

KIP TRAINING MANUAL

KIP ONLINE STUDENT SURVEY TRAINING MANUAL 2010

Kentucky Cabinet for Health and Family Services
Department for Mental Health, Developmental Disabilities and Addiction Services
Division of Mental Health and Substance Abuse

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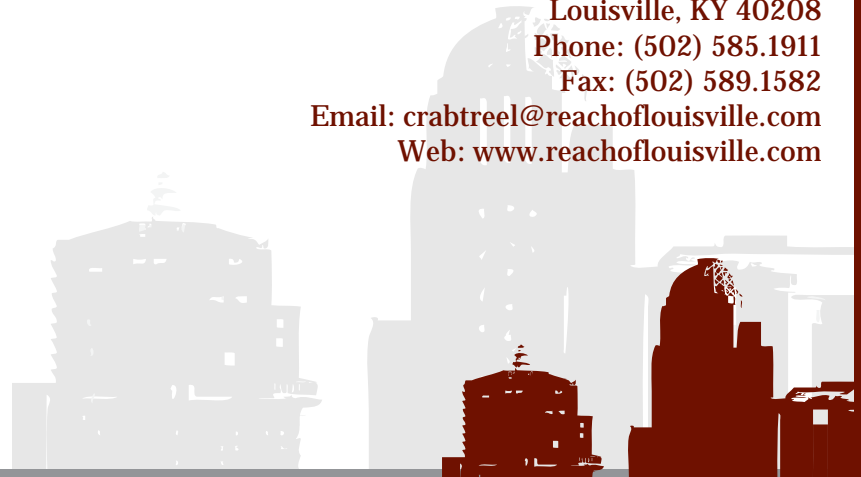
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KIP SURVEY 2010

KENTUCKY INCENTIVES for PREVENTION

ONLINE STUDENT SURVEY TRAINING MANUAL

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SECTION ONE: GENERAL PROJECT INFORMATION

Overview of the Student Survey Training Manual

Welcome to all KIP Student Survey Project Coordinators participating in the 2010 administration of the online KIP survey. Information that is collected in the KIP Student Survey, from students in grades 6, 8, 10, and 12, plays a key role in helping the state reduce substance use among teenagers and have safe and drug-free schools.

The KIP Student Survey project provides important information about students' use of tobacco, alcohol, and drugs. The survey also tracks gambling behaviors, how safe or unsafe students feel at school, and where the problem areas might be.

These are serious issues for all communities. It's through this type of confidential, first-hand information provided by the KIP Survey that these problems can be effectively understood and addressed. The data collected from the KIP Survey can be an invaluable tool for:

- School planning
- Program development
- Determining how agency funding and other resources could be allocated most effectively

Clearly, the data used for these decisions must be valid and reliable. The purpose of this training manual is to train Project Coordinators how to administer the KIP Student Survey so that results for each district are as valid and as reliable as possible. The training manual outlines the necessary procedures for collecting accurate information. Those requirements include:

- Planning and organization
- Strict adherence to specific research protocols
- Consistency in administration
- Meticulous attention to detail

The manual is designed to:

- Present a practical "big picture" overview of the scope of the project
- Define the Project Coordinator's responsibilities
- Detail the process from the first day of planning through the final mailing of the surveys for data

processing

- Provide the tools, forms, and information needed to succeed

The training manual provides additional detailed information about the research protocols that must be followed. The manual also includes the forms necessary for the survey administration.

THINGS TO REMEMBER

1. The information collected in the student survey is an invaluable tool for planning, decision-making, and allocating resources.
2. For the data to be accurate, it must be collected by strictly adhering to the research protocols outlined in this manual.
3. The manual includes more detailed information on each topic and must be read by all Project Coordinators so that all research protocols are implemented correctly.
4. The manual includes examples of survey administration forms, some of which will be used exactly as they are, and others that will need to be modified for your specific school district.

KEY CONTACT INFORMATION

The KIP web site is located at <http://www.reachoflouisville.com/kip.htm>. Here you can access documents related to the KIP survey, including the entire KIP Online Training Manual and all forms necessary for survey administration. There is also a list of KIP survey Frequently Asked Questions and contact information for all REACH KIP staff. Finally, statewide results and KIP trends reports for all prior administrations can be viewed and downloaded.

If you require additional assistance, please contact:

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SECTION TWO: ORGANIZATION

Plan Ahead: Grasp the Scope of the Project

In August, your district(s) formally committed to participation in the survey, determined the number of schools, and estimated the number of individual students who will be participating in the survey.

At this time you can determine:

- The number of classrooms needed and the number of survey administrators, support staff, and volunteers that must be recruited and trained
- Whether the survey can be administered in standard-sized classrooms or in a large group setting.

Complete the Student Survey Management Forms

The Student Survey management forms in this section will help organize all of this information. There are two types of management forms:

- Form I. Summary Form By Grade: This form should be completed for each grade of each school that will participate in the survey.
- Form II. Summary Form By School: This form is used to summarize information for each school and document basic contact information.

Review the Suggested Time Line and Complete the Schedule of Tasks

The Suggested Time Line form includes key survey activities and the approximate lead times that each activity should have prior to the survey date.

The Schedule of Tasks includes a detailed list of specific tasks and activities that must be completed. It is designed to help plan and project the amount of time needed for each task.

Schedule a Survey Date and Makeup Date

As early as possible in the planning process, schedule a 2010 KIP survey date and a makeup date. Schedule the makeup date a full week later (or a day or two more) for students

who were absent on the survey date. This will allow those who may be ill or absent for several days to have a chance to participate. Remember to consider the following issues when scheduling the survey dates:

- Avoid holidays and other possible conflicts, such as field trips or special events.
- Schedule the survey date during the four-week period beginning Monday, October 4, and ending Friday, October 29.
- Allow a minimum of a fifty-minute time period for survey administration. The survey itself takes about 25 minutes for the average student to complete, but there are always some students who will take longer.
- Administer all surveys in the same grade on the same day whenever possible to avoid students discussing items with other students.

