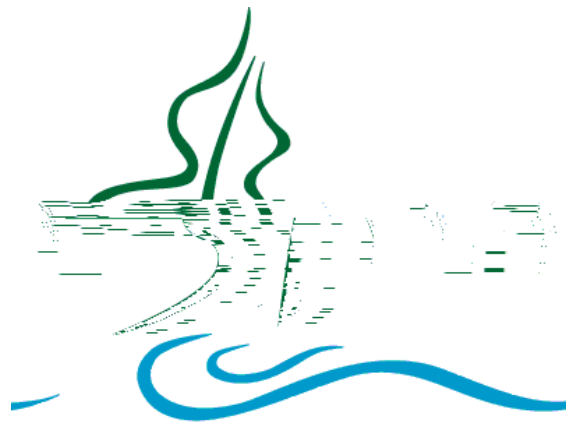


GUIDELINES FOR



GE KAWARTHA PINE RIDGE
ARD DISTRICT SCHOOL BOARD

EDUCATIONAL RESEARCH IN SCHOOLS: SUPPORTING GUIDELINES

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Appendix A: Application to Conduct Research at KPRDSB

Introduction

The Kawartha Pine Ridge District School Board supports educational research through the Research Advisory Committee.

The Guidelines for Educational Research in Schools have been developed to support research within the school district.

In all cases, whether or not there is a formal application to the Committee, it is expected that there will be adherence to the criteria and principles of quality research and the protection of individuals as outlined in these Guidelines. Principals may elect to refer questions from applicants, from their staff members or from the school community to the Research Advisory Committee if needed.

1. Research Advisory Committee

1.1 Composition

Normally, the Committee consists of at least one representative from each of the following groups:

1.1.1 one (1) elementary school administrator;

1.1.2 one (1) secondary school administrator;

1.1.3 one (1) elementary teacher;

1.1.4 one (1) secondary teacher;

1.1.5 one (1) member of psychological services;

1.1.6 one (1) member from Teaching and Learning Department; and

1.1.7 one (1) university faculty member.

The Superintendent of Education: Teaching and Learning, or designate, shall appoint a Chair.

1.2 Term of Office

Membership on the Committee is for a two-year renewable term.

1.3 Mandate

Normally, the Committee meets a minimum of four times per year at the

1.4.2.2. act as a representative of a designated group (see 1.1);

1.4.2.3. maintain confidentiality;

1.4.2.4 declare conflict of interest.

1.4.3 Role of Research Applicants:

1.4.3.1 maintain open communication with the Research Advisory Committee Chair to ensure safety, privacy and support for all research participants;

1.4.3.2 adhere to the content of these Guidelines;

1.4.3.3 provide evidence of adherence to Guidelines of associated stakeholders (e.g. current institutional ethics approval from 1.4.3ipants;

1.5.2 Decisions

1.5.2.1 Meetings will be convened with quorum and all decisions require quorum (51% of members, or half of the total Committee membership plus one).

1.5.2.2 Approval: when an application to conduct research is approved, a letter of approval is provided to the researcher and a memorandum is sent out to the Principals and Supervisory Officers with information about the study;

1.5.2.3 Deferral: when an application to conduct research is deferred, a letter is provided to the researcher with an explanation of the rationale. If the deferral is based on changes required to the application, the letter shall outline the required amendments and the time frame for the outline

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2.2 Exemptions

2.2 The regular activities conducted in schools that support assessment, evaluation or improvement are exempt if the results of such activities are not disseminated beyond the school in which they are conducted unless the identifying information is removed from the report. These activities are subject to the approval and supervision of the School Principal. For example:

2.2.1.1 a teacher or teacher candidate reads about an innovative method of assessing student strengths in mathematics. The teacher tries the process and shares the results of his/her efforts with staff or division members at a school meeting;

