



**POLICY SECTION:**     **SCHOOLS**  
**SUB-SECTION:**  
**POLICY NAME:**       **RESEARCH CONDUCTED IN THE TCDSB**  
**POLICY NO:**         **S.19**

<b>Date Approved:</b> August 25, 1988	<b>Date of Next Review:</b> <b>March 2021</b>	<b>Dates of Amendments:</b> May 30, 2013-Board <b>March 2016</b>
<b>Cross References:</b> O. Reg. 521/01 Collection of Personal Information Education Act, 170(1)(7) PPM 149 - Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals, and Paraprofessional S.P. 13 Student And Program Assessment S.16 Access to Pupil Information S.15 Access To Pupils Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (2010) - Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, Social Sciences and Humanities Research Council of Canada		
<b>Appendix A: External Research Application, Requests to Conduct Research in the Toronto Catholic District School Board</b>		

**Purpose:**

The purpose of this Policy is to ensure that all research conducted within the Board is guided by professional standards of research.

**Scope and Responsibility:**

This Policy extends to all external institutions, organizations or individuals seeking to conduct research in the Toronto Catholic District School Board (TCDSB) for educational purposes. The Director of Education is responsible for this Policy.

**Alignment with MYSP:**

Strengthening Public Confidence  
Fostering Student Achievement and Well-Being



**POLICY SECTION:**    **SCHOOLS**  
**SUB-SECTION:**  
**POLICY NAME:**       **RESEARCH CONDUCTED IN THE**  
                                  **TCDSB**  
**POLICY NO:**           **S.19**

**Financial Impact:**

Generally, there is no significant financial impact on the TCDSB. Any expenditure related to approved research projects will be incurred by the external researchers.

**Legal Impact:**

Generally, there is no significant liability with selectively permitting external research at TCDSB. All requests for research by external institutions, organizations or individuals are subject to a rigorous application and review process. Researchers are responsible for compliance with all applicable legal and other requirements.

**Policy:**

The Toronto Catholic District School Board will cooperate with organizations and individuals in the pursuit of external research deemed to be of benefit to the students, staff, and community subject to the research review process.

**Regulations:**

1. All research conducted shall be aligned with the Toronto Catholic District School Board's Multi-Year Strategic Plan (MYSP) and the Board Learning and Improvement Plan (BLIP).
2. All external research requests shall be made in writing to the Director of Education, providing details of the proposal as outlined in the TCDSB External Research Application.
3. The Research Review Committee will assess all external requests to conduct research at TCDSB and make recommendations to the Director.
4. Insofar as external research projects are approved by the Board, the principal is not obliged to accept the project in his or her school.



**POLICY SECTION:**    **SCHOOLS**  
**SUB-SECTION:**  
**POLICY NAME:**       **RESEARCH CONDUCTED IN THE**  
                                  **TCDSB**  
**POLICY NO:**           **S.19**

5. All research projects shall be conducted in accordance with the procedures as outlined and approved in the research request.
6. Consistent with the Education Act, those researchers who will have direct contact with students are required to complete a Police Reference Check prior to commencing research.
7. All research shall be conducted in a manner which ensures confidentiality and anonymity of individuals and schools. The Toronto Catholic District School Board, as an entity, must be assured of confidentiality and anonymity unless otherwise approved.
8. Researchers will provide parents/guardians with information about an approved research project prior to the research being conducted according to approved informed consent procedures. Participation in an individual research project is voluntary.
9. The approval of any request is given with the understanding that a copy of the findings or published results of the research be provided to the Toronto Catholic District School Board.



**POLICY SECTION:**     **SCHOOLS**  
**SUB-SECTION:**  
**POLICY NAME:**       **RESEARCH CONDUCTED IN THE TCDSB**  
**POLICY NO:**           **S.19**

**Definitions:**

**Anonymity**

All information gathered does not contain identifying information.

**Confidentiality**

As per professional research standards of practice, it is the responsibility of the researcher(s) to ensure that all information gathered is secured and remains undisclosed.

**Informed Consent**

Prospective participants are informed about the details of the research and voluntarily express agreement to become a participant in the project.

**Research Review Committee**

The TCDSB Research Review Committee is comprised of TCDSB staff that review and consult on external research applications that are consistent with standard research practices, board priorities and with consideration for demands on the system.

**Evaluation and Metrics:**

The effectiveness of the policy will be determined by measuring the following:

An annual report on approved external research projects shall be presented for the information of the Board. **This will include a summary of the learnings from completed projects.**