

POLICY: <u>RESEARCH ACTIVITIES</u>		#	<u>904</u>
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APPROVAL/REVISION	EFFECTIVE	REVIEW	
DATE: <u>May 10, 2021</u>	DATE: <u>May 11, 2021</u>	DATE: <u>May 11, 2026</u>	
CROSS REFERENCE: <u>Research Agreement Code of Ethics Form</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>			

A: POLICY

1. 1.1 The Board of Trustees recognizes the necessity and value of investigations, research and experimentation in the continuing effort to improve the quality of education.
- 1.2 Further, the Board acknowledges the importance of facilitating and assisting those persons engaged in research and in the pursuit of new knowledge, procedures and processes.
- 1.3 The Board, therefore endorses the idea of research within this System when such is deemed appropriate and not disruptive to the normal operation of the System or school.

B: GUIDELINES

2. General

- 2.1 All research and experimental projects that require the use or cooperation of school students, the use of facilities or System personnel are to be conducted in accordance with this policy.
- 2.2 "Research" is defined as any activity which requires the facilities or use of the student, teacher or administrative populations of the Thunder Bay Catholic District School Board for the purposes of scientific studies, the collection of statistical data, surveys or questionnaires, or manipulation of variables, or for the purpose of using such populations thereof for practical field work or for the advancement of the training of university or college students.
- 2.3 Research may be conducted by members of the Board's teaching staff, by teachers on leave, by members of a university or college faculty, by authorized undergraduate or graduate students, or by persons associated with educational groups or organizations external to this system.
- 2.4 Research may be conducted only with the prior approval of the Senior Team and the Principal(s) of the school(s) involved.

3. Submitting Research Requests

All research requests are to be forwarded to the Director of Education and are to be accompanied by two (2) copies of the following documents:

- 3.1 An official letter of introduction from the researcher's supervisor;
- 3.2 A brief proposal outlining the purpose and nature of the research including:
  - the topic and purpose of study;
  - the department or school, space and facilities required;

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- the number, age and grade level of students required;
- the dates and time required for conducting the research;
- the procedure or methodology for conducting the research, including a precise indication of the researcher's task; and
- the potential risks and/or benefits to the subject(s).

3.3 Evidence of submission and approval of the project by the institution's Ethics Committee, where applicable.

3.4 All researchers will adhere to the guidelines provided by the *Municipal Freedom of Information and Protection of Privacy Act*. This will include informing study participants when personal information is being collected. Researchers will inform the participants as to who will have access to the information, how the information will be used, and who to contact for more information about the data collected. Personal Information is defined in the legislation as: "information related to race, religion, age, sex, marital or family status, psychiatric, criminal or employment history, any identifying number assigned to an individual, the address, telephone number and personal views of the individual relating to another individual".

#### 4. Research Approvals

- 4.1 Senior Team will assess the proposal in terms of appropriateness and timeliness. If the proposed research is approved, a copy of the proposal will be forwarded to the Principal(s) in whose school(s) the research is to be undertaken and a Supervisory Officer will be designated to oversee the research project.
- 4.2 In the event that the research cannot be conducted, the Principal will notify the designated Supervisory Officer of his or her decision.
- 4.3 Where research activities involve students and/or staff members, the informed consent of the individuals or, in the case of a minor, the consent of the parent or guardian is also required.
- 4.4 Research approved by the Senior Team that is not school-based will be under the jurisdiction of the appropriate Supervisory Officer.
- 4.5 Upon notification of approval of the proposed research, the Supervisory Officer will inform the researcher(s) and request the latter to sign the Code of Ethics Form. No research activity is to commence until the *Research Agreement Code of Ethics Form* is returned to the Supervisory Officer.

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5. Conducting Research and Final Reports

- 5.1 Researchers, while in the school, are subject to the authority of the Principal of the school or to the authority of the designated Supervisory Officer.
- 5.2 The Supervisory Officer or the School Principal may suspend or terminate a research activity where either believes the activity is being conducted in an unsatisfactory manner, or where the activity unduly disrupts the operation of a class, the school, the System or where the Code of Ethics has not been respected.
- 5.3 Researchers shall hold in strict confidence, all data collected and information as to its source. Strict anonymity of sources is to be preserved. Results of research may be released to scientific journals, to the school staff involved, and to the Supervisory Officer in the form of a research report without identification of school(s) or students involved in the research.