

**STUDENT ASSENT FORM: HIGHLIGHTING EFFECTIVE TEACHING (HETS) PROJECT
(Lower Elementary)**

**HIGHLIGHTING EFFECTIVE TEACHING STRATEGIES (HET) PROJECT:
Best classroom management practices and instructional strategies of HIDEOE teachers**

We want to share our work with you because we would like you to be a part of it. For this, we need to read this to you. If you have questions, please ask.

Before you say yes, know that:

- You can choose to do it or not.*
- You can say no or stop at anytime.*
- Your parent will also need to say yes.*

What do we want to do?

- We want to video your teacher and classroom.*
- We want to know what makes your teacher so great.*
- We want to share these videos with others.*

How will we do this?

- We will be coming to your class a couple of times.*
- We will watch your class.*
- We will videotape and look for good teaching.*
- We will video 1-2 lessons.*
- We want to video the teacher, but you might be in the video too.*

What does this mean to you?

- We will not ask you any questions.*
- This will not change your class or teacher.*
- Remember, you do not have to say yes and can stop at any time.*
- You may be in the video doing things that happen in the class.*

What will we do with the videos?

- We want to use these videos to help teachers become better.*
- We may share videos in classes all over.*
- We want videos to learn more about your teacher.*
- We might talk about your class with other teachers.*

What about you?

- We promise to keep your info private and safe.*
- We promise to edit videos for your own good.*
- We promise to review videos to ensure your safety.*

What is good about it?

- We will use these videos to help your future teachers.*
-

When we visit we want you to feel good and safe in your class. Please tell us if you do not.

Ok and go ahead:

When you say yes, you say it is ok to be in the videos. We also need to see your parents ok, too. If you say ok, we might use video of you. If you say ok, we might share these videos to help people. Remember to let us know if you change your mind. If you say, no, you will not be in the videos because we will change them to make sure no one can see you.

Teacher's Name: _____

Student Name: _____

Signature: _____ Date: _____

Oral assent YES NO

Researcher's Name: _____

Researcher's Signature: _____ Date: _____

Questions????

Michael Cawdery, Assistant Professor
Associative in Arts in Teaching Program (AAT)
Leeward Community College
96-045 Ala 'Ike Pearl City, HI 96782
Phone: (808) 455-0361, email: cawdery@hawaii.edu.

More questions or comments????

University of Hawaii-Manoa Human Studies Program, email uhirb@hawaii.edu, Phone: (808) 956-5007

STUDENT ASSENT FORM: HIGHLIGHTING EFFECTIVE TEACHING (HETS) PROJECT
(Upper Elementary)

HIGHLIGHTING EFFECTIVE TEACHING STRATEGIES (HET) PROJECT:
Best classroom management practices and instructional strategies of HIDEOE teachers

We want to share our work with you because we would like you to be a part of it. For this, we need to read this to you. If you have questions, please ask.

Before you say yes, know that:

- You can choose to take part or not.*
- You can stop at anytime.*
- Your parent must agree too.*

What do we want to do?

- We want to video your teacher and classroom.*
- We want to know what makes your teacher so great.*
- We want to share these videos with others.*

How will we do this?

- We will be coming to your class a couple of times.*
- We will watch your class.*
- We will videotape and look for good teaching.*
- We will video 1-2 lessons.*
- We want to video the teacher, but you might be in the video too.*

What does this mean to you?

- We will not ask you any questions or stop your normal school.*
- This will not affect your grade.*
- This will not change your class or teacher.*
- Remember, you do not have to say yes and can stop at any time.*
- You may be in the video doing things that happen in the class.*
- It will not cost you anything to participate*

What will we do with the videos?

- We want to use these videos to help teachers become better.*
- We may share videos in classes all over.*
- We want videos for research.*
- We might talk about your class with other teachers.*

What about you?

- We promise to keep your info private and safe.*
- We promise to edit videos for your own good.*
- We promise to review videos to ensure your safety.*

What is good about it?

