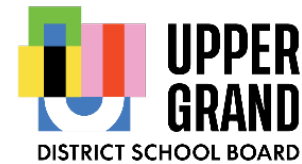


# Conducting Research in Schools Procedures Manual 204-A



**Category:** Community Relations  
**Administered by:** Director of Education  
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**Next Review:** 2024-25 School Year

## 1. General

- 1.1 These procedures set out the process for applications and approvals for research in schools by individuals, agencies, and institutions. They also establish the membership of the Research Liaison Committee.
- 1.2 Research projects involving students will only be permitted between October and May 15 within a school year.
- 1.3 All research projects must be designed to produce minimal disruption to staff and students.
- 1.4 The number of projects approved by the committee will be dependent on the number of requests and the availability of suitable situations to meet the conditions of the research.
- 1.5 A record of approved research projects, as well as the schools, classes and students involved, will be maintained by the appropriate superintendent.
- 1.6 The decisions of the Research Liaison Committee will be final.

## 2. Research Liaison Committee

- 2.1 The Research Liaison Committee will review and respond to applications for research projects in accordance with these procedures.
- 2.2 The Research Liaison Committee will be composed of the appropriate superintendent (committee chair), a representative of the Student Support and Program Services Department, an elementary and secondary principal, the Freedom of Information and Protection of Privacy Officer, and others as appropriate.

### 3. Research Criteria

The following criteria will be considered for requests to conduct research:

- 3.1 An ethical review of the proposed research has been completed where appropriate and approved, according to the guidelines of the affiliated institution/agency prior to the submission of the research application.
- 3.2 The research is relevant to education in general and/or the strategic directions of the Upper Grand District School Board.
- 3.3 The research focus and procedures are consistent with board policies.
- 3.4 The researcher has outlined appropriate procedures for obtaining informed consent from participants in the research.
- 3.5 The researcher has outlined appropriate procedures to deal with sensitive issues should they arise during the research.
- 3.6 The rights of the participants in the research are protected, including the privacy of personal information in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.
- 3.7 The research is not unduly demanding of students, staff, and individual schools, with respect to time requirements and resources requested.
- 3.8 The use of the results of the research is clearly outlined.
- 3.9 The researcher has outlined procedures to guarantee safe and secure data storage of all information/materials gathered. Where third-party software is to be used to gather, store or analyze the data, a privacy impact assessment may be required.
- 3.10 The researcher has outlined procedures and timeframes for secure use, retention, disclosure, and proper disposal of data.
- 3.11 The researcher can ensure that the Research Liaison Committee will receive a summary report of the results prior to any public disclosure or publication.

## 4. Application Process

4.1 Individuals, agencies and institutions interested in conducting research within the Upper Grand District School Board must submit the following documents:

- **Research Proposal Application** 204-1 (see Appendix A)
- **Research Letter to Parents/Guardians** (adhering to the guidelines in Appendix B)
- Appropriate criminal record check (required upon research approval)

A possible additional requirement for approved research projects:

- Privacy Impact Assessment (or copy) for any third-party software being used to gather, store, or analyze the research data

4.2 Research proposal applications are to be submitted to the chair of the Research Liaison Committee and adhere to the following timelines:

Application Deadlines	Research Period
April 15	October to end of January
November 15	February to May 15

4.3 Only applications completed in full and submitted by the deadline will be considered.

4.4 The committee may request presentations at its meetings from potential researchers in support of their written proposals.

## 5. Approved Projects

5.1 Once a research proposal has been approved, the researcher(s) will be sent a Research Proposal Approval form 204-3.

5.2 All researchers/investigators involved in the research project, as well as those working directly with students, must provide a current (within 6 months of the application date) and appropriate criminal record check (may include a Vulnerable Sector Check) to the chair of the Research Liaison Committee at least two weeks prior to the commencement of any research. Criminal record checks will be adjudicated by the board's

human resources department, as necessary. The board reserves the right to deny the participation of any researcher/investigator based on the adjudication of their criminal record check.

- 5.3 The researcher/investigator will contact the principal(s) to make the necessary arrangements in terms of accommodation, timetabling and supervision.
- 5.4 The principal of a selected school may use discretion in determining whether to participate in the project.
- 5.5 Questions or problems related to the execution of the research may be referred at any time to the appropriate superintendent.
- 5.6 The Research Liaison Committee, or principal if the study is occurring at a school, reserves the right to terminate a research study at any time.