

Administrative Procedure 449

Human Resources

RESEARCH, INNOVATION AND DISSEMINATION INCENTIVE

BACKGROUND

Charter Schools in Alberta are required by legislation to:

- demonstrate collaboration or engagement with a post-secondary institution or a school division;
- provide evidence that the charter school uses research-informed practices to create innovative learning environments and improve student learning outcomes;
- provide improvements to the education system as a whole; and
- enhance education research and innovation in Alberta.

Westmount's charter board recognizes that significant research can take place in the form of classroom or school-based research with or without direct engagement of a post-secondary institution. The board will make available research, innovation and dissemination (RID) incentive funding as budgeted annually to comply with legislation and to enhance and develop gifted programming from the inside out at Westmount through a variety of research approaches.

PROCEDURES

1. Application Process

- 1.1 The applicant will submit the completed Westmount Charter School RID Application Form including all required supporting documents to the human resources director.
- 1.2 The applicant will have continuous contract status with Westmount.
- 1.3 A maximum of one RID incentive will be approved per employee per year.
- 1.4 Incentive funds may be joined to form a team project.
- 1.5 Applications will be received throughout the school year pending availability of remaining funds.

2. Criteria

- 2.1 Research must:
 - 2.1.1 be relevant and have educational benefit to Westmount Charter School;
 - 2.1.2 focus on an inside out approach to leadership, teaching and learning;
 - 2.1.3 conform to action research or formal research project protocols; and
 - 2.1.4 conform to the requirements of the *Freedom of Information and Protection of Privacy Act and Regulation (FOIP)*.
- 2.2 Westmount Charter School Society retains the intellectual property rights associated with any research projects, implementation of innovative practices or dissemination media undertaken by its employees.
- 2.3 The board expects teachers to share their research findings within the school and in the broader educational community.

3. Selection Committee

3.1 The selection committee will, as a minimum, have representation from the superintendent, the human resources director and the school's principals.

4. Incentive Funding

4.1 The incentive will be funded based on merit of each application.

5. Approval

5.1 If a proposal is approved, the human resources director shall provide a letter to the researcher and the principal indicating:

5.1.1 that the research has been approved subject to the conditions outlined;
and

5.1.2 that a copy of the results and research must be submitted to the superintendent.

Legal References: *Education Act*
Charter Schools Regulation
Freedom of Information and Protection of Privacy Act and Regulation (FOIP)
Date of Adoption: October 3, 2019
Date of Revision:
Due for Review: October 3, 2022

5. Description of how key findings and highlights will be shared within the school and with audiences external to the school by presentation or other means.

Funding Request:

1. Resources (includes substitute time) you wish to purchase to undertake the research:

Substitute days requested (at a rate of \$222.00/day): _____

Total substitute cost: \$_____

NOTE: Additional resources may be requested upon completion of the research project if sharing of results includes presentation at a conference (local, national, International).

Total amount requested: \$_____

Employee signature: _____ Date: _____

Approval:

Total amount approved: \$ _____

Principal signature: _____ Date: _____

Superintendent signature: _____ Date: _____