



RESEARCH STUDIES

Background

The Division recognizes its responsibility to share educational experiences and provides opportunities for individuals to interact with the system and its schools.

Procedures

1. All applications to undertake research projects or surveys within the school system or to obtain assistance from the system with respect to studies or research projects shall be submitted to the Superintendent or designate for approval.
2. After due consideration and applying the criteria identified in this administrative procedure, an application will, depending upon its nature, be approved or denied.
3. Research projects undertaken by or for the system shall be conducted and/or coordinated by the Superintendent or designate.
4. Research projects should be at no cost to the Division. If compensation is received as part of participation in a research study the Secretary-Treasurer shall be responsible for the financial arrangements.
5. External research projects may be terminated at any time if, in the judgment of the Superintendent or designate, the guidelines established for the study have been violated.
6. Research studies will be approved and conducted according to the following procedures.
 - 6.1 All applications shall be satisfactorily completed at least one (1) month in advance of the study and must be submitted to the Superintendent or designate. Timelines shorter than one (1) month will be considered if extenuating circumstances exist.
 - 6.2 Requests to undertake graduate level research or survey studies must be submitted to the Superintendent.
 - 6.3 Requests to undertake research or surveys that involve students as participants will require written consent of the parent or guardian.
 - 6.4 Requests to undertake research or surveys that are in opposition to the Division mission and values will not be approved.



- 6.5 Participants' voluntary informed consent to be involved in a research study or survey will be obtained at the start of the study, and that researchers will remain sensitive and open to the possibility that participants may wish, for any reason and at any time, to withdraw their consent.
- 6.6 Upon completion of the study, the researcher shall be required to submit to the Superintendent a complete report plus an abstract describing the project and the findings.
- 6.7 The following criteria will be used by the Superintendent or designate in considering research studies:
 - 6.7.1 The study shall have recognizable value to the Division and/or to education in general.
 - 6.7.2 The content of any proposed questionnaire or survey instrument must not be objectionable to staff, students, or parents.
 - 6.7.3 The content of any proposed questionnaire or survey instrument must not be in opposition to the Division mission and values.
 - 6.7.4 The involvement of students or teachers does not require an unreasonable amount of time.
 - 6.7.5 The willingness of schools or individuals to participate.
 - 6.7.6 The number of research studies planned or underway in the Division.
 - 6.7.7 Preference for approval will be given to Division staff.
7. The Superintendent or designate shall, when necessary, ensure that the contents of a study are held in confidence.
8. The Superintendent may limit the number of research projects approved in a school or in the Division.

Reference: Section 11, 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act