

GUIDELINES FOR CONDUCTING RESEARCH

1. Research applications will be considered from individuals completing degree programs, university or college faculty members, institutions, agencies, foundations, and various levels of government.
2. Preference will be given to research projects requested by district personnel. These may include individual, school-based, or district projects. Support in developing methodology, preparing surveys, and analyzing results may be available from the Research & Evaluation Department.
3. Research conducted in Surrey schools must adhere to the policy and regulation (review on page 2 and 3).
4. A copy of the final report outlining the major findings of the project is required of all researchers who conduct studies in Surrey schools and must be submitted through the Research & Evaluation Department. Researchers may also be asked to provide a brief abstract of their study for possible publication in a district document.
5. Applicants affiliated with a university must ensure that their completed application forms are accompanied by a copy of their proposal, together with consent forms and a letter from the appropriate ethical review committee at their institution.
6. Faculty Advisers or course instructors are to review their student's proposal before a research application is sent and indicate, by signing the application form, their approval of:
 - a) the reasonableness of the request;
 - b) the design;
 - c) the sampling procedure; and
 - d) the suitability of the instruments.

Questions may be addressed to:

Surrey School District
Research & Evaluation Department
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phone 604-595-6186
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POLICY: RESEARCH IN SCHOOLS

The Surrey School District supports evidence-informed practice and values the generation of new knowledge to improve teaching and learning through research activities. This includes the regular, thoughtful evaluation of programs and initiatives to assist with decision making and strategic planning.

“Research” is defined as data-based investigation using rigorous, systematic, and objective methodologies to obtain reliable and valid knowledge. This requires: (1) systematic design and process, (2) freedom from bias, (3) methods appropriate to the questions posed and (4) interpretation consistent with findings.

Research activities include, but are not limited to, the use of tests or other forms of assessment, checklists, paper or online surveys, questionnaires, interviews, audio or video recordings, and observation when these are not part of classroom instruction and evaluation.

Applications to conduct research that will benefit students and the district, either directly or indirectly, will be accepted from individuals completing degree programs, university or college faculty members, institutions, agencies, foundations, and various levels of government. Educational research activities in schools involving students and/or staff require permission by the Superintendent or designate, which may be granted only following a review according to the criteria and procedures outlined in the Regulation.

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1.0 APPLICATION TO CONDUCT RESEARCH

- 1.1 All persons wishing to conduct research in Surrey schools must complete an Application for Permission to Conduct Research and submit this, together with the required documentation to the Research & Evaluation Department for review.

2.0 REVIEW

- 2.1 Review may be applied for in three categories:

- a) Full review for thesis research or major projects.
- b) Expedited review of minor research projects (e.g., fulfilling requirements to do research for a course-based master's degree).
- c) Request to post information in schools to recruit research participants outside of school hours and off school property.

- 2.2 On receipt of an application, the proposed research study will be reviewed by the Research & Evaluation Department for the following:

- a) Relevance: research will contribute to the field of educational practice.
- b) Risks and benefits for participants: sufficient information to allow for a sound decision to be made on behalf of students and families, including sensitivity of questions, and the methodology used.
- c) Privacy: adequate provision for confidentiality or anonymity, including storage and eventual disposal of data collected.
- d) Commercial assessments: sufficient technical information about the validity and reliability of the instrument to make a decision about use.

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- e) Intrusiveness: amount of classroom time required, staff involvement, or requests for other special arrangements.
- f) Scope: proposed contact group, number of participants and schools or district offices involved.
- g) Timing: sensitivity to busy periods of the school year, such as year-end, exam period, or during major assessments.

2.3 If permission is given:

- a) Researchers with projects that are acceptable upon review may contact principals or managers for permission to seek consent from study participants.
- b) Permission carries no implication for commitment from schools, staff, students or parents/guardians.
- c) 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 CHECK

- 3.1 Applicants who are not district employees and who will have direct contact with students must undergo a criminal record check and submit the report to the Research & Evaluation Department prior to conducting research.

4.0 FREE AND INFORMED CONSENT

- 4.1 Sufficient and explicit information about the nature and purpose of the research will be given to parents to ensure informed consent.
- 4.2 Consent may be obtained through information sent home to parents with the option to have the student not participate, except in cases where the research procedures involve contact with students on an individual basis, in this case, informed written consent from parents must be obtained.

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- 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 Researchers will submit a report of the results to the Research & Evaluation Department upon completion.
- 5.2 Researchers will make results available to participants upon request.

6.0 ONGOING CONTACT

- 6.1 Researchers will advise the Research & Evaluation Department in a timely manner if:
- a) the research extends beyond one year;
 - b) adverse incidents or unintended negative consequences occur; or
 - c) there are changes to the scope or nature of the project.

Appendices: Guidelines for Conducting Research
Application for Permission to Conduct Research

Revised: 2012-04-24

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