

Protecting You/Protecting Me

Directions for Administering Elementary Student Surveys

General information: Please follow the procedures exactly as they are written.

Make sure that you only give the survey to students who have their parents' consent.
Make sure each student uses the same identification number on each of his or her surveys.

In order to match students' first surveys with their later surveys, it is important that each student in your class has a unique identification number that is used on all surveys. Included in the packet is a set of labels for each student; one label that has the student's name, teacher and school on it, the other has a unique number on it with "Stick Me" on it. Do not separate the labels. Give the students both labels at the designated time.

Read the following aloud to students.

ENGLISH

We would like you to answer some questions. It is important that you understand the following:

- ◆ *This is not a test. We are interested in learning what you think about certain things.*
- ◆ *Do not put your name on the paper.*
- ◆ *You can skip any questions you don't understand or that you don't wish to answer.*
- ◆ *It is important that you answer honestly on all of the questions you choose to answer.*
- ◆ *You should not look at any other student's answers. All of your answers are private.*
- ◆ *No one in this school will see your answers to the questions: they are being sent to a research organization.*

SPANISH

Queremos que contesten unas preguntas. Es importante que entiendan lo siguiente:

- ◆ *Esto no es un examen. Estamos enteresados en saber que piensan acerca algunas cosas.*
- ◆ *No pongan sus nombres en el papel.*
- ◆ *Puedes dejar en blanco cualquier pregunta que no entiendes o que no quieres contestar.*
- ◆ *Es importante que contesten honéstamente todas las preguntas que escojen para contestar.*
- ◆ *No deben fijarse en las respuestas de los otros estudiantes. Todas tus respuestas son privados.*
- ◆ *Nadie en esta escuela, incluyendo yo, vamos a ver tus respuestas a las preguntas.*

Distribute the surveys to the students. At the same time, hand each student the set of labels with his/her name on it.

PAGE ONE:

ENGLISH

1. *Make sure you have a label with your name on it.*
2. *First, we will attach our labels to the survey.*
 - *Take the label that says, "Stick Me!" on it (Hold up the sample label and point to it for the students to see)*
 - *Place the label in the square that says "Stick Me". The box should match the label you are placing on your survey. (Hold up the sample survey and point to it for the students to see.)*
 - *We use a label so that your answers on this survey can be matched to your answers on another survey you will take later.*

Now you are to fill in one bubble for each answer. Make sure you fill in the bubble completely. If you change any of your answers, make sure to erase your old answer or any stray marks.

3. *Write down your teacher's name and today's date. (Write on blackboard for them to copy)*
4. *Circle the #1 if you are a boy, or the #2 if you are a girl.*
5. *Circle what age you are as of today.*
6. *The last question is about your race or ethnicity. I will walk around the room and help you with which response to circle.*

SPANISH

1. *Asegura que tienes la etiqueta con tu nombre.*
2. *Primero vamos a pegar la etiqueta a la encuesta.*
 - *Toma la etiqueta que dice "Stick Me!" (Hold up the sample label and point to it for the students to see)*
 - *Pon esta etiqueta en la caja que dice "Stick Me" en la encuesta. La caja se parece igualita a la etiqueta que vas a pegar a la encuesta.*
 - *Usamos la etiquetas para poder comparar esta encuesta con otra que luego van a tomar.*

Ahora van a llenar una burbuja por cada respuesta. Asegura de llenar la burbuja completamente. Si cambias tu respuesta asegura de borrar la burbuja bien antes de marcar la nueva, que no queden marcas.

3. *Escriban el nombre de la maestra y la fecha de hoy. (Write on blackboard for them to copy.)*
4. *Marca con círculo el número 1 si eres niño o el número 2 si eres niña.*
5. *Marca la edad que tienes hoy.*
6. *La última pregunta es sobre tu raza o etnicidad. Les voy a ayudar con esta pregunta.*

Check students' answers on race/ethnicity to see that they understood the question.

PAGE TWO AND REST OF SURVEY: Have students look at the example question.
Read the following directions aloud.

Directions:

ENGLISH

Each question will be read aloud twice. Then you are to fill in the bubble that best represents your answer. Fill in only ONE BUBBLE for each question. Be sure to fill in the bubble fully and erase any answers completely that you change. If you are unsure about your answer, you may guess. If you do not know or do not want to answer the question, leave it blank. You do not have to take this survey. If you have any questions during the survey, please raise your hand.

Now we are going to try an example of what some of the questions are like.

SPANISH

Voy a leer cada pregunta dos veces. Vas a llenar la burbuja que mejor representa tú respuesta. Llena solamente UNA BURBUJA por cada pregunta. Marca toda la burbuja y borra completamente cualquier respuesta que quieres cambiar. Si no estas seguro de tu respuesta, puedes adivinar. Si no sabes o no quieres contestar una pregunta, déjalo en blanco. No tienes que llenar esta encuesta. Si tienes alguna pregunta durante la encuesta, por favor levanta tú mano.

Vamos a practicar con un ejemplo de como son la mayoría de las preguntas.

(Put up overhead transparency).

Use the overhead transparency to demonstrate how they are to answer some of the questions on the survey.

Ask several students what they would answer for the example. Bubble in their answers on the transparency. Show students how there are different answers to the question: some students agree while other disagree or are more neutral. Make sure they understand that there are no right or wrong answers, just opinions.

When you have completed the example, have students start the survey.

Make sure you:

- **READ EACH QUESTION ALOUD TWICE.**
- **GIVE THEM TIME TO COMPLETE BEFORE GOING ON TO NEXT QUESTION.**
- **MAKE SURE THEY WORK INDIVIDUALLY AND DON'T TALK.**
- **HAVE THEM RAISE THEIR HANDS IF THEY HAVE QUESTIONS.**
- **DON'T ATTEMPT TO INTERPRET ANY QUESTION FOR THEM. DO NOT HELP THEM WITH A RESPONSE. IF THEY ARE NOT SURE OF AN ANSWER, THEY MAY GUESS OR LEAVE IT BLANK.**

When the students are finished, have them place their surveys in the envelope and complete the information on the front of the package. All of the school's surveys should be given to your PY/PM representative to send to _____ If you have any questions, please call _____ immediately at _____.