

ADMINISTRATIVE PROCEDURES	
Administrative Procedure Section <b>PUBLIC RELATIONS/ COMMUNICATIONS</b>	Policy Number <b>702</b>
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## ADMINISTRATIVE PROCEDURE TITLE

Research Requests

### 1.0 ADMINISTRATIVE PROCEDURE

#### 1.1 Research Review Committee

- (a) All proposals for external research or survey projects will be assessed and reviewed by the Committee.
- (b) The Committee will avoid duplication of effort and overload within specific schools and the Board as a whole.
- (c) Approval by the Committee is required before the researcher begins any activity related to the research with schools or Board.
- (d) The Committee will monitor projects to ensure they follow acceptable research practices and meet the terms and conditions under which the project or study is to be conducted.
- (e) The Committee will provide an annual report to the Director of Education outlining research projects or studies conducted in the schools during the current (previous) year and their results.
- (f) The Committee will be composed of: the Director of Education, the Superintendent of Schools and Learning Support Services, and other members as the subject matter may dictate.
- (g) The Chair of the Committee will be the Superintendent of Schools and Learning Support Services.

1.2 Request Form

- (a) All proposals for research will be submitted in writing to the Office of the Director of Education using the **APPLICATION FOR PERMISSION TO CONDUCT A RESEARCH STUDY IN PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD SCHOOLS** (Appendix A).
- (b) Proposals will include the following information:
  - (i) the title of the research;
  - (ii) purpose, objectives, and/or rationale;
  - (iii) proposed methodology or procedure (specific details regarding number of students, classes, schools, staff, and expectations thereof);
  - (iv) proposed commencement date for the research;
  - (v) a copy of the instrument to be used;
  - (vi) a description of any methods to be used, other than paper and pencil tasks, e.g. interviews, taping, filming;
  - (vii) a description of the proposed analysis of data;
  - (viii) a copy of the advisor letter to parents;
  - (ix) a copy of the consent form to be signed by parent/guardian;
  - (x) permission of the principal(s) of the indicated school(s);
  - (xi) a signed copy of The Code of Ethics for Researchers (Appendix C);
  - (xii) curriculum vitae of the lead researcher.

1.3 Evaluation

- (a) The following criteria will be used in reviewing proposals:
  - (i) educational benefit;
  - (ii) significance to the various publics;
  - (iii) impact on normal school and classroom activities;
  - (iv) acceptable research practices;
  - (v) adherence to the Municipal Freedom of Information/Protection of Privacy Act;
  - (vi) concurrence of the principal(s) of the indicated school(s);
  - (vii) researcher's institution, suitability, and past relationship with the Board;
  - (viii) researcher's curriculum vitae;
  - (ix) if the researcher is a student, a letter from the student's faculty advisor indicating that the proposal has been examined by the advisor and that the applicant is capable of executing the proposal as described;
  - (x) the Committee typically will not accept proposals that contain one or more of the following:
    - (A) are inappropriate for students, staff and parents/guardians;
    - (B) ask students to report illegal activities without parents/guardians being informed of the specific questions that will be asked;
    - (C) ask students to report life-threatening behaviour or their level of depression without detailing to the students and their parents/guardians the specific supports that are available for those who self-identify;

- (D) ask students to report on each other's behaviours;
- (E) ask participants their ethnic, racial, or cultural background when their responses are not a focal point of the research;
- (F) product or services market research;
- (G) time lines that are inappropriate for the school system;
- (H) unrealistic demands on the school system, e.g. number of students, time, demands on teachers.

#### **1.4 Proposal - Acceptance**

- (a) If a proposal meets the above criteria, the Committee will issue a Letter of Approval on behalf of the Peterborough Victoria Northumberland and Clarington Catholic District School Board to the requester, and the identified school(s), indicating:
  - (i) the project has been approved subject to the conditions outlined;
  - (ii) that the results of the project or student will be reported to the Committee and the individual school(s) involved;
  - (iii) any other term or conditions for conducting the project or study;
  - (iv) commencement date for the research;
  - (v) completion date for the research;
  - (vi) that the requester contact the principal(s) of the indicated school(s) to make final arrangements;
  - (vii) the researcher sign and return prior to the scheduled commencement of the research/study, the Research Agreement in Compliance with the Municipal Freedom of Information/Protection of Privacy Act (Appendix B).

1.5 Proposal - Rejection

- (a) If a proposal does not meet the above criteria, the Committee will issue a Letter of Rejection on behalf of the Peterborough Victoria Northumberland and Clarington Catholic District School Board to the requester, indicating the reasons for the rejection.

1.6 Proposal - Cancellation

- (a) Should the Municipal Freedom of Information/Protection of Privacy Research Agreement form not be received by the Committee PRIOR to the proposed scheduled commencement of the research, the proposal will be cancelled immediately, and the researcher and indicated principal(s) notified as soon as possible.

1.7 Consent Letters to Parents/Guardians

Consent letters to parents/guardians must include the following information, and be written on the letterhead of the institution involved, or written as a personal/business letter if from an undergraduate:

- (a) that the project has been approved by the Peterborough Victoria Northumberland and Clarington Catholic District School Board Research Request Committee and the principal(s) of the indicated school(s);
- (b) the purpose of the research;
- (c) what the student will be asked to do;
- (d) the information that is to be collected from files or records of individual students;
- (e) the video or audio taping procedures. Indicate when and how the information will be disposed;
- (f) the duration of the student's participation, both time per session and number of sessions;
- (g) whether participation is individually or in a group;
- (h) whether participation involves the student's class time or spare time;

- (i) that scheduling will be at the teacher's convenience to minimize interference with daily routine;
- (j) how the information will be collected;
- (k) that participation will be voluntary and that individuals may withdraw from the study at any time without giving a reason and with no adverse consequences;
- (l) that only students with written permission may participate;
- (m) that study results will be reported in ways that ensure complete confidentiality and will not appear in any school records;
- (n) indicate the researcher's name and telephone number for answering questions about the project;
- (o) signature.

**1.8 Research Time Period**

- (a) Research will not commence before October 1 nor be carried out after June 1 in any school year.

**2.0 TERMS AND DEFINITIONS**

**2.1 RESEARCH**

- (a) Research refers either to studies designed to add to the body of knowledge or to studies designed to provide information for decision-making.
- (b) Research does not refer to the necessary collection of data required by administration, the Ministry of Education, teacher federations, and unions in order to manage their respective education.

**3.0 REFERENCES/RELATED DOCUMENTS**

Municipal Freedom of Information/Protection of Privacy Act, 1989

**4.0 RELATED ADMINISTRATIVE PROCEDURES**

AP-FOI-303, Parental/Guardian Access to Student Information  
AP-FOI-305, Records and Information Management

**5.0 RELATED FORMS**

Application for Permission to Conduct a Research Study in Peterborough  
Victoria Northumberland and Clarington Catholic District School Board Schools  
(Appendix A)

Research Agreement in Compliance with the Municipal Freedom of Information/  
Protection of Privacy Act (Appendix B)

Code of Ethics for Researchers (Appendix C)

Parental Consent Form (Appendix D)

Approval of Research Involving Students Under Jurisdiction of the Board

Acceptance Form Letter

Rejection Form Letter

**6.0 ADMINISTRATIVE PROCEDURE REVIEW DATE**

November 2015

**7.0 APPROVED BY BOARD**

October 25, 2005

**8.0 EFFECTIVE DATE**

November 23, 2010

**9.0 REVIEW BY**

Communication Services

**10.0 LAST REVISION DATE**

November 23, 2010