



2023 MIYHS – Survey Administration Instructions for Teachers (for online web-based survey administrations)

Prior to Survey Administration:

1. Look through the survey materials to make sure that you have the following:
 - '2023 MIYHS — Classroom Script' document
 - An envelope that contains all the Access Code cards for your classroom with an important label on the front showing the teacher's name and other classroom information. This envelope is also used to collect the unused Access Code cards for the students that were absent. The label provides an important Teacher Access Code to access the online Classroom Summary Information Form. Teachers will logon to this short form to enter the actual classroom attendance on the day of administration.
 - Perforated sheets of Access Code cards provide each student a random single-use code used to access the 2023 MIYHS at <https://us1se.voxco.com/SE/1422/MIYHS2023/>.
 - **Are there enough Access Code cards for the students in your class, including a paper survey booklet for you to read through and refer to during the survey administration period?** If not, please contact your school's designated MIYHS Coordinator IMMEDIATELY.
 - **Does the survey code on the Access Code card match the code that is on the Classroom Envelope label?** If not, please contact your school's designated MIYHS Coordinator IMMEDIATELY.
 - A list of students who cannot participate in the survey due to parental/guardian refusal
2. Please familiarize yourself with the '2023 MIYHS — Classroom Script' prior to survey administration.
3. Plan an alternative activity for non-participating students. This activity should be something that students can perform at their desk while the other students are taking the survey, such as reading or working quietly. High participation in the student survey is important to the overall success of the study, so it is important that you select a neutral alternative activity so students are not discouraged from participating in the survey.
4. Verify that your class seating is arranged to maximize student privacy.
5. Reserve the whole class period (at least 30 minutes) on the selected survey date so that your students have time to finish the survey without feeling rushed.

During Survey Administration:

1. The '2023 MIYHS — Classroom Script' document must be carefully and clearly read **word-for-word** to your students at the beginning of the class period.
2. Make sure that each Access Code Card has the same SURVEY CODE (first three digits of the access codes) and that the survey code matches the information printed on the front of each classroom survey packet.
3. If students have questions about the survey, please give them the following contact information:

- ✓ Korey Pow Haggerty, Maine Center for Disease Control & Prevention, at Korey.Pow@maine.gov or 207-287-5084;
- ✓ Jean Zimmerman, Maine Department of Education, at Jean.Zimmerman@maine.gov or 207-215-6841; or
- ✓ The USM Human Protections Administrator,* at usmorio@maine.edu or 207-228-8434.

** Please note that the USM Institutional Review Board has reviewed and approved this study to make sure that students' and parents'/guardians' rights are protected.*

4. Provide students with contact information (name, office #, and/or phone number) of the school's substance use counselor and/or guidance counselor and the Maine Crisis Line (1-888-568-1112). You should refer students to these resources to discuss additional questions or concerns regarding issues raised by the survey.
5. Separate the Access Code Cards that come in sheets of perforated cards. There should be plenty of Access Code Cards in the classroom packet to account for enrollment changes or replacement for codes that might not work or were entered improperly. In addition, the random distribution of the cards also reinforces confidentiality and privacy, i.e., that the codes are random and cannot be linked back to the student.
6. Please remain at the front of the classroom while students are completing the survey. It is important that the students feel comfortable and that no one will see their answers to survey questions.
7. Please refer to the '2023 MIYHS — Classroom Script' document as to how to answer students' questions. Keep the blank paper survey booklet on hand so that you will not have to look at a student's survey to answer specific questions.
8. Complete the online "Day of" Enrollment Form: On the day of survey administration, teachers will use the same 2023 MIYHS survey URL <https://us1se.voxco.com/SE/1422/MIYHS2023/> and use their unique Teacher Code to login and fill out the short "Classroom Summary Information Form" in its entirety. The unique Teacher Code will be provided (on the classroom packet label) and contains the School ID and Class ID teachers need to access the short form to provide the actual count of students in the class on the day of administration. The survey will also ask you to include the actual number of students who are absent on the day of the survey – be sure to list the absent students on the outside of the Classroom envelope label to ensure they can take the survey during the makeup session. These numbers will be updated later by Pan Atlantic Research after the absent students participate in your school's make-up session. Please do hold make-up sessions for absent students - improving the response rate with make-up sessions boosts the reliability of the results.
9. Students should work quietly at their desks when they are finished with the survey. It is okay if a student does not finish in the allotted time. If students have not finished the survey, please ask them to click the "NEXT" button to skip the questions they have not answered and then click the "SUBMIT" button. It is very important that students click the "SUBMIT" button before exiting the survey or closing the webpage.
10. At the end of class, read the last part of the classroom script and insert the unused Access Code cards into the Classroom envelope and be sure to list the absent students on the envelope label to prepare for the makeup session.

After Survey Administration:

At the end of the class period, please return the envelope to the safe, confidential collection area that was designated by your school's MIYHS Coordinator.

Thank you very much for your participation in the 2023 MIYHS!

PLEASE CONTACT YOUR SCHOOL'S DESIGNATED MIYHS COORDINATOR WITH ANY QUESTIONS.