

Policy Title	Research Requests		
Date of Issue	December 15, 2009	Related Procedure	AP 2401-D
Revision Dates	February 21, 2012 (rev. Rationale-Strategic Plan); September 20, 2016; April 19, 2022 (reviewed)	Related Forms	AF 2401; AF 2402
Review Date	April 1, 2027	Originator	Board of Trustees
References			
Municipal Freedom of Information and Protection of Privacy Act			

1.0 RATIONALE

- 1.1 Bluewater District School Board policies will support and provide direction necessary to achieve the board’s Vision, Mission and Strategic Plan priorities.
- 1.2 Research generates new knowledge and increases understanding of teaching and learning practices. Bluewater District School Board recognizes that new information provides a basis for decision-making and believes that a research policy will assist in the management of the number of research projects and that it will also act as a safeguard to ensure that the quality of research is maintained.

2.0 POLICY

- 2.1 It is the policy of Bluewater District School Board to support educational research and to consider requests from individuals, agencies, and institutions to conduct research involving its staff and students where it has been determined that the research being conducted will promote the educational welfare of students.
- 2.2 It is understood that the term “research” does not refer to the necessary data collection required by administration, the Ministry of Education, teacher federations, and unions in order to manage their respective organizational requirements.
- 2.3 It is also understood that there is a distinction between internal and external research and the term “research” does not refer to internal research being conducted by administration and/or staff that relates directly to Bluewater District School Board programming. In these situations, the level of approval would be passive and would include a notice to parents requesting that they respond only if they do not wish their child to participate.
- 2.4 The director of education is authorized to establish procedures to implement this policy.

3.0 SYSTEM EXPECTATIONS

- 3.1 All research proposals are to be submitted to the superintendent of education responsible for research requests. If the research request meets all the criteria as established in the procedures the superintendent of education responsible for research requests will submit it to the Administrative Council for their review and approval. The decision of the Administrative Council in the consideration of requests for research projects shall be final.

- 3.2 The Board of Trustees will be informed of all external research projects being conducted in Bluewater which impact the entire school system.
- 3.3 Board employees are responsible for ensuring that approved research projects are conducted in an ethical manner in compliance with legislative requirements and board policies and procedures.
- 3.4 Confidentiality is an important aspect of research studies conducted in Bluewater District School Board schools and to ensure this no individual will be identified in any report or in any discussion of any research project, without the prior knowledge and consent of the individuals involved.