

Elementary Survey Administration Packet



This packet will support on-site staff administering the elementary survey. It includes scripts, instructions, and the assurance of confidentiality.

Page 2: **Teacher Instructions** to prepare and set up for survey administration

Page 3: **Proctor Instructions** to start, monitor, and conclude survey administration

Page 4: **Introductory Script** for proctors

Page 5: **Assurance of Confidentiality** to be signed

Teacher Instructions (Grades 3–6)

Your classroom was selected to participate in your school district’s administration of the California Healthy Kids Survey (CHKS). Your primary contact for any questions about the survey and its procedures is your school and/or district coordinator.

Step #1 – Obtain Active Consent (Opt-In Parental Consent)

For active consent to be had, no child can be surveyed until a parent/guardian has provided explicit written permission. If a permission form is not returned, it must be assumed that a parent’s/guardian’s permission has not been granted. Consent forms are very important. You should:

- Follow your district’s process for sending, receiving, and tracking consent forms.
- If appropriate, regularly remind students to return consent forms.
- Follow-up with non-responding parents to encourage the return of consent forms.
- Inform your school coordinator if the consent return rate is less than 50% within one week of the scheduled administration date.

Step #2 – Prepare for Survey

To be fully prepared to administer the survey, review the following issues:

- **Survey Materials.** At least two or three days before the survey, you should receive the URL for online survey administration.
- **Answer Student Questions.** Students may have questions about their participation in the survey. Your school or district coordinator should have made preparations on how to answer these questions or provide referrals to other people or programs. Be sure you have been informed of these arrangements.

Step #3 – Set up the Room Environment

- Identify Eligible Students (verify consent). Collect remaining consent forms, identify and separate those students whose parents/guardians provided permission for them to participate.
- Seat participating students so their responses can’t be observed by another student or adult.
- Provide class work or activities for students who will not be participating. They do not have to be removed from the classroom.

If you are also proctoring the survey, please read the Proctor Instructions.

Proctor Instructions for all grade levels

These instructions are designed for use by the person who proctors the *California Healthy Kids Survey* (CHKS) in the classroom.

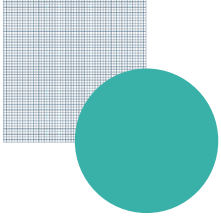
Proctoring the Survey

- 1. Arrive Early.** Give yourself ample time to prepare for survey administration (i.e., turn the computers on, log onto the survey website). It is vital that the computers be arranged so that only the student answering the survey questions can see the monitor.
- 2. Sign Assurance of Confidentiality.** Read and sign the attached confidentiality agreement and give it to the school or district coordinator.
- 3. Distribute Survey.** Provide each participating student with the URL for the online survey.
- 4. Read the Introductory Script to Students.** The attached script assures that students know they will not be punished or rewarded for choosing to/not to participate. It was designed for your protection.
- 5. Monitor Students.** To ensure privacy and confidentiality, and to promote honest responses, do not wander around the room while students complete the survey. However, do observe their behavior to ensure that disruptions do not occur or that students do not try to find out how other students answered.
- 6. Assist Students.** Be available to answer questions if any come up. Do not define any substance use definitions for students beyond what is already included in the survey.
- 7. Conclude the Survey.** At the end of the survey period:
 - Make sure all the students have submitted their surveys and closed the browser window.
 - Thank the students for their participation.

Please note. If you should encounter a survey interruption (power or Wi-Fi outage, fire drill, etc.), please note the following information and contact your TA as soon as possible.

School name, grade level, date, time, number of students affected, description of the disruption, and if the students re-started the survey or will survey another day.

This information can help the CalSCHLS team with any data cleaning that may be necessary.



Introductory Script for Elementary Survey Administration

“Your district is conducting the California Healthy Kids Survey. The Core survey takes approximately 15-20 minutes to complete. You are among thousands of students throughout the state who are taking this survey. You were selected to participate because your classroom was selected at random (by chance).

The survey asks questions about your school, drug use, violence, and other health behaviors.

This is not a test. There are no right or wrong answers and you will not be timed. The answers you give are very important. Please read each question carefully and answer it based on what you really know or do. Answer the questions truthfully and as best as you can.

The survey is anonymous and confidential. No one will ever be able to connect you with your answers. Your answers are private.

Participation is voluntary. You are here because your parents or guardians gave their permission for you to participate, but you don’t have to take the survey or complete any questions that you do not want to answer.

The State of California wants to thank you for your help in filling out the survey. Your participation will help us to better understand health-related behaviors and develop better health education and prevention programs. If you have any questions after completing the survey, your school principal or counselor is ready to spend time with anyone who feels that they would like to talk over their feelings about the survey. Anyone who does not wish to participate should tell me now.

It is important that you answer based on what you really know and do. Don’t pick a response just because you think that’s what someone wants you to say. The first questions ask some basic information about your background such as your age and gender. We need this information to understand how behaviors differ among youth.

Now you can read the directions on the computer screen and go to question number one. When you have completed the entire survey, click the submit button and exit the survey.

If you have any questions, please raise your hand. Thank you. Please begin.”

Assurance of Confidentiality of Survey Data

The California Department of Education is firmly committed to maintaining the confidentiality of individual respondents' data obtained through surveys.

Procedures for Maintaining Confidentiality

1. All survey administrators shall sign this Assurance of Confidentiality.
2. All survey administrators shall keep completely confidential the names of respondents, all information or opinions collected, and any information about respondents learned incidentally. Survey administrators shall exercise reasonable caution to prevent access by others to survey data in their possession.

Pledge of Confidentiality

I hereby certify that I have carefully read and will cooperate fully with the above procedures on confidentiality. I will keep completely confidential all information arising from surveys concerning individual respondents to which I gain access. I will not discuss, disclose, disseminate, or provide access to survey data and identifiers. I will devote my best efforts to ensure that there is compliance with the required procedures by personnel whom I supervise. I give my personal pledge that I shall abide by this Assurance of Confidentiality.

My signature below indicates I have read and agree to the Pledge of Confidentiality.

SURVEY ADMINISTRATOR NAME (PRINT): _____

SIGNATURE: _____

DATE: _____