



School Planning and Administration Manual

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Table of Contents

- OHYES! ROLES AND DESCRIPTIONS 3**
 - SCHOOL DISTRICT SUPERINTENDENT..... 3
 - SCHOOL PRINCIPALS..... 3
 - SCHOOL SURVEY COORDINATORS..... 3
 - SCHOOL TECHNOLOGY STAFF 3

- PREPARING FOR THE OHYES! 4**
 - STEP 1. THE SUPERINTENDENT ENROLLS THE DISTRICT..... 4
 - STEP 2. THE PRINCIPAL COMPLETES THE REGISTRATION. 4
 - STEP 3. SELECT SURVEY DATES AND CLASSROOMS. 5
 - STEP 4. GET STAKEHOLDERS AND SCHOOL STAFF EXCITED ABOUT OHYES! 6
 - STEP 5. NOTIFY PARENTS AND STUDENTS ABOUT THE SURVEY. (PASSIVE PARENT CONSENT) 6
 - STEP 6. MAKE THE SURVEY AVAILABLE 7
 - STEP 7. MONITOR OPT OUT FORMS 8
 - STEP 8. PROTECTING THE RIGHTS OF STUDENTS BEING SURVEYED..... 8

- SURVEY COORDINATOR PLANNING CHECKLIST 9**

- PARENT OPT OUT LIST 10**

- PLANNING THE ADMINISTRATION 11**
 - STEP 1. SELECT SURVEY ADMINISTRATORS 11
 - STEP 2. ANSWER STUDENT CONCERNS 11
 - STEP 3. TRAIN TEACHERS/SURVEY ADMINISTRATORS 11
 - STEP 4. CONDUCT A TECHNOLOGY CHECK-UP..... 11

- SURVEY DAY CHECKLIST..... 13**

- PROTECTING STUDENT CONFIDENTIALITY AND ANONYMITY 14**
 - GOOD PRACTICE IN PROTECTING STUDENT CONFIDENTIALITY AND ANONYMITY 14
 - SURVEY IRREGULARITIES 14
 - REPORT CONFIDENTIALITY PROBLEMS AND SURVEY IRREGULARITIES 14

OHYES! Roles and Descriptions

School District Superintendent

The Superintendent is central to a successful OHYES! As a result of participating, the community will gain important and useful student health and behavioral health data. Superintendents' contribute by:

- Enroll your schools to participate using the link provided by email.*
- Partnering with principals to choose which schools and grades will participate
- Determining which version of the survey will be administered in each school
- Sharing the importance of the survey and seeking support from a broad range of stakeholders including teachers, board members, and other key stakeholders
- Exploring strategies for using the results

*If Superintendents do not complete enrollment, Principals will have the option to select grades and survey versions. For nonpublic schools without a Superintendent, the School Principal will serve in this important role.

School Principals

Principals can be the survey's best ally by:

- Complete your school's registration to participate in OHYES! by using the emailed link.
- Championing the survey with students, staff and parents
- Appointing a School Survey Coordinator and Backup Coordinator

School Survey Coordinators

Responsibilities may include:

- Coordinating with school technology staff
- Appointing survey assistants (recommended)
- Developing the school's survey administration schedule
- Ensuring parent/guardian notification occurs according to requirements (3 weeks minimum, by 2 methods).
- Managing Opt Out forms returned/emailed
- Reviewing administration and confidentiality processes with assistants
- Reporting confidentiality problems to the state at info@ohyes.ohio.gov

School Technology Staff

This person should ensure computers or other devices are compatible with the technology requirements.

Preparing for the OHYES!

Step 1. The Superintendent enrolls the district.

Approval by the Superintendent is requested. For schools without a Superintendent, the registration information will be sent to the Principal. If the Superintendent does not register, Principals will then be contacted.

- Read the Superintendent Welcome and Registration emails.
- Review and share recruitment materials available on the [downloads](#) page.
- Decide what options are best, you may want to consult with your Principals:
 - Which schools will participate?
 - **Which grades will participate?** 7th and 11th grades are required. Grades 8-10 and 12 are optional.
 - Decide which version each school will administer:
 1. Full version: includes 9 sex-related questions
 2. Default version: excludes sex-related questions.
- In your email from OHYES!, click on your **unique link** to enroll; the application will guide you through entering your selections from above.

If you DO NOT want your schools to participate you must indicate it in the enrollment application.

