



POLICY:
SUBJECT:

LEC
STUDENT SURVEYS AND
RESEARCH PROJECTS

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1. GENERAL

- 1.1 The Winnipeg School Division (WSD) supports research projects and student surveys where the purpose is to support student learning by improving education in Manitoba. The collection, use and disclosure of all personal information and personal health information collected will be in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA), the Personal Health Information Act (PHIA) and applicable legislation.

2. SCHOOL-INITIATED RESEARCH/SURVEYS

- 2.1 Schools may wish to initiate student surveys to obtain information related to program development or evaluation.
- 2.2 Schools shall ensure that the appropriate Superintendent of Education Services and Directors are aware of the proposed survey.
- 2.3 Evaluation/survey activities should produce information which is of direct relevance to the program being developed or evaluated.
- 2.4 Evaluation instruments should not in any way reinforce racist, sexist, religious or other stereotypes.
- 2.5 Unless special permission is granted, the anonymity of students, teachers, parents/guardians, and community members should be ensured.
- 2.6 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.
- 2.7 Except in special circumstances, data presented should be in aggregate or summary form in any public reporting.
- 2.8 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. STUDENTS

- 3.1 Students who are asked to participate in evaluation activities should be made aware of the purpose of the evaluation.
- 3.2 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.
- 3.3 Attention should be paid to minimizing the amount of student and teacher time required in the production of relevant evaluation information.
- 3.4 Students may opt out of participating in any evaluation activity/survey at any time.



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4. PARENTS/GUARDIANS

- 4.1 Parents/Guardians must be informed of the purpose of the survey and the collection of information.
- 4.2 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.)

5. OUTSIDE GROUPS/ORGANIZATIONS

- 5.1 From time-to-time individuals or organizations outside the WSD may 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.
- 5.2 When students are to be involved, approval of the division WSD is required. Enquiries should be directed to the Director of Research, Planning & Technology Services. 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.
- 5.3 When a study or survey involves parents, approval of WSD is required as well as the parent prior to releasing any information.

6. STUDENT-INITIATED SURVEYS – COMPONENT OF COURSE

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

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,
- ensure the survey does not reinforce racist, sexist, religious and stereotypes.

6.2 Verbal Surveys

Interviews should

- avoid, whenever possible, interviewing respondents they personally know,
- be considerate when respondents refuse responses,
- keep confidential the names of those interviewed.



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7. RESPONSIBILITY

- 7.1 Chief Superintendent/Chief Executive Officer authorizes the requests for student survey and research projects.
- 7.2 Director of Research, Planning & Technology Services is responsible for student survey and research projects consistent with Division priorities. When students are to be involved, approval of the WSD 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.

The Director of Research, Planning & Technology Services shall recommend approvals to the Chief Superintendent/Chief Executive Officer.

When a study or survey involves staff only, WSD will obtain an opinion from the applicable Union.

- 7.3 Principals shall notify the appropriate Superintendent of Schools/Director. Principals shall ensure permission has been obtained from the parent/guardian.
- 7.4 The classroom teacher must review and approve all student survey questions and methodology to ensure that they adhere to the established guidelines.