

School ID: \_\_\_\_\_

## APPENDIX P

### REL-SE Vocabulary Study School Partnership Agreement

This document is intended to serve as a partnership agreement between the Regional Educational Laboratory-Southeast (REL-SE) located at the SERVE Center at University of North Carolina at Greensboro (including its subcontractors: University of Georgia (UGA), Abt Associates Inc., and Empirical Education) and [School Name] for the study of The Effectiveness of a Program to Accelerate Vocabulary Development in Kindergarten (“Vocab Study”). This agreement sets forth the individual and joint responsibilities of REL-SE and the school. This study will take place beginning in July 2008 and continuing through June 2010. Kindergarten teachers in study schools will participate for one school year and may participate in the fall of the subsequent year. Students will participate through kindergarten and first grade.

During the intervention year (School Year 2008-2009), kindergarten teachers in one half of the schools will be randomly assigned to receive training in the PAVE vocabulary enhancement program (“Treatment”). Their classroom aides will also be trained. Kindergarten teachers in the other half of the schools (“Control” schools), along with their aides, will be eligible to receive PAVE training in the summer following the study year (Summer 2009). Kindergarten teachers in all participating schools will be asked to complete a brief survey in the fall and allow their classrooms to be observed by SERVE study staff consultants once during the fall and once during the spring of the study year. During the classroom observation, twenty minutes of the instructional time will be audiotape recorded. Some teachers will also be interviewed about their experiences using the research-based classroom practices. Teachers in the treatment group will be asked to allow their classrooms to be observed one additional time, in the fall of the subsequent school year (Fall 2009). In addition to allowing researchers to observe their classrooms, teachers will be asked to allow data collectors to conduct individual child assessments on a randomly selected sample of about 10 of their students whose parents have agreed to their child’s participation. The child assessments would be carried out in Fall 2008, Spring 2009, and Fall 2009. Children in both the treatment and control groups will be assessed.

**Responsibilities of Partners:** Major responsibilities for partners are listed below.

#### **REL-SE Study Staff (with SERVE, Abt Associates Inc., University of Georgia, and hired consultants) WILL:**

- **Randomly Assign Schools:** In Spring 2008, after schools and teachers have agreed to participate, Abt staff will randomly assign participating schools to Treatment or Control conditions. Of the schools that have volunteered and are eligible, up to 84 schools will be selected to participate. From this group, half will be randomly assigned to “Treatment” (i.e., receive and implement PAVE training in the 2008-2009 school year), and half will be assigned to “Control” (i.e., be eligible to receive PAVE training in summer following the 2008-2009 school year). All kindergarten teachers in participating schools will be assigned to the same group (Treatment or Control) and will remain in that group until June 2009.
- **Provide PAVE Training:** Project staff will offer a one-day summer training session to all kindergarten teachers in the treatment schools in July 2008 and will provide the one-day summer training session to all kindergarten teachers in the control schools in July 2009.

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Staff will also provide teachers who participate in the research study and who are in the treatment group with two in-class support visits during the first several weeks of the 2008-2009 school year. Staff will provide retraining during up to two more classroom visits, if necessary, to teachers who are having difficulty implementing PAVE. In addition, project staff will facilitate peer discussions among teachers in the same treatment school during after-school sessions approximately every six weeks.

- **Provide PAVE Instructional Materials:** Project staff will provide teachers who participate in the summer PAVE training with a range of curriculum units from which to select for use in their classrooms. Curriculum units will include lesson plans and materials for implementing instructional activities. Teachers in the treatment schools will be provided with materials in the 2008-2009 school year; teachers in the control schools will receive materials in the 2009-2010 school year.
- **Collect Data:** Project data collectors will work with schools and teachers to identify appropriate times for visits and to follow established school procedures (e.g., signing in at the front desk, wearing an ID badge).
  - *Teacher/Classroom Data:* Project staff will observe all participating classrooms (i.e., both treatment and control classrooms) for two mornings – one in Fall 2008 and one in Spring 2009 – to understand the nature of teacher-child instructional interactions. At each of these classroom observation visits, data collectors will audiotape record 20-minutes of teacher talk during small-group literacy instruction. Observers will also collect information from teachers on demographic characteristics and teaching experience in a questionnaire completed by all participating teachers at the fall visit. In addition to the two classroom observation visits during the intervention year, SERVE staff will also conduct a third observation of treatment teachers, during the second month of the subsequent school year (Fall 2009) and will interview teachers briefly about the challenges of implementing PAVE.
  - *Student Data:* SERVE staff will also conduct child assessments in the fall and the spring of the intervention year (Fall 2008 & Spring 2009), as well as in the spring of first grade (Spring 2010).
- **Assure Confidentiality:** Data collectors will commit to assuring confidentiality in the collection of information from students and teachers. Identification numbers, not teacher or student names, will be used once the data are collected. SERVE staff will combine the data from all participating schools when we analyze outcomes for teachers and children. In reporting findings to the U.S. Department of Education and publicly, no information will be linked to a specific school, teacher, or child.
- **Provide Reports:** SERVE study staff will ensure that all participating schools and teachers receive copies of the study findings.