At the end of the Superintendent enrollment period, if the Superintendent did not enroll or decline participation, Principals will be recruited to participate in the OHYES!

Step 2. The Principal completes the registration.

After enrollment, Principals will be emailed to complete the registration. Other school personnel cannot enroll or register a school.

- Review the Principal Welcome and Registration email. If you did not receive a Welcome or Registration email please contact info@ohyes.ohio.gov.
- In your email from OHYES!, click on your **unique link** to complete your school's registration.
- Identify two School Survey Coordinators to assist you. Typically schools have chosen Assistant Principals, Guidance Counselors or Lead Teachers. Provide their information in the registration application.

Step 3. Select survey dates and classrooms.

Plan which classes the survey will be administered during and develop a survey schedule. You have **flexibility** when your school will complete the survey.

- OHYES! would like schools to survey students between **October 1st – November 30th** as we have heard from schools and ODE that this time frame does not interfere with other testing times.
- If this time frame does not work for your school, you can select other dates that work best for your school.
- **Choose dates** based on your access to technology, and to use staff efficiently and minimize classroom disruptions. The survey can be administered on a single day, or across multiple days, however a reasonably short time period is preferable, such as within one week. In general, select dates that do not conflict with other school activities, particularly testing and field-trips. Some example options:
 - Cycle students through the survey on computers during English.
 - Have all students take the survey on their tablets during 2nd period.
 - 9th grade take the survey Monday, 10th grade takes the survey Tuesday, etc.
- **Choose classrooms** that will be asked to participate. This will impact how many students participate. OHYES! recommends all students in any given grade participate, this is called a census (all students in the grade chosen attending that day).
 - Do not track students who were absent to have them complete the survey on an alternate day.
 - There are no rewards or penalties for the number of students participating.
- **Please call OHYES! if you have any questions about your date selection.**
- Identify others needed to assist, including technology staff.
- The survey takes on average about 15 minutes, however completion times will vary. Have a plan for quiet student activity until everyone finishes. On average, 7th graders complete the survey in 19 minutes (68% of the students finish between 11 and 26 mins) and 12th graders complete the survey in 14 minutes (68% of the students finish between 8 and 20 mins). Virtually all students finish within 50 minutes.

Step 4. Get stakeholders and school staff excited about OHYES!

- Communicate the importance of the OHYES! Explore strategies for obtaining support from a broad range of stakeholders including teachers, board members, and others.
- Express appreciation to staff and teachers for their cooperation. While not all school staff may be directly involved, they may be asked questions by parents or students, so it is important to make sure they are knowledgeable and prepared.
- Respond to teacher concerns. Some teachers may be resistant to the survey for personal reasons, or because it takes away instruction time, or complicates scheduled lesson plans. Emphasize the link between health and academic achievement and that the survey is short.

Step 5. Notify parents and students about the survey. (Passive Parent Consent)

- Communicate the importance of the OHYES! to staff members, parents and students via emails, bulletins, town hall meetings, announcements, and school flyers, etc. Some materials are available on the downloads page to assist.
- Plan how you will notify students and parents that your school is participating and distribute Parent Letter and Opt Out Form.
- Customize the Parent Notification and Opt Out Form provided by OHYES!
 - Add your school's logo and Principal's name.
 - Add why the school feels the information will be helpful.
 - Determine how your school will allow parents to Opt Out. (e.g., by email or by phone call). Customize this information on the letter/Opt Out Form.
 - Please do not rely on students to return forms.
 - Do not change any language about the survey methodology – it is required by the Department of Health Human Subjects Review Board to meet passive parental consent procedures.
 - Send the letter at least 3 weeks prior to the survey date (If possible send home 4 weeks prior).

NOTIFY PARENTS: Research shows that most parents do not object to student participation, however, **they must be fully notified**. Classroom distribution is not recommended for passive consent. The risk is that students will not give the forms to their parents and will be surveyed without parent awareness.

- Passive Consent **requires** schools to send the Parent Letter and Opt Out Form use multiple methods of communication that guarantee receipt (a minimum of 2 methods is required).
- Schools **must notify parents by E-mail or Postal mail**. You can use your school electronic notification system
- When possible, send letters with other school materials requiring signatures. For example, it could be included in the registration or enrollment materials sent to all parents in the beginning of the school year, or with the school emergency cards.
- Additional notification options include:
 - Phone calls
 - Post on the school website
 - Text alerts
 - Newsletters
- Email the OHYES team with the methods of communication chosen by your school.
- You may want to include letters of support from the Superintendent or Principal.
- Remind parents one-week prior to the survey by email that their Opt Out Forms are due to the school office.

