



**The Independent School Health Check
Administration Manual
2021-2022
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Independent School Health Check Administration Manual

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INTRODUCTION

The Administration Manual is intended to help you organize an efficient and effective administration of the NAIS Independent School Health Check Survey (ISHC). There are two versions of the ISHC: upper and middle school. They are identical except for omitting the questions on sexual behavior and gender identity. Additionally, the middle school survey is recommended for 7-8 grades. Schools may offer it to their 6th graders if they wish.

PREVIEWING THE SURVEY

It is recommended that schools administering the survey have several faculty and staff preview the entire survey online. We do not distribute any hard copies for security reasons.

It takes about one-half hour to scroll through the surveys. You can access it from your own computers individually or as a group.

This preview serves the following purposes:

1. It will help you decide if, in fact, this survey will give you information that will help your school community.
2. You will be able to answer any questions from faculty and parents, if you are familiar with the survey questions. Parents will know that you have been responsible to preview this survey to assess the survey's usefulness and appropriateness for your school community.
3. You will be able to identify any topics that you might want to address in additional questions that you may add to the end of the survey.

We recommend that you select a group to preview the survey that consists of any of the following roles in your school: Head, assistant head, division head, school counselor, school nurse, health educators, director of residential life, head advisors, and others who might use the data for program planning.

Please be advised that to maintain the integrity of our data programming for analysis, the individual survey questions cannot be changed or reordered.

There are several skips incorporated into the survey. If they say "no" to the first

question on the topics listed, the following relevant questions will be automatically skipped:

Upper School Skips

| | |
|-------------------------|------------------------------------|
| 8 gender identity | if "same" skip to 10 |
| 19 social media account | if "no" skip to 21 |
| 27 community service | If "never" skip to 29 |
| 38 medications | if "no" skip to 40 |
| 41 suicidality | if "no" skip to 45 |
| 64 parties | if "did not go..." skip to 66 |
| 73 smoking | if "0 days" skip to 75 |
| 75 vaping | if "no" skip to 77 |
| 81 gun access | If "no" skip to 83 |
| 85 intimacy | If "no" skip to 88 |
| 88 intercourse | if "no" skip to 96 |
| 96 oral sex | if "no" skip to 99 |
| 100 DUI driver | if "no" skip to 102 |
| 106 adult connection | if "do not have adult" skip to 109 |

Middle School skips

| | |
|-------------------------|---|
| 16 social media account | if "no" skip to 18 |
| 24 community service | if "never" skip to 26 |
| 35 medications | if "no" skip to 37 |
| 38 suicidality | if "no" skip to 42 |
| 61 parties | if "did not go" skip to 63 |
| 70 smoking | If "0 days" skip to 72 |
| 72 vaping | if "no" skip to 74 |
| 77 gun access | If "no" skip to 79 |
| 80 DUI driver | if "no" skip to 82 |
| 84 adult connection | if "I do not have an adult..." skip to 87 |

You can preview the surveys by accessing the following links:

ISHC Middle School Sample Survey:

https://survey.indiana.edu/ishc/test/consent/1/edit.cfm?sectionList=consent_main_middle_closing_test&showDemoWarning=true

ISHC Upper School Sample Survey Link:

https://survey.indiana.edu/ishc/test/consent/1/edit.cfm?sectionList=consent_main_upper_closing_test&showDemoWarning=true

IDENTIFICATION OF A SURVEY MANAGER

An individual within the school should be identified as the survey manager. It is recommended that the Head of School form a planning committee to assist with the administration process.

The responsibilities of the survey manager and a committee might include the following activities:

1. Creating a timeline for the school's implementation of the ISHC
2. Designing the school's additional questions
3. Scheduling and overseeing the implementation process
4. Preparing the school community for the survey,
5. Preparing the proctors
6. Troubleshooting any problems that may arise before, during or after the survey
7. Presenting the results of the survey.

A second individual should be identified on the registration form as a backup survey manager who is aware of the survey administrations in the event the survey manager is unavailable.

VERIFYING COMPUTER CAPACITY

The ISHC is web-based, administered on computers, and intended as a proctored, in-school event, accomplished within a compressed time period. Therefore, the school should consult with its IT specialist in the earliest stages to assure that the school has the computer and server capacity to accommodate this event and to determine how many students can be surveyed at one time. The IT specialist should work closely with the Survey Manager to arrange the schedule for the survey administration.

SCHEDULING THE SURVEY

The survey takes about 45 minutes to complete. Scheduling one hour will allow time for the proctors and students to take care of instructions and sign in. The following are guidelines for scheduling the survey:

The survey may be offered during one of two sessions during the academic year, as long as the selected date includes 30 days of school after a vacation or break:

- **Fall Semester - October 4, 2021 - November 19, 2021**
- **Spring Semester - February 7, 2022 – May 6, 2022.**

Surveys are conducted during the school day on weekdays, not evenings or weekends, to assure good proctoring and IT backup.

Once a session is selected, it is recommended that subsequent resurveying takes place during the same session.

It is recommended that the survey be given in as short a time period as possible: ideally all at once or in several waves during one school day. It has been our experience that this maximizes accuracy by limiting the time for students to influence each other's responses and reduces the logistical challenge posed by scheduling and staffing multiple administrations. If you need to schedule the survey administration time beyond one day, we will attempt to make special arrangements that insure valid and reliable results. With adequate notice and available dates, the scheduled survey date may be changed. Please select a backup date in advance that will work for your school, which you will indicate on the registration form. An additional fee may be incurred. Please be assured that if you need a makeup session due to any unforeseen circumstance (field trips, etc.) that affects a representative sample of your total student responses, we will be pleased to arrange that with you.

THE OPTION OF ADDING UP TO 5 CUSTOMIZED QUESTIONS UNIQUE TO YOUR SCHOOL COMMUNITY

The Survey Manager and their committee may preview the survey online and decide if they wish to compose several questions that address issues that are important to the school and warrant more specific attention. The questions can be drafted for the Center of Survey Research at Indiana University to format and add on to the survey. This needs to be completed **at least two weeks** before the survey date. Additional questions can only be added after the last ISHC question.

The format and content of the ISHC survey questions may not be altered because we need to insure consistent data analysis and comparisons.

