

**2012
Louisiana
Caring Communities Youth Survey
(CCYS)**

Survey Coordinator Training Information

This training packet contains information and materials relating to the following steps:

1. Preparing Schools and Setting Survey Dates
2. Determine a means of surveying all 6th, 8th, 10th, and 12th graders in your district
3. Preparing Teachers
4. Establishing a Passive Parental Consent Process
5. Compiling and Distributing Survey Materials
6. Gathering and Shipping Completed Survey Materials

Step 1: Prepare Schools and Set Survey Date(s)

- Inform principals of the survey via phone, letter, memo, personal contact, or email. Feel free to share copies of the enclosed Survey Project Information Sheet and Louisiana Caring Communities Youth Survey (CCYS) questionnaire (See Appendix A) with them to provide more information on the survey. If you would like to share additional information on the Risk and Protective Factor Model, please contact your regional prevention contact, as they have more information to offer.
- Check the district schedule and school schedules to determine a proper survey date for the district (or survey dates for each school) within the following timeframe — October 31st through November 30th. ***Consider using the calendars (for October, November, and December) in Appendix A for planning.***
 - Try to avoid scheduling the survey for a Monday or Friday, as many students tend to be absent on these days.
 - Avoid standardized testing days, partial days, and days in which many students will be gone.
 - Please schedule a date within the October 31st through November 30th timeframe and avoid scheduling the survey for a date prior to this timeframe.
- Once a survey date has been chosen for your district (or individual survey dates have been chosen for your district's schools), please notify school principals and your Picard Center contact.

Appendix A: Items to help you complete Step 1

- Louisiana Caring Communities Youth Survey Questionnaire
- Survey Project Information Sheet
- October, November, December Planning Calendars

Step 2: Determine a Means of Surveying All 6th, 8th, 10th, and 12th Grade Students in Your School District

- Next, figure out the best way to survey all 6th, 8th, 10th, and 12th graders in your schools.
- Ask yourself which classes could be surveyed to get the maximum completion of ALL students in these grades. This becomes more of an issue in middle and high schools that have mixed-grade classes.
- Consider surveying core classes such as English, History, Government, or Health classes which tend to be mandatory and tend to be disaggregated by grade. Similar to using core classes, Advisory (Home Room) class time can also be a good time to survey students in similar grades as long as the period is long enough to accommodate the survey (at least 45 minutes long).
- Another option is to designate one period during the day in which all classes with students in grades 6, 8, 10, and 12 will take the survey.
- If neither the core class nor set period options works for you, consider using an Assembly Schedule on each school's survey date — decreasing the size of all classes by a few minutes each period and allowing students to take the survey in the last class of the day. This minimizes class time lost by any one teacher.
- Once you have identified which teachers and classes will be taking the survey, move on to Step 3, where we are asking you to prepare teachers for the survey.

Step 3: Prepare Teachers for the Survey

- Once the survey date(s) is set and you know which classes you will be surveying, begin preparing teachers for the survey. On the day of the survey, teachers will receive ample instructions on how to administer the survey; however, we think it is important in running a good survey and establishing a good relationship with teachers to notify teachers in advance of when the survey is scheduled and what they will be expected to do on the survey date.
- Find some way to notify teachers in advance of the survey date, which classes will be taking survey, and what they will be expected to do. Feel free to use personal contact, phone, email, or a letter to provide this information. Consider using the sample Introductory Teacher Letter provided in Appendix B.
- If you would like to share additional information on the Risk and Protective Factor Model, please contact your regional prevention contact, as they have more information to offer.

