

Components Study of REAL Essentials Curriculum Study Participation Agreement for Sheffield Area High School

1. INTRODUCTION

- 1.1 Sheffield Area High School with an address of 6760 Route 6, Sheffield, PA 16347 (“Site”) will participate in the Components Study of REAL Essentials Advance (REA) Curriculum (the “Study”), funded by the U.S. Department of Health and Human Services (HHS) under Contract Number 233201500035I/75P00119F37051. HHS has contracted with Mathematica Inc., with offices located at 600 Alexander Park, Suite 100, Princeton, New Jersey, 08540, and its subcontractors and/or consultants (“Mathematica” or “Study Team”) to conduct the Study. The Study will include youth in one class at Sheffield Area High School in the spring semester (approximately late April or early May) 2022 who receive parental permission to participate in the Study (“Participating Youth”). This class will predominantly serve 9th graders.
- 1.2 Participating Youth will complete three (3) surveys as follows: (a) a baseline survey before Participating Youth receive the REA curriculum (the “Curriculum”), and then two (2) follow-up surveys, (b) upon completing the Curriculum, and (c) again approximately six (6) months thereafter.
- 1.3 This Site Participation Agreement (“Agreement”) will be effective on the last date signed below (“Effective Date”) and will continue through January 31, 2023. If Mathematica needs additional sites for the Study and Site is interested in implementing the Curriculum again in Fall 2022 (with associated data collection activities), Mathematica will extend this Agreement.

2. GENERAL SUPPORT

Site will designate a study liaison to facilitate interaction with the Study Team (“Study Liaison”).

3. PARENTAL PERMISSION

- 3.1 The Study Liaison will provide Mathematica with rosters of eligible study participants (youth expected to be in the class described in section 1.1) to help organize the parent permission process. The Study information packet (containing letter of support from Eric Mineweaser, a study description, and permission forms) will be distributed to parents four to six weeks prior to delivery of the REA curriculum.
- 3.2 A Study Team member will work with the Study Liaison to identify the best method, dates, and times for distribution and collection of permission forms. Consent collection methods may include visits to the Site to distribute and collect forms in person. Any visitors to the Site would follow all required Site safety protocols. The Study Team expects that the distribution and collection of permission forms will occur for up to four (4) weeks, and until at least eighty (80) percent of the youth return a signed form. Parents will have the option to sign the permission form online.
 - 3.2.1 If it proves difficult to reach an eighty (80) percent rate of return through the paper forms, Mathematica will work with Site staff to organize calls to parents from the Site office to verbally explain the Study and request permission from the parent(s) and/or to suggest that the parent consider using an online consent option.
- 3.3 The Study Team may offer incentives to encourage high rates of returned permission forms. (The offer and amount of incentives to youth is pending approval from the Health Media Lab Institutional Review Board (IRB)).

- 3.3.1 Students may be offered a \$5 gift card or gift bag worth \$5 for returning the permission form, regardless of whether the parent provides permission for the student to participate in the Study.

4. REA CURRICULUM DELIVERY

- 4.1 Site will allow the health educator(s) from the Women’s Care Center of Erie County, Inc. (Women’s Care Center) to deliver the REA Curriculum in Spring 2022 and will work with the Women’s Care Center to facilitate delivery of the Curriculum to Participating Youth at Sheffield Area High School.
- 4.2 With the Study Team and the Women’s Care Center, Site has planned the scope and sequence of the REA Curriculum that youth will receive. Appendix A includes the specific scope and sequence Site will offer to Participating Youth in Spring 2022.
- 4.3 Site will work closely with the Women’s Care Center to plan for the delivery of REA Curriculum. The Curriculum shall be offered with fidelity. This means that all of the lessons (including all content, activities, etc.) in the agreed upon scope and sequence must be offered as they are intended in the REA Curriculum.
- 4.4 Site will work with the Women’s Care Center on a schedule for Curriculum implementation and will share a finalized schedule with Mathematica by [February 15, 2022]. If any classes are unable to be completed due to unexpected circumstances (e.g. a fire drill), Site will work with the Women’s Care Center to reschedule the missed lessons.
- 4.5 Site agrees that the classroom teacher will stay with the class while the Women’s Care Center health educator delivers REAL Essentials Advance Curriculum. The classroom teacher may intervene as needed for classroom management purposes.
- 4.6 Site agrees to share with the Study Team any plans to bring additional (beyond the standard health program currently in place) teen pregnancy prevention or relationship education programming to the school during the period of this Agreement.

