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Speaking Across Barriers 2022  
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Informed Consent Letter for  
Parents, Guardians, and Caregivers  
(Survey)

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|-----------------------------|---|
| <u>Project Title</u>        | Speaking Across Barriers: How Parents in a Canadian Public School System Learn About Their Children's Diversity Education<br>HREB Application #22-0136  |
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| <u>Principal Supervisor</u> | Dr. Evert Lindquist, Professor<br>School of Public Administration, Faculty of Human and Social Development,<br>University of Victoria<br>Phone: +1 (250) 721-8416<br>Email: <a href="mailto:evert@uvic.ca">evert@uvic.ca</a>  |
| <u>Co-Supervisor</u>        | Dr. Sarah Marie Wiebe, Assistant Professor<br>School of Public Administration, Faculty of Human and Social Development,<br>University of Victoria<br>Phone: +1 (250) 721-8068<br>Email: <a href="mailto:swiebe@uvic.ca">swiebe@uvic.ca</a>  |
| <u>Second-Reader</u>        | Dr. Lyndzey Harvey, Associate Professor<br>Faculty of Education (Curriculum & Instruction),<br>University of Victoria<br>Phone: +1 (778) 678-1183<br>Email: <a href="mailto:lcharvey@uvic.ca">lcharvey@uvic.ca</a>  |

## Research Purpose and Goals

Through conducting this research, my (Renken-Sebastian's) goals are to:

- Learn about the methods by which the leadership within a public school district communicates with parents, guardians, and caregivers about their strategic plan objectives;

- Discover how parents, guardians, and caregivers find out what their children are learning in public schools that is related to the concepts of inclusion, diversity, equity, and accessibility (IDEA);
- Provide recommendations on how school communities can continue to foster clear lines of communication about the progress they are making on their strategic planning objectives; and ultimately,
- Ensure that Canadian public school students are more likely to develop empathy and understanding for people who hold different beliefs and values than their own.

## Research Importance

In Canada, education is a public good through which a provincial government can care for its people. For residents in British Columbia, part of this care is evidenced through how students learn how to interact with people in their community who may not share their social qualities such as ethnicity, gender, or sexuality; chronic medical or mental health conditions; and/or type of neurodiversity. As such, the monitoring of the progress made regarding the encouragement of inclusion, diversity, equity, and accessibility (IDEA) principles in B.C. public school districts is a pressing concern.

One of the tools which school districts use to ensure that they are continuing to provide education that is inclusive of, diverse, equitable, and accessible to all the different kinds of learners in a district is a multi-year strategic plan. However, a strategic plan can only be effective if everyone who is a district stakeholder understands and fully supports the strategic plan's objectives. With the information gathered from this Survey, I hope to learn about what social identities are present within SD62 families, their general knowledge about strategic planning and about IDEA principles, and their preferred methods of communication regarding progress on the district's strategic plan objectives around IDEA principles.

## Participation

Parents, guardians, and caregivers provide care for students within a Canadian public school district and are responsible for ensuring that students develop the skills and competencies that they need to survive after they've reached adulthood. In addition, they can support educational efforts by encouraging students in their success during the hours they are not spending in instructional time during the day.

You are eligible to participate in this research if you:

- Are at least 18 years of age, and
- Are the parent, guardian, or caregiver of a student who either attended an SD62 school in the 2021-2022 school year or whose child is currently attending an SD62 school in the 2022-2023 school year, and
- Possess the ability to speak with confidence about your experiences as a parent/guardian in the SD62 community, and
- Have an interest in the improvement of how IDEA is taught in public schools, and
- Have some amount of Interest in the results of the current cycle of strategic planning for SD62.

Participation in this study is completely voluntary and you are under no obligation to participate. If you do not have a computer of your own and/or a stable Internet connection, you can request that a paper copy of the Survey be sent to your mailing address along with a postage-paid, return-addressed envelope by leaving a voicemail message or sending a text message with your name and mailing address to principal researcher Trisha L. Renken-Sebastian at +1 (236) 314-3444. Voicemails and text messages will be responded to within 2 to 3 business days.

Please be advised that the Survey for this phase of the research project will be conducted through an online service called SurveyMonkey that has been licensed to the University of Victoria where the implementation has been created to UVic' specifications; this is known as an instance. Under the conditions of the licensed instance, all information collected by the Survey will be stored on Canadian servers until removed during the closure of this phase of the research project. If you are concerned about this, you may also request that both a paper copy of the Survey and the Incentive

Drawing form be sent to your mailing address along with a postage-paid, return-addressed envelope using the method listed in the paragraph above.

