

## Teacher Instructions

(Insert Date)

Dear Teachers:

Our school has agreed to participate in an important study being conducted by the Arizona Criminal Justice Commission. The purpose of this study is to gather information from students that allow for data-driven planning of prevention and intervention programs to combat such problems as alcohol use, other drug use, and violence in our schools and communities. It will also help assess the effectiveness of current prevention and intervention efforts.

On (insert survey date), (insert school grades) grade students in the school will be asked to complete the survey. I am asking for your help in administering this important study. Enclosed are instructions for administering the survey to your class.

The student survey will be administered during your (insert class period) on (insert day and date). One of the most important demographic variables captured in the survey is student's home zip code. Please notify your students to come to class on the survey administration date knowing their home zip code.

I will be coordinating the survey effort in our school. If you have questions about the study or these instructions, please do not hesitate to contact me at (insert phone number).

Thank you in advance for you valuable assistance on this project.

Sincerely,

(Name)

(Title/Organization)

cc: (Principal Name)

(Office Manager)

## **Teacher Instructions**

### **Day Before Survey Administration**

1. Notify students to come to class knowing their home zip code.

### **Prior to Class on the Day of Survey Administration**

1. A box or envelope containing the survey materials for your class will be waiting in your school's main office. Please pick these up before the class period begins.
2. Have an alternate activity ready for students who choose not to participate in the survey.
3. Verify that your class seating is arranged so that others cannot see a student's answers to the survey questions. For online survey administrations, please verify that each student has their own device to use.

### **During Class on the Day of Survey Administration**

1. A script called "Class Instructions" is also attached. These instructions should be carefully and clearly read verbatim to your students at the beginning of the class period.
2. Allow students a full period to complete the survey without feeling rushed.
3. Please remain seated at the front of the classroom while the students are completing the survey. It is important that the students feel comfortable that no one will see their answers to the survey questions.
4. Ensure that students will be using pencils (No. 2) for paper administrations because the surveys will be scanned to retrieve the information. If your school is completing the survey online, please ensure that each student has access to the internet and a device to complete the survey on.
5. When students are finished with the survey, they should work quietly on other things at their desks.
6. Because questions are asked regarding substance use and delinquent behavior, though it is very rare, some youth may experience distress while taking the survey. If this happens please send the student to one of your school counselors.

7. Please complete the survey summary form provided. This information is **very** important to the survey.
8. The **CTDS** number for your school is \_\_\_\_\_. You will use this number on the survey summary form where it asks for school number and school district number. **You will also need to give this number to the students** to place on the survey itself. Use this example for the surveys:  
If CTDS number 01-02-03-456, then county is 01, type is 02, district is 03, and district site is 456.
9. **At the end of the class**, pass around the white envelope and ask students to place their completed survey inside. You should instruct the **last person** in class that put their completed survey in the envelope to **seal it before returning it to you**.

**For online survey administrations**, student responses will be automatically sent to our subcontractor. No collection of survey materials from the students will be required with this type of administration.

### **After Class**

1. Please return all survey materials to your front office after the class period. It is important that these materials are stored in a safe location to protect the information the students provided. This includes all blank surveys, forms, and other documents you have received in relation to the survey. The school's survey coordinator will pick up these materials.

## **Class Instructions – Survey Booklets**

### **[Read to the Class:]**

Today, we will be completing the Arizona Youth Survey. The purpose of this study is to learn how students in our schools feel about their community, family, peers, and school. The survey also asks what students think about different health behaviors, and in some cases, your level of participation in those behaviors.

I'm going to read some instructions to you about completing the survey. Please listen carefully.

The survey is anonymous. 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. You should read each question in the survey booklet and fill in the circle that corresponds to your answer.

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.

DO NOT write your name on the survey booklet.

The survey is voluntary. If you come to any question in the survey that you do not want to answer, you can leave it blank and move to the next questions. If you do not wish to participate in the survey, please raise your hand now.

### **[IF STUDENT(S) CHOOSE NOT TO PARTICIPATE, PLEASE HAVE THEM DO AN ALTERNATIVE ACTIVITY]**

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

The survey should take about 45 minutes. You will have the entire class period to complete the questionnaire. 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.

### **[PASS OUT BOOKLETS]**

This is not a test, so there are no right or wrong answers.

All of the questions should be answered by filling in one of the answer spaces. If you don't find an answer that fits 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.

Several questions have more than one "yes" and "no" response choices. Please note that a big "YES" means that you completely agree, a little "yes" means you agree somewhat, a little "no" means you disagree more than you agree, and a big "NO" means you completely disagree.

Your answers will be read automatically by a machine called an optical mark reader.

- Only use a black lead pencil.
- Make heavy black marks inside the circle.
- Fill in each circle completely.
- Cleanly erase any answer you wish to change.
- Do not make any other marks or comments on your questionnaire.

You may begin.

**[WHILE STUDENTS ARE COMPLETING THE SURVEY, TEACHER SHOULD FILL OUT THE SUMMARY FORM ON THE ENVELOPE BEFORE PASSING AROUND TO STUDENTS]**

**[AT THE END OF CLASS, SAY:]**

The class period is over now. If you have not finished the survey, please stop where you are now 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 seal the envelope and return it to me.

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

# **Class Instructions – Online Surveys**

## **[Read to the Class:]**

Today, we will be completing the Arizona Youth Survey. The purpose of this study is to learn how students in our schools feel about their community, family, peers, and school. The survey also asks what students think about different health behaviors, and in some cases, your level of participation in those behaviors.

I'm going to read some instructions to you about completing the survey. Please listen carefully.

The survey is anonymous. The survey does not have your name or any other identifying information connected to it, so no one will know how you answer any of the questions. You should read each question in the survey and select the response that corresponds to your answer.

Once you have completed the survey, a "Thank You for Participating" page will show up on your screen. No further actions are required from you.

The survey is voluntary. If you come to any question in the survey that you do not want to answer, you can skip and move to the next question. If you do not wish to participate in the survey, please raise your hand now.

## **[IF STUDENT(S) CHOOSE NOT TO PARTICIPATE, PLEASE HAVE THEM DO AN ALTERNATIVE ACTIVITY]**

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

The survey should take about 45 minutes. You will have the entire class period to complete the questionnaire. 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.

## **[INSTRUCT THE STUDENTS TO FOLLOW SURVEY LINK BUT DO NOT BEGIN THE SURVEY]**

This is not a test, so there are no right or wrong answers.

All of the questions should be answered by selecting one of the answer spaces. If you don't find an answer that fits exactly, use the one that comes closest. If any

question does not apply to you, or you are not sure what it means, just skip the question.

Several questions have more than one “yes” and “no” response choices. Please note that a big “YES” means that you completely agree, a little “yes” means you agree somewhat, a little “no” means you disagree more than you agree, and a big “NO” means you completely disagree.

You may begin.

**[WHILE STUDENTS ARE COMPLETING THE SURVEY, TEACHER SHOULD FILL OUT THE SUMMARY FORM]**

**[AT THE END OF CLASS, SAY:]**

The class period is over now. If you have not finished the survey, please stop where you are now and close your browser.

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