



LINCOLN PUBLIC SCHOOLS  
Lincoln, Massachusetts

**RELATIONS WITH EDUCATION RESEARCH AND SERVICE CENTERS**

The Lincoln Public School system is interested in supporting research which improves instruction and provides us with new information about children's learning. At the same time, requests to use the schools for research need careful screening to insure minimum disruption of the School program and to protect the rights of students, families, and faculty. The following procedures are to be followed in reviewing research proposals:

1. Written research proposals are to be sent to the Office of the Superintendent accompanied by a letter requesting the District's participation.
2. The letter requesting support should contain:
  - a. the overall purpose, essential questions or working thesis;
  - b. the number of students needed and at what grade level;
  - c. the amount of time per student needed and when students would be interviewed;
  - d. the time period of the study;
  - e. other time requirements for faculty, administrators and staff;
  - f. a copy of the letter to be sent home requesting parent/guardian permission for student participation;
  - g. additional details on those tasks in which students would be engaged and if tasks require removal from the classroom;
  - h. how the results of the study are to be shared with the administration, faculty, parents/guardians and students; and
  - i. where appropriate, demonstration that the project has been approved by their university research governing body.
3. The Superintendent will arrange for the research proposal and other information to be circulated and reviewed by Administrators.
4. If the Administrators feel the proposal has merit and can be pursued without too much disruption, they will discuss the District's participation with the appropriate group of faculty.

Parental/guardian permission will be obtained before a student is allowed to participate in a study. All research activity is constrained by the state and federal legislation on confidentiality of student records including de-identification of student data. The Lincoln Public School System expects to receive a copy of the final research report.

LEGAL REF.: Protection of Pupil Rights Amendment; Family and Educational Rights and Privacy Act

Approved by Administrators December 3, 1981.  
Approved at School Committee Meeting of December 7, 1981.  
Revised at School Committee Meeting of May 6, 1985.  
Revised at School Committee Meeting of December 13, 2018.  
Revised at School Committee Meeting of March 7, 2024.

SOURCE: Lincoln