RESEARCH STUDIES AND SURVEYS

Scope

This policy applies to all schools under the jurisdiction of the Cape Breton-Victoria Regional School Board.

Purpose

To provide guidelines for the approval and conduct of educational research conducted within the region.

Policy Statement

The CB-VRSB recognizes that research is necessary to inform practice as it generates new knowledge and increases understanding of teaching and learning. Therefore, external research-based projects shall be allowed by the Board when the project is viewed as contributing to greater understanding of the teaching-learning process, the project does not violate the goals of the Board, and the disruption of the regular school program is minimal.

External research studies and surveys and those undertaken by staff of the CB-VRSB will require approval of the Director of Programs and Student Services, or designate, and comply with the principles and procedure as outlined.

Cross Reference

Authorization

This policy has been authorized by the Board under motions number 99-355.

Responsibility

It is the responsibility of the Director of Programs and Student Services to ensure that this policy and administrative procedures are implemented.
Implementation

Procedures

Research studies and surveys conducted in the CB-VRSB shall comply with the following principles and procedures:

1. An Application for Approval Letter must be completed and forwarded to the Director of Programs and Student Services, or designate.

2. Due to the large number of school-based activities that are experienced in September and June, research studies and surveys will not normally be permitted during these months.

3. If approved, the Director of Programs and Student Services, or designate, will issue a letter of approval on behalf of the CB-VRSB with copies to the identified schools.

4. Permission of the school principal(s) shall be obtained. Participation of school personnel will be voluntary.

5. Included with the Application for Approval Letter are the following:
   - Copy of letters of explanation for staff, parents, and/or students.
   - Copy of parental consent letters.
   - Copies of finalized questionnaires, surveys, and other research instruments utilized.
   - Copy of recent Ethics Committee Approval if university based.

6. Upon completion of the study/survey, one copy of the report of the results and applicable discussions shall be forwarded to the Director of Programs and Student Services.

Associated Forms

Policy Review

This policy will be reviewed by the Director of Programs and Student Services within three years.

Distribution

Board Members and all Policy Manual Holders