



CALGARY BOARD OF EDUCATION

Administrative Regulation 3032 – Educational Research

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- Statement**
1. In order to remain the dynamic learning community of choice, the CBE embraces the role of Educational Research as the means to innovation and working toward continuous improvement.
- Purpose**
2. The purpose of this Regulation is to:
 - 1) provide information for *Researchers* from outside agencies, faculty members or students of *Post-Secondary Institutions* who are external to the CBE, in addition to Staff of the CBE;
 - 2) encourage a spirit of inquiry amongst Teachers while ensuring there is understanding of regulations, business processes and guidelines;
 - 3) monitor programs and monitor Results in cases in which research is required;
 - 4) publish and present CBE *Educational Research Studies* conducted by CBE Staff in the course of monitoring their practice;
 - 5) apply ethical standards when considering *Educational Research* applications that have not received approval from a university ethics committee;
 - 6) protect intellectual property; and
 - 7) ensure that the CBE complies with the School Act and the

Freedom of Information and Protection of Privacy Act.

- Definitions**
3. In this Regulation:
- 1) “**Educational Research**” involves gathering information through an inquiry process in order to revise or develop new theories that inform change and innovation in teaching and learning;
 - 2) “**Educational Research Studies**” are particular *Educational Research* projects;
 - 3) “**Post-Secondary Institution**” includes universities, colleges and/or other organizations providing a program of study leading to further credentials;
 - 4) “**Researcher(s)**” are those seeking approval from CBE for projects designed to result in the conception or creation of new knowledge and methods; and
 - 5) “**Staff**” means a person who performs a service for the CBE:
 - a) as an employee (a person who is employed in a permanent or temporary capacity by the CBE;
 - b) as a contractor (a person, company or organization external to the CBE who is hired to provide services; or
 - c) in an agency relationship.
- Application**
4. This Regulation applies to any person, including Staff, wishing to conduct *Educational Research* within or on behalf of the CBE.
- Approval to Conduct Research**
5. Gathering information in school contexts and experimenting with human subjects for the purpose of *Educational Research* requires ethical and legal consideration of sensitive and personal information.
6. *Educational Research* is no longer solely conducted by outside agencies, faculty members or students of *Post-Secondary Institutions*. *Educational Research* in the form of inquiry is also becoming integral to the work of Staff within the CBE. In all cases, there are protocols that need to be followed.
7. Any *Educational Research* performed within the CBE that is not conducted through a *Post-Secondary Institution* with its own accredited (Canadian Tri-Council) ethics approval process requires additional scrutiny by the CBE to ensure compliance with all legal and ethical constraints.
- Participation**
8. The CBE encourages its Staff to engage in *Educational Research* that holds promise for improving Student learning.

9. Staff are encouraged to cooperate with external agencies and faculty members or graduate students of *Post-Secondary Institutions* in carrying out *Educational Research*, provided that the anticipated results hold promise for improving teaching and learning in the CBE.

**Principal's
Permission**

10. While School Staff are encouraged to cooperate with *Post-Secondary Institutions* and external agencies conducting *Educational Research*, the Principal must agree to participation in the study prior to the involvement of any School or Staff.

**Voluntary
Participation**

11. Approval by the CBE does not obligate any student, parent or Staff member to participate.

**Acceptable
Educational
Research**

12. Acceptable *Educational Research Studies* hold promise for improving teaching and learning.

13. *Educational Research Studies* conducted by external agencies, faculty members or graduate students of *Post-Secondary Institutions* that are for the purpose of partial completion of a graduate degree, have the possibility of publication or public presentation, and involve data gathering directly from students, parents or Staff must be approved by the Superintendent, Learning Innovation, CBE.

14. *Educational Research Studies* conducted by Staff that have the possibility of publication or public presentation, and involve data gathering directly from students, parents or Staff must be approved by the Superintendent, Learning Innovation, CBE.

15. Surveys conducted within the CBE, either by Staff or external agencies, must comply with ethical and legal standards and CBE policies.

16. Specific instructions for applications for *Educational Research Studies* can be found at <http://www.cbe.ab.ca/aboutus/research/default.asp>

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