

Protecting You, Protecting Me

Directions for Administering Surveys for Grades 3-5

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

BEFORE YOU DO THE SURVEY

- Check with your school district regarding procedures for obtaining parental consent. Every student who takes the survey must have parental consent.
- Ask the classroom teacher for a list of students with student ID numbers.
- Check off all students who have parental permission to take the survey.
- Make copies of the surveys and put them in a large envelope. Write the Name of the School, Teacher's Name, Grade and Your Name on the front of the envelope.
- **Keep the list of students with student IDs and names checked having parental consent; you will need it again for the post-survey.**

IN THE CLASSROOM

- Make arrangements for students who do not have parental consent for the survey to go to another location.
- Pass out the surveys to all remaining students.
- Instruct students to fill out the top part of the first page of the survey with the following information, assisting when necessary:
 - Name of the school
 - The classroom teacher's name
 - Date survey will be given
 - Student's ID number: This can be a school ID number or a number you make up. Just make sure that you keep a list of students and numbers, so that each student can put the same number on the post-survey that they take after the program. **IT IS VERY IMPORTANT** that each student's ID number matches exactly on the pre- and post-surveys.
 - Survey Number:
 - 1 = Pre-Program Survey: given to students before they start the PY/PM program.
 - 2 = Post-Program Survey: given to students within 1-3 days after they complete all the lessons of the PY/PM program.
 - Grade
 - Gender
 - Age
 - Race/Ethnicity

READ THE FOLLOWING ALOUD TO STUDENTS SLOWLY AND CLEARLY.

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 want to answer.*
- ◆ *It is important that you answer what you really think 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.*

We have filled out the information on the top of the first page for you; so unless you have any questions, please look at the example at the bottom of the page with the picture of the cat. We are going to do a sample question that shows what the questions are like.

Read the example question. I LIKE CATS.

(You may make an overhead transparency of this example if you want.)

Ask several students what they would answer. Show students how there are different answers to the question. For some students cats are their favorite animal (they would circle the "1" under "Strongly agree"); for others, they strongly disagree because they hate cats or like dogs much better (they would circle the "4"). Other students like cats a little and they would circle the "2" under "agree" or dislike cats a little and circle the "3" under "disagree." Make sure they understand that there are no right or wrong answers, just opinions.

READ THE FOLLOWING ALOUD SLOWLY AND CLEARLY.

Now we will begin. I will read each question aloud twice. After I read the question, circle the number under the answer you choose. Circle only one number for each question. Erase cleanly any answer you wish to change. If you are not sure 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.

REMEMBER!

- Read each question aloud twice.
- Give them time to complete before going on to the 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, only definitions of words. Do not help them with a response.
- If they are not sure of an answer, they may guess.

When the students are finished, have them place their surveys in a large envelope.

Enter the data on the Excel spreadsheet (available on the PY/PM website). A chart will be generated to show the results. We would appreciate it if you would email or mail the Excel spreadsheet results to the PY/PM evaluator Mary Lou Bell, Bell Group, 611 S. Congress Ave. Suite 210, Austin, TX 78704, Marylou@bellgrp.com