Prepare a Contingency Plan for Special Circumstances

Develop contingency plans to accommodate the following situations:

- Students who will not be participating, either due to parental refusal or student refusal
- Students who will participate but who would have problems completing the survey in the standard classroom environment
- Students who cannot read the survey

Protocols for each of these situations are as follows:

- Some students can read at the fifth grade reading level ability that the survey is written, but are just “slower readers.” The plan for this group is simply to allow more time.
- For those who have more severe reading problems, someone will need to read aloud the survey questions.
- The administrator for the “read aloud” surveys must follow the protocols for this method outlined later in this section.
- There must be an alternative plan for those students not participating while others are completing the survey, such as going to the library or studying at their desks.
- The alternative plan for non-participants should be perceived neither as more attractive than

participating nor as punitive.

***Plan “Backwards”:* What Tasks Need to be Completed Before Each Activity?**

For each activity listed, think about what tasks need to be done before that activity can be completed. For example, before the Parental Consent packets can be sent home:

- The letters and forms need to be developed or modified from the sample materials found in this manual.
- The packets need to be assembled and delivered to each school.
- Coordination with school officials must be worked out so that ALL students who are eligible to take the survey receive the packets in time.

THINGS TO REMEMBER

1. To determine the scope of the project, first determine how many classes and students will be surveyed. Complete the Student Survey management forms to document and organize the information.
2. As early as possible, schedule all survey dates and makeup dates.
3. It is critical to complete a time line of anticipated dates for each task found on the

Schedule of Tasks.

4. Contingency plans must be in place for students not participating and for those who will have a more difficult time completing the survey.

FORMS

1. Student Survey Management Forms (for each school)
 - Summary by Grade
 - Summary by School
2. Suggested Time Line
3. Schedule Of Tasks
4. Protocols for Read Aloud Administration of the Student Survey

While the prospect of filling out lots of forms usually seems to be burdensome, we hope that these forms will help you keep track of the various aspects of the survey administration. We revise these forms and this manual every year and are always open to suggestions on how to improve them.

Note: Additional copies of the forms in this KIP Training Manual can be downloaded and printed from the KIP pages at: www.reachoflouisville.com/kip.htm.

STUDENT SURVEY MANAGEMENT FORM I

SUMMARY BY GRADE (for a single school)

School Name: _____ Makeup Date _____

School Contact: _____

Grade Level: (circle one) 6 8 10 12

<u>Class</u>	<u>Teacher's Name</u>	<u>Number Of Students</u>	<u>Survey Date</u>	<u>Survey Time</u>	<u>Location For Survey Administration: Classroom Or Other*</u>	<u>Survey Administrator</u>	<u>Total Number Of Completed Surveys**</u>
1.	_____	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____	_____	_____

**** SUBTOTAL**
 Read Aloud # _____
 Makeup # _____
 Spanish _____

Total Number Of All Surveys Completed For This Grade Level _____

* If not individual classroom, specify if cafeteria, library, gym or other site.
For large group administration, a maximum of 75 students should be surveyed.

** Not including Read Aloud or Makeup or Spanish.

STUDENT SURVEY MANAGEMENT FORM II

SUMMARY BY SCHOOL

Project Coordinator's Name _____
Name Of School District _____
Name Of School _____
Address _____

School Phone # _____
School Coordinator/Contact _____

SUMMARY

Total Number of Students Enrolled in
Grades 6, 8, 10, or 12 _____
Total Number of Classes _____
Grade Level(s) to be Surveyed _____
Total Number of Blank Surveys Ordered

Parental Notification Information

Date Notifications Were Sent To Parents ____/____/____
Date By Which Forms Must Be Returned ____/____/____

Training For Survey Administrators

Date Of Training ____/____/____

Agreement of Confidentiality and Professional Ethics Forms Signed And On File

Yes _____

No _____

SUGGESTED TIME LINE

<u>Activity</u>	<u>Time Prior To Survey Date or Actual Date</u>
Revise count of student participants	—————> September
Identify school contact	—————> September
Set survey date and makeup date	—————> September
Prepare Parental Notification Sheets	—————> 1 month (or earlier)
Send Parental Notification Sheets	—————> 3 weeks (or earlier)
Identify “Read Aloud” students	—————> 2 weeks (or earlier)
Train survey administrators	—————> 1 to 2 weeks
Prepare materials for each classroom	—————> 1-2 weeks
Check for parental refusals	—————> 3 days

SURVEY DATE

Check counts and Classroom Administration Report Forms	—————> Day of survey (during the period Oct. 4- Oct.29)
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MAKEUP DATE

Check counts and Classroom Administration Report Forms	—————> Day of makeup survey (one week later or 1-2 days after that)
Receive reports	—————> March 2011

SCHEDULE OF TASKS

	Date To Begin Task	Date To End Task
1. Obtain classroom counts.	____/____/____	____/____/____
2. Identify key contact at each school.	____/____/____	____/____/____
3. Meet with each school coordinator.	____/____/____	____/____/____
4. Record information (school, grade, and number of students) on Student Survey management forms.	____/____/____	____/____/____
5. Schedule survey dates and makeup dates	____/____/____	____/____/____
6. Review parental notification protocols and prepare sheets.	____/____/____	____/____/____
7. Send parental notification sheets to all parents.	____/____/____	____/____/____
8. Designate one person at each school to receive and be responsible for parental forms returned.	____/____/____	____/____/____
9. Identify who will be the survey administrator for each class.	____/____/____	____/____/____
10. Train administrators on survey administration, classroom environment, and confidentiality.	____/____/____	____/____/____
11. Review confidentiality procedures with all other project associates, and get signed agreements from all associates.	____/____/____	____/____/____
12. Consult with school coordinator (and/or teachers) to develop a plan for students not participating in survey.	____/____/____	____/____/____
13. Develop a plan for students who take longer for survey completion and/or who must be part of a “read aloud” group.	____/____/____	____/____/____
14. Contact school coordinator to verify date, time, and rooms for survey.	____/____/____	____/____/____
15. Prepare for administration day.	____/____/____	____/____/____
16. Meet briefly with all administrators and allow time for quick training if a substitute happens to be in the classroom.	____/____/____	____/____/____
17. Check Parental Consent information: Make sure that students do not participate if parent refused.	____/____/____	____/____/____
18. Check that each classroom or other location follows standards set for orderly and confidential administration.	____/____/____	____/____/____

PROTOCOLS FOR THE READ ALOUD ADMINISTRATION OF THE KIP STUDENT SURVEY

The Read Aloud method of administering the Student Survey was developed for students with reading difficulties. The survey is written for students with a fifth grade reading level ability. Teachers or counselors should be consulted to determine which students need to have the survey read to them.

