



JESSE BACON, SUPERINTENDENT
ADRIENNE USHER, ASSISTANT SUPERINTENDENT
BRANDY HOWARD, CHIEF ACADEMIC OFFICER
TROY WOOD, CHIEF OPERATIONS OFFICER

Memo

TO: Jesse Bacon, Superintendent
FROM: Sarah Smith, Safe Schools Coordinator
DATE: July 18, 2024
RE: Kentucky Incentives to Prevention Survey

Bullitt County Public Schools has partnered with the Cabinet for Health and Family Services in administering the Kentucky Incentives to Prevention (KIP) Survey. The KIP Survey is part of the Kentucky Governor's Youth Substance Abuse Prevention Initiative. Responses to the survey provide information to school districts about students' use of tobacco, alcohol, and drugs. This valuable information is used to improve programs for Kentucky's youth. BCPS is the fiscal agent of the Drug-Free Communities Grant that funds the Bullitt County Youth Coalition, which requires a bi-annual report of data that shows progress toward the goals of our grant. Data from the KIP survey is a key component to showing the progress. This survey provides the District with valuable information and is often used in presentations, grant applications, and improvement plans. Attached is the survey form that will be administered to all 6th, 8th, 10th and 12th graders. I request that the Board approve the administration of this survey.

Thank you so much for your time.

cc: Troy Wood, Chief Operations Officer
Allison Robinson, DFC Grant Coordinator

OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION



IMPORTANT NOTE: New and effective with the October 2024 administration, the KIP Survey has transitioned from a passive consent model to an active consent model. This means that parents/caregivers are now required to provide permission for their student to participate in the KIP Survey. ***If parental consent has not been provided and documented for a student, the student must not participate in the survey.*** For the purposes of this initiative, 'consent' can be checking a box on a web-based form or a written signature on a hard copy form.

Regardless of the method of communication, parents must be:

- Informed of the district's plan to participate in the KIP Youth Survey
- Made aware that the survey instrument is available for review at their school's office
- Provided with information about the survey via the KIP Survey Fact Sheet
- Given an opportunity to ask questions about the survey (and provided with a name and contact info)
- Given an opportunity to provide permission for their child to participate in the survey

Parent notification letters, permission forms and fact sheets must be sent by the district out at least two weeks prior to the survey date to allow enough time for them to be returned. However, it is STRONGLY recommended that they be distributed with significantly more advance notice to allow time for reminders and follow-up communications to families.

Letters, permission forms and fact sheets may be:

- Distributed along with other important information as a part of 'back to school' packets
- Sent as an email message to parents
- Sent as a text message to parents
- Sent through any other convenient mass messaging system the district has in place
- Shared via Infinite Campus or the 'parent portal' of any similar platform
- Shared during Parent/Teacher conferences
- Sent home in backpacks
- Distributed via whatever current effective system districts have in place for issuing and receiving parent permissions

To ensure that all families are adequately informed and to provide parents with multiple opportunities to review the information and provide consent for their student to participate, districts are strongly encouraged to utilize a combination of these notification methods.

Please note that all districts are required to have a copy of the 2024 KIP Survey questionnaire available for parent review at the front office of each participating school. (This will be provided in an email communication from Lisa Crabtree at REACH Evaluation.)

It is critical that all districts are in full compliance with each component of the active consent procedures. Please note that in order to receive your results, all districts will be asked to certify that they have followed active consent procedures, all parents have been properly notified, and no student participated without documented permission.

Suggestions for Issuing Parent Letters and Increasing Permission Form Return

- 1) Include specific information on the parent letter about HOW your district uses the KIP Survey results to improve schools and student well-being
- 2) Be sure to consider the needs of parents whose primary language is something other than English. All parent documents are available in Spanish and Arabic. If you need an additional translation, please contact Lisa Crabtree lisa@reacheval.com
- 3) Share examples in the parent letter of notable KIP Survey data from the district's previous administrations
- 4) Distribute hard copies of the parent letter, permission form and fact sheet during in-person events, e.g., Back to School Night, STEAM Night, Parent/Teacher conferences, etc.
- 5) Include a QR code on hard copies for those who prefer to read and submit the forms online
- 6) Call parents directly, inform them about the survey, explain why it is important and encourage them to allow their student to participate
- 7) Send individual emails to each parent with the student's name in the subject line with a QR code and link to the parent letter, permission form and fact sheet
- 8) Designate a point person at each school to do extra outreach with families
- 9) Involve FRYSCs who have relationships with families and can do follow up regarding permissions
- 10) Incentivize permission slip return with a class party or other prize

NOTE TO KIP SURVEY COORDINATORS: Please customize this letter as appropriate to your district, inserting additional details as needed. Wording of the letter and permission form may need to be adapted based on method of distribution to parents (i.e., hard copy or electronic message.)

[Insert School District Name]

[Insert Street Address, City, State, Zip, Phone & Email]

[insert date]

Dear Parents and Guardians,

I am pleased to announce that the [insert school district] will participate in the Kentucky Incentives for Prevention (KIP) Youth Survey this fall. The survey is funded by Kentucky's Department for Behavioral Health, Intellectual and Developmental Disabilities. The survey is designed to assess alcohol and drug use, as well as other behavioral health factors, among students in grades 6, 8, 10, and 12.

