

2017 KANSAS COMMUNITIES THAT CARE STUDENT SURVEY

Administration Window: December 1 through January 31

Classroom Administration Guidelines - Paper Format

Preparation:

1. Obtain a list of students who have a signed parent consent form from your survey coordinator.
2. The district survey coordinator will provide survey booklets for your students and brown envelopes for completed surveys. Get a supply of No. 2 pencils if students will not have them. Be sure to return all completed surveys in sealed brown envelopes to your survey coordinator.
3. Keep student group size small. Chairs should be placed as if students are taking a test (separated and not facing each other). Ensure that the room contains sufficient lighting, a comfortable climate, and adequate space.
4. List **School District number, Building code, Region codes, and County codes** (based on where the student resides) on the board. These codes were provided to your district's survey coordinator. Be sure to list all possible counties in which the students may live, not just where the school is located, along with corresponding **Region Codes**.
5. Allow one full class period to complete the survey and please do NOT break up the survey into more than one period. An alternate activity, preferably in some place other than the survey administration class, should be provided for students whose parents have denied participation or for those who refuse participation at the beginning of class. Although it is expected that students will have sufficient time to complete the entire survey, they should be informed not to be concerned if they are unable to finish all questions. **In order for a survey to pass a validity check, students must get to at least question #92 and complete the last question of the survey (*How honest were you in filling out this survey?*).**
6. If your district received an additional sheet of questions, be sure they are distributed with the surveys. The responses for those additional questions will go on the last page of the survey in the extra answer rows at the end.

Administration Instructions:

1. While distributing survey booklets and No. 2 pencils to students, introduce students to the survey by providing them with a brief explanation (given annually to students across the state in 6th, 8th, 10th and 12th grades, the purpose of which is to learn what students in our school know about some healthy and unhealthy behaviors, such as smoking and drinking). This survey is completely ANONYMOUS, CONFIDENTIAL and VOLUNTARY. At this point, any students without a signed parent consent form or those who refuse to participate should be directed to an alternate activity.
2. **Read aloud the following instructions** (most of which are on the first page of the survey), ask students to follow along, and invite questions:
 - Thank you for agreeing to participate in this survey. The purpose of this survey is to learn how students in our schools feel about their school, peers, community and family. In a sense, many of your answers will count as "votes" on a wide range of important issues. In order for this study to be helpful, it is important that you answer each question as thoughtfully and honestly as possible. All of your answers will be kept strictly confidential and will never be seen by anyone at your school.

- **The survey is completely voluntary and anonymous.**

- This is not a test, so there are no right or wrong answers. We would like you to work quickly so you can finish, but it is still important that you answer each question as thoughtfully and honestly as possible.
- All of the questions should be answered by completely filling in one of the answer spaces. If you do not find an answer that matches your thoughts exactly, use the one that comes closest. If any question does not apply to you, or you are not sure what it means, just leave it blank. You can skip any question that you do not wish to answer.
- ***If you received an additional sheet of questions please put your answers on the last page of the survey in the extra answer rows at the end.***
- You will have the entire class period to complete the survey. If you are unable to finish the entire survey, that's okay. It is, however, important to answer the first four demographic questions found on the board: district, building, county and region, plus questions #1 (age), #2 (grade) and #3 (gender), and the last question on the last page.
- I will let you know when time is almost up. At that time, if you are not finished, you should skip ahead to the last page of the survey, and answer the very last question.
- To ensure your confidentiality, do NOT write your names on the surveys.
- Keep your survey at your desk until a brown envelope is passed around. Then put your completed survey in the envelope and pass it to the next student. This is so that no one, including your teacher, will see your responses.
- The last student will seal the brown envelope and give it back to the teacher.

1. Remind students that:

- They may skip any question they are uncomfortable answering (except the required demographic questions and the last question of the survey).
 - They should read carefully and follow #6 of the instructions regarding how to properly bubble in their answers. Use pencil only. (Check marks cannot be read by the survey scanners!)
 - They have the entire class period to complete the survey. It is okay if they cannot finish.
 - They should remain quiet until all students are finished.
 - They should keep their survey at their desk until the brown envelope is passed around.
 - They may assume they have not used a particular drug if they do not know what it is.
 - They should not consider **communion** when answering questions about alcohol consumption.
2. Thank students for their time in completing the survey. They may begin bubbling in answers using the information on the board to answer the four demographic questions.
3. **Just before the end of the class**, ask anyone who is not finished to proceed to the last question on the last page (*How honest were you in filling out this survey?*). If they are unable to finish the entire survey, that's okay, just turn in what is done. Do not fold or otherwise damage the survey booklet.
4. At the end of class, pass around an envelope and ask students to place their completed surveys inside. Instruct the last person in class to seal the envelope before returning it to you.
5. Write your building name, building code, grade level and number of completed surveys on the envelope and return the brown envelope(s) of surveys to your district's survey coordinator immediately to ensure confidentiality of surveys. Please label or enclose in a separate envelope any unused surveys.

Thank you for your support!