

KIP SURVEY 2010

KIP STUDENT SURVEY TRAINING MANUAL PAPER ADMINISTRATION

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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KIP SURVEY 2010

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PAPER STUDENT SURVEY TRAINING MANUAL

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KIP STUDENT SURVEY TRAINING MANUAL

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SECTION ONE: GENERAL PROJECT INFORMATION

Overview of the Student Survey Training Video and Manual

Welcome to all KIP Student Survey Project Coordinators in school districts across the Commonwealth. Information that is collected in the KIP Student Survey, from children 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 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 Student Survey that these problems can be effectively understood and addressed. The data collected from the Student 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 and the accompanying video 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 and video are 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 video is segmented into modules that correlate with the sections of the manual. 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. Used together, the video and manual provide all the tools needed for a successful administration of the survey. Since the 18 minute video involves much less detail than the manual, administrators may find it useful to view it before reading the manual, and may also want to simplify the training of classroom administrators by sharing it with them.

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 KIP Training manual and all forms necessary for survey administration. There is also a list of 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

Administering the Student Survey requires substantial advance planning. Preparations need to begin in August, and final preparations need to begin at least a month before the survey date.

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. It also indicated whether it wants to administer any Spanish-language KIP surveys.

At this time you can determine:

- The number of Parental Consent packets to prepare and send out
- 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. (The makeup date, a week later, may be in November.)
- 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. Procrastination can result in frustration and stress.
2. Final preparations must begin at least a month in advance of the survey date.
3. 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.

4. As early as possible, schedule all survey dates and makeup dates.

5. It is critical to complete a time line of anticipated dates for each task found on the Schedule of Tasks.

6. 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)
 - Form I – Summary by Grade
 - Form II – 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: <http://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

Class	Teacher's Name	Number Of Students	Survey Date	Survey Time	Location For Survey Administration:		Total Number Of Completed Surveys**	
					Classroom Or Other*	Survey Administrator		
1.	_____	_____	_____	_____	_____	_____	_____	
2.	_____	_____	_____	_____	_____	_____	_____	
3.	_____	_____	_____	_____	_____	_____	_____	
4.	_____	_____	_____	_____	_____	_____	_____	
5.	_____	_____	_____	_____	_____	_____	_____	
6.	_____	_____	_____	_____	_____	_____	_____	
7.	_____	_____	_____	_____	_____	_____	_____	
8.	_____	_____	_____	_____	_____	_____	_____	
							** SUBTOTAL	_____
							Read Aloud #	_____
							Makeup #	_____
							Spanish	_____

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

Total Number Of All Surveys Completed For This Grade Level _____

** 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 school 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 KIP 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.
- Completed surveys must be stored in areas with limited access and should never be left unattended or must be kept in a locked area.

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, protecting respondent privacy in handling survey documents 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 all school tasks that must be completed to be sure all materials, including the surveys, are ready and delivered to each classroom on time. It includes information regarding how and when teachers or support staff members administering the survey will be trained.

Prepare Materials for Student Survey Administration Using this Guide

Step 1: Check the contents of the instruction package to ensure that all of the materials listed are included.

- Survey Administration Script and Instructions
- Forms: Classroom Administration Report Form, KIP Student Survey Return Form and Parental Consent Form.

Count the blank survey forms and check the total against the shipping transmittal form to ensure that all boxes and surveys have been received. If not, immediately contact Lisa Crabtree at REACH of Louisville. (CrabtreeL@reachoflouisville.com, Phone: (502) 585-1911).

Step 2: Using your Student Survey management form for each participating school, count the number of survey forms needed for each school.

Step 3: Check to make sure that each blank survey form is accompanied by an instructions sheet and a return envelope.

Step 4: At least a week before the survey, 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. Count out the number of blank survey forms needed for each class and bundle these according to grade and teacher. 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 5: Prepare a survey collection box for each classroom.

Step 6: Two days before the survey administration date deliver the surveys to each school liaison. 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 survey forms and pens and/or pencils are on hand for the day of the survey.