The KIP Survey informs school leaders about student issues, highlights concerns, and initiates action. Early identification and response to student needs increase the chance of positive, lasting impact.

The [insert school district] is participating in this important project in an effort to recognize and meet the health and wellbeing needs of our students. For example, from our participation in the last administration of the KIP Survey in 2021, we learned that [insert information learned] and took the following steps based on that information [insert actions taken.]

Participation in the survey is optional, and students will not be penalized for non-participation. The survey is completely anonymous and confidential. Student names are not included, and information gathered from the survey cannot be traced back to individual students. Students complete the survey at school during a designated class period.

A fact sheet and permission form accompany this letter. We encourage you to support this project by completing the permission form and agreeing to let your child participate in the survey.

The survey questionnaire is available for review at the front office of your child's school. If you have questions about the survey, please contact [insert KIP Coordinator name] at [insert KIP Coordinator email.]

Sincerely,

Principal

Superintendent

KIP Coordinator



PLEASE COMPLETE, SIGN & RETURN TO SCHOOL BY [INSERT DATE]:

I have read this information and give permission for my child to participate in the 2024 KIP Youth Survey.

STUDENT NAME (PRINT)

PARENT/GUARDIAN NAME (PRINT)

PARENT/GUARDIAN SIGNATURE



KIP Youth Survey Fact Sheet

NOTE TO KIP SURVEY COORDINATORS: This form should be sent with the Parent Notification Letter and Permission Form. Your district's KIP Coordinator contact information will need to be inserted into the final paragraph in the text box.

What is the KIP Youth Survey?

Kentucky's Department for Behavioral Health, Developmental and Intellectual Disabilities, Division of Substance Use Disorder supports the implementation of KIP, our state's largest source of data related to youth use of alcohol, tobacco, and other drugs. KIP also addresses mental health, bullying, school safety, and other risk and protective factors associated with youth behavioral health. Information that is collected in the KIP Survey from students in grades 6, 8, 10, and 12, plays a key role in monitoring adolescent health and wellbeing, and helping communities have safe and drug-free schools. In 2021, over 93,000 students representing 127 school districts completed the survey, and the findings provided an invaluable substance use prevention and health promotion tool for those communities.

What is the purpose of the KIP Survey?

The purpose of the KIP Survey is to anonymously assess adolescent use of alcohol, tobacco and other drugs (ATOD), as well as a number of additional factors related to adolescent social and emotional well-being, including school safety, mental health, bullying, relationship violence, school performance and community involvement. The survey provides information about student self-reported use of substances, student perceptions about substance use, and perceived accessibility of substances in the community. The students in the four participating grades will be asked to complete a survey that will be used for planning purposes only.

Results of the KIP Survey are an extremely important and helpful resource for schools. Survey results can:

- Indicate student needs related to mental health, bullying and school safety.
- Indicate how much and how often students are vaping, smoking, drinking alcohol or using other substances.
- Indicate at what age and grade level students are likely to begin using substances.
- Help the school and community make decisions about funding substance use prevention and behavioral health initiatives.
- Provide data that can help school systems and community groups obtain grants for student health and wellbeing programs.

Does my child have to complete the survey?

Participation in the survey is completely voluntary. Your child will not be penalized in any way if he/she refuses to participate. We are asking your permission for your child to participate in this survey. The survey will be conducted during a regular class period at school.

Will anyone know how my child answered the questions?

No. Your child's responses to the questions will be completely confidential. His or her name will not appear on the survey forms. The answers from all youth participants will be summarized so it will be impossible to identify your child in the responses. When the data is collected it is transferred instantly and processed by an evaluation agency contracted to analyze the results.

What kinds of questions are on the survey?

Examples of questions to be asked in the KIP Survey are listed below by subject.

- Alcohol, tobacco, and drug use: How often (if ever) have you vaped in the past month (30 days)? On how many occasions (if any) have you had more than a sip or two of beer, wine, or hard liquor (for example, vodka, whiskey or gin) during the last 30 days? How often (if ever) have you used marijuana?

- School safety: How safe do you feel at school? Are there particular places at school where you feel unsafe? Are there certain times of day when you feel these places are unsafe?
- Sleep: On an average night, how many hours of sleep do you get?

Some questions contain sensitive information as we wish to identify both protective and risk factors in young people's lives. Sensitive information includes questions about their mental health difficulties, substance use, self-harm, and bullying. Since 2001, this survey has been administered to thousands of students across the state. Because answering questions about personal and sensitive behaviors can be uncomfortable, students are assured that they may skip any questions they do not want to answer.

What benefits are there from my child participating in this research?

Although your child will not directly benefit from completing the survey, his/her answers—along with those of thousands of others— will provide valuable information that will be used to improve programs for youth in our community.

The survey questionnaire is available for review at the front office of your child's school. If you have questions about the survey, please contact [insert KIP Coordinator name] at [insert KIP Coordinator email.]

How do I give permission for my child to participate in the survey?

If you consent to your child's participation in the KIP Survey, please complete the attached permission form, sign your name in the space provided and return the form to [insert program administrator's name] at your child's school by [insert date].