At this time OHYES! does not have the ability to offer the survey in languages other than English. As a result, students who do not speak English cannot be included in the survey. Future versions of the survey will explore this option. These students should be included on the list of Opt Out students.

Step 6. Make the survey available

Make the survey available for staff and parents. Be sure to post the actual version that is being administered by your school.

- The default version of the survey contains 110-items and excludes sex-related questions.
- The full 119—item version includes all questions.
- Both versions are available on the OHYES! website.
- You can save a copy from the OHYES! website and then post the survey on the school or district website.
- Since some people don't have Internet access, make the survey conveniently available at the school's main office.

Step 7. Monitor Opt Out Forms

The process for collecting Opt Out forms may vary for each school. It may be better to have a single person or office responsible for monitoring refusals.

Carefully track the returned forms. Create and maintain a list of all students whose parents have chosen to opt out.

A sample Parent Opt Out List/Form is attached to the Planning Checklist and can be adapted to fit your needs. This list is to ensure students whose parents have opted out, do not take the survey.

If students decline to participate during the survey, no list is needed. The Human Subjects Review Board requires that this list be kept on file at the school for 4 years.

Step 8. Protecting the rights of students being surveyed

Part of protecting students is limiting pressure to participate. Staff should share their excitement about the survey and how it can be helpful to the school. However, staff should also emphasize to students that the survey is voluntary.

There is no need to insist students participate to increase response rates. There are no penalties or rewards for achieving a certain percentage of students. All student information is valuable. Participation rates will not be posted.

Another part of protecting students is ensuring their confidentiality and anonymity. To assist, please review “Protecting Student Confidentiality and Anonymity” (later in this manual and also on the OHYES! website).

Teachers and school administrators must not attempt to track which students have responded or what answers they’ve provided in any way, including through electronic surveillance methods.

Please use the Survey Coordinator Planning Checklist to record when you have completed these steps and email a copy of your Planning Checklist to the OHYES team @ info@OHYES.ohio.gov.

Keep the Checklist in your records for at least 4 years; attach the Parent Opt Out Forms/Opt Out List.



Survey Coordinator Planning Checklist

Use this checklist to record dates of important steps in planning for the OHYES!

Attach the Parent Opt Out Forms and Opt Out List.

Schools must keep this Checklist, Opt Out Forms, and Opt Out List for 4 years.

- _____ Schedule OHYES! Administration date
- _____ Discussed the Benefits of OHYES! with School Staff
- _____ Staff Assigned to Assist and/or Proctor the online OHYES!
- _____ Posted and Emailed "School Flyer for Staff"
Post the School Flyer for Staff in common areas 3 weeks prior to the survey
- _____ Customize the "Parent Letter and Opt Out" form
- _____ Send "Parent Letter and Opt Out" form
Send the letter at least 3 weeks prior to the survey date (If possible send home 4 weeks prior).

Schools MUST use at least 2 methods of communication (see Step 5 under School Preparation). Email OHYES at info@OHYES.ohio.gov with the methods of communication chosen by your school:
 - _____ Email it OR
 - _____ Mail it to the parents
 - _____ Post on the school website or include in an online newsletter
 - _____ Other: _____
 - _____ Email was sent to parents reminding them about Opt Out Forms
- _____ Coordinated with Technology Coordinator about System Requirements
- _____ Posted the OHYES! (version for your school) in the School Office
- _____ Published the School Newsletter or other marketing materials sent to Parents
- _____ Survey Was Announced to Students
- _____ "Parent Opt Out" forms - list compiled and distributed to survey assistants
- _____ Alternative activities available for nonparticipating students or while student's cycle through the survey

Parent Opt Out List

Keep this list and Parent Opt Out Forms in your records for 4 years.

School Name: _____

Student Name	Parent Name	Grade/Class*	Date Opted Out	Method Opted Out (phone, email, form)

Please make as many copies of this form as needed.

*If you know which class/period the student will be in when taking the survey please write it in.

Planning the Administration

Step 1. Select Survey Administrators

Survey administrators, or proctors, must be chosen. It may be most convenient to use teachers to administer the survey, however, if students feel more comfortable—and will be more likely to provide honest and complete responses—other staff can proctor.