SCHOOL NAME WILL:

- **Agree to Random Assignment:** \_\_\_\_\_ will agree to be part of whichever group to which the school is assigned—either to implement PAVE in two or more kindergarten classrooms in the school (Treatment group) or to wait until the summer following the study to offer PAVE training to kindergarten teachers in the school (Control group) without further obligation.

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- **Agree to Participate for the Duration of the Study:** \_\_\_\_\_ commits to participating for the duration of the study (July 2008-June 2010).
- **Obtain Teacher Consent:** \_\_\_\_\_ will collect teacher consent forms from all kindergarten grade teachers who agree to participate in the study.
- **Obtain Parental Consent:** \_\_\_\_\_ will assign a regular staff member as a study liaison to work with SERVE study team to distribute parental consent forms, to collect parental consent forms, and to follow-up with parents who do not return forms initially.
- **Participate in Data Collection:** \_\_\_\_\_ agrees to allow or facilitate data collection by facilitating the scheduling of data collection visits (through a designated contact person, if necessary) and by permitting staff observing and conducting child assessments to come into the school and observe in participating kindergarten teachers' classrooms and assess a group of students whose parents have consented to their child's study participation.

**Changes to the Partnership Agreement:** If, over the course of the study, any modifications or additions need to be made to this agreement, terms may be adjusted with written amendments as agreed upon by both parties.

**Period of Partnership Agreement:** July 2008 – June 2010.

Signatures:

\_\_\_\_\_  
[SERVE official]

\_\_\_\_\_  
[Principal]

(date) \_\_\_\_\_

School Name: \_\_\_\_\_  
(date) \_\_\_\_\_

Please return the signed Partnership Agreement and the Completed School Contact Information form in the envelope provided.

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### PAVE Vocabulary Study School Contact Information

Please verify the following information and make any changes necessary:  
*[this information pre-printed on form—from database]*

School name  
Address  
Address  
Phone: ###  
Fax: ###  
e-mail: \_\_\_\_\_

Please provide the name of the primary contact person who will work with SERVE staff to schedule data collection activities:

Contact name:  
Title:  
Phone:  
Fax:  
e-mail: \_\_\_\_\_

Please provide the schedule of school hours:

School day starts at \_\_\_\_\_ a.m.  
School day ends at \_\_\_\_\_ p.m.

Please provide the names of the all kindergarten teachers and kindergarten aides in the school:

Kindergarten Classroom #1:  
Teacher: \_\_\_\_\_ room number: \_\_\_\_\_  
Aide: \_\_\_\_\_

Kindergarten Classroom #2:  
Teacher: \_\_\_\_\_ room number: \_\_\_\_\_  
Aide: \_\_\_\_\_

Kindergarten Classroom #3:  
Teacher: \_\_\_\_\_ room number: \_\_\_\_\_  
Aide: \_\_\_\_\_

Kindergarten Classroom #4:  
Teacher: \_\_\_\_\_ room number: \_\_\_\_\_  
Aide: \_\_\_\_\_

Kindergarten Classroom #5:  
Teacher: \_\_\_\_\_ room number: \_\_\_\_\_  
Aide: \_\_\_\_\_

Kindergarten Classroom #6:  
Teacher: \_\_\_\_\_ room number: \_\_\_\_\_  
Aide: \_\_\_\_\_

Use back of page to indicate additional teachers.