
SCHOOL DISTRICT NO. 36 (SURREY)

No. 10770.1

REGULATION: RESEARCH IN SCHOOLS

1.0 APPLICATION TO CONDUCT RESEARCH

- 1.1 All persons wishing to conduct research must complete an Application for Permission to Conduct Research in the Surrey School District and submit it, together with copies of any materials to be used, to the Research, Communications & Safe Schools Department.

2.0 ADJUDICATION OF APPLICATIONS

2.1 Screening

On receipt of an application, the proposed research study will be screened by the Research, Communications & Safe Schools Department for the following:

- (a) Sensitivity: nature of the topic or questions as they relate to value-laden or sensitive issues.
- (b) Intrusiveness: extent of disruption to students and/or teachers and classes or support staff; request for special arrangements within the school or district offices; need for involvement of district or school staff.
- (c) Personal Information: infringement of personal or family privacy.
- (d) Methodology: requirements of the research design for identification and selection of participants; quality of the research design, procedures and data analysis.
- (e) Timelines: time of year and duration of the study.
- (f) Scope: proposed contact group, number of participants and schools or district offices involved.
- (g) Relevance: meaningfulness and contribution to the improvement of education and/or knowledge of student learning.

Cont'd...

REGULATION: RESEARCH IN SCHOOLS

- (h) Confidentiality: procedures for guaranteeing anonymity and confidentiality, including storage and eventual disposal of data.
- (i) Timeliness: number of studies in progress at a given time.

2.2 Review

- (a) Studies deemed appropriate on the basis of the initial screening will be referred to the relevant program administrator(s) for review of intent and educational value.
- (b) Research requests are “accepted in principle” or rejected following screening and review. “Acceptance in principle” carries no implication for commitment from schools, staff, students or parents/guardians.
- (c) Applications which have been accepted in principle are forwarded to the relevant school principals and district staff by the Research, Communications & Safe Schools Department. The final decision for participation rests with those directly involved.
- (d) Parents or families making individual decisions to participate in research activities without district or school sanction will do so outside of school hours and premises.

3.0 CRIMINAL RECORD SEARCH

- 3.1 Prior to entering a school to conduct a research study, a person who is not a district employee must undergo a criminal record search and submit the report to the Research, Communications & Safe Schools Department. Final acceptance for the study is contingent on the results of the criminal record search.

4.0 INFORMED CONSENT

- 4.1 Parents/guardians of students taking part in research studies in schools must be advised of the nature and purpose of the research.

REGULATION: RESEARCH IN SCHOOLS

- 4.2 When research procedures involve contact with students on an individual basis, written parental/guardian consent based on complete information about the purpose and procedures of the research must be received prior to commencement.
- 4.3 Participating students must be informed that their involvement is voluntary and that they may withdraw from participation at any time.

5.0 RESULTS

- 5.1 A full report on the results of research undertaken in the Surrey School District must be submitted on completion to the Research, Communications & Safe Schools Department. Copies of reports are available to all participants and other interested persons on request.
- 5.2 Researchers should be prepared to discuss or present their findings to school or district staff and parents/guardians in a manner that contributes to the knowledge and/or practice of staff, students or parents.

Appendices: Guidelines For Conducting Research Studies In Surrey District Schools
Application For Permission To Conduct Research In The Surrey School District

Revised: 2002-01-22
Approved: 1997-11-27
