



ADMINISTRATIVE PROCEDURE 290

RESEARCH STUDIES

Background

The Division recognizes its obligation to share educational experiences and provides opportunities for individuals to interact with the jurisdiction and its schools. It recognizes that learning and teaching are improved through research and therefore values its relationships with colleges, universities, agencies and individuals engaged in educational research.

Grande Yellowhead Public School Division recognizes three primary models of research we may be involved with:

- Division directed research with our own staff
- Division initiated research with external partners
- Research initiated by external individuals or organizations

It is understood that research occurring as a result of Grande Yellowhead Public School Division direction or research occurring in a school or classroom as a result of school improvement processes must comply with and meet all criteria for Ethics, FOIPP and Child Welfare guidelines. All requests by external individuals or organizations will follow procedures outlined here.

Procedures

1. All applications and assistance to undertake research projects or surveys within the school system shall be submitted to the Superintendent or designate.
2. Any research study must receive the prior approval of the Superintendent or designate. Teachers, administrators and other staff are encouraged to cooperate with researchers who have been approved by Grande Yellowhead Public School Division.
3. If the study involves students, parents must also provide informed consent. In cases where researchers will be interacting directly with students, the researcher is expected to supply a current Criminal Record check and an Intervention Record Check to Grande Yellowhead prior to undertaking their work.
4. In determining the acceptance or rejection of a research proposal, the following will be considered:
 - 4.1 Research will be of potential value to teaching and learning within the school district.

- 4.2 Research conducted will not unduly interfere with the learning environment and the involvement of students or teachers does not require an unreasonable amount of time.
 - 4.3 The content of any proposed questionnaire or survey instrument must not be objectionable to staff, students or parents.
5. Requests to undertake graduate level research or survey studies must be submitted to the Superintendent.
6. A letter of approval from a university's ethics approval committee is required if the research is part of a thesis for a Masters or Doctoral program.

Reference: AP 410 – Teacher Role and Responsibility Statement
AP 405 – Staff Development

Developed: May 3, 2017