

CODE OF ETHICS

The researcher must abide by the following code of ethics:

1. The research procedure shall not be harmful in any way to those persons participating.
2. The conduct of the researcher will be under the jurisdiction of Board administration and the principal of the school selected for research while conducting research on the property of Lakehead District School Board.
3. The data collected through the research will be kept in strict confidence. No identifying information including names of persons, test results, or the names of any staff, or schools, shall be mentioned or attention be unduly attracted to them during the course of or following research undertaken unless authorized by the Board administration. General or specific results as would be used for research papers for scientific journals will be accepted.
4. The researcher shall not, in any way, attempt to attract the interest of the media to their research unless authorized by the superintendent responsible for research or their delegate. If the researcher is contacted by representatives of the media, the researcher is bound to say nothing about the research unless the researcher has been given permission by the superintendent responsible for research or their delegate.
5. Research that is not supporting or facilitating the operation of the system is subject to the discretion of Board administration and the principal(s). If Board administration and the principal refuse the use of school facilities to the researcher external to the system, the researcher must accept this decision.
6. In accordance with this research policy, any researcher that is undertaking research in this system that identifies Lakehead District School Board in any manner must obtain the approval of Board administration for the use of the data.

Date: _____

Signature: _____

RESEARCH APPLICATION FORM

Approved by _____
Superintendent Responsible for Research
Lakehead District School Board

Date Approved _____

1. Title of Research _____

2. Name of Researcher(s) _____

3. Position(s) of Researcher(s) _____

4. Name of Faculty Advisor or Organizational Supervisor _____

5. Brief Abstract of Research Project (Maximum 500 words, typed)

5.1 Purpose

5.2 Research Design

5.3 Methodology

- 5.4 Method of Reporting Study

- 6. Type of Research (check suitable categories)
 - 6.1 replication study
 - 6.2 experimental design
 - 6.3 social science model
 - 6.4 qualitative research design
 - 6.5 quantitative design
 - 6.6 other (specify)

- 7. Data Collection Techniques (check suitable categories)
 - 7.1 questionnaire(s)
 - 7.2 formal interview(s)
 - 7.3 informal interview(s)
 - 7.4 participant observation
 - 7.5 document analysis
 - 7.6 other (specify)

- 8. Schools, groups or organization to be contacted

9. Sample & Size

	Number	Grade	Times Contacted
Students	_____		
Staff (specify)			
9.1 elementary teachers	_____		
9.2 secondary teachers	_____		
9.3 dept chairs	_____		
9.4 ECEs	_____		
9.5 SSPs	_____		
9.6 custodians	_____		
9.7 secretaries	_____		
9.8 prin/vice princ	_____		
9.9 other (specify)	_____		

10. Budget

10.1 grants for research	_____
10.2 researcher(s) time	_____
10.3 supplies	_____
10.4 mailing	_____
10.5 computer time	_____
10.6 other	_____
10.7 total	_____

11. Time

11.1 Date to start study	_____
	Year/Mon/Day

11.2 people hours required of subject
(please estimate in hours) _____

11.2.1 Number of students _____ x _____ (time) = _____

Number of staff _____ x _____ (time) = _____

Number of other _____ x _____ (time) = _____

Total _____

12. Legal Implications

	Yes	No
12.1 Have you assured complete anonymity?	_____	_____
12.2 Have you assured complete confidentiality?	_____	_____
12.3 Is the name of the Board to be identified in the final report?	_____	_____
12.4 Have you discussed with the superintendent responsible for research how the findings will be used?	_____	_____

13. Anticipated outputs of documentation. List planned dissemination activities, if applicable (include dates, names of Boards, numbers of occasions and or other relevant details).

14. Please attach the signed Code of Ethics.

OUTLINE OF A RESEARCH AGREEMENT

MADE BETWEEN	NAME OF INDIVIDUAL OR ORGANIZATION
- and -	LAKEHEAD DISTRICT SCHOOL BOARD
RESEARCH	Description of Research
PROCEDURE	<p>Proposals received must be approved by researcher's education institution prior to being submitted to the Lakehead District School Board for approval. After approval, the researcher must obtain the following from the superintendent or delegate responsible for research.</p> <ol style="list-style-type: none">1. Research Policy and Research Procedures2. Appropriate Research Agreement3. Research Application Form <p>The researcher must abide by the 3080 Research Policy and Procedures. The Research application must be completed and forwarded for approval to the superintendent (or delegate) responsible for research.</p>
CONFIDENTIALITY OF INFORMATION	Persons contemplating research shall attach to the proposal their signed copy of the Code of Ethics with respect to confidentiality of information gathered in the schools.
DURATION OF RESEARCH	Term of Research

Dated at THUNDER BAY, ONTARIO, this _____ day of _____, 20____.

FOR:

LAKEHEAD DISTRICT SCHOOL BOARD

FOR:

NAME OF INDIVIDUAL OR ORGANIZATION

Superintendent Responsible for Research

REQUIRED PROCEDURES FOR RESEARCHERS

Type of Researcher	Abide by Code of Ethics	Research Schedule	Approval by Superintendent Responsible for Research	Research Proposal Required	Research Application Required	Approval by Principal in Consultation with Staff Required Before Research is Conducted in the School	Comments
1. Internal							
1.1 Administration, Board Committees Support Staff	Yes	Yes	No	No	No	No	
1.2 Teaching staff, conducting research for thesis or publication.	Yes	Yes	Yes	Yes	Yes	Yes	
1.3 Teaching staff conducting research in own school for the purpose of completing the requirements of undergraduate or graduate courses (excluding thesis).	Yes	No	No	No	No	Yes*	
1.4 Teaching staff conducting research in schools other than own school for the purpose of completing the requirements of undergraduate or graduate courses (excluding thesis).	Yes	Yes	No	No	No	Yes*	*The principal may defer this approval to the superintendent responsible for research activity, if in any way questionable.
1.5 Research required by the Ministry of Education	No	No	No	No	No	No	
2. External							
2.1 Federations and unions	Yes	Yes	No	No	No	Yes, if done during school hours (excluding lunch hour)	
2.2 All individuals or organizations external to Lakehead District School Board.	Yes	Yes	Yes	Yes	Yes	Yes	