These protocols must be followed for Read Aloud administration:

1. The survey administrator should practice reading the survey out loud prior to survey day. The practice should be timed to determine how much class time would be needed to administer the Read Aloud surveys. It will take at least an hour and a half if done properly.
2. The survey administrator should repeat the section introductory “lead-in” phrases. For example, the lead-in, “How old were you when you first . . .?” should be repeated at least every third item so that students are frequently reminded of the question context and time frame when thinking about each question subpart.
3. The survey administrator needs to keep all students together on the same page and allow enough time for the students to answer the questions.

Students’ survey responses are confidential. For that reason, some students must be excluded from participating in the survey due to limitations that prevent them from completing the survey themselves. Teachers or counselors should be consulted to determine the capabilities of the students. If the students cannot comprehend the questions, then they should not participate in the survey.

SECTION THREE: PARENTAL NOTIFICATION

Parental Notification

Parents must be informed of the survey, given information about it, given an opportunity to ask questions about it, and given an opportunity to deny permission for their child to participate in the survey.

The protocols detailed in this manual must be strictly followed to be in compliance with government rules concerning surveys of minors.

Prepare and Distribute Parental Notification Sheets

Parental notification sheets must be sent out at least two weeks prior to the survey date to allow enough time for them to be returned.

The parental notification sheets must include the following:

- Information concerning the purpose of the study
- A statement that participation in the survey is voluntary, not required.
- An explanation of the uses of survey results
- Examples of questions asked on the survey
- A deadline for returning the non-consent form

This training manual includes a sample letter, Parental Notification Form and Student Survey Fact Sheet. The form must be revised/customized for each school district before the notification sheets can be sent. The district superintendent would be the best person to sign the letter, but it could also be from the school principal.

Document Parental Objection

It is extremely important that no student whose parent has refused consent be allowed to participate, since this would jeopardize the entire project. To keep track of these students, follow these protocols:

- Designate a liaison at each school to be responsible for all parental forms that are sent out and returned.
- Document those students whose parents refused consent on the Parental Notification Final Documentation Form.

- Record the names of students who cannot participate as soon as they are received.
- Make sure that new or absent students do not “fall through the cracks.” These students must also receive Parental Notification sheets at least two weeks prior to the survey.
- The survey administrator must have a copy of the documentation form and make sure those students DO NOT participate. There is a place for the administrator’s signature at the bottom of the form.

THINGS TO REMEMBER

1. All parents must be informed about the student survey.
2. Strict protocols must be followed.
3. Parental notification sheets must be sent out at least two weeks prior to the survey date.
4. Notification information must include information about the purpose of the study, a statement that participation is voluntary, an explanation of the intended use of results, and examples of questions included on the survey.
5. A deadline for returning the non-consent form must be on the form.
6. Proactive follow-up must be done with new students enrolled after parental notification packets have gone out. This is to ensure that parents receive the materials and are given a reasonable amount of time to return the non-consent form.

FORMS

1. Sample Letter From School Superintendent
2. Sample Parental Notification Form for Student Survey
3. Student Survey Fact Sheet
4. Parental Notification Final Documentation

SAMPLE LETTER FROM SCHOOL SUPERINTENDENT

Vivian Unified School District

1234 Kingston Highway

Vivian, KY 40078 (502) 644-9887

(insert date)

Dear Parent(s)/Guardian(s):

I am pleased to announce that the Vivian Unified School District has decided to participate in the KIP Student Survey. The survey is funded by the Kentucky Division of Mental Health and Substance Abuse with the support of the Governor’s Office of Drug Control Policy and the Federal Center for Substance Abuse Prevention. It is designed to assess alcohol and drug use among students in grades 6, 8, 10, and 12. A fact sheet and the non-consent form accompany this letter. The survey will be administered to students in the sixth, eighth, tenth, and twelfth grades. The survey is completely voluntary and will be used for school planning and program development.

The Vivian Unified School District is participating in this important project because we believe young people’s use of these substances is a serious issue for our communities. We encourage you to support this project by agreeing to let your child participate in the survey. If you have any questions, please don’t hesitate to call your child’s school coordinator, (insert name & phone number). Thank you for your cooperation.

Sincerely,

**(insert name)
Superintendent**

Enclosures

SAMPLE PARENTAL NOTIFICATION FORM FOR STUDENT SURVEY

Please return this form to the school coordinator **only** if you **do not** give permission by (insert date).

School coordinator:

Address:

Phone number:

I **DO NOT** give permission for my child to participate in the Student Survey.

Please print clearly.

Parent's Name: _____

Child's Name: _____

Child's School: _____

Grade: (circle one) 6 8 10 12

Parent's Signature: _____

Date of Signature: _____

Child's Signature (optional): _____

Date of Signature: _____

STUDENT SURVEY FACT SHEET

(To Be Sent With Parental Notification Form Letter)

What is the KIP Student Survey?

The Kentucky Division of Mental Health and Substance Abuse with the support of the Governor's Office of Drug Control Policy and the Federal Center for Substance Abuse Prevention and participating school districts jointly sponsor this statewide student survey to assess the extent of alcohol, drug, and tobacco use among students throughout Kentucky in grades 6, 8, 10, and 12, and to evaluate the impact of prevention efforts aimed at reducing substance use.

What is the purpose of the Student Survey?

The Student Survey is part of the Kentucky Governor's Youth Substance Abuse Prevention Initiative (The KIP Project). The students in the four grades will be asked to complete a survey that will be used for research purposes only. Their responses to the survey will be compiled to provide information to your school district about students' use of tobacco, alcohol, and drugs. It also provides information about school safety issues.

Does my child have to complete the survey?

No. Participation in the Student Survey is completely voluntary. Your child will not be penalized in any way if he/she refuses to participate. We are asking your permission for your child to participate in this survey. The survey will be conducted by program evaluation personnel and trained volunteers during a regular class period at school.

Will anyone know how my child answered the questions?