PREPARING THE SCHOOL COMMUNITY

This initial phase of the survey project is, arguably, the most important because upon this phase depends the community's cooperation and acceptance of the survey and helps assure valid results. This phase begins with whatever process is involved in getting initial approval for the survey and then expands to include the entire community.

New ideas invariably spark skepticism and wariness in some quarters, and surveys are particularly apt to raise questions like: "why do we need to know this; why should we spend the time doing this; what dreadful things might we find out; what will be done with the results?"

Preparing the community may mean spending time with the trustees, the administrative team, the faculty, and parent and student leadership to explain the survey and its purposes, to allay fears, and to gain endorsement.

Decision-makers in the school community may preview the survey, online and at their convenience. Please do not make any hard copies of the survey.

There are two versions of the survey. The [upper](#) and [middle](#) school versions are almost identical. The middle school version differs in one significant aspect. We do not ask questions about personal sexual intimacy in the middle school survey.

NOTIFICATION AND CONSENT

Parents/Legal Guardians: There must be written communication with all the parents/legal guardians at least one month before the planned administration date. Parents/Legal Guardians **must** be notified of the survey and be asked to contact the survey administrator if they do not wish their child to participate; this format is called 'passive consent'. Please see the sample Parental/Legal Guardian Notification for guidance. The Parental/Legal Guardian Notification should contain substantially the same information as the sample notification. If

you receive a request from a parent/legal guardian to see the survey please refer to the PARENT INQUIRY section below for guidance. While you may provide additional education on the importance of the survey to a parent/legal guardian, their decision to opt their child out of the survey must be respected.

Students: A presentation must be given to the relevant section of the student body approximately a week before the administration date of the ISHC survey. Students must be told how and why it is being administered at the school and that the school has sought parental/legal guardian consent for the student's participation. Students must be informed that they may opt out of the survey by notifying the Survey Manager and that during the survey administration, they may skip any questions they do not wish to answer. Prior to administering the survey, you must obtain a signed consent form from each participating student which reiterates that participation is voluntary and they may skip any question they do not wish to answer. Please see the sample Student Consent Form for guidance. The Student Consent Form should contain substantially the same information as the sample form. Although the taking the survey and answering each question is totally voluntary, we recommend that you encourage robust student participation so that the survey will yield as complete a picture as possible.

LOGISTICS OF THE ADMINISTRATION

A survey manager should begin the process of organizing the logistics of the actual administration of the ISHC within several months of the target date. It is important to consult with everyone that is either involved or is going to be affected in some way when the ISHC is administered. Smooth and minimally disruptive administration depends on careful attention to details—involving the dean of students, scheduler, psychologist/counselor, and the individual in charge of technical support for the school's computers.

Assemblies, study halls and advisory periods are examples of ideal times for the administration of the ISHC survey. If you are able to confine the period of time

when the survey is taken, there is less risk that students will talk about it before all the students have completed it. Because many survey questions ask for behavior in the past thirty days, schools will get more representative behavior if the survey occurs more than thirty days from major vacations. The survey also asks for behavior on 'the last school day' so it would be best not to schedule on a Monday or following a day off.

In the event that the time cannot be compressed, the Survey Manager and the school's IT person should develop a plan to prevent students from accessing the link to preview or revisit the survey.

The IT person at the school can recommend the best way to administer the survey to the student body in the most compressed time frame possible. IT staff should contact ISHC staff directly to coordinate the way the survey website is presented to the students. The survey should be taken on computers (desktops and laptops). Mobile devices should be discouraged due to the small screens.

Although the logistics of administration will vary according to each school's computer availability and scheduling, it is important to have as many students as possible take the survey to promote the validity and reliability of the data.

One week prior to your survey date, you will receive a pre-survey email with your school-specific link that all students in your school must use to access the survey. The survey link will not be active yet at the time you receive this email, but will open the morning of your survey admin. The IT specialist at your school should test the survey link on the morning of the survey administration to be certain it will open on your school's computers. The survey will remain open until the evening in case students need to take it later than expected.

PRE-SURVEY BULLETIN EMAIL

Dear Jane Doe,

We are writing in anticipation of the launch of your ISHC administration, scheduled for:

- <survey date, formatted YYYY-MM-DD>

Please review the important administration information listed below.

The links are currently closed but will open the morning before you begin surveying students. Please be sure that all parents/guardians and students have been notified of the upcoming survey and made aware of the important impact the data can have on health and social programs within the school, but that participation is voluntary. You must complete the parental/guardian notification and student education & consent process as agreed to in the Letter of Agreement prior to the administration of the survey.

Below are some guidelines about the way to handle students' reactions and any interruption in survey participation due to power outage, computer crash, etc.

PLEASE SHARE THEM WITH YOUR PROCTORS. You might want to caution your faculty proctors not to enter the survey themselves; otherwise, they will be counted as a survey respondent.

1. When students start the survey, they will be provided with randomly assigned codes that should be written down by the student but not shared with anyone. In the event of an interruption, the code should be used to log back into the survey so they can continue where they left off. Please use this link to re-login: <https://survey.indiana.edu/ishc/login.cfm>. In the event that a student forgets to write down their restart code, note should be taken of grade, gender, and approximate location of the last question

answered. The student will then need to start the survey again from the beginning.

2. Each student should only take the survey one time. To prevent a student from trying to take the survey a second time, the best remedy is attentive proctoring of survey administration locations including collection of the student consent form prior to survey administration and the use of a sign-in form. If the survey is administered in discrete, separate time periods, rather than one continuous time period, your IT person can break the link during the times the students are not surveying.
3. If any student exhibits anxiety or discomfort with the content of the survey questions, remind them that they can skip any questions and may be excused. This is a voluntary activity. It is recommended that staff be available to support students.
4. You should remind students that they should not discuss their responses or reactions to the survey with other students during the survey administration period so that they do not bias another student's survey responses. That is why it is best to administer the survey in as compressed a time period as possible.

Please share this link with your students to access the **upper/middle school survey**:

<School's survey link>

We do encourage your school's IT specialist to test the link the morning of admin to make sure all it works properly on your school's computers. The survey will remain open the day of your admin until the evening. In the event that responses are recorded outside of your survey time, those outliers will be reported to the school contact who can decide whether that data should be included or not.

Please remember that high response rates are the result of a school-wide effort. Students are much more likely to respond if they feel that their voice will be heard and that the faculty and administration plan to use and act on the de-identified, aggregated data as deemed appropriate by the school.

