



PROCEDURE 261	
Adopted	March 20, 2000
Last Revised	October 6, 2008
Review Date	October, 2013

HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD STUDENTS CONDUCTING RESEARCH

1. PURPOSE

The director of education has developed this administrative procedure to regulate the conduct of students who are conducting research involving other individuals in the schools of Hastings and Prince Edward District School Board.

2. RESEARCH APPLICATIONS

- 2.1 Because of a growing number of students conducting research, and the increasingly public nature of the inquiries and their presentation, there is a need for a more consistent process across the system to approve student research projects which are required for courses or activities under the jurisdiction of the board.
- 2.2 Each school will have an internal procedure for reviewing and approving research projects conducted by students involving other individuals. (See Form F260-2 Research Approval at the School Level.) The objectives will include protection of confidentiality and privacy as well as instructional goals such as learning about obligations which arise from conducting research.
- 2.3 The principal, in consultation with the teacher, will determine if parental permission is necessary. A key determining factor will be consideration of the public distribution or display of the information/data collected.
- 2.4 Ethical, moral and legal implications of the study for the subjects and the district are important considerations. The implications which might arise from the publication of data must be taken into account.
- 2.5 Protection of student rights when students are subjects is an essential consideration. When data are collected from students, their rights and those of parents are not to be infringed upon. Conditions to be met include:
 - a) approval in writing from parents or the adult student (age 18 or over);
 - b) non-infringement of privacy;
 - c) the right to withdraw from participation at any time;
 - d) anonymity of subjects is guaranteed;
 - e) all rights are explained to participants in advance of data collection; and

There must be adherence to confidentiality and privacy requirements which arise from conducting research in schools. Research in schools has specific legal requirements designed to maintain confidentiality and protect privacy.

Legal References:

- *Education Act, section 265 Duties of Principal: Care of Pupils*
- *Freedom of Information and Protection of Privacy Act*

District References:

- Administrative Procedure 194 - Freedom of Information and Protection of Privacy
- Administrative Procedure 195 - Records Management
- Administrative Procedure 260 – Conducting Research
- Form F260-1 Research Application
- Form F261-1 Research Approval at the School Level