

Calvert County Public Schools

Jack R. Smith, Superintendent of Schools

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Dear Researcher:

Thank you for expressing interest in conducting your research study in our schools. We are enclosing the *Application for Conducting Independent Research*, which includes Standards for Conducting Independent Research, as well as an Independent Research Request Form. It is important that you understand the Procedures and Standards and that you respond to all items on the Request Form in order to obtain permission to conduct your research in the Calvert County Public Schools.

The first step in receiving permission to conduct your research in our schools is to submit a completed application to obtain approval from the Department of Instructional and Informational Technology. After our office has received the completed application, we need approximately two weeks to process the request. This period may be longer or shorter depending on the completeness of the information provided and the complexity of the study. Once we have processed your application, you will receive correspondence advising you of the status of your request. If approved, we will communicate next steps to complete your research.

Please recognize that no research or study activity can be initiated without the specific written approval of the Department of Instructional and Informational Technology. Also please recognize that the Calvert County Public School System retains the right to deny any application at our sole discretion.

If you have any questions, please call me at 410-535-7296.

Sincerely,

Jonathan McClellan
Director of Instructional and Informational Technology

Enclosures

**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:
Primary Researcher's Mailing Address and Telephone Number:
Identify the institution/organization sponsoring the study: (Name, address)
OBJECTIVES
What is the objective of your study?
State your research question(s):
Why is this study important?
How will data from this study benefit Calvert County Public Schools?
DATA COLLECTION
How long will your research last? (indicate days per school or individual, if applicable)
Describe the instrument(s) that will be used, including its content:
Describe how the instrument(s) will be administered:

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Describe special accommodations, if any, for special populations (e.g. Special Education/ESOL/etc.):
State the requirements for staff/teacher participation in terms of time and level of effort, if any:
Describe your efforts to reduce impact on student instructional time:
SELECTION:
Identify target population (number/position of staff, number of students or classrooms, grade, age, etc.):
Indicate selection/sampling procedures to be used:
Describe intended data analysis procedures:
DISSEMINATION:
Where will the data and/or report be published?
Describe your efforts to ensure confidentiality:
Describe your efforts to ensure that all data, analysis, and final report are shared with CCPS, school principal(s), staff, and other involved parties:
ADDITIONAL REQUESTS SPECIFIC TO THIS PROJECT
(Additional requests, if any, will be included in this section)
Please attach the following:
<ul style="list-style-type: none">➤ 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:

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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: _____

Name of Applicant: _____

Signature of Applicant: _____

Date: _____