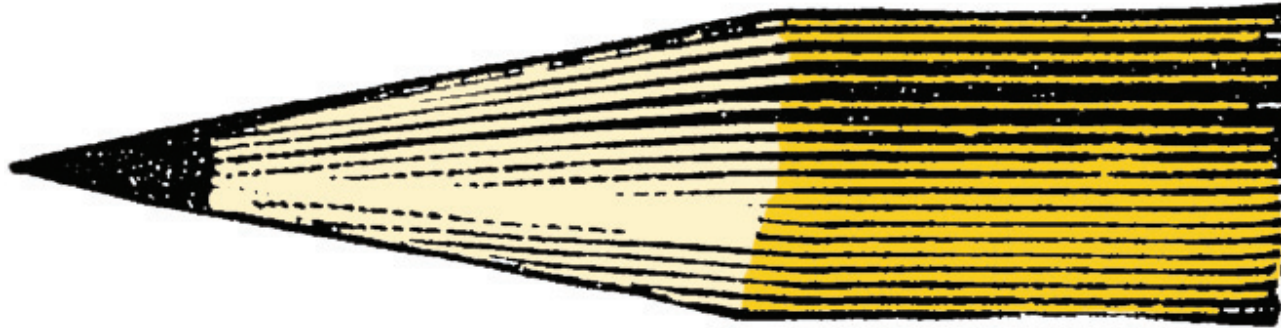


CALIFORNIA

healthy kids

SURVEY



# ADMINISTRATION INSTRUCTIONS

FOR SCHOOLS USING ACTIVE CONSENT

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WestEd 



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## School Coordinator Instructions

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The *California Healthy Kids Survey* (CHKS) is a comprehensive youth health risk and resilience behavior data collection service available to all California districts. Sponsored by the California Department of Education (CDE), it consists of a comprehensive survey instrument that assesses all major areas of health-related behavior, as well as a full-service survey support system to help districts collect and use CHKS data to improve prevention and health programs. These instructions are designed for use by a school-site coordinator who organizes the survey effort at each school in cooperation with the district coordinator.

### WHY CONDUCT THE SURVEY?

The CHKS was funded by CDE in response to widespread concerns expressed by school districts and county offices of education for help in complying with Title IV (Safe and Drug-free Schools and Communities) and TUPE (Tobacco Use Prevention Education) reporting, as well as monitoring health-risk behaviors in such areas as alcohol use, tobacco use, drug use, and violence. More generally, this survey grew out of CDE's commitment to promoting the safe, drug-free, and healthy development of the state's youth, a commitment central to improving student academic performance. In recognition of its importance, *CDE requires the CHKS for districts that receive Title IV funding or TUPE grants (or want to apply for them).*

### YOUR SUPPORT IS ESSENTIAL!

Your assistance with the administration of the CHKS at your school is important and greatly appreciated. Every effort has been made to minimize the burden that survey participation places upon your school. These instructions have been created to help you in this endeavor. It is particularly important that you maintain standard procedures and obtain high levels of parent consent. Without your help, the results may not be useful and could hurt your district's efforts to meet its compliance requirements.

- » **The Importance of Standard Procedures.** A primary purpose of these instructions is to ensure that administration of the survey instrument is standardized in every classroom to the fullest extent possible. Standards help protect the confidentiality and anonymity of students. Standards also improve the quality of data, increase school and student response rates, and are essential for data comparability.
- » **The Importance of Monitoring Parent Consent.** We especially need you to encourage your students and their parents or guardians to sign and return the participation consent forms. Parents must send back a signed permission form indicating whether or not their child may participate. Only those students with written permission can participate. The great majority of parents will approve of participation. The challenge is getting the signed consent forms (whether or not consent is given) returned to the school. Low consent rates can result in incomplete, inaccurate, and biased data that jeopardize the survey results and your compliance to program assessment requirements.

## STEP #1 – SELECT THE CLASSROOMS

The number of schools and classrooms surveyed will depend on the number of schools in your district and each school's enrollment. At a minimum, the survey will be administered to 5th-, 7th-, 9th-, and 11th-graders in comprehensive schools, and to *all students* (grades 7-12) in continuation, alternative, or other non-traditional schools. In most schools all students in each of these grade levels will be surveyed. In larger districts, a specific number of classrooms may be randomly selected from each school.

Your role in selecting the sample will be to work with the district coordinator to select the time period (for 5th grade) or required subject that will be used for testing, such as history, language arts, or health. In the cases where it is necessary to select a sample of classes for surveying, you will also be asked to submit class list information to your district coordinator.

## STEP #2 – NOTIFY TEACHERS

Once you know which classrooms will be participating in the CHKS, you will need to notify the teachers. Teachers are instrumental in the critically important task of obtaining written parent permission, and in most cases administering the survey. Experience shows that teacher commitment is the most important influence on obtaining necessary consent and response rates. Please take the time to speak with the teachers to emphasize the survey's value and their importance in making the survey a success. Provide each with a copy of the *Teacher Instructions*, *Proctor Instructions*, and the survey.

