



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURES

RESEARCH STUDIES IN THE SCHOOLS (Policy Statement: Research Studies in the Schools)

Purpose

The Algonquin and Lakeshore Catholic District School Board receives requests from agencies, educational institutions and individuals to conduct research related to education in Board facilities with students and staff. These administrative procedures provide the principles and parameters for the conduct of research activities within the Board.

Procedures

1. All persons engaged in research and requesting permission to conduct research in ALCDSB schools must make the request through their educational institution to the ALCDSB Supervisory Officer with research studies as part of his/her portfolio.
2. Staff who wish to employ their own students as subjects in the conduct of research must comply fully with the requirements of this policy and associated regulations. Such studies will require the express approval of his/her principal and Superintendent.
3. Written approval of the parent/guardian is required where pupils under the age of eighteen are to be directly involved in the research.
4. The request, in writing, must contain the research proposal, including ethical approval research design, hypothesis, the population to be studied and time line (see Research Guidelines and Application).
5. Where the full or partial focus of a research proposal is on an exceptional student population, the proposal will be shared with the Board's Student Services Department and the appropriate Supervisory Officer, who may advise the Special Education Advisory Committee (SEAC). The Student Services Department and/or SEAC may solicit input from appropriate community sources if deemed advisable. Such a solicitation shall not unduly delay the Board's consideration of the proposal, when such consideration is required.
6. Approval of projects is dependent upon an equitable distribution of various projects throughout the school system, thus reducing extensive use of any particular school.

7. Approval of requests is generally at the discretion of the Director of Education or designate. However, large scale and/or sensitive-topic research shall be subject to Board approval.
8. Approval of requests does not guarantee the participation of schools.
9. Permission to carry out the research may be withdrawn at any time at the discretion of the Principal, the Director of Education or designate or the School Board.
10. Results of the research, upon completion of the project, must be made available to the school system through the office of the Director of Education.

Associated Documents

Research Guidelines and Application

Approved: May 23, 2000

Revised: June 20, 2006

Revised: October 27, 2015