

BUSINESS AND BOARD ADMINISTRATION	3000
RESEARCH POLICY	3080

1. Rationale

With the ever-increasing demand for new information and knowledge, there has been a parallel increase in the number and variety of research requests and evaluation studies from differing sources. It is recognized that Lakehead District School Board (LDSB) and the community need new information for decision-making purposes in order to operate efficiently at all levels. In addition, the rapidly changing social environment results in a continued need to generate new knowledge. This Research Policy will assist in managing the volume of research and also act as a safeguard to ensure that the quality of research is maintained.

2. The Policy

It is the policy of LDSB to conduct and facilitate research to benefit students in the field of research.

3. Definition

3.1 Research

Research refers either to studies designed to add to the body of knowledge or to studies designed to provide information for decision-making.

3.1.1 The term research does not refer to the necessary data collection required by administration, the Ministry of Education, teacher federations, and unions in order to manage their respective organizations.

4. Guidelines

4.1 All individuals, groups, or organizations conducting research within LDSB must adhere to the 3080 Research Procedures.

4.2 All researchers must abide by the Code of Ethics for Researchers (3080 Research Procedures Appendix A).

The following criteria are considered for requests to conduct research within the Board:

4.2.1 the research is relevant to education in general and/or the priorities of the Board;

4.2.2 an ethical review of the proposed research has been completed according to Board guidelines or of the affiliated institution prior to the submission of the research application;

4.2.3 the research focus and procedures are consistent with Board policies;

4.2.4 the research design and methodology conform to acceptable academic standards;

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- 4.2.5 the researcher has outlined appropriate procedures for obtaining informed consent from participants in the research, and, where students are included in research, parent or guardian consent is obtained;
 - 4.2.6 the researcher has outlined appropriate procedures to deal with conflict or sensitive issues should they arise during the research;
 - 4.2.7 the rights of all participants in the research are protected, including the privacy of personal information in accordance with the Municipal Freedom of Information and Protection of Privacy Act;
 - 4.2.8 there are no inordinate time demands which interfere with the instructional program of individual or groups of students;
 - 4.2.9 the use of the results of the research is clearly outlined; and
 - 4.2.10 there is a process to ensure that interested participants receive a summary report of the results of the research.
- 4.3 Employees of LDSB conducting research for thesis or publication, and all individuals, groups or organizations external to LDSB who wish to conduct research within the system, must meet the following requirements:
- 4.3.1 The Research Application Form (3080 Research Procedures Appendix B) must be completed by the researcher and submitted with the research proposal to the superintendent responsible for research.
 - 4.3.2 Approval by the superintendent responsible for research is required before the researcher begins any activity related to the research.
 - 4.3.3 After the research proposal has been approved by the superintendent, a copy of the approved application will be distributed to the schools, groups, or organizations which may participate in the research.
 - 4.3.4 After the research proposal has been approved by the superintendent responsible for research, the researcher must approach the suitable person responsible for a particular organization or constituent group. For example, if the research concerns the staff or students of a particular school, the researcher approaches the principal of that school. The principal has the discretionary authority to decide whether this research should be conducted in their school. In the case of research with specific employee groups, the elected executive of unions or federations and the school principal should be approached by the researcher for approval.
- 4.4 All Researchers abide by the research agreements established with LDSB when conducting research within this system (3080 Research Procedures Appendix C).

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- 4.5 The superintendent or principal must request parental permission for participation of students in research activities.
- 4.6 All researchers will submit a research schedule to the superintendent responsible, and the principal, if applicable.
- 4.7 It is expected that members of the LDSB education community who are directly involved in research activities will receive a summary of the research findings.
- 4.8 A research activity may be suspended or terminated by the principal and administration if conducted in an unsatisfactory manner.
- 4.9 Any disagreements with the approval of a research proposal may be appealed through the director to the Board.

5. Review

This policy shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
	February, 1983	
	<u>Date Revised</u>	
	April 27, 2010 November 24, 2020	