Appendix B: Items to help you complete Step 3

- Sample Advance Teacher Letter

Step 4: Establish a Process for Distributing Passive Parental Consent Forms and Tracking Parent Refusals

- The Louisiana Caring Communities Youth Survey is a strictly anonymous and voluntary survey, and thus does not require parental consent in order for students to participate. As a courtesy to the families, your district may choose to distribute passive parental consent forms to the parents. Passive parental consent allows parents to be informed about the survey, their right to see the survey, their child's rights in the survey process, and their right to refuse to allow their child to participate if they wish. Students whose parents refuse permission are not allowed to take the survey. Students whose parents do not refuse permission are allowed to take the survey.
- We are asking survey coordinators to establish a process for schools to distribute these forms and track refusals using whatever means the district/schools are most accustomed to. Consider using the sample Passive Consent Form located in Appendix C.
- A copy of the survey (see Appendix A) will need to be kept on file at the school office as parents are instructed by the form to go to the school office if they want to view the survey.
- Parent refusals (parents who indicate that they do not want their children to participate) will need to be tracked and the information distributed to appropriate teachers before the survey date to ensure that students who do not have consent do not take the survey. Consider using the sample Passive Consent Tracking Form located in Appendix C.
- While it is not required, schools have the option to obtain active parental consent for students to take the survey. Active parental consent requires that parents must check "yes" or "no" to their child taking the survey, and return a signed consent form to the school before their child is allowed to take the survey. Sample active consent materials are available on request. Please contact Mary Johnstun, Survey Project Consultant, at 801-842-2682 [or mary@bach-harrison.com](mailto:mary@bach-harrison.com) if your district or school is interested in obtaining active parental consent.

Appendix C: Items to help you complete Step 4

- Sample Passive Parental Consent Form
- Sample Passive Consent Tracking Form

Step 5: Compile and Distribute Survey Materials

Compiling Materials

- On approximately October 15th, you should receive a box (or boxes) of survey materials for your school district (or school). See the enclosed instructions for more information on how to compile these packets. This package(s) will contain the following:
- **Instructions** for you on how to assemble the survey materials
- Blank **survey booklets** for the students to complete. Enough booklets will be sent for each student in grade 6, 8, 10, and 12 to have one.
- **Instructions for teachers** to read to the students at the beginning of the survey class period.
- **Envelopes** (one for each class) in which students should place their completed surveys. Printed on each envelope is the **Survey Summary Form** that each teacher should complete at the end of the survey class period. (See Appendix D for a sample copy of the Survey Summary Form)
- Pre-paid **FedEx shipping label(s)** with the return address for the surveys and materials. **NOTE:** You will need to keep the box that survey materials were mailed in. You will use this box to return the completed surveys to Bach Harrison, LLC.
- Please examine the materials to ensure that there are enough surveys for the students. Also, check to make certain that there are enough instructions and envelopes for the classes that will participate in the survey.
- Divide the questionnaires and materials into groups and distribute to the teachers. Each teacher should receive enough survey booklets for each participating student in their class, 1 copy of the teacher instructions, and an envelope with the summary form printed on it.

- If you are short any survey questionnaires or other materials, please contact Mary Johnstun at 801-359-2064 ext 108 immediately and she will arrange to have additional copies shipped to you.

Distributing Materials

- **Distribute** the packets to each school and/or teacher at least three days before the survey date. **Remind** each school of their survey date and survey procedures. Set a date and time in which you will be in the school to pick up the materials.
- Each survey requires students to fill out a school district number and a school number. **Teachers will need to know what these numbers are in order to instruct their students to fill in the appropriate numbers. A list of school district numbers and school building numbers will be emailed to you prior to receiving your survey materials.**

Make certain that you find some way of informing teachers of what their district and site number is so they can instruct students on how to enter the numbers on the survey. There are several ways of distributing this information. You can distribute it via copies of the School District/School ID sheet (highlighting the correct school building number), writing the appropriate numbers on each packet, informing teachers of the appropriate numbers when you deliver the packets, etc.

Appendix D: Items to help you complete Step 5

- Sample Class Administration Instructions for Teachers
- Sample Survey Envelope Summary Form

Step 6: Gather and Ship Completed Survey Materials

Administering the Survey

- Return to the school to pick up completed survey materials on the day that the survey is to be administered.
- Go through materials completed on the survey date, organize the survey packets, and double-check the information written on the outside of them for accuracy. This step is crucial in verifying the validity of the student survey data that we are receiving from each school district. Please take care to make sure you have the correct survey information from each of the schools and to follow up with individual teachers if necessary.
- Check all returned packets for missing information. Double check that all information was filled out on the outside of the envelope. If the numbers written on the outside of the packet do not add up correctly or if a teacher didn't fill out all of the information, follow-up with teachers who have missing or incomplete survey information.
- Put all completed packets in an appropriately-sized box.
- When all the classroom packets are gathered and doubled checked, please return completed survey materials to Bach Harrison L.L.C. via the following methods:

