

Policy:	RESEARCH AND SURVEYS	PROG – 309
Division:	PROGRAMS	
Cross Reference:	PROG -310 (STUDENT RECORDS) PROG -318 (USE OF INSTRUCTIONAL TIME)	

ADMINISTRATIVE PROCEDURES / REGULATIONS

1. PROCEDURES FOR RESEARCH APPROVAL

- 1.1 Requests for permission to conduct research must be submitted in writing, on an application form developed by the District, to the CEO/Director of Education, or designate.
- 1.2 The following information must accompany all applications:
 - a) a detailed research proposal, complete with cover page (**Form 309-A**);
 - b) ethical approval from the research institution (e.g., Memorial University of Newfoundland), where appropriate and applicable.
 - c) a list of schools to be invited to participate in the study;
 - d) participants to be recruited for the study (e.g., Grade 2 teachers; Western Region high school students, etc.);
 - e) sample letter to principal requesting permission to conduct research in the school;
 - f) sample interview questions/survey instrument(s) to be used in the study; and
 - g) sample informed consent letter(s) for students/parents/District staff (if applicable).
- 1.3 Only the CEO/Director of Education, or designate, can approve requests for research activity/surveys at District schools and facilities. This does not apply to Government of Canada or Government of Newfoundland and Labrador mandated or supported research projects or surveys.
 - a) Notwithstanding District approval, the school administrator is ultimately responsible for the decision to involve students/parents/teachers/District staff or facilities under his/her direction in research activities – unless the research/survey is required by law or mandated by the District.

- b) Although a school administrator may agree to District-approved research activity at a school, individual participation by students/parents, teachers or other staff is wholly voluntary.

2. RESPONSIBILITIES OF ADMINISTRATORS

2.1 The school administrator is responsible for providing written consent to the researcher to conduct research in a school, and to obtain the consent of students/parents/staff/ who would voluntarily be involved in the proposed research.

2.2 The use of personal/confidential information that is not completely anonymous requires the notification and prior written approval of the research participants (and/or parents, if applicable).

- (a) Names, addresses and telephone numbers of parents/students/District staff will not be provided to the researcher by the school.

- (b) The principal will send out written consent forms, on behalf of the researcher, to students/parents/staff, in order to obtain required permissions.

- (c) Copies of the completed consent form(s) must be kept at the school for record-keeping purposes. These records are to be maintained by the school administrator.

- (d) Under no circumstances will the administration provide access to information in student records unless and until written notification and approval is obtained by the researcher and copies provided to the school administrator(s).

2.3 Research activities must not negatively impact instructional time for students or teachers, or cause undue interruption of regular District or school activities.

2.4 School administrators must ensure that ethical research standards are maintained when granting approval to conduct research, as outlined in the Research Approval Conditions checklist (**Form 309-B**).

3. RESPONSIBILITIES OF RESEARCHERS (Following District and School Approval)

3.1 The researcher will be directed to consult with the school administrator(s) regarding access to the school(s) and other considerations in conducting the research project.

- 3.2 The researcher is responsible for providing written consent forms to the school administration. The school administration will facilitate obtaining consent from the participating students/parents/District staff.
- 3.3 The researcher will ensure the anonymity of research study/survey participants and the confidentiality of all data generated and collected throughout the research period.
- 3.4 If there is potential risk in the research project/survey that participants could relive a traumatic experience which would cause emotional or psychological stress, counselling services and other appropriate supports must be available during, and subsequent to, the data collection process. **Researchers are responsible for providing such supports. These services will not be provided by the District.**
- 3.6 Upon completion of the study, one copy of the report of the results shall be sent to the CEO/Director of Education or designate, and/or a presentation of the results will be delivered to District personnel/stakeholders. A report of the results must also be provided to administrators/students/parents/District staff, upon request.

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