Step 7: By the morning of the survey, the school liaison should distribute the bundles containing the blank survey forms, 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 pens and/or pencils, boxes to put completed surveys in, 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.

THINGS TO REMEMBER

1. There are many tasks that must be completed before the surveys are taken to the classroom. Support staff may be needed to complete these tasks.
2. Check contents of box with blank surveys when it is received. It contains the forms and materials that you will need to take to each classroom.
3. Count the number of surveys needed for each classroom.
4. Prepare a box with the correct number of blank survey forms (and instruction sheets and envelopes) for each grade and teacher. Be sure to include a few extra in case you have miscounted.
5. Include copies of Script and Administration Instructions, Parental Notification Documentation Form, Protocols, and Classroom Administration Report Form for each classroom administration site.

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.
- Pens and/or pencils are available for the survey.
- 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
- Encouraging students to use the survey envelope to cover their 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 distributing the surveys to the students, the survey administrator must read the administrator's script exactly as written and in the order presented. Once the instructions sheets have been handed out, the survey administrator must also read the instructions sheet word for word. The instructions appear on page 21 of this manual and are also available at <http://www.reachoflouisville.com/kip.htm>. Each administrator should be given a copy of the instructions.

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 (page 24).

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

FORMS

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

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

1. **Before Distributing the surveys to the students, 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. It is being used for research purposes only. The responses of all students are added together, so no individual can be identified in the results.

This survey is completely confidential. You will not put your name on the survey. When you finish the questionnaire, put it in the envelope and seal it. Your answers will be seen only by the researchers, not by anyone at all in our school district. If you find a question that you really don’t want to answer, you may skip it. At the end of the period, you will bring your envelope up front and drop it in the box. At that time just discard the instruction sheet.

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 the survey and do not look at other students’ answers.*
2. *Use your envelope to cover your responses on the questionnaire.*
3. *Please do not talk or wander around the room while others are completing the survey.*
4. *Please mark only one answer per question unless there are specific instructions to mark more than one answer. Some survey pages have two columns. Make sure you answer the questions in both columns.*
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, I will hand out an instructions sheet, and an envelope, to each of you.

2. **Hand out the envelopes and instruction sheets.**

Does everyone have an instruction sheet, an envelope, and a pen or pencil?

When everyone does...

Now we will review the survey instructions together.

3. **Read the instructions sheet.**

4. **Pass out the surveys.**

Does everyone have a blank survey form?

When everyone does...

You may begin.

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. **Encourage students to use their envelope to cover their responses on the surveys.**
3. **Check to be sure the students have pens or pencils for completing the survey.**
4. **Do not allow students to wander around the room while others are completing the survey.**
5. **Since completing the survey is voluntary, students who voice an objection may be excused from the activity.**
6. **Encourage students to answer every question to the best of their ability.**
7. **Do not answer questions concerning the meaning of questions or words within questions. This is vital to the survey's validity and reliability.**
8. **Read the script from the Survey Administration Instructions exactly as written and in that order.**

SECTION SEVEN: SURVEY COMPLETION

Collect, Count, Document, and Ship Completed Surveys

This section of the manual includes the instructions for collecting, counting, and documenting the completed surveys.

After the surveys are collected, administrators should not leave the boxes in anyone else's care. The completed surveys should be promptly returned to a secure location. Follow these protocols for collecting and shipping the surveys:

- Do not remove the student surveys from the return envelopes.
- Store the survey materials safely until the makeup date.
- ***Bundle the completed surveys by school, being sure to note the school name on each bundle.***
- Mark the name of the School District on the outside of each box.
- Separately bundle the Spanish language surveys, and clearly identify them with a tag or label.
- Enclose a copy of ALL Classroom Administration Report Forms for each school and grade in the shipping container.
- Complete the KIP Student Survey Return Form (page 28), FAX a copy to Amanda Kilmer at (502) 589-1582, and enclose a copy in the shipping container

After your schools have completed their make-up surveys and you have faxed the KIP Student Survey Return Form to REACH, all surveys (including unused surveys and envelopes) should be packed up and prepared to ship as soon as possible (within one week) after the last make-up survey. Instruction sheets may be discarded or recycled.

