

Oregon
2016 Student Wellness Survey
Paper & Pencil Administration
Instructions

Oregon Student Wellness Survey

- ◆ This information is provided to assist your school district in the efficient and timely administration of the Oregon Student Wellness Survey from International Survey Associates.
- ◆ Your cooperation in this process is critical to your receiving accurate and useful information about the patterns and prevalence of drug use, violence, gambling, risk and protective factors, and more, in your student population.
- ◆ We suggest you keep a copy of the questionnaires and instruction sheets on file for parents to review should they request to do so.
- ◆ If you have questions or need assistance, please contact International Survey Associates at 800-279-6361.

Delivery of Questionnaires

- ◆ It is recommended that a coordinator be designated in each school. (This is most often the school testing coordinator).
- ◆ Directions for administering the questionnaires should be read completely and followed closely.
- ◆ The coordinator will prepare questionnaires to be administered by teachers as well as prepare the questionnaires for return to the district office. These questionnaires should be separated into the appropriate numbers for administration in each classroom along with a Teacher Instruction Sheet, which is included in the shipment of surveys.
- ◆ The questionnaires are shrink wrapped in sets of 25. They have been divided into the appropriate numbers for administration in each school.
- ◆ Instructions for the school coordinator, the classroom teacher, and package return are enclosed in each school's box, as well.

Procedures for Administration

- ◆ It should be emphasized that the survey should be administered according to the directions on the Teacher Instruction Sheet.
- ◆ The time for completion of the questionnaire is approximately 40 to 60 minutes, depending upon the grade level surveyed.
- ◆ It is best to provide a deadline for returning the completed questionnaires. The survey administration ends April 8, 2016.

Procedures for Administration

- ◆ The arrangement for administration of the questionnaires may vary across schools, but the following procedures are suggested.
- ◆ Questionnaires should be administered during homeroom or during a class taken by **ALL** students, such as English or math.
- ◆ Some students may feel uncomfortable responding to some of the questions and/or feel as though the teacher or other school officials may look at the individual answers. Therefore, it is important that students be reassured responses will be **ANONYMOUS**.
- ◆ **STUDENTS MUST USE #2 PENCILS TO COMPLETE THE QUESTIONNAIRES!**

Teacher Instruction Sheets

Oregon
STUDENT WELLNESS
Survey

TEACHER INSTRUCTION SHEET

Oregon Student Wellness Survey / Grades 6, 8, & 11

The following instructions are provided to assist you in the administration of the *Oregon Student Wellness Survey* to the students in your class. Please follow these instructions carefully to insure accurate results.

Procedures for Questionnaire Administration

1. Choose a responsible student to pass out the questionnaires. You should not collect the questionnaires yourself. Have the envelope available for students to return the questionnaires after completion.
2. Introduce the questionnaire to the students by reading the following remarks to the class:
"You are part of a school survey to determine tobacco, alcohol, and other drug use, violence, gambling, and other risk and protective factors. This survey is confidential; meaning NO ONE will know how you answered the questionnaire. Although your participation is very important, it is, however, completely voluntary. It is also important that you be truthful in your answers."
3. Explain the procedures for completion of the questionnaire by reading the following:
"The questionnaire is multiple choice and includes questions about you, your family, your friends, and different types of behaviors. This is not a test and there are no right or wrong answers. Please answer the questions as accurately and truthfully as possible. If there is any question that you cannot or do not wish to answer, just leave that question blank. THE GRADE MUST BE FILLED IN. Be sure to use only a #2 pencil. To answer the questions, shade the circle next to your answer. Only one answer should be given for each question EXCEPT where noted."
4. Teachers should follow these instructions when administering the questionnaire.
 - a. Check to be sure that all students use a #2 pencil to complete the questionnaire to allow for machine scoring of the form.
 - b. Teachers should not respond to students' questions about the questionnaire. If students ask questions, tell them that you can not help with the survey and that they should answer as best they can. If the students cannot read a question or doesn't understand a question, tell them to skip to the next question. **AVOID STUDENT SUSPICION BY REMAINING AT THE FRONT OF THE ROOM AND NOT WALKING AROUND THE ROOM OR LOOKING AT STUDENTS' QUESTIONNAIRES.**
5. Collection of Questionnaires:

As students complete the questionnaires, they should be instructed to place their completed questionnaires in the designated envelope. Please thank them for participating in the survey.

After all questionnaires are in the envelope, assign a student to arrange them so that all questionnaires are turned the same way with the Logo face up. This envelope, along with blank forms, should be returned to the designated collection area. **DO NOT FOLD, STAPLE, PAPER CLIP, RUBBER BAND, POST IT NOTE, OR IN ANY OTHER WAY, DAMAGE THE QUESTIONNAIRES!**

Thank you for your assistance with the survey.

- ◆ Additional copies of the Teacher Instruction Sheets may be made.
- ◆ **THE QUESTIONNAIRES MAY NOT BE COPIED, SINCE THEY MUST BE COMPUTER READABLE!**
- ◆ If additional questionnaires are needed, please contact your District Coordinator so he/she can order what is needed.

