



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy 6162.50 Administrative Procedure

Issued January 21, 2026

Administrative Regulation: Requests to Conduct Research

Reference Policy: 6162.51 (Surveys of Students / Educational Research)

I. Purpose and Scope

The Consolidated School District of New Britain recognizes the value of educational research but must prioritize the privacy of students and staff and the uninterrupted delivery of instruction. These regulations apply to all researchers, including doctoral candidates, master's students, and independent research organizations who wish to conduct studies within the district.

Key Principle: Participation in research is a privilege, not a right. The primary beneficiary of any research conducted within the District must be the District itself.

II. Prerequisite: Institutional Review Board (IRB) Approval

The District **will not** review any proposal that has not received formal approval or exemption from the researcher's university Institutional Review Board (IRB). District approval is separate from and additional to IRB approval; IRB approval does not guarantee access to District schools or data.

III. Application Requirements

Researchers must submit a formal proposal to the Office of the Superintendent (or designee). The application package **must** include the following six components:

1. **IRB Documentation:** A copy of the official letter of approval or exemption from the university's Institutional Review Board (IRB).
2. **Project Abstract:** A summary of the study's purpose, research questions, and methodology. The abstract should also address Section VII (Deliverables and District Benefit) outlined below. *(500 words maximum)*
3. **District Impact Statement:** A specific explanation of how this research aligns with the District's priorities. *(500 words maximum)*
4. **Data Requirements:** A precise list of all data requested or that will be collected.
5. **Instruments:** Copies of all surveys, interview protocols, or observation rubrics.

6. **Burden Analysis:** An estimate of the time required from students, teachers, and administrators.
7. **Application Submission:** Completed applications should be submitted **as a single PDF file** via email to Diana Rios, the Executive Assistant to the Superintendent. riosd@csgdnb.org The Superintendent will endeavor to provide a response to the researcher within 14 calendar days.

IV. Operational Restrictions and Access

To protect the learning environment and student privacy, the following strict limitations apply:

1. **General Denial of Student Access:** Studies requesting direct access to students (including classroom observations, interviews, or focus groups) or access to student-level data (even if de-identified) **will generally be denied**.
 - *Exception:* Rare exceptions may be considered *only* if the research is directly commissioned by the District or addresses a critical strategic need that cannot be met through internal data analysis.
2. **Testing Windows:** No research activities may occur during state or district testing windows.
3. **Teacher Time:** Research requiring significant teacher time will generally be denied unless it is integral to the teacher's own professional development and pre-approved by their building principal.
4. **Background Checks:** In the rare event access is granted, any researcher requesting physical access to a school building or direct contact with students must undergo the District's standard background check and fingerprinting process at their own expense.

V. Legal Framework and Data Privacy

Research must strictly adhere to the following statutes. Failure to comply is grounds for immediate termination of the study.

1. **FERPA Compliance:**
 - The District generally does not disclose Personally Identifiable Information (PII) for research purposes.
 - If an exception is granted, the researcher must sign a **Data Confidentiality Agreement** acting as a "school official" with a legitimate educational interest, strictly adhering to **34 CFR § 99.31(a)(6)**.
2. **PPRA (Protection of Pupil Rights Amendment):**
 - Researchers must obtain **active written parental consent** (opt-in) before administering any survey.
 - Parents have the right to inspect all survey materials before administration.
3. **Connecticut Student Data Privacy:**
 - If the researcher utilizes a third-party software platform or digital operator to collect data, that operator must comply with Connecticut's strict data security and breach notification laws (C.G.S. § 10-234aa et seq.).

VI. Consent Protocols

- **Active Consent (Opt-In):** Required for any research involving direct access to students and/or student-level data (if permitted by the Superintendent).
- **Staff Consent:** Participation by staff members is voluntary. Researchers may not coerce participation or use District supervisors to pressure subordinates.

VII. Deliverables and District Benefit

The researcher must demonstrate a tangible return on investment for the District's time and resources.

1. **Demonstrable Benefit:** The proposal must clearly articulate how the study will directly benefit New Britain teachers, administrators, and children. Purely theoretical research with no practical application for the District will not be approved.
2. **Actionable Feedback Loop:** The researcher must delineate a plan for sharing results back to the District in a usable format. This may include:
 - An executive summary of findings tailored for the Board of Education or Cabinet.
 - A presentation to faculty or administration regarding implications for practice.
 - Data visualizations or reports that can be used for District improvement planning.
3. **Review Rights:** The District reserves the right to review any publication prior to release for the sole purpose of ensuring no PII is inadvertently disclosed.

Legal References

Federal Statutes:

- **Family Educational Rights and Privacy Act (FERPA):** 20 U.S.C. § 1232g; 34 CFR Part 99
- **Protection of Pupil Rights Amendment (PPRA):** 20 U.S.C. § 1232h; 34 CFR Part 98

Connecticut General Statutes:

- **Student Data Privacy Act:** C.G.S. § 10-234aa through § 10-234dd
- **Confidentiality of Records:** C.G.S. § 10-209