

# Administrative Procedure 515

## Business Administration

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### EXTERNAL RESEARCH INITIATIVES

#### BACKGROUND

Charter schools are expected to demonstrate research-based innovative practices to support the implementation of their program mandates. The Westmount Charter School board encourages staff to participate in research studies with faculty members or graduate students of post-secondary institutions that are for the purpose of partial completion of a graduate degree, or an approved member of an external agency, provided that such studies:

- hold promise for improving the services to students of Westmount Charter School.
- have the potential to provide information that is useful to the broader education community in Alberta.
- are limited to reasonable amounts of teacher and/or student time.

Research studies for the purpose of financial gain by an individual or company are not acceptable.

#### RESEARCH REQUEST PROCEDURES

1. Research studies that have the possibility of publication or public presentation and involve data gathering directly from students, parents of students or Westmount staff must be presented in writing to the Superintendent.
2. Proposals for research studies must include the following documentation:
  - 2.1 A detailed plan for administering the study, including level of anticipated involvement by members of Westmount staff.
  - 2.2 A copy of the study's methodology and related documents to assess student, parent and staff involvement.
  - 2.3 Approval from the ethics committee of a post-secondary institution, or similar authorizing body, with respect to the proposed research study.
  - 2.4 Other documentation as may be required by the Superintendent.
3. Researchers may discuss proposed projects with principals and teachers, but school personnel must not be involved in carrying out the project before approval from the Superintendent.
4. Informed, written consent from parents/guardians must be obtained when research studies involve gathering data or information directly from students.
5. Notwithstanding approval by the Superintendent or Principal(s), participation in research studies is voluntary. Approval of a research study does not obligate any student, parent of a student, or staff member to participate.

Legal Reference:	<i>Freedom of Information and Protection of Privacy Act</i>
Cross Reference:	AP-170 Freedom of Information and Protection of Privacy
Date of Adoption:	March 12, 2013
Date of Revision:	February 21, 2016
Due for Review:	February 21, 2019