



Memorandum Of Understanding

2009-2010 School Year

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

- **Grades and Schools.** Survey grades 5, 7, 9 and 11 as appropriate within the district, as well as all continuation and community day school students, regardless of grade. This includes locally-funded charter schools that receive Safe and Drug-Free Schools and Communities (SDFSC) or Tobacco Use Prevention Education (TUPE) funding through the district. Districts may stagger administration of the 5th grade and survey this grade at a different time than the middle/high schools.
- Provide private schools that choose to receive SDFSC services from the district with the opportunity to participate in the survey.
- **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.** Administer the Elementary survey to elementary students, and the Core Module A, which includes the school and community asset questions, formerly in the Resilience & Youth Development Module, to secondary students.
- 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.

SAMPLING

- Larger districts may request that CHKS staff develop a sampling plan; however, sampling is not required and districts may choose to survey all students in the required grades, particularly if they would like school-level reports. Eligibility for sampling is based on the following criteria:
- **Number of students.** If a district has 900 or fewer regular students enrolled per grade level, all students must be surveyed, regardless of the number of schools. (Note: This is total enrollment, not the number who consented to the survey.) If grade-level enrollment is more than 900, the district may choose to sample. CHKS staff will randomly select

classrooms across all schools to reach the target sample of 900. *However, we recommend that sampling be done only if the district has 1600 or more students per grade.* This is recommended, as enrollments below 1600 tend to leave out just a few classes per school, which could lead to possible resentment on the part of teachers and/or inability to easily schedule a "grade-wide" survey day.

- **Number of schools.** If a district has ten or fewer schools at a surveyed grade level, all schools must be surveyed. A random sample of schools can be selected for districts with more than ten schools with the grades involved AND more than 900 students per grade.
- These are **minimum** requirements; districts can always survey more students, grade levels, and schools.
- **School reports and sampling.** If sampling, schools must survey at least 50% of students in appropriate grades in order to qualify for a school report. If school reports are desired, districts are strongly encouraged not to use a sampling plan.

PAYMENT

- Pay the 30 cents per student Basic Fee based on the approved sampling plan as outlined above.
- 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.
- *Note: Higher fees apply to any survey conducted in addition to the required, on-cycle, biennial surveys. Please see www.wested.org/chks 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).
- Submit completed answer sheets and materials to your Regional Center by Friday June 11, 2010.

RESPONSE RATES

In order for the CHKS data to be representative of the students in your district, minimally meet standards A through C and either standard D or E as listed below.

- A) 100% of all district schools participated, or 100% of all selected schools participated in an approved sampling plan.
- B) An appropriate class subject or class period was identified and used.
- C) 100% of selected classrooms participated.
- D) The number of completed, usable answer forms obtained per grade was 60% or more of the selected sample, or
- E) If active parental consent is used, 70% or more parents within each grade's selected sample returned signed permission forms, either consenting or not consenting to their child's participation.

If active consent is used and less than 60 percent of parents have not consented to their child's participation two days before the scheduled administration date, the survey should be postponed until either condition D or E can be met. *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.*

SCHOOL CLIMATE SURVEY FOR STAFF

- Conduct the online School Climate Survey (SCS) at each school participating in the district's CHKS. To facilitate planning and administration, this should be done around the same time the students are taking the CHKS.
Please note: we are encouraging all districts to complete their CSCS for school year 2009-10 and to aim for a 70% participation rate to coincide with the CHKS. A CSCS specific workshop and TA has been put in place to aid participation and use of this survey. Furthermore, CHKS staff will actively monitor on-line participation and will contact you if there is no or low participation during the 30-day survey window.
- The survey must be anonymous and should minimally be given to **all certificated staff working with grades five through twelve**, as well as by all staff involved in health, safety, and prevention. It is recommended that it be completed by other school staff at the district's discretion.
- Staff participation is voluntary. Staff who do not wish to participate shall not be required to do so.
- There are no additional fees for the basic administration of the SCS. Additional fees will be charged for special requests (such as paper surveys) and custom work.

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.
- Read the *Guidebook for the California Healthy Kids Survey, 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 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, transmittal envelopes, and school-specific SCS logins and passwords.
- Scanning services.

- District-level reports (Includes CHKS *Technical Report* and *Key Findings* summary, and the results of the staff School Climate Survey). This is provided as a PDF.

FOR ADDITIONAL FEES, UPON REQUEST

- School-level reports, if a district has surveyed enough students at their school.
- 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.
- Presentations of results to stakeholders
- 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.

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:

Signature

Printed name

Date

CHKS Contact Person *(if different from above)*

Contact person telephone

Contact person email

CHKS Regional Center Staff:

Signature

Printed name

Date

For office use only

*Southern Region
Office: LA
WestEd
Fax 562.799.5151*

*Northern Coast/Bay Area Region
Office: Oakland
WestEd
Fax 510.302.4354*

*North Central Region
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