

**School District #62 (Sooke)**

<b>NON-BOARD INITIATED RESEARCH</b>	No.: D-310
	Effective: Apr. 27, 2021 Revised: Reviewed: Mar. 2/21; Mar. 9/21; Apr. 27/21

**ADMINISTRATIVE REGULATIONS**

**1. Permission to Conduct Non-Board-Initiated Research**

**1.1. Application:**

All researchers who wish to use SD62 or any school within it as a research site and/or to access students, families, or staff as subjects or respondents are to first submit written proposals to the Superintendent or delegate. Such written proposals are to include:

- A statement addressing the need for or possible implications of the study for the school or SD62.
- Specific purposes of the study.
- Procedures to be used in the study including all questionnaires, surveys, or interview schedules.
- An ethics approval from the host university. If there is no host university, an ethics statement based on the Government of Canada's [Tri-Council Policy Statement](#) on Ethical Conduct for Research Involving Humans.
- The name of school district, post-graduate department of a university, or recognized research institution under whose direction the research will be conducted.

**1.2 Approval:**

Before approving a research proposal, the Superintendent or designate shall be convinced that the conduct of the research will:

- Provide results of interest and value to SD62 and/or the broader educational community.
- Cause minimal disruption to the operation of SD62 or individual schools.
- Not be detrimental to relationships with the community.
- Be sponsored and/or guided by a reputable agency or organization.
- Conform to the practices for handling personal information as per the *Freedom of Information and Protection of Privacy Act* (FOIPPA).

## **2. Conducting Non-Board-Initiated Research**

### **2.1 Initiating Research**

- 2.1.1 After approving a research proposal, the Superintendent or designate must be assured that all reasonable steps will be taken to inform subjects and/or their responsible parents/guardians, in advance of all aspects of the research which bear directly on them including:
- Any treatment they are to receive.
  - Any data that will be collected from them.
  - The magnitude of their participation.
- 2.1.2 If the research will involve the participation of an individual school or schools, the Superintendent or designate may, in consultation with principals of schools that might be involved with the research, approve contact between the researcher and the Principal(s).
- 2.1.3 The Principal of any participating school will ensure that the necessary consultations with teachers, other staff, students (if appropriate), and parents are undertaken. The Principal must also make certain that confidentiality is maintained and that students and staff have the option of not participating without penalty.
- 2.1.4 The District shall not be obligated to provide resources or information to researchers. This includes providing lists, sending out questionnaires, administration of surveys, etc.
- 2.1.5 Approved research proposals will be brought forward to the Board for information through the Education-Policy Committee.
- 2.1.6 Upon conclusion of the research project, a final copy of the study is welcomed by the Board and the District. If the final report or subsequent publications mention the school district or specific SD62 schools or programs, a hard copy or link to an online copy should be submitted to the Superintendent and to the principal of any participating school.

## Permission to Conduct Non-Board-Initiated Research

Date of application	
Applicant's Name	
Address	
Phone Number(s)	
E-Mail Address	
Present Position	
SD62 Employee?	
Affiliated institution or organization	
Name of facility supervisor (if applicable)	
Title of study	
Type of study	
Requested date to start and anticipated end date	
Type of participants (i.e. student, parent, teacher, support staff)	
Any specific cohort focus	
Plan for recruitment to study	
Specific location(s) of study	
Data collection tools	
Ethics approval, date and organization	
Anticipated research completion date	
Once completed would you like to present your research to the Education-Policy Committee (15 min.)?	Yes_____ No_____
Would you prefer to present virtually or in-person?	Virtual_____ In-Person_____

E-mail to: Superintendent of Sooke School District: [pblock@sd62.bc.ca](mailto:pblock@sd62.bc.ca) or mail to Paul Block, Superintendent, SD62 (Sooke), 3143 Jacklin Road, Victoria, BC V9B 5R1

**Please attach the following:**

A complete research proposal which includes:

- An overview of the study.
- The organization providing funding (if applicable).
- Relevant literature.
- The research question or problem being investigated.
- Significance of study (why now; why here; why age group, if under 18).
- The age of participants and why age group relevant to study.
- Whether the research materials have been piloted or used elsewhere.
- Any links to BC curriculum.
- Any links to wider research or to data sets (e.g. The Program for International Student Assessment [PISA]).
- Research design.
- Data collection process and timeline.
- Data analysis process.
- Details of how confidentiality will be achieved and maintained.
- Details of consent statements that will be provided to participants.
- Storage and security of information or data collected.
- Life span and disposal of data.
- Intentions for dissemination (conferences, journals, media).
- Copies of all data collection instruments.
- Copies of consent forms for participants (and if under 18, their parents/guardians).
- Approval statement from appropriate ethics board.
- Criminal Record Check if applicable. Non-district employees wishing to conduct research with students must undergo a criminal record check and be able to provide prior to project approval. This is required of each member of the research team.

E-mail to: Superintendent of Sooke School District: pblock@sd62.bc.ca  
or mail to Paul Block, Superintendent, SD62 (Sooke), 3143 Jacklin Road, Victoria, BC V9B 5R1