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### Consent Form for Community Adults

You are being invited to participate in a study entitled \*\*\*\*\* \*\*\*\*\* that is being conducted by Colleen Shepherd. Colleen Shepherd is a Graduate Student in the Department of Education and Leadership Studies, Faculty of Education, at the University of Victoria. You may contact her if you have further questions by calling (250) 472-5761 or by email: [colleen\\_shepherd@hotmail.com](mailto:colleen_shepherd@hotmail.com). As a graduate student, I am required to conduct research as part of the requirements for a degree in Leadership Studies. It is being conducted under the supervision of Dr. Carol Harris. You may contact my supervisor at 250-721-7823 or by email: [harrisce@uvic.ca](mailto:harrisce@uvic.ca). This research is part of a larger study being conducted in your community by Dr. Harris called Educational Restructuring in Coastal Communities: Principles, Policies and Practices.

Research of this type is important to coastal communities that have experienced a major downturn in their resource based economies. Job losses, growing unemployment and Provincial Government cuts to key social programs, are seriously straining family and community resources. During these challenging times, community schools have continued to operate breakfast and lunch programs with funding from the BC's Ministry of Children and Family Development (MCFD). However, proposed changes to the MCFD's School Based Funding policies mean that school meal programs may be eliminated or seriously reduced in the 2003/ 2004 school year. In this context, it is important to examine the perceived significance of school meal programs to students, educators and community schools. This research will help schools to identify and articulate key issues related to school meal programs and their proposed changes, and to plan more effectively about how to respond to such changes.

The purpose of this study is to explore the perceived significance of provincially funded school meal programs in two coastal community schools. My objective is to understand more fully what funded school meal programs mean to the daily lived experiences of students, educators, administrators and community support workers.

You have been selected to take part in this study for your first-hand knowledge about provincially funded school meal programs in your community school, and for your direct involvement with students who access those programs, and/or their families.

If you agree to voluntarily participate in this research, your participation will include a personal interview and checking over your interview transcript. Most meetings between the researcher and the participants will be on an individual basis. It is also possible that you will be invited to participate in a focus group. Should you volunteer to join a focus group it will involve a group discussion with three or more people. Focus groups allow you to share your ideas and opinions with other community members. One disadvantage of the focus group is that others hear what you say. Your identity, therefore, is no longer anonymous (that is, others know that you have taken part in the interview), nor your words confidential (that is others will hear what you have to say). For that reason focus groups will be conducted in *neither anonymity nor confidentiality*. Focus groups will be held at the school or at another commonly accessible meeting place in the community.

Participation in this study may cause some inconvenience to you, including the time involved in conversation(s) with the researcher, and in reviewing the interview transcripts for accuracy. The conversations will take approximately 1 hour of your time, and the review of the transcripts another 1/2 hour. If you are involved in a focus group it may take up to 2.5 hours; participants will be free to leave whenever they desire. The researcher will provide healthy refreshments at all focus group sessions.

The identity of participants and places will be protected by code names and all conversations will be held in strict confidence (with tapes and transcripts locked in the researcher's office filing cabinet). As a result, I do not anticipate that there will be risks to the participants. If any participant senses risk, he or she may withdraw from the study at any time, and without negative consequences of any kind.

Participation in this study is completely voluntary, and participants may withdraw from the study at any time without negative consequence. If you choose to do so, and wish your data to be withdrawn as well, the data will be destroyed. That is, the information you give will not be used as data in my study unless you give your

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permission that it may be included. In order to assure myself that you are continuing to give your consent to participate in this research, I will ask you if you are still willing to participate in this study. All information will be held in strict confidentiality. Participants will meet with the researcher in a place of their choosing. The audio-tapes of interviews will be kept in a securely locked filing cabinet in the researcher's home. Each tape, once transcribed, will be erased. The transcripts themselves – using code names for participants – will be shredded within five years of the completion of the study.

The data will be used to write a Masters Thesis for the Faculty of Education and Leadership Studies at the University of Victoria. When completed, the thesis will be housed in the University library for public viewing.

Summary findings from this study will be reported directly to you, the participants, and in the university setting as a formal Thesis document and in class presentations. In addition, it is possible that findings will be disseminated at educational conferences and at scholarly meetings.

In addition to being able to contact the researcher or her supervisor Dr. Carol Harris at the above phone numbers, you may verify the ethical approval of this study, or raise any concerns you might have, by contacting the Associate Vice-President, Research at the University of Victoria (250-472-4362).

Your signature below indicates that you understand the above conditions of participation in this study and that you have had the opportunity to have your questions answered by the researchers.

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*Name of Participant*

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*Signature*

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*Date*

*A copy of this consent will be left with you, and a copy will be taken by the researcher.*