Shipping Completed Surveys

- Either use the box that the survey materials came in or another suitable box.
- Put COMPLETED classroom survey packets in the box. Seal tightly.
- Place the enclosed, red prepaid FedEx Ground mailing label on the box. If you have more than one box to send, use one label for each box.
 - Keep the label-backing for information on how to arrange for a FedEx Ground pickup.
 - Also keep an account of the Shipper Receipt number and information (found at the top of the red prepaid label) for tracking purposes.
- Arrange for a Fed Ex pick-up by calling 1-800-Go-FedEx (800-463-3339), or drop the package off at any Fed Ex mailing station or FedEx/Kinko's/FedEx Office Store.

- When the survey is completed, please send thank you letters and/or emails to superintendents, principals, and individuals within the school (i.e. teachers, aides, office staff, etc.) that helped with the survey process.

Shipping BLANK Surveys and Additional Unused Materials

Please return all UNUSED surveys and materials to the following address:

Attn: Tim Teddlie

Picard Center for Child Development

6120 Perkins Road, 3rd Floor

Baton Rouge, LA 70808

Thank you again for your assistance in organizing this survey. We wouldn't be able to do this without your time and attention and we are so appreciative of your efforts!

We are excited to provide your school district and schools with data that they can use to plan prevention services and better your community!

Appendix A:

Items to help you complete Step 1

- Louisiana Caring Communities Youth Survey (CCYS) Questionnaire
- Survey Project Information Sheet
- Planning Calendars: October, November, December

Project Information Sheet

Louisiana Caring Communities Youth Survey

Coordination and administration of the Louisiana CCYS is a collaborative effort of Department of Health and Hospitals, Office of Behavioral Health (OBH), Addictive Disorders Services; Regional Prevention Coordinators; Department of Education; Cecil J. Picard Center for Child Development and Lifelong Learning, University of Louisiana at Lafayette; and Bach Harrison, L.L.C.

During the period of October 31st - November 30th, the 2012 Louisiana Caring Communities Youth Survey will be conducted throughout the state. The survey will gather information needed to plan important prevention and intervention programs to combat such problems as alcohol and other drug use and violence in our schools and communities. The survey is being offered to public, private, and charter schools in the state every two years. This fact sheet answers important questions about the 2012 Louisiana Caring Communities Youth Survey.

What is the Louisiana Caring Communities Youth Survey

The Louisiana Caring Communities Youth Survey asks questions about behaviors students or students' friends may or may not have done. For the survey, students will be asked to respond to questions designed to gather information about risk and protective factors and questions related to alcohol, tobacco, and other drug use such as *'How often do you feel the school work you are assigned is meaningful and important?'* *'How wrong do you think it is for someone your age to pick a fight with someone at school?'* *'Which of the following activities for people your age are available in your community?'* *'On how many occasions (if any) have you used marijuana in the past 30 days?'* *'How many times in the past year have you taken a handgun to school?'* *'If you skipped school, would you be caught by your parents?'* *'If I had a personal problem I could ask my mom or dad for help?'*

What is the purpose of the Louisiana Caring Communities Youth Survey?

The purpose of this survey is to gather information needed to plan important prevention and intervention programs to combat such problems as alcohol, tobacco, other drug use, and violence in our schools and communities. It will also help schools, districts, parishes, and regions to judge the effectiveness of our current prevention and intervention efforts. The information gained from these surveys will allow school districts and the State of Louisiana to continue to provide comprehensive prevention programs for our schools and children. The focus of the Louisiana Caring Communities Youth Survey is on health risk behaviors such as violence and alcohol, tobacco, and other drug use that can result in injury and/or impede positive development among our youth. The survey also includes risk and protective factors, which are attitudes, behaviors, and opinions that research has shown to be highly correlated with these health risk behaviors.

Why should my school district participate?

