

Code J: School-Community Relations

POLICY TITLE AND CODE

INTERNAL AND EXTERNAL RESEARCH POLICY
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JFA

STATEMENT OF POLICY

The Board of Trustees recognizes the benefit of research data in furthering the development of quality educational programming.

RATIONALE

Research data can serve to inform best practice, increase student achievement and enhance the professional growth of staff. The Board supports research projects, surveys or studies that contribute to the theory and practice of education in general, Catholic education specifically, and the school division in particular.

AUTHORITY

- Legal Reference: Education Act 1985

PROCEDURES

The Board values its role as stewards of human and financial resources and as representatives of the constituents of the Board. Research approvals will be made with the best interests of students and Catholic education in mind. The rights of the most vulnerable, especially First Nations and Métis peoples, will be carefully considered in all research requests.

The Board will establish and maintain a Research Advisory Committee to assist the superintendent responsible for research approval. The Research Advisory Committee will annually establish research priorities to guide the research approval process.

INTERNAL RESEARCH

The Board supports and encourages the efforts of staff members to undertake educational research projects, surveys, or studies to foster improvement within Greater Saskatoon Catholic Schools. Internal research includes requests from individual staff members and groups of staff to obtain information related to program development or evaluation.

Research collaboration with external organizations may also be considered internal research when the principal investigator is a staff member of Greater Saskatoon Catholic Schools. School-based research must be conducted in accordance with the following requirements:

1. The proposed research will be of direct relevance to a program being developed or evaluated;
2. The principal and area superintendent will endorse all internal research requests;
3. Research involving First Nations and Métis peoples will adhere to the Protocols and Principles For Conducting Research In An Indigenous Context (2003) and the principles of OCAP (ownership, control, access and possession).
4. An Application for Internal Research will be submitted to the superintendent responsible for research approval.
5. The informed consent/assent of parent/guardian and/or student must be obtained prior to students participating in the research.
6. Students and parents/guardians who are asked to participate in research must be made aware of the purposes for which the data is being collected, all factors which might influence their willingness to participate and any potential risks involved in participation. Potential participants also must be advised that they may decline to participate and they may choose to withdraw at any time.
7. Attention should be paid to minimizing the amount of student and teacher time required in the conduct of internal research.
8. The confidentiality of students, teachers, parents/guardians, and community members must be ensured unless specific written permission to share the identifying information is obtained from the respondents and the superintendent responsible for research approval.
9. All data and information collected must be used for the purposes for which it was collected. Information should not be collected if it will not be used.
10. Except in special circumstances, data presented should be in aggregate or summary form in any public reporting to ensure the confidentiality of research participants.
11. Feedback must be given to those who participated in the data collection regarding the results and recommendations arising from their participation.
12. Permission to submit the results of the study for publication must be granted in advance by the superintendent responsible for research approval.
13. All data and the identity of the participants must be stored in a locked file and destroyed upon the conclusion of the study.
14. The study remains the property of the Board.

EXTERNAL RESEARCH

The Board values the role of research in developing an informed and effective education sector. External research includes all research for academic purposes, (undergraduate and graduate level research) including research requests from staff members. External research also includes research requests by government and non-government agencies and organizations. External research must be conducted in accordance with the following requirements:

1. An Application for External Research will be submitted to the superintendent responsible for research approval by the approval dates listed in the "Information For Research Applicants." Normally research requests will be considered for the period between October 1 and May 31.
2. Each request is to specify the purpose of the study, data collection procedures, population characteristics, the anticipated value of the study to education in general and to the school division in particular, the degree of involvement of staff, students, and/or parents, and the proposed distribution of the results of the study.
3. All external research requests must be approved by the ethics board of a recognized educational research institution.
4. All studies involving students or parents/guardians are expected to follow generally accepted standards for research involving human subjects.
5. Any research involving First Nations and Métis peoples must adhere to the Protocols and Principals For Conducting Research in an Indigenous Context (2003) and the principles of OCAP (ownership, control, access, possession).
6. The superintendent responsible for research approval may consult with the Research Advisory Committee before deciding on an approval or denial.
7. A written summary of the research is to be submitted to the superintendent responsible for research approval upon completion of the study.

