



School District No. 46 (Sunshine Coast)

Administrative Regulations

ADMINISTRATION

1735

RESEARCH STUDIES IN SUNSHINE COAST SCHOOLS

Procedures

1. Research proposal requests will be accepted from teachers, graduate students, or faculty members. Research requests will not be accepted from marketing companies.
2. Researchers affiliated with a university must ensure that their completed research proposal requests are accompanied by a letter or certificate from the appropriate ethical review committee at their university. All completed proposal requests, need to be sent **first** to the Superintendent of Schools. Once researchers have received written approval for their work by the Superintendent, then notification of this approval and the research proposal package should be sent to the school Principal. Principals, in consultation with staff and students, always have the option to decline research, despite approval from the Superintendent and the University Ethics Boards.
3. Completed proposal packages should contain copies of the proposed research instruments, parent permission letter (if applicable), and certificate or letter of ethical acceptability. Submissions that are not complete will not be considered.
4. Research that entails disclosure of personal information in the District's possession (eg. Access to student files) requires further attention. In these cases, researchers need to complete the School District #46 "Terms and Conditions relating to the Disclosure of Personal Information for Research or Statistical Purposes". **Completed "TERMS and CONDITIONS AGREEMENTS" will be reviewed by the Superintendent's Office to ensure adherence to the Freedom of Information and Protection of Privacy requirements.**
5. Upon completion of the research, an abstract of the completed report must be sent to the Superintendent.

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Date adopted:
Revised:

Reference:

Supt. Signature:



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RESEARCH STUDIES IN SUNSHINE COAST SCHOOLS (cont'd)

Criteria

1. The Superintendent will only approve research studies in which care is taken:
 - (a) with contentious or personal topics that may be considered by students or parent/guardians to be an invasion of privacy.
 - (b) with demands upon the time of participating students, teachers, or principals is reasonable;
 - (c) to ensure that potential contribution to the improvement of educational well-being of district staff and students in School District No. 46 (Sunshine Coast) is addressed.
2. Whenever students (under the age of 19) are involved in proposed external research, parent/guardian permission letters are required (informed consent). Parents/guardians must be informed of the purpose of the study, type of activity the child will be involved in, the nature of any questionnaires, interviews or test and the amount of time required by the research project.
3. Teacher and/or administrator permission letters which provide informed consent are required for all external research studies which involve teachers and/or administrators.
4. The anonymity of students and teachers who cooperate in research studies must be maintained.
5. Tape recordings, pictures, films, or videotape recordings of student performance must have written consent from parents/guardians and teachers.
6. Studies involving class groups are generally preferable to studies of individual students. The former are less disruptive to the regular school program.
7. Studies that place unreasonable demands upon the time of participating students, teacher, or administrators will not be approved.

Date adopted:
Revised:

Reference:

Supt. Signature:

A handwritten signature in black ink, appearing to read 'Deborah...', written over a horizontal line.