

Sample Research Group: Parent/Guardian and Student Permission Form

Child Trends, McREL International, and Search Institute, are partnering to conduct a research study to understand Black and Latino middle and high school students' engagement in math. The purpose of this project is to develop a survey (i.e., the Adapted Measure of Math Engagement) and practices to better support students' engagement in math. As part of the research study, you and your student are invited to join part of this project team, the AM-ME Research Group, to help guide project decisions. We ask that you and your student read this form and ask questions before signing to agree to your and your student's involvement.

Why am I and my student being asked to join the AM-ME Research Group?

You and your student are invited to participate in this project because your student is actively enrolled in a school participating in this study. This study is a critical participatory action research, which means we partner with local communities, such as teachers and families, to design and carry out research activities. We believe that those being served by research should participate in the design of research questions, methods, analyses, interpretations, and action planning. As such, we are inviting five students (supported by their parents/guardians) and five math teachers from schools in [INSET SCHOOL DISTRICT] to join our AM-ME Research Group to carry out project decisions and activities.

As a member of the AM-ME Research Group, you and your student will participate in meetings twice a school year. Each meeting will last approximately 3 hours per day for 2-3 days in a given time period. Meetings will take place in-person at hours outside of the school day.

Do I and my student have to join?

No. Involvement is completely voluntary. You and your student do not have to join the AM-ME Research Group, and you and your student can also end your involvement at any time without reason. Choosing not to join the AM-ME Research Group will in no way impact you or your student's experiences in their school. It also will not impact your student's grades. If at any point, you or your student no longer wish for you or your student to be in the AM-ME Research Group, please email or call [INSERT CONTACT NAME, PHONE NUMBER, AND EMAIL ADDRESS]. Both you and your student must choose to participate in the AM-ME Research Group.

Will I and my student be compensated?

Yes! As detailed in the contract below, your family (parent/guardian and student pairs) will receive a stipend of \$2,000 per group of meetings (e.g., approximately 3 hours per day for 2-3 days in a given time period) described above.

What are the benefits and risks of participation?

You and your student will benefit personally from joining the AM-ME Research Group by gaining experience in conducting rigorous research. Our hope is that this experience exposes your student to different career paths in science, technology, engineering, and math (STEM) fields. Project findings also will be used to understand and develop a survey and practices to better support students' engagement in math.

This project is funded by the National Science Foundation, grant #2200437. Any opinions, findings, and conclusions or recommendations expressed in these materials are those of the author(s) and do not necessarily reflect the views of the National Science Foundation.

Learn more about the Adapted Measure of Math Engagement at <https://www.childtrends.org/project/adapted-measure-of-math-engagement>.

Adapted Measure of Math Engagement

One possible risk from joining the AM-ME Research Group is that you and your student may feel uncomfortable voicing their opinions in our meetings. To support you and your student, project decisions will be guided by the group norms and expectations established during the initial meeting using a consensus-based decision-making protocol that prioritizes both student and adult voices.

How will you protect my and my student’s confidentiality and identifiable information?

All researchers and AM-ME Research Group members on this project will be asked to keep the information that is shared private. In reporting the data, you and your student may be given a pseudonym as will your student’s school. A pseudonym is a made-up name that we will use to protect your identity, your student’s identity, and your school’s identity. Individual data will never be reported. Meetings may be audio recorded. **We will never share individual information, and we will never link that information to your name.** This information will be kept confidential with the research team. Further, your and your student’s information collected as part of this project, even if identifiers are removed, will not be used or distributed for future research studies.

Who should I contact if I have questions?

If you have questions, please contact **INSERT NAME, EMAIL ADDRESS, AND PHONE NUMBER.**

If you have questions about you or your student’s rights as a research participant, or concerns or complaints about the research, you can also contact the Child Trends Institutional Review Board by phone (**INSERT PHONE NUMBER**), by email (**INSERT EMAIL ADDRESS**), or by mail (**INSERT ADDRESS**).

STUDENT PERMISSION FOR RESEARCH

Please indicate your willingness to participate in study activities, as described above, by placing your initials next to each activity.

I agree

I disagree

		I am willing to participate in the _____ Research Group activities described above.
		The researcher may record the audio from the _____ Research Group meetings.

SIGNATURE:

Printed Name of Student

Signature of Parent/Guardian

Date

Adapted Measure of Math Engagement
PARENT/GUARDIAN PERMISSION FOR RESEARCH

Please indicate your willingness to support your child in participating in study activities, as described above, by placing your initials next to each activity.

I agree	I disagree	
		I am willing to participate in the _____ Research Group activities described above.
		The researcher may record the audio from the _____ Research Group meetings.

SIGNATURE:

Printed Name of Student

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date

FEE FOR SERVICES CONTRACT

between

[research organization]

[parent/guardian name]

[research organization address]

[parent/guardian address]

This Agreement is made by and between [research organization] and [parent/guardian name] (hereinafter “Contractor”) in the independent contract work outlined below. The Effective Date for this Agreement is _____.

I. SCOPE

Contractor will complete the following tasks according to the time specifications, target dates, and [research organization] staff collaboration outlined on Page 1 and 2 and in Exhibit ____ – Scope of Work of this Agreement.

II. PRINCIPAL CONTACTS

Insert your organization’s language regarding contacts.

III. TERM AND TERMINATION

Insert your organization’s language regarding Term and Termination.

IV. TERMS OF PAYMENT

[research organization] will pay Contractor a stipend for the work according to the following terms:

Terms of payment – _____.

Insert your organization’s language regarding Terms of Payment.

V. EXPENSES

Insert your organization’s language regarding expenses.