If issues arise during the survey administration, please call or email Kathleen Lorenzen at The Center for Survey Research, (812) 855-3849 or ishc@indiana.edu.

Sincerely,

Amada Torres
VP Studies, Insights, and Research
National Association of Independent Schools
(202) 973-9765
torres@nais.org

<https://independentschoolhealth.com/>

ENSURING THE CONFIDENTIALITY OF THE STUDENTS

For students and parents, anonymity is very important. Each participating student will be given log-in information for the survey; the log-in information is not connected to the student's name, school identification number, or social security number.

Individual survey responses are confidential and will remain anonymous. No student can be identified, nor can any responses be linked to any individual student in the Standard Report provided to your school. Individual survey responses will be aggregated and your school will be provided with group data only. Although the school may keep track of who has actually taken the survey (for instance, by using a sign-in sheet), students should be assured that there is no way to identify their responses.

Sometimes students who belong to a minority grouping (demographic or otherwise) may fear that they could be identified by their responses. Students should be assured group data for specific groups (demographic or otherwise) will not be reported unless there are a minimum of 8 responses so that no minority grouping, or individual will be linked to any specific survey responses.

In addition to the survey responses, the system may collect certain metadata and paradata from participating students, including, but not limited to, their IP address, operating system, browser connection, as well as the duration of the survey and length of time to respond to any one question. However, the purpose of collecting this information is to provide an understanding of the quality of the survey data and it will not be provided to the school.

Start and end times for each respondent are tracked internally and reviewed after the survey is closed. If any responses are logged during a time outside of when the majority of responses were collected, the survey manager will be notified and asked if these responses should be counted or discarded (for example,

responses that were logged at 3pm when most students took the survey between 9-10am).

PROCTORS' INFORMATION AND PROCTORING INSTRUCTIONS

Good proctoring is essential to insure valid and reliable survey responses.

Proctors for the ISHC can be members of the school community, such as faculty and advisors. They should be careful to clarify only the language of a question, not its intent.

One proctor should be at the entrance of the room(s) where the students are taking the ISHC. The proctor should cross off the names of the students taking the ISHC as they enter the designated room.

When the group is complete, the proctor should hand out the form indicating voluntary participation and remind students that they are free to elect not to take the survey and/or to answer questions. The proctor should collect the signed statements.

After the statements have been collected, the proctor should then give students permission to enter the survey site.

The proctors' role is not unlike proctoring an exam. The proctors need to ensure that the students take the survey seriously and that their answers are confidential. It is their role to be sure that students are not looking at other students' answers on the computer and are not talking during the administration of the survey. Once a student has completed the ISHC, he or she should be asked to leave the room. One difference between proctoring the survey and proctoring an exam is that adults should avoid looking at what students are answering in the survey. If a student does have a question, the proctor should not look at the computer screen.

Upon starting the survey, each student will be provided with randomly assigned codes that should be written down by the student but not shared with anyone. In the event of an interruption, the code should be used to log back into the survey so they can continue where they left off. In the event that a student forgets to write down their restart code, note should be taken of grade, gender, and approximate location of the last question answered. The student will then need to start the survey again from the beginning. If issues arise during the survey administration, please call or email Kathleen Lorenzen at The Center for Survey Research, (812) 855-3849 or ishc@indiana.edu so they may remove this data to prevent duplicate responses from an individual student.

The following are the instructions for proctors to read to the students prior to their taking the survey. The school may want to change the language to reflect the specifics of the administration of the survey, however the instructions should contain substantially the same information as the sample instructions.

**PROCTORS: PLEASE READ TO STUDENTS IMMEDIATELY
PRIOR TO THE ADMINISTRATION OF THE INDEPENDENT
SCHOOL HEALTH CHECK**

- Thank you for volunteering to take the Independent School Health Check survey. We know that there are lots of issues in your lives - - both at school and in your lives outside of school - - and that the school does not necessarily know about all of them. This is YOUR opportunity to tell the school's administration and faculty about your lives in an anonymous format. The information that comes out of the survey will help us in planning programs and working on issues at the school for next year.
- I want to remind you that this survey is confidential and your responses will remain anonymous. The school will not receive back information or answers connected to you personally. The goal of the survey is to learn about the student body as a whole. Please be as honest as you can in answering the questions.
- If you decide not to take the survey, you may either leave the room now or sit quietly until the others are finished. Also, you can skip any question in the survey that you cannot answer honestly or that you do not feel comfortable answering.
- After you login to the survey, you will be provided with a 5-word passcode that you will need to write down. In the event that you are interrupted and need to re-start the survey, please enter your passcode here: <https://survey.indiana.edu/ishc/login.cfm>. This passcode will only be intended to link your survey responses in the event a second log-in is necessary.
- Please answer the questions seriously. It is important that we get accurate information about what is going on in the school.
- Please do not use cell phones or other devices to access information, text or make calls.
- If you are concerned about the survey or want to talk with someone either today or anytime, please feel free to contact_____. They will be available to talk with you about these concerns.
- Please do not talk to other students about the survey until after they have completed the survey. Any conversation may affect another student's answers.
- Again, thank you for participating in this survey.

INDEPENDENT SCHOOL HEALTH CHECK STUDENT CONSENT FORM

Insert Name of School

Information about the NAIS Independent School Health Check Survey

1. The survey seeks to collect information about students' attitudes and life experiences, and touches on sensitive issues including self-esteem, stress, integrity, sexual behavior, and substance use.
2. The results of this survey are intended to inform your school about health-related aspects of the student climate so that your school can evaluate the various wellness programs within its curriculum and the support services for students.
3. Survey responses are anonymous. After the administration of the survey, your school will receive a report with de-identified, aggregate group data based on participating students' responses. Individual responses will not be provided to you or your school.
4. This survey is voluntary. You are not required to participate in this survey if you or your parents or legal guardians do not want you to do so. If you participate in the survey, you may also skip any question you do not wish to answer.
5. Please be honest. There are no right or wrong answers, but we would prefer you skip a question if you feel you cannot answer it honestly.

I, the below-identified student, acknowledge that I have received instructions from my school about the NAIS Independent School Health Check Survey, including the information summarized in numbers 1-5 above. By signing below, I acknowledge that I am voluntarily participating in the NAIS Independent School Health Check Survey and I understand that I may skip any questions while responding to the survey.

