



302.13AP Research Studies

ESTABLISHED: 2023.01.17

AMENDED:

REVIEWED: 2023.01.10

APPROVED: 2023.01.17

LEGAL REFERENCE:

- *Education Act*

CROSS REFERENCE:

- [302BP Programming](#)
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BACKGROUND:

The Division recognizes its responsibility to share educational experiences and provides opportunities for individuals to interact with the system and its schools. Research activities should further the knowledge base upon which improvements can be made to the education system or have a great value of importance to society. Participation in such studies must not be detrimental to the normal educational activities in the school division.

PROCEDURES:

1. All applications to conduct research, pilot projects or any other research activity 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 staff in writing. The application must include the following information:
 - 1.1 Name of University or College
 - 1.2 Names of all researchers
 - 1.3 Project Title
 - 1.4 Start date and completion date
 - 1.5 Explanation of the project and how the research will have a recognizable value to the Division or education in general
2. After due consideration and applying the criteria identified below, an application will, depending upon its nature, be approved, or denied.
 - 2.1 Sensitivity: nature of the topic or questions as they relate to value-laden or sensitive issues

- 2.2 Intrusiveness: extent of disruption to students and/or teachers and classes or support staff; request for special arrangements within the school; need for involvement of school staff
 - 2.3 Personal information: infringement of personal or family privacy. Freedom of Information and Protection of Privacy requirements must be met
 - 2.4 Methodology: plan for identification and selection of participants; quality of data gathering instrument(s), procedures, and data analysis
 - 2.5 Timelines: time of year and duration of the data gathering activity
 - 2.6 Scope: number of participants
 - 2.7 Relevance: a clear purpose and meaningfulness and contribution to the improvement of education and/or knowledge of student learning
 - 2.8 Value: the study shall have recognizable value to the Division and/or to education in general
 - 2.9 Content: the content of any proposed questionnaire or survey instrument must not be objective to staff, students or parents
 - 2.10 Involvement: does not require an unreasonable amount of time for students or teachers, and the willingness of individuals to participate
 - 2.11 Confidentiality: procedures for guaranteeing anonymity and confidentiality, including storage and eventual disposal of data
 - 2.12 Timeliness: number of data gathering activities in progress at any given time
3. Research projects undertaken by or for the system will be conducted and/or coordinated by the Superintendent or designate.
 4. Preference for approval will be given to Division staff.
 5. Externally initiated research projects may be terminated at any time if, in the judgment of the Superintendent or designate, the criteria established for the study have been violated.
 6. All applications shall be satisfactorily completed at least one month in advance of the study and must be submitted to the Superintendent or designate. Timelines shorter than one month will be considered if extenuating circumstances exist.
 7. Prior to entering a school to conduct a research study, a person who is not an employee of the Division must undergo a Criminal Record Check with Vulnerable Sector Check depending on if the study has any involvement working directly with students or not. Final acceptance for the study is contingent on the results of the criminal record check with vulnerable sector check.
 8. Parents/guardians of students taking part in data gathering activities in the school must be advised of the nature and purpose of the research. When research procedures involve contact with students on an individual basis, written parent/guardian consent based on complete information about the purpose and procedures of the activity must be received prior to commencement. Participants must be informed that their involvement is voluntary and that they may withdraw from participation at any time.
 9. On completion of a research project undertaken in Buffalo Trail Public Schools, a full report of the research results must be submitted to the Superintendent or designate. Copies of the full reports are to be made available to all participants and other interested persons on request under the restrictions of the Freedom of Information and Protection of Privacy

requirements. Researchers should be prepared to discuss or present their findings to school or Division staff and parents/guardians in a manner that contributes to the knowledge and/or practice of staff, students, or parents.

10. The Superintendent or designate will, when necessary, ensure that the contents of a study are held in confidence.