

**AVON MAITLAND DISTRICT SCHOOL BOARD
ADMINISTRATIVE PROCEDURE
NO. 295**

SUBJECT: EXTERNAL RESEARCH

Legal References: *Education Act, Section 265 (1) (m) Duties of Principal: Access to School or Class, Ontario Regulation 298 Operation of Schools Section 11 Duties of Principals - Supervise Instruction; Ontario Regulation 474/00 - Access to School Premises*

Related References: *Administrative Procedure 204 Program Planning*

1. External Research

- 1.1 External research may be conducted from time to time in the schools of Avon Maitland District School Board, subject to the conditions stated in this administrative procedure.
- 1.2 External research is any kind of formal investigation, survey, experiment, etc., not initiated within the district.

2. System Expectations

- 2.1 The director of education is responsible for the suitability of such external research within the jurisdiction of the district, and has developed this administrative procedure to set out system requirements.
- 2.2 Nothing in this administrative procedure precludes district staff members from carrying out designated internal research as may be approved, from time to time, by the director or designate.
- 2.3 Principals shall ensure that informal research conducted by students or staff is age and developmentally appropriate, is curriculum-based and is minimally disruptive to the operation of the school and the delivery of programs to students.

3. Permission to Carry Out External Research

- 3.1 All requests for permission to carry out external research in the district shall be made in writing to the director of education.
- 3.2 Each application to conduct external research within the jurisdiction of the district must include:
 - 3.2.1 Completed Form 295 Summary of Research Request
 - 3.2.2 Copies of all questionnaires, interview schedules, parental consent forms, interview schedules, etc., as approved by the Ethics Review Committee of the sponsoring institution
 - 3.2.3 An official ethics review of the proposed research completed by the Ethics Review Committee of the sponsoring institution; and

- 3.2.4 A written commitment to ensuring the anonymity of district schools, staff and students in any reports generated by and from this research.
- 3.2.5 Requests to conduct external research must be submitted no later than six weeks before the desired starting date of any study.

4. Approval Process

In making a decision to approve an external research project, the director of education or designated superintendent of education shall consider the following:

- a) The research request meets all of the requirements described in this procedure;
- b) The research is educationally relevant;
- c) The research supports and/or enhances the goals of the board;
- d) The research causes minimal disruption to schools and the delivery of programs to students;
- e) The board will incur no costs as a result of the research;
- f) School, staff, student and parent participation must be voluntary; and
- g) Principals, on behalf of their school, do not have to participate in the research and once started can terminate their involvement with the external research at their school at any time during the research project.

5. Monitoring and Reporting on the Research

- 5.1 The director of education or the designated superintendent of education has the right to monitor the research, or have it monitored.
- 5.2 The director's approval for the research may be withdrawn if the conditions outlined in the proposal have been altered substantively or if it is deemed that continuation of the research would be detrimental to the welfare of the district, its schools, its staff or its students.
- 5.3 On completion of the research, the research report, including an abstract, shall be sent to the director of education or the designated superintendent of education.