



# Memorandum Of Understanding

2009-2010 School Year, Off-cycle

**District Name:** \_\_\_\_\_

This agreement outlines conditions to be met by the above named district and the California Healthy Kids Survey (CHKS) Regional Center as they relate to the administration of the CHKS. ***The answer sheets will not be sent until a signed copy (or fax) of this Memorandum of Understanding (MOU) is received.***

## ***District agrees to the following conditions:***

### **SURVEY ADMINISTRATION**

- **Parent Consent.** Use the active parental consent process with grades below seven, and either active or passive parental consent with grade seven and above (model consent forms are available online).
- Adopt a written school board policy for active and/or passive consent, and provide beginning of the year notification to parents of the approximate date(s) of survey administration and the availability of survey instruments for review at school and/or district offices. This is required regardless of consent type.
- **Coordination.** Provide one, district-level contact person.
- **Surveys.** Use only the most recent, current version of the survey and the answer sheet. This is H12 & M12 for High School and Middle School, E12 for Elementary, and their bilingual counterparts. Elementary answer sheets are brown, and secondary answer sheets are green.
- Use of incorrect version of the survey or answer sheet will result in a substantial delay and increased cost of report production. If students use a photocopy of an answer sheet or answer on the questionnaire, the district is responsible for transferring the data to an appropriate CHKS answer sheet.
- If grades other than 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup> and 11<sup>th</sup> in regular schools are surveyed, additional fees will be charged.

### **PAYMENT**

- Pay the 60 cents per student Basic Fee based on the approved sampling plan as outlined above.
- Elementary reports and secondary reports for Module A are included in the Basic Fee. If any combination of Modules B-F is used, an additional \$100 will be charged.
- CHKS will not refund money for unused answer sheets.
- Postage and handling will be added to the total amount charged.
- Additional fees apply for answer sheet rush orders.
- The district must provide a purchase order or check prior to receipt of report.
- *Please see [www.wested.org/hks](http://www.wested.org/hks) for all fees.*

### **DATA SUBMISSION AND REPORT PREPARATION**

*If the following conditions are not met, there will be a delay in data processing and report generation.*

- Provide complete information on the transmittal envelopes.
- Complete and return the Answer Sheet Return Checklist. (sent with answer sheets)

## **OTHER MISCELLANEOUS CONDITIONS**

- Read the *Guidebook for the California Healthy Kids Survey, Part I: Administration*, paying special attention to the section on active and passive consent procedures. In BOTH cases, specific tasks MUST be completed to insure that the rights of parents and pupils are protected.
- If administering the SCS, read the *Guidebook for the California Healthy Kids Survey, Part III: School Climate Survey for Teachers and Other Staff*.
- Provide current student enrollment figures (or target sample if you are sampling) for all schools by grade level, and – if doing the SCS – provide accurate staff counts by school.
- Download the master copy of the survey and produce the number of questionnaires needed.
- Provide survey proctors for each classroom.
- Have all surveyors (teachers or proctors) sign the Assurance of Confidentiality Agreement and read the Introductory Script to students. These are provided in the Proctor Instructions. (available online)
- Notify the County Office of Education of intent to administer the survey.
- Send a copy of the district-level *Key Findings* report to the County Office of Education.
- Contribute district's data to the aggregated CHKS dataset for statewide analysis.
- Agree to keep confidential any information about an individual student's responses that might be inadvertently revealed from the printed report provided at the district or school level.

## ***The CHKS Regional Center agrees to the following conditions:***

### **FOR THE BASIC FEE**

- Ongoing technical assistance including phone consultation on module selection, sampling, and parent consent strategies.
- Training at CHKS Regional Offices or via the Internet on the administration of the CHKS and SCS.
- Downloadable master copy of elementary, middle & high school surveys (all modules), and access to the SCS online system.
- Downloadable *CHKS Guidebook* for the district coordinator, and master copies of instructions for school-level contacts, classroom teachers and proctors.
- Access to the CHKS Website and Listserv.
- Answer sheets and transmittal envelopes.
- Scanning services.
- District-level reports (Includes CHKS *Technical Report* and *Key Findings* summary). This is available either as a paper hard copy or a PDF version. *Note: If less than 25 students take the survey in a specific grade, the district may not be eligible for a report in that grade.*

### **FOR ADDITIONAL FEES, UPON REQUEST**

- School-level reports, if a district has surveyed enough students at their school. If school reports are desired, districts are strongly encouraged not to use a sampling plan as schools will be unlikely to qualify for individual reports.
- School-specific SCS logins and passwords.
- District-level results of the staff School Climate Survey.
- School-level breakdowns for the SCS, if enough staff took the survey.
- Paper and electronic (pdf) copies of reports.
- Assistance in adding custom questions to your CHKS or SCS.
- Evaluation services and custom data analysis.
- On-site training for your district or schools.
- Raw datasets, pending a Memorandum of Understanding specific to data release.
- Other services by request.

**Confidentiality Agreement**

CDE requires local CHKS results be publicly reported in compliance with the No Child Left Behind Act of 2001 (NCLB). District data on the California state-identified Performance Indicators will be available through the California Department of Education’s (CDE) Safe and Healthy Kids Program Office Annual Reports. District *Key Findings* and *Technical Reports* will be posted on the CHKS website. In addition, under the Public Records Act, any outside agency (for example, the media) can request already-produced district or school reports from CDE. Raw data will be provided to public and research agencies for analyses only under conditions of strict confidentiality in compliance with state and federal regulations.

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***By signing this document the LEA and CHKS Regional Center staff signify that each party understands and will comply with the conditions stated above.***

LEA Representative:

CHKS Regional Center Staff:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
CHKS contact person *(if different from above)*

\_\_\_\_\_  
Contact person telephone

\_\_\_\_\_  
Contact person email