



## Administrative Procedure 282 - RESEARCH STUDIES

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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. It recognizes that learning and teaching are improved through research and therefore values its relationships with colleges, universities, agencies and individuals engaged in this work.

Golden Hills 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 Golden Hills 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 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.
2. Any research study must receive the prior approval of the Superintendent or his/her designate. Teachers, administrators and other staff are encouraged to cooperate with researchers who have been approved by the Golden Hills School Division. If the study involves students, parents must also agree that their child will participate. 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 (available from Calgary & Area Child and Family Services) prior to undertaking their work.
3. Externally initiated 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.
4. In determining the acceptance or rejection of a research proposal, the following will be kept in mind:
  - 4.1. Research will be of potential value to teaching and learning with 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;
  - 4.4. There should be a limited number of research projects on in any one school during the school year.
  - 4.5. 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.

5. Incomplete applications will not be considered and returned. If resubmitted, must be completed in full.
6. Requests to undertake graduate level research or survey studies must be submitted to the Superintendent.
7. If part of a University program, a letter from the graduate supervisor or professor indicating that the project is part of a particular course requirement , or a letter of approval from a university's ethics approval committee if the research is part of a thesis for a Masters or Doctoral program is required.
8. 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
9. All research studies will respect confidentiality and abide by the conditions set out in the Freedom of Information and Protection of Privacy Act (FOIP)
10. A successful application will provide permission for specific research in the district. Following district permission, researchers must also obtain written permission from the school to proceed.

**Appendix A – Application to Conduct Research**

**Appendix B – Application for Ethics Review**

**Appendix C – Request for Informed Consent – Criteria and Template**