The Louisiana Caring Communities Youth Survey is the only survey offered to the state that collects outcome data and risk and protective factor data that will identify community needs on a local level and then allow schools, school districts, parishes, and regions to target services to address those needs. Reports (generated at the regional, parish, zip code, school district, and school levels) produced from the survey results will provide information regarding health-related behaviors; alcohol, tobacco, and other drug use; antisocial behavior; the factors that place students at risk for problem behaviors; and those that protect them from high risk behaviors.

Further, the Louisiana Caring Communities Youth Survey results can be used to help ensure that the state and participating regions and parishes maintain important prevention funding which directly or indirectly benefits area school districts and schools. Information gathered through the Louisiana Caring Communities Youth Survey can be used in the partial fulfillment of the Principles of Effectiveness requirements set forth by the Title IV Safe and Drug Free Schools and Communities Act ("No Child Left Behind" Legislation requirements). Survey results can be used for state and federal level Title IV Basic and Discretionary funds, School Safety Grants, and Safe Schools and other competitive fund processes. Information gathered from youth can also be useful for grant writing, program and school safety planning, as well as targeting interventions to meet the specialized needs of a school and/or community.

Are sensitive questions asked?

The survey questions have been designed to measure key behaviors without asking sensitive questions, although it is possible that some questions may be considered sensitive by some schools or school districts. The survey includes questions related to alcohol, tobacco, and other drug use; violent behaviors; other health risk behaviors; and related risk and protective factors. Unless questions in these topic areas are asked honestly and straightforwardly, we cannot know the degree to which the youth in Louisiana engage in these health risk behaviors. It is important to remember the survey is anonymous, so no student's response will ever be able to be connected with that student.

Can I see the survey?

A copy of the 2012 survey instrument is included for you to view. All the materials necessary to conduct the survey will be sent to your school district's District Coordinator if you choose to participate in the study. The survey questionnaires will be delivered to classrooms a minimum of three days prior to the date of administration. The school principal will be asked to keep the survey questionnaire on file. In a passive consent process, parents will be informed of their right to view the survey questionnaire by contacting the school office.

What if a parent does not wish their child to participate?

District Survey Coordinators will be working with schools to distribute passive parental consent forms (or active consent forms in schools choosing to use them). Passive parental consent forms will inform parents of the study and instruct them to contact the principal's office if they do not wish their child to take the survey. A District Survey Coordinator for each district will work with schools to ensure children whose parents refused consent do not take the survey. If a parent does decline, their son or daughter will be allowed to read or participate in some other alternate activity while his or her classmates are taking the survey. If a school district or school chooses to gather active parental consent, state survey coordinators will work with each district to ensure that parent consent forms are properly gathered and that only students with parent consent are given the survey. NOTE: While it is entirely optional, some school districts or schools can choose to obtain active parental consent for the survey. If school districts/schools choose this option, District Survey Coordinators will work with teachers to distribute and track forms.

What if a student does not wish to participate?

The student's participation in this study is completely voluntary. At the beginning of the class period when the survey will be administered, the teacher will read a prepared statement that informs the students their participation is voluntary. The students will be given the option to decline to participate, or to skip any question they prefer not to answer. Any students who decline the survey will be provided with an alternative activity to do while the survey is being administered.

Is student participation anonymous?

Yes, completely. The student will be given a survey booklet that contains the question items and a place for him/her to record responses. The survey booklet will not have the student's name, or any other identifying information on it. Before they begin, students will be reminded they should not write their name or other identifying information on the booklet. When completing the survey, students will be arranged in the classroom so their responses cannot be seen by the teacher administering the survey or by any of the student's peers. At the end of the class period, the survey booklets will immediately be gathered and placed in a sealed envelope or box. Contacts at each school will pick up the completed surveys and ship them to Bach Harrison, L.L.C. in Salt Lake City, Utah using a prepaid FedEx Ground label.

What will students be asked to do?

The students will be asked to complete a self-administered survey questionnaire during one class period at school. The student will be given a survey booklet that contains the survey questions. The student will be asked to read each question and select the answer in the survey booklet that most closely matches the way he/she feels. Students may experience stress from the personal nature of some questions; however, the stress is expected to be minimal given the anonymous, voluntary

nature of the survey participation. All questions are self-reported, and no physical tests or exams are involved.

