****2021 HKCS: Teacher Instructions

*Thank you for administering the separate**Youth Risk Behavior Survey (YRBS) module of the Healthy Kids Colorado Survey in your classroom – this survey will help your school understand student health and wellbeing.* ***Please review these instructions to prepare for your survey administration.***

**2 Weeks BEFORE Survey Date:**

1. Send out Parent/Guardian Consent Letter (opt-out) and track returned forms.
	1. Find the [**Parent/Guardian Consent Letter**](https://1a99ad5e-5d6a-4189-8a5e-8cdd8765d27c.usrfiles.com/ugd/1a99ad_e8c65c737d294ea88df280d7fb183b14.pdf).
	2. Use our [**Google Form template**](https://docs.google.com/forms/u/0/d/1y0y_hhjjDk1lNEiXZAi4E2j5TOfHexO91JG_M9X_LyI/copy?usp=sharing&pli=1) to track consents – see these [**Instructions**](https://1a99ad5e-5d6a-4189-8a5e-8cdd8765d27c.usrfiles.com/ugd/1a99ad_fbc4c02a63204304b220fe4f964c8043.docx).
2. Check in with your Survey Coordinator to make sure you are prepared for the administration.

**DAY OF the Survey:**

1. Distribute survey packets and bubble answer sheets to students in your classroom.
2. Make sure students that have been opted-out do **not** take the survey – they can sit quietly and work on other schoolwork.
3. Read aloud the ***Teacher Instruction Script*** in full to the students before they take the survey (see script on the next page).
4. Have students **place surveys and bubble sheets in the envelope** when they are finished.
	1. All survey booklets and Scantron sheet (completed or not) must be placed in the envelope. Do not keep or throw away any survey materials.
5. Hand each student a resource handout as they turn in their surveys.
6. Have students sit quietly and work on other schoolwork when they are finished.
7. Once all surveys and bubble sheets are collected, seal the envelope **in front** of the students.
8. Return all sealed survey materials to the Survey Coordinator.

Please **DO NOT** answer any questions students have about the survey content. This includes telling them what something means.

If you are administering the survey in person in the classroom, please **DO NOT** walk around the room as it may cause students to not answer questions honestly.

**THANK YOU!**

**Youth Risk Behavior Survey Module**

**Teacher Instruction Script**

**Before distributing the surveys, please read aloud the following:**

You are about to take the Youth Risk Behavior Survey module of the Healthy Kids Colorado Survey. This survey is about your health and things that affect your health. Your answers are very important and will help your school, community, and state policy-makers to improve health programs for people your age right here in Colorado.

This survey is completely anonymous, meaning the answers you give will be kept private. No one will know what you write, so please do NOT write your name on the survey. You have the entire class period to complete the survey.

Completing the survey is voluntary. You may choose not to answer some or all of the questions. There are no wrong answers. If you do not want to answer any question, just leave it blank. Whether or not you answer the questions will not affect your grade in this class.

Please use a #2 pencil to take the survey. Fill in your answers on the bubble Scantron sheet provided, and not directly in the survey question booklet.

Please read each question all the way through, as well as the instructions on the first page and before the questions to help you understand what the question is asking. If you don’t understand a question, skip it, do not ask me or your neighbor for help. Do your best and answer honestly.

To respect the privacy of your classmates, please do not ask anyone for help or talk while others are still taking the survey.

I will not walk around the classroom while you are taking the survey or read any survey answers. To protect your privacy, I will stay in the front of the classroom.

When you have completed your survey, put the Scantron sheet and the survey booklet in the large envelope and read or sit quietly at your desk to allow everyone to finish in silence.

When all of the survey booklets and Scantron sheets have been collected, I will seal the envelope in front of you to ensure privacy.

Thank you for your participation!