



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> Program/Curriculum	<i>Policy Number</i> 304A
<i>Former Policy #</i> 503	<i>Page</i> 1 of 5
<i>Original Approved Date</i> May 5, 2009	<i>Subsequent Approval Dates</i> December 15, 2015

POLICY TITLE: RESEARCH

SECTION A

1. PURPOSE

The York Catholic District School Board supports the use of research and innovation to enhance learning, decision-making and instructional practice in support of the Board’s Mission, Vision and Strategic Commitments.

The purpose of this policy is to provide parameters and guidelines for facilitating requests to conduct research that are outside of the realm of Board mandate and, to ensure adherence to provincial legislation, federal guidelines and Ministry directives.

2. POLICY STATEMENT

It is the policy of the York Catholic District School Board to permit internal and external individuals or agencies to conduct research that will benefit student achievement and well-being, subject to approved parameters and procedures.

3. PARAMETERS

- 3.1 All individuals who are interested in conducting research within the York Catholic District School Board shall agree to abide by this policy and procedures.
- 3.2 Research conducted within the York Catholic District School Board shall ensure respect for the Catholic faith and human dignity, conform to accepted standards for research and ethical practices, and comply with legislation governing Freedom of Information and Protection of Privacy and Canada’s Anti-Spam Legislation (CASL).
- 3.3 Requests to conduct research shall receive prior approval before inviting participation.
 - 3.3.1 Internal research requests shall be approved by the Principal.
 - 3.3.2 External research requests shall be approved by the Research Advisory Committee.
- 3.4 Participation by individual schools, staff, parents/guardians and students in research projects shall be voluntary.

- 3.5 All individuals invited to participate in research shall be fully informed of the objectives, procedures, foreseeable risks and potential benefits.
- 3.6 Privacy, anonymity and confidentiality of data/information identifying respondents, participants and/or schools shall be strictly maintained to the full extent provided by law, unless a participant, or a parent of a student under 18 years of age, grants express permission.
- 3.7 A Vulnerable Sector Screening Police Check is required, prior to commencement, if any researcher has direct contact with student(s).
- 3.8 Researchers shall ensure that they are never alone with any student(s) and shall be supervised by a Board employee.
- 3.9 Written parental permission is required for any research involving students under 18 years of age.
- 3.10 Researchers shall indicate in their application the intended use(s) of results, including any resources or products that may be created as a result of the project. It is understood that:
 - 3.10.1 Not-for-profit resources or products shall be made available to the York Catholic District School Board, at no cost, for internal use only; and,
 - 3.10.2 For-profit resources or products become the joint property of the researcher and the York Catholic District School Board, unless otherwise agreed to by the Director of Education.
- 3.11 Quality assurance studies, performance reviews or testing that is within the realm of Ministry/Board mandate and normal educational requirements shall not be subject to this Board review process.

4. RESPONSIBILITIES

4.1 Director of Education

- 4.1.1. To oversee compliance with the Research Policy and Procedures.

4.2 Research Advisory Committee

- 4.2.1 To review all requests for Board and non-board-initiated research projects to be conducted in the York Catholic District School Board with respect to:
 - 4.2.1.1 The tenets of the Catholic faith;
 - 4.2.1.2 Their relevance to the educational objectives, priorities and research needs of the Board;
 - 4.2.1.3 Ethical considerations and protection of privacy and information;
 - 4.2.1.4 The impact on individual school(s) and the system; and,
 - 4.2.1.5 The effect on instructional time and the extent of involvement required from staff and students.
- 4.2.2 To approve or deny requests to conduct research in school(s)/Board.
- 4.2.3 To inform Supervisory Officers and Principal(s) of approved research requests.

- 4.2.4 To protect schools, students and staff from research that may have an adverse effect on their rights and well-being.
- 4.2.5 To serve as a liaison between schools and researchers.
- 4.2.6 To adjudicate issues that may arise from an approved research request.

4.3 Superintendents of Education

- 4.3.1 To provide Principals with guidance and recommendations for school participation in research, as required.