- We will use these videos to help your future teachers.*
-

We want you to feel good in your class. If you are not feeling good, you can stop being in the video at anytime. Please let us know if you have problems. Just tell the researcher or your teacher.

Agreement to be in this study HIGHLIGHTING EFFECTIVE TEACHING STRATEGIES (HETS) PROJECT

I have read the information and agree to be in the project. You and your parents will get a copy of this paper.

If you agree, we might use video of you. By saying yes, you understand that we share these videos to help people. If you say no, we will edit the video to remove your image. Remember to let us know if you change your mind.

Teacher's Name: _____

Student Name: _____

Signature: _____ Date: _____

Oral assent YES NO

Researcher's Name: _____

Researcher's Signature: _____ Date: _____

Questions?????

Michael Cawdery, Assistant Professor
Associative in Arts in Teaching Program (AAT)
Leeward Community College
96-045 Ala 'Ike Pearl City, HI 96782
Phone: (808) 455-0361, email: cawdery@hawaii.edu.

More questions or comments????

University of Hawaii-Manoa Human Studies Program, email uhirb@hawaii.edu, Phone: (808) 956-5007

**STUDENT ASSENT FORM: HIGHLIGHTING EFFECTIVE TEACHING (HETS) PROJECT
Middle and High School (MHS)**

**HIGHLIGHTING EFFECTIVE TEACHING STRATEGIES (HET) PROJECT:
Best classroom management practices and instructional strategies of HIDEOE teachers**

We want you to be a part of our project. We want to share with you about this work. We will read the important info to you. If you have questions, please ask as we go along.

Before you decide to take part, it is important to know that:

- It is your choice to take part or not.
- You can stop at anytime.
- You parent or guardian must agree too.

What do we want to do?

- We want to see how your teacher creates an exciting and excellent classroom.
- We want to video your teacher and classroom.
- We want to share these videos with other teachers.

How will we do this?

- We will be visiting your classroom.
- We will watch lessons in your classroom.
- We will videotape and look for the things that make for good teaching.
- We will video 1-2 lessons in total over about 2-4 weeks.
- We will be looking at your teacher, but you might be in the video too.

How will this affect you?

- We will not ask you any questions or stop your normal classroom work.
- Participating in the study will not affect your grade.
- This will not change your relationship with your teacher.
- Remember, you do not have to take part and can stop at any time.
- You may be in the video doing inappropriate things, but it will be edited.
- It will not cost you anything to participate.

What will we do with the videos?

- We want to use these videos to help teachers become better.
- We may share approved videos in classrooms across the US.
- We might look at the videos for research purposes.
- We might talk about your classroom at meetings and in various reports.

What about my privacy?

- We promise to keep your information private.
- We promise to edit out your personal information.
- We will share videos with many people.

What is the benefit?

- We will use these videos to help teachers and your future teachers.

You can decide at anytime to stop being in the video. Just tell your teacher or the researcher if you do not like the situation. If this happens, we will stop videotaping. Later on, if you decide you do not want to be in the video, talk to your parent/guardian and they will follow the directions to help you. Remember, your parents have a copy of this paper too. Please let us know as soon as any problems come up.

If you sign, you give permission to University of Hawaii-Leeward Community College (UH-LEECC) and Hawaii Department of Education (HIDOE) to use videotape your name, voice, work, and/or likeness. By signing, you understand that these recordings will be used for the purpose of this project and maybe shared with a wider audience through creative commons. Permission is granted until you decide to change your mind; however, in order for your change of mind, you must put it in writing and it will only be for future use of the videos. If you say no, we will edit the video to remove your image.

Agreement to be in the HIGHLIGHTING EFFECTIVE TEACHING STRATEGIES (HETS) RESEARCH PROJECT

I have read this paper and agree to be in the project.

Yes, I agree to participate. No, I do not agree to participate.

Teacher's Name: _____

Your Name: _____

Your Signature: _____ Date: _____

Researcher's Name: _____

Researcher's Signature: _____ Date: _____

Questions?????

