

Elementary School Teacher Instructions (Grade 5)

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 PARENT CONSENT

Positive permission is required. Only those students with signed written permission from a parent/guardian can participate. Consent forms are very important. You should:

- » Follow your district's process for sending, receiving, and tracking consent forms.
- » If in-person and if appropriate, regularly remind students to return consent forms.
- » Follow-up with non-responding parents to encourage 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 ROOM ENVIRONMENT

If you are administering the survey in-person, on the day of the survey:

- » Identify eligible students (verify consent). Collect remaining consent forms, identify and separate those students whose parents 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 administering the survey remotely:

- » Identify eligible students (verify consent).
- » Send participating students the survey links.
- » If appropriate, provide activities for students who will not be participating.

- » Suggest students take the survey in the same area they use for school work or homework. Reinforce the idea that this is not a test, that it is voluntary, and that it is confidential.

STEP #4 — PREPARE SURVEY PROCTOR

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

Secondary School Teacher Instructions (Grades 7, 9, & 11)

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 — TRACK PARENT REFUSALS

It is very important that you do not survey any student whose parents denied their child's participation. Follow your district's process for sending, receiving, and tracking consent forms. You should regularly communicate with your school coordinator to track parent refusals.

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 ROOM ENVIRONMENT

If you are administering the survey in-person, on the day of the survey:

- » Identify ineligible students. Your district or school coordinator should provide you with a list of students whose parents denied their participation. Collect any remaining refusal forms. Identify and separate those students who must not take the survey.
- » 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 administering the survey remotely:

- » Identify eligible students (verify consent).
- » Send participating students the survey links.
- » If appropriate, provide activities for students who will not be participating.
- » Suggest students take the survey in the same area they use for school work or homework. Reinforce the idea that this is not a test, that it is voluntary, and that it is confidential.

STEP #4 — PREPARE SURVEY PROCTOR

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