

Adopted:
Revised:

1974
9/7/1982

Saint Paul Public Schools Procedure

621.00

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RESEARCH

Research projects and studies initiated by individuals, colleges, government agencies, or other organizations not a part of the St. Paul school system will require approval of the assistant director of research, testing and evaluation. Such projects shall comply with the following principles and procedures:

1. Participation of school personnel will be voluntary. Neither schools nor individuals will be required to participate.
2. Plans for conducting research studies shall be sent to the assistant director of research, testing and evaluation.
3. The proposals shall include details of the methods and procedures to be used in the study. Tests or questionnaires that are part of the study shall accompany the proposal.
4. The entire project shall be reviewed by the office of research, testing and evaluation, and shall be submitted to a committee consisting of the directors of secondary curriculum and instruction, elementary curriculum and instruction, and special education for approval. When necessary, a committee may be appointed to consider specific proposals.
5. Notice of approved projects shall be sent to the individual schools or departments concerned.
6. Individuals or organizations completing approved studies will submit two copies of the study to the schools involved and to the assistant director of research, testing and evaluation.
7. Researchers will comply with the requirements of state and federal data privacy laws. In cases where teachers, principals, or others provide personal information as to educational status, attitudes, or educational issues, it is understood that individuals shall not be identified with the returns.

CROSS REFERENCE:

Records

LEGAL REFERENCES: