

Calvert County Public Schools

Standards for Conducting Independent Research

The Calvert County Public School (CCPS) System understands that part of our 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. Such activities, however, must be guided by standards which serve to guarantee the content and design integrity of the data collection and reporting process. It is also essential that we guarantee that the interruptions caused by data collection are minimal and that the personal rights of students and staff are protected. To ensure all of the above, the researcher/applicant must abide by all of the following stipulations:

1. Applicant will complete all information on the attached *Independent Research Request Form*.
2. Applicant will submit a copy of the entire research proposal, including copies of all instruments in their final form, and a copy of the IRB approval notice.
3. Applicant will submit parent permission forms for students who will participate.
4. Applicant will submit any additional information as requested by the Department of Instructional and Informational Technology.
5. No research or study activity is to be initiated without specific written approval from the Department of Instructional and Informational Technology.
6. No student or staff member who is studied shall be identified in any publication resulting from this study.
7. This 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.
8. The Calvert County Public School System will be free to use sample analysis, information and/or statistics resulting from the applicant's research activity.
9. The researcher will make available to the Department of Instructional and Informational Technology the statistical results, analysis and interpretation of all research data.
10. If research is to be published, the researcher must submit a copy of the final research paper to the Department of Instructional and Informational Technology at least two weeks prior to publication.
11. A brief summary of the research and its results is to be provided to this office for distribution to parents and staff, if requested by the Department of Instructional and Informational Technology.
12. The Department of Instructional and Informational Technology 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 class or school environment.

Additional provisions:

I, the undersigned, agree to follow all standards listed above as I complete the study in the Calvert County Public School System.

Title of Research Study: SCHOOL ATTENDANCE BOUNDARY INFORMATION SYSTEM (SABINS)

Name of Applicant: SALVATORE JAPICATO

Signature of Applicant: 

Date: 7/23/09

Calvert County Public Schools

Describe special accommodations, if any, for special populations (e.g. Special Education/ESOL/etc.):

N/A

State the requirements for staff/teacher participation in terms of time and level of effort, if any:

TWO MINUTES TO EMAIL ATTACHMENT OF SCHOOL-ATTENDING BOARDMANIPS

Describe your efforts to reduce impact on student instructional time:

N/A

SELECTION:

Identify target population (number/position of staff, number of students or classrooms, grade, age, etc.):

PUBLIC RECORDS

Indicate selection/sampling procedures to be used:

N/A

Describe intended data analysis procedures:

N/A

DISSEMINATION:

Where will the data and/or report be published?

NATIONAL HISTORIC GEOGRAPHIC INFORMATION SYSTEM

Describe your efforts to ensure confidentiality:

N/A - PUBLIC RECORDS

Describe your efforts to ensure that all data, analysis, and final report are shared with CCPS, school principal(s), staff, and other involved parties:

ALL DATA WILL BE POSTED ON THE WEB AND DISTRIBUTED FOR FREE

ADDITIONAL REQUESTS SPECIFIC TO THIS PROJECT

(Additional requests, if any, will be included in this section)

Please attach the following:

- > Copy of all instruments to be used, in their final form
- > Copy of the complete research proposal, including the IRB approval document
- > Parent permission forms for students who will participate
- > Any other pertinent information that was not requested above

Signature of Researcher:

Date Submitted:

**Calvert County Public Schools
Independent Research Request Form**

Please complete this form in full. If spaces provided are not sufficient, submit additional page(s) that duplicate all headings and questions as they appear on this form. Failure to respond to any item may result in the rejection of this request. (NOTE: Respond with 'N/A' if a question does not apply to your study.)

RESEARCHER INFORMATION

List the name(s) and title(s) of the author(s) of the study:

SALVATORE JAPUZITO, PH.D - ASSOCIATE PROFESSOR OF SOCIOLOGY

Primary Researcher's Mailing Address and Telephone Number:

211 MORTON HALL
COLLEGE OF WILLIAMSBURG
WILLIAMSBURG, VA 23188

Identify the institution/organization sponsoring the study: (Name, address)

NATIONAL SCIENCE FOUNDATION / U.S. CENSUS BUREAU

OBJECTIVES

What is the objective of your study?

DATA INFRASTRUCTURE - SEE ATTACHED

State your research question(s):

N/A

Why is this study important?

SEE ATTACHED

How will data from this study benefit Calvert County Public Schools?

WILL HAVE ACCESS TO UNIQUE DEMOGRAPHIC INFORMATION

DATA COLLECTION

How long will your research last? (indicate days per school or individual, if applicable)

N/A

Describe the instrument(s) that will be used, including its content:

N/A

Describe how the instrument(s) will be administered:

N/A