Student name (please print): _____

Signed: _____ Date: _____

INDEPENDENT SCHOOL HEALTH CHECK

INSERT NAME OF SCHOOL

Student Sign-In Sheet

| <u>Name</u> | <u>Date</u> | <u>Time</u> | <u>Location</u> |
|-------------|-------------|-------------|-----------------|
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SAMPLE Parental/Legal Guardian Notification

Dear Families,

[SCHOOL NAME] is scheduled to administer the NAIS Independent School Health Check for [INSERT RELEVANT INFORMATION e.g., all/specific grades] on [INSERT DATE]. The survey seeks to collect information about students' attitudes and life experiences, and touches on sensitive issues, such as self-esteem, stress, integrity, sexual behavior, and substance use. The results of this survey are intended to inform the administration about health-related aspects of the student climate so that we can evaluate the various wellness programs within the [SCHOOL NAME]'s curriculum and the support services for students.

Student participation is voluntary and at the discretion of students and their parents. Students who do not wish to complete the survey will have the opportunity to be excused from participation. Participating students will also have an opportunity to not answer and skip any question in the survey.

It is important to note that all survey responses will be anonymous. After the administration of the survey, [SCHOOL NAME] will receive a report with de-identified, aggregate group data based on participating students' responses. Individual responses will not be provided to the School or students.

The survey is administered by Indiana University Center for Survey Research. Each participating student will be given log-in information for the survey; the log-in information is not connected to the student's name, school identification number, or social security number. In addition to the survey responses, Indiana University Center for Survey Research may collect certain metadata and paradata from participating students, including, but not limited to, their IP address, operating system, browser connection, as well as the duration of the survey and length of time to respond to any one question. The purpose of collecting this information is to provide an understanding of the quality of the survey data.

Parental/Legal Guardian Consent: This notification serves as your acknowledgment that the NAIS Independent School Health Check survey will be administered to your child by Indiana University Center for Survey Research. If you do not consent to your child's participation in the NAIS Independent School Health Check survey and your child's use of the web-based survey platform, you agree to notify the [APPROPRIATE CONTACT] in writing prior to [DATE]. If we do not hear from you, [SCHOOL NAME] will assume that you have no objection and consent to your child's participation in the online NAIS Independent School Health Check survey.

If you have any questions or comments about the Independent School Health Check survey, please contact [GUIDANCE COUNSELOR/SCHOOL PSYCHOLOGIST NAME] at [TELEPHONE NUMBER] or [E-MAIL ADDRESS]. Thank you in advance for your support and interest in this important initiative.

Sincerely,

[INSERT APPROPRIATE CONTACT]

SAMPLE PRESENTATION TO STUDENTS

[The individual presenting might want to give a preliminary introduction, if the person is not already known by the students.]

Now, let me tell you why I am here and tell you about this project. It is called the Independent School Health Check. This [insert day of the week when survey will be administered] morning, all [insert details about which students will be participating] will be asked to take the survey.

The Independent School Health Check is a survey that will ask you questions about your lives here at X School, at home, and in your communities. We want to know about both the positive and the negative things that students experience. We want to know about the things you like to do and the things you don't. We also want to learn how widespread behaviors like stress, peer pressure and substance use impact our students. One way we will learn about these things will be by your completing the independent School Health Check survey.

The survey will take about 45 minutes for you to complete the questions in a multiple-choice format on a school computer. There are a few things I want you to know about Independent School Health Check so that you feel comfortable about answering the questions. First, this is a survey. That means there is no right or wrong answers. We want you to be as honest as you can and answer the questions based on what you really do and what you really think. If there are questions that you cannot answer honestly, you can leave those questions blank.

The other very important aspect of the Independent School Health Check that I want you to know about is that this survey is anonymous. We will not know what you fill in on your individual survey. By making the survey anonymous, your name is not connected to your answers.

ISHC analyzes the material collected and provides our school with aggregated group data only. Put another way, your individual responses remain confidential and will not be provided to the school.

Although some advisors, teachers, or other adults from X School will be in the room when you are completing the survey, they are not there to answer any questions that you may have about the survey.

Also, this survey is voluntary. Your parents or legal guardian received information about the survey from [Insert appropriate contact] last month. If your parents or legal guardians do not want you to complete the survey, they will contact [insert appropriate contact]. If you do not want to complete the survey for any reason, you can also let the [insert appropriate contact] know in the next few days.

Finally, you may want to know why the Independent School Health Check is so important for our school. The answer is simple. We will be using the data from

the survey to plan and develop health and social programs related to the things that you may be experiencing as students here at X School and in your lives in general.

Thank you for your attention and for your cooperation. If you have any questions before the administration of the survey, feel free to talk with the [insert name of appropriate contact]. Have a great day!

SAMPLE LETTER TO STUDENTS - send prior to the survey to encourage them to participate.

Dear Students,

The ISHC provides students with an opportunity for your VOICES to be heard by teachers, parents and school administration. If taken seriously, and in privacy, each student will have the opportunity to share, in an anonymous, confidential way, his/her feelings, perceptions and thoughts about the school, faculty, friends, classmates, parents and their activities during and after school. It is best for each student to have the opportunity to take the survey with a fresh mind and for you not to have any information about the survey shared by students who have already taken the survey. Please wait until the close of the survey administration, when all students have completed the survey, to discuss your reactions among yourselves. Once the survey is complete and the data aggregated, the School administration may share summaries of the aggregated data with you and other members of the community. Thank you for helping to make this a true opportunity for YOUR VOICES TO BE HEARD!

[Insert appropriate contact]

PARENT/GUARDIAN INQUIRY

Suggestions for Responding to Parent Inquiries about the Independent School Health Check

Upon receiving the letter from the school informing parents/guardians of the school's intent to administer the Independent School Health Check and their option to grant passive consent, some parents/guardians might contact the school for more information or to decline consent for their child to take the survey.

Please assure all parents /guardians that the survey is a **voluntary** activity and that any student or parents may opt out of participating in the survey and that students who do participate in the survey may also choose not to answer any specific questions during the survey.

