



BOARD POLICY	
<i>Policy Section</i> PUBLIC RELATIONS/ COMMUNICATIONS	<i>Policy Number</i> 702
<i>Administrative Procedure Number</i> AP-PRC-702	<i>Page</i> 1 of 3

POLICY TITLE

Research Requests

1.0 PURPOSE

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to contributing to educational research and has established administrative procedures for dealing with requests from universities, colleges, other agencies, and individuals to conduct non-Board-initiated research.

2.0 POLICY

It is the policy of the Peterborough Victoria Northumberland and Clarington Catholic District School Board to screen, modify, approve, reject, monitor, and evaluate any research project from individuals or groups who wish to conduct non-Board-initiated research which involves resources, students, staff, or time of the Board.

3.0 GUIDELINES

- 3.1 The Peterborough Victoria Northumberland and Clarington Catholic District School Board shall assist research applicants to the Peterborough Victoria Northumberland and Clarington Catholic District School Board by providing access to its staff and pupils provided such access adheres to the Administrative Procedure established by this Policy.
- 3.2 The Peterborough Victoria Northumberland and Clarington Catholic District School Board recognizes the importance of parental support and easy access to results.

- 3.3 The Administrative Procedure of this Policy is empowered to establish procedures for screening, modifying, approving, rejecting, monitoring, and evaluating any research projects which involve the resources, students, staff, or time of the Board.
- 3.4 All requests from non-Board employees, or a Board employee collaborating with a non-Board agency, educational institution, or outside corporation, and all projects, the results of which will be published or generalized beyond the immediate school population, shall first be approved by the Research Advisory Committee of the Peterborough Victoria Northumberland and Clarington Catholic District School Board.

4.0 TERMS AND DEFINITIONS

4.1 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.

5.0 REFERENCES/RELATED DOCUMENTS

Education Act, R.S.O. 1990
Municipal Freedom of Information Act/Protection of Privacy Act, 1989

6.0 RELATED POLICIES

Policy 303, Parental/Guardian Access to Student Information
Policy 305, Records and Information Management

7.0 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

8.0 APPROVED BY BOARD

October 25, 2005

9.0 EFFECTIVE DATE

November 23, 2010

10.0 POLICY REVIEW DATE

November 2015

11.0 REVIEW BY

Communication Services