Michael Cawdery, Assistant Professor
Associative in Arts in Teaching Program (AAT)
Leeward Community College
96-045 Ala 'Ike Pearl City, HI 96782
Phone: (808) 455-0361, email: cawdery@hawaii.edu.

More questions or comments????

University of Hawaii-Manoa Human Studies Program, email uhirb@hawaii.edu, Phone: (808) 956-5007

**PARENTAL CONSENT FORM: HIGHLIGHTING EFFECTIVE TEACHING STRATEGIES
(HETS) PROJECT**

**HIGHLIGHTING EFFECTIVE TEACHING STRATEGIES (HET) PROJECT:
Best classroom management practices and instructional strategies of HIDOE teachers**

We are asking for your child's classroom to be a part of a research study and video project. This form provides you with information about this study. Please read the following information. Please feel free to ask questions about anything you do not understand.

Your child's teacher and classroom have been selected to be a part of a research project highlighting "effective" teachers. Our study wants to know what makes your child's teacher so great. In our video project, we want to see how your child's teacher makes learning effective, meaningful, and exciting. The friendly research team wants to video your child's teacher and classroom to share these videos with other teachers in Hawaii schools in order to help create effective classrooms for all students.

In this study, we will be visiting your child's classroom to interview the teacher and observe lessons 1-2 times. The lessons will be videotaped. These videos will be reviewed for the things that make your child's teacher effective. The focus of the videotaping will be on your child's teacher, but your child might be in the video too. Researchers will not ask your child any questions or interrupt the normal classroom instruction. This research will not affect your child's grades or interactions with the teacher in anyway. Remember, your child does not have to participate and your child can withdraw at any time. This includes any of the activities that are videotaped.

Important notes on giving your consent for your child's participation:

** We want to use these videos to help Hawaii Department of Education (HIDOE) teachers become better teachers. While we intend to share video with teachers in Hawai'i for professional development, the final complete, edited and approved videos will be licensed so they can be shared and copied for educational purposes. Additionally, we will analyze the videos for research purposes. We might talk about this study at classes, meetings, and conferences. We might also communicate the results in various reports, including graduate student work and, in these cases; we will always keep your child's information private. Feel free to contact the researchers if you have any questions.*

** If you give permission, we will ensure that your child's name and other personally identifiable information (PII) will not be in the videos. If you do not provide permission, we will not intentionally videotape your child, and will edit any footage containing your child. All videos shared for professional development and research purposes will be edited for PII and reviewed and approved by HIDOE personnel before release. Additionally, all data containing PII will be destroyed within 30 days of the end of this project.*

** Unedited footage may capture video of students engaging in inappropriate behaviors. Because we will share these videos for teacher professional development, we do not want to include any inappropriate student actions, especially when the student is identifiable. Videotapes will be reviewed, edited to remove such cases, and approved before release to ensure privacy.*

** It will not cost your child anything to participate in this study. These videos will be used to help better your child's future teachers.*

** Raw video will be kept secure under lock and key by our team at University of Hawai'i. The research team will keep the video until 30 days past the end of the project in Fall 2016. At such time, all original videos will be given to the HIDOE. Any footage with PII with either academic performance or negative student behaviors will be destroyed within 30 days of the end of the project. You reserve your right to withdraw consent at any time.*

We will act in the best interests of your child. If at any time your child wants to stop participation in an activity or the study, please contact his or her teacher, or contact the researcher. We will talk with your child to make sure he/she is comfortable and safe, and stop the study being conducted in the classroom if necessary.

Agreement for your child to be in this study HIGHLIGHTING EFFECTIVE TEACHING STRATEGIES (HETS) PROJECT

If you sign, you give permission to University of Hawai'i-Leeward Community College (UH-LEECC) and Hawai'i Department of Education (HIDOE) to use videotape your child's name, voice, work, and/or likeness for the Highlighting Effective Teaching Strategies (HETS) project. By signing, you understand that these recordings of your child will only be used for educational purposes. Permission is granted until you decide to change your mind; however, in order for your change of mind to become official, you must put it in writing and it will only be for future public use of the videos.