4.4 Principals

- 4.4.1 To ensure adherence to the Board Research policy, parameters and procedures.
- 4.4.2 To determine their schools' involvement and participation in research approved and recommended by the Research Advisory Committee.
- 4.4.3 To review, approve and/or deny internal research requests at their school received from staff, students or the Catholic School Council.

4.5 Researchers

- 4.5.1 To ensure that the research complies with all aspects of the Board Research policy, parameters and procedures.
- 4.5.2 To submit requests to conduct external research in the Board to the Research Advisory Committee and to the Principal for internal research requests.
- 4.5.3 To inform and communicate details of the research and obtain necessary permissions prior to commencement.
- 4.5.4 To cooperate to the fullest extent with Principal(s) and/or Board central staff throughout the process.
- 4.5.5 To perform at all times with the highest level of ethical and professional standards.

5. DEFINITIONS

5.1 External Research

Refers to research that is conducted to benefit students and the field of education by:

- 5.1.1 an institution;
- 5.1.2 a community agency;
- 5.1.3 an external individual;
- 5.1.4 a Board employee collaborating with a non-Board agency or educational institution; or,
- 5.1.5 a Board employee conducting research outside of his or her area of responsibility.

5.2 Internal Research

Refers to a staff, school or classroom project that is to be carried out by a Board employee, Catholic School Council, student group or Board partner that meets specific staff, classroom, school and/or Board needs. Internal research excludes School Surveys that are administered by members of a school community to meet specific needs of the school under Policy and Procedures 304 B – Internal School Surveys.

5.3 Research

Refers to an investigation undertaken to increase knowledge and understanding through the gathering of data and information in order to develop new materials, products and/or processes.

5.4 Research Advisory Committee

A committee established under the direction and oversight of the Superintendent of Curriculum and Assessment consisting of the following individuals:

- 5.4.1 Superintendent of Curriculum and Assessment, or designate;
- 5.4.2 Superintendent of Education: Exceptional Learners, or designate;
- 5.4.3 Superintendent of Education: School Leadership;
- 5.4.4 York Catholic Elementary Principals'/Vice Principals' Association (1 Representative);
- 5.4.5 York Catholic Secondary Principals'/Vice Principals' Association (1 Representative);
- 5.4.6 Ontario English Catholic Teachers' Association (OECTA) York Unit (2 Representatives);
- 5.4.7 York Catholic District School Board Research Officer;
- 5.4.8 Ad Hoc member(s) as required, for the purpose of reviewing a project that requires specific expertise not available among the Research Advisory Committee's regular members.

6. CROSS REFERENCES

YCDSB Policy 304B Internal School Surveys

Canada's Anti-Spam Legislation (CASL)

Education Act

Municipal Freedom of Information and Protection of Privacy Act

Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans

7. RELATED FORMS

Admin 51 Internal Research Approval Form

Admin 52 External Research Application Form

Admin 53 External Research Approval Form

Approval by Board

December 15, 2015

Date

Effective Date

December 16, 2015

Date

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Date

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December 2020

Date

POLICY TITLE: RESEARCH

SECTION B: GUIDELINES & PROCEDURES FOR RESEARCH

The Board's procedures, an addendum to this policy, apply to internal and external individuals or agencies wishing to conduct research involving schools, students, staff or parents in the York Catholic District School Board. Individuals who are interested in conducting research within the York Catholic District School Board should contact the Board's Research Officer for additional information.

The procedures to this policy outline pertinent information related to the following components of the research application process:

1. Criteria for Submitting a Request to Conduct Research

- 1.1 Internal Research Requests
- 1.2 External Research Requests

2. Criteria for Approval of Research

- 2.1 Benefits for Student Achievement and Well-Being
- 2.2 Moral, Ethical and Religious Guidelines
- 2.3 Legal Issues and Ethical Guidelines - Protection of Individuals and Schools
- 2.4 Feedback and Communication

3. Research Advisory Committee

- 3.1 Prioritization of Research Requests
- 3.2 Approval Process

4. Research Application Process Overview

5. Research Application and Approval Forms

- 5.1 Internal Research Approval Form (Admin 51)
- 5.2 External Research Application Form (Admin 52)
- 5.3 External Approval Form (Admin 53)