Teacher Procedure for Administration

- ◆ Choose a responsible student to pass out the questionnaires. You should not collect the questionnaires yourself.
- ◆ Have an envelope or folder available for students to return the questionnaires after completion.
- ◆ Teachers should not respond to students' questions about the questionnaire. If students ask questions, tell them that you cannot help with the survey and that they should answer as best they can. If the students cannot read a question, just tell them to skip to the next question.
- ◆ AVOID STUDENT SUSPICION BY REMAINING AT THE FRONT OF THE ROOM AND NOT WALKING AROUND THE ROOM OR LOOKING AT STUDENTS' QUESTIONNAIRES.

Teacher Procedure for Introduction of Survey

- ◆ Introduce the questionnaire to the students by reading the following remarks to the class:

“You are part of a school survey to determine tobacco, alcohol, and other drug use, violence, gambling, and other risk and protective factors. This survey is confidential; meaning NO ONE will know how you answered the questionnaire. Although your participation is very important, it is, however, completely voluntary. It is also important that you be truthful in your answers.”

Teacher Procedure for Introduction of Survey

- ◆ Explain the procedures for completion of the questionnaire by reading the following:

“The questionnaire is multiple choice and includes questions about you, your family, your friends, and different types of behaviors. This is not a test and there are no right or wrong answers. Please answer the questions as accurately and truthfully as possible. If there is any question that you cannot or do not wish to answer, just leave that question blank. THE GRADE MUST BE FILLED IN. Be sure to use only a #2 pencil. To answer the questions, shade the circle next to your answer. Only one answer should be given for each question EXCEPT where noted.”

Teacher Procedure for Collection of Questionnaires

- ◆ As students complete the questionnaires, they should be instructed to place their completed questionnaires in the designated envelope or folder.
- ◆ Please thank them for participating in the survey.
- ◆ After all the questionnaires are in the folder, assign a student to arrange them so that all the questionnaires are turned the same way with the Logo face up.
- ◆ This folder, along with the blank forms should be returned to the designated collection area.
- ◆ PLEASE DO NOT FOLD, STAPLE, PAPER CLIP, RUBBER BAND, POST IT NOTE, OR IN ANY OTHER WAY DAMAGE THE QUESTIONNAIRES.

Procedures for the Return of the Questionnaires

- ◆ Once the questionnaires have been returned from the schools, completed questionnaires should be packaged logo side up, and returned in the original shipping box(es). All blank questionnaires should be separated out and placed on top of the completed questionnaires.
- ◆ All questionnaires must be turned the same way. The “corner cut”, on the bottom of the questionnaire, provides an easy check for this procedure. The Questionnaires for Grade 6 & 8 need to be separated from the questionnaires for Grade 11, when a school used both surveys.
- ◆ A colored cover sheet, for each school, indicating the schools’ complete name should be included in each school’s box.
- ◆ NOTE: This allows us to prepare reports for each individual school.

Procedures for the Return of the Questionnaires

- ◆ Make sure all questionnaires are packed flat and will not be damaged during shipment, since damaged forms cannot be read by the scanning equipment.
- ◆ The box(es) then needs to be prepared for shipment by UPS. Be sure that all containers will withstand shipping.
- ◆ If the original box(es) has been lost, or will not withstand further shipping, another box(es) may be used as long as the questionnaires fit snugly and there is no chance of the questionnaires shifting inside the box(es).

Procedures for the Return of the Questionnaires

- ◆ The **UPS Return Service Label** has been included with your shipment for use to ship the completed questionnaires back, at no cost to you.
- ◆ **DO NOT CALL UPS** to pick up your box(es), or they will charge you a pick-up fee.
- ◆ Once you have all the completed questionnaires, all turned the same way and back in their original box(es), put the return label on your box(es) and take the box(es) to your school district's UPS drop-off/pick-up site, or take the box(es) to any local UPS store.

Procedures for the Return of the Questionnaires

- ◆ To insure rapid processing of your questionnaires, please mark the outside of the box clearly with the school or district name.
- ◆ Return address:

**International Survey Associates
2140 Newmarket Parkway SE, Suite 116
Marietta, GA 30067
(800) 279-6361**

Reporting the Results

- ◆ Reports of the results for your school district and your individual schools will be posted to the Oregon Student Wellness website as soon as possible after the completed surveys have been received at the International Survey Associates office.
- ◆ These reports for your district and schools will be password protected. The password will be sent, via letter, to your superintendent, once the reports are posted. If your school participated in the previous Student Wellness Survey, the password will remain the same.
- ◆ Once all the data from the state has been received, new reports will be posted with comparison to state data included.
- ◆ **In order to run a report, you must have at least 10 valid student surveys in the same grade level. This is to ensure the anonymity of the respondents.**
- ◆ We encourage you to use your data to plan school and community drug abuse education and prevention programs, and to make teachers, parents, and community leaders aware of the levels of drug use and violence in your community.

Oregon Student Wellness Survey

Thank you for your assistance with the survey.

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