		Commission scolaire English-Montréal English Montreal School Board
POLICY:	APPLIED RESEARCH AND PROJECTS IN EMSB SCHOOLS AND CENTRES	CODE: DG-21
Origin:	General Directorate	
Authority:	Resolution #02-12-18-9.1	
Reference(s):		

RATIONALE

The English Montreal School Board is often approached by professionals and students from institutions of higher learning who wish to conduct research and studies. In addition to responding to those requests that contribute to the knowledge base of the network, the EMSB recognizes the importance of engaging in Board-directed research projects.

POLICY STATEMENT

The English Montreal School Board is a learning organization committed to the use of research data in establishing its educational goals and strategies. Through its departments and/or in collaboration with various expert partners, the EMSB promotes the use of directed research in all areas that will benefit the advancement of learning.

FIELD OF APPLICATION

This policy applies to all research projects involving the network (youth and adults) within the larger educational community served by the Board.

PRINCIPLES

Through this policy, the EMSB shall:

1. recommend or reject research projects received from external sources on the basis of their benefit to the educational community of the Board;
2. promote the development of directed research projects determined to be pertinent to the mission of the Board;
3. ensure that all research projects conducted within the EMSB community are sanctioned by an ethics review committee;


4. ensure that research reports are validated and forwarded for use by the appropriate unit(s);
5. periodically report to the Board on its operational and financial output.

TERMS OF REFERENCE

The Research Committee should oversee, in accordance with the policy of the English Montreal School Board, the research activities conducted within ESMB schools/centres, as well as consider other matters of a research nature submitted to the committee.

Standards for Proposals

1. feasibility of the proposed research in terms of funds, resources, available facilities, and the probability of bringing the undertaking to a successful conclusion;
2. appropriateness of the problem statement – rationale to be investigated and merit of the problem as a scholarly/creative endeavour;
3. promise of ability to measure impact on student learning, extent of implementation and assessment of key quality indicators within schools/centres and/or contribution to existing knowledge or interpretation of the subject, or the accomplishment of a significant permanent piece of creative work or re-creative work required.
4. The person or persons conducting a research study must maintain a situation that is free from any conflict of interest.

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PURPOSE

The purpose of these procedures is to provide guidelines for researchers wishing to conduct studies in areas under the jurisdiction of the English Montreal School Board.

DUTIES AND RESPONSIBILITIES OF THE RESEARCH COMMITTEE

1. To initiate and facilitate relevant research in the teaching and learning processes within the EMSB (e.g. program of studies – French Immersion).
2. To encourage and promote a high quality of research activities that will enhance teaching and learning in the Board and the community at large. This shall include proposing to universities areas of interest to the Board.
3. To review proposed changes in research activity policy.
4. To review and recommend core research to the Management Table and Council of Commissioners for adoption.
5. To recommend to the Board for approval research projects that promote better understanding of the teaching and learning process in our schools.
6. To periodically review projects and approve them if the following conditions exist:
 - a. The project is continuing and was previously approved by the Council of Commissioners.
 - b. The project is localized, i.e. a teacher doing research in her class or school for a degree program at a university.
7. To communicate to the Board published research findings that relate to student performance/attitudes.

GUIDELINES

External agencies, administrators and teachers are requested to note the following procedures for submission and approval of research projects:

1. All research projects which involve EMSB students or staff must be approved in the first instance by the Research Committee of the Board. Final approval to conduct research in schools may be granted at three levels by:
 - a. the Research Committee
 - b. the Management Table
 - c. the Council of Commissioners for projects requiring a budget from the Board.
2. The Research Committee is composed of representatives from the following: the Pedagogical Services Department, the Student Services Department, Regional Directors, Adult Education and Vocational Services Department, the Community Services Department and school administrators.
3. The Research Committee meets on the first Thursday of every month from September to June. Proposals should be submitted at least two (2) weeks prior to a meeting to allow committee members adequate time to study the proposal.
4. In general, researchers shall not be allowed access to students in May and June because of the large number of activities in schools at that time of year.
5. All research proposals must be submitted on the EMSB form: 'Application to Conduct Research in Schools' (Appendix A). It is essential that each section of this form be completed. Incomplete proposals cannot be considered by the committee.