No. Your child's responses to the questions will be confidential. His or her name will not appear on the survey forms and no one except the research evaluation staff will see the individual responses. The answers from all youth participants will be summarized so it will be impossible to identify your child in the responses.

What kinds of questions are on the survey?

Examples of questions to be asked in the Student Survey are listed below by subject.

- ◆ Alcohol, tobacco, and drug use: How often (if ever) have you smoked cigarettes in the past month (30 days)? On how many occasions (if any) have you had more than a sip or two of beer, wine, or hard liquor (for example, vodka, whiskey or gin) during the last 30 days? How often (if ever) have you smoked marijuana?
- ◆ Attitudes toward alcohol and drug use: How wrong do you think it is for someone your age to drink beer, wine, or hard liquor (for example, vodka, whiskey or gin)? How wrong do you think it is for someone your age to smoke marijuana? In the past 30 days, how many times did you speak with a friend about a personal or family problem?
- ◆ Antisocial behavior: How many times in the past year (12 months) have you been suspended from school? How many times in the past year (12 months) have you taken a handgun to school?

This survey has been administered to many thousands of students across the Commonwealth and the vast majority has experienced little difficulty in answering the questions. Because answering questions about personal and sensitive behaviors can be uncomfortable, students are assured that they may skip any questions they do not want to answer. Students are also told that if, after completing the survey, they have any personal concerns, then they should talk to their school counselor who can direct them to resources for consultation.

What benefits are there from my child participating in this research?

Although your child will not directly benefit from completing the survey, his/her answers—along with those of thousands of others—will provide valuable information that may be used to improve programs for youth.

How do I give permission for my child to participate in the survey?

If you give permission and your child agrees to participate in the survey, you do not need to do anything. Your child will be provided with a survey form during the class period designated for the survey. If you **object** to your child's participation in the evaluation survey, you must complete the attached form, sign your name in the space provided and return the form to {insert program administrator's name} at your child's school by {insert date}. If you like, you may also call {insert program administrator's name} at {insert phone number} if you have questions.

PARENTAL NOTIFICATION FINAL DOCUMENTATION

SCHOOL _____

PROJECT COORDINATOR _____

GRADE LEVEL _____

TEACHER _____

DATE NOTIFICATION FORMS WERE SENT TO PARENTS _____

NUMBER OF PARENT OBJECTION FORMS THAT WERE RETURNED _____

1. (NAME) _____

2. (NAME) _____

3. (NAME) _____

4. (NAME) _____

5. (NAME) _____

SURVEY ADMINISTRATOR (please print)

**I attest to the fact that all applicable students (if any) listed above
have been dismissed or released from taking the student survey.**

(Are there any new students in this class whose parents haven't been notified?

If yes, those students cannot participate today. Please notify Project Coordinator.)

SIGNATURE OF SURVEY ADMINISTRATOR:

SECTION FOUR: CONFIDENTIALITY

Follow Confidentiality and Professional Ethics Protocols

Specific principles and guidelines regarding confidentiality and professional ethics must be rigorously followed by all personnel involved in the Student Survey project. This is to protect the privacy of the students participating in the survey and to assure the public's confidence that the research has been conducted with the highest ethical standards.

As a condition of participation, anyone involved in the administration of the survey must read the enclosed Statement of Confidentiality and Professional Ethics and must sign the Agreement of Confidentiality and Professional Ethics that is found in this section of the manual. Some of the key principles that must be applied are as follows:

- Each student has a right to privacy with respect to his or her answers.
- Information learned about students, their families, and friends in the course of research must not be discussed with anyone.
- Data and other results of the survey will be presented only in summarized form without any names or identifying information.

All Staff and Survey Administrators Must Understand and Sign Agreement

It is important that everyone involved in the project read, understand, and apply all of the protocols outlined in the Statement of Confidentiality and Professional Ethics. There is a multitude of situations that relate to confidentiality. It is the Project coordinator's responsibility to be sure that all who are associated with the project sign and adhere to the Confidentiality Agreement. The signed agreement for staff and survey administrators must be in a file maintained by the Project coordinator.

THINGS TO REMEMBER

1. All personnel involved in the administration of the Student Survey must read the Statement of Confidentiality and Professional Ethics and sign the agreement attached to it.
2. Confidentiality and ethical principles must be applied to all aspects of this project, starting with parental notification documentation, creating a professional environment, and protecting respondent privacy in the classroom and through the reporting of results.
3. It is the Project coordinator's responsibility to be sure everyone associated with the project adheres to these standards.

FORMS

1. Statement of Confidentiality and Professional Ethics
2. Agreement of Confidentiality and Professional Ethics

STATEMENT OF CONFIDENTIALITY AND PROFESSIONAL ETHICS

The results of scientific research are made widely available in scholarly books and articles, university classrooms, funding agencies (both governmental and non-governmental), and the media. To insure the integrity of research results, specific principles and guidelines regarding confidentiality and professional ethics must be rigorously followed. The following are considered minimal principles and standards that must be applied to the Student Survey to protect the privacy of study participants, and to assure the public's confidence that the research has been conducted with high ethical standards:

- Each student has a right to privacy with respect to their answers to survey questions, to decide voluntarily whether to participate in the survey, and to be informed about the purposes, scope, and importance of that involvement.
- The total confidentiality of students must always be assured. Information learned about students, their families and friends in the course of research must not be discussed with anyone, other than appropriate members of the evaluation team as necessary for research purposes only.
- Student Survey Administration Protocols must be consistently applied so that a complete and accurate picture of social realities can be discerned through data collected systematically from all students.
- All teachers, volunteers and other data collection assistants must be carefully trained and monitored for quality assurances.
- Student Survey teachers/administrators are obligated to develop and apply procedures to: a) protect the rights, privacy, and confidence of students, b) to maintain the confidentiality of the survey, and c) to safeguard all methods and procedures specified in the Training Manual.
- Student Survey teachers/administrators may do nothing that would bias students' answers. This includes making statements that could lead students to change their answers; implying criticism or support of students' attitudes or behavior; or inventing or distorting students' answers. They may not mislead students or use practices which may coerce or humiliate them. They must deal humanely with students' requests for help and assistance, but follow project guidelines about answering students' questions. They must not offer personal assistance or direct aid in answering survey questions.
- Data and other results of the research will be presented only in summarized form without any names or identifying information.
- No one given approved access of privileged information may use this information for personal gain or for any non-research purpose.

