



## Appendix D

### Project Information Sheet for School/District Administrators

---

**Project Title:** The Middle Level Education Research SIG and the Center for Prevention Research and Development's National Middle Grades Research Project on Common Planning Time

**Project Objectives:** The purpose of this quantitative study is to explore the phenomenon of common planning time in middle schools at the local and the national level. Specifically, we seek to examine teachers' perceptions of perceived benefits and barriers of common planning time, structures and functions of common planning time meetings, and how common planning time impacts interdisciplinary team practices. This study will answer the following research questions: (1) What are teachers' understandings of the purpose, goals, and value of common planning time?, (2) How do teachers use their common planning time?, (3) How are teachers prepared professionally to use common planning time?, (4) What are the perceived barriers to common planning time?, and (5) What are the perceived benefits of common planning time?

**Time Requested:** Participation in this project will require a minimal amount of time. Teachers will be asked to attend a short meeting with the researcher to go over the data collection. Then, teachers will participate in an online survey that takes between 20 and 30 minutes to complete.

**Risk to Subjects:** This study poses minimal risk to participants.

- Teacher surveys will be anonymous.
- Teacher survey results will only be reported in group (aggregate) format; responses from individual teachers will never be reported.
- Teacher surveys will be administered via a secure website.

**Informed Consent Process:**

- Permission to conduct this study must be obtained following your local school system guidelines. Sometimes this permission comes from the local school administrator; sometimes the permission needs to come from the director of research at the district level.
- Each participant in this study will be given a project information sheet. A standard Informed Consent Form will be contained within the online survey. After reading the consent form, teachers click a button to say they understand the information in the consent and agree to participate in the survey. The action of clicking the button serves as a proxy for signed consent.

**Provisions to Ensure Safety of Participants:**

- Each teacher will be provided with a link to the online teacher survey. They will have the opportunity to complete the survey at any time.
- Teacher names, IP addresses, and email addresses will not be collected and stored as part of the survey process.
- The survey data will be processed by the Center for Prevention Research and Development at the University of Illinois, Urbana-Champaign.