



INSTITUTIONAL REVIEW BOARD REQUIREMENTS

Healthy Youth Survey 2025

Fundamentals of Research Ethics

Primary concern

Participants should not be harmed by research (e.g., disclosure of potentially sensitive data, staff or passers-by recognizing the identity of a subject).

Principles essential to the ethical conduct of research with humans

Established in the Belmont Report (1979), prepared by the National Commission of the Protection of Human Subjects of Biomedical and Behavioral Research, at the request of the Secretary of the Department of Health and Human Services.

- **Autonomy (respect for persons):** Individuals should be treated as autonomous agents. Persons with diminished autonomy may need additional protections. Participants must enter into research voluntarily and with adequate information (i.e., informed consent).
- **Beneficence:** Researchers must maximize potential benefits and minimize possible harm.
- **Justice:** Risks and benefits of research are to be distributed fairly and without bias.

For more information

<http://www.dshs.wa.gov/rda/hrrs/default.shtm>

Institutional Review Board (IRB) Requirements for the HYS

Parent/Guardian and Student Notification

The Information for Parents/Guardians and Youth Letter is available in English, Spanish, and multiple additional languages at www.AskHYS.net/HYS/AdministrationMaterials.

Parent/guardian notification must take place **at least 2 weeks** before survey administration.

There are 4 specific steps required to complete parent/guardian and student notification:

1. ***Notify parents/guardians*** about the survey using one of the following methods:
 - Mail the Information Letter home or send the information home with students

- Email, make robocalls, or use the Skyward system (or a similar student information system) to notify parents about the survey using the required language below and attach a copy of the Information Letter to emails or Skyward.
2. **Post information** about the survey on your school's website using the required language below.

Required text for communications:

Washington State Healthy Youth Survey 2025

Our school is participating in the Washington State Healthy Youth Survey during fall 2025. The survey will be given to students in Grades 6, 8, 10 and 12 in large districts and students in Grades 6 through 12 in small school districts.

The Healthy Youth Survey includes questions related to physical activity, unintentional and intentional injury, substance use, interpersonal relationships, school experiences, risk and protective factors, and access to school-based services. Survey results are used by schools, communities, and state agencies to plan programs to support our youth and reduce their risks.

Participation in the survey is voluntary and steps are taken to ensure student privacy. There are no codes are used to link responses back to a student.

For EMAIL, also add:

Please read the attached Information for Parents/Guardians and Youth Letter for more information about the Healthy Youth Survey.

For ROBOCALLS, also add:

The Information for Parents/Guardians and Youth Letter is available on the school website for more information about the Healthy Youth Survey.

3. **Notify students** at school about the survey using **both** methods below:
- Post the Information for Parents/Guardians and Youth Letter in a school common area, AND
 - Notify students about the survey during a school assembly or in the classroom in which the students will take the survey.
4. **Confirm** that all notification steps are complete by filing out the online Verify form:
- Log into the Survey Coordinator Portal (www.AskHYS.net/HYS/SurveyCoordinatorPortal).
 - Click the Verify button and complete the Verify form.
 - Online Verification must be submitted at least 2 weeks before your school is giving the survey.

Schools may also notify students by other methods (e.g., reader boards, posters, newsletter, hand out extra copies of the notification flyer, or any other method that your school uses to communicate with students and/or parents/guardians) but these methods DO NOT replace the required methods above. Communications must include the IRB-approved parent/guardian and student notification materials provided by the HYS staff. Basic information specific to your school (e.g., school-specific dates, planned alternate activities, logistical information, etc.) may be added to communications, but the IRB-approved "Required text for communications" language may not be altered or removed.