

LETTERHEAD

Dear Parent or Guardian,

Your child has the opportunity to participate in a survey and possibly a student focus group about the District's Project Promoting Education and Community Empowerment (PEACE) along with four other school districts in XYZ County. The US Departments of Education, Health and Human Services, and Justice fund project PEACE activities. These activities may include classroom lessons, counseling services, and character education to help create safe and drug-free schools and promote healthy student development in the five PEACE districts.

Please *mark* whether you give or do not give permission for your child to participate in the PEACE Student Survey and/or Student Focus Group. *Sign* below and *return* this page to your child's school.

Your child's participation will be appreciated.

Sincerely,

[INSERT NAME OF PRINCIPAL OR DISTRICT STAFF]

Further details are on the attached page and are for your records. Thank you!

Please check below, sign, and return this page by _____ to your child's school:

___ I *give permission* for my child to participate in the PEACE Student Survey.

___ I *do not give permission* for my child to participate in the PEACE Student Survey.

___ I *give permission* for my child to participate in the PEACE Student Focus Group.

___ I *do not give permission* for my child to participate in the PEACE Student Focus Group.

Parent or Guardian's Signature: _____ Date: _____

Student's Name (please print FIRST and LAST name): _____

Grade: _____ School: _____ Teacher: _____

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Purpose. As part of Project PEACE, we need to look at activities offered to students and see if they are effective. Your child is invited to participate in a survey and possibly a student focus group.

Survey Content. The survey items were adapted from the California Healthy Kids Survey (CHKS) with questions about alcohol, tobacco, and other drug use; school safety; and environmental and individual strengths and assets.

Focus Group Questions. Focus group questions ask students what they liked about the PEACE activities, what they learned, and ways to improve these activities. The information we collect will help us better understand student perceptions and to improve the project.

Student Selection. All 5th and 7th grade students in Project PEACE schools are invited to take the survey. Six to eight students in Project PEACE schools may be invited to participate in a student focus group.

Procedures. There are three parts:

- (1) The PEACE Survey will be administered in spring 2008. It will take about 20-30 minutes to complete.
- (2) Staff from WestEd (Project PEACE evaluators) will visit some schools to observe activities and meet with a small group of students to ask questions about Project PEACE activities. Your child may be one of those present during some of these visits.
- (3) The District will provide student information or school records to WestEd, a research group that will study the information.

It is Voluntary. Students who agree to participate with your permission only answer the questions they want to answer and may stop at any time.

It is Confidential. No names are recorded or attached to the survey forms or data. No names will be used in the student focus groups. Completed surveys will be sent to WestEd, an independent evaluator, for processing and analysis under strict confidentiality controls and will be password protected. WestEd will not share data on individual students in any reports.

Possible Problems. There are no known risks to your child. The school's staff will answer any questions or concerns that students might have from this survey or focus group.

Compensation. Participants will not be compensated for participation in the survey or focus group.

For Further Information. The survey and focus group questions were developed by WestEd, a public, non-profit educational institution. You may examine the PEACE Student Survey in the school office. If you have any questions about the survey, focus group, or about your rights, please call the district at [INSERT PHONE NUMBER OF DISTRICT CONTACT]. You may also contact Independent Review Consulting staff at 800.472.3241, P.O. Box 170 San Anselmo CA 94979.

Please keep this form for your records.