

ADMINISTRATIVE PROCEDURE

General Administration

Research Studies

GEN #10

Reviewed: February 2023

Background

Christ the Redeemer (CTR) Catholic School Division recognizes its responsibility to share educational experiences and provide opportunities for individuals to interact with the system and its schools. CTR Catholic will cooperate with individuals and institutions undertaking research provided the research:

- Does not interfere with CTR Catholic's primary mission;
- Is not undertaken for personal gain for the researcher or participants; and
- Does not undermine, jeopardize or threaten the spiritual, intellectual, emotional, social or physical well-being of any participant (staff or student).

Procedures

1. All applications to undertake research projects or surveys within the school system or to obtain assistance from the system with respect to studies or research projects shall be submitted to the Superintendent.
2. After due consideration and applying the criteria identified in this administrative procedure, an application will, depending upon its nature, be approved or denied.
3. Research projects undertaken by or for the system shall be conducted and/or coordinated by the Superintendent.
4. Externally initiated research projects may be terminated at any time if, in the judgment of the Superintendent, the guidelines established for the study have been violated.
5. Research studies will be approved and conducted according to the following procedures:
 - 5.1. All applications shall be satisfactorily completed at least one (1) month in advance of the study and must be submitted to the Superintendent. Timelines shorter than one (1) month will be considered if extenuating circumstances exist.
 - 5.2. Requests to undertake graduate level research or survey studies must be submitted to the Superintendent.
 - 5.3. Upon completion of the study, the researcher shall be required to submit to the Superintendent, if available, a complete report plus an abstract describing the project and the findings.
 - 5.4. Signed parental consent is required if students are being surveyed or involved in any way in the research study.

5.5. The following criteria will be used by the Superintendent in considering research studies:

- 5.5.1. The study shall have recognizable value to CTR Catholic and/or to education in general;
- 5.5.2. The content of any proposed questionnaire or survey instrument must not be objectionable to staff, students, or parents/guardians;
- 5.5.3. The involvement of students or teachers does not require an unreasonable amount of time;
- 5.5.4. The willingness of schools or individuals to participate;
- 5.5.5. The number of research studies planned or underway in CTR Catholic; and
- 5.5.6. Preference for approval will be given to staff of CTR Catholic.

6. The Superintendent shall, when necessary, ensure that the contents of a study are held in confidence.