



Steps in preparing for OHYES!

Step 1. Superintendent approves and completes the registration

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.
- Share the importance of the survey and explore strategies for obtaining support from a broad range of stakeholders including teachers, board members, and other key stakeholders.
- Partner with your principals to decide what options are best:
 - **Which grades will participate?** 7th and 11th grades are required if your district is participating. Grades 8-10 and 12 are optional.
 - **Which schools will participate?** At least one school for 7th and 11th grade is required if your district is participating.
 - **Will your district exclude the sensitive questions?** There are 10 questions about sexual behavior and orientation, and suicide. These question must all be included or excluded for all grades that participate in your district.
 - **Will your district add additional questions?** If the district has previously conducted another survey, you may want to continue to ask items from it that are not on the OHYES! to maintain trend data. Up to 10 questions can be added for the district, however you must register by July 1st and contact OHYES! to discuss this option.
- Click on your individualized registration link to complete the registration process. **If you decline district participation you must also indicate this through the registration process.**

Step 2. Complete the school enrollment process

After Superintendents complete their registration, principals will be contacted to complete the registration/enrollment process.

- Review the Principal Welcome and Registration email. If you did not receive a Welcome or Registration email please contact info@ohyes.ohio.gov.
- View and share the recruitment materials in the [downloads](#) page.
- Talk with key school staff and community stakeholders about the survey and decide what administration options are right for your school.
- **Identify a Survey Coordinator and Backup Survey Coordinator.**
- **Decide how many students will participate.** Participating grades were selected by the Superintendent. Principals can determine how many students in each grade participate. The minimum number is 40% (or 15, whichever is greater). You can include as many students as you like. Schools may want to include a census of all students.
- Click on the link in the email you received to complete your school's enrollment.

Step 3. Select additional school personnel

Select the School Survey Coordinator and Assistant Coordinator for survey administration. Identify others needed to assist, including technology staff.

Step 4. Get school staff excited about OHYES!

Encourage the school to support the survey. Schools that are successful in obtaining high student participation rates are schools with strong support. Principals can help by communicating to teachers the importance of the OHYES!. 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.

Express appreciation to staff and teachers for their cooperation.

Responding 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.

Additionally OHYES! tasks have been streamlined to make administration as easy as possible, such as Opt Out forms and procedures, detailed instructions, and scripted administration.

Step 5. Notify staff, students, and parents, about the survey – Parent Passive Consent Process

- 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. Send the letter” at least 3 weeks prior to the survey date (If possible send home 4 weeks prior).**
- Determine how your school will allow parents to Opt Out. (e.g., by email or by phone call). Please do not rely on students to return forms.
- Schools should customize the Parent Letter and Opt Out Form available on the Downloads tab.
 - You can add/customize the letter but DO NOT take away any content from the letter as it is required to notify parents and to meet passive parental consent procedures.
 - Add the date of the letter
 - Add the date(s) your school will be conducting the survey
 - Add the Principal’s name.
 - Add the name and contact information for returning the Opt Out Form (see Parent Consent Letter)

- Consider adding your school logo or other ways to personalize such as why your principal thinks this survey is important to the school.
- **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.

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
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- 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. However, if you need the Parent Consent Letter and Opt Out Form translated into another language, please contact us.

Step 6. Select classrooms and survey dates

You have flexibility when your school will complete the survey. The survey period is October 1st – November 30th, 2015. The survey can be administered to students across multiple days to use staff efficiently and minimize classroom disruptions. 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.

Plan which classes the survey will be administered during and develop a survey schedule.

Make sure there is an alternative activity if students or parents decline participation, such as quiet reading, homework completion, or any other activity approved by the school.

The survey takes on average about 15 minutes, however completion times will vary. Have a plan for quiet student activity until everyone finishes.

Step 7. Make the survey available

Make the survey content conveniently available for staff and parents. Be sure to post the actual version that is being administered by your district, excluding or including any sensitive or additional questions. The core 111-item survey and the 101-item survey (with sensitive questions excluded) are available on the OHYES! website. If questions have been added by your district, you can post the revised version 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 8. Monitor Opt Out Forms

The process for collecting Opt Out forms may vary depending on a school's structure. 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 at any point, no list is needed. The Human Subjects Review Board requires that this list be kept on file at the school for 4 years.

Step 9. 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. While the goal for participation is 40% to 100% for each grade, there are no penalties for not achieving the minimum 40% participation. All student information is valuable. Results will be available for all schools and 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” (see Schools/Confidentiality tab or the Downloads tab).

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.