

**Administrative Procedures for Policy # 1315 (Administration)**  
**Requests to Conduct Research in Calvert County Public Schools**

I. General Guidelines

- A. The Superintendent's designee will screen and evaluate all proposals to conduct research in Calvert County Public Schools (CCPS). Proposals not meeting the standards of this policy and procedure will be denied.
- B. The following types of research will be considered for approval:
  - 1. Research proposals originating from within CCPS Central Office departments;
  - 2. Research proposals from CCPS employees for studies for master's thesis/projects or doctoral dissertations for the conclusion of a program resulting in a degree;
  - 3. Unsolicited external research proposals from organizations or individuals independent of CCPS; and
  - 4. Action research or research initiated by CCPS employees that receives initial approval from the school principal and/or departmental director.
- C. Research that will not be approved or supported include the following:
  - 1. Research proposals designed to meet requirements for receiving credit in undergraduate or graduate courses, seminars, practicum, or training workshops; and
  - 2. Research proposals from non-CCPS employees for studies for master's theses/projects.
- D. These procedures do not include general survey and/or information requests initiated by CCPS administrators and supervisors that are not intended to be published for external use or implemented and studied as scientific research.
- E. In general, CCPS employees are prohibited from accepting gifts and/or remuneration for participation in research projects approved through these procedures. Requests to provide gifts and/or remuneration as part of the research proposal may be considered, but only in so far as they are in agreement with Policy 1740 Regarding Ethics and other applicable policies.

II. Standards

- A. CCPS understands that part of its mission is to support the furtherance of student academic advancement and the acquisition of knowledge through the independent research or study of school data and statistics, as well as student and employee behaviors, attitudes, and opinions. Such activities, however, must be guided by standards which serve to guarantee the content and design integrity of the data collection and reporting process. Consideration must also be given to protecting the integrity of classroom and school operations.

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B. To ensure high quality research standards:

1. Research proposals must provide a clear research statement and rationale;
2. Researchers should use the most appropriate research methodology for the topic of inquiry; and
3. Researchers must interpret results consistent with the data and strive for accuracy in reporting.

C. Ethical Research Standards

1. Staff and researchers, both internal and external, will act in an ethical and moral manner and will minimize any negative impact of their research on instructional time.
2. Staff and researchers, both internal and external, will not expect employees or students to devote work/school time to participate in research-related tasks.
3. Researchers will respect the students and staff who supply data by protecting their rights and not imposing an undue burden on them.
4. Researchers will recognize that participation in research is voluntary and will therefore obtain informed consent as appropriate and required by the Superintendent's designee.
5. Researchers will honor all guarantees of privacy, confidentiality, and anonymity.
6. Researchers will protect the confidentiality of all data in compliance with Board policy and legal mandates.

D. The researcher/applicant must abide by all the following stipulations during the research proposal approval process and after an approval has been granted. All information will be submitted to the Superintendent's designee.

1. Research may not be conducted until the applicant receives written approval from the Superintendent's designee.
2. The applicant will complete all information on the CCPS Independent Research Request Form. To access and complete the form, please contact the Director of Information Technology.
3. Before approval is considered, the applicant must submit a copy of the entire research proposal, including:
  - a. A thorough description of the proposed methods for data collection, data analysis, reporting findings, maintaining the confidentiality/anonymity of participants, and safeguarding the data collected.
  - b. Copies of all instruments in their final form.
  - c. An estimated number of CCPS schools, teachers, students, and other school system staff that are to be involved.

- d. An estimate of the time required of students, teachers, and other school system staff involved, including the time that students will miss classroom instruction in order to participate.
  - e. An estimated timeline for collecting data, analyzing data, and reporting findings that includes an estimated date for submitting the final report.
  - f. A copy of the Institutional Review Board (IRB) (or other appropriate governing body) approval notice. If the IRB requires approval from CCPS first, then the Superintendent's designee may grant approval contingent upon subsequent IRB approval from the university/institution.
4. The applicant will submit an example of the parent permission form(s) that would be used if student participation is requested.
5. The applicant will submit a sample informed consent form for adults, including CCPS employees, who will be requested to participate in the study.
6. The applicant will submit any additional information as requested by the Superintendent's designee.
7. No research or study activity is to be initiated without specific written approval from the Superintendent's designee.
8. No student or staff member who participates in the research shall be identified in any publication resulting from this study.
9. The research shall not require the direct services of any school personnel at times during which they are on duty for the Calvert County Public Schools, unless approved in advance by the Superintendent's designee.
10. The Calvert County Public School System will be free to use sample analysis, information and/or statistics resulting from the applicant's research activity.
11. The researcher will make available to the Superintendent's designee the statistical results, analysis, and interpretation of all research data.
12. The researcher should not plan to publish any research or results from any study conducted in CCPS. If the researcher wishes to publish any findings/research, he/she will need to obtain a separate approval to do so.
13. A brief summary of the research and its results are to be provided for distribution to parents and staff if requested by the Superintendent's designee.
14. The Superintendent's designee may find it necessary to modify or place restrictions on the data collection activities if it is determined that these or related activities are disruptive to classroom or school environments.
15. The researcher will destroy, as necessary, all collected data within the timeframe agreed upon during the approval process.

### III. Approval Process

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- A. The applicant will complete the CCPS Independent Research Request form and submit it electronically via email and in hard copy to the Director of Information Technology.
  - B. All proposals to be considered during any given school year must be received at least six (6) weeks prior to the desired starting time. It is preferred that the research begin between September and March of the current school year.
  - C. Research proposal application packets typically take 3-4 weeks to be properly screened and reviewed before an applicant will receive approval/denial notification. Delays in the response time to an applicant may vary depending on the complexity of the proposal and/or the need for clarification of the proposal. If clarification is needed, applicants may be required to respond to additional questions during the approval process.
  - D. Upon approval, the applicant must follow all directions provided by the Superintendent's designee in the implementation of the research.
  - E. If an applicant's research request proposal is denied, the applicant may revise and resubmit the proposal to the Superintendent's designee for reconsideration within 30 calendar days.
- IV. If, in the opinion of the Superintendent's designee, the approved research becomes disruptive or is not implemented in an approved fashion, the Superintendent's designee may either end the research or place additional conditions on the continuation of the research.