

Teacher Instructions

AYS Survey Booklet Administration Protocol

Outlined below are the standardized steps involved in having students complete the Arizona Youth Survey. Please take a moment to review these steps since there are some tasks that must be completed before the survey administration date.

One Week Prior to Administration

1. Send parental assent letters home with students. Parents will sign this form and return it to the school if they do not want to have their child participate in the study.

Day before Survey Administration

1. Notify students that they should come to class knowing the zip code of their primary residence.
2. Notify students that they should come to class with a No. 2 pencil because the surveys cannot be scanned correctly if they are completed in pen.
3. Have pencils available for students who forget to bring one to class.

Prior to Class on the Day of Survey Administration

1. Have an alternate activity ready for students who choose not to participate (or whose parents did not give permission for them to participate) in the survey and for any students not in the 8th, 10th, or 12th grade. Students who are not in the 8th, 10th, or 12th grade are not eligible to participate in the survey.
2. Arrange your class seating so students cannot see each other's answers.

During Class on the Day of Survey Administration

1. A script called "Class Instructions" is included in the packet of survey materials for your class. These instructions should carefully and clearly be read verbatim to your students at the beginning of the class period. Please do not deviate from this provided script in order to ensure that all students receive the same instructions.
2. As part of the instructions, you will be providing students with a 3-digit school code. This is printed on the outside of your administration envelope and specified in the verbal instructions below. If possible, write the school code on the board in the front

of class before the period begins. You will also need this number to complete the class summary form.

3. Allow students the full class period to complete the survey so that they do not feel rushed. It takes most students 45 minutes to complete the survey.
4. 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.
5. Have students who are not participating in the survey work on the alternate activity you have designated.
6. When students are finished with the survey, they should work quietly on other things at their desks.
7. Because questions are asked regarding substance use and problematic behaviors, 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.
8. At the end of the class, place any blank surveys and these instructions in the envelope. Then have students pass around the envelope and ask students to place their completed surveys inside. Instruct the last student in class to put their completed survey in the envelope and seal it before returning it to you. Once the envelope is sealed, it should not be re-opened to ensure the students' privacy.

After Class

1. Please return the sealed envelope containing all survey materials to the school coordinator after the class period. It is important that these materials are stored in a safe location to protect the information the students provided.

Class Instructions – Survey Booklets

[Read to the Class:]

Today, you will be asked to complete the Arizona Youth Survey. The survey was designed by the Arizona Criminal Justice Commission and researchers at Arizona State University. The purpose of the survey is to learn how you feel about your community, family, peers, and school. The survey also asks what you 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 voluntary and anonymous. You are able to opt out of taking the survey at any time and for any reason. You will not be asked to provide your name or any other information that identifies you when completing the survey, 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 sealed envelope will be returned to Arizona State University to be processed to ensure that all of your responses remain confidential and anonymous. School officials are not allowed to open the envelope once it is sealed or look at your answers while you are completing the survey.

You will have the entire class period to complete the survey. It will take about 45 minutes to complete so you should work quickly so you can finish. It's ok if you don't answer all the questions by the time I tell you to stop at the end of class. If you decide not to participate, your decision will not affect your grades or cause any negative consequences for you. If you do not wish to participate in the survey, please raise your hand now.

[PASS OUT BOOKLETS TO STUDENTS WHO AGREE TO PARTICIPATE]

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

Now I will continue to go over the instructions at the top of the survey with you.

This is not a test, so there are no right or wrong answers. We would like you to work quickly so that you can finish.

Please answer each question by completely filling in the oval with a #2 pencil. If you do not find an answer that fits exactly, use the response 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.

Several questions in the survey will have more than one “yes” and “no” response choices. A big “YES” means that you think the statement is definitely true, a little “yes” means you think the statement is mostly true, a little “no” means you think the statement is mostly not true, and a big “NO” means you think the statement is definitely not true.

To ensure that your answers can be read correctly, you should fill out the survey using a black lead No.2 pencil. Make sure you fill in each circle indicating your answer completely and cleanly erase any answer choice you wish to change. Do not make any other marks or comments on your questionnaire. Raise your hand if you don’t have a No.2 pencil and I will provide one to you.

Our school code is: . Please write this in the boxes next to School Code and then fill in the corresponding bubbles. In the next box, write in the zip code of where you live most of the time. If you do not know it, enter is as 9999.

You may begin.

[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 am passing around an envelope now. Please put your survey inside the envelope and pass it to the next person. Will the last person please seal the envelope and return it to me.

Arizona State University thanks you for your participation in this important study.