

CECIL COUNTY PUBLIC SCHOOLS

201 Booth Street
Elkton, Maryland 21921
410-996-5400



Serving learners, families, and the community.

GUIDELINES FOR CONDUCTING RESEARCH

The Cecil County Public School (CCPS) system will accept proposals for educational research projects from individual staff members or researchers from other educational institutions. Proposals will be considered if they meet CCPS research standards and do not interfere with the educational activities of students or the professional activities of the staff. The conducting of research in CCPS by individuals, private groups, or other agencies will only be approved in instances where the benefit to CCPS of such research is very substantial or where such research may be required by law.

REQUIREMENTS FOR REVIEW AND EVALUATION OF RESEARCH PROPOSALS

- Research proposals must be evaluated and approved by the Associate Superintendent for Education Services.
- All requests are to be submitted in written form to the Associate Superintendent for Education Services. This request should describe the purpose(s) of the study, personnel involved, and the time required to complete the project. In addition, a copy of all survey materials (i.e., questionnaires, measurement instruments, permission/consent forms, interview schedules, timeline for research to be conducted, etc.) must be included with the request.
- After research materials have been received and reviewed, the Associate Superintendent for Education Services will contact the appropriate school principal(s) or administrator, whose responsibilities will be affected by the proposed research, regarding the feasibility of conducting the proposed research.
- The Associate Superintendent for Education Services will provide the final decision on whether to approve or deny the research proposal. A written response will be sent to the researcher.

SPECIFIC PARAMETERS AND GUIDELINES FOR APPROVED RESEARCH

- Individuals currently employed by CCPS may not complete any course requirements during their duty day. Employees must request personal leave, and/or use their duty-free 30-minute lunch to complete work during regular school hours.
- All information published will remain confidential.
- In reporting the findings of the study, the names of the research subjects, the school(s), and the school system will be kept anonymous. Pseudonyms must be used where references to the Cecil County Public School system, including its employees, students, and parents, are included in the research.
- All individuals asked to participate in the research project must voluntarily agree to do so.
- Parental permission must be obtained prior to any student participating in the research project. The researcher must provide each parent with a written explanation describing the study in order to assure that permission reflects informed consent.
- The school principal must be contacted prior to any staff or student interaction.

- All researchers must comply with the provisions of the “Family Educational Rights and Privacy Act” (FERPA).
- Interference with the instructional school day must be held to a minimum.
- There will be no cost to individuals involved in the research, nor to our school system.
- Collection of data will be the sole responsibility of the researcher.
- Upon receiving approval from the Associate Superintendent for Education Services, the researcher may make whatever scheduling arrangements or contacts that are necessary with the school principal or appropriate administrator.
- Upon completion of the research project, the researcher is to submit a final version of the study to the Associate Superintendent for Education Services.
- A violation of any CCPS stipulated requirement will immediately result in revoking the researcher’s permission to conduct research in the Cecil County Public School system.

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