
ADMINISTRATIVE PROCEDURE 345 GUIDELINES FOR CONDUCTING RESEARCH STUDIES IN CHILLIWACK SCHOOLS

All persons wishing to conduct research in Chilliwack schools must complete an Application for Permission to Conduct Research and submit this, together with the required documentation to the Office of the Superintendent for review.

1. REVIEW

1.1. Review may be applied for in three categories:

- Full review for thesis research or major projects.
- Expedited review of minor research projects (e.g., fulfilling requirements to do research for a course-based master's degree).
- Request to post information in schools to recruit research participants outside of school hours and off school property.

1.2. On receipt of an application, the proposed research study will be reviewed by the Office of the Superintendent for the following:

- Relevance: research will contribute to the field of educational practice.
- Risks and benefits for participants: sufficient information to allow for a sound decision to be made on behalf of students and families, including sensitivity of questions, and the methodology used.
- Privacy: adequate provision for confidentiality or anonymity, including storage and eventual disposal of data collected.
- Commercial assessments: sufficient technical information about the validity and reliability of the instrument to make a decision about use.
- Intrusiveness: amount of classroom time required, staff involvement, or requests for other special arrangements.
- Scope: proposed contact group, number of participants and schools or district offices involved.
- Timing: sensitivity to busy periods of the school year, such as year-end, exam period, or during major assessments.

1.3. If permission is given:

- Researchers with projects that are acceptable upon review may contact principals or managers for permission to seek consent from study participants.
- Permission carries no implication for commitment from schools, staff, students, or parents/guardians/caregivers.
- Parents/guardians/caregivers that make individual decisions to participate in research activities without district or school sanction will do so outside of school hours and premises.

2. CRIMINAL RECORD CHECK

Related Legislation: Nil

Cross Reference: Form 345A: Application for Permission to Conduct Research

Adopted: April 24, 2001

Amended: May 9, 2023

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Administrative Procedure



- 2.1. Applicants who are not district employees and who will have direct contact with students must undergo a criminal record check and submit the report to the Office of the Superintendent prior to conducting research.

3. FREE AND INFORMED CONSENT

- 3.1. To ensure informed consent, sufficient and explicit information about the nature and purpose of the research will be given to parents/guardians/caregivers.
- 3.2. Consent may be obtained through information sent home to parents/guardians/caregivers with the option to have the student not participate, except for cases where the research procedures involve contact with students on an individual basis. In this case, informed written consent from parents/guardians/caregivers must be obtained.
- 3.3. Participating students must be informed that their involvement is voluntary and that they may withdraw from participation at any time.

4. RESULTS

- 4.1. Researchers will submit a report of the results to the Office of the Superintendent upon completion.
- 4.2. Researchers will make results available to participants upon request.

5. ONGOING CONTACT

- 5.1. Researchers will advise the Office of the Superintendent in a timely manner if:
 - the research extends beyond one year.
 - adverse incidents or unintended negative consequences occur.
 - there are changes to the scope or nature of the project.