

VANCOUVER SCHOOL BOARD GUIDELINES FOR CONDUCTING RESEARCH STUDIES IN VANCOUVER SCHOOLS

Procedures

1. Research proposal requests will be accepted from teachers, graduate students, or faculty members. As many demands are being placed upon Vancouver schools, research requests from undergraduate students will not be approved. Research requests will not be accepted from marketing companies.
2. Researchers affiliated with a university must ensure that their completed research proposal requests are accompanied by a letter or certificate from the appropriate ethical review committee at their university. All completed proposal requests, need to be sent **first** to: VSB Research Committee. Once researchers have received written approval for their work by the VSB Research Committee, then, notification of this approval and the research proposal package should be sent to the school principal. Principals, in consultation with staff and students, always have the option to decline research, despite approval from the VSB Research Committee and the University Ethics Boards.
3. Completed proposal packages should contain **seven (7) collated copies** of the proposed research instruments, parent permission letter (if applicable), and certificate or letter of ethical acceptability. Submissions that are not collated will not be considered.
4. Research that entails disclosure of personal information in the District's possession (eg. access to student files) requires further attention. In these cases, researchers need to complete the VSB document called "Terms and Conditions relating to the Disclosure of Personal Information for Research or Statistical Purposes". **Completed "TERMS and CONDITIONS AGREEMENTS" will be reviewed by the Secretary-Treasurer's Office to ensure adherence to the Freedom of Information and Protection of Privacy requirements. Once the agreement has been approved the Project Manager of Administration Systems will monitor to ensure the conditions of the agreement are met.** Prior to the Research Committee review, these requests will be reviewed by Learning and Information Technology staff to determine the work entailed. Subsequently, if it is deemed the work can be done, the request will be reviewed by the Freedom of Information Officer to ensure it meets with the protection of privacy requirements.
5. Upon completion of the research, an abstract of the completed report must be sent to Learning Services, Vancouver School Board, Attention: VSB Research Committee. The District will publish the abstract on a VSB Database (see attached template)

Criteria

1. The Vancouver School Board will only approve research studies in which care is taken:
 - a) with contentious or personal topics that may be considered by students or parent/guardians to be an invasion of privacy;
 - b) with demands upon the time of participating students, teachers, or principals is reasonable;
 - c) to ensure that potential contribution to the improvement of educational well-being of Vancouver staff and students in Vancouver Schools is addressed.
2. Whenever students (under the age of 19) are involved in proposed external research, parent/guardian permission letters are required. Parents/guardians must be informed of the purpose of the study, type of activity child will be involved in, the nature of any questionnaires, interviews, or tests, and the amount of time required by the research project. Translation of information will be the researcher's responsibility.
3. Teacher and/or administrator permission letters which provide informed consent are required for all external research studies which involve teachers and/or administrators.
4. The anonymity of students and teachers who cooperate in research studies must be maintained. In the case of action research, requests to include participant names may be considered.
5. Tape recordings, pictures, films, or videotape recordings of student performance must have written consent from parents/guardians and teachers.
6. Studies involving class groups are generally preferable to studies of individual students. The former are less disruptive to the regular school program.
7. Studies that place unreasonable demands upon the time of participating students, teachers, or administrators will not be approved.

Vancouver School Board

**Checklist for Conducting Research Studies
in
Vancouver Schools**

Completed Proposal Package submitted to District Learning Services, Attention: VSB Research Committee

Completed Proposal Package contains **seven (7) collated and stapled** copies of:
Proposals not collated or less than 7 copies will not be considered.

- all relevant letters of permission
- all surveys/tasks required of participants
- a letter(s) of approval from appropriate Ethics Board
- a clear, succinct outline of objectives that pertain to VSB Guidelines and criteria
- mailing address

I plan to submit to VSB Research Committee an abstract of my results by (see attached):

(approximate date)

Name:

Signature:

Thank you!

MUST COMPLETE and PROVIDE 7 COPIES. This is the top sheet.

Abstract Template

Researcher Names:

Researcher email address (one only):

Researcher mailing address (not email):

Phone Number:

Study Completion Date:

Study Title:

Target Study Group:

Other Relevant Contact Information:

Abstract: