other students about:
  - Politics
  - Mental or psychological problems
  - Sex
  - Any activities against the law or school rules
  - Income
  - Religion
  - Private family matters
- Students may not start collecting data before receiving approval.