PLEASE SIGN THE AGREEMENT ON THE FOLLOWING PAGE.

AGREEMENT OF CONFIDENTIALITY AND PROFESSIONAL ETHICS

Each teacher, school administrator and project staff member involved with the Student Survey must read the accompanying statement and sign the following agreement as a condition of participation in the study:

I have carefully read the accompanying Statement of Confidentiality and Professional Ethics and fully understand that its obligations apply to me and are a condition of my participation in project evaluation activities.

I will abide by the principles and standards of professional ethics as described in this statement. I am aware that failure to abide by these standards could pose a serious threat to the validity of the research data collected for this project and jeopardize its funding.

I understand that the accompanying statement and this agreement, relative to the confidentiality of study respondents and documents, are applicable both during the project as well as after my assignment has been completed.

PRINT NAME _____

SIGNATURE _____

DATE _____

Please keep the accompanying statement for your records and return this agreement to:

{Insert Project Coordinator's Name and Address}

SECTION FIVE: PREPARATION OF SURVEY MATERIALS

The following is a list of tasks that must be completed to be sure all schools are prepared to administer the survey. It includes information regarding how and when teachers or support staff members administering the survey will be trained.

Prepare for Student Survey Administration Using this Guide

Step 1:

Using your Student Survey management form for each participating school, count the number of survey forms needed for each school.

Step 2:

Count the number of students in each class whose parents refused to allow their child to participate in the survey and subtract this number from the total number of students enrolled in the class. Include a copy of the revised Script and Administration Instructions and Protocols and a Classroom Administration Report Form for each classroom/administration site. Confirm that all

teachers who will assist in survey administration have received training.

Step 3:

Two days before the survey administration date review the survey administration procedures with the liaison and administrators. Record any updated information on parent refusals, new students, and student withdrawals and check to make sure that an adequate number of computers are available for the day of the survey.

Step 4:

By the morning of the survey, the school liaison should distribute the Script and Administration Procedures and Protocols, and a Classroom Administration Report Form to each teacher's classroom/administration site. Record any additional information on parent refusals, new students, and student withdrawals.

The supplies needed for each classroom include one computer for each student, copies of the Administrator's Script, Protocols for Classroom Environment, Survey Instructions, and Classroom Administration Report Forms to record who did and did not participate in the survey.

SECTION SIX: SURVEY ADMINISTRATION PROCEDURES

Train Survey Administrators

The survey administrators must be trained by the project coordinator. The job of administering the survey is not a difficult one. In fact, a single half-hour training session is usually sufficient. What is most important is that survey administrators are fully prepared so that they uniformly follow the outlined procedures. On the day of the survey, the project coordinator must arrive at the school early enough to have time to train substitutes if necessary.

Follow Protocols for Creating an Orderly, Confidential Survey Administration

The goal for the survey day is to collect data in an orderly and confidential manner with as little disruption as possible to the school organization.

Never be late for a survey. Plan to arrive approximately forty-five minutes to an hour before the scheduled time to allow time to address any coordination issues that may need to be resolved.

It is the coordinator's responsibility to train staff and survey administrators to ensure the following:

- The survey is administered in a proper classroom environment.
- Confidentiality and privacy issues are protected.
- The administrator's script and survey instructions are read verbatim.
- Parental consent documentation has been checked.
- Documentation of student participation is correct.

Check the Environment and Put Contingency Plans in Place

The survey must be administered to students in an environment that allows them to think seriously about the questions and to respond in a sincere and confidential manner. This is accomplished by:

- Enhancing the students' perceptions of privacy and comfort by spacing students throughout the

classroom so that they cannot see each other's responses

- Not allowing students to wander around the room

Students not participating in the survey may remain at their desks or go to the library and read a book or do homework. The activity should not be construed as either a punishment for non-participation, or as a more desirable alternative to taking the survey.

Read Script and Survey Instructions Verbatim

Strict protocols must be followed by each survey administrator. Before instructing students to log in to the survey, the survey administrator must read the administrator's script exactly as written and in the order presented. The survey administrator must also read the student instructions (included in this section) word for word.

Control Large Group Administration

The best administration environment is typically a class of thirty students. But, under some circumstances, you may have to combine several classes and administer the survey in the cafeteria or gym. For large group administration,

- Keep in mind that the larger the group, the harder it will be to control.
- A maximum of seventy-five students should be surveyed at one time.
- More monitors are required and they must be respected by the students to maintain an orderly environment.

Document Student Participation and Non-participation

The survey administrator must complete the Classroom Administration Report Form to document the number of students who participate or who do not participate for each class. The form documents the following:

- Total classroom enrollment
- The number of absent students
- The number of students who do not have their parents' permission to participate
- The number of students who refuse to participate

-
- on the day of the survey
 - The number of students who do not participate on the day of the survey due to other reasons

It is very important that the Classroom Administration Report Form be completed accurately because these figures are also used to report response rates.

THINGS TO REMEMBER

1. Be sure that all survey administrators are trained; allow time to train substitutes if a teacher trained is absent.
2. It is the project coordinator's responsibility to be sure that the survey is administered in an orderly and confidential environment.
3. Implement plans for students who do not participate. These may include students whose parents refused permission, students who do not want to participate, or students with serious reading or comprehension difficulties.
4. Survey administrators must read the administrator's script with instructions exactly as written and in the order presented.

5. Survey administrator must read the instructions sheet word for word after each student has received a copy.

6. Survey administrators must complete the Classroom Administration Report Form.

7. Large classroom administration will require more staff for control.

FORMS

1. 2010 KIP Survey Instructions for Survey Administrators
2. Student Survey Administrator's Script and Administration Instructions
3. Instructions For (Completing) the Classroom Administration Report Form
4. Classroom Administration Report Form
5. Protocols for Setting Up a Confidential and Orderly Environment for Administering the Student Survey



2010 KIP Survey Instructions for Survey Administrators

Optimal Browser Requirements:

The KIP Survey has been tested to work properly with Internet Explorer version 5.0 and Firefox version 2.0. We recommend that users of the KIP Survey use one of these browsers. The survey may work with other browser versions, although proper performance cannot be guaranteed.