Please share the topics covered in the survey with parents:

The ISHC survey is comprised of about 100 multiple choice questions. About a third of the questions are identical to questions asked in the Youth Behavior Risk Survey that is administered by the CDC to public schools. Some of the topics addressed are:

| | | |
|------------------|-------------------|-------------------------------------|
| Grade | Motivation | Attitudes about school and teachers |
| Academic honesty | Internet use | Academic pressure |
| Use of time | TV viewing | Social life |
| Alcohol use | Drug use | Help seeking behavior |
| Nutrition | Suicide | Sleep |
| Homework | Community service | Sexual activity |

Please assure all parents /guardians and students that the individual survey responses are all **confidential** and anonymous. The school does not receive the raw data (i.e., individual student responses). Data shared with the school will be aggregated, and individual students cannot be identified from the data shared with the school. While each participating student will be given log-in information for the survey; the log-in information is not connected to the student's name, school identification number, or social security number.

Indiana University Center for Survey Research may collect certain metadata and paradata from participating students, including, but not limited to, participant's IP address, operating system, browser connection, as well as the duration of the survey and length of time to respond to any one question. Metadata and paradata is collected to provide additional understanding of the quality of the Survey data. The school will not have access to this information.

Please ask parents /guardians about their specific concerns and provide them with the information about the content and format of the survey. The ISHC was designed to give independent schools information about student life so that they can develop effective programs to encourage healthy student behavior. Furthermore, the comparison of the data to other school's data provides schools with a larger context through which to view their students.

If parents /guardians ask to see the survey, they have a right to do so, but we strongly encourage that they hold off. Let them know that we do not want students to be influenced with any input from adults: parents /guardians or teachers. If they persist, the survey manager may sit with the parent /guardians and scroll through the survey together and discuss any issues the parents/guardian may have.

We do not offer any school hard copies of the survey, but if you decide that you want to share the survey with a parent /guardian, you can direct them to our website to scroll through the survey. It is recommended that you do this together so that you can answer any of their questions.

REPORT AND PRICING:

Standard Report: (\$3,000)

Part 1: The Aggregate Survey responses are sent to you within 4 days of taking your survey.

Part 2: The Statistical Analysis report is sent to the Survey Manager and the Back-up Survey Manager within a month of administering the survey. The Statistical Analysis report includes analysis of each question by gender and grade as well as a comparison to the ISHC National Database. The national data includes, as of 6/2017, 25,101 students in grades 9–12 who were surveyed in school years 2014–15, 2015–16, and 2016–17; they represent 60 different schools, each represented only once.

The middle school database includes 4,445 students in 31 schools.

The Statistical Analysis report offers conclusions noting the items which show a statistical significance when compared to the ISHC Database.

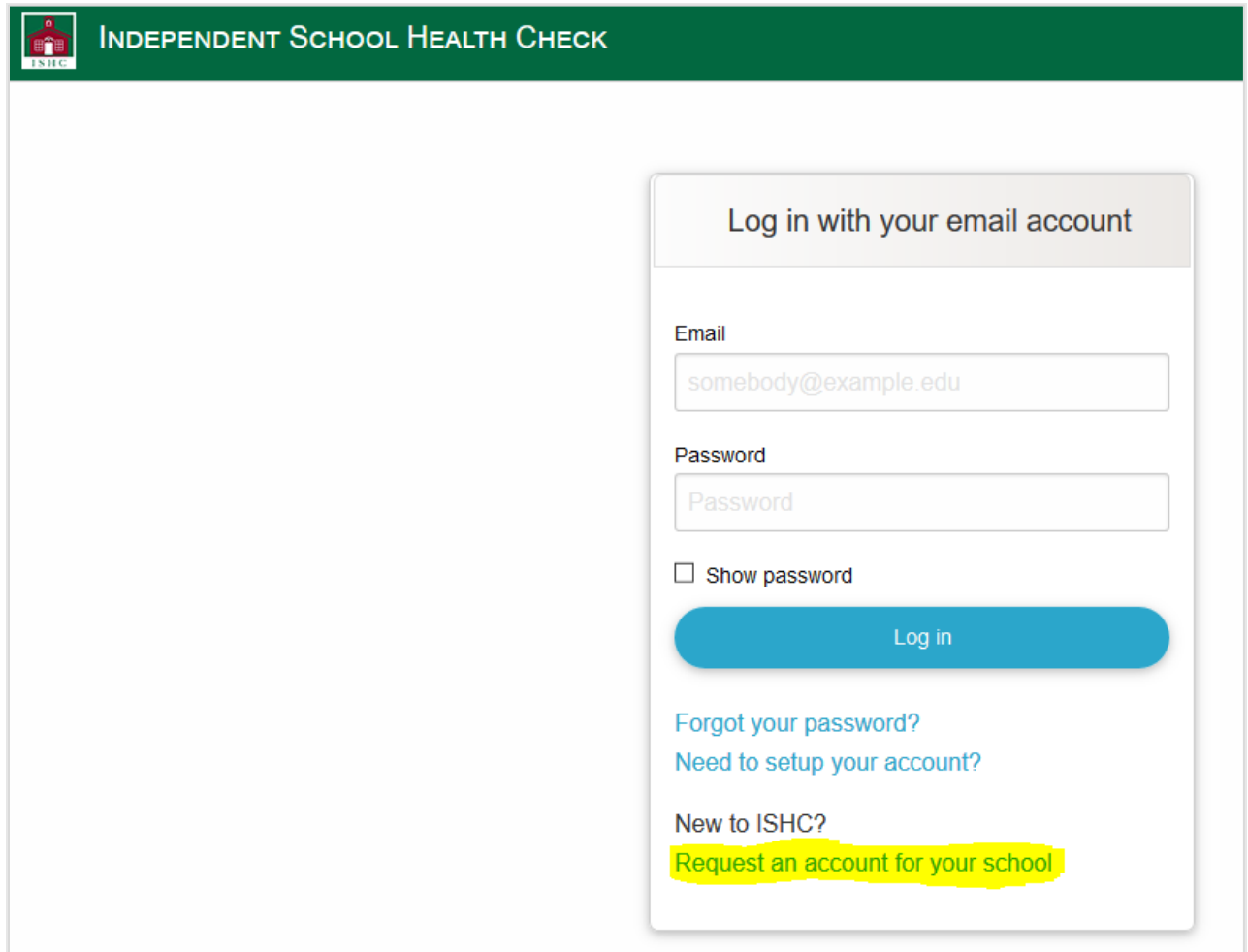
All schools receive the following as part of their survey report:

- The ISHC Administration Manual
- The opportunity to add up to five questions at the end of the survey
- Composite scores on school connectedness, motivation, parental engagement, drinking, academic pressure
- Data sharing and data summary worksheets.

