



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Program/Curriculum</b>	<i>Policy Number</i> <b>304B</b>
<i>Former Policy #</i>	<i>Page</i> <b>1 of 4</b>
<i>Original Approved Date</i>	<i>Subsequent Approval Dates</i>
	<b>December 15, 2015</b>

**POLICY TITLE: INTERNAL SCHOOL SURVEYS**

**SECTION A**

**1. PURPOSE**

The York Catholic District School Board supports the use of school surveys to facilitate and enhance parent, parish, community and student engagement in school planning and improvement, and develop shared responsibility for student success and well-being in support of the Board’s Mission, Vision, Core Values and Strategic Commitments.

The purpose of this policy is to provide parameters and guidelines for facilitating internal requests to conduct surveys in order to meet specific needs of the school, 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 individuals or groups, who are members of the school community, to administer surveys that will benefit student achievement and well-being, and make schools better places in which to learn, subject to approved parameters and procedures.

**3. PARAMETERS**

- 3.1 All individuals who are interested in administering school surveys within the York Catholic District School Board shall agree to abide by this policy and procedures.
- 3.2 Surveys administered by a Board employee, Catholic School Council, parent group, student group, community agency or school partner within the York Catholic District School Board shall conform to accepted standards for research and ethical practices and comply with legislation governing Freedom of Information and Protection of Privacy, Canada’s Anti-Spam Legislation (CASL) and collective bargaining.

- 3.3 Surveys administered by a Board employee, Catholic School Council, parent group, student group, community agency or school partner shall receive prior approval from the Principal before inviting participation.
- 3.4 Participation in school surveys by school staff, parents/guardians and students shall be voluntary.
- 3.5 All individuals invited to participate in the survey shall be fully informed of the purpose and intended use of results.
- 3.6 Privacy, anonymity and confidentiality of information identifying individuals 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 Surveys for students, either online or paper, shall be completed in person under the supervision of a Board/School employee unless it is an online survey that is administered to secondary students with Principal approval.
- 3.8 Parental permission is required for any survey conducted within the parameters of this policy involving students under 18 years of age with the exception of student coursework/projects involving a survey component that is included in grade- or subject-specific expectations of The Ontario Curriculum.

#### **4. RESPONSIBILITIES**

##### **4.1 Director of Education**

- 4.1.1 To oversee compliance with the Internal School Surveys Policy and Procedures.

##### **4.2 Superintendents of Education**

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

##### **4.3 Principals**

- 4.3.1 To ensure adherence to the Board's Internal School Surveys policy, parameters and procedures.
- 4.3.2 To determine the school's involvement and participation in internal school surveys.
- 4.3.3 To review and communicate the disposition of the school survey requests received from staff, students, parents, community members or school partners.

##### **4.4 Administrator of the Internal School Survey**

- 4.4.1 To ensure that the survey complies with all aspects of the Board's Internal School Surveys policy, parameters and procedures.
- 4.4.2 To be guided by the school's goals and priorities, as well as the Board's Mission, Vision, Core Values and Strategic Commitments.
- 4.4.3 To comply with legislation governing Freedom of Information and Protection of Privacy, Canada's Anti-Spam Legislation (CASL) and collective bargaining agreements.
- 4.4.4 To submit requests to administer school surveys to the Principal.

- 4.4.5 To inform and communicate details of the school survey to potential participants, after receiving approval from the Principal, as well as obtain all necessary permissions prior to commencement.
- 4.4.6 To cooperate to the fullest extent with Principal(s) and/or Board central staff throughout the process, as required.
- 4.4.7 To consider the best interests of all students.
- 4.4.8 To respect the rights, dignity, privacy and well-being of students, parents/guardians, school staff and/or other community members.
- 4.4.9 To maintain the highest standards of integrity, ethical practice and responsibility within the school community.
- 4.4.10 To declare and manage any real, perceived or potential conflict of interest in order to maintain confidence in the survey process so as not to imply wrongdoing.

## 5. DEFINITIONS

### 5.1 Internal School Survey

An internal school survey refers to a survey that is administered to meet specific school needs by a Board employee, Catholic School Council, parent group, student group, community agency or school partner. Feedback gathered through the school survey include topics that support the school's goals and priorities including field trips, homework, career days, fundraising opportunities, guest speakers, project evaluation, etc.

### 5.2 Survey

Refers to an investigation or consultation undertaken to increase knowledge and understanding through the gathering of ideas or views of a group of people by asking them questions, about matters under consideration (e.g., an opinion poll).

## 6. CROSS REFERENCES

YCDSB Policy 304A Research

*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 54 Internal School Survey Approval Form

<b>Approval by Board</b>	<b>December 15, 2015</b> _____
	Date
<b>Effective Date</b>	<b>December 16, 2015</b> _____
	Date
<b>Revision Date</b>	<b>December 15, 2015</b> _____
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<b>Review Date</b>	<b>December 2020</b> _____
	Date

## **POLICY TITLE: INTERNAL SCHOOL SURVEYS**

### **SECTION B: GUIDELINES & PROCEDURES FOR INTERNAL SCHOOL SURVEYS**

The Board's procedures, an addendum to this policy, apply to an individual or group of a school community wishing to administer a survey involving students, staff or parents in the York Catholic District School Board. A Board employee wishing to conduct research or administer a survey outside of his or her area of responsibility, as well as individuals external to the York Catholic District School Board should review YCDSB Policy and Procedures 304A - Research and contact the Board's Research Officer for additional information.

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

- 1. Criteria for Submitting Requests to Administer an Internal School Survey**
- 2. Criteria for the Approval of Internal School Survey Requests**
  - 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. Internal School Survey Application Process**
  - 3.1 Prioritization of Internal School Survey Requests
  - 3.2 Approval Process
- 4. Internal School Survey Application Process Overview**
- 5. Internal School Survey Request Form**
  - 5.1 Internal School Survey Approval Form (Admin 54)