

CONDUCTING RESEARCH WITHIN THE DIVISION

Background

Research for distribution (publishing, fulfillment of degree requirements, presentation) by HPSD staff or by external researchers must have approval of the Superintendent prior to commencing.

All data created in the service of HPSD, regardless of form or creator, are the property of HPSD. The right to access and use these data for research purposes may be granted by the Superintendent.

Procedures

1. General

- 1.1. The Superintendent shall be responsible for:
 - 1.1.1. evaluating and approving or declining all proposals to conduct research within HPSD;
 - 1.1.2. identifying and notifying principal(s) or department heads of approval before research commences;
 - 1.1.3. evaluating proposals to conduct research according to the following criteria:
 - 1.1.3.1. research has educational benefit, relevance and significance to HPSD;
 - 1.1.3.2. research has acceptable impact on normal school and classroom activities;
 - 1.1.3.3. duplication of research and oversubscription of individual schools or departments are avoided;
 - 1.1.3.4. acceptable research practices are followed and the terms and conditions outlined in the letter of approval can be met;
 - 1.1.3.5. the researcher's proposed practices for handling personal information conform to the *Freedom of Information and Protection of Privacy Act* and Regulation.
 - 1.1.4. maintaining an annual record of all approved research in HPSD; and
 - 1.1.5. collecting and managing results of research conducted in the District.

2. Research Proposal Submission

- 2.1. Research proposals shall include the following:
 - 2.1.1. A description of the research project including:
 - 2.1.1.1. Objectives
 - 2.1.1.2. Methodology
 - 2.1.1.3. Evaluative instruments
 - 2.1.1.4. Specific details of participants and expectations thereof
 - 2.1.1.5. Anticipated time line and completion date of the final report
 - 2.1.2. Confirmation of approval by the institution's research ethics board.
- 2.2. Research proposals shall conform to the requirements of the *Freedom of Information and Protection of Privacy Act* and Regulation (FOIP).

3. Research Proposal Approval

- 3.1. If a proposal is approved, the Superintendent shall provide a letter on behalf of HPSD to the requester and to all identified principal(s) and department heads indicating:
 - 3.1.1. that the research has been approved subject to the conditions outlined;
 - 3.1.2. that a copy of the results of the research must be submitted to the Superintendent;
 - 3.1.3. any other terms and conditions for conducting the research; and
 - 3.1.4. that the researcher may contact the principal(s) or department heads of the identified location(s) to seek permission to proceed and to make any necessary arrangements.

References

Education Act Section 53

[*Freedom of Information and Protection of Privacy Act Section 42 – Disclosure for Research or Statistical Purposes*](#)