

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	200 – INSTRUCTIONAL PROGRAMS & MATERIALS	CODE:	AP 290
PROCEDURE:	RESEARCH STUDIES		

BACKGROUND

The Division recognizes its responsibility to share educational experiences and provide opportunities for individuals to interact with the system and its schools where appropriate.

PROCEDURES

1. All applications to undertake research projects or surveys within the school system or to obtain assistance from the system with respect to studies or research projects shall be submitted to the Director or designate.
2. After due consideration and applying the criteria identified in this administrative procedure, an application will, depending upon its nature, be approved or denied.
3. Research projects undertaken by or for the system shall be conducted and/or coordinated by the Director or designate.
4. The Secretary Treasurer shall be responsible for the financial arrangements for research projects.
5. Externally initiated research projects may be terminated at any time if, in the judgment of the Director or designate, the guidelines established for the study have been violated.
6. Research studies will be approved and conducted according to the following procedures.
 - 6.1 All applications shall be satisfactorily completed and submitted to the Director at least one (1) month in advance of the date the study is to begin. Timelines shorter than one (1) month will be considered if extenuating circumstances exist.
 - 6.2 Requests to undertake graduate level research or survey studies must be submitted to the Director.
 - 6.3 Upon completion of the study, the researcher shall be required to submit to the Director a complete report plus an abstract describing the project and the findings.
 - 6.4 The following criteria will be used by the Director in considering research studies:
 - 6.4.1 The study is to have recognizable value to the school system and/or to education in general;
 - 6.4.2 The content of any proposed questionnaire or survey instrument must not be objectionable to staff, students, or parents;

- 6.4.3 The involvement of students or teachers does not require an unreasonable amount of time;
 - 6.4.4 The willingness of schools or individuals to participate;
 - 6.4.5 The number of research studies planned or underway in the school system.
7. The Director shall, when necessary, ensure that the contents of a study are held in confidence.

Reference: Sections 85, 87, 108, 109, 110, 175 Education Act

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