



REGULATIONS

Subject: Conducting Research in Schools
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1. All requests to conduct research in the school system must be forwarded, in writing, to the Director of Education and must indicate:
 - (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; and
 - (f) how it will enhance the teaching and learning process for the Board.
2. The Director of Education will forward all requests to a Research Approvals Committee consisting of:
 - (a) a principal from each panel
 - (b) the Director of Education or designate
3. The Committee will review each request, accept or reject each and notify the researcher, through the Director of Education accordingly.
4. If 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 before the commencement of any research with minor students.
6. All costs for the research must be borne by the researcher and/or the sponsoring institution unless otherwise agreed to by the 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 research to be conducted prior to the research beginning.