

## **REQUESTS TO CIRCULATE QUESTIONNAIRES OR CONDUCT RESEARCH**

### **Background**

The district frequently receives requests to administer or circulate questionnaires to staff, students, or parents. These requests are received from a variety of external sources, including:

- Ministry of Education
- Post-secondary institutions
- Graduate students
- Special interest organizations or agencies

The purpose of this operational procedure is to ensure that appropriate and consistent guidelines are in place for administering questionnaires and other instruments of research through schools in the district.

### **Procedures**

1. Research proposals involving the use of district schools or personnel will be directed to the superintendent of schools or designate. The superintendent of schools or designate will consider the proposal within the context of overall commitments for the school year, in terms of Ministry and/or district mandated student and staff surveys. Participation in research will be voluntary, except for research or questionnaires mandated by the district, the Ministry of Education, or the federal government.
2. Based on that consideration, requests for additional research may be considered. Requests will be evaluated against the following criteria:
  - 2.1 Since the primary function of the school is the knowledge, skill, and attitudinal development of students, there must be a reasonable association between the results of the research and improving the school's performance or its function.
  - 2.2 The research and/or questionnaire would cause minimal disruption to the school program and would not be detrimental to relationships with the community.
  - 2.3 The research proposal must be sponsored and guided by a district, post-graduate department of a university or a recognized research institution.
  - 2.4 In conducting the research, all reasonable steps will be taken to ensure that subjects are informed in advance of all aspects of the research that bear directly on them, including the processes they are to follow, any data that will be collected from them and the degree of commitment that is being asked of them as a consequence of their participation.
  - 2.5 Confidentiality must be guaranteed.
3. The superintendent of schools will bring to the Board of Education's attention any questionnaire that the superintendent of schools feels the board should be advised of, or where there is any doubt about its purpose.

Reference: Sections 22, 65, 85 School Act  
Freedom of Information and Protection of Privacy Act