How long does it take to complete the survey?

The survey will take approximately 45 minutes to complete and will be administered during a single class period. Although it is expected that the students will have sufficient time to complete the entire survey, they will be informed they should answer as many questions as possible during the class but not be concerned if they are not able to finish all of them. Students who finish before the end of class will be asked to work quietly at their desks while their classmates finish.

When will the study be conducted?

The survey will be administered during the period of October 31st - November 30th. Within a given school, the survey will be administered to all participating classes during the same class period when possible. This will help avoid students discussing the questions with classmates who have not yet completed the survey and biasing the results.

How does the District Coordinator (School Coordinator for some Private/Charter Schools) help with the survey?

A District Coordinator at the school district level will work with the Picard Center to help facilitate the survey. The School District Coordinator, who is assigned by each district's superintendent, will work with school principals to set an appropriate and convenient survey date, develop a passive parental consent process, and distribute and gather survey materials.

What will schools be asked to do?

The survey will be administered in a school classroom setting by the class teacher. Bach Harrison will provide each school with necessary materials for completing the survey, including teacher instructions for administering the survey and a written script that will be read to the students at the beginning of the class that explains the purpose and voluntary nature of the study. The District Coordinator will be assisting schools throughout the process.

Will the results be made available?

Reports will be generated on several levels, including regional, parish, school district, and school. The reports will provide levels of health related behaviors; alcohol, tobacco, and other drug use; antisocial behavior; the factors that place students at risk for problem behaviors and protect them from problem behaviors.

How can my school district benefit from this survey?

Information gained from participating in the Louisiana Caring Communities Youth Survey would not only allow schools, districts, and communities to receive detailed reports (as described above), but would also provide the community with a wealth of data to be used for grant writing, program and school safety planning, as well as targeting interventions to meet a school's and community's specialized needs. The survey information can be used to meet a variety of needs at the community and state levels. The survey provides information that can be used to identify the importance of various problem behaviors. This information can be used as input for resource and policy decisions, such as targeting interventions. Those who receive the information may choose to share it with other community organizations that are working on prevention projects. Results of this survey can be and have been used to provide evidence for the need for prevention services as well as the areas where students would benefit from those services.

**If you have any questions about this important survey, you can call
Mary Johnstun, Bach Harrison Project Consultant, at 801-842-2682
or by e-mail at mary@bach-harrison.com**

or

**Tim Teddlie, CCYS Coordinator for Picard Center at 225-763-3537 or by email at
tteddiepicardcenter.org.**

◀ Sep 2012		~ October 2012 ~					Nov 2012 ▶	
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
	1	2	3	4	5	6		
7	8 Columbus Day Surveys May Arrive	9 Surveys May Arrive	10 Surveys May Arrive	11	12	13		
14	15	16	17	18	19	20		
21	22 GEE Retesting	23 GEE Retesting	24 GEE Retesting	25 GEE Retesting	26 GEE Retesting	27		
28	29 Last Day To Distribute Packets To Schools ⁴	30	31 Halloween First Preferred Day to Survey Students ³	Notes: 1. Try to avoid scheduling the survey for a Monday or Friday, as many students tend to be absent on these days. 2. Avoid standardized testing, partial, or days in which many students will be out. 3. Please schedule a date within the October 31 st through November 30 th timeframe and avoid scheduling the survey for a date prior to this timeframe. 4. Distribute packets to each school and/or teacher at least two days before the survey date (distribute packets before Oct. 30).				

Sun

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Notes:

1. Try to avoid scheduling the survey for a Monday or Friday, as many students tend to be absent on these days.
2. Avoid standardized testing, partial, or days in which many students will be out.
3. Please schedule a date within the October 31st through November 30th timeframe and avoid scheduling the survey for a date prior to this timeframe.
4. Distribute packets to each school and/or teacher at least two days before the survey date (distribute packets before Oct. 30).

