

Adopted: 1974
Revised: 6/17/2008; 1/20/2026

Saint Paul Public Schools Policy

618.00

618.00 RESEARCH

I. POLICY PURPOSE

The purpose of this policy is to establish the parameters for conducting research in the district.

II. GENERAL STATEMENT OF POLICY

This policy will give reasonable access to individuals, institutions and organizations to conduct approved research projects, while protecting and contributing to the district's primary responsibility of providing a premier education for all. It is the policy of the school board that research may be conducted as determined necessary by the school and/or district administration, subject to the guidelines in this policy.

III. DEFINITIONS

For purposes of this policy, the following definitions apply:

- A. **Data Collection:** The process of gathering and measuring information to test hypotheses, answer stated research questions and evaluate outcomes. Methods of data collection include, but are not limited to questionnaires or surveys, interviews and focus groups, observations, and document analysis.
- B. **Research:** A structured and systematic investigation designed to refine or test a hypothesis or assess a theory that uses observational, experimental, and/or data collection methods to provide reliable, valid, replicable, and generalizable findings. Data could include originally collected data or data that have already been collected through primary sources.
- C. **Student data:** Includes (1) personally-identifiable student level information, (2) de-identified student level information, and (3) aggregate level student information.

IV. CONDUCTING RESEARCH

- 1. The District may permit educational research by staff members of the school system when the conduct of such projects does not conflict with the major functions of the school, district or program.
- 2. The District may permit educational research by outside individuals or organizations when the conduct of such projects does not conflict with the major functions of the schools, district or program.

3. The Superintendent or designee shall develop procedures by which these research projects may be approved.

LEGAL REFERENCES:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. § 1232h (Protection of Pupil Rights)
34 C.F.R. Part 99 (Family Educational Rights and Privacy Act Regulations)

CROSS REFERENCES:

Policy 521.00: Student Surveys
Policy 304.00: Record