

LC: RESEARCH STUDIES AND SURVEYS

POLICY

Eastern School District is committed to building local knowledge of teaching and learning by supporting and facilitating research studies throughout the district.

RATIONALE

Eastern School District recognizes the importance of using research to inform teaching and learning and educational practices, as well as the many benefits of research to student achievement. Therefore, the board will support and encourage research within the district, and endeavors to facilitate research requests from outside agencies.

SCOPE

This policy applies to all individuals and groups, both internal and external to the district, who wish to engage employees or schools in a research study or activity. All such research initiatives will be governed by the contents of this policy.

PROCEDURES

1. To be eligible to conduct research with the Eastern School District, the researcher is required to be working at the graduate or post graduate level of studies, or an equivalent level approved by the CEO/Director of Education or designate.
2. Requests for permission to conduct research must be made formally to the CEO/Director of Education, or designate.
 - 2.1 All applications to conduct research must be submitted on an application form developed by Eastern School District.
 - 2.2 The following information must accompany all applications:
 - < a detailed research proposal;
 - < test/survey instrument(s) to be used in the study;
 - < letter(s) to parents requesting permission to conduct research in the classroom;

- < letter to principal/teacher requesting permission to conduct research in the school (where appropriate)
 - < ethical approval from the research institution (eg. Memorial University of Newfoundland) where appropriate and applicable.
- 2.3 All research requests must meet the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans ([Http://pre.ethics.gc/english/policy_statement.cfm](http://pre.ethics.gc/english/policy_statement.cfm)).
3. Approval to conduct research is contingent upon the researcher(s) receiving written consent of the principal(s) whose students, teachers, staff or facilities would be involved in the proposed research.
- 3.1 Unless required by law or mandated by the employer, school Principals are ultimately responsible for the decision relative to the involvement of students, teachers, staff or facilities under his or her direction. School Principals must ensure that ethical research standards are maintained when granting approval to conduct research.
- 3.2 Prior to commencing a research project in the school(s), the researcher shall have obtained the written consent of the parent(s) of a student(s) (or the student if he/she is 19 years of age or older).
- 3.3 Copies of the consent form given to the school for record-keeping. These records should be maintained by the Principal.
- 3.4 All subjects involved must be made aware that their participation is wholly voluntary.
- 3.5 Names, addresses and telephone numbers of parents, teachers and students are not provided to the researcher by the school.
4. When a request to conduct research has been approved, the principal researcher must ensure District regulations are strictly followed.
- 4.1 The researcher will be directed to consult the principal(s) to seek access to the school(s) and other considerations in conducting the research project following District approval.

- 4.2 The use of confidential information that is not completely anonymous requires the notification and prior written approval of the parent(s) of the student(s) (or the student if he/she is 19 years of age or older) and in no case shall the researcher have access to student records unless and until such written notification and approval is obtained and copies provided to the principal(s).
- 4.3 Upon completion of the study, one copy of the report of the results and appropriate discussions shall be sent to the CEO/Director of Education or designate, and/or a presentation of these results delivered to Eastern School District personnel/stakeholders.
- 4.4 It shall be the responsibility of the researcher to obtain and provide the principal(s) of the school(s) concerned with written consent forms in advance of the conduct of any research in the school(s).