

RESEARCH

Policy:

That any research conducted follow the established procedures and practices of Seven Oaks School Division and, where students are involved, be subject to approval by the board.

Research conducted in Seven Oaks School Division will be supportive of students' educational experience and contribute in some way to our knowledge of teaching and learning.

Procedures:

Outside Groups/Organizations:

- I. To seek approval of the Board, outside persons or organizations should direct enquiries to one of the Superintendents.
- II. A proposal must be submitted, containing the following:
 - a) Purpose for which study is being conducted (course of study; degree program, etc.);
 - b) Fully described research question;
 - c) Rationale for researching this question, including literature review of relevant studies;
 - d) Description of methodology, in some detail, to be used in collecting data;
 - e) Description of students/staff required for study;
 - f) Time required (duration of study, class time required, etc.);
 - g) Letter of parental permission, if involving students under 18;
 - h) Description of what, if anything, will be done with results.

Proposals can be mailed to the:

Superintendent
Seven Oaks School Division
830 Powers Street
Winnipeg, Manitoba R2V 4E7
FAX: (204) 589-2504

III. Criteria used by Division for acceptance:

- a) **Validity.** The study makes sense, e.g., the methodology is likely to produce data supporting a conclusion to the question posed; the research context provides a good match for the proposed inquiry.
- b) **Supportive of students' education.** The study is judged to be supportive of students' educational experience. There is judged to be no potential harm to students nor disruption to their education in the carrying out of this research.
- c) **Contribution to educational knowledge.** The study can be expected to contribute to our knowledge about teaching and learning.

IV. The researcher is required to provide a final report of the research to the Board. Such reports will respect the anonymity of participants.

V. For small studies, to be conducted by students of Colleges or Universities for the purpose of gaining research experience, approval of the Board may be waived *with the permission of the Liaison Superintendent*. In such cases, the number of participating students would be small, the time required minimal, the research instrument valid and harmless, and the results not to be made in any way public.

School-Initiated Research/Surveys:

- a) Schools and Parent Councils should ensure that their Liaison Superintendent is aware of the proposed survey and that, where appropriate, the parent council has been advised;
- b) The age of the student should be taken into account when considering the need for parental consent in addition to the informed consent of the student.

- c) Participating students should be made aware of the purpose of the evaluation.

School-Initiated Research/Surveys: (continued)

- d) The survey should not reinforce racist, sexist, religious or other stereotypes.
- e) Care should be taken to minimize the amount of time required of teachers and students to participate.
- f) Any student should have the freedom to decline to participate.
- g) The anonymity of all participants should be ensured; data presented publicly should be in aggregate or summary form.
- h) Feedback (results, recommendations) should be provided to participants.