

General Personnel

Research and Pilot Projects

- 1.0 The researcher must submit to the Executive Director in writing a description of the project that will include:
 - 1.1 The merits of the project as it relates to education.
 - 1.2 Time lines.
 - 1.3 If the study involves students, the proposed letter of explanation to parents, which will:
 - 1.31 State NDSEC's permission
 - 1.32 State what will be done with the student and the data.
 - 1.33 State the purpose of the project.
 - 1.34 Assure confidentiality.
 - 1.35 Include a written parental permission form.
 - 1.4 Cover letter from supervisory university professor for all requests from university students.
- 2.0 The Executive Director has the responsibility to assure that the following procedures are carried out:
 - 2.1 Evaluates the request to do research:
 - 2.11 Does it have merit professionally and for NDSEC?
 - 2.12 Can NDSEC afford the time and/or are anticipated results worth the time?
 - 2.2 Informs the board of the request for research.
- 3.0 The researcher is responsible for keeping all parties involved, fully informed, and for obtaining necessary permission.
 - 3.1 The researcher is responsible for keeping the NDSEC contact person(s) fully informed through the provision of copies of all letters, ongoing status reports, written materials, final report, etc.
 - 3.2 Parents: The researcher provides letter of explanation and postage if needed, and allows no involvement with project until the parents are informed and agree in writing to their student's involvement. At parents' request, the researcher will provide a copy of the final report to that parent.

3.3 Member Districts: With NDSEC approval, the researcher sends letter to member district informing them that:

3.31 The researcher will be involved with a NDSEC special education class in their district,

or

3.32 The researcher will be involved with a NDSEC special education student from their district.

If non-NDSEC students in member districts are to be involved, the member district superintendent's permission will be obtained, and policies and procedures for that district will be followed.

4.0 Data:

4.1 Class or program lists shall not be released.

4.2 Pertinent data can be released only with parents' written permission.

4.3 The researcher, in writing about any NDSEC student, shall not indicate the student's name, or provide any data that could identify a student.

Adopted: 4/14/2014