

## Administrative Procedure 168

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### EXTERNAL RESEARCH REQUESTS

#### Background

The Division recognizes the value of research to advance learning and also recognizes the limited time and resources available to its staff.

#### Procedures

##### Staff participation

1. External requests for voluntary staff surveys (those not requiring student participation or instructional time) will be distributed to schools at the discretion of the superintendent with responsibility for that area related to the survey topic.
2. Prior to approving the distribution of the survey, the Superintendent will consider the:
  - 2.1 alignment of the survey with the Division's Strategic Plan and priorities;
  - 2.2 potential demands the survey will place on staff;
  - 2.3 nature of the questions and the potential value of the survey to the Division or to the community; and
  - 2.4 other factors that the Superintendent consider appropriate.
3. The superintendent will seek the advice of Administrative Council as needed for potentially sensitive or demanding surveys.

##### Parent/student participation

1. External requests for surveys or similar research that requires instructional time, or requires student or family participation will be distributed to schools at the discretion of the Director.
2. Prior to approving the distribution of the survey or similar tool, the Director will consider the:
  - 2.1 alignment of the survey with the Division's Strategic Plan and priorities;
  - 2.2 potential demands the survey will place on students and family;
  - 2.3 nature of the questions and the potential value of the survey to the Division or to the community; and
  - 2.4 other factors that the Director consider appropriate.
3. The Director will seek the advice of Administrative Council, and inform the Board for potentially sensitive or demanding surveys.

Other

1. Research of a more intensive or invasive nature will be considered by the Director and approved or rejected based on the following information:
  - 1.1 an outline of the purpose and anticipated outcomes and how those outcomes align with provincial curricular outcomes and/or the Division's Strategic Plan priorities.
  - 1.2 a summary of the expected process (including what demands will be placed on students and on the time and energy teacher/staff/principal/Division).
  - 1.3 the letter indicating proposal was approved by the Ethics Board of an accredited university.
  - 1.4 copy of the survey instrument or other research tools.
  - 1.5 an expected timeline.
  - 1.6 any additional information the Director considers appropriate.
  
2. The Director will seek the advice of Administrative Council and inform the Board for potentially sensitive or demanding research.

New: February 23, 2015