

## **Yukon Education**

**Policy Subject: Research in Schools Policy**

**Date Passed: DRAFT FOR DISCUSSION PURPOSES**

### **Policy No. 1027**

#### **Legislation:**

#### **Cross Reference:**

Canadian Association of Research Ethics

Agencies in the School

Yukon Teachers Association Research Guidelines

#### **Principles:**

The Department of Education recognizes that research on educational issues can be beneficial to educators and students. The approval of any research in the school rests with the Department of Education in consultation with the school administrator.

#### **Definitions:**

Research: is defined as data-based investigation involving individuals or groups of individuals that adhere to the empirical principles of:

1. systematic design and process;
2. freedom from bias;
3. structured analysis which yields interpretation consistent with findings;
4. can be either quantitative or qualitative.

Research activities may include the use of tests or other forms of assessment, checklists, surveys or questionnaires, interviews, audio or video tapes and observation.

#### **Application:**

This policy applies to all persons, who conduct any research, in all Yukon schools.

#### **Standards and Procedures:**

1. No research shall be conducted in the school without the permission of students, parents or guardians.
2. Research will follow the guidelines of the Canadian

Association of Research Ethics.

3. Internal school research will follow the research guidelines of the Yukon Teachers Association.
4. All research requests must be submitted in writing to the Assistant Deputy Minister at the Department of Education in the form of a proposal.
5. The proposal must clearly describe the details of the research, required participation, assistance needed and the proposed time frame.
6. Any proposal for research from a university graduate student must first be approved by the ethics committee of the student's university. A copy of the committee approval must be included with the proposal to the Department.
7. The School Administrator has the final decision as to whether any research will occur in their school.

**Proposal Evaluation:**

Any proposed research study will be reviewed by designated staff at the Department of Education. The reviewer will take into consideration the following criteria prior to making a decision to allow the research;

1. **Relevance:** meaningfulness, will the information make a contribution to the improvement of education and / or knowledge of student learning.
2. **Methodology:** Requirements for identification and selection of participants.
3. **Scope:** Proposed group to be studied.
4. **Intrusiveness:** Extent of disruption to students, staff or school operations or any other need for special arrangements.
5. **Time Lines:** The length of the study.
6. **Privacy:** Any infringement on personal or family privacy through access to information.

7. Confidentiality: Procedures for guaranteeing anonymity and confidentiality, including storage and eventual disposal of records.
8. Sensitivity: Nature of the topic or questions if they relate to value-laden or sensitive issues.

**Participation:**

1. Department approval does not mean that all students will take part in the research. The final decision for participation will still rest with the student, parent or guardian.
2. Any students that are not involved in a research activity must be provided with alternate curriculum related school work during the time the research is being carried out.
3. Participants must be informed that their involvement is voluntary and that they may withdraw at any time.
4. Parents and guardians of students taking part in research studies must be advised of the nature and the purpose of the research and may upon request review research materials.
5. Photography, filming, videotaping or audio taping of students requires the written consent of parents and or guardians.
6. Anonymity of participants must be maintained at all times.

**Criminal Record Check:**

1. When research requires direct, unsupervised contact with students on an individual basis, and the researcher is not a Department of Education employee, the researcher must undergo a criminal records check. A copy of the results will be kept on file, under the name of the school, in the Records Department, at the Department of Education for one year.

**Research Results:**

1. The Department of Education will be provided with a full report on the results of the research upon completion.
2. Copies of the research report will be made available to

participants and other interested parties upon request.

3. Researchers should be prepared to discuss and present their findings upon request to the school, school council, committee or board, parents and or the Department of Education.