

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
OFFICE OF PROGRAM EVALUATION
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MIAMI, FL 33132**

**EVALUATION OF THE 2007-08
HIV/AIDS EDUCATION PROGRAM**

August 2008

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EXECUTIVE SUMMARY

The HIV/AIDS Education Program was created to provide information to the school district and the community on HIV/AIDS and related topics. The program, which is funded in part by the Centers for Disease Control and Prevention (CDC), is responsible for implementing state and local AIDS policies, training staff, developing and disseminating the HIV/AIDS curriculum and other support materials, and instructing students and the public concerning HIV/AIDS related matters. To achieve these goals, the program staff coordinates its activities with a number of local agencies and universities.

The long range evaluation plan of the HIV/AIDS Education Program, established in agreement with the CDC, is to yearly target one of four basic program areas on a rotating basis: policy, staff development, HIV/AIDS curriculum, and student status. In 2007-08 the area of HIV/AIDS policy was targeted and five evaluation questions were addressed. In order to answer the evaluation questions, a random sample of 100 schools, including elementary, middle, and senior high schools, were selected to participate in a survey. At each school, one teacher responsible for teaching HIV/AIDS, one student services chair or a counselor, and the schools' principals were asked to complete surveys.

The 2007-08 evaluation questions and the corresponding results obtained from survey results are as follow:

Evaluation Question 1. Are M-DCPS employees aware of current HIV/AIDS policies and procedures? Principals, HIV/AIDS teachers and Student services chairs and counselors are generally well informed about District HIV/AIDS policies. Nevertheless, the results show that HIV/AIDS teachers could benefit from receiving policy information that explains how to refer students for HIV testing. There are also some elementary school teachers who claim they have never received HIV/AIDS information or training.

Evaluation Question 2. Do M-DCPS employees receive the resources and support that they need to implement HIV/AIDS policies and procedures? HIV/AIDS teachers, student service chairs and counselors and principals, for the most part, have access to the *Worksite Aids Packet*. Principals are also of the opinion that most school staff have been trained or informed about the District's HIV/AIDS policies and procedures, although clerical staff and food service workers were the least likely to have received training.

Evaluation Question 3. How often do M-DCPS employees encounter situations that might require them to employ HIV/AIDS policies and procedures? It appears that teachers and other school staff members do tend to encounter situations on an occasional basis that require knowledge of District HIV/AIDS policies and procedures. It is not uncommon for instructional staff to come in contact with blood and/or body fluids in the course of their school duties. Therefore, it is important that all staff be informed about how to act in such situations.

Evaluation Question 4. Are M-DCPS employees complying with HIV/AIDS policies and procedures? For the most part, HIV/AIDS teachers, student services chairs/counselors and school administrators are complying with District HIV/AIDS policies and procedures. More specifically, students are receiving HIV/AIDS instruction, parents are being notified about the HIV/AIDS curriculum and staff is acting appropriately when confronted with risky clean-up operations. It was found that students were less likely to receive the HIV/AIDS curriculum at the elementary school level.

Evaluation Question 5. Are M-DCPS employees satisfied with the current HIV/AIDS policies and procedures? Most HIV/AIDS teachers, student services chairs/counselors and school administrators are satisfied with the District's HIV/AIDS policies and procedures. Nevertheless, some HIV/AIDS teachers, student service chairs/counselors and principals reported a need for additional HIV/AIDS policy training.

In the write-in section of the survey, a number of teachers and student services chairs indicated that access to an annual "HIV/AIDS fact sheet," one describing new medical developments in the field and recent statistics, would assist them to more expertly provide HIV/AIDS instruction.

Based on these observations, the following recommendations are made:

1. Provide additional HIV/AIDS District policy training and information to elementary school personnel and clerical staff and to others who may desire it or benefit from it.
2. Provide all HIV/AIDS teachers with District policy information concerning how to refer students for HIV testing.
3. Create and disperse an annual HIV/AIDS fact sheet to be provide to all relevant school personnel.

INTRODUCTION

At the present time it is estimated that over 33 million people worldwide are infected with the HIV virus (www.avert.org/worldstats). According to the Center for Diseases Control and Prevention, Florida ranks third in the nation in the number of people living with AIDS with the Miami-Dade County metropolitan area having the highest AIDS rate in the nation. Through 2006, 1,530 of the AIDS cases in Florida were children under the age of 13 and in 2005, the number of deaths in Florida attributed to HIV totaled 1,718 (www.cdc.gov/hiv/topics/surveillance/resources/reports/2006report/default.htm).

To address this ongoing problem, the Miami-Dade County Public Schools (M-DCPS) in conjunction with the Centers for Diseases Control and Prevention (CDC) created the HIV/AIDS Education Program in 1987. The fundamental goal of the program is to prevent AIDS by providing information and resources to students, parents, and employees, and also to understand the complexities of living in a society dealing with AIDS. The program, which is funded in part by a grant from the CDC, is normally staffed by a supervisor, two teachers-on-special assignment, and a secretary.

The basic functions of the HIV/AIDS Education Program are: a) implementing state and local HIV/AIDS policies, b) training and development of staff, c) developing and disseminating the HIV/AIDS curriculum, d) instructing students and staff concerning HIV/AIDS related matters and e) creating AIDS prevention awareