



Chilliwack School District
"Partners In Learning"

ADMINISTRATIVE REGULATION 602.1

GUIDELINES FOR CONDUCTING RESEARCH STUDIES IN CHILLIWACK SCHOOLS

In order for research to proceed, the project requires support of staff, school principal and district administration.

1. As many demands are being placed on Chilliwack schools, research requests from undergraduate students and marketing companies normally will not be approved.
2. The Chilliwack School Board will not approve research studies which:
 - a) examine contentious or personal topics that may be considered by students or parents/guardians to be an invasion of privacy
 - b) make unreasonable demands upon the time of participating students, teachers, or principals or
 - c) do not contribute directly to the improvement of education
3. Whenever students under the age of 19 are involved in proposed external research, parent/guardian permission letters are required. Parents/guardians must be informed of the purpose of the study, type of activity the student will be involved in, the nature of any questionnaires, interviews, or tests, and the amount of time required by the research project.
4. Where teachers and/or administrators are involved in research studies, permission letters, which give informed consent, are required.
5. The anonymity of students and teachers who cooperate in research studies must be maintained.
6. Tape recordings, pictures, films or videotape recordings of student performance must have written consent from parents/guardians and teachers.

Conducting Research

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7. Studies involving class groups are generally preferable to studies of individual students. The former are less disruptive to the regular school program.
8. Applicants affiliated with a university or post-secondary institutions must ensure that completed application forms are accompanied by a letter or certificate from the appropriate ethical review committee at their institution. The ethics committees will give interim approval while the school district permission is sought. Notification of this approval should be sent to the Superintendent (or designate). Once the application to conduct research has been approved by the Superintendent (or designate) , the ethics committee will give their final approval to conduct the study.
9. A written statement of approval and support from faculty advisors and/or course instructors is required and should include approval of:
 - a) the reasonableness of the request
 - b) the experimental design
 - c) the sampling procedures and
 - d) the suitability of the research instruments
10. Completed application forms with a copy of the proposed research instrument, parent permission letter (if applicable) and certificate or letter of ethical acceptability should be returned to the Superintendent or designate.
11. A summary of the research findings will be submitted to the Superintendent upon completion of the project.

Cross Refs:

Adopted: April 24, 2001

Reviewed:

Revised:



APPLICATION FOR CONDUCTING RESEARCH STUDIES IN CHILLIWACK SCHOOLS

Name: _____ Date: _____

Organization/Institution: _____

Research Project Description

How does this research contribute to education?

Who will participate? (teachers, students, administrators, how many, what level)

Timeline for Survey and Research Completion

Attach:

- sample questionnaire
- parent consent form
- ethics committee approval
- faculty advisor's support

RETURN TO:

Superintendent of Schools
46361 Yale Road, Chilliwack BC V2P 2P9
tel: (604) 792-1321 fax: (604) 792-0941