

# *Glassboro Public Schools*



## **MEMO**

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To: Dr. Mark Silverstein, Superintendent of Schools

From: Dr. Robert Preston, Chief Academic Officer

Date: October 13<sup>th</sup>, 2020

Re: Caldwell University—Consent for Participation in a Research Study

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Recommend Board approve and grant permission for Caldwell University doctoral student Lesley Chung to collect data from district personnel for the purposes of completing her doctoral research project on the relationship between educators' levels of stress and perceived emergency preparedness. The student has received IRB approval from her university (attached).

## CONSENT FOR PARTICIPATION IN A RESEARCH STUDY

**Study Title:** Educators' Stress Levels & the Perception of Emergency Preparedness

**Principal Investigator:** Lesley Chung, Doctoral Student at Caldwell University

**Faculty Sponsor:** Dr. Kevin Barnes, Associate Dean of Education, Caldwell University

### KEY INFORMATION:

- This research attempts to survey certificated school personnel (administrators and grades one through twelve teachers) about their perception of emergency preparedness and assess stress levels related to job performance.
- Participation in the current study is voluntary.
- The purpose of the current study is to investigate the degree to which educators' stress levels influence their perception of emergency preparedness. Participants will complete two brief survey instruments and answer three open-ended items, which they will receive via email. The process will take between 10 – 15 minutes.
- There are no foreseeable risks for participants.
- There are no direct benefits to those who agree to answer the survey items.

### STUDY INFORMATION:

**What is the purpose of this study?** The purpose of the study is to investigate the degree to which educators' stress levels influence their perceptions of their own preparedness to effectively address emergency situations. The researcher will examine how teachers view their administrators' preparedness to effectively address school-based emergencies, and the degree to which the design of the school's physical structure effectively minimizes harm to people during emergency situations. Teacher responses will be compared with responses of school administrators. The current study will also analyze educators' perceptions of emergency preparedness through two case study analyses and one open-ended question.

**Who is participating?** New Jersey public school teachers (Grades 1 – 12) and school administrators.

**What will happen or what are you expected to do in this study?** Teacher participants will complete the Teacher Stress Inventory (TSI), school administrators will complete the Administrative Stress Index (ASI), and all participants will complete the Perception of Emergency Preparedness in Public Schools (PEPPS) instrument, and respond to three open-ended items. It will take between 10 – 15 minutes to complete the scales and answer the qualitative questions. The researcher will email the inventories to each participant via Google Forms. The link for the survey will be administered via email and participants will complete the survey via a Google Form.



**What are the risks if you participate?** The researcher does not foresee any risks as a result of participation in this study.

**How might you benefit if you participate?** There are no direct benefits to you as a participant in this study.

**How will we protect your information?** No identifying information will be collected. Your responses will be stored in Google Drive within a folder. Reasonable steps will be taken to protect your privacy and for confidentiality purposes no identifiable data will be collected from any participant. All responses are anonymous. Participants will submit their responses through a Google form. The responses will be stored in Google Drive within a folder. The only persons who will have access to collected data are the Principle Researcher (PI), Dr. Kevin Barnes, (Dissertation Advisor), Caldwell University's Institutional Review Board (IRB), The Office of the Vice President of Academic Affairs, the Office for Human Research Protections (OHRP), and any other person or agency required by law will have access to the anonymous participant responses.

**What will happen to your information after the study is over?** All collected data is anonymous. The researcher anticipates using this data as the basis for published articles. Identifiers may be removed from the data used for future research studies or distributed to another investigator for future research studies without additional informed consent from you.

**Your participation is voluntary:** Participation is voluntary and the researcher will not collect participants' identifying information. Participants have the option to terminate their participation at any time. You may refuse to participate in this study or in any part of this study.

**If you have questions or experience an injury as a result of participation in this study:** If you have any questions about possible research-related injuries, you may contact the Principal Investigator and/or Co-Investigator. They are: Lesley Chung, Doctoral Student Caldwell University School of Education, 120 Bloomfield Avenue, Caldwell, New Jersey 07006, and/or Kevin Barnes, Ed.D., Dissertation Advisor, Caldwell University School of Education, 120 Bloomfield Avenue, Caldwell, New Jersey 07006. Dr. Barnes' office phone number is (973) 618-3642.

If I have any questions about your rights as a research subject, you may contact Dr. Karla Batres, Chair of the Caldwell University Institutional Review Board, at [kbatres@caldwell.edu](mailto:kbatres@caldwell.edu) or (973) 618-3610.

#### **PARTICIPANT CONSENT:**

By signing this document, you are agreeing to be in this study. Make sure you understand what the study is about before you sign. I/We will give you a copy of this document for your records. I/We will keep a copy with the study records. If you have any questions about the study after you sign this document, you can contact the study team using the information provided above.



**CALDWELL**  
UNIVERSITY™

*I understand what the study is about and my questions so far have been answered. I agree to take part in this study.*

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Printed Subject Name

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Signature

Date

Before agreeing to be part of the research, please be sure that you understand what the study is about. We will give you a copy of this document for your records [or you can print a copy of the document for your records for electronic forms]. If you have any questions about the study later, you can contact the study team using the information provided above.