In addition, one copy of the following materials should be appended to the proposal:

- a. standardized tests that may be a part of the data collection procedures;
- b. questionnaires to be distributed to research subjects;
- c. all information materials to be distributed to students, parents, or staff;
- d. parental permission letters;
- e. Ethics Committee approval, where applicable.

6. In the case of research originating in an EMSB school, the principal or centre director is responsible for submitting, after consultation with the school council and when appropriate, with other staff members and the governing board, the research proposal to the Regional Director.

The Regional Director is responsible for forwarding the proposal to the Research Committee.

For a project originating in an EMSB department, the department head is responsible for forwarding the proposal to the Research Committee.

7. Applications from external agencies should be directed to:

Chairman, Research Committee
English Montreal School Board
6000 Fielding Avenue, Room 234
Montreal, Quebec, H3X 1T4

8. Approval of the proposal at any level does not obligate any school to participate in a study.

Written parental permission is required for access to student record cards and for students to participate in studies which seek information beyond the normal school curriculum.

Approval to conduct any research in a school is given by the principal. When giving approval the principal should take into consideration the opinions of the school council and the governing board through the usual consultative process in effect in the school.

9. The EMSB must be sent a report of the research when it is completed. All such reports shall respect the anonymity of all participants. It is contrary to professional ethics to identify any student or school.

The researcher is not required to give a report to participants or their parents; if he/she does so, however, any such report should contain aggregate data only. In no circumstance shall a researcher reveal individual scores to participants or parents without Board approval.

In appropriate circumstances, the Board shall have access to individual students' results obtained by an external researcher.

10. Subsequent applications shall not be approved from researchers who do not comply with the proper guidelines (e.g. failure to submit questionnaire, ethics approval, etc.).

Appendix A

APPLICATION FORM

**COMMISSION SCOLAIRE ENGLISH-MONTRÉAL
ENGLISH MONTREAL SCHOOL BOARD**

APPLICATION TO CONDUCT RESEARCH IN SCHOOLS

1. Title of Proposed Research: _____

2. Applicant's Name: _____

Address: _____

Telephone: Home: _____ Office: _____

Institution: _____

Position Held: _____

3. Research to commence on: _____
and to be completed on: _____

Date of completion of research report: _____

4. Description of the Problem to be Investigated:
5. Objectives of the Research (including relevance of the study):
6. Research Design (briefly describe how the hypothesis will be tested):
7. Implementation Timeline:

8. Data Collection Procedures

a. Number and type of school(s) required: _____

b. Number of students required:

Grade

Boys

Girls

c. School staff involvement:

d. Participation dates:

e. Time required with students:

f. Other:

9. Budget Details:

Salaries or Honoraria

Function

Cost

Secretarial Services

Materials & Supplies
(Specify)

GENERAL INFORMATION

COMMISSION SCOLAIRE ENGLISH-MONTRÉAL ENGLISH MONTREAL SCHOOL BOARD

To: Principals of All Schools
Deans of Graduate Studies, Colleges and Universities
Directors, Research Departments and Institutions
Researchers

Many studies conducted by thesis-level students and professional researchers require the participation of pupils and staff in local schools. The English Montreal School Board encourages this participation, and has established a Research Committee to screen studies to be carried out in schools within its jurisdiction and to expedite the completion of those studies which are accepted.

The attached guidelines have been prepared to assist those seeking EMSB participation in research projects. Your attention is drawn, in particular, to the fact that all research proposals must first be received by the Research Committee. Proposals must be based on a sound research methodology, have demonstrable educational value, and cause minimum disruption to the schools.

The Research Committee meets on the first Thursday of every month from September to June. Proposals should be received no later than two (2) full weeks prior to a meeting to be included on an agenda. Researchers should note the approval process within the Board requires a period of two to three months, and may be routed along one of the following pathways:

A. Research → Educational → Principal
 Committee Policies Staff
 Committee Parents

B. Research → Board → Educational → Principal
Committee Administration Policies Staff
Committee Parents

C. Research → Board → Educational → Education → Council → Principal
Committee Administration Policies and of Staff
Committee Facilities Commissioners Parents

Researchers should note that (1) no school may be approached before receiving written approval, and (2) final approval for research in any school rests with the principal. If you have any questions, please contact:

Chairman, Research Committee

EMSB

6000 Fielding Avenue

Montreal, Quebec H3X 1T4

Telephone: 483-7200