REGISTRATION AND INTERFACE INSTRUCTIONS

FIRST TIME USER – Account Set Up for Contacts and Schools


1. Go to <https://websurv.indiana.edu/ishc/interface/>
2. If this is the first time your school will participate in the ISHC, please click on “Request an account for your school”



The screenshot shows the ISHC login interface. At the top left is the ISHC logo, and to its right is the text "INDEPENDENT SCHOOL HEALTH CHECK". The main content area is a white box with a light gray border. Inside this box is a gray header that says "Log in with your email account". Below the header are two input fields: "Email" with the placeholder "somebody@example.edu" and "Password" with the placeholder "Password". Below the password field is a checkbox labeled "Show password". A blue "Log in" button is positioned below the checkbox. At the bottom of the form are three links: "Forgot your password?", "Need to setup your account?", and "New to ISHC? Request an account for your school". The text "Request an account for your school" is highlighted in yellow.



3. Enter your email address (preferably school email), state, and formal school name, and click “Submit” —

 INDEPENDENT SCHOOL HEALTH CHECK

New ISHC Survey Manager Registration Part 1

Registering as a survey manager for the Independent School Health Check (ISHC) will allow you access to the ISHC interface where you can add additional contacts, register for the ISHC survey and retrieve your access reports.

There is no cost associated with the ISHC survey manager registration.

[Survey Manager Responsibilities >>](#)


Visit the [ISHC website](#) for more information.

To register as a survey manager, please provide the following information:

Your email

Your state

Your school's name

 Indiana University, Center for Survey Research



4. If we do not have your school in our database, you will need to fill out both the Survey Manager information and School Information. Please choose the survey division for which you will be serving as Survey Manager (middle, upper, or both), and click “Submit Registration” —



New ISHC Survey Manager Registration Part 2

| SURVEY MANAGER | SCHOOL INFORMATION |
|--|--|
| First name: <input type="text" value="Required"/> | School Name: <input type="text" value="New test school"/> |
| Last name: <input type="text" value="Required"/> | Address: <input type="text" value="Required"/> |
| <input checked="" type="checkbox"/> Phone: <input type="text" value="____-____-____"/> <i>A phone number is required.</i> | City: <input type="text" value="Required"/> |
| <input type="checkbox"/> Cell: <input type="text" value="____-____-____"/> | State: IN |
| <input type="checkbox"/> FAX: <input type="text" value="____-____-____"/> | Zip Code: <input type="text"/> |
| <input type="checkbox"/> Email: bgelwick@gmail.com | <input checked="" type="checkbox"/> Phone: <input type="text" value="____-____-____"/> |

Your are registering to be the survey manager for:

- Middle Division (grades 6-9)
- Upper Division (grades 9-12)
- Both Middle and Upper Divisions

[Submit Registration](#)



5. If your school exists in our database already but you have never logged in or created an account, you will only need to fill out the Survey Manager information and click “Register”-



New ISHC Survey Manager Registration Part 2

SURVEY MANAGER

First name:

Last name:

Phone:

A phone number is required.

Cell:

FAX:

Email:

SCHOOL INFORMATION

Alvarado School
5070 S 800 E, Hamilton, IN 46742
(567) 239-1435

Select the school division:

- Middle Division (grades 6-9)
- Upper Division (grades 9-12)
- Both Middle and Upper

Click on the "Register" button to finalize your registration.

Register

- ISHC will review your new school and/or contact information. Once approved, you will receive an email with instructions on how to login to the interface.



New ISHC Survey Manager Registration Submitted

Thank you for your interest in the Independent School Health Check Survey.

We will review your request and you should receive an email within 1–2 business days with further instructions about accessing the ISHC interface and survey registration.

Please visit the [ISHC website](#) for more information about the survey.

Registration (if account has been created and approved)-

- Go to <https://websurv.indiana.edu/ishc/interface/>
- Log in using your email address and password that you previously created.

Log in with your email account

Email

Password

Show password

[Log in](#)

[Forgot your password?](#)
[Need to setup your account?](#)

New to ISHC?
[Request an account for your school.](#)



3. Begin Registration by completing the Contacts information-

Welcome to the Independent School Health Check interface

This site is where you can find information about your ISHC survey administration.

Here you can...

- Manage your school's contacts
- Register your school for the current survey administration
- Access your reports
- Access the Administration Manual and other forms for your survey administration

Before you begin to submit your survey request, please complete the Contacts and School Information sections below.

Contacts

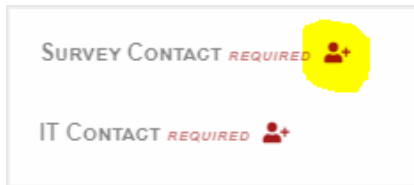
SURVEY CONTACT *REQUIRED* 


IT CONTACT *REQUIRED* 


BACKUP SURVEY CONTACT *OPTIONAL* 

BILLING CONTACT *REQUIRED* 

4. Click on the red image next to a contact to fill out the information-



SURVEY CONTACT *REQUIRED* 

IT CONTACT *REQUIRED* 

5. Begin by providing an email address for that individual and clicking "Submit"-



SURVEY CONTACT

Email:

6. Complete the rest of the Contact information. Survey Contact, IT Contact, and Billing Contact are all required to proceed with registration-

SURVEY CONTACT

First name:

Last name:

Phone: Ext:

A phone number is required.

