

**Policy Statement #1315 (Administration) of the Board of Education
Regarding Requests to Conduct Research in Calvert County Public Schools**

I. Purpose

- A. To establish a process for the approval of independent, internal and external research while protecting the integrity of the classroom and the confidentiality of student, family, and employee information

II. Definitions

- A. Anonymity – An understanding that research subjects remain anonymous or nameless; the subject’s identity is protected, and the individual participant is unknown
- B. Confidential – Private information regarding students, families or employees which is only to be disclosed to school officials, employees, temporary employees, and/or authorized agencies and/or individuals who have a legitimate educational interest in receiving the information. Confidential information may be in any form including written, electronic, or oral including information which is overheard or observed. Confidential information regarding students includes education records, special education records, grades, discipline information, health records, and family information. Confidential information regarding employees includes personnel records, discipline information, certain financial information and health records.
- C. Disclosure – To release, disseminate or otherwise communicate any information orally, in writing, in electronic format or by any other means to any person or entity
- D. Research – A systematic investigation, including research development, testing, and evaluation designed to develop or contribute to existing knowledge
- E. Internal research – Research that originates within the Calvert County Public Schools and is transmitted through appropriate central office administrative channels. This research needs to be approved by the Superintendent’s designee after screening and evaluation.
- F. External research – research proposals from organizations or individuals that have no affiliation with CCPS
- G. Legitimate educational interest – requiring information to perform one’s official duties in order to serve the needs of Calvert County Public Schools’ students and/or employees
- H. Independent research- Research conducted by an individual. The individual’s research is not affiliated with a group, organization or school system (K-12). Typically, this type of research would be the culmination of a Master’s thesis or Doctoral dissertation.

III. Policy Statement

- A. The Board of Education believes that research is necessary to evaluate and improve educational programs and practices as well as services to students. The Board of

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Education recognizes that individuals and agencies may approach Calvert County Public Schools for permission to conduct research in the school system. The Board further recognizes its responsibility to ensure that research conducted in the system is of high quality; protects employee, student, and family anonymity; ensures that disclosure of confidential information does not occur without proper authorization; furthers the goals of the school system; does not impose an undue burden on employees, students, or families; and minimizes interruptions to the instructional program.

- B. Therefore, the Board of Education will permit independent, internal and external research to be conducted in Calvert County Public Schools only when it is approved through a process that addresses all criteria named in this policy.

IV. Delegation of Authority

- A. The Superintendent is directed to develop administrative procedures to implement this policy in accordance with all local policies and local, state and federal laws and regulations and to communicate this policy and accompanying procedures to all relevant parties.

V. Exceptions

- A. There are no exceptions to this policy. However, the Board, by majority vote, may temporarily suspend all or part of this policy. Suspension of all or part of this policy, however, in no way relieves the Board of its obligation to comply with the pertinent local, state and federal laws and regulations or the rules and regulations of the Maryland State Board of Education and the Maryland State Department of Education.

VI. Review

- A. This policy will be reviewed at the end of four years, or sooner, if approved by majority vote of the Board of Education in public session.

VII. Effective Date

- A. This policy is effective November 9, 2017.

Citations

State Law:

State Reg.:

Federal Law: 20 USC 1232g - Family Educational Rights and Privacy Act

Adm. Reg.: 34 CFR Part 99

Neg. Agr.:

Other Citation: