


Windsor-Essex Catholic District School Board



Section: Administration

**Administrative Procedure:
Pr A:17 Educational Research
and Related Surveys**

NUMBER:	Pr A: 17
EFFECTIVE:	Nov. 9, 1999 Dec. 10, 2019
AMENDED:	March 8, 2005
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	2024-2025

1.0 GUIDING PRINCIPLES:

- 1.1 All requests for research must be submitted in writing to the attention of the Director’s Office the Windsor-Essex Catholic District School Board. Research packages must include the following:
- a) An abstract of not more than one (1) page;
 - b) A detailed literature review supporting the conduct of the research;
 - c) A description of all participants;
 - d) Final versions of all instruments to be used in the study;
 - e) Final copies of all materials to be used, including information letters/flyers and active informed consent forms;
 - f) A brief description of the analyses that will be performed;
 - g) A debriefing document for all participants;
 - h) An up-to-date police record check for service with the vulnerable sector for all research personnel entering the schools and/or working with students; and
 - i) Documentation attesting to the reliability and validity of the proposed instruments.
- 1.2 For requests to be considered, the following requirements must apply:
- a) Graduate level or beyond;
 - b) Ethics clearance from the applicable Research Ethics Board
 - c) Comply with the ethics requirements of the Post Secondary Institution; and
 - d) Written approval of the Professor involved in the research project.

All researchers will adhere to the following guidelines provided by *the Municipal Freedom of Information and Protection of Privacy Act*:

- a) At no time shall personal information be shared regarding a student, without written consent of the student’s parent/guardian.
 - b) Anyone undertaking research in the system must agree to protect the anonymity of the students and the institutions involved in formally published reports of the research, as well as through contact with the media, personal conversations or other forms of education.
- 1.3 The Superintendent of Education responsible for research projects may grant or refuse requests. The Board reserves the right to cancel the permission to conduct the research at any time.

- 1.4 Approved research must be conducted according to the following conditions:
- a) Will not interfere with the normal progress of education in schools;
 - b) Have written consent from the support and/or willingness of the Principal of the school(s) selected or to be selected;
 - c) Informed signed parental consent of those students to be involved and the consent form must include the following:
 - i. Name of principle investigator(s) and contact phone numbers for answering questions or raising concerns;
 - ii. Purpose(s) of study;
 - iii. Basis on which participants are to be selected;
 - iv. Description of methods/participants and their anticipated frequency and duration that will involve the participant(s);
 - v. Safeguards and provisions regarding participant's confidentiality of data/information;
 - vi. Invitation for the participation to withdraw from study at any time without explanation or sanction for doing so; and
 - vii. Statement regarding whether participants will receive results of the study, as well as publication of results;
 - viii. Upon parental request, copy of the questions will be made available before consent is signed.
 - d) Ensure that the Board receives a copy of the completed study if deemed necessary.