

Procedure Title	Research Requests		
Date of Issue	December 15, 2009	Related Policy	BP 2401-D
Revision Dates	September 20, 2016; September 8, 2021	Related Forms	AF 2401; AF 2402
Review Date		Originator	Administrative Council
References			
Municipal Freedom of Information and Protection of Privacy Act; BP 7380-D “Criminal Background Check”			

1.0 RATIONALE

- 1.1 It is recognized that there is an increased demand for information and that this demand has resulted in an increase of research requests from a variety of sources. Bluewater District School believes that educational research is a worthy endeavour and that it improves teaching strategies and supports students in their learning.
- 1.2 The following procedures are intended to provide guidelines for the approval and conduct of educational research within Bluewater District School Board.

2.0 PROCEDURE

- 2.1 Research requests will be submitted on form AF 2401 to the superintendent of education responsible for research requests, who will review the documentation to ensure that it complies with Bluewater District School Board’s procedures.
- 2.2 Permission to conduct research in Bluewater District School Board schools will be based upon the following:
 - i. Requests having a direct relevance to education and that demonstrate benefits to the participants, education and Bluewater District School Board will be given preference.
 - ii. Requests will be submitted in final form and include a complete written proposal, including data collection instruments/protocols.
 - iii. Requests will include a reasonable timeline and avoid peak times of the year (i.e., September, June) and formal examination times.
 - iv. Proposals will include written approval of the external institution or sponsoring agency and include satisfactory evidence that the rights of individuals will be protected.
 - v. All persons who will have direct involvement with students will provide a criminal records background check, in accordance with board policy BP 7380-D “Criminal Background Check”, prior to commencement of the project. Background check must have been completed within the last six months.
 - vi. The research must ensure confidentiality of information about Bluewater District School Board schools, teachers, staff, and students and ensure that this type of information is protected and that no school, teacher, staff member or student is identified in any report.
 - vii. Bluewater District School Board collects information in accordance with the Municipal Freedom of Information and Protection of Privacy Act, and this information is not collected with the expectation of disclosure to independent researchers. Therefore, Bluewater District School Board is not able to identify individuals or groups of students for the researchers.
 - viii. Parental permission is required for any research with or about students under the age of 18, this permission must be informed consent (see Appendix A “Parental Consent Letter”)

- 2.3 All researchers must abide by the following code of ethics:
- i. The research procedure shall not be harmful in any way to the subject participating.
 - ii. The researcher will be under the jurisdiction of the Administrative Council and the Principal of the school selected for research in terms of their conduct while working in the school.
 - iii. The data collected in the performance of the research will be kept in strict confidence unless permission has been granted through informed consent.
 - iv. The researcher is bound by this code of confidentiality in any type of contact with the media unless the researcher has been given permission by the Administrative Council.
 - v. Research that does not support or facilitate the operations of the system it is subject to the discretion of the administration and the school principal. If the Administrative Council and the principal refuse the use of the school facilities to an external researcher, the researcher must accept this decision.
 - vi. Any researcher undertaking research that identifies Bluewater District School Board in any manner, must obtain the approval of the Administrative Council for the use of the data.
- 2.4 When approval has been granted to a research request, the Agreement for the Use and Non-Disclosure of Personal and Confidential Information form AF 2402 will be completed.

APPENDIX A
RESEARCH PROPOSAL LETTER TO PARENTS

- 1. Letter to parents must be on the letterhead of the agency or institution conducting the research and must contain the following:
i. Description of the research project, its purpose(s) and how it is to be carried out
ii. An accurate description of the involvement expected from the participant
iii. The name of the researcher/investigator(s)
iv. The institutional affiliation, and
v. The title of the research project
2. Additionally, the following statements must appear in the letter:
i. Bluewater District School Boards Administrative Council has granted permission for this research proposal to be conducted at your child's school.
ii. All information collected will be kept in strict confidence and the students will not be identified individually.
iii. Your child's participation is completely voluntary.
iv. The information collected through this research is done so under the authority of board policy BP 2401-D and the Municipal Freedom of Information and Protection of Privacy Act. Users of this information will be the Administrative Council.
v. Inquires pertaining to the collection of this information may be made to the superintendent of education responsible for research requests.
vi. Should you have any questions or concerns pertaining to this research project, please contact:

Name of Researcher/Investigator: _____

Institutional Affiliation: _____ Telephone Number: _____

Signature of Researcher/Investigator

Signature of School Principal

Please complete the following permission section of this letter and have your child return it to the classroom teacher

I hereby give permission for my child to participate in the _____ research project being conducted in Bluewater District School Board

Name of Child: _____

Age of Child: Years: _____ Months: _____

Signature of Parent: _____ Date: _____