5. DATA COLLECTION

- 5.1 Site will provide class rosters to enable identification of eligible study participants and to track Youth Participants for follow-up data collection. Rosters will be provided at three (3) times: the start of the semester when the REA Curriculum is implemented, the end of the semester when REA Curriculum is implemented, and the start of the subsequent semester after REA Curriculum is implemented.
- 5.2 Site will allow study staff to conduct brief visits to the site to distribute and collect parent permission forms to youth until 90 percent of the forms have been returned. Study staff will work with site staff to ensure that these brief visits are conducted at a mutually agreed upon date and time.
- 5.3 Site will allow the health educators, who will be trained Study Team staff, or other study staff to administer survey questionnaires using smart phones during the school day at Sheffield Area High School, as follows:
 - 5.3.1 Baseline surveys in April or May 2022.
 - 5.3.2 First follow-up survey immediately after the REA Curriculum ends—April or May 2022.
 - 5.3.3 Second follow-up survey approximately six (6) months after the Curriculum ends – approximately October or November 2022.
- 5.4 Pending approval by the Health Media Lab IRB, Mathematica will offer a \$10 gift card to Participating Youth who complete the first follow-up survey, and a \$15 gift card to Participating Youth who complete the second follow-up survey at Sheffield Area High School.

- Participating Youth who complete the second follow-up survey on their own time (e.g. at their home) will receive a \$20 gift card (also pending IRB approval).
- 5.5 Each survey session will require a full class period (i.e. three class periods in addition to the class periods needed for the agreed upon scope and sequence). The Study Liaison will coordinate with the Study Team and health educator to schedule survey administration, including a first session and a make-up session if needed for Participating Youth who are absent for the first session. The target response rate for the surveys is ninety-five (95) percent of Participating Youth.
 - 5.6 Site also will allow the health educators to administer a short exit ticket survey at the end of each REA lesson.
 - 5.7 Site will allow the Study Team to observe a subset of REA classes, approximately two (2) classes per semester for each group of Participating Youth receiving the Curriculum.
 - 5.8 Site will allow the Study Team to conduct short interviews with key staff, including classroom teachers, to learn about how REA is delivered in the school. Site will allow the Study Team to conduct a focus group discussion with Participating Youth about their REA Curriculum experiences, provided that the Participating Youths’ parents have consented to the Participating Youths’ participation in the focus group.
 - 5.9 The Parties agree to comply with applicable FERPA regulations governing the provision of education records containing personally identifiable, without the prior consent of a parent or eligible student, for the purpose of conducting a study (34 C.F.R. §99.31(a)(6)), as more particularly set forth in Appendix B, FERPA Confidentiality Agreement, which is annexed hereto and incorporated herein by reference. ..

6. COMPENSATION

- 6.1 Sheffield Area High School will receive two thousand dollars (\$2,000) for implementing the REA Curriculum in Spring 2022.
- 6.2 Site payments will be delivered in stages as Sheffield Area High School fulfills its roles in the Study, and according to the following Study milestones:

	Milestone Description	~ Completion Date(s)	Amount (% of \$2,000)
1.	Collaboration during the parent permission process and baseline survey administration completed	April or May/2022	60% (\$1200)
2.	First follow-up survey completed	April or May/2022	20% (\$400)
3.	Second follow-up survey completed	October or November/2022	20% (\$400)

7. NOTICES/CONTACT PERSONS

- 7.1 Each Party hereby designates the below listed individuals within its organization as its point(s) of contact responsible for managing performance of the Party’s necessary functions and responsibilities under this Agreement.

