



**ADMINISTRATIVE RULE/
PROCEDURES:** LEC-R
SUBJECT: RESEARCH PROJECTS, SURVEYS AND
QUESTIONNAIRES
APPROVAL DATE:
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STUDENT SURVEYS AND QUESTIONNAIRES

1. OUTSIDE GROUPS/ORGANIZATIONS

From time-to-time individuals or organizations outside The Winnipeg School Division request permission from principals or teachers to carry on a research study or conduct a survey in the schools. Such studies or surveys may involve students, staff or parents.

- 1.1 When students are to be involved, approval of the division is required. Enquiries should be directed to the Director of Research, Planning & Technology. In the case of research by university staff or students, the requests are screened by the Research Advisory Committee before being considered by the Superintendent's Department.
- 1.2 When a study or survey involves staff only, the Division will obtain an opinion from the Winnipeg Teachers' Association.
- 1.3 When a study or survey involves parents, approval of the Division is required.

2. SCHOOL-INITIATED RESEARCH/SURVEYS

Schools may wish to initiate student surveys to obtain information related to program development or evaluation.

- 2.1 Schools should ensure that the appropriate Superintendent of Schools is aware of the proposed survey and that the parent council has been advised.
- 2.2 Evaluation/survey activities should produce information which is of direct relevance to the program being developed or evaluated.
- 2.3 Evaluation instruments should not in any way reinforce racist, sexist, religious or other stereotypes.
- 2.4 Students who are asked to participate in evaluation activities should be made aware of the purpose of the evaluation.
- 2.5 Students who are asked to participate in evaluation activities should be made aware of all features or conditions which might influence their willingness to participate.
- 2.6 Attention should be paid to minimizing the amount of student and teacher time required in the production of relevant evaluation information.
- 2.7 Any student should have the freedom to decline to participate in any evaluation activity at any time.
- 2.8 Parent/guardian permission and/or student consent should be obtained prior to students providing information. (The age of the student should be taken into account when considering the need for parental consent in addition to the informed consent of the student.)



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- 2.9 Unless special permission is granted, the anonymity of students, teachers, parents/guardians, and community members should be ensured.
 - 2.10 Every attempt should be made to use all information which is collected as a result of evaluation activities. Information should not be collected if it will not be used.
 - 2.11 Except in special circumstances, data presented should be in aggregate or summary form in any public reporting.
 - 2.12 As much as possible, feedback should be given to those who participated in evaluation activities regarding the results and recommendations arising from their participation.

3. STUDENT-INITIATED SURVEYS - COMPONENT OF COURSE

Within some courses, the development and implementation of survey instruments by the students are a required component of the courses.

- 3.1 All student-initiated surveys should
 - have a clear stated purpose,
 - use the information gathered only for the purpose of the survey and never to implicate respondents or for purposes other than those stated at the outset. Important information collected for the purposes of the survey cannot be released to other interests such as the media without written consent from those who have provided it,
 - provide those interviewed (and parents, if students are under 18) with a written statement of both the purpose of the survey and a promise that information will be used only to meet the requirements of this survey and never to implicate respondents,
 - focus on social issues rather than personal ones,
 - ask questions related only to the purpose of the survey,
 - provide anonymity to the respondents,
 - be very sensitive to cultural and social issues in the school community.
- 3.2 Oral Surveys
Interviews should
 - avoid, whenever possible, interviewing respondents they personally know,
 - be considerate when respondents refuse responses,
 - keep confidential the names of those interviewed.
- 3.3 The classroom teacher must review and approve all student survey questions and methodology to ensure that they adhere to the established guidelines.



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RESEARCH ADVISORY COMMITTEE

1. Terms of Reference

- 1.1 To act as an Advisory Committee to the Chief Superintendent with regard to the approval of all external research project requests involving research with children.
- 1.2 Screen all requests described in No. 1 on the basis of ethics, research methodology, disruptions to the schools and benefit to the Division, education and/or society.
- 1.3 Recommend approval to the Chief Superintendent through the Chairperson of the Research Advisory Committee.

2. Guidelines for External Research Projects

These guidelines apply to any study requesting the participation of Winnipeg School Division No. 1 students.

- 2.1 All projects emanating from agencies external to the Division, including Division teachers and the Department of Education must be approved by the Division.
- 2.2 The Research Advisory Committee will screen all applications on the basis of ethics, research methodology, disruptions to the school, benefits to the Division, education and/or society. The Committee will then recommend certain projects for approval to the Chief Superintendent.
- 2.3 The Committee is made up of staff of the Division and representatives from the Universities of Manitoba and Winnipeg.
- 2.4 The Committee will meet a minimum of three times per year; or on short notice if sufficient applications are received. The Committee will only consider a proposal at other times during the school year under **VERY** exceptional circumstances. In addition, proposals should be submitted sufficiently in advance of meetings to allow committee members time to study the proposal.
- 2.5 In general, researchers will not be allowed access to students in May and June because of the large number of activities in schools at this time of year. An exception will be allowed for proposals which:
 - a) demonstrate the necessity of access to schools in May and June;
 - b) allow for sufficient time for the schools to accommodate the research request.
- 2.6 All research proposals should include:
 - a) Completed Winnipeg School Division No. 1 Research Application form, which, in the case of a student, must be countersigned by the student's thesis advisor;
 - b) A copy of approval letter from the appropriate faculty and/or ethical review committees;



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- c) All stimulus materials to which students or staff may be exposed;
- d) All information and/or parental permission letters to be distributed to students, parents or staff.

