

School Community and Home Relation 11400 Professional Research and Writing	Administrative Application	
	Last Reviewed /Approved on:	April 8, 2026
	References:	Policy 12 – Role of the Director RCSD Research Request Application & Requirement Form
	Status:	Operational

Preamble

The Regina Catholic School Division (RCSD) supports and collaborates with ethical educational research undertaken to improve educational practice.

Educators are encouraged to undertake formal research and to publish the results of their research to contribute to the specialized knowledge, concepts, and skills that characterize teaching as a professional activity.

Application

1. Research Conducted in the School Division

- a. All university research projects involving the school division shall have:
 - i. Ethics approval from the university where the researcher attends.
 - ii. Written approval of the Professor or Research Advisor supervising the project.
 - iii. A completed Regina Catholic School Division Research Application form from the research supervisor.
- b. Research projects must ordinarily be in the field of education and be of some benefit to the school division.
- c. The consent of parents is required for studies that request students to give verbal or written responses to questions of a personal nature, including questions relating to their beliefs, opinions, or lifestyles.
- d. Participation in any research shall be voluntary on the part of the principal, teachers, and students.
- e. The designated superintendent responsible for approving research projects shall maintain a record of research and experimental projects and shall ensure that research or experimentation is conducted based on conditions of approval.

- f. Where a researcher uses school division derived documents in their research, permission may be required from the designated superintendent prior to initiating the research.
- g. One copy of the research report, master's thesis, or doctoral dissertation shall be made available to the school division at the conclusion of the study.
- h. Researchers may discuss proposed projects with principals or teachers, but no research shall be conducted until formal written approval has been received from the designated superintendent in accordance with regulation 2.

2. Attaining Formal Approval for Conducting Research in the School Division

- a. Except for special circumstances, requests to conduct research shall be considered only from students pursuing studies at the master's or doctoral level or faculty members of the Ministry of Education, University of Regina, or University of Saskatchewan.
- b. Requests for school division approval and involvement shall be presented in writing from October 1 – April 30 to the designated superintendent accompanied by an outline identifying:
 - i. The purpose and nature of the project.
 - ii. Proposed involvement of students and teachers.
 - iii. Tests, instruments, and samples of questionnaires to be used.
 - iv. The length of time required for carrying out the research project.
- c. The designated superintendent shall consult with appropriate Catholic Education Centre and school-based staff regarding the request.
- d. Research proposals will be reviewed using the following criteria:
 - i. Appropriateness of the topic of research in a Catholic school division.
 - ii. Number of similar requests received.
 - iii. Number of requests directed to particular schools and/or staff members.
 - iv. Consideration of infringement on instructional time.
 - v. Consideration of peak demand times in the school year (June and September).
- e. If approved, the designated superintendent shall inform the researcher in writing of the conditions under which the research may proceed.

3. Research Proposed and/or Conducted by School Division Staff

- a. Teachers utilizing their students or teaching situation for formal research purposes, with the intended outcome of publishing that research, must obtain approval from the designated superintendent in accordance with this policy.
- b. Teachers utilizing their students in an action research¹ context, where findings are for personal professional use and will not be published, are to share their research approach with their immediate supervisor before commencement.
- c. Teachers shall share findings of action research with their immediate supervisor.
- d. Teachers' published work written during their workday and/or with the support of the school division, belongs to the school division.
- e. Graduate level research projects and action research conducted by school division staff will ordinarily meet with approval unless circumstances indicate that the research is not appropriate

¹ Action research is a form of self-reflective enquiry undertaken by participants in social situations in order to improve the rationality and justice of their own practices, their understanding of these practices, and the situations in which the practices are carried out. (Carr and Kemmis 1986: 162).