One option is for teachers to administer the survey in a classroom other than their own. Other appropriate school staff to administer the survey may include health education program staff, administrators, guidance counselors, nurses, or teacher aides. These decisions will depend on your school's computer and staffing resources.

Step 2. Answer Student Concerns

Make arrangements for school staff, such as guidance counselors or health/prevention specialists, to be available to answer students' questions. Be sure everyone knows who to ask. This is a necessary procedure to reduce potential risks to students from taking the survey.

Step 3. Train Teachers/Survey Administrators

We hope it is easy for you to get enthusiastic support. The survey instructions and materials are designed to make the survey process easy. Some may want to distribute materials, while others may have a coordination meeting.

You will want to review with your OHYES! survey team:

- Any room/computer setup issues
- The Protecting Student Confidentiality and Anonymity page
- The name(s) of the person students should contact if they have questions
- The survey administration schedule
- The instructions to administer the online survey including reading the Introductory Script (see the Survey Day Checklist)

Step 4. Conduct a Technology Check-up

Have school technology staff check that school computers meet technology requirements:

The electronic survey is a web based application. The application can be accessed with an active internet connection and a compatible browser. OHYES! desktop browser recommendations in order of preference are as follows:

1. **Google Chrome** version 35 or greater
2. Mozilla Firefox version 25 or greater
3. Internet Explorer version 10 or greater
4. Safari version 5 or greater

Older versions may work however the survey has not been tested extensively outside of the versions listed above.

The application will also function on a mobile device such as a tablet or smartphone:

- For Android Devices the latest version of Google Chrome is recommended.
- For iOS Devices the latest version of Safari is recommended.

Disable any software that would allow confidential survey material on student computers to be viewed on another computer during the survey. ***School administrators must not attempt to track which students have responded or what answers they've provided in any way, including through electronic surveillance methods.***

[View the Survey Day Checklist.](#)



Survey Day Checklist

Record dates and mark off important steps in the OHYES! process

ON SURVEY DAY, remember to:

_____ **Check Computer Systems for Proper Operation**

_____ **Get the Student Opt Out list from the Office**

Inform survey administrators which students CAN NOT participate in the survey and who will need an alternate activity (such as quiet reading, homework completion, or any other activity approved by the school).

_____ **Make sure students are seated with adequate spacing to foster privacy**

_____ **Follow your school's policy on student supervision – please do not leave students unattended, or supervised by other students.**

_____ **POST the URL on the board**

_____ **POST your School IRN number on the board**

_____ **Read the following instructions:**

“Today you have the opportunity to take the Ohio Healthy Youth Environments Survey, known as the OHYES! With OHYES! you can help us learn about the climate at school and the health and academic issues that impact your quality of education and daily life. Results from the survey can help your school leadership advocate for creating safer and more welcoming schools.

To ensure privacy, please do not talk or look at others computers. I will not look at your answers and no one else is allowed to either.

This survey is anonymous-- no names, birth dates or identification numbers are asked.

The survey will take about 15-20 minutes. You may skip any question that you don't wish to answer or stop at any time.

To begin, please enter the web address into your computer (or tablet) browser to access the online survey. Read the survey instructions and Click, “I Agree” or “I do not want to take the survey”.

When you finish the survey, (insert your schools' alternate activity or other instruction).”

_____ **Report any issues** arising during surveying, please email Info@ohyes.ohio.gov or call 1-(866)-563-6904..

Thank you for your assistance!

Protecting Student Confidentiality and Anonymity

Good Practice in Protecting Student Confidentiality and Anonymity

Protecting students taking surveys involves avoiding pressure to participate and keeping their answers confidential. Staff should share their excitement about the survey and how it can be helpful to the school. However, staff should also emphasize to students that the survey is voluntary. Script for this is included in the Survey Day Checklist.

One way OHYES! safeguards anonymity is by not collecting any personally identifying information. Proactive steps schools can do to protect confidentiality include:

- Teachers and school administrators must not attempt to track which students have responded or what answers they've provided in any way, including through electronic surveillance methods.
- Only students should take the survey.
- Do not coach students during the survey (no verbal or nonverbal cues, hints, suggestions, paraphrasing or defining any part of the survey).
- Do not give students additional time or rush them.
- Students should not be passing notes, talking, or disturbing others.
- Students should be looking only at their own computer, not at their neighbors.
- Make sure students are seated with adequate spacing to foster privacy.
- Do not watch students enter their responses.
- Follow your school's policy on using cell phones or other handheld electronic devices for after survey completion.
- Make sure no one takes photos of response screens during administration.
- Students may feel more comfortable answering truthfully if their teacher is not the one supervising the survey. If possible have teachers switch classrooms or have another school staff member supervise.

