

Dear Parents and Caregivers,

Your child has been selected to participate in a survey research study on the WV Family Engagement Centers project (WVFEC)/Project AWARE conducted by Dr. Alfgeir Kristjansson, PhD., at the West Virginia University School of Public Health and Drs. Smith and Mann at Boise State University's Department of Community and Environmental Health. Please read this letter for information about the survey.

If you ***do not*** want your child to complete the survey, please do ***one*** of the following:

- Sign the back of the letter and have your child deliver it to his or her teacher OR
- Contact the school's principal and ask for your child to not be included in the study OR
- Contact Dr. Alfgeir L. Kristjansson, 304-293-3129, email: [alkristjansson@hsc.wvu.edu](mailto:alkristjansson@hsc.wvu.edu) or Dr. Michael J. Mann, 208-426-3334, email: [mikemann@boisestate.edu](mailto:mikemann@boisestate.edu) or Dr. Megan L. Smith, 208-426-3335, email: [mlsmith@boisestate.edu](mailto:mlsmith@boisestate.edu) either by telephone or by email.

Any of these methods will ensure that your child will not be asked to participate in the survey.

The purpose of this study is to identify the types of activities families are participating in regarding schools and the activities students are doing that may help or hurt their personal success and the success of the community. The results of this study will help adults create a supportive and safe environment where students can do well. In order to complete this study, we will give your child a survey. Questions on the survey include getting along with teachers, following rules, and homework. Sometimes students have a hard time being successful in school because of things that are sensitive. As a result, some of the questions in the survey are somewhat sensitive. They include questions about using cigarettes, alcohol, or other drugs. The survey takes between 25-40 minutes to complete. Participation in the survey is voluntary, and participants can withdraw from the study at any time without penalty for refusing to participate. All responses are confidential.

Although we do not intend to cause any stress, we know it is possible and will do several things to help your child be safe and feel comfortable. We will ask as few sensitive questions as possible and let students skip any questions they do not want to answer or quit taking the survey whenever they want. We will also let them know that if they choose to skip a question or quit they will not get in any trouble. We will let them know that their responses will be anonymous, their participation confidential, and that their names will never appear on any survey they complete. Finally, we will make sure school counselors are available in case anyone has something they want to discuss after the survey.

If you choose to let your child take part in this study, all of their information will be collected anonymously. Because of the way we will be using computers and confidential questionnaires to ask questions, no one will ever know how your child answered any question on our survey, including us! The same thing will be true when we are given information from student records. We will never see any student names, just numbers. As a result, any information from student

records will also be kept anonymous. Although the research team will know your child was in the study, we will keep their participation confidential by not sharing that information with anyone.

If you have any additional questions related to this study, you may contact the principal investigators for this project (information above) or the principal of your child's school, which will also keep a copy of the questionnaire for you to review if interested. If you have questions about your rights as a research subject, you may contact the West Virginia University Office of Research Integrity and Compliance at 304-293-7073.

Thank you for your consideration,

 , 9/1/2018

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Alfgeir L. Kristjansson, date  
Principal Investigator

 , 9/1/18

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Michael J. Mann, date  
Principal Investigator

 , 5/1/2019

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Megan L. Smith, date  
Principal Investigator

I do not wish my child to participate  
in this study (parent signature), date

Student name, please print

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