



Maine Department of Health and Human Services  
Maine Department of Education

## 2011 MIYHS – Training Your Teachers Info Sheet

### 1. Photocopy each of the following documents for each teacher administering the 2011 MIYHS:

- Survey Administration Instructions for Teachers
- Classroom Script

#### Teachers will also need:

- The list of students who cannot take the survey due to parental refusal or undeliverable parent consent letters.
  - Their class envelope, which should include the correct number of surveys for each teacher's class plus one for the teacher and a few extra for class enrollment changes. **If you plan to deviate from the class lists that were provided earlier this fall, please contact Pan Atlantic SMS Group IMMEDIATELY (call toll-free at 1-877-487-2810).** However, if there has been just a slight change in enrollment since you provided your class list, you may make adjustments as needed.
2. Distribute the teacher packets along with survey materials to teachers at least one day prior to the survey date.
  3. Organize a training session so that teachers are clear on what is required of them for the survey administration.

### Key Points To Go Over During Your Teacher Training:

Please review each of these items with your teachers in addition to what is covered in the teacher packets:

- Teachers should read the 'Classroom Script' document prior to survey administration to familiarize themselves with the content.
- Teachers must ensure that students whose parents refused their participation, students who decline to participate themselves, and those whose parent consent letters were returned undeliverable are:
  - 1) **NOT** surveyed
  - 2) Given an alternative activity during survey administration
- While the students are taking the survey, teachers should completely fill out the Class Survey Information Form (on the front of each classroom envelope) for their class.

### School and Class ID Codes:

- Each school and class has its own ID codes that need to be filled in on the front page of the surveys.
- These ID codes can be found on the Class Survey Information Form (on the front of each classroom envelope).
- It is essential that teachers have the students fill in the ID codes correctly or your school runs the risk of your surveys not being processed correctly.

### **Support Contact Information for Students:**

- Teachers should have the name, office #, and phone number for the school's substance abuse contact as well as the State Crisis Hotline (1-888-568-1112) prominently displayed, such as on a blackboard, before students begin the survey. Teachers should refer students to these resources to discuss additional questions or concerns regarding issues that were raised by the survey.
- Teachers should supply the contact information to students who have questions about the survey or about their rights regarding the survey:
  - Nancy Birkhimer at 207-287-5361 or nancy.birkhimer@maine.gov
  - Jean Zimmerman at 207-624-6687 or jean.zimmerman@maine.gov
  - Students that have questions about their rights related to the survey may call 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.

### **Anonymity and Confidentiality:**

- Once surveys are passed out, instructions are given, and students have filled in the school codes, teachers should stay seated at the front of the room. The survey must be **anonymous** and **confidential**. If teachers are wandering around the room, the students' answers may be impacted.
- Teachers should have their own copy of the survey so that they do not have to look at a student's survey in order to answer specific questions. A copy for the teacher will be provided in their survey envelope.

### **Student Questions During the Survey:**

- It is okay to clarify questions regarding grammar and vocabulary not related the survey content.
- It is not okay to clarify questions that have to do with specific content.

**EXAMPLE:** A student doesn't understand a question having to do with marijuana. It may be possible that the student doesn't recognize the word as it is spelled. It is acceptable for the teacher to read the question aloud for the student. However, it is not acceptable for the teacher to define the word or give alternate explanations for it.

- An appropriate answer to the students question is: "If you don't know what it means, leave it blank."

### **Absentee Students:**

- Have teachers set aside a blank survey instrument for each student who is eligible to take the survey, but is absent on the day of the survey. Teachers must write in the school and class ID codes for each of these surveys. Explain to them how your school is going to be administering the make-up session.

### **Completed Surveys:**

- At the end of class, teachers should pass the classroom envelope around so that students can put their own survey booklets (5<sup>th</sup>/6<sup>th</sup> grade) and answer sheets (7-12<sup>th</sup> grades) into the envelope. (Note: For 7<sup>th</sup>-12<sup>th</sup> grade classes, you do not need to send back the questionnaire booklets.) **The last student should seal the envelope** before giving it to the teacher.
- The teachers should then return the envelopes to a safe, confidential location that you, the survey contact person, have designated prior to the survey administration.