## STEP #3 – CONTACT PARENTS

Once you know which classrooms will be participating in the CHKS, you will need to contact parents and get their written permission for their child to participate in the CHKS. A letter must be sent to parents at the beginning of the school year describing the survey and their child's participation. Your district coordinator will provide you with the proper consent form. It describes the survey and all parent and pupil rights. This form can be modified to fit the needs of your school and should be altered to reflect any modules that are added to the required sections. It is available in Spanish and English.

Consent forms may be given by the classroom teacher to each student to take home and/or mailed by the school. Mailing consent forms to parents may help ensure that a larger proportion of parents will have the opportunity to learn about the CHKS and to grant approval for their children to participate. In either case, it is essential to enthusiastically support the survey, to carefully monitor the return of the forms, and to contact parents as needed. Your goal is to obtain a 70% consent rate per grade; i.e., 70% of the students in each grade who were given consent forms return them to the school, whether or not permission is granted. You should also make a copy of the survey available in the school office for parents to view.

Please talk to your district coordinator for more ideas on how to increase the parent response rate. The *Guidebook for the California Healthy Kids Survey, Part I; Administration*, available at [www.wested.org/chks](http://www.wested.org/chks), includes strategies for obtaining the desired response rates. If your consent return rate is less than 50% within one week of the scheduled administration date, we recommend you postpone it and call your district coordinator immediately.

A Parent Permission Log is provided in the *Teacher Instructions* to help teachers keep track of which students have returned parent consent forms and which ones have received permission.

## STEP #4 – PREPARE FOR CLASSROOM ADMINISTRATION

**Selecting Survey Administrators and/or Survey Proctors.** Please discuss with the district coordinator the selection and training of the survey proctors. Proctors can be school staff, administrators, counselors, nurses, teachers, or outside consultants. If teachers are used, we recommend that they administer the survey in a classroom other than their own. Students may feel more comfortable and be more likely to provide honest and complete responses if the proctor is not the regular class teacher.

**Training.** Training the proctors is very important. If proctors are not fully prepared before the class meets, the students may not be able to complete the survey within the period. Make sure the proctors have instructions and materials well in advance, and hold a meeting to review and answer their questions.

**Maintain Confidentiality.** Both schools and students must feel confident that every reasonable effort has been made to protect their privacy. Ask all survey proctors to sign the Assurance of Confidentiality Agreement, found in the *Proctor Instructions*. This reinforces the proctor's obligation to protect student privacy, and can be shown to parents or administrators to demonstrate the commitment to confidentiality. They should also be trained to read the Introductory Script, also in the *Proctor Instructions*, to students before the survey. This assures that students know they will not be punished or rewarded for choosing to/not to participate.

**One week before the survey.** Contact each teacher and establish how close you are to meeting the 70% minimum return rate. If postpone the survey.

**Two or three days before the survey.** Distribute the following materials for each classroom:

- » Surveys and answer sheets for each student,
- » *Teacher Instructions*,
- » *Proctor Instructions*, including the Introductory Script and the Assurance of Confidentiality agreement,
- » Transmittal envelopes for completed surveys, and
- » #2 pencils.

## STEP #5 – SCHEDULE MAKE-UP DATES

**Make-up Dates.** Because some students will be absent on even the most carefully selected administration date, you may want to schedule an alternate or make-up session for those students who may have missed the first survey administration. Conduct the make-up session using the same survey administration procedures and in a setting that will protect student privacy. *Do not conduct the makeup session unless three or more students are present.* As with the typical classroom, have students place their answer sheets in a separate transmittal envelope. Indicate on the exterior of the envelope that this was a make-up session.

## STEP #6 – PREPARE AND RETURN MATERIALS

**Survey Administrator/Proctor.** After the survey is completed, the proctor should verify that all requested information for each classroom was provided on the transmittal envelope and turn the envelope(s) into the school coordinator along with all unused answer forms and other materials. **School Coordinator.** After you have confirmed that all information on the transmittal envelopes has been provided, and that envelopes, answer sheets, and materials from all the sampled classes have been received, bundle the envelopes together and send them to the district coordinator, along with a copy of the consent form used in the school. Keep the parent consent forms and confidentiality assurances at the

school in case any parents have concerns and need verification.

### FOR MORE INFORMATION

If you would like more detailed information, please contact your district coordinator. In addition, CHKS staff can support you in your efforts to administer the CHKS. Please call us toll-free at 888.841.7536, or visit us online at [www.wested.org/chks](http://www.wested.org/chks).

## Elementary School Teacher Instructions (Grade 5)

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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:

- » Send consent forms to parents/guardians at least *two weeks prior* to the scheduled survey.
- » 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.
- » Maintain the attached Parent Permission Log to aid in tracking consent forms.

### STEP #2 – PREPARE FOR SURVEY

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

- » **Spanish survey.** Inform your coordinator if you need the bilingual Spanish-English version.
- » **Survey materials.** At least two or three days before the survey, you should receive surveys, Transmittal Envelopes, and answer sheets for each classroom.
- » **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

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.

