

## CONDUCT OF SURVEYS, RESEARCH AND QUESTIONNAIRES

All academic or non-academic surveys, assessments, analyses or evaluations shall be administered or distributed to students only in accordance with the following requirements:

### Approval

- All research requests or requests to administer or distribute student surveys by other than Division personnel require prior approval. Research undertakings by staff, other than in the normal course of duties, must have the prior approval of the Principal.
- All requests for approval by third parties must be forwarded to the Superintendent or the Assistant Superintendent–Program before any survey is administered or distributed to the students.
- The Division reserves the right to limit the approval of research proposals to those which result from graduate level studies or research sponsored by a government initiative. It shall be the responsibility of the Superintendent or the Assistant Superintendent–Program to review and approve or disapprove any such requests.
- To be approved the research should have an expectation of making a contribution to the improvement of education or the general welfare of youth and the results will be made available to the Pembina Trails School Division.

All requests to undertake research should include:

- a. A description of the purpose of the research, which, in the case of a graduate student, must be countersigned by the student's faculty advisor or supervising professor;
- b. A copy of the approval letter from the appropriate faculty or administrator and/or ethical review committees;
- c. An outline of the precautions to be taken to protect the confidentiality of the respondents;
- d. Any informational materials to which students or staff may be exposed; and
- e. All information and/or parental/guardian permission letters to be distributed to students, parents/guardians or staff.

*Accomplish Anything*

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## Obligation to Parents/Guardians

The Division will notify parents/guardians if their child will be monitored or surveyed by researchers.

- Such notification will include the nature and dates of planned research activities, and will advise the parents/guardians of their opportunity to submit a written request to exclude their child from such research project.
- Certain surveys, assessments, analyses or evaluations require prior notification or written parental/guardian consent before they may be administered or distributed to students. The Superintendent or the Assistant Superintendent–Program shall make the determination as to whether such written consent is required in each case.

## Parental/Guardian Access to Research Instruments

All instructional materials and any instruments that will be used in connection with any survey, assessment, analysis, or evaluation that requires written parental/guardian consent shall be available for review by the student’s parents/guardians. Any parent/guardian may request to review all material by directing the inquiry to the Superintendent or designate, who shall be responsible for assuring that the request is granted in a reasonable manner and in a reasonable period of time.

## Confidentiality/Anonymity

The Superintendent and, where applicable, the Principal, shall be responsible, to the extent possible, for assuring the privacy of the information provided by a student in response to any survey, assessment, analysis or evaluation in accordance with any applicable requirements of the law governing pupil records. All school employees participating in the administration or distribution of such surveys, assessments, analyses, or evaluations to students shall also be obligated to assure the protection of the student’s privacy in accordance with the requirements of the law.

Under no circumstances shall Division personnel divulge students’ names and addresses.

In addition to the above considerations, approval of a research request may depend upon:

- The number of research projects approved to date in the school or Division and
- the need to limit these activities.
- The approval of the principal(s) in whose school(s) the research is to be conducted.
- The voluntary cooperation of the teachers to be involved with the research project.
- The extent to which the research will interrupt teaching and learning.

— *Accomplish Anything* —

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