



AP 290 – RESEARCH STUDIES

BACKGROUND

The Board recognizes the role of valid research and other projects in the development of educational theories and practices, and acknowledges the need of researchers to work within schools. Research is the systematic examination of particular phenomena through collection, analysis and reporting of qualitative and/or quantitative data. Research also has a variety of purposes including (i) academic (i.e. post-secondary faculty, graduate or undergraduate students, and research associates); (ii) program evaluation (may be internal or external); and (iii) professional growth.

PROCEDURES

1. Research for academic purposes (including post-secondary coursework) and/or research conducted by/for external agencies must be reviewed according to this administrative procedure. External sharing of internal data by employees is not subject to this administrative procedure but should be authorized by the appropriate superintendent in advance.
2. Due to the numerous demands placed on Saskatoon Public Schools, we are unable to comply with every research request.
3. There are periods during the year, during which requests for access to students and/or staff will typically not be accommodated. These times are:
 - 3.1. the month of September;
 - 3.2. the two weeks just before the December break;
 - 3.3. the month of June;
 - 3.4. the two weeks immediately prior to student reporting periods at the elementary level and the two weeks immediately prior to the semester end at the secondary level. These vary slightly from year to year, and specific information is available by communicating with the school administration involved or calling the superintendent in charge of research studies, and;
 - 3.5. during the summer months of July and August.
4. All proposals to undertake research within the school division shall be submitted to the superintendent of education responsible for research studies according to the following deadlines:
 - 4.1. October 10 for research commencing November 1.
 - 4.2. February 10 for research commencing March 1.
 - 4.3. May 10 for research commencing October 1 of the following year.
5. Before research projects are considered for approval, they must be sponsored and supervised by (i) a recognized post-secondary educational institution, (ii) a recognized research institute or (iii) co-sponsored by the school division and partner organizations.
6. The superintendent of education responsible for research studies shall establish a Research Review Committee to review research proposals.
7. The committee will be composed of a minimum of:
 - 7.1. superintendent of education responsible for research studies (chair),



- 7.2. one coordinator or consultant,
- 7.3. one elementary principal and
- 7.4. one secondary principal.
- 7.5. The Research Review Committee may also call upon additional members appropriate to the subject and/or methodology of the proposed research.
8. The following criteria will be used in reviewing research requests:
 - 8.1. all research applications must adhere to the policies of the [Tri-council policy statement](#) regarding research involving humans;
 - 8.2. the study shall have recognizable value to the school division and/or to education in general;
 - 8.3. the content of any proposed questionnaire or survey instrument should be considered appropriate to staff, students, or parents;
 - 8.4. the involvement of students or teachers shall not require an unreasonable amount of time or be disruptive to the learning environment;
 - 8.5. there must be a willingness from the school principal and the specific subjects to participate in the study
 - 8.6. the breadth and depth of research studies planned or underway in the school division at the time of the request.
9. The committee shall review proposed research and make recommendations to approve, approve with revisions, or deny approval of the proposed research project.
10. If the Research Review Committee supports the research, the superintendent in charge of research studies will inform the researcher by letter that the request has been approved and indicate any terms and conditions regarding the research project. The researcher is then responsible for contacting the appropriate school principal and potential participants to work out the details with respect to the research process. (Please note: the school principal(s) make the final decision with respect to whether the proposed research can proceed in his/her school.) The researcher must provide the school principal with a copy of the approval letter.
11. It is expected that the researcher will notify the superintendent in charge of research studies of any changes they intend to make that differ from the information provided in the application form.
12. Research projects may be terminated at any time if the guidelines established for the study have been violated.
13. Upon completion of the study, the researcher shall submit to the superintendent of education responsible for research studies a report describing the project and the findings.
14. The researcher will be under the jurisdiction of the administration and the principal of the school selected for research in terms of his/her conduct while working in the school.
15. All students under the age of 18 must have parental consent to participate in a research project. Tape recordings, pictures, films, or videotape recordings of student performance shall not be made without the written consent of parents.
16. Staff members who agree to participate in a research study must sign an appropriate consent form and be informed that they may withdraw from the study at any time without penalty.
17. The confidentiality and anonymity of individuals and schools shall be ensured.



18. Saskatoon Public Schools, as an entity, shall be assured of confidentiality and anonymity unless otherwise approved.

Date Last Revised: February 2024