Survey Irregularities

Sometimes irregularities occur during the survey (i.e., actions or events that may occur before, during, or after administration that may compromise the validity). Some examples include loss of internet connectivity or fire alarm or other disturbance during surveying.

Report Confidentiality Problems and Survey Irregularities

Confidentiality problems and survey irregularities must be reported immediately to the Survey Coordinator and OHYES! (info@ohyes.ohio.gov). Please provide the school IRN, school district IRN, and the date and time the survey was taken.



Add your school logo here!

Customizable parent notification for default 110-item version (Delete this line)

Please read this letter about the youth survey being conducted in our school. This letter contains information about your and your child's rights and why this survey is important.

Please visit www.ohyes.ohio.gov for additional information.

Dear Parents/Guardians:

What is the purpose of the survey? Our school district is working very hard to better understand youth health risk and protective behaviors in the community. As part of this effort, we are asking students in **grades 7-12** to participate in an anonymous survey called the Ohio Healthy Youth Environments Survey -- OHYES! Only children age 12 or above are eligible to participate. The OHYES! is a tool designed by the Ohio Departments of Education, Health, and Mental Health and Addiction Services and numerous other programs advocating for youth. Our school has decided to use this survey to understand more about our students.

What is my child being asked to do? We would like your child to answer questions about:

- personal use of alcohol, tobacco, and other drugs, perception of risks, where accessed
- feelings about their school and community
- family and personal relationships, and demographics
- mental health, suicide and access to care
- health-related behaviors (i.e. sleep, nutrition, and exercise)
- The survey can be viewed at the school's office, or online (<http://ohyes.ohio.gov/Downloads>) – 110 item version

How long will the survey take? The survey includes 110 items; it has been tested with other youth and should take about 15-20 minutes.

Who is doing the survey? The survey is being done by the **XXXX** school. The survey was developed by the Ohio Departments of Education, Health, and Mental Health and Addiction Services.

Does my child have to participate? No, that is a choice for you and your child. But we really want to hear what your child has to say.

How do you protect my child's privacy? The OHYES! will be confidentially administered by trained school staff. Schools have been instructed on how to protect student anonymity and confidentiality. Please review these instructions at <http://ohyes.ohio.gov/Schools/Preparation/Confidentiality>.

Will participating help or hurt my child? Many people like sharing their experiences and opinions. Sometimes sharing personal things can be stressful or emotional. The survey instructions state that your child may skip

any questions he/she is uncomfortable with or stop the survey at any time; there is a back, next, and quit button on each question screen. There is no penalty for not taking the survey or for stopping.

Who will know what my child shares? Your child's privacy will be strictly protected. Students are NOT asked for their name, identification number or date of birth. No one can identify your child's responses. Data is sent directly to the Ohio Department of Mental Health and Addiction Services (OhioMHAS), no data is stored on school computers; the school does not have access to any individual survey data. OhioMHAS will not be able to link answers to individual students or report anything they say to parents, teachers, or administrators. The survey is anonymous and no student will be identified in the results. Student responses will be combined and reported together. There are also minimum reporting requirements (15 or more respondents).

How does my family and community benefit? OHYES! results will help guide communities in creating and improving youth health programs in Ohio. The results will be shared with everyone, including families, faculty and students, and the public. State-level and county-level results will be available to the public at <http://ohyes.ohio.gov/Results>. District and school results will only be available to Superintendents and Principals with secured access.

Do I have to sign a form for my child to participate? Federal regulations (45 CFR 46) requires parent or guardian permission for research involving children. To protect you and your child, we require parent notification and provide parents the ability to opt out their child's participation. This method is commonly known as passive consent, and minimizes administrative burden on schools, maintains student confidentiality, and increases response rates. We hope you will give consent for your child to participate. If so, there is no need to do anything. If you do NOT want your child to participate in this survey, please sign the form below and list the name of your child who will NOT participate. A separate form must be filled out for each child.

