



## Administrative Procedure 290

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# RESEARCH STUDIES

### Background

The District recognizes the value of educational research and encourages the pursuit of well-designed educational research which will be of benefit to students, employees and the community at large.

Requests for research will be considered on the basis of quality, merit, relevance, and whether the research and methodology are in the best interests of the District's students, staff, and community.

The Superintendent will keep the Board informed of research studies approved and other research requests where appropriate.

### Procedures

1. Individuals or agencies who wish to conduct research requiring access to students, schools, staff, records, data and other information must complete the [Request to Conduct Research form](#) (Form 290-1) and submit it to the Director of Instruction.
2. Research requests will be evaluated by the Director of Instruction based on the following criteria:
  - 2.1. Validity and Reliability
    - 2.1.1. The research design, research questions, instrumentation, and data collection are appropriate for the analysis of the problem.
  - 2.2. Efficiency
    - 2.2.1. The collection of data is not available from other sources and the method of collection is reasonable and practical. If similar data have been collected in another District, the researcher will include a rationale for why new data need to be collected. There is to be a minimum of disruption to District, school and classroom operations and minimum of time required of staff and students. Time of year, duration of research, number of participants and schools or District offices involved, and number of research studies in progress will be important factors in determining whether the research is feasible.
  - 2.3. Cost/Benefit

2.3.1. The cost of the research in terms of school and District staff involvement and impact on delivery of educational services is justified with respect to the potential benefits to students. The study is to contribute something useful and of value to the District or toward the improvement of education and/or student knowledge of student learning.

#### 2.4. Confidentiality

2.4.1. The research must comply with legal requirements under the [School Act](#) and [Freedom of Information and Protection of Privacy Act](#). Researchers are reminded that videotaped or tape-recorded information containing personal information gathered in relation to the research also is subject to the privacy and confidentiality provisions of the Freedom of Information and Protection of Privacy Act. The requirements include the process of data collection, and storage, disclosure and disposal of data. The study must respect the rights and privacy of students, staff, and parents involved.

#### 2.5. Ethics

2.5.1. Participants will not be exposed to unnecessary risks of harm. The research design is to reflect a careful assessment of predictable risks in comparison with foreseeable benefits to the participants or to others. The District will not support offering monetary inducements for participating in research. Research proposals must include proof that ethics approval has been granted by the supporting university or corporation.

### 3. Research Request Process

#### 3.1. Consultation

3.1.1. After the request for research has been evaluated by the Director of Instruction, it will be referred to the relevant principal and District staff for their review of the educational value of the research.

#### 3.2. Criminal Record Search

3.2.1. Prior to commencing a research study, an individual who is not an employee of the District must undergo a criminal record search and submit the report to the Director of Instruction.

3.2.2. Approval for the research is conditional on the results of the criminal record search. If an individual is employed in another District and has undergone a criminal record search in that District within the last month prior to submitting a research request, the District may accept a copy of the search in fulfillment of this requirement.

#### 3.3. Informed Consent

3.3.1. Prior to commencement of the research, written consent must be obtained from participants and parents of students involved in research involving identified students or access to student records. Copies of any consent letters or forms to be used must be included along with the [Request to Conduct Research](#) (Form 290-1).

3.3.2. District personnel, including teachers, who participate in the research, must also give their consent.

- 3.3.3. All prospective participants must be given adequate and comprehensible information that allows them to make informed decisions regarding participation in a proposed research study.
  - 3.3.4. Participating students must be informed that they may withdraw from participation in the research at any time.
  - 3.3.5. Students are to have an opportunity to raise any issues of concern.
  - 3.3.6. It is to be clear to students that a refusal to participate will not lead to any adverse consequences.
- 3.4. Consent letters and forms are to include the following information:
- 3.4.1. An introduction that includes the purpose of the study, the objective of the study, and any anticipated outcomes of the study.
  - 3.4.2. Procedure and criteria for selecting participants.
  - 3.4.3. Procedure to be followed, including a description of the participant's involvement.
  - 3.4.4. Length of study.
  - 3.4.5. Description of how the participant's privacy rights will be protected.
  - 3.4.6. To whom results will be available, and for what purposes.
  - 3.4.7. Anticipated benefits and potential risks to the participant.
  - 3.4.8. The person to whom inquiries are to be addressed before, during, and after the research is completed.
  - 3.4.9. The participant's right to withdraw consent at any time.
  - 3.4.10. Parent's right to withdraw consent at any time.
  - 3.4.11. There are no adverse consequences for students, parents not participating in the study.
- 3.5. Approval
- 3.5.1. The Superintendent in consultation with the Director of Instruction and the principal(s) involved will determine whether the request meets the research criteria and complies with this Administrative Procedure.
- 3.6. Results
- 3.6.1. A complete report on the results of the research undertaken in the District must be submitted to the Director of Instruction. Copies of reports will be available to all participants and other interested persons on request.
  - 3.6.2. Researchers are to be prepared to discuss or present their findings to school or District staff and parents to assist the participants in realizing the value of the educational research.

Reference: Sections 22, 65, 85 School Act  
Freedom of Information and Protection of Privacy Act

Adopted: December 15, 1980  
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