California State Polytechnic University, Pomona
Informed Consent Form for Research Involving Human Subjects

You are being invited to participate in a research study, which the Cal Poly Pomona Institutional Review Board (IRB) has reviewed and approved for conduct by the investigators named here. This form is designed to provide you - as a human subject - with information about this study. The Investigator or his/her representative will describe this study to you and answer any of your questions. You are entitled to an Experimental Research Subject’s Bill of Rights and a copy of this form. If you have any questions or complaints about the informed consent process of this research study or your rights as a subject, please contact the Compliance Office within Cal Poly Pomona’s Office of Research and Graduate Studies at (909) 869-4215.

• This survey is part of a research study to assess the school climate of this High School. The results will be used to develop a plan for school improvement that is based on some of the best practices that are known to be successful in other alternative school programs.

• This study is being conducted as part of my research on the Best Practices of Successful Alternative Education and Continuation High School Programs, a thesis for the Masters of Education in Educational Leadership program at Cal Poly, Pomona. It is done under the supervision of ___________________________ Protocol # _____________.

• Your participation in this school climate survey is voluntary and you have the right not to respond to any or all of the questions in this booklet. I would like to stress that your participation is important to the validity and success of the survey, and I encourage your full cooperation. However, declining to participate will involve no penalty or loss of benefits to you. You may discontinue participation at any time.

• This survey contains 115 items and will take you about 45 minutes to complete. You may not be comfortable answering all of the questions. You may leave blank any question that you are not comfortable answering.

• Your answers are completely anonymous. You should not put your name on any survey materials. All answers will be combined with answers from other teachers to form averages before they are reported. The principal will not see any of the competed answer documents at any time.

• There is no compensation for participation in this study. Please contact the investigator at (XXX) XXX-XXXX or this email address if you have questions about this research or your rights as a participant. You are entitled to receive a copy of the completed informed consent form.

• Please try to complete the survey today and return it to the district office in the envelope provided.

Name of Participant ___________________________ Signature ___________________________ Date ____________

Name of Principal Researcher ___________________________ Signature ___________________________ Date ____________
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STUDENT ASSENT FORM

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- This survey asks about you and your school. The purpose is to find out how you feel about your school, yourself, and your activities.
- This survey is part of a research project at a local university about what makes a good alternative high school. The purpose is to find out how students feel about this High School so that we can make a plan to improve our school.
- There are no right or wrong answers. This is not a test. Just answer the questions as honestly as you can. You should be able to complete this survey in one class period.
- **Your participation in this survey is up to you.** You have the right not to answer any or all of the questions in this booklet. If you decide not to participate, you will still get to benefit from having a better school.
- Do not put your name on our answer sheet. Your answers are completely confidential. The answers of many students will be averaged to describe our school. Neither your teacher nor the school principal will see your answer sheet. It will be sent directly to the company that will score it.
- Return your finished answer sheet to the ballot box in your classroom. Thank you for your help.

___________________________                     _______________________                       _________
Name  of Participant                                            Signature                                                     Date

__________________________                        _________________________                 __________
Name of Principal Researcher                             Signature                                                   Date

You may contact either of these people if you have any questions about this survey or your rights as a participant:
You may ask to have a copy of this form after you have signed it.
Memorandum

To: Parents of High School Students
From: Principal
Subject: School Climate Survey
Date: February 13, 2008

Dear Parents,

We at this High School want to provide the most effective education that we can for your children. To help monitor our educational program, we will be conducting a survey of students on March 4, 2008. The aim of this survey is to learn how students view our school.

We plan to ask all students in the school to complete a questionnaire as part of our school climate assessment. Participation will be entirely voluntary. Each student will be free to participate or not, as he or she chooses. All responses will be completely anonymous. No one will ever be able to match the answers up with any specific student.

You can examine a copy of the questionnaire at the High School office. If for any reason you would prefer that your child not participate in this survey, please let me know, and I will ensure that he or she is assigned to an alternate activity during the survey administration.

Sincerely,

Principal
(XXX) XXX-XXXX
Email address

Comment [bwk12]: This is almost a recruitment letter, but it’s not coming from the PI. But it does show that the school, through the principal, has authorized the research study to occur on the campus.