### STEP #4 – PREPARE SURVEY PROCTOR

If you are also proctoring the survey, please read the Proctor Instructions. If not, give the Proctor Instructions to the assigned proctor. Then decide if you or the proctor will complete the Transmittal Envelopes and submit completed materials to the coordinator.

# Parent Permission Log

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CLASSROOM:

STUDENT'S NAME	RETURNED CONSENT FORM?		PARTICIPATE?	
	YES	NO	YES	NO
1.				
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## Secondary School Teacher Instructions (Grades 7, 9, & 11)

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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:

- » Send consent forms to parents/guardians at least *two weeks prior* to the scheduled survey.
- » 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.
- » Maintain the attached Parent Permission Log to aid in tracking consent forms.

### STEP #2 – PREPARE FOR SURVEY

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

- » **Spanish survey.** Inform your coordinator if you need the Spanish version.
- » **Survey materials.** At least two or three days before the survey, you should receive surveys, Transmittal Envelopes, and answer sheets for each class.
- » **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

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.

### STEP #4 – PREPARE SURVEY PROCTOR

If you are also proctoring the survey, please read the Proctor Instructions. If not, give the Proctor Instructions to the assigned proctor. Then decide if you or the proctor will complete the Transmittal Envelopes and submit completed materials to the coordinator.

# Parent Permission Log

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CLASSROOM:

STUDENT'S NAME	RETURNED CONSENT FORM?		PARTICIPATE?	
	YES	NO	YES	NO
1.				
2.				
3.				
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## Elementary School Proctor Instructions (Grade 5)

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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.
2. **Sign Assurance of Confidentiality.** Read and sign the attached confidentiality agreement and give it to the school or district coordinator.
3. **Distribute survey modules and supplies.** Provide each participating student with:
  - » The survey,
  - » A scannable answer sheet, and
  - » A #2 pencil.
4. **Read 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 insure privacy and confidentiality, and to promote honest responses, do not wander around the room while students complete the questionnaire. 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. **Fill out Transmittal Envelope.** While students take the survey, fill out all requested consent and attendance information on the Transmittal Envelope. It is *very important* that all information is accurate and complete.
7. **Collect answer sheets.** At the end of the survey period:
  - » Have students put their answer sheets in the Transmittal Envelope.
  - » Publicly seal the envelope before the students.
  - » Thank the students for their participation.
  - » Turn in Transmittal Envelopes and other materials to school coordinator.

## Assurance of Confidentiality of Survey Data

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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: \_\_\_\_\_

## Introductory Script for Survey Administration

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“Your district is conducting the California Healthy Kids Survey. 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 eating habits, physical exercise, 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. Do not put your names anywhere on the survey or the answer sheet. 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.*

Mark your answers on your answer sheet. Be sure to check that the survey question number matches up with the number on your answer sheet. **DO NOT DO ANY WRITING ON THE QUESTIONNAIRE ITSELF.**

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 your as age and sex. We need this information to understand how behaviors differ among youth.

Now you can read the directions on the first page and go to question number 1. When you have completed the entire survey, put your answer sheet in this white envelope [*hold up white envelope to students*] and bring your survey and pencil to me.

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

## Secondary School Proctor Instructions (Grade 7, 9, & 11)

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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.
2. **Sign Assurance of Confidentiality.** Read and sign the attached confidentiality agreement and give it to the school or district coordinator.
3. **Distribute survey modules and supplies.** Provide each participating student with:
  - » The required survey (Core Module),
  - » Any optional modules the district elected to administer (Supplemental and/or Custom Modules),
  - » A scannable answer sheet, and
  - » A #2 pencil.
4. **Read 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 insure privacy and confidentiality, and to promote honest responses, do not wander around the room while students complete the questionnaire. 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. **Fill out Transmittal Envelope.** While students take the survey, fill out all requested consent and attendance information on the Transmittal Envelope. It is *very important* that all information is accurate and complete.
7. **Collect answer sheets.** At the end of the survey period:
  - » Have students put their answer sheets in the Transmittal Envelope.
  - » Publicly seal the envelope before the students.
  - » Thank the students for their participation.
  - » Turn in Transmittal Envelopes and other materials to school coordinator.

## Assurance of Confidentiality of Survey Data

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### 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: \_\_\_\_\_

## Introductory Script for Survey Administration

---

“Your district is conducting the California Healthy Kids Survey. 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 eating habits, physical exercise, drug use, violence and other health-risk behaviors. [IF ADMINISTERING AOD, VIOLENCE & SUICIDE MODULE, ADD: “suicide”; IF ADMINISTERING SEXUAL BEHAVIOR MODULE, ADD: “sexual behavior”.]

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. Do not put your names anywhere on the survey or the answer sheet. 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.*

Mark your answers on your answer sheet. Each section of the survey matches up with a section on the answer sheet. Be sure to check you are in the correct part of the answer sheet when you answer each question. **DO NOT DO ANY WRITING ON THE QUESTIONNAIRE ITSELF.**

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 your as age, sex, and ethnicity. We need this information to understand how behaviors differ among youth.

Now you can read the directions on the first page and go to question number 1. When you have completed the entire survey, put your answer sheet in this white envelope [*hold up white envelope to students*] and bring your survey and pencil to me.

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