



## 2011 MIYHS – Survey Administration Instructions for Teachers

### Prior to Survey Administration:

1. Look through the survey materials to make sure that you are not missing anything.
  - 'Classroom Script'
  - Survey booklets (5<sup>th</sup>/6<sup>th</sup> grade) or Questionnaire booklets and answer sheets (7<sup>th</sup>-12<sup>th</sup> grade)
  - An envelope for completed surveys, with a 'Classroom Summary Information Form' on the front
  - A list of students who cannot participate in the survey due to parental refusal
2. Please familiarize yourself with the 'Classroom Script'.
3. Plan an alternative activity for non-participating students. This activity should be something that students can perform at their desk while the other students are taking the survey, such as reading or working quietly. High participation in the student survey is important to the overall success of the study, so it is important that you select a neutral alternative activity so students aren't discouraged from participating in the survey.
4. Verify that your class seating is arranged so that others cannot see a student's answers to the survey questions.
5. Reserve the whole class period on the selected survey date so that your students have time to finish the survey without feeling rushed.

### During Survey Administration:

1. The document 'Classroom Script' must be carefully and clearly read **verbatim** to your students at the beginning of the class period.
2. Visibly display your school's ID codes (**these are written on the 'Classroom Summary Information Form' on your class envelope**) so that students can fill in the correct ID codes on the survey.
3. If students have questions about the survey, please give them the following contact information:
  - Nancy Birkhimer at 207-287-5361; nancy.birkhimer@maine.gov
  - Jean Zimmerman at 207-624-6687; jean.zimmerman@maine.gov
  - Students that have questions about their rights related to the survey may 207-287-9018 and ask to speak with the chair of the Institutional Review Board, Warren Bartlett. This board has reviewed this study to make sure their rights are protected.
4. Provide students with the name, office #, and phone number of the school's substance abuse contact and the State Crisis Hotline (1-888-568-1112) so they can follow up with any questions or concerns they may have.
5. Encourage students to use **No. 2 pencils** so that they can change their answers if needed. Please note, however, that **blue or black** ink is also acceptable (but please not magic markers).
6. Please remain at the front of the classroom while students are completing the survey. It is important that the students feel comfortable that no one will see their answers to survey questions.

7. Please refer to the '*Classroom Script*' document as to how to answer students' questions. Keep a blank survey on hand so that you will not have to look at a student's survey to answer specific questions.
8. Complete the '*Classroom Summary Information Form*', which is printed on the front of your class's envelope. ***This information is very important to ensure the validity of the data.***
9. Students should work quietly at their desk when they are finished with the survey. It is ok if a student does not finish in the allotted time. Their survey should be collected with the rest of the completed surveys.
10. At the end of class, pass around the envelope provided and ask students to place their completed survey booklets (5<sup>th</sup>/6<sup>th</sup> grade) or answer sheets (7<sup>th</sup>-12<sup>th</sup> grade) inside. (Note: For 7<sup>th</sup>-12<sup>th</sup> grade classes, you do not need to send back the questionnaire booklets.) Please monitor this process to ensure that students do not take any answer sheets/surveys out of the envelope as it goes around the room. **Instruct the last person in class to seal the envelope before returning it to you.**

### **After Survey Administration:**

At the end of the class period, please return the classroom envelope containing all of the students' answer sheets/surveys to the safe and confidential location that your school's MIYHS contact person has designated. Make sure that surveys are set aside and labeled with the School ID Code and Class ID Code for the absent students. You should either give those surveys to your School's Survey Contact Person or hold on to them for the absent students (this will depend on what your school has decided to do about following up with absentees).