Niagara Catholic District School Board

EXTERNAL RESEARCH

ADMINISTRATIVE OPERATIONAL PROCEDURES

800 – School and Community Councils **No 800.5**

Adopted Date: April 28, 1998 Latest Reviewed/Revised Date: September 8, 2026

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the following are the Administrative Operational Procedures for External Research projects conducted in Niagara Catholic schools.

PREAMBLE

The Niagara Catholic District School Board acknowledges that external research conducted in schools may provide invaluable insights into understanding the most effective teaching methods, learning strategies, and factors that influence student achievement and well-being.

The Board invites external research proposals from educational institutions, agencies and individuals interested in conducting research in Niagara Catholic schools.

Researchers will be required to provide an executive summary/final report to the Superintendent of Education responsible for research proposals. The Board will also retain ownership of the raw data, and may request access to the data as needed.

Niagara Catholic staff conducting research to support the fulfilment of their educational credentials and/or qualifications must comply with these Administrative Operational Procedures.

RESEARCH CRITERIA

Research conducted within the Niagara Catholic District School Board must:

- align with Catholic teachings,
- adhere to the mission, vision, values, and system priorities of the Board,
- support student achievement and well-being,
- not pose any risk to the participants or cause physical, emotional, psychological, or reputational harm,
- protect the confidentiality, privacy, rights and interests of students, parents/guardians and staff,
- comply with legislative and policy requirements by fully adhering to Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Canada's Anti-Spam Legislation (CASL), relevant privacy laws, collective agreements and bargaining rights,
- guarantee anonymity of the individual students, schools and school personnel in reporting the results unless permission has been granted through informed active consent, and will not be released to a third party unless written permission has been granted by the Superintendent of Education responsible for research proposals,
- include a clear informed consent process for participants that outlines their rights, the voluntary nature of participation, and the ability to withdraw at any time,
- comply with legal, ethical and scientific principles and standards,

- not identify the Board unless permission has been granted by the Chief Executive Officer,
- not be used for comparison with any other school board, and
- not be conducted for profit.

APPLICATION PROCESS

A proposal to conduct external research in Niagara Catholic must be completed and submitted to the Superintendent of Education responsible for research proposals, on the External Research Application Form (Appendix A).

RESEARCH ETHICS REVIEW COMMITTEE

The Board Research Ethics Review Committee reviews and evaluates proposals to conduct research within Niagara Catholic.

The Research Ethics Review Committee will be comprised of:

- Superintendent of Education
- Administrator of Research and Data Analytics
- Elementary Principal/Vice-Principal(s)
- Secondary Principal/Vice-Principal(s)
- Coordinator, Staff Development

The Research Ethics Review Committee will make a recommendation to the Superintendent of Education responsible for research proposals, to either approve, deny or request modifications to the research application.

The Superintendent of Education responsible for research proposals will notify the applicant in writing of the approval, denial or request for modifications of the research proposal.

APPROVED EXTERNAL RESEARCH APPLICATIONS

The Superintendent of Education, responsible for research proposals will contact the principal(s) about the approved research project and the participation of students, parents/guardians, staff and/or others. If for any reason, the principal determines that the project cannot be undertaken at their school, the principal has the option to decline participation in the research project.

ANNUAL REPORT

The Superintendent of Education responsible for research proposals, shall prepare an annual report of external research projects conducted in the Board for information at a Board meeting at the end of each school year.

References

- ***Age of Majority and Accountability Act***
- ***Municipal Freedom of Information and Protection of Privacy Act***
- *Niagara Catholic District School Board Policies/Procedures/Documents*
    - ***Privacy Policy (600.6)***
    - ***Internal Surveys (100.16)***
    - ***Volunteering In Catholic Schools (800.9)***

Adopted Date:	**April 28, 1998**
Revision History:	**October 12, 2001** **October 16, 2001** **July 8, 2008** **April 26, 2011** **June 12, 2012** **October 24, 2017** **March 22, 2022** **November 10, 2025** ***September 8, 2026** ***(Administrative Update)***