Cell:

FAX:

Email:



7. After Contacts are complete, complete the School Info section.

Registration for Spring 2020

School Info

Kathleens's Test School
2805 E 10th St, Bloomington, IN 47408
(812) 856-0779

HEAD OF SCHOOL

Prefix:

First name:

Last name:

Suffix:

TYPE OF SCHOOL

Day
 Boarding
 Boarding/Day

CATEGORY

Coed
 Single - gender male
 Single - gender female

8. After the required contacts and school information have been provided, complete the School Survey Schedule-
- a. Administrative Plan – Enrollment, Groupings, Proctoring Arrangements

ADMINISTRATIVE PLAN

Number of upper school students to be surveyed

Grouping of students

Proctoring Arrangements

Good proctoring is essential to insure valid and reliable survey responses.

b. Survey Date and Time – Requested survey date, backup date, start/end times

SURVEY DATE AND TIME

- Select a weekday between October 8 and November 22 for Fall administration or February 4 and May 15 for Spring
- Allow 30 days after a school vacation
- The earliest Requested Survey Date allowed is 28 days from the day you submit your registration
- The survey takes about 45 minutes to complete. Scheduling one hour will allow time for the proctors and students to take care of instructions and sign in

Requested survey date

Start Time

Backup survey date

End Time

Time zone

c. Customized Questions (optional)

CUSTOMIZED QUESTIONS

You have the option to add up to 5 customized questions unique to your school community.

The Survey Manger and his/her committee may [view the survey](#) online and decide if they wish to compose several questions that address issues that are important to the school and warrant more specific attention.

Your plans for appending additional questions:

Yes, we would like to add customized questions

No, we will not add customized questions

d. If you choose to add questions, you may upload them at this point, or at a later time. To upload them now, select “Yes, we would like to add customized questions” and then use the upload tool to select the file from your computer-

CUSTOMIZED QUESTIONS

You have the option to add up to 5 customized questions unique to your school community.

The Survey Manger and his/her committee may [view the survey](#) online and decide if they wish to compose several questions that address issues that are important to the school and warrant more specific attention.

Your plans for appending additional questions:

Yes, we will add customized questions

[View a sample of customized questions](#) to use as a formatting guide for your customized questions.

Please select your survey questions for upload.

Your customized questions must be submitted no later than two weeks before your scheduled survey administration date. If you do not have your questions ready, you can upload them after you have registered.

e. Report Options and Pricing – all schools receive a Standard Report with participation.

REPORT OPTIONS AND PRICING

| | |
|---|--|
| <p>Standard Report (\$3,000)</p> <p>Part 1: The Aggregate Survey responses are sent to you within 4 days of taking your survey.</p> <p>Part 2: The Statistical Analysis report which includes analysis of each question by gender and grade as well as a comparison to the ISHC National Database. The national data includes, as of 6/2017, 25,101 students in grades 9–12 who were surveyed in school years 2014–15, 2015–16, and 2016–17; they represent 60 different schools, each represented only once. The middle school database includes 4,445 students in 31 schools.</p> <p>The report offers conclusions noting the items which show a statistical significance when compared to the ISHC Database. You will receive the Statistical Analysis within 3 weeks of taking your survey.</p> <p>All schools receive the following as part of their survey report:</p> <ul style="list-style-type: none">• composite scores on school connectedness, motivation, parental engagement, drinking, academic pressure• data sharing and data summary worksheets | <p>Customized Report</p> <p>Schools may wish to pursue a more in-depth analysis of certain topics after reviewing their Standard Report. Simple cross tabulation of two variables eg: ethnicity and grades may yield useful information. We would provide 3–5 of these simple cross tabs at no additional fee. If you wish any of the following we would, together, agree on the scope of the work and a fee is based on our consultation fee of \$275/hour.</p> <ol style="list-style-type: none">1. Multiple cross tabs more than 52. Analysis of the cross tabs3. Presentation-ready cross tabs with analysis4. Comparison to a sub set of the ISHC National Database (boarding schools only, single gender schools, etc.)5. Longitudinal analysis of select variables over the years <p><input type="button" value="Select"/> Yes, we would like to have customized reports</p> |
|---|--|

9. After finalizing registration, you will receive an email with a summary of your registration information. Attached to this email is the contract which must be signed by your school head and returned to Amada Torres at least 2 weeks before your survey administration date. We need to be in receipt of the registration form to schedule your survey and finalize it for administration.

HOW TO MANAGE THE ISHC SURVEY DATA

The ISHC will provide your school with a large amount of self-reported student data, data which has implications for many different aspects of the school's program. While the best course of action is up to you, one strategy is to appoint a leadership team that can review the results, analyze the relevance and importance of the various topics, and decide what issues need to be flagged for planning and action. In this initial phase, the data and the discussions about the data should be kept confidential.

We suggest that there be a two-stage process.

1. In the first stage go through the Aggregate Report and review the survey results: look for what makes sense, what does not; note any surprises (positive and negative), questions or concerns and pick out the priority areas for further discussion and analysis.
2. In the second stage of review, study the conclusion section of the Statistical Analysis Report, which identifies the statistically significant differences between your school and the national database. Review each item by clicking on "view" and assessing the positive and negative comparisons to the ISHC Database.

From that review, identify which topics Summary Worksheet (attached).

Refer to the ISHC Data Sharing Worksheet (attached) and share the relevant topics from the list above with each group for input. The data needs to be put into context within your unique school community. The group can then recommend the commendable areas to be shared with the school community as well as a plan of action to the school administration that focuses for the important items that they would like to see improved.

The survey generates a lot of data.....It is imperative that the school narrows its focus on areas that are important in their own community that validate the healthy aspects and to aim towards improvement of the school community.

The next step will be to present the data to the school community as a way to develop a shared understanding of the results and their meaning to your unique school environment.

The volume of material can sometimes make people forget what they know about public presentations---none of your constituencies wants to be buried in numbers and bar charts. It would be prudent to simplify results with the various school constituencies to a few major points.

The body of the presentation will be based on the topics that the school leadership team deems to be important to share. This part of the report can be presented in text, charts and graphs, most of which can be gleaned from the school summary or customized reports. The comparison of your school's results to the ISHC National Database will also be of interest.

The arc of the narrative should begin with the good news—good news almost guaranteed to be about high levels of satisfaction with school experience and high levels of support of parents and teachers.

The good news needs to be followed by 1-3 areas that have been identified as of concern. If some of these areas are somewhat embarrassing, your bringing it to everyone's attention is demonstration of your interest in helping students and improving the school. It will give everyone a shared opportunity to explore the issues behind the data and to develop action plans to deal with the areas of concern.