## Data Collection

This study includes two (2) data-collection phases for parents and guardians. This letter of Informed Consent covers Phase 1, the Survey.

The Survey is a questionnaire which can take between 10 minutes and 30 minutes to complete. After completing and submitting a Survey, participants can opt into a drawing to win one of two (2) gift certificates worth \$45.00 each to the retail outlet of their choice as means of compensating participants for any inconvenience related to their participation.

Please be advised that if you choose to participate in the incentive drawing, identifying information about you (your name, residential address, email address, and/or phone number) will be gathered using a UVic-licensed instance of SurveyMonkey under the authority of the [Freedom of Information and Protection of Privacy Act, RSBC 1996, c 165](#) ("FIPPA"). This personal information will only be used to contact you if your name has been drawn to receive one of the two gift certificates. If you wish to participate in the incentive drawing but do not wish for your identifying information to be collected in this way, please contact the principal researcher (Renken-Sebastian) using the method listed in the previous section to receive both a paper copy of the Survey and the incentive drawing form to complete and return. Questions about the collection of this information may be directed to principal researcher Trisha L. Renken-Sebastian ([tlrenkensebastian@uvic.ca](mailto:tlrenkensebastian@uvic.ca)) or the UVic HREB Office at [ethics@uvic.ca](mailto:ethics@uvic.ca).

## Potential Benefit to Families in SD62

All the objectives and outcomes in *SD62 Strategic Plan (2021-2025)*, if achieved, would be of great and direct benefit for increasing the awareness and understanding of the importance of IDEA competency for SD62 students. With this research project, I hope to make recommendations which will help SD62 district leadership make further progress on their objectives and engage SD62 parents, guardians, and caretakers more fully into helping those objectives become a reality for their children who may have different social identities than those of their peers.

## Potential Risks to Families in SD62

SD62 parents, guardians, and caregivers will be asked about their understanding of the IDEA concepts and of the specific objectives in the strategic plan concepts which are directly related to them. They will also be asked whether they feel education about IDEA concepts should take place within the public education system. Parents, guardians, and caregivers will be asked about their perspective on how well the district shares information about their strategic planning progress and to provide information about social identities with which they or their children identify that can be considered a minority population within the SD62 community.

For some participants these topics can be divisive and may result in feelings of vulnerability and hurt. To reduce this risk of harm, all participation by SD62 stakeholders will be anonymized and all information will be kept confidential between the participant and the principal researcher (Renken-Sebastian). Participants will also be informed that they can withdraw their consent for participation at any time after completing the Survey without fear of reprisal. Further information regarding harm mitigation will be provided later in this informed consent letter which will also be publicly available to read on [the research project's website](#).

## Researcher's Relationship with Participants

There is no relationship between members of the research team and any of the parents, guardians, and caregivers of SD62 students beyond that of acquaintances and none of the school-aged children who are related to them attend an SD62 school.

## Providing Your Informed and Ongoing Consent

The study details listed in this letter will also be located on the first page of the Survey and the research project website, located here: <https://renken-sebastian.ca/speaking-across-barriers-2022>. By completing and submitting this questionnaire, YOUR FREE AND INFORMED CONSENT IS IMPLIED and indicates that you understand the above conditions of participation in this study. You are also indicating that you have had the opportunity to have your questions answered by the researchers.

## Withdrawal of Participation

If at any time after a participant has received their incentive gift certificate they decide to withdraw during or after data collection, they will be able to keep the incentive as a token of appreciation. No additional incentives or compensation will be given after all the data collection phases are over.

If at any time before the closing phase of this research project you decide that you no longer wish for the information you provided to be a part of this research project, please contact the principal researcher by email at [tlrenkensebastian@uvic.ca](mailto:tlrenkensebastian@uvic.ca) or by phone at +1 (236) 314-3444 so that I can close out your participation and remove your responses from the data set and final project deliverables. You may continue to keep any incentives you have received.

## Privacy, Anonymity, and Confidentiality

During the Survey phase of data-collecting activities, great care will be undertaken to preserve and respect the privacy and confidentiality of Survey participants. All data which identifies a participant in this phase will be kept separate from the rest of the Survey data and will only be utilized to contact participants whose name has been drawn as a winner of one of the two \$45.00 gift certificates. If a response from a Survey participant is significant enough to be quoted in part or in whole in the project results, all identifying information will be removed from the quotation and the participant will be identified by pseudonym (Survey Participant 1, Survey Participant 2, etc.).

