

**POLICY**

It is the policy of the Upper Grand District School Board to consider requests from individuals, agencies and institutions to conduct research involving its staff and students that promotes the educational welfare of students.

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**Administrative Detail**

1. It is the responsibility of the appropriate Superintendent to administer this policy and determine if potential research projects in schools will promote the educational welfare of students.
2. A Research Liaison Committee, composed of the Superintendent (Chairperson) a representative of the Program Department, an elementary and a secondary Principal and the Freedom of Information Officer, shall review applications for research projects in accordance with the Research Projects in Schools Procedures Manual 204-A.
3. Requests to conduct research projects in schools must be submitted on the Research Proposal Application 204-1.
4. This policy will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act RSO 1990.CM56 and the following Board policies: # 502 Child Abuse and Protection, # 408 Anti-Harassment, # 409 Police Record Checks, # 207 Anti-Racism and Ethnocultural Equity, # 213 Code of Conduct, # 206 Violence-Free Schools, # 509 Health Support Services, # 300 Emergency Procedures, # 208 Smoke-Free Environment, and # 104 Unauthorized Visitors.

**A. GENERAL**

1. Research projects involving students shall not be permitted to commence before the beginning of October or be carried out after the middle of May as student and teacher time is at a premium.
2. The decision of the Research Liaison Committee in the consideration of requests for research projects shall be final.
3. All research projects must be designed to produce a minimum of inconvenience for staff and students.
4. The number of projects approved by the Committee will be dependent upon the number of requests and the availability of suitable situations to meet the conditions of the requests.
5. A record of approved research projects and the schools, classes and pupils involved shall be maintained by the Superintendent.

**B. APPLICATION PROCESS**

1. Proposals for research projects must be submitted to the Superintendent by the 15th day of either October or January and will be considered by the Research Liaison Committee at the end of these months.
2. As deemed necessary, the Superintendent may call a meeting of the Committee at other times to consider proposals.
3. The Committee may receive oral presentations at its meetings from potential researchers in support of their written proposals.

**C. APPROVED PROJECTS**

1. Once a research proposal has been approved, the researcher(s) will be notified on the Research Proposal Approval 204-4.
2. a) When a proposal is approved, the Agreement for the Use and Non-Disclosure of Personal and Confidential Information form 204-3 must be completed.

- b) The researcher/investigator must agree to protect the anonymity of students, schools and the Board in all published reports, contacts with the media, in personal conversations and other forms of communication, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
3. All researchers/investigators involved in the research project and working directly with students (including the researcher, if acting as an investigator), must provide up-to-date (within six (6) months of submission) Police Record Checks to the Chairperson of the Research Liaison Committee, two weeks prior to the commencement of any research. Police 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 his/her Police Record Check.
4. Researchers/investigators must inform parents/guardians of the details of their research project as outlined on the Research Proposal Letter to Parents 204-2. A copy of this letter must be submitted to the Committee with the application for research. Permission must be granted by parents/guardians for their child(ren) to be involved in the research project.
5. The researcher/investigator shall contact the Principal(s) to make the necessary arrangements in terms of accommodation, time-tabling and supervision.
6. The Principal of a selected school may use discretion in determining whether to participate in the project. There may be some instances, however, when the Director of Education directs a Principal to participate in order to achieve adequate representation of the Board's schools in the project.
7. Questions or problems related to the execution of the research may be referred at any time to the Superintendent.
8. Prior to the public release of any information regarding the research project, the researcher(s) must contact the Superintendent to discuss the findings.