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6 Election Day

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Veterans' Day

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Thanksgiving

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30 Last Day to Survey Students³

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~ December 2012 ~

◀ Oct 2012

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Notes:

								1
2	3 EOC Testing	4 EOC Testing	5 EOC Testing	6 EOC Testing	7 EOC Testing	8		
9	10 EOC Testing	11 EOC Testing	12 EOC Testing	13 EOC Testing	14 EOC Testing	15		
16	17	18	19	20	21	22		
23	24	25 Christmas	26	27	28	29		
30	31							

Appendix B:

Items to help you complete Step 3

- Sample Introductory
Teacher Letter

Dear _____

During the period of _____, your school district has agreed to participate in the **Louisiana Caring Communities Youth Survey**. The purpose of the survey is to gather information needed to plan prevention and intervention programs to combat such problems as alcohol and other drug use and violence in our schools and communities. The survey is being offered to all public, private and charter schools in the state.

On _____, students attending your school will be asked to complete the student survey. The survey is scheduled to take place in your _____ class. We are asking for your help in administering this important survey.

Approximately three days before the survey takes place, you will receive a packet of survey materials. The packet will include instructions for administering the survey, the necessary number of blank surveys, and an envelope in which to place completed surveys. In preparation for the survey, there are a few things that you should know:

- *Passive Parental Consent.* Passive parental consent forms will be distributed by your school to parents. You will be notified if any students in your class **do not** have parental consent to take the survey.
- *Scheduling.* The students will need an entire class period to complete the survey.
- *Alternate activity.* The student survey is voluntary. An alternate activity must be provided for the students who elect not to participate. The alternate activity should be something the student can do quietly at their desk (i.e., reading or written activity). Please be prepared to assign an alternate activity for your class on the day the survey is given.

I encourage you to contact me with any questions you may have. Thank you in advance for your valuable assistance on this research project. We couldn't do it without you!

Sincerely,

Your CCYS Coordinator

Phone Number:

Appendix C:

Items to help you complete Step 4

- Sample Passive Parental Consent Form

- Sample Passive Consent Tracking Form

*NOTE: Contact Mary Johnstun at 801-842-2682 [or mary@bach-harrison.com](mailto:mary@bach-harrison.com) if your school would like to obtain active parent permission instead of passive parent permission.

Passive Consent Parent Letter

(Date)

Dear Parent:

During the period of _____ (*insert the day(s) your school district will administer the survey*), the students in grades 6, 8, 10, and 12 in our school district are taking part in an important survey on substance abuse, school dropout, delinquency and violence conducted by the _____
The survey is called the Louisiana Caring Communities Youth Survey.

The purpose of the survey is to gather information needed to plan prevention and intervention program in our community and schools. These programs will address problems of alcohol, tobacco, and other drug use, school dropout, delinquency and violence in our schools and communities. Information will also help judge the effectiveness of current prevention and intervention effects. I have a copy of the survey instrument at the school office if you wish to stop by and review it.

The survey is entirely anonymous and confidential. Students will not put their names or any other identifying information on the survey booklet. All results from the survey will be presented only in group summary form, like many opinion polls.

The survey asks questions about behaviors students or students' friends may or may not have done. It is important to remember that the survey is anonymous, so no student's response will ever be able to be connected with that student. For the survey, students will be asked to respond to questions such as "*How wrong do you think it is for someone your age to pick a fight with someone at school?*" "*Which of the following activities for people your age are available in your community?*" "*On how many occasions (if any) have you used marijuana in the past 30 days?*" "*If you skipped school, would you be caught by your parents?*"

Your child's participation in the survey is completely voluntary. Each child will be given the option of leaving blank any question that he or she prefers not to answer. You may decline to have your child participate if you wish. Please remember this survey offers your child the opportunity to share his or her confidential opinions on very important issues being faced by our youth today. If you do decline, your son or daughter will be allowed to read or participate in some other alternative activity while his or her classmates are taking the survey.

The survey is being conducted by Bach-Harrison, L.L.C. under a contract with the _____. The Project Coordinators for this survey are _____) and Mary Johnstun (801-842-2682). Please feel free to contact _____ if you have any questions regarding the survey.

Please let me know only if you do not wish your son or daughter to participate in the study. You may do this by sending me a short letter requesting your child not participate. Feel free to call me or (*insert name of additional contact person at school*) if you have any other questions about this important study.