I give UH-LEECC and HIDOE permission to videotape or otherwise record my child's name, voice, work, and/or likeness for the purpose of this project. Additionally, I authorize final videos to be licensed as CREATIVE COMMONS (CC BY) and individuals will be free to: share and adapt these videos so long as attribution is given to UH-LEECC and HIDOE. Additionally, permission to be in this study will be consent for anonymously collected data.

I have read and understand the information above. I understand the possible risks and benefits of this study. I understand that my child's participation in this study is voluntary. I will get a copy of this consent form from the research team.

Yes, I agree to my child participating. No, I do not agree to my child participating.

Teacher's Name: _____

Child's Printed Name: _____

Parent's Printed Name: _____

Parent's Signature: _____

Researcher's name: _____

Researcher's signature: _____

If you have any questions about this project, please feel free to contact lead researcher Michael Cawdery, Assistant Professor, Associative in Arts in Teaching Program (AAT), Social Sciences, Leeward Community College, 96-045 Ala 'Ike Pearl City, HI 96782, Phone: (808) 455-0361, email: cawdery@hawaii.edu. If you do not receive satisfactory answers to your questions or have comments or complaints about your treatment in this study, contact: University of Hawaii-Manoa Human Studies Program, email uhirb@hawaii.edu, Phone: (808) 956-5007

**OF-AGE CONSENT FORM: HIGHLIGHTING EFFECTIVE TEACHING STRATEGIES (HETS)
PROJECT**

**HIGHLIGHTING EFFECTIVE TEACHING STRATEGIES (HET) PROJECT:
Best classroom management practices and instructional strategies of HIDOE teachers**

We are asking you to be a part of a research study and video project. This form provides you with information about this study. Please read the following information. Please ask questions about anything you do not understand.

We want to highlight your teacher. Our study wants to know what makes your teacher so great. In our video project, we want to see how your teacher creates a successful, meaningful, and exciting classroom. We, the friendly video team and researchers, want to video your teacher and classroom. We want to share these videos with other teachers in Hawaii schools.

In this study, we will be visiting your classroom 3-4 times for a few hours each time. We will observe lessons in your classroom. These lessons will be videotaped and reviewed for the things that make good teaching. We will only video 1-2 lessons in total over 2-4 weeks. The focus of the videotaping will be on your teacher, but you might be in the video too. Researchers will not ask you any questions or stop your normal classroom activities. Participating in the study will not affect your grade. This will not change your interactions with your teacher. Remember, you do not have to take part and can withdraw at any time. This includes any of the activities that are videotaped.

Important notes on giving your permission to participate:

** We want to use these videos to help DOE teachers become better teachers. While we intend to share video with teachers in Hawai'i for professional development, the final complete, edited and approved videos will be licensed so they can be shared, copied, remixed for educational purposes. Additionally, we will analyze the videos for academic purposes. We might talk about this study at classes, meetings, and conferences. We might also communicate the results in various reports, including graduate student work. However, in these cases, we will always keep your information private.*

** If you give permission, your name and other personally identifiable information (PII) may be used in the videos. If you do not provide permission, we will not intentionally videotape you, and any footage containing your personal information (PII) will not be used in the creation of videos. To make sure, people who work for the HIDOE will review all available videos before they are released. Additionally, all videos containing your personal information will be destroyed within 30 days of the close of this project.*

** Because we share these videos, we want you to know there might be video of you engaging in inappropriate behaviors. For the videos, we do not want to include any inappropriate behaviors if you are identified. Videotapes will be reviewed before release to ensure privacy.*

**It will not cost you anything to participate in this study. These videos will be used to help your future teachers become better.*

**Raw video will be kept secure under lock and key by our team at UH-LEECC. The research team will keep the video until 30 days past the end of the project in Spring 2016. At such time, all original videos will be given back to the HIDOE. Any footage with PII and grades or inappropriate student behaviors will be destroyed within 30 days of the end of the project. You reserve your right to change participation at any time.*

We will act in your best interests. If at any time you want to stop participation in an activity or the study, please contact your teacher, or contact the researcher. We will talk with you to make sure you are comfortable and safe, and stop the study being conducted in the classroom if necessary.