7.1.1 For Mathematica:

For Study Issues:	For Agreement Issues:
Jean Knab	Pam Tapscott

Principal Researcher Mathematica Inc. 600 Alexander Park, Suite 100 Princeton, NJ 08540 Email: jknab@mathematica-mpr.com Phone: (609) 945-3367	Vice President and Director of Contracts Mathematica Inc. 1100 1st Street, NE, 12th Floor Washington DC, 20002-4221 Email: ptapscott@mathematica-mpr.com Phone: (202) 484-5272
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7.1.2 For Site:

For Study Issues:	For Agreement Issues:
Eric Mineweaser Director of Curriculum, Instruction, and Assessment Warren Area School District 6820 Market St. Russell, PA 16345 Email: mineweasere@wcsdpa.org Phone: (814) 723-6900 x1033	Paul Mangione, Board President Ruth Huck, Board Secretary Warren Area School District 6820 Market St. Russell, PA 16345 Email: mangionep@wcsdpa.org (Paul) and huckr@wcsdpa.org (Ruth) Phone: (814) 723-6900 x1032

7.2 **Notices.** All notices required under this Agreement will be in writing and will be deemed given when delivered by hand; sent by courier or other express mail service, postage prepaid; or transmitted by facsimile or email, with proof of delivery, addressed to individuals identified in Section 7.1 above. The designation of individuals for receipt of notices may be changed by written notice of a Party.

8. AGREEMENT TO PROCEED

This Agreement accurately describes the plan for including Sheffield Area High School in the Components Study of REAL Essentials Curriculum. The undersigned Site representative (1) has been informed about the content of the Study surveys, either through a discussion with the Study Team or through a review of the surveys, and supports the administration of the Study surveys at Site, (2) has discussed this agreement with the key staff who will be involved in the Study at Site, including the classroom teachers, and confirmed that these staff support the Study and the provision of the REAL Essentials Advance Curriculum, and is authorized to enter into this Study Participation Agreement on behalf of Site.

In witness whereof, the parties, through their authorized representative(s), have accepted and agreed to the terms of this Study Participation Agreement executed on the Effective Date as defined above.

<p>FOR MATHEMATICA INC.</p> <p>By: _____ Lisa Sheldone Director of Contract Administration</p> <p>Date: _____</p>	<p>FOR SHEFFIELD AREA HIGH SCHOOL</p> <p>By: _____ Paul Mangione Board President, Warren Area School District</p>
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	<p>Date: _____</p> <p>By: _____</p> <p>Ruth Huck Board Secretary, Warren Area School District</p> <p>Date: _____</p>
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APPENDIX A

This Appendix A is incorporated into and made a part of the Agreement to which it is attached. Terms used in this Appendix A shall have the same meaning as used in the Agreement unless otherwise specifically indicated. If there is a conflict between a term or provision in this Appendix A and the Agreement, this Appendix A will prevail.

SCOPE AND SEQUENCE OF THE REA CURRICULUM

[TO BE INSERTED]

APPENDIX B

This Appendix B is incorporated into and made a part of the Agreement to which it is attached. Terms used in this Appendix A shall have the same meaning as used in the Agreement unless otherwise specifically indicated. If there is a conflict between a term or provision in this Appendix A and the Agreement, this Appendix A will prevail.

In the event that Site provides to Mathematica student/education records which contain personally identifiable information (PII) of students and/or parents which is protected by the Family Educational Rights and Privacy Act of 1974 ("FERPA") as part of the Study, then this FERPA Confidentiality Agreement (CA) shall be applicable to and incorporated into the Agreement between the Parties to which it is attached and shall govern the Parties' treatment of student and/or parent PII under the Agreement.

FERPA CONFIDENTIALITY AGREEMENT

MATHEMATICA, INC., a business entity with offices located at 600 Alexander Park, Suite 100, Princeton, New Jersey, 08540, is an independent contractor/organization currently performing (pursuant to MOU's) a Study of REAL Essentials Advance (REA) Curriculum (hereinafter referred to as the "Study") for the Warren County School District (hereinafter referred to as the "District") at Warren Area High School and Sheffield Area High School. The Study at each school shall be completed by June 30, 2022, and is for the purpose of improving instruction at each school. In order to enable MATHEMATICA, INC. and its subcontractors and/or consultants to effectively perform the Study, MATHEMATICA has requested access to student/education records, some of which contain personally identifiable information of students and/or parents which is protected by the Family Educational Rights and Privacy Act of 1974 ("FERPA") (said information is hereinafter referred to as "protected information"). Pursuant to 34 C.F.R.

