

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 200-41</b>
<b>Subject:</b> <b>RESEARCH REQUESTS, INTERNAL/EXTERNAL</b>	<b>Date of Issue:</b> <b>9/2/91</b>
<b>Preparing Office:</b> <b>Office of the Superintendent</b>	<b>Amended:</b> <b>3/31/08</b>

I. Policy

II. Procedures

- A. Definition – A research study is considered to be a formal, intensive, and systematic structure of investigation involving students, parents, or staff members. A research study may include questionnaires, interview protocols, observations, tests, inventories, or scales.
- B. Any person or group wishing to conduct a research study in the Frederick County Public School system shall complete and submit the “Application to Collect Data” to the data analyst and research specialist. Exceptions to this requirement include:
  1. Studies undertaken at the direction of the board of education and/or superintendent of schools.
  2. Studies mandated by the Maryland State Department of Education or the United States Department of Education.
  3. School-initiated action research projects.
- C. Following receipt of the Application to Collect Data, the data analyst and research specialist shall designate a committee to review the merits of the study and recommend whether or not permission shall be granted. Factors to be considered in that recommendation include:
  1. Relevance of the research study to the current needs and interests of FCPS.
  2. Impact on the instructional day.
  3. Impact on staff time.
  4. Right of privacy of the student, parent, and staff.
  5. Exposure to physical and psychological harm.
  6. Parental consent where appropriate.
  7. The technical soundness of the research study.
  8. Qualifications of the researcher.

D. Research studies not eligible for consideration include:

1. Studies designed to meet requirements for receiving credit in high school, undergraduate or graduate courses.
2. Undergraduate thesis research.
3. Master's degree studies by individuals who are not FCPS employees.
4. Research studies concerning the "protected areas" outlined in Regulation 400-67-  
"Student Survey-Protection of Student Rights."

E. This regulation does not pertain to senior projects or informal surveys conducted at the school that are approved by the principal.

Approved:

*original signed by*

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Linda D. Burgee  
Superintendent

**PROCEDURES TO COLLECT DATA IN THE  
FREDERICK COUNTY PUBLIC SCHOOL SYSTEM**

Any person requesting to do a research project relating to the Frederick County Public School (FCPS) system's staff, parents or students must submit a copy of this application to the data analyst & research specialist a minimum of **6 weeks** prior to the desired starting time of such project. Understand that this is an application and does not constitute an approval of the research project. Also, any research project that is part of a degree requirement must have the approval of the institution **before** it is submitted. All applications must be complete.

The data analyst & research specialist (and appropriate staff) will evaluate each research project based on the following criteria:

- relevance of the research study to the current needs and interests of FCPS;
- impact on the instructional day;
- impact on staff time;
- parental consent;
- right of privacy of participants;
- exposure to physical and psychological harm;
- technical soundness of the research; and
- qualifications of the researcher

**Please complete the following application and forward to:**

Resha M. Kreischer-Anderson  
Data Analyst and Research Specialist  
Frederick County Public Schools  
115 East Church Street  
Frederick, MD 21701  
Phone: 301-696-6919  
Fax: 301-696-6956  
E-Mail: [Resha.Kreischer@fcps.org](mailto:Resha.Kreischer@fcps.org)

**APPLICATION TO COLLECT DATA IN THE  
FREDERICK COUNTY PUBLIC SCHOOL SYSTEM**

1. NAME \_\_\_\_\_

2. ADDRESS \_\_\_\_\_  
\_\_\_\_\_

3. E-MAIL ADDRESS \_\_\_\_\_

4. HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

5. INSTITUTION \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_

6. HAS THE STUDY BEEN APPROVED BY YOUR ADVISOR? Yes( ) No( ) N/A( )  
Advisor (if applicable) \_\_\_\_\_

7. OTHER PERSONS INVOLVED WITH THE PROJECT:  
Name \_\_\_\_\_ Title \_\_\_\_\_  
Name \_\_\_\_\_ Title \_\_\_\_\_

8. QUALIFICATIONS OF APPLICANT:  
a. Degree/Project On Which You Are Working \_\_\_\_\_  
b. Major/Experience \_\_\_\_\_  
c. Years Of Work Experience In This Field \_\_\_\_\_  
d. Current Employer \_\_\_\_\_

9. NAME OF STUDY \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. PURPOSE OF STUDY \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. BENEFITS OF RESEARCH TO FCPS SYSTEM \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. RESEARCH DESIGN AND PROCEDURES (Include assurance of protecting the privacy  
of participants and safeguards against possible physical and psychological harm.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. IDENTIFY ALL EVALUATION INSTRUMENTS TO BE USED. (Include a copy of each instrument, if applicable. If unable to do so, state reason.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. DESCRIPTION OF SAMPLE \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. ESTIMATE TIME REQUIRED OF STUDENTS, TEACHERS AND OTHER SCHOOL PERSONNEL INVOLVED, TIME INVOLVED PER PARTICIPANT, AND DATES OF TESTING, ETC.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. CONSENT ATTACHED? Yes( ) Not Applicable( )

NOTE: No research project requiring home and family information or identification of individual students by name or code shall be approved without requiring informed parental consent, which includes furnishing the parents with a consent that includes the following:

- a detailed explanation of research and procedures to be followed;
- an offer to answer any questions regarding the procedures;
- an opportunity to preview questionnaires and surveys if desired;
- a description of any problems that may be reasonably expected;
- instruction indicating that a parent may withdraw consent at any time and discontinue participation; and
- an opportunity to receive a copy of the results, if desired.

17. IF REQUESTED, WILL YOU:

- a. Provide a presentation reviewing your study? Yes( ) No( )
- b. Explain to the students and/or their parents the purpose of the study? Yes( ) No( )

18. WILL YOU BE PROVIDING THE DATA ANALYST & RESEARCH SPECIALIST WITH A COPY OF THE FOLLOWING:

- a. Proposal? Yes( ) No( )
- b. Finished Study? Yes( ) No( )
- c. Results And Conclusions? Yes( ) No( )

19. MISCELLANEOUS

You may include additional information with this application if you so desire.

I understand that this application does not constitute an approval of the study for collection of data in the FCPS system.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date