The leadership team may:

1. Develop a summary report of the conclusions following the procedure above.
2. Follow the stakeholders' guideline for sharing the data (see The Administration Manual).
3. Consider sharing data in the following settings/venues:
 - a. In stakeholder groups;
 - i. board meeting
 - ii. parent meeting
 - iii. faculty meeting
 - iv. class meetings
 - v. advisor groups
 - b. In the school newspaper
 - c. By a prevention specialist
 - d. As part of health education classes or programs
 - e. Periodic emails from the head/dean
 - f. Student council agendas
 - g. In the school's admission package
 - h. In the school's accreditation application/self-study reports

If your school is preparing for accreditation, the leadership team will find the survey results to be useful. The survey results can be presented as baseline data upon which program improvement initiatives can be based and over time used to track improvements and changes in the school community.

INDEPENDENT SCHOOL HEALTH CHECK

SUMMARY WORKSHEET

COMMENDABLE

OF CONCERN

HEALTH

SLEEP

EXERCISE

HOMEWORK

HOURS

MULTITASKING

SCHOOL LIFE

GRADES

BELONG

MOTIVATION

BULLIED

TEACHERS FAIR

CHEATING

ACAD PRESS PARENTS

ACAD PRESS TEACHERS

ACAD PRESS SELF

PROPERTY DAMAGE

ILLEGAL DRUGS

COMMUNITY SERVICE

COMPUTER USE

TIME

MISBEHAVIOR

VIOLATE SCHOOL/PARENTS

SOCIAL LIFE

UNCHAP PARTIES

MENTAL HEALTH/ ASK HELP

ADULT TALK TO

PEER TALK TO

SAD AND HOPELESS

CUTTING

SOUGHT PROFESSIONAL HELP

TURN TO SCHOOL STAFF

SEX INTER

ORAL SEX

SEXUAL INTIMACY

STD PREV

COMMUNITY/PARENTS

MONITOR COMPUTER

KNOW FRIENDS

CALLED AHEAD

ALLOW DRINK AT HOME

SUBSTANCES

ALCOHOL

BINGE

MJ USE

VAPING

GUN ACCESS

INDEPENDENT SCHOOL HEALTH CHECK

DATA SHARING WORKSHEET

The sharing of this data with all the stakeholders in the school may allow them to develop a common understanding of the perception of wellness and risk taking behavior and attitudes in the school community. The data can be reported to various groups as appropriate so that their primary interests and responsibilities can be addressed in a pro-active manner. The goal of sharing the data is to identify areas of strength, topics requiring further clarification and targeted areas for improvement. Suggested areas of interest for various stakeholders are included below.

A VIBRANT SCHOOL COMMUNITY IS ACTIVELY ENGAGED IN QUALITY IMPROVEMENT.

External Stakeholders: (Board, Admissions, Development, Alumni Relations)

- School connectedness
- Students' feelings about faculty and classmates
- Community service and volunteerism
- Feelings about the faculty
- Grades and motivation
- Low levels of reported risk taking behaviors
- Other.

Faculty:

- Grades
- Academic honesty
- Academic pressure
- Student's perception of faculty
- Motivation
- Homework
- Multi-tasking
- Level of academic challenge
- Campus safety
- Feelings of concern
- Help seeking behavior
- Other.

Students:

- Sleep
- Grades
- Homework
- Multi-tasking
- Computer use
- Academic honesty
- Academic pressure
- Motivation
- Social life...friends
- Risky behaviors....actual social norms
- Campus safety
- Dating and intimate relationships
- Help seeking behavior
- Other.

Parents:

- Students' perception of parental oversight
- Time spent outside of school
- Time home alone
- Internet use and monitoring
- After school drinking
- Parties-call ahead, chaperone vs non-chaperoned
- Parental party behavior
- Sleep
- Gun access
- Help seeking behaviors
- Other.

FAQS FOR THE PRESENTATION OF SURVEY RESULTS TO YOUR SCHOOL COMMUNITY

Public presentations will sometimes require giving information about the survey itself, either as part of the presentation or in questions from the group. The following FAQs may prove useful.

What does this survey cover? The ISHC looks at a great number of areas of adolescent life and is equally interested in investigating the factors that protect as well as those that create risk. One hundred survey questions explore the following topics and are designed to produce a more comprehensive picture of adolescent life:

- Academic achievement and motivation
- Attitudes about school, teachers, and parents
- Academic honesty
- Academic pressure
- Homework and multitasking
- Parental oversight and support
- Alcohol and drug use
- Nutrition
- Sleep
- Sexual activity
- Help seeking behavior
- Suicide
- Community service
- Use of out of school time
- Internet use
- Television viewing
- Social life
- And other topics relevant for independent schools

How was this survey created? The Independent School Health Check was built initially around 31 questions from the Youth Risk Behavior Surveillance System, a two-decade-long national project conducted by the Centers for Disease Control. Additional questions and topics were developed in focus groups of independent school counselors. The draft questions were critiqued and refined by the Research Director of the Olin Neuropsychiatric Institute, a division of Hartford Hospital. Original questions were evaluated and modified after a pilot test in three schools.

The ISHC is administered for NAIS by the Indiana University Center for Survey Research.

Is there any particular advantage to using this survey? The most striking feature of the ISHC is the speed and immediacy with which schools receive information about *their* population. Thanks to the design of the computer-administered survey, a school will typically have their report within a month. The ISHC approach provides a very timely and compelling view of a student body and allows a school community to see both positive and negative aspects of student behavior. That timely feedback helps schools design their own health programs that are efficient and appropriate for their community.

The statistical analysis of data is preset to run different cross-tabulations, which show the relationships among different areas and allows for the analysis of small diverse communities and cohorts. These relationships help to refine the understanding of the data and treat adolescent behavior as a complex series of influences and actions.

The statistical analysis also groups clusters of questions together into index/composite scores that assess and offer a more nuanced understanding of complex behaviors. Those composites are:

**Academic Motivation
Academic Pressure**

**School Connectedness
Parental Engagement**

Drinking Behavior

Can students be identified? No. Survey responses are anonymous and confidential. The school will not receive the raw data (i.e., individual student responses). Thus, all data will be in aggregate, and no one will be able to identify any student from the data shared with the school. While each participating student will be given log-in information for the survey; the log-in information is not connected to the student's name, school identification number, or social security number.

Indiana University Center for Survey Research may collect certain metadata and paradata from participating students, including, but not limited to, participant's IP address, operating system, browser connection, as well as the duration of the survey and length of time to respond to any one question. However, metadata and paradata is only collected to provide additional understanding of the quality of the Survey data. The School will not have access to this information.