

HUMAN SUBJECTS COMMITTEE SCREENING FORM

The Human Subjects Committee has been charged with the responsibility of screening all studies that employ human participants conducted under the auspices of New Mexico Highlands University. The guidelines employed for screening are those set forth by the U.S. Dept. of Health & Human Services, the National Institutes of Health (NIH), the Food and Drug Administration (FDA), and the ethical standards of the American Psychological Association (APA). Please fill in all the requested information and return ten (10) copies of the form to the committee.

Actual Title of Investigation: Handwriting at Elementary Level in Santa Fe Public Schools

If Deception is Involved, Title of Investigation Provided to Participants: NA

Principal Investigator: Sarah Lescht

Department and Telephone # Student (cell) 505 920 3000 (home) 505 988 7312

(If Student, Name of Faculty Sponsor): Dr. Linda Lippitt

Other Persons Involved in the Project (Identify their status: graduate, undergraduate, agency, etc.): NA

Number of Participants Required: 21 Principals and approximately 300 teachers

Duration of Participation: A cross-sectional one-time written questionnaire is the extent of participation.

Source of Participants: Principals and regular education teachers of Santa Fe Public Schools and charter school in Santa Fe.

Description of Participant Population: Principals will be administrators of elementary schools of Santa Fe Public Schools and one charter school. Teachers will be fully employed regular education teachers in same schools grades K – 4

Estimated Starting Date: March 2007

Estimated Completion Date: May 2007

Source of Project Funds: Researcher

1. Description of the purpose of the study (if applicable, identify dependent and independent variables).

The purpose of this study is to find out the current status of handwriting instruction in Santa Fe Public Schools by surveying principals and teachers in Kindergarten through Fourth Grade. The purpose is to find out

- whether instructional handwriting programs have been adopted by schools
- in which grades handwriting is taught
- what instructional methods, materials, and time allotment are used in teaching handwriting
- what are the implications of handwriting programs for students who receive services through special education

The survey consists of two separate, written, self-report questionnaires; one is sent to the twenty-one elementary school principals in the district and the other to classroom teachers Kindergarten through Fourth Grade.

2. Description of the procedures to which each participant will be exposed. (Attach a copy of the data-gathering instrument if available. If not available, provide a detailed description below.)

Data will be gathered in a cross-sectional survey. The survey will consist of two self-report questionnaires of closed-ended and open-ended questions, one to principals and one to regular education classroom teachers grades Kindergarten through 4th Grade. The questionnaires will be delivered to schools and responses will be returned to the school where the researcher teaches through inner district mail. Principals will be asked if the school has adopted a handwriting program and, if so, in which grades it is taught. There

will be one question as to whether an inclusion program is followed. Teachers will be asked what handwriting program, if any, is used in the classroom, if handwriting is directly taught, how much time is spent in instruction and practice of handwriting skills, if directionality and pencil grip are important factors to the teachers, and if the teachers would spend more time on handwriting if time allowed it. There is a question asking how many students in the teacher's class have an IEP.

Copies of the questionnaires and the informed consent letters are attached.

3. Experimenter's assessment of the extent to which the participant will be exposed to stress, discomfort, or risk (physical, psychological, social). If any risk is present, then specify: (1) precautions to be taken; (2) plans for dealing with emergent problems; (3) plans for surveillance of equipment and assistants; and (4) evaluation of the extent to which benefits to be derived from the study justify the likelihood of risk or discomfort to the subject.

Any stress, discomfort or risk (physical, psychological, social) that participants will be exposed to are minimal and the benefit of the study outweighs any risk.

4. In your judgment, will the research require participants to be uninformed, mislead, or misinformed about any aspect of the research?

No: X

Yes: Please describe the nature of the specific deception and indicate why the research question is being approached in this way.

5. Enclose a copy of your informed consent form, including the following basic elements of informed consent:

a. A fair explanation of the procedures to be followed, including an identification of those which are experimental.

Information will be gathered in a written survey using one questionnaire to principals and one to teachers about their policy and practice in relation to handwriting instruction. Participation in the study will be entirely voluntary. The questionnaires should take no more than fifteen minutes to complete. The questionnaires are self-report and can be completed at the participants' chosen time and mailed back to the researcher in the district mail at no cost to the participants.

b. A description of the attendant discomforts and/or risks.

The minimal risks of this study are out-weighed by the benefits.

c. A description of the benefits to be expected.

This field project will provide information on the teaching of handwriting in elementary schools in Santa Fe Public Schools.

d. A disclosure of appropriate alternative procedures that would be advantageous for the participants.

There are no appropriate alternative procedures.

e. An offer to answer any inquiries concerning the procedures.

My email is sarahlescht@aol.com and my telephone # is 505 988 7312 or 505 920 3000. Adviser to the project is Dr. Linda Lippitt who can be reached at 505 428 1445. Approval has been given by the Superintendent of Santa Fe Public Schools, Dr. Leslie Carpenter.

f. An instruction that the participant is free to withdraw consent and to discontinue participation in the project or activity at any time without prejudice to the participant.

Participation is entirely voluntary and participation can be discontinued and withdrawn at any time without prejudice to the participant.

g. A description of plans for protecting the confidentiality of information obtained from the participant.

Data collected from the survey will be confidential and at no time will the participants' names or schools be used in relation to the data or the study or in the sharing of information.

6. Summarize the information to be given to the participant at debriefing following participation in the project or activity.

The findings of my project will be openly available to the participants and to the school district. I will send a summary of my findings to the Superintendent.

Signature (Principle Investigator)

Date

**Signature (Faculty Advisor or Date
Graduate Chairperson)**

**Completed form should be returned to the IRB Chair, Dr. Kathy Jenkins, Exercise
and Sport Science, PE227, x3479**