All research data will be removed from the UVic-licensed instance of SurveyMonkey upon the formalized closing of Survey phase of data collection. Data which has been collected via a paper-copy of the online Survey will be transferred to an electronic spreadsheet which will be stored on Canadian servers; the paper copies will then be destroyed.

## Presentation of Research Results

The results of this study will be shared in the following ways that include but are not limited to:

- Master's project defense and the research project website
- UVicSpace, the repository for the scholarly works for UVic students

- Co-presentations with members from SPEAC, NIEAC, and/or other family and community services entities within the SD62 community who have been consulted during the exploratory phase of this research project
- Conference oral and poster presentations
- Press-releases and social media
- Peer-reviewed journal articles
- Open-access journal articles

## Data Storage and Data Disposal

Data which has been collected from the submission of this Survey will be used for coding and analysis purposes by the principal researcher (Renken-Sebastian). This data will have the identifying information removed from the dataset and will be stored electronically on servers controlled by the University of Victoria. All data from this research project will be backed up to an external hard drive once a week which will be stored in a location that is accessible only to Renken-Sebastian.

This online Survey is being conducted through a UVic-licensed instance of SurveyMonkey, and all research data will be removed from SurveyMonkey seven (7) business days from the closing of the Survey. Data which has been collected via a paper-copy of the online Survey will be transferred to an electronic spreadsheet that is stored on servers controlled by UVic; the paper copies will then be destroyed. The electronic spreadsheet will be used to make charts, tables, and otherwise organize the information in a way which will make it easy to understand by the average parent, guardian, and caregiver.

All the data which is stored electronically will be irrevocably deleted from both the University of Victoria servers and the principal researcher's external hard drive up to twelve (12) months from the date of project completion.

## Further Study Updates and Research Opportunities

Every parent, guardian, and caregiver of SD62 students can choose to receive email updates about the development of the study and information about opportunities to participate in the Knowledge-Sharing Session (Focus Group) phase of data collection taking place in the upcoming

months. If you would like to be placed on a mailing list to receive updates in the form of e-Newsletters and/or wish to participate in a Knowledge-Sharing Session, please fill out this recruitment form, which is located on a UVic-licensed instance of SurveyMonkey:

<https://www.surveymonkey.ca/r/SAB2022-Phase2SignUp>.

Identifying information about you from the recruitment form (your full name, residential postal code, email address, and/or phone number) will be gathered under the authority of the [Freedom of Information and Protection of Privacy Act, RSBC 1996, c 165](#) ("FIPPA"). This personal information will only be used to contact you if you opt-in to receiving research project updates by email and/or would like to participate in further research activities for this project. If you wish to participate in Phase 2 of this research project and/or e-Newsletter updates but do not want to use the form on SurveyMonkey, please contact principal researcher (Renken-Sebastian) using the contact information below.

## Questions or Concerns

If you have any questions about participation or concerns about how this research is being conducted, you may contact members of the supervisory team using the information below:

| Name and Role                                    | University of Victoria Faculty/Department                                    | Email  | Phone             |
|--|--|--|-------------------|
| Dr. Evert Lindquist, Supervisor                  | School of Public Administration  | <a href="mailto:evert@uvic.ca">evert@uvic.ca</a>   | +1 (250) 721-8416 |
| Dr. Sarah Marie Wiebe, Co-Supervisor             | School of Public Administration  | <a href="mailto:swiebe@uvic.ca">swiebe@uvic.ca</a>   | +1 (250) 721-8068 |
| Dr. Lyndze Harvey, Second Reader                 | Faculty of Education (Curriculum & Instruction)                              | <a href="mailto:lcharvey@uvic.ca">lcharvey@uvic.ca</a>   | +1 (778) 678-1183 |
| Trisha L. Renken-Sebastian, Principal Researcher | School of Public Administration, Master's of Community Development candidate | <a href="mailto:tlrenkensebastian@uvic.ca">tlrenkensebastian@uvic.ca</a><br><a href="mailto:trishalynn@renken-sebastian.ca">trishalynn@renken-sebastian.ca</a> | +1 (236) 314-3444 |



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You may also contact the Human Research Ethics Office, University of Victoria by phone at +1 (250) 472-4545 or by email at [ethics@uvic.ca](mailto:ethics@uvic.ca).

By completing and submitting the Survey, YOUR FREE AND INFORMED CONSENT IS IMPLIED and indicates that you understand the above conditions of participation in this study and that you have had the opportunity to have your questions answered by the researchers, and that you consent to participate in this research project.