



From time to time, external research may be conducted in the schools of Limestone District School Board, subject to the conditions stated in this administrative procedure.

1. General

- 1.1. External research is any kind of formal investigation, survey, experiment, etc., not initiated within the Limestone system.
- 1.1. The Director of Education is concerned with the suitability of such external research for execution within the jurisdiction of the board, and has developed this administrative procedure to set out system requirements.
- 1.2. Nothing in this administrative procedure precludes district staff members from carrying out designated internal research as may be approved, from time to time, by the Director or designate.
- 1.3. Principals shall ensure that informal research conducted by students or staff is age- and developmentally appropriate, is curriculum-based, and is minimally disruptive to the operation of the school and the delivery of programs to students.

2. Permission to Carry Out External Research

- 2.1. All requests for permission to carry out external research in the district shall be made in writing to the Director of Education.

3. Applications

- 3.1. Each application to conduct external research within the jurisdiction of the district must include:
 - 3.1.1. A detailed summary of how the research proposal aligns with and supports the Strategic Plan and/or Student Action Plan of the Limestone District School



Board.

3.1.2. An outline of how the research proposal aligns with the Ontario Education Curriculum for the grade(s) of students included in the proposal.

3.1.3. An abstract of the research proposal;

3.1.4. A detailed research description, including copies of all questionnaires, interview schedules, active consent forms (parent, student, educator), interview schedules, etc., as approved by the Ethics Review Committee of the sponsoring institution;

3.1.5. An official ethics review of the proposed research completed by the Ethics Review Committee of the sponsoring institution;

3.1.6. A written commitment to ensuring the anonymity of the District School Board, schools, staff and students in any reports generated by and from this research.

3.1.7. A written commitment that the board will incur no costs as a result of the research.

3.1.8. A written indication of whether the researcher(s) are working directly in schools. If research application involves the researcher(s) working directly in schools, a CPIC must be attached to the application.

3.2. Requests to conduct external research must be submitted no later than six weeks before the desired starting date of any study.

3.3. When the research involves the researcher(s) working directly in schools, a CPIC is required.

4. Approval Process

4.1. In making a decision to approve an external research project, the Director of Education or designated Superintendent of Education shall consider the following:

- 4.1.1. The research request meets all of the requirements outlined in Sections 2.0.0 and 3.0.0 of this procedure;
- 4.1.2. The research is educationally relevant and aligns with Ontario Ministry of Education Curriculum
- 4.1.3. The research supports and/or enhances Strategic Plan and/or Student Action Plan of the board;
- 4.1.4. The research causes minimal disruption to schools and the delivery of programs to students;
- 4.1.5. The board will incur no costs as a result of the research.
- 4.2. School staff, student and family participation in the research must be voluntary.
 - 4.2.1. Principals, on behalf of their school, teachers, families or students may terminate their involvement with the external research at their school at any time during the research project.
- 4.3. In rare circumstances if research or data has been initiated by the Director of Education, or designate, or is the result of a partnership between the board and an external researcher, and is approved by the Executive Committee, passive consent with notification may be utilized. All other research will require active consent.
- 4.4. Approval of research projects will be shared with schools, but participation is voluntary, and LDSB will not promote research to schools and/or educators.

5. Monitoring and Reporting on the Research

- 5.1. The Director of Education or the designated Superintendent of Education has the right to monitor the research, or have it monitored.
- 5.2. Board approval for the research may be withdrawn if the conditions outlined in the proposal have been altered substantively or if it is deemed that continuation of the



research would be detrimental to the welfare of the district, its schools, staff or students.

- 5.3. On completion of the research, the research report, including an abstract, shall be sent to the Director of Education or the designated Superintendent of Education.

Reference:

Education Act S. 265 (1) (m) Duties of Principals: Access to School or Class
Ontario Regulation 474/00—Access to School Premises