VI. CONTRACTOR STATUS

Insert your organization’s language regarding contractor status.

VII. LIABILITY, INDEMNIFICATION, AND INSURANCE

Insert your organization’s language regarding liability, indemnification, and insurance.

VIII. CONFIDENTIAL AND PROPRIETARY INFORMATION

Insert your organization’s language regarding confidentiality and proprietary information.

IX. INTELLECTUAL PROPERTY

Insert your organization's language regarding intellectual property.

X. ENFORCEMENT

Insert your organization's language regarding enforcement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the dates written below.

By signature below, the parties certify that the individuals listed as principal contacts are authorized to act on matters related to this Agreement.

For **[research organization]**

For [parent/guardian]

Signature

Signature

Printed Name

Printed Name

AM-ME Research Group Parent/Guardian
Member

Title

Title

Date

Date

Email Address

Email Address

Attachment A: Scope of Work

Project Background

INSERT RESEARCH ORGANIZATIONS are collaborating with schools in [school district] on a three year, mixed-methods, critical participatory action research project to develop a self-report measure of student math engagement that centers the experiences of Black and Latino students. Throughout the project, we plan to summarize data and findings in infographics and research briefs that can be shared within the participating schools and broader community. At the end of the project, we plan to create an online measurement toolkit that supports teachers and students in understanding how to use the developed measures to support math student engagement.

Background on Critical Participatory Action Research

Critical participatory action research provides an approach where a research team partners with local communities to design and carry out research activities. Critical participatory action research is rooted in the belief that those being served by the research should participate in the design of research questions, methods, analyses, interpretations, and action planning. The *critical* aspect of the approach encourages participants (e.g., researchers, teachers, parents/guardians, and students) to investigate ways to better serve the needs of those not benefiting from current practices, thus disrupting existing practice in productive ways. As such, critical participatory action research addresses limitations of traditional approaches to measurement development, where researchers typically do not directly partner with users of developed measures in ways that intentionally shift practice. Emergent evidence, however, suggests this approach promotes measures' usefulness and effectiveness.

Background on AM-ME Research Group

We will partner with five teachers and five students (supported by their parents/guardians) to carry out project decisions and activities. Together, researchers from **INSERT RESEARCH ORGANIZATION**, teachers, and students (supported by their parents/guardians) will make up the research team, henceforth known as the **AM-ME Research Group**. The researchers from **INSERT RESEARCH ORGANIZATION** will provide support and guidance to the group as we collaboratively make decisions and carry out the decisions made by this group in the research activities. We recognize the varying levels of development and the varieties of insights, expertise, and positionality across teachers and students (supported by their parents/guardians); therefore, we will slowly increase the complexity of information presented and responsibilities of the group as the project progresses.

The AM-ME Research Group will meet twice a year to develop and review project protocols, progress, and findings. Each meeting will last approximately three hours per day for two to three days in a time period. Meetings will take place in-person at hours outside of the school day at **INSERT RESEARCH ORGANIZATION**. Between meetings, group members may be asked to provide feedback on project components via electronic communication. The following table provides a breakdown of the topics that will be covered during meetings:

Adapted Measure of Math Engagement

Schedule	Topic(s)
Spring 2023	<p>Day 1: Overview of the research project; Establish group norms and expectations; Review and revise research objectives, questions, and activities.</p> <p>Day 2: Discuss math engagement in classrooms and schools; Review a student self-report math engagement survey.</p> <p>Day 3: Draft qualitative sampling, focus group, and interview protocols.</p>
Summer 2023	<p>Day 1: Review data collected from a survey and the focus groups and interviews.</p> <p>Day 2: Create the Adapted Measure of Math Engagement (AM-ME) using data findings.</p>
Fall 2023	<p>Day 1: Review data collected from student cognitive interviews and content reviews with teachers.</p> <p>Day 2: Adjust the AM-ME using data findings.</p> <p>Day 3: Determine resources to be drafted that would support teachers and students in understanding how the AM-ME was developed and how it can support culturally sustaining practices to better support Black and Latino students' engagement in math.</p>
Spring 2024	<p>Day 1: Review data collected from the administration of the AM-ME and follow-up student focus groups.</p> <p>Day 2: Adjust the AM-ME using data findings.</p>
Fall 2024	<p>Day 1: Review resources to be drafted that would support teachers and students in understanding how the AM-ME was developed and how it can support culturally responsive practices to better support students' engagement in math.</p> <p>Day 2: Determine how findings will be shared with partnering schools (teachers, students, and community members).</p> <p>Day 3: Develop dissemination strategy for resources and findings.</p>
Spring 2025	<p>Day 1: Review data collected from the administration of the AM-ME.</p> <p>Day 2: Review resources drafted that would support teachers and students in understanding how the AM-ME was developed and how it can support culturally sustaining practices to better support students' engagement in math.</p> <p>Day 3: Review finding dissemination plans and materials.</p>

Adapted Measure of Math Engagement

Scope of Work

The table below outlines the scope of work for the Contractor.

CATEGORY (activity, service, deliverable)	DESCRIPTION	TIMING
Activity	Contractor will attend the AM-ME Research Group meeting twice a year. The Contractor will bring their student who signed the included permission form. Both the parent/guardian and student must attend each meeting. Each meeting will last approximately three hours per day for 2-3 days in a given time period. Meetings will take place in-person at hours outside of the school day.	Spring 2023, Summer 2023, Fall 2023, Spring 2024, Fall 2024, and Spring 2025
Activity	Between meetings (described above), Contractor and their student may be asked to support project activities via email communication.	Spring 2023 to Spring 2025