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.

Mankato Area Public Schools Request for Approval to Conduct Research

Department of Teaching and Learning

					Date:	
I. Background						
Name of Researcher:		Phone (wo	rk):			
Street address:	City:	State	e:	Zip:		
E-mail address:						
Mankato Area Public So	chools employed	e? □ YES	\square NO			
If yes, please list school	and/or depart	ment:				
Agency or Institution S	ponsoring Stud	y:				
If the study is part of yo	our work for a d	legree, indica	ate type of de	gree:		
☐ Undergraduat	te 🗆 M.A. or M	I.S.	□ Ph.D.		Ed.D	
Advisor's Name:		Phone (wo	rk):			
II. Description (Plea	se attach sep	arate shee	ts as needed	d)		
1. Title of Research Pro	oject:					
2. Purpose of Study:						
3. What is the potentia Schools?	l value of the st	udy to the in	structional p	rogram in th	ne Mankato Are	a Public
4. Research Design Sur	nmary. What d	o you plan to	o do? Give sp	ecific inforn	nation on the m	ethods to
be used during the cou		1.1	1		. (.)	.1 .
Research questions - A be investigated	statement of th	e problem a	nd its importa	ance, a state	ment of the hy	potheses to
a. Procedure - The	procedures to	be followed	in conducting	g the study (timeline, numł	oer of
students, grade		•				
will make the in selecting the sa						ire for
h Instruments – in	•	-	•		-	etione

observation forms, interview questions), including a copy of the parental (or other) consent

c. Data collection procedures - What data will be collected and how will it be collected?

form, if appropriate

Mankato Area Public Schools
Request to Conduct Research

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 redocumentation and information on the location of the complete research and, in tsubsequent publications.					
Signature of the Researcher	Date				
	Annrow				

Department	Printed Name	Signature	Date	Appr Yes	
Director of Teaching and Learning					
Building Principal					
Direct Supervisor					

Please send requests with all required information to: Heather Mueller Mankato Area Public Schools Director of Teaching and Learning 10 Civic Center Plaza, Suite 2 Mankato, MN 56001 hmuell1@isd77.k12.mn.us