Sincerely,

(*Insert name of principal*)
Principal

Appendix D:

Items to help you complete Step 5

- **Class Administration Instructions
for Teachers**
- **Sample Envelope Summary Form**

CLASS ADMINISTRATION INSTRUCTIONS

[NOTE: THIS SURVEY IS TO BE ADMINISTERED TO ALL 6TH, 8TH, 10TH, AND 12TH GRADE STUDENTS IN YOUR CLASS. THE SURVEY WILL TAKE APPROXIMATELY 45-50 MINUTES TO COMPLETE.]

[NOTE: IF THIS IS A SIXTH GRADE CLASS, PLEASE READ THE QUESTIONS TO THE STUDENTS AS THEY FOLLOW ALONG AND MARK THEIR ANSWERS ON THE SURVEY BOOKLET]

[READ TO THE CLASS:]

Today, we will be completing the Louisiana Caring Communities Youth Survey. The purpose of this survey is to learn how students in our school feel about their community, family, peers, and school. The survey also asks what students think about different health behaviors and drug use.

The survey is **anonymous and entirely confidential**. No one in the school or community will see your completed survey. You should read each question in the survey booklet and fill in the circle for your answer. The survey booklet does not have your name or any other identifying information on it, so no one will know how you answer any of the questions.

At the end of class, I will pass around an envelope and ask you to place your completed survey booklet inside. The last person in class will seal this envelope before returning it to me. The survey is voluntary. If you do not wish to participate in the survey, please raise your hand now.

[IF STUDENT(S) REFUSE(S) TO PARTICIPATE, INSTRUCT HIM OR HER ON AN ALTERNATE ACTIVITY]

[PASS OUT THE SURVEY BOOKLETS AND THEN READ THE INSTRUCTIONS AT THE BEGINNING OF THE QUESTIONNAIRE AND HAVE THE STUDENTS FOLLOW ALONG. THEN, READ THE FOLLOWING TO THE CLASS:]

Your answers will be read automatically by a machine. Please use a dark lead pencil - like a Number 2 pencil to mark your answers on the questionnaire. Fill in each circle completely and cleanly erase any answer you wish to change. Do not make any other marks or comments on the questionnaire. Remember - **Do not put your name on the questionnaire!**

Please answer every question as honestly as you can so that the information that comes from the survey is correct and useful.

When you are finished, please remain at your desk and read or work quietly until the end of class. If, at any time during the survey, you have a question, raise your hand. For those of you who are still working at the end of class, I will let you know when it's time to stop. If you don't finish the entire questionnaire, that's okay.

[BEFORE STUDENTS BEGIN, WRITE THE 6-DIGIT SCHOOL NUMBER ON THE BOARD AND INSTRUCT THE STUDENTS TO ENTER IT IN THE DESIGNATED AREA ON THE FIRST PAGE OF THE SURVEY. STUDENTS SHOULD ENTER THEIR HOME ZIP CODE]

You may begin.

[AT THE END OF CLASS, PUT ANY UNUSED QUESTIONNAIRES INTO THE ENVELOPE AND FILL IN THE INFORMATION ON THE ENVELOPE AND SAY:]

The class period is over now. If you have not finished the survey, please stop where you are and close the survey booklet. I'm passing around an envelope now. Please put your completed survey inside the envelope and pass it to the next person. Will the last person please seal the envelope and return it to me.

On behalf of the school and the State of Louisiana, I would like to thank you for your participation in this important study.

r* Please return all unused, left over surveys and survey materials to your survey coordinator!]

' I M P O R T A N T '

The following information is critical for establishing the validity of this survey. Please complete the following information before returning your survey materials:

District Number: _____ School Number: _____

District: _____

School: _____

Teacher Name: _____

Survey Date: _____

Grade Level: _____

Number of Students in the Class: _____

Number of Students Absent: _____

Number of Students Refused: _____

Number of Parent Refused: _____

Number Completed: _____

Thank you for your help.

To help protect student privacy, **please return this packet to your school coordinator** immediately following the completion of the survey.

Bach-Harrison, LLC.
116 South 500 East
Salt Lake City, Utah 84102
Phone: (801) 359-2064