§99.31 of the FERPA regulations (specifically the provisions pertaining to the disclosure of personally identifiable information to organizations conducting certain studies for, or on behalf of, education agencies), the District has agreed to grant MATHEMATICA, and its subcontractors and/or consultants, access to the protected information subject to the following terms and conditions, as set forth in the FERPA regulations:

(1) MATHEMATICA agrees that the protected information disclosed may not, at any time, be shared with anyone who is not a representative of MATHEMATICA or its subcontractors and/or consultants and further agrees that the protected information must be protected by MATHEMATICA and its subcontractors and/or consultants so that students and parents cannot be personally identified by anyone other than representatives of MATHEMATICA or its subcontractors and/or consultants

(2) MATHEMATICA agrees that the protected information shall only be used by MATHEMATICA and its subcontractors and/or consultants for the purpose of the Study and that all of the protected information shall be destroyed within 30 days of when it is no longer needed for the Study. MATHEMATICA agrees to provide the District with a letter verifying that the protected information has been destroyed.

(3) MATHEMATICA agrees that the name, social security number, or any other personally identifiable information for any student that is not necessary for purposes of the Study shall not be provided.

(4) MATHEMATICA agrees that MATHEMATICA and its subcontractors and/or consultants shall (i) maintain strict security measures and controls to prevent disclosure of the protected information to any third party, (ii) limit the employees/representatives who have access to the protected information to only those employees/representatives with a legitimate interest in the protected information, and (iii) inform employees/representatives of their obligation to maintain the strict confidentiality of the protected information in compliance with this Agreement.

MATHEMATICA certifies that the necessary control mechanisms will be in place by MATHEMATICA and its subcontractors and/or consultants to ensure compliance with this Agreement, and MATHEMATICA agrees that the District shall at all times have the right to inspect the security measures and/or controls that are in place to safeguard the protected information and prevent improper disclosures.

(5) MATHEMATICA acknowledges and understands that the disclosure by MATHEMATICA or its subcontractors and/or consultants of the protected information to any unauthorized person at any time in the future could subject MATHEMATICA to

criminal and civil penalties imposed by law. MATHEMATICA further acknowledges that such unauthorized disclosure also violates Warren County School District policy and could constitute cause for termination of its relationship with the District, regardless of whether criminal or civil penalties are imposed. Last, MATHEMATICA acknowledges and understands that the improper disclosure, failure to properly safeguard, or failure to destroy the protected information upon completion of the Study in accordance with Section 2 of this Agreement will lead to a ban on the disclosure of protected information to MATHEMATICA for a period of not less than 5 years.

(6) MATHEMATICA agrees that MATHEMATICA and its subcontractors and/or consultants shall abide by all federal, state, and local laws, regulations, and ordinances (including, but not limited to FERPA) with regard to the handling, safekeeping, disclosure, and destruction of the protected information. MATHEMATICA shall be solely responsible for and hold harmless, indemnify and release the District, its employees, agents, officers, and Board of School Directors from any and all claims, suits, settlements, proceedings, demands, assessments, judgments, losses, costs, damage and expenses including, without limitation, reasonable attorney's fees, arising as a result of (i) the violation of any term or condition of this Agreement by MATHEMATICA or any subcontractor consultant; (ii) the failure to maintain the security of the protected information by MATHEMATICA or any subcontractor consultant; or (iii) the failure by MATHEMATICA or any subcontractor consultant to abide by any federal, state, or local law, regulation, or ordinance with regard to the handling and/or disclosure of the protected information. MATHEMATICA'S obligations in accordance with this provision shall survive the conclusion of the Study and shall apply regardless of when any such cause of action is actually pursued.

MATHEMATICA understands and agrees with the terms and conditions of this Appendix, and acknowledges that it is familiar with the FERPA rules and regulations and its obligation to safeguard and maintain the confidentiality of the protected information at all times.