BOARD APPROVED

June 28, 1982

REVISED:

January 8, 1992
September, 2015

RECLASSIFIED:

March 26, 1997

APPENDIX A: RESEARCH ADVISORY COMMITTEE

TERMS OF REFERENCE

Greater Saskatoon Catholic Schools, in exercising its responsibility to be thorough and vigilant in research approval, commits to collaborating with the community in adjudicating research requests.

The Research Advisory Committee is made up of the following representatives:

- The superintendent responsible for research approval,
- The superintendent of Learning Services or designate,
- A Learning Services or Student Services coordinator,
- A representative of the māmawohkamātowin Partnership Working Group or designate,
- A school principal,
- An external representative from an accredited college or university within Saskatchewan.

The Research Advisory Committee will:

- Act as an Advisory Committee to the superintendent responsible for research approval with regard to the approval of all research projects.
- Annually establish research priorities considering the education leave priorities of Executive Council and the Board Goals.
- Screen all requests on the basis of ethics, research methodology, disruptions to the schools, benefit to the Division, education and/or society and adherence to the Protocols and Principals For Conducting Research in an Indigenous Context (2003) and the principles of OCAP (ownership, control, access, possession).
- Recommend approval to the superintendent responsible for research approval through the Chair of the Research Advisory Committee.

APPENDIX B: INFORMATION FOR RESEARCH APPLICANTS

Following are several reminders and information that will assist researchers with the application process and ensure that the application is thorough and complete. Please pay particular attention to the application and approval dates as it is only under special circumstances that research will be approved outside of these timelines.

- All research proposals from agencies external to the Division, and teachers employed by the Division when the research is for academic qualification, must be approved by the Division through an Application for External Research.
- Ensure that your completed Application for Research is accompanied by:
 - A copy of approval from the appropriate ethics review committee;
 - All research instruments to be used with students or staff;
 - All information and/or parental permission letters to be distributed to students, parents or staff.
- The Research Advisory Committee will screen all applications on the basis of ethics, research methodology, disruptions to the school, benefits to the Division, education and/or society. The Committee will then recommend certain projects for approval to the superintendent responsible for research approval.
- The Research Advisory Committee will not consider incomplete application forms, nor will the Committee accept detailed research proposals attached to the application form. It is the responsibility of the researcher to ensure that the essential information necessary for the Committee to make an informed decision is provided on the application form and in a succinct research summary.
- Greater Saskatoon Catholic Schools research priorities currently include:
 - Faith Leadership in Catholic Education
 - Improving Participation and Outcomes for First Nations & Métis Students
 - Assessment for Learning
 - Early Childhood Education
 - English as an Additional Language
 - Research into Leadership for Improved Student Outcomes.
 Other priorities may be considered by the Research Advisory Committee.
- Approval by the Division does not obligate any school, its staff or students to participate in a study.
- The Researcher is required to submit a final summary report of the research to the superintendent responsible for research approval upon completion of the study.
- Timelines for Research Advisory Committee approvals are as follows:

Deadlines for Research Application	September 10 for research commencing October 1	November 10 for research commencing December 1	January 10 for research commencing February 1	March 10 for research commencing April 1
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- The Committee does not allow research in the schools in September and June.
- The final decision regarding all research requests will be made by the superintendent responsible for research approval.
- The superintendent responsible for research approval will coordinate access to study participants. Direct access to schools and research participants is not allowed without written permission from the superintendent.
- All research applications must be directed to:

Superintendent of Education (in charge of research)
 420 22nd Street East
 Saskatoon SK S7K 1X3
 Phone: (306) 659-7000
 Email: Research@gscs.sk.ca