Agreement to be in this study HIGHLIGHTING EFFECTIVE TEACHING STRATEGIES (HETS) PROJECT

If you sign, you give permission to University of Hawai'i-Leeward Community College (UH-LEECC) and Hawai'i Department of Education (HIDOE) to use videotapes with record your name, voice, work, and/or likeness for the Highlighting Effective Teaching Strategies (HETS) project. By signing, you understand that these videos will only be used for educational purposes. No one will be paid for the use of these videos. Permission is granted until you decide to change your mind; however, in order for your change of mind to become official, you must put it in writing and it will only be for future public use of the videos. In the end, UH-LEECC and HIDOE has permission to videotape or otherwise record my name, voice, work, and/or likeness for educational purposes. Additionally, you are authorizing final videos to be licensed as CREATIVE COMMONS (CC BY) and individuals will be free to: share and adapt these videos so long as attribution is given to UH-LEECC and HIDOE.

I have read and understand the information above. I understand the possible risks and benefits of this study. I understand that my participation in this study is voluntary. I will get a copy of this consent form from the research team.

Yes, I agree to participate. No, I do not agree to participate.

Teacher's Name: _____

Student's Name: _____

Student's Signature: _____

If you have any questions about this project, please feel free to contact lead researcher Michael Cawdery, Assistant Professor, Associative in Arts in Teaching Program (AAT), Social Sciences, Leeward Community College, 96-045 Ala 'Ike Pearl City, HI 96782, Phone: (808) 455-0361, email: cawdery@hawaii.edu. If you do not receive satisfactory answers to your questions or have comments or complaints about your treatment in this study, contact: University of Hawaii-Manoa Human Studies Program, email uhirb@hawaii.edu, Phone: (808) 956-5007

TEACHER CONSENT FORM: HIGHLIGHTING EFFECTIVE TEACHING STRATEGIES (HET) PROJECT
HIGHLIGHTING EFFECTIVE TEACHING STRATEGIES (HET) PROJECT:
Best classroom management practices and instructional strategies of HIDOE teachers

The purpose of this research is to examine the instructional and classroom management strategies of “effective” teachers. In this project, we hope to explore how you are helping your students learn. The research team hopes to videotape these strategies and share them with other teachers, specifically in the Hawaii Department of Education (HIDOE).

In this study, we will be visiting your classroom, and asking you to engage in a series of activities. The focus of the videotaping will be on your teaching and you will be asked to participate in a number of activities listed below. Your participation will primarily include commitment outside of your normal HIDOE duties.

Study activities will include:

The following activities will be required once for each teacher/classroom:

1. Teacher talk story and classroom logistics (1 hour, non-duty period)
2. Student Introduction to team and research. (30 min., instructional time)
3. Collection of consent and assent forms (30 minutes, non-duty)
4. Teacher demographic, interview, and surveys (1 hr. non-duty)
5. Debrief, video review, analysis, and editing (5 hrs. non-duty period).

The following activities will be required for each lesson:

6. Video pre-observation interviews (1 hour, non-duty period),
7. Curriculum artifact presentation and analysis (1 hour, non-duty period)
8. Observation and videotaping of the lesson (1 hr., instructional hours)
9. Post observation interviews (1 hour, non-duty period)

Compensation for the study will include \$1250 dollars for 2 lessons (or \$625 for each lesson), with the intention that \$250 dollars (or \$125 for each lesson) can be used for classroom supplies. Teacher compensation will be for 10+ hours of work completed during a non-duty period, in accordance with Hawaii State Ethics Code.

