

## POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
RELATIONS WITH EDUCATION RESEARCH AGENCIES	LC

### I. POLICY

The Louis Riel School Division values education research as a means of informing decision-making and enhancing curricula, programs, and services. The Division acknowledges its responsibility to contribute to research. Accordingly, the Division shall consider requests from external bodies to conduct research projects and surveys involving its students, employees, and/or families.

The Division requires that such projects and surveys honour the ethical principles of respected provincial research bodies, and support schools' unimpeded focus on their primary priorities of teaching and learning:

- Respect for human dignity and persons who may be vulnerable
- Respect for informed consent, privacy and confidentiality
- Respect for just and inclusive educational principles
- Diligent consideration of benefits and risks associated with the research

The Division, therefore, supports the administration of approved research projects and surveys, subject to the **GUIDELINES** and **PROCEDURES** below.

### II. GUIDELINES

A. The Superintendent of Schools (or designate) may authorize the administration of educational research projects and surveys.

B. The Superintendent of Schools (or designate) will evaluate proposals based on:

1. the relevance of a research or survey proposal to divisional priorities;
2. the extent to which the research will contribute to the improvement of education for, and/or the general welfare of, students and/or employees of the Louis Riel School Division and greater community;
3. their respect for the ethical principles outlined in the Policy statement, including compliance with existing privacy legislation;
4. the degree of time and effort required of students and employees related to the foreseeable value of the information to be generated; and
5. criteria other than those defined in this policy, as deemed appropriate or necessary by the Superintendent of Schools.

<b>Adopted:</b>	March 2, 2004	<b>Legal References:</b> <a href="#">Freedom of Information and Protection of Privacy Act (Manitoba)</a> , Section 47
<b>Revised:</b>	February 5, 2019	

- C. Approval of projects occurring independently of divisional initiatives, when granted, will require that:
- I. Written authorization from parents/guardians is obtained:
    - a) prior to student participation in research projects and surveys that are not part of regular school programs;
    - b) prior to use of data that could invade the privacy of students and their families despite collection and reporting under conditions of anonymity;
    - c) following full information provided to parents/guardians (including the request for authorization of their child's participation) as to the purpose, content and intended publication of data obtained from the survey;
    - d) to define and limit a student's participation to the boundaries of the project.
  2. The application guarantees provision of results of the research/survey to the Superintendent of Schools within a mutually agreeable time following the completion of the project.

### III. PROCEDURES

- A. The Superintendent of Schools (or designate) may prescribe guidelines and procedures (in addition to, or other than, those delineated in this policy) for the administration of research projects and surveys designed for divisional purposes.
- B. The Superintendent of Schools shall inform the Board of any proposals for research projects and surveys deemed to be sensitive and/or controversial in nature.
- C. School personnel who receive proposals to involve staff and/or students of the Louis Riel School Division in projects initiated by personnel external to the Division shall notify the school Principal, who shall accordingly notify the Superintendent of Schools.

**Reference** - Manitoba Educational Research Network (MERN): *Partnership Research in Education: An Ethics Protocol*, 2007.

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