



## 2021 MIYHS – Classroom Script

(For paper survey administration)

**[PLEASE PASS OUT SURVEYS AND READ THE FOLLOWING ALOUD TO THE CLASS:]**

*“Today, you will have an opportunity to complete the Maine Integrated Youth Health Survey. This survey is part of a study being done by the Maine Department of Health and Human Services and the Maine Department of Education to help us gather the information needed to plan important health-based programs to deal with problems such as drug use or violence in our school and community. This information will also help us to learn how well current programs are working.”*

*“I’m going to read some instructions to you about completing the survey. Please listen carefully and read the information along with me.”*

**[READ THE SURVEY INSTRUCTIONS ON THE FRONT PAGE OF A BLANK SURVEY ALOUD TO THE CLASS.]**

*“If you do not wish to do the survey, please leave it on your desk, and read or work quietly instead. If you choose to participate, please answer the questions as honestly as you can, so that the information from these surveys is correct and useful.”*

*“The first thing that we are going to do is to fill out the SCHOOL ID and CLASS ID codes.”* **[THE SCHOOL ID AND CLASS ID FROM THE FRONT OF THE CLASSROOM ENVELOPE SHOULD BE WRITTEN ON THE BOARD. THE STUDENTS WILL FILL THESE NUMBERS IN ON THE FRONT PAGE OF THE SURVEY BOOKLETS.]**

**[FOR GRADES 7 THROUGH 12 ONLY]** *“Gently fold your answer sheet at the perforation line and carefully tear the answer sheet from the survey booklet. Be sure to mark your answers only on the detached answer sheet.”* **[NOTE: If a student rips his or her survey, provide the student with another survey booklet if there are extras in your classroom survey packet. If there are no extra survey booklets, have the student continue taking the survey with the ripped answer sheet.]**

**[AFTER STUDENTS HAVE FILLED IN THE IDs AND SEPARATED THEIR ANSWER SHEETS (GRADES 7-12):]**

*“You may begin.”*

**[INSTRUCTIONS CONTINUE ON SECOND PAGE]**

**\*\*GENERAL INSTRUCTION FOR ANSWERING STUDENTS' QUESTIONS\*\***

The general responses listed below should be used when a student has a question about a particular item or set of items on the survey. Choose the most appropriate general response from the set of responses listed below:

***Student does not understand the question or a particular word in the question:***

- “If you are not sure what a particular word or question means, try to answer it to the best of your ability or leave it blank.”

***Student is not sure if they know the right answer:***

- “I want to stress that there are no right or wrong answers. Answer the best that you can.”

***Student cannot find a response option that fits exactly:***

- “If you can't find an answer that fits exactly, choose the one that comes closest.”

***Student says the question doesn't apply:***

- “If the question does not apply to you, try to answer it to the best of your ability or leave it blank.”

***Student asks why there are no skip patterns:***

- “There are no skip patterns in the survey to make sure that student confidentiality is protected.”

**[READ TO CLASS AT THE END OF THE SURVEY CLASS PERIOD:]**

*“The survey time 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. Please put your survey inside the envelope and pass it to the next person. Will the last person seal the envelope and return it to me?”*

*“If this survey has raised concerns about alcohol or drug use or any other issue, please speak to a school counselor or other trusted adult. You can also call the State Crisis Hotline at 888-568-1112. There is also a poster in the School Nurse or Guidance Offices with a variety of crisis hotline numbers. If you have questions about your rights related to the survey, I can give you information on whom to call. On behalf of our school, the Maine Department of Health and Human Services, and the Maine Department of Education, I would like to thank you for your participation in this important study.”*

**[IMMEDIATELY RETURN SURVEYS IN THE SEALED ENVELOPE TO THE SAFE, CONFIDENTIAL COLLECTION AREA THAT WAS DESIGNATED BY YOUR SCHOOL'S MIYHS COORDINATOR.]**