

CIRCULATION OF QUESTIONNAIRES THROUGH SCHOOLS

Background

The District frequently receives requests to administer or circulate questionnaires to administrators, staff, students or parents. These requests are received from a variety of external sources. Among them are the Ministry of Education, other Ministries, post-secondary institutions, graduate students, and special interest organization or agencies.

All questionnaires to be circulated through schools must be reviewed by the Superintendent or designate to ensure the validity of the instrument and its appropriateness for circulation to teachers, students or parents in the District.

The Superintendent will bring to the Board any questionnaire which in his/her opinion, the Board should be advised of, or where some doubt may arise, to its purpose.

Procedures

1. All requests for the distribution of questionnaires through schools in the District must be submitted to the Superintendent's office for review and approval at least three weeks prior to the proposed administration date.
2. All requests must be accompanied by a covering letter, copy of the questionnaire, and form letters to administrators, teachers, students and parents, when appropriate. The covering letter should state the purpose of the survey, details of administration and the intended use of results.
3. The Superintendent's office will review all requests based on the following criteria:
 - 3.1 purpose and relevance of the study
 - 3.2 quality of the instrument
 - 3.3 qualifications of the surveyor
 - 3.4 benefits to accrue to the student, school or District
 - 3.5 what the study will add to the literature
 - 3.6 impact on administrators, students, teachers, and class time
 - 3.7 impact on administration time
 - 3.8 other demands placed on the target audience
 - 3.9 sensitivity of the subject matter
 - 3.10 costs
4. Administrators will determine those cases where information is to be provided to parents or where parental consent is required.

5. Except in cases where the Ministry of Education or the District have mandated a survey, participation is to be voluntary by administrators, teachers, students and parents.
6. Except where approval of the District has been given, all results must be confidential to the administrators, student, teacher, school, and District.
7. A summary of all results, respecting the confidentiality of participants, must be sent to the District after analysis and interpretation has been completed.

Reference: Section 65, 85, School Act

Last reviewed/revised: February 2021