

# HOPKINTON HIGH SCHOOL

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MAXIMIZING POTENTIAL

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## MEMORANDUM

**TO:** High School Staff  
**FROM:** C. Kelley  
**SUBJECT:** YRBS Survey  
**DATE:** April 1, 2009

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**Students will be participating in the 2009 Youth Risk Behavior Survey or the 2009 Youth Tobacco Survey. The surveys will be administered during Block 4 during the early release day, April 7<sup>th</sup>. Surveys can be picked up in the main office. Surveys will be in an envelope and they will have your name on the front of it. In each envelope there will be a script and instructions for you to read to the class. Students must use the pencils provided.**

**Confidentiality is extremely important. Please return the surveys to the office as soon as Block 4 ends. No wandering around the classroom by students or staff while the surveys are being taken should be allowed. Teachers cannot answer questions once the survey has begun. When the students have completed the survey, they need to put the survey in the envelope themselves. At the conclusion of the survey, classroom teachers need to complete the Class Level Form with the official enrollment number on the day of the survey and the number of surveys completed. Classroom teachers also need to complete the label on the outside of the envelope with the same information. Thank you for your assistance in completing the survey. If you have any questions please see me.**

**Thank you.**