



REGULATIONS

SUBJECT: Conducting Research in Schools

1. All requests to conduct research in the school system must be forwarded, in writing, to the Director of Education at least ninety (90) days prior to the start of the proposed research, and must indicate the following:
 - (a) The purpose of the study;
 - (b) The population required;
 - (c) The methodology to be used;
 - (d) The anticipated time frame;
 - (e) Copies of any materials to be used;
 - (f) How the research will enhance the teaching and the learning process for the Board; and
 - (g) What insights to its work the Board can expect to receive.

2. The Director of Education will forward all requests to a Research Approvals Committee consisting of the following:
 - (a) A Principal from each panel;
 - (b) The Director of Education or designate.

3. The Research Approvals Committee will review each request, accept, or reject each request, and accordingly, notify the researcher through the Director of Education.

4. If a research proposal is accepted, a Research Agreement shall be executed in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

5. Written permission must be obtained from the parent/guardian(s) before the commencement of any research that would include minor students.

6. All costs for the research must be borne by the researcher and/or the sponsoring institution unless otherwise agreed by the Research Approvals Committee.
7. The Board must be provided with at least one copy of the final report.
8. The Director of Education will inform Trustees of the research to be conducted prior to the commencement of said research.

Implementation Date: January 25, 2000
Revised: August 2002

Reference: Policy
Administrative Procedures.