Teacher compensation process will be initiated at the collection of consent and assent forms, and be completed and processed after the completion of the 1st interview, observation, and artifact presentation. Your participation is voluntary and you can withdraw at any time.

Videotapes and data from the study will be shared with Hawai'i Department of Education (HIDOE), the University of Hawai'i – Leeward Community College (UH-LEECC) Associate of Arts in Teaching program, and the UH Center for Research, Diversity, and Excellence (CREDE). We intend to code data according to Danielson's Framework for Teaching (DFT), Interstate Teacher Assessment and Support Consortium/Hawai'i Teacher Standards Board (INTASC/HTSB) standards and CREDE standards of effective pedagogy, as well as for the process of contextualization. The intent is to use videos to improve and develop practice of in-service and pre-service teachers.

Important notes on giving your consent:

** We want to use these videos to help HIDOE teachers improve their practice. While we intend to share videos with teachers in Hawai'i for professional development, the edited and approved videos will be licensed so they can be shared and copied for any purpose. Additionally, we might analyze the videos for academic purposes. We might talk about this study at classes, meetings, and conferences. We might also communicate the results in various reports, including graduate student work. However, in these cases, we will always keep your student's information private, and will do our best to accommodate to your privacy wishes.*

** If you give permission, your name and other personally identifiable information (PII) may be in the videos. If students do not provide permission, we will not intentionally videotape them, and any footage containing their personally identifiable information (PII) will not be used in the creation of videos. All videos shared for professional development and research purposes will be edited for PII and reviewed and approved by HIDOE personnel before release. Additionally, all data containing non-consented PII will be destroyed within 30 days of the end of this project.*

**It will not cost you anything to participate in this study.*

**Data reporting in written form will be anonymous. Data reporting will focus standards of professional practice and on lesson relevance. Data will not be used for evaluation purposes.*

** Videos will be kept secure under lock and key by our team at University of Hawai'i. UH-LEECC will keep the video until 30 days past the end of the project in Spring 2016. At such time, all original videos will be given to the HIDOE. Any footage with PII with either academic performance or negative student behaviors will be destroyed within 30 days of the end of the project. You reserve your right to withdraw consent at any time.*

Agreement to be in this study HIGHLIGHTING EFFECTIVE TEACHING STRATEGIES (HETS) PROJECT

I hereby give my permission to UH-LEECC and HIDOE to use my work, videotape, or otherwise record my name, voice, and/or likeness for the Highlighting Effective Teaching (HET) and for educational purposes. I understand that these recordings of me will be used exclusively for non-commercial purposes. I understand that there will be no financial or other remuneration for use of these recordings, for either initial or subsequent transmission or playback. I further understand that my permission or consent may be rescinded; however, in order for the revocation of permission/consent to be effective, it must be made in writing and said revocation will not affect the publication or sharing of work that has already been produced. Additionally, I authorize final videos to be licensed as CREATIVE COMMONS (CC BY) and individuals will be free to: share and adapt these videos so long as attribution is given to UH-LEECC and HIDOE. Additionally, permission to be in this study will be consent for anonymously collected data.

I have read and understand the information above. I understand the possible risks and benefits of this study. I understand that my participation in this study is voluntary. I will get a copy of this consent form from the research team.

The research team will act in your student's best interests. If at any time, you or your student wants to stop participation in an activity or the study, please contact the researcher. We will talk with your students to make sure he/she is comfortable and safe, and stop the study being conducted in the classroom if necessary.

Yes, I agree to participate. No, I do not agree to participate.

Teacher's Printed Name: _____

Signature: _____

If you have any questions about this project, please feel free to contact me at (808) 455-0361 or via email at (cawdery@hawaii.edu). If you do not receive satisfactory answers to your questions or have comments or concerns about your treatment in this study, contact: University of Hawaii-Manoa Human Studies Program, email uhirb@hawaii.edu, Phone: (808) 956-5007