Estimated Completion Time

We estimate that the online KIP Survey will take no longer than 50 minutes for most students to complete.

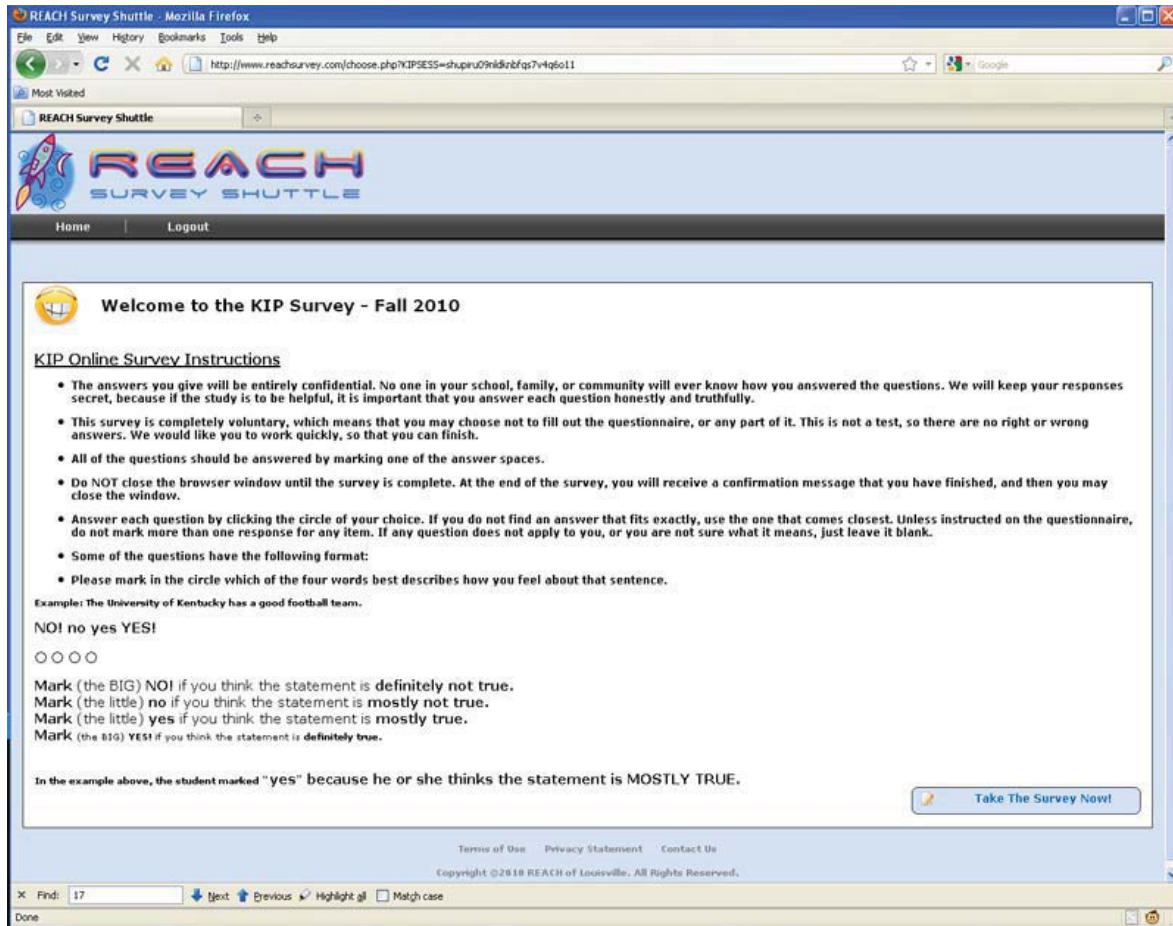
Logging in to the Survey

Have each student open an Internet browser and go to www.reachsurvey.com. The student will be presented with a login screen.

The screenshot shows the login page for the REACH KIP Online system. At the top, there are two links: "Home" and "Logout". Below this is a large white box with a yellow smiley face icon on the left. To the right of the icon, the text reads "Welcome to the REACH KIP Online system". Below this, the prompt "Please Enter Your Group ID:" is followed by a text input field. Underneath the input field is a "Login" button. At the bottom of the page, there are three links: "Terms of Use", "Privacy Statement", and "Contact Us". Below these links is the copyright notice: "Copyright ©2007 REACH of Louisville. All Rights Reserved."

The survey login page

Each school will use one Group ID for all students taking the KIP survey online. Each student will need to login with the school’s provided Group ID to begin the survey. After logging into the site, the student will be directed to the survey introduction screen, where they will see the “KIP Survey – Fall 2010” survey introduction:



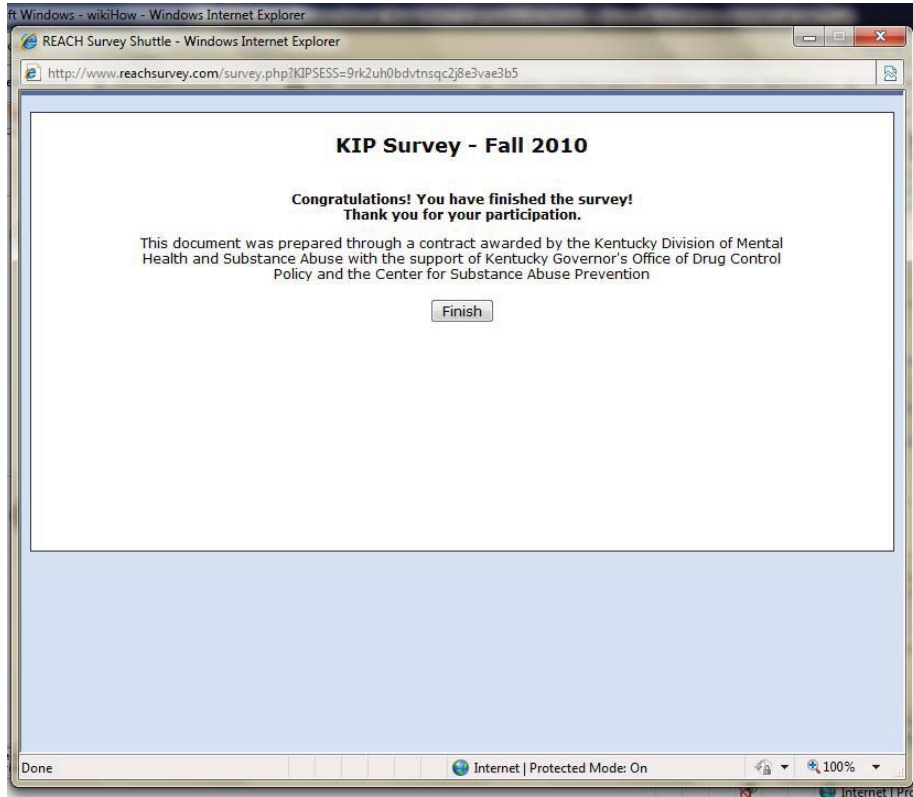
Survey Selection Page – click on “KIP Survey – Fall 2010” then “Take The Survey Now!” to begin the survey

