

Educational Research	
Adopted: December 4, 2006	Last Reviewed/Revised: October 18, 2022
Next Scheduled Review: 2025-2026	
Associated Policies & Procedures: VI-25 Educational Research II-37 Volunteers in Catholic Schools I-07 Protection of Privacy VI-81 Privacy Procedure VI-101 Information Security	

Purpose

To support and encourage internal and external research activities in our Catholic learning environment that contribute to the growth of educational knowledge.

Application and Scope

This policy applies to all HCDSB employees and external agencies and/or individuals who wish to conduct research at the Halton Catholic District School Board (HCDSB).

References

[Anti-Racism Data Standards](#)

[Education Act](#)

[Municipal Freedom of Information and Protection of Privacy Act](#)

[The First Nations Principles of OCAP](#)

[Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#)

Definitions

Research is defined as “an undertaking intended to extend knowledge through a disciplined inquiry and/or systematic investigation” (Tri Council Policy Statement, 2014, p. 5).

External Research is described as when an external agency/individual/institution wants to do research in a school or the HCDSB. This includes requests from an HCDSB employee collaborating with a non-HCDSB agency or educational institution, and requests from an HCDSB employee wanting to do

research outside their own area of responsibility for the purposes of completing a professional course or program of study.

Internal Research is described as a central office, school or classroom research project that is related to HCDSB or Ministry initiatives, conducted by any HCDSB employee. It also includes an HCDSB employee who conducts research within their own work environment to promote professional growth (e.g., AQ course).

Principles

- The HCDSB acknowledges the potential benefit of engaging in external and internal research activities as a means to gather data for educational and research purposes.
- The HCDSB promotes and endorses the gathering of data for research purposes in keeping with the core values of the Catholic Church.
- All research activities shall be consistent with HCDSB mission, vision, values, policies, procedures, and strategic priorities.
- The HCDSB acknowledges that on occasion the Ministry of Education mandates that data be collected on various educational initiatives and that they may work with independent researchers and/or university partners to conduct research in the HCDSB to inform provincial educational strategies.
- External researchers must actively seek permission from parents/guardians when interested in inviting students to participate in a research study.

Requirements

- All research activities that involve our staff and/or students require review and approval from the HCDSB Research Advisory Committee before the research is started. A checklist is used to assist the committee with the review process.
- The HCDSB expects that all educational research proposals adhere to the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2).
- Informed consent is required for all research activities that are not conducted under the authority of the Education Act. The form of this consent may vary across projects, but it should be obtained from participants, before the study begins. When students participating in the study are under the age of 18, consent must be obtained from a parent/guardian.
- Consent must be voluntary, informed, and an ongoing process.
- All research activities shall be in accordance with Administrative Procedure VI-25 Educational Research, the Education Act, the Anti-Racism Data Standards (ARDS), and the First Nations OCAP Principles, where applicable.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board