2.7 In the case of certain tests, applicants will have to demonstrate that the test will be administered by qualified personnel.

2.8 a) Parental permission is required for students to participate in studies which seek information.

- b) All students/participants must be informed that they may withdraw from the researcher's study at any time.

2.9 If necessary, the Research Advisory Committee may require a researcher to provide additional information particularly for studies or parts of studies which seek information concerning confidential aspects of students' or their parents' lives.

2.10 The Research Advisory Committee recommends approval of the project to the Chief Superintendent.

2.11 The Chief Superintendent or designate informs the applicant of the Division's decision.

2.12 Researchers of approved projects are required to follow the directions of the Chairperson, Research Advisory Committee regarding all procedures related to the collection of data.

2.13 Approval by the Division does not obligate any school, its staff or students to participate in a study.

2.14 a) The Researcher is required to submit a final report of the research to the Division. All such reports shall respect the anonymity of all participants.

- b) The researcher is not required to give a report to students, their parents/guardians or teachers; if he/she does so, however, any such report should contain aggregate data only. In no circumstances shall a researcher reveal individual scores to students or parents without Division approval.

All applications should be directed to:

D. R. Edmond
Director of Research, Planning and Technology
The Winnipeg School Division
1180 Notre Dame Avenue
Winnipeg, Manitoba
R3E 0P2

FOOTNOTE

In certain cases, mainly restricted to Universities and Colleges, students are required to carry out a small study in order to gain research experience as part of a course. Where appropriate, e.g., where the number of students is not large, the time required is very little, and the stimulus materials are innocuous, formal approval by the Research Advisory Committee may be waived at the discretion of the Division and with the permission of the principal and teacher(s) involved.



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**The Winnipeg School Division
RESEARCH APPLICATION FORM**

The Research Advisory Committee **WILL NOT CONSIDER** incomplete application forms. Nor will the Committee accept detailed research proposals attached to the application form. It is the responsibility of the researcher to ensure that the essential information necessary for the Committee to make an informed decision is provided in this application form. The Research Guidelines outline what attachments are required by the Committee.

1. Applicant's Name: _____
Address: _____ Postal Code: _____
Telephone: Home: _____ Office: _____
Position Title: _____
Institution: _____

 2. Title of Proposed Research:

 3. Complete if Applicable only:
Name of sponsor/thesis advisor: _____
Department: _____ Phone: _____
Institution: _____
Position Held: _____

 4. Type of Research: Proposed Research Sample:

<input type="checkbox"/> Faculty Research	<input type="checkbox"/> Pre-School
<input type="checkbox"/> Ph.D. Dissertation	<input type="checkbox"/> Elementary
<input type="checkbox"/> Master's Thesis	<input type="checkbox"/> Jr. High School
<input type="checkbox"/> Undergraduate Research	<input type="checkbox"/> Sr. High School
year: _____	<input type="checkbox"/> Other, explain _____
<input type="checkbox"/> Other, explain _____	_____

 5. Persons Conducting the Research:
(List **all** persons who will be involved in the data collection)
- | | Name | Institution | Phone |
|----|-------------|--------------------|--------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |



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6. Purpose and/or Rationale of Research:



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7. Research Design and Data Collection (briefly outline hypothesis, research design and procedures, and sampling techniques). Attach all research instruments.



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8. Subjects (indicate number and demographic characteristics of students, and other staff to be involved; approximate participation dates, and time commitments.) All permission letters must be attached.

A. Students needed: _____ Other Information: _____

Total Number _____

Ages _____

Sex _____

B. Will data include any information regarding subject's:

Sexual behaviour _____

Drug use _____

Religion _____

Alcohol Use _____

Family Income _____

Ethnicity _____

Other _____

If any of the above are checked, please explain:

C: Number of sessions per student _____

Approximate length of each session _____

Maximum length of each session _____

Testing procedure: _____ individual _____ group _____ other

If group, give size of group(s): _____

9. Facilities and Equipment:
(Indicate facilities and/or equipment which are required to conduct your study.)

10. Ethical Approval (Attach a copy of the appropriate ethical review committees.)



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AGREEMENT

I have read the Guidelines for External Research Projects using Winnipeg School Division No. 1 Schools and agree to the conditions under which research requests are granted by The Winnipeg School Division.

_____ Date

_____ Research Investigator's Signature

_____ Date

_____ *Faculty Signature

* (If the Research Investigator is a student, this form must be countersigned by the student's thesis advisor at the college or university to indicate that the advisor has read the proposal and deemed it to be a valid and worthwhile research project.)

Submit applications to:

D. R. Edmond
Director of Research, Planning and Technology
The Winnipeg School Division
1180 Notre Dame Avenue
Winnipeg, Manitoba
R3E 0P2

CHECKLIST FOR PROPOSAL SUBMISSION

ENCLOSED

TO FOLLOW

1. Winnipeg School Division Research Application Form
2. All questionnaires and testing instruments
3. Permission Letters (parents, students and staff, where required)
4. Ethical Review Approval Letter (where appropriate)