

THE ACADEMY FOR COLLEGE AND CAREER EXPLORATION

Experience the Excellence



Academy for
College and
Career
Exploration

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Eighth Period Data Collection Consent Form

The Family League of Baltimore has provided funding to assist in making your student's eighth period a success. The Family League would like to collect certain information about your student to determine how impactful the eighth period experience is at ACCE.

The Family League would like your permission to record certain information about your student. For example, their name, age, grade, attendance, etc.). They will use the information to compare with information ACCE maintains to evaluate the impact of the eighth period on your student. The information collected will remain in a secure database.

Attached to this consent form are answers to Frequently Asked Questions that you can keep for your records. If you have any questions, or if you want to stop your child's participation in the study at any time, you can call the Director of Out of School Time, at the Family League. The phone number is 410-662-5500.

Please check the box that you agree with:

- I CONSENT to participate in the extended evaluation, which may include the collection of personal data regarding my child from the Baltimore City Public School System and the Department of Juvenile Services.
- I DO NOT CONSENT to participate in the extended evaluation.

Unless you withdraw your consent to participate in the study as stated above, this consent will remain in effect for 3 years from the date of your signature.

Signature of Parent or Guardian

Date

Printed Name, Address, Phone Number

Notice of Information Practices and Frequently Asked Questions

The Family League of Baltimore City, Inc. (the “Family League”), regularly evaluates various projects concerning youth in Baltimore City. These evaluations help us determine whether programs are abiding by their model; whether the model is showing an impact; and whether the programs continue to merit our support. Sometimes these evaluations prove that a program is meeting the needs of a community. Sometimes they show how a program needs to change to meet the needs of the community, and sometimes they show us that a program does not meet the needs of the community at all. Parental involvement and support is an important part of an effective evaluation study.

You are seeing this consent form because your child has expressed an interest in enrolling, or is currently enrolled in an after school program that we help support. Over the course of the program term, this after-school program will collect and enter into an electronic database called ETO basic demographic, school and attendance information. ETO is a very secure, web-based database system we use to collect information on programs we fund. Only program staff with a logon and password can access. The reports from this system blend the information about your child with other Youth at the program site for a combined or aggregated report protecting the confidentiality of each child. **The information entered into ETO is kept strictly confidential and may only be reviewed and/or released under the terms of this notice and consent.**

We would like your permission to release certain identifying information from ETO to match with identifying information with the Baltimore City Public School System obtain a more complete picture of the strengths and needs of youth in your community program. We are also asking your permission to speak with the after-school program staff about your child, to speak directly with your child about your child’s experiences, to ask him or her to take a youth survey, and to contact you later in the program year to hear your views on this program and how it may have impacted your child.

Collecting and reviewing this extended data will give us a richer sample and help us better understand how to provide services to youth, what services provide the best supports for youth and what effective programs show us about youth in Baltimore City.

What information will we ask for and how will we get it?

As part of the current evaluation, we will:

- Request aggregated information from the school district where your child attends school showing attendance, performance and/or progress of program-attending and non-program-attending youth.
- Review your child’s after-school program demographic, enrollment and attendance records for patterns of attendance or other factors.

- Request aggregated information from the Department of Juvenile Services to determine if participants of the after school programs have had any formal involvement with the juvenile justice system.
- Use the information collected through this evaluation period to create unduplicated student counts and demographic and outcome reports in an unidentified process. An unidentified process means that your child's demographic, school, and program outcome information will not be directly associated with your child's name, date of birth, or social security number, thereby protecting the identity of your child. This information and reports will only be used in the ETO secured database system.

If you are willing to consent, we may also:

- Request more detailed, youth-specific information from the school system.
- Ask your child to fill out an age-appropriate survey with questions asking about his/her experiences in school, in the community, and in the after-school program.
- Talk to your child in-person about how he/she feels about his/her after-school program.
- Speak with your child's school teachers, principals, and program staff about how they feel the after-school program has affected your child's performance.
- Speak with you, as the child's parent or guardian, about how you feel about the after-school program and its impact on your child.

What is the point of evaluating after-school programs?

The Family League in cooperation with the Baltimore Safe and Sound Campaign and The After-School Institute, is trying to improve the safety and well-being of Baltimore's children by supporting after-school programs in the Baltimore City. To help us determine whether after-school programs benefit children and how to improve the delivery of services provided by such programs, the Family League is coordinating a number of studies. The studies are being structured to answer the following questions:

- How many children go to after-school programs that are part of the initiative? How often do they attend, and what do they do while they are there?
- Do children enjoy their after-school programs? What do they like best and what would they change or improve?
- How do children benefit from the after-school programs? Do the programs help in school performance? Do the programs help to keep them safe and healthy?

In order to answer these questions, evaluation staff, overseen by the Family League, will get information by visiting after-school programs in Baltimore City, talking to after-school program staff, looking at children's school and after-school registration and attendance records, talking to some children, and asking some children questions on surveys. We will also collect information from program staff, school teachers, principals and parents and/or guardians. When possible, we will collect information from the schools themselves. The information we receive will then be reviewed and closely analyzed to determine if there are any distinct patterns or profiles that can help us model effective programming for urban youth. If an effective and efficient model is proven, or can be developed from the data, we hope to use that model to generate additional funding, or to prove why funding should continue and/or be expanded within Baltimore City.

How will collecting this data affect your child?

The expanded data collection study will not harm you or your child in any way. Neither you nor your child will not have to answer questions that either of you do not want to answer, even if you give your consent. Only non-identifying information will be released in the final report and none of the information we collect through your consent will be released to any other party, for any reason.

How will collecting this data benefit your child?

Your cooperation and your child's cooperation give us the chance to improve and expand after-school services for children in Baltimore City by enabling us to identify the types of programs/services that have the greatest impact on youth.

What if you do not want your child to participate?

Participation in the expanded study is voluntary. If you do not want your child to join the study, he or she will still be able to participate in all activities offered by the after-school program. There is absolutely no penalty if you do not agree to provide your consent. **Who will see information about your child?**

Any information we obtain about your child will be held in the strictest of confidence. Only evaluation staff will have access to the information. We will not use your name or your child's name in any report. At the end of the study, all records that include personal information about you or your child will be destroyed.