The survey introduction page

After reading the Administrator’s script, and going over the survey instruction page with the students, instruct each student to click on the link “Take The Survey Now”. The student will then be directed to the first page of the KIP survey.

Completing the Survey

Please instruct students not to close the browser window containing the survey until the survey is completed. If the browser is closed, students will not be able to resume their survey and the data will be lost. At the end of the survey, the student will receive a confirmation message, and it is safe to close the window.



The confirmation page indicating the survey was completed

**ONLINE SURVEY ADMINISTRATOR’S SCRIPT
AND ADMINISTRATION INSTRUCTIONS**

Before allowing students to log in to the survey, read the following script. Please read the script exactly as written, and in the order presented.

Good morning (afternoon). Today, as you know, we will be participating in a survey along with other students throughout the commonwealth. The survey is to find out how students feel about alcohol, tobacco, other drugs, and other youth issues. Data from the survey is being used for research purposes only. The responses of all students will be added together, so no individual can be identified in the results.

This survey is completely confidential. You will not use your name on the survey. Your answers will be seen only by the researchers, not by anyone at all in our school district.

Do NOT close the browser window containing the survey until the survey is complete. At the end of the survey, you will receive a confirmation window. When you get to this window, simply press “Finish”.

If you find a question that you really don’t want to answer, you may skip it. However, you are required to answer the question “What grade are you in?”

Once you have completed the survey, please sit quietly at your computer.

If, after completing the survey, you have any personal concerns, you should contact your school counselor, who can direct you to appropriate resources for help.

It is important that all students think seriously about the questions and respond in a sincere and honest manner. We have been given some instructions for administering the survey. Let me read them to you now.

- 1. Keep your eyes focused on your computer and do not look at other students’ answers. [**Note to Teacher:** Be sure to emphasize this.]*

-
2. *Do not talk or wander around the room while others are completing the survey.*
 3. *Do not open other websites during or after the survey.*
 4. *Mark only one answer per question unless there are specific instructions to mark more than one answer.*
 5. *I am not allowed to answer questions concerning the meaning of questions or words within questions. This is vital to the survey's validity and reliability.*

Now, please go to www.reachsurvey.com, and enter in the following group ID: _____.

[Note to Teacher: The group ID's, one per school, will be sent to you via e-mail prior to your survey administration date. We strongly suggest writing the web address and login group ID on the board for all students to copy.]

Once you have logged in, on the next screen you will see the "KIP Online Survey Instructions."

Is everyone logged in?

When everyone is...

Does everyone see the instructions?

When everyone does...

Now we will review the survey instructions together.

Read the instructions page.

Is everyone ready to begin the survey?

When everyone is...

You may begin by pressing the "Take the survey now" button in the bottom right hand corner of the page.

Instructions for the

Classroom Administration Report Form

- ✓ Mark in upper right corner of form the type of administration. Please check the box(s) that describes your administrations.

EXAMPLES:

Classroom administration of 10th graders

*—check **Classroom Adm**;*

Enter number in TOTAL ENROLLED;

Enter number in TOTAL ABSENT;

Complete Lines 1-6 on form

Read Aloud of selected 8th graders from a number of classrooms

*—check **Read Aloud Adm** only;*

enter N/A in TOTAL ENROLLED;

enter N/A in TOTAL ABSENT;

complete Lines 1-6 on form

Read Aloud of entire 6th grade classroom

*—check both **Classroom Adm** and **Read Aloud Adm**;*

Enter number in TOTAL ENROLLED;

Enter number in TOTAL ABSENT;

complete Lines 1-6 on form

Make up with read aloud student

*—check both **Read Aloud Adm** and **Makeup Adm**;*

Enter N/A in TOTAL ENROLLED;

Enter N/A in TOTAL ABSENT;

Complete Lines 1-6 on form

- ✓ Keep Classroom Administration Report Forms for grades separately even if administration is in combined setting.
- ✓ The accuracy of this information is a very important part of documenting the survey administration. Thank you for completing this form.

- Classroom Adm.
- Read Aloud Adm.
- Make Up Adm.

Classroom Administration Report Form

School: _____

Grade: _____ Teacher/Administrator: _____

Date of Survey: _____ Number of Survey Forms Delivered: _____

TOTAL ENROLLED: _____ TOTAL ABSENT TODAY: _____

1. TOTAL STUDENTS PRESENT FOR TODAY'S ADMINISTRATION: _____

STUDENTS PRESENT BUT NOT TAKING SURVEY IN TODAY'S ADMINISTRATION: _____

2. Total students present but not taking survey due to **PARENT REFUSAL**: _____

3. Total students present but not taking survey due to **STUDENT REFUSAL**: _____

4. Total students present but not taking survey due to **OTHER REASONS** : _____

5. **TOTAL STUDENTS NOT TAKING SURVEY IN TODAY'S ADMINISTRATION:** (Line 2+Line 3+Line 4=Line 5) Line 5

6. **TOTAL STUDENTS COMPLETING SURVEY IN TODAY'S ADMINISTRATION:** (Line 1-Line 5=Line 6) Line 6

KIP Coordinator: _____

Coordinator Contact Info: _____

PROTOCOLS FOR SETTING UP A CONFIDENTIAL AND ORDERLY ENVIRONMENT FOR ADMINISTERING THE STUDENT SURVEY

The collection of valid and reliable data depends upon careful administration of a survey. The survey should be administered to students in an environment that allows them to think seriously about the questions and respond in a sincere and honest manner. You can greatly enhance the students' perceptions of privacy and comfort and the collection of credible data by attending to the following:

