#1931744 LC-E-1

Research from External Agencies

Purpose

The St. James-Assiniboia School Division recognizes that educational research can contribute to improved student learning and well-being, effective educational practice, informed decision-making, and the advancement of knowledge.

The Board supports research involving students, staff, schools, programs, or Divisional information when the research is educationally relevant, ethically sound, consistent with Divisional priorities, and conducted in a manner that protects the rights, dignity, privacy, safety, and well-being of participants.

All research proposed by individuals, institutions, or organizations external to the Division requires prior approval of the Superintendent or designate.

Guiding Principles

Research conducted within the Division will:

- align with the Division's mission, values, strategic priorities, and educational responsibilities;
- demonstrate a clear educational purpose or potential benefit to students, schools, the Division, or the broader educational community;
- prioritize the educational interests, safety, dignity, privacy, and well-being of students;
- comply with applicable legislation, ethical standards, and Divisional policies and procedures;
- include appropriate safeguards for privacy, confidentiality, informed consent, and the collection, use, storage, and disclosure of information;
- be designed to minimize disruption to teaching, learning, staff responsibilities, and school operations;
- place reasonable and proportionate demands on students, staff, schools, and Divisional resources; and
- recognize that participation in research is voluntary, and that approval of a research project does not obligate a school, employee, student, or family to participate.

Roles And Responsibilities

Board of Trustees

The Board establishes expectations for external research conducted within the Division and supports research that contributes to educational improvement while protecting the interests and well-being of students, staff, and the school community.

Superintendent or Designate

The Superintendent or designate is responsible for:

- establishing processes for the submission and review of external research proposals, Exhibit LC-E-1;
- evaluating proposed research based on its purpose, educational value, methodology, ethical considerations, privacy protections, potential risks, operational impact, resource requirements, and anticipated benefits;
- ensuring appropriate research ethics approval has been obtained where required;
- approving, denying, deferring, restricting, or terminating research activities within the Division;
- determining requirements related to consent, confidentiality, access to participants, information, schools, or programs; and
- requesting, where appropriate, copies or summaries of reports, publications, theses, dissertations, or other findings resulting from research conducted within the Division.

School Administrators

School administrators are responsible for:

- ensuring approved research activities are consistent with the conditions established by the Division;
- considering the impact of participation on students, staff, instructional time, and school operations; and
- supporting voluntary participation and ensuring that individuals are not disadvantaged for choosing not to participate.

External Researchers

External researchers are responsible for:

- submitting research application Exhibit LC-E-1
- obtaining Divisional approval before commencing any research activity;
- obtaining all required institutional, ethical, and other approvals;
- obtaining informed consent where required;
- complying with applicable legislation, Divisional requirements, and conditions of approval;

- protecting the privacy, confidentiality, dignity, safety, and well-being of participants; and
- ensuring that research activities remain within the scope approved by the Division.

Legal References

- The Public Schools Act (Manitoba)
- The Education Administration Act (Manitoba)
- The Freedom of Information and Protection of Privacy Act (Manitoba)
- The Personal Health Information Act (Manitoba), where applicable