2.2.1.2 an employee working on an assignment related to a course, institutes a new strategy with the intent of comparing the results with those of previous practice. The information is to be incorporated into an essay or report submitted to the course instructor with no names, or other identifying factors of participants made available;

2.2.1.3 an individual working on a course or internship records observations or other anecdotal information based on regular practice in the context of their employment or internship. This information is not published beyond the requirements of their course or internship and no names are mentioned in any written or oral report;

2.2.1.4 a school council develops a questionnaire to determine local community concerns with respect to an issue of interest or concern to the school. The results of the survey will be used to inform action planning on the issue and will not be communicated beyond the school community;

2.2.1.5 mandatory activity as directed by the Education Quality and Accountability Office (e.g., EQAO assessments, PISA, TIMMS);

2.2.1.6 mandatory activity as directed by the Ministry of Education (e.g. data collection supporting Ministry program funding);

2.2.1.7 mandatory activity as directed by Senior Administration (e.g. organizational surveys, system data collection).

2.3 Extensions

2.3 In the event that an approved research project is not completed within the stated time frame, researchers may contact the KPRDSB Research Advisory Committee for an extension. Researchers must contact the Chair of the KPRDSB Research Advisory Committee outlining the circumstances and the Committee will review the extension at the next regularly scheduled meeting.

2.4 Application to Conduct Research at the Kawartha Pine Ridge District School Board (Appendix A).

3. The Municipal Freedom of Information and Protection of Privacy Act, 1990

3.1 Procedures for Collecting Information

The Municipal Freedom of Information and Protection of Privacy Act, 1990, as it suggests, consists of two main parts:

3.1.1 to provide a right of access to information under the control of the institutions (e.g., school boards); The public has a presumed right to access to general records and exemption from that right should be limited and specific;

3.1.2 Protection of Privacy: to protect the privacy of individuals with respect to personal information about themselves held by institutions. A disclosure of personal information is presumed to constitute an unjustified invasion of personal privacy if the personal information

3.1.2.1 relates to a medical, psychiatric, or psychological history, diagnosis, condition, treatment or evaluation;

3.1.2.2 relates to employment or educational history;

3.1.2.3 consists of personal recommendations or evaluations, character references or personal evaluations; or

3.1.2.4 indicates the individual's racial or ethnic origin, sexual orientation, or religious or political beliefs or associations.

Under the Municipal Freedom of Information and Protection of Privacy Act, 1990, information which is collected as part of school records is not obtained with the expectation that it will be disclosed to independent researchers. Therefore, it is not possible for the Kawartha Pine Ridge District School Board to identify particular

individuals or groups of students or staff members for researchers. For example, if one wished to select students on the basis of some identifying characteristic (e.g., all nine-year old girls in French Immersion classes who live with one parent only) and one needed the names of the students in order to

4. Informed Consent

- 4.1 Written informed consent must be obtained from all student participants in a research study. In the case of students under the age of 18, parent consent is required. The following supports are available to applicants to ensure procedures for active, informed consent are followed:
 - 4.1.1 Application to Conduct Research at KPRDSB (Appendix A);
 - 4.1.2 checklist for informed consent documents (Appendix A, page 5).
- 4.2 Information letters to participants may be sufficient in some cases (e.g. accompanying a survey data collection; action research with a small group of teachers involved in a collaborative project). In this case, the following information must be clearly specified in the information letter:
 - 4.2.1 who is conducting the research and how that person can be contacted;
 - 4.2.2 the nature of involvement of the participants (e.g. the data collection method; the amount of time required; the setting and all other features of the research which might reasonably be expected to influence willingness to participate);
 - 4.2.3 the timelines for the study;
 - 4.2.4 a clear statement indicating individuals may decline to participate or withdraw from participation without consequence;
 - 4.2.5 guarantee of individual confidentiality;
 - 4.2.6 the methods to be employed to ensure data security;
 - 4.2.7 conditions under which the data will be made available to another person.
- 4.3 Samples of informed consent letters are available upon request.