1. **Locate students throughout the classroom so they cannot see other students' responses.**
2. **Do not allow students to wander around the room while others are completing the survey.**
3. **Since completing the survey is voluntary, students who voice an objection may be excused from the activity.**
4. **Encourage students to answer every question to the best of their ability.**
5. **Do not answer questions concerning the meaning of questions or words within questions. This is vital to the survey's validity and reliability.**
6. **Read the script from the Survey Administration Instructions exactly as written and in that order.**

SECTION SEVEN: SURVEY COMPLETION

After each student completes his or her survey by pressing the “Finish” button, the survey is automatically exported to a data file and sent to REACH of Louisville. The Survey Administrator should then simply instruct students to log off of their computer.

Administrators should then mail the completed Classroom Administration Report Forms and Student Survey Management Forms to Lisa Crabtree at REACH of Louisville.

Lisa Crabtree, c/o REACH of Louisville, 501
Park Avenue, Louisville, KY 40208

SECTION EIGHT: SURVEY RESULTS

Description of the Reports on Survey Results

Within a few months of survey completion, a report will be sent to the school district.

Using the Survey Results for Planning and Evaluation

The results of the Student Survey can be very useful to individual schools and the community. Survey results can:

- Indicate how much and how often young people are smoking, drinking alcohol, or using drugs.
- Indicate at what age and grade level young people are likely to begin using substances.
- Provide information that schools and community groups can use to identify prevention programming needs.
- Help the school and community and planners make decisions about funding substance prevention initiatives.
- Help school systems meet Title IV eligibility requirements.
- Provide needs assessment baseline data that can help school systems and community groups obtain grants for substance abuse prevention programs.

Before announcing any results to the media or community groups, please contact REACH of Louisville for clarification and interpretation.

Additional reports can be obtained for groups of districts, or for groups of schools, or for individual schools if there is a sufficient number of students who completed the survey to ensure the protection of confidentiality.

To obtain additional reports, please submit a request via e-mail to Lisa Crabtree (CrabtreeL@reachoflouisville.com) at REACH of Louisville.

SAMPLE TABLES

2.4 Alcohol

Table 2.4.1 Alcohol - Lifetime Use

		Q2. What grade are you in?			
		6th	8th	10th	12th
Q29a. On how many occasions (if any) have you had alcoholic beverages (beer, wine or hard liquor) to drink--more than just a few sips in your lifetime?	0 occasions	71%	44%	26%	19%
	1-2 occasions	17%	18%	14%	11%
	3-5 occasions	5%	11%	13%	10%
	6-9 occasions	3%	8%	10%	9%
	10-19 occasions	2%	7%	11%	13%
	20-39 occasions	1%	5%	9%	12%
	40 or more occasions	2%	8%	17%	26%
Total		100%	100%	100%	100%

Table 2.4.2 Alcohol - Frequency of Use in Past Twelve Months

		Q2. What grade are you in?			
		6th	8th	10th	12th
Q29b. On how many occasions (if any) have you had alcoholic beverages (beer, wine or hard liquor) to drink—more than just a few sips in the past 12 months?	0 occasions	85%	57%	36%	30%
	1-2 occasions	9%	19%	20%	17%
	3-5 occasions	3%	9%	13%	13%
	6-9 occasions	1%	6%	10%	10%
	10-19 occasions	1%	5%	10%	12%
	20-39 occasions	1%	2%	6%	8%
	40 or more occasions	1%	2%	6%	10%
Total		100%	100%	100%	100%

Table 2.4.3 Alcohol - Frequency of Use in Past Thirty Days

		Q2. What grade are you in?			
		6th	8th	10th	12th
Q29c. On how many occasions (if any) have you had alcoholic beverages (beer, wine or hard liquor) to drink—more than just a few sips in the past 30 days?	0 occasions	94%	77%	62%	56%
	1-2 occasions	3%	12%	17%	19%
	3-5 occasions	1%	5%	9%	10%
	6-9 occasions	1%	3%	5%	7%
	10-19 occasions	0%	2%	4%	4%
	20-39 occasions	0%	1%	1%	2%
	40 or more occasions	0%	1%	1%	2%

SAMPLE TABLES

2.5 Marijuana

Table 2.5.1 Marijuana - Lifetime Use

		Q2. What grade are you in?			
		6th	8th	10th	12th
Q31a. On how many occasions (if any) have you used marijuana in your lifetime?	0 occasions	95%	79%	56%	48%
	1-2 occasions	2%	6%	9%	9%
	3-5 occasions	1%	3%	5%	6%
	6-9 occasions	0%	2%	4%	5%
	10-19 occasions	0%	2%	5%	6%
	20-39 occasions	0%	2%	5%	7%
	40 or more occasions	1%	5%	15%	19%
Total		100%	100%	100%	100%

Table 2.5.2 Marijuana - Frequency of Use in Past Twelve Months

		Q2. What grade are you in?			
		6th	8th	10th	12th
Q31b. On how many occasions (if any) have you used marijuana in the past 12 months?	0 occasions	97%	83%	63%	60%
	1-2 occasions	1%	6%	9%	9%
	3-5 occasions	1%	3%	5%	5%
	6-9 occasions	0%	2%	5%	4%
	10-19 occasions	0%	2%	5%	5%
	20-39 occasions	0%	2%	4%	4%
	40 or more occasions	1%	2%	9%	12%
Total		100%	100%	100%	100%

Table 2.5.3 Marijuana - Frequency of Use in Past Thirty Days

		Q2. What grade are you in?			
		6th	8th	10th	12th
Q31c. On how many occasions (if any) have you used marijuana in the past 30 days?	0 occasions	98%	89%	76%	75%
	1-2 occasions	1%	4%	8%	7%
	3-5 occasions	0%	2%	4%	4%
	6-9 occasions	0%	1%	3%	3%
	10-19 occasions	0%	2%	3%	4%
	20-39 occasions	0%	1%	2%	3%
	40 or more occasions	1%	1%	4%	5%

