

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



| Procedure Name: Research Projects | | | |
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| Procedure Type: | Programs and Curriculum | Implementation Date: | OCT 26, 2016 |
| Procedure Number: | 6.23 | Last Approval Date: | NOV 29, 2023 |
| AP Owner: | Superintendent of Learning | Last Reviewed: | NOV 29, 2023 |
| Legal Reference(s): | <i>The Education Act – Sections 175</i> | | |

Background

The board recognizes the role of valid research and other projects in the development of educational theories and practices and acknowledges the need of researchers to work within schools.

Scope

Researchers, both internal and external to the school divisions, shall adhere to the procedures and ethics of this procedure.

“Research” does not include day-to-day aspects of formative assessment or data collection for the purpose of Professional Learning Communities and/or improved teaching and learning within a school setting. Nor does it include informal processes used to monitor programs or initiatives set out by the division.

Definitions

Research is the systematic examination of phenomena through collection, analysis and reporting of qualitative and/or quantitative data. Research has a variety of purposes including, academic, program evaluation (internal or external), and professional growth.

Tri-Council Policy Statement - Ethical Conduct for Research Involving Humans refers to the policies of the Government of Canada’s (2018) panel on research ethics regarding research involving humans.

Roles & Responsibilities

Director or designate shall

- Review research proposals, surveys and projects utilizing criteria to determine status of request
- Communicate to the researcher the status of the research request
- Inform relevant administrators of approved research requests

Principals shall

- Direct all research inquiries to the director or designate
- Upon direction of the director or designate consider the request of an internal or external researcher and cooperate with researcher as appropriate

Procedures

1. All research, surveys and experimental projects sponsored by a university or other agencies and those requested by individuals that require the use of facilities, or cooperation of school students or personnel shall have prior approval of the director or designate.
2. Request for approval shall be presented to the director or designate in writing at least eight weeks in advance and be accompanied by an outline identifying:



- a. The purpose and nature of the research, survey, or project,
 - b. Students and teachers to be involved,
 - c. Research plans and methodology (including the gathering and analyzing of data),
 - d. Communication letters/parental permissions (as relevant) and;
 - e. Timelines.
3. The following criteria will be used in reviewing any research requests:
- a. Evidence of ethics approval (e.g., university ethics committee) or a statement of ethical considerations as all research applications shall adhere to the policies of the Tri-council policy statement regarding research involving humans;
 - b. Research applications with a focus on Indigenous students shall embed Indigenous research methodology with a focus on respect, relationship, relevance, responsibility, representation, and reciprocity;
 - c. The research value to the school division and/or to education in general and the plan to share the research results and findings with the school division and/or participants;
 - d. Voluntary participation on the part of the principal, teachers and/or students with the opportunity for participants to withdraw at any time;
 - e. Amount of time required for the involvement of students or teachers so as not to be unreasonable or disruptive to the learning environment;
 - f. The content of any part of the research project shall not be considered objectional, contentious, or related to the topics that have a personal, rather than an academic, purpose;
 - g. An outlined plan to follow all legislation and administrative procedures related to privacy and access to schools; and
 - h. The breadth and depth of research studies planned or underway in the school division at the time of the request.
4. If the proposal is approved, the director or designate shall inform the researcher of the conditions under which the study may be conducted. No action shall be implemented until approval has been received.
5. There shall be appropriate procedures for obtaining informed consent from participants. The consent of parents/guardians is required for research studies that request students to give verbal or written responses to questions relating to their beliefs, opinions, lifestyles, etc.
6. Students involved in the research study shall remain anonymous by means of a matching number system.
7. Research projects may be terminated at any time if the guidelines established for the study have been violated.
8. A copy of the research shall be made available to the division at the conclusion of the study.

Appendices

[Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#)