THINGS TO REMEMBER

1. Document the number of students who did and did not complete the survey on the Classroom Administration Report Form and include it with shipping.
2. Bundle the completed surveys by school, being sure to clearly note the school name on each bundle.
3. Keep separate the Read Aloud surveys and the Spanish-language surveys, if any.
4. Do not leave the survey boxes in anyone's care other than designated support staff. No student should handle the completed surveys.
5. Follow the outlined procedures on the Instruction Form included in this section for returning completed surveys accurately.

FORMS

1. Instructions for Return of Student Surveys
2. KIP Student Survey Return Form

INSTRUCTIONS FOR RETURN OF STUDENT SURVEYS

- The survey forms should be packaged and prepared for pick-up **as soon as possible** (within one week) after each school has completed its survey.
- Do not remove the student surveys from the return envelopes.
- Bundle the completed surveys and **clearly mark each bundle and box with the school district name and specific school.**
- Enclose a copy of ALL Classroom Administration Report Forms for each school and grade in the shipping container.
- Complete the “KIP Student Survey Return Form”. **Be sure to accurately fill out all requested information**, including exact box dimensions (length x width x height), the weight of each box, and the exact shipping address, including building name, where the boxes may be picked up. Include any specific pick-up instructions, e.g., ‘pick up from back door of middle school.’
- FAX a copy of the completed “KIP Student Survey Return Form” to Amanda Kilmer at (502) 589-1582, and enclose a copy in the shipping container.
- Upon receipt of your completed “KIP Student Survey Return Form”, Amanda Kilmer will arrange for your boxes to be picked up and email you the shipping labels and instructions for UPS pick up. Clearly label all boxes “KIP Surveys”, marking each box with your district name.

KIP Student Survey Return Form

Survey Coordinator: _____

School District: _____

Address: Please note exact address for UPS pick up here.
(If there are special instructions, please note these clearly, e.g., enter through backdoor.)

Convenient day and time for UPS pick-up:
(UPS needs at least 24 hours notice to arrange a pick-up.)

Weight (pounds) and dimensions (length x width x height) of each box:
(Please number each box, marking each with its weight and dimensions as well as 'KIP Surveys'.)

box #1 _____	box #7 _____
box #2 _____	box #8 _____
box #3 _____	box #9 _____
box #4 _____	box #10 _____
box #5 _____	box #11 _____
box #6 _____	box #12 _____

Shipping Checklist

_____ KIP Surveys (including unused surveys and envelopes)
_____ Classroom Administration Report Forms – one per classroom
_____ a copy of this form
Survey Coordinator initials _____

Please fax this completed form to Amanda Kilmer at (502) 589-1582

(Shipping arrangements will be made as soon as this fax is received.)

Thank you for your work on the KIP Student Survey.

SECTION EIGHT: SURVEY RESULTS

Description of the Reports on Survey Results

Within a few months of returning completed surveys, a report will be sent to the school district.

- One chapter will provide survey results by grade in tabular form for the individual school district.
- Another chapter will provide similar results for the statewide sample of all students who participated in the KIP Student Survey during the same time period.
- These two chapters allow comparison of the responses of students in the school district to those of other students throughout the state. Some sample tables appear below.
- The report will also include the following:
- A description of the methodology that was used to collect and analyze the Student Survey data
- A chart that lists the objectives of the Kentucky Incentives for Prevention (KIP) project (i.e., delay onset of use of drugs, reduce smokeless tobacco and cigarette use, reduce alcohol use) and identifies the survey result tables that address these objectives
- Tables that report the frequency of alcohol, tobacco, marijuana and other drug use broken out by grade level
- Tables that provide the frequency of student responses to every other survey question by grade.

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.

THINGS TO REMEMBER

1. School district results should be compared to statewide results.
2. Additional reports can be ordered.
3. School district personnel should discuss their reports with staff before disseminating results to the media or other community groups.

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%