Does answering the survey influence students to try unhealthy behaviors? Absolutely no research supports any connection between completing a health behavior survey and trying an unhealthy behavior. You may be reassured to know that many unhealthy behaviors among young people – including tobacco use, sexual behaviors, and some forms of violence – have declined since 1991. During that same period, youth surveys have increased nationwide.

Who can I contact if I have questions? Visit the website at www.ohyes.ohio.gov or email info@ohyes.ohio.gov. You can also call the OHYES! Team at 1-866-563-6904. (If you want to add a contact at the school, please do so).

Sincerely,

Principal XXX

Add your school logo here!



Customizable parent notification for FULL 119-item version (Delete this line)

Please read this letter about the youth survey being conducted in our school. This letter contains information about your and your child's rights and why this survey is important.

Please visit www.ohyes.ohio.gov for additional information.

Dear Parents/Guardians:

What is the purpose of the survey? Our school district is working very hard to better understand youth health risk and protective behaviors in the community. As part of this effort, we are asking students in **grades 7-12** to participate in an anonymous survey called the Ohio Healthy Youth Environments Survey -- OHYES! Only children age 12 or above are eligible to participate. The OHYES! is a tool designed by the Ohio Departments of Education, Health, and Mental Health and Addiction Services and numerous other programs advocating for youth. Our school has decided to use this survey to understand more about our students.

What is my child being asked to do? We would like your child to answer questions about:

- personal use of alcohol, tobacco, and other drugs, perception of risks, where accessed
- feelings about their school and community
- family and personal relationships, and demographics
- mental health, suicide and access to care
- health-related behaviors (i.e. sleep, nutrition, exercise, and sexual behavior)
- The survey can be viewed at the school's office, or online (<http://ohyes.ohio.gov/Downloads>) – 119 item version

How long will the survey take? The survey includes 119 items; it has been tested with other youth and should take about 15-20 minutes.

Who is doing the survey? The survey is being done by the XXXX school. The survey was developed by the Ohio Departments of Education, Health, and Mental Health and Addiction Services.

Does my child have to participate? No, that is a choice for you and your child. But we really want to hear what your child has to say.

How do you protect my child's privacy? The OHYES! will be confidentially administered by trained school staff. Schools have been instructed on how to protect student anonymity and confidentiality. Please review these instructions at <http://ohyes.ohio.gov/Schools/Preparation/Confidentiality>.

Will participating help or hurt my child? Many people like sharing their experiences and opinions. Sometimes sharing personal things can be stressful or emotional. The survey instructions state that your child may skip any questions he/she is uncomfortable with or stop the survey at any time; there is a back, next, and quit button on each question screen. There is no penalty for not taking the survey or for stopping.

Who will know what my child shares? Your child's privacy will be strictly protected. Students are NOT asked for their name, identification number or date of birth. No one can identify your child's responses. Data is sent directly to the Ohio Department of Mental Health and Addiction Services (OhioMHAS), no data is stored on school computers; the school does not have access to any individual survey data. OhioMHAS will not be able to link answers to individual students or report anything they say to parents, teachers, or administrators. The survey is anonymous and no student will be identified in the results. Student responses will be combined and reported together. There are also minimum reporting requirements (15 or more respondents).

How does my family and community benefit? OHYES! results will help guide communities in creating and improving youth health programs in Ohio. The results will be shared with everyone, including families, faculty and students, and the public. State-level and county-level results will be available to the public at <http://ohyes.ohio.gov/Results>. District and school results will only be available to Superintendents and Principals with secured access.

Do I have to sign a form for my child to participate? Federal regulations (45 CFR 46) requires parent or guardian permission for research involving children. To protect you and your child, we require parent notification and provide parents the ability to opt out their child's participation. This method is commonly known as passive consent, and minimizes administrative burden on schools, maintains student confidentiality, and increases response rates. We hope you will give consent for your child to participate. If so, there is no need to do anything. If you do NOT want your child to participate in this survey, please sign the form below and list the name of your child who will NOT participate. A separate form must be filled out for each child.

Does answering the survey influence students to try unhealthy behaviors? Absolutely no research supports any connection between completing a health behavior survey and trying an unhealthy behavior. You may be reassured to know that many unhealthy behaviors among young people – including tobacco use, sexual behaviors, and some forms of violence – have declined since 1991. During that same period, youth surveys have increased nationwide.

Who can I contact if I have questions? Visit the website at www.ohyes.ohio.gov or email info@ohyes.ohio.gov. You can also call the OHYES! Team at 1-866-563-6904. (If you want to add a contact at the school, please do so).

Sincerely,

Principal XXX



PARENT OPT OUT FORM – for youth 12 – 17 years old

Youth under 12 years of age are not eligible to participate
Parental consent is not required for youth age 18 and above

A separate form must be returned for each child not participating.

Our school is conducting the survey on [Insert survey dates]

Please return this form in person to [Give person(s) and location]

Or send it by U.S. Mail to [Give person(s) and address]

Or email the information below to: [Give an email address]

Or call [Give a name and phone number]

By [enter a date to allow sufficient time for mailed forms]

Parents, please do not rely on your student to return this form.

NO, my child may not participate in the OHYES! survey

Student's Name: _____

Grade: _____

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: ____/____/____

Add your school logo here!



Optional Customizable school notice to students (Delete this line and customize text and yellow highlights)

Please read this letter about the survey being conducted in our school. This letter contains information about your rights and why this survey is important.

Please visit www.ohyes.ohio.gov for additional information.

Dear Students:

Our school district is working very hard to better understand health risk and protective behaviors. As part of this effort, we are asking students in grades 7-12 to participate in an anonymous survey called the Ohio Healthy Youth Environments Survey -- OHYES! on XXX date. The OHYES! is a tool designed by the Ohio Departments of Education, Health, and Mental Health and Addiction Services and numerous other programs advocating for youth. Our school has decided to use this survey to understand more about our students.

What am I being asked to do? We would like you to answer questions about:

- personal use of alcohol , tobacco, and other drugs, perception of risks, where accessed
- feelings about their school and community
- family and personal relationships, and demographics
- mental health, suicide and access to care
- health-related behaviors (i.e. sleep, nutrition, exercise, and sexual behavior)
- The survey can be viewed at the school's office, or online (<http://ohyes.ohio.gov/Downloads>) – 110 or 119 item version

How long will the survey take? The survey includes 110 or 119 items; it has been tested with other youth and should take about 15-20 minutes.

Do I have to participate? No, that is a choice for you and your parent/caregiver. But we really want to hear what you have to say.

How do you protect my privacy? Schools have been instructed on how to protect student anonymity and confidentiality. Please see <http://ohyes.ohio.gov/Schools/Preparation/Confidentiality>.

Will participating help or hurt me? Many people like sharing their experiences and opinions. Sometimes sharing personal things can be stressful or emotional. The survey instructions state that you may skip any questions you are uncomfortable with or stop the survey at any time; there is a back, next, and quit button on each question screen. There is no penalty for not taking the survey or for stopping.

Who will know what I answer? Your privacy will be strictly protected. You are NOT asked for your name, identification number or date of birth. No one can identify your responses. Data is sent directly to the Ohio Department of Mental Health and Addiction Services (OhioMHAS), no data is stored on school computers; the school does not have access to any individual survey data. OhioMHAS will not be able to link answers to individual students or report anything you say to parents, teachers, or administrators. The survey is

anonymous and no student will be identified in the results. Student responses will be combined and reported together. There are also minimum reporting requirements (15 or more respondents).

How does my family and community benefit? OHYES! results will help guide communities in creating and improving youth health programs in Ohio. The results will be shared with everyone, including families, faculty and students, and the public. State-level and county-level results will be available to the public at <http://ohyes.ohio.gov/Results>. District and school results will only be available to Superintendents and Principals with secured access.

Do my parents have to sign a form to participate? Federal regulations (45 CFR 46) requires parent or guardian permission for research involving children. To protect you, we require parent notification and provide parents the ability to opt out your participation. This method is commonly known as passive consent, and minimizes administrative burden on schools, maintains student confidentiality, and increases response rates. We hope your parents will permit you to participate. If so, there is no need for them to do anything. If they do NOT want you to participate in this survey, they must complete the Parent Opt Out Form and provide it to the school.

Does answering the survey influence students to try unhealthy behaviors? Absolutely no research supports any connection between completing a health behavior survey and trying an unhealthy behavior. You may be reassured to know that many unhealthy behaviors among young people – including tobacco use, sexual behaviors, and some forms of violence – have declined since 1991. During that same period, youth surveys have increased nationwide.

Who can I contact if I have questions? Visit the website at www.ohyes.ohio.gov or email info@ohyes.ohio.gov. You can also call the OHYES! Team at 1-866-563-6904. (If you want to add a contact at the school, please do so).

Sincerely,

Principal XXX