

ADMINISTRATIVE OFFICE:

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Princeton University
Princeton, NJ 08540
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pbc@princeton.edu



CENTER OFFICE:

158 Millbrook Road
Blairstown, NJ 07825-9627
Ph: (908) 362-6765 • Fax: (908) 362-7699
web.princeton.edu/sites/pbcenter/

Promoting positive change in the lives of underserved youth through experiential education.

May 11th, 2009

Dear Parent or Guardian,

Our school is collecting information so that we can try to make school a better place for your child. The information that is collected will help us know if the Princeton-Blairstown Center's (PBC) character education curriculum is helping to improve our school. Students will be playing games that are designed to build character, create a sense of community, teach leadership skills and help students resolve conflicts without fighting. At the end of each session, students will get a chance to fill out an evaluation form which asks about what they liked and disliked, what they learned and how they felt about that day's PBC curriculum. They will also get to offer suggestions for how the curriculum can be improved. Facilitators will keep track of how the students are progressing.

Researchers will be collecting school-wide information annually with the electronic Comprehensive School Climate Inventory (CSCI) to see if the PBC curriculum is changing the overall school atmosphere. We want to find out how safe students feel at school, what they think about the teaching and learning that happens at school, about their relationships with other students and adults at school and what they think about the physical environment of school. Participation in the survey is voluntary on the part of the students. We hope you will support your child in participating so that his or her opinion and knowledge can be part of the information gleaned from the evaluation. The CSCI evaluation is anonymous. No names or any other identifying information is connected to the answers except for the name of the school.

Because prior research shows that programs like PBC help improve student behaviors, grades, test scores, attendance rates as well as reduce discipline problems at school, the researchers will also analyze school records to see if student behavior and academics improve. Participation in this research is voluntary. Refusal to participate will neither penalize the student nor mean the loss of benefits to which you or your child/dependant is otherwise entitled. Your child/dependant may discontinue participation at any time.

If you wish to view the evaluation forms, you may do so at the school office or request an electronic copy. If you have any questions about this research, please contact Scotty Utz (*contact information below*) or visit our website and click on the following link: <http://web.princeton.edu/sites/pbcenter/evaluations/evaluations.shtml>

Sincerely,

Scotty Utz
Research Associate
sutz@princeton.edu
350 Alexander St
Princeton, NJ 08540
828.450.7996



May 14, 2009

Dear Parents:

In working with the Princeton-Blairstown Center, we have been asked to grant them access to our student's academic records. In order for us to allow them to access the records we need a release signed by each of our parents and a witness. Please sign the attached form and return it to the school by May 15, 2009. If you do not wish to give Princeton-Blairstown access to your child's academic records, please indicate that on the attached waiver and return it to the school by May 15, 2009. Please feel free to contact me if you have any questions regarding this waiver at (609)-218-0459 or rdouglas@foundationacademy.org.

Also, attached you will find several letters explaining a survey that PBC would like us to administer to our students about Foundation Academy and the Princeton-Blairstown Center Program. Please read through the information and let me know if you have any questions. If you give permission for your student to take the survey please keep the forms for your records. However, if you do not consent, please return the withdrawal form signed with the release form.

Thank you,

Robyn Douglas
Teacher
Foundation Academy Charter School
609.218.0459

AUTHORIZATION FOR RELEASE OF RECORDS

This Authorization is given by: _____, (hereinafter referred to as “I”); parent or guardian of _____.

TO: Foundation Academy Charter School

I, hereby authorize the Foundation Academy Charter School (“FACS”) any of its employees, agents or servants to release true and accurate copies of any and all education records concerning my child _____ in order to participate in the Princeton – Blairstown Partnership. This release applies to education records, including but not limited to report cards, cumulative file information, complaints, special education records, confidential reports, Child Study Team evaluations, IEPs, if any, and disciplinary records, medical records, and other records or documents of any kind whatsoever within the possession of FACS, or any of its employees agents or servants to be used or disclosed in connection with participation in the Princeton Blairstown Partnership. I agree that this disclosure shall apply to written and oral communications.

I understand that this authorization is voluntary and that I have a right to revoke this authorization at any time. My authorization may be revoked by notifying a representative of FACS in writing. This revocation will be effective upon receipt. Revocation will not have any effect on actions taken by FACS prior to receipt of the revocation. I also understand that revocation of the authorization will mean that my child will not be able to participate in the Princeton-Blairstown Partnership.

I agree that a copy of this release or fax of this release shall be as valid as this original release. If I authorize the FACS to fax the information, I realize there are inherent risks in faxing student records for which FACS shall not be liable. I realize that this information could be redisclosed by the receiving party and unprotected in the future.

I understand that the Family Education Rights and Privacy Act (“FERPA”), 20 U.S.C.1232g as well as other Federal and State laws and regulations create a right to privacy that is associated with the education and data set forth above.

Signature of Parent/Guardian

Signature of Witness

Date of Signature

Date of Signature

*PRINCETON-BLAIRSTOWN CENTER CURRICULUM EVALUATION
STUDY NOTIFICATION AND WITHDRAWAL FORM*

Dear Parent or Guardian,

Your child is being asked to be a part of our school's evaluation of the Princeton-Blairstown Center's (PBC) character education curriculum. This is an important assessment that will help us evaluate our efforts to make our school even better. Facilitators will keep track of how the students are progressing. Researchers will be collecting school-wide information annually with the electronic Comprehensive School Climate Inventory (CSCI) to see if the PBC program is changing the overall school atmosphere. Because prior research shows that programs like PBC help improve student behavior, grades, test scores, attendance rates as well as reduce discipline problems at schools, the researchers will also analyze school records to see if students' behavior and academics improve. Please read this form for information about the evaluation and for instructions on how to withdraw your child from this study if you choose to do so. *If you do not want your child to complete the survey, you must notify your school.*

Evaluation Form Content. At the end of each PBC session, students will get a chance to fill out an evaluation form which asks about what they liked and disliked, what they learned and how they felt about that day's program. They will also get to offer suggestions for how the program can be improved. In the spring we will administer the CSCI which asks students about how safe they feel at school, what they think about the teaching and learning that happens at school, about their relationships with other students and adults at school and what they think about the physical environment of school. You may examine the questionnaire in the school office or request an electronic copy.

It is voluntary. Your child does not have to take the survey. Students who participate only have to answer the questions they want to answer and they may stop taking it at any time.

It is anonymous. No names will be recorded or attached to the CSCI forms or data. The results will be made available for analysis only under strict confidentiality controls.

Administration. The curriculum evaluation forms will be offered at the end of each PBC program and usually take less than five minutes to complete. The CSCI will be administered between May 25th through June 5th, 2009. It will take less than one class period to complete (about 20 minutes) and will be administered in your child's class.

Potential Risks. There are no known risks of physical harm to your child.

For Further Information. The CSCI survey was developed by the Center for Social and Emotional Education, a public, non-profit educational institution. If you have any questions about this survey, or about your rights, contact our partner in character education at the Princeton-Blairstown Center: Scotty Utz, Research Associate; sutz@princeton.edu; 828.450.7996; 350 Alexander St, Princeton NJ 08540. You can also learn more by visiting our website and clicking on the following link: <http://web.princeton.edu/sites/pbcenter/evaluations/evaluations.shtml>

If you do not want your child to participate, you may contact:

Robyn Douglas at (609)-218-0459 or rdouglas@foundationacademy.org

Princeton-Blairstown Center Curriculum Evaluation *Withdrawal Form*

By returning this form, I *do not give permission* for my child to take either the program evaluations or the CSCI Survey.

(Please Print) My child's name is: _____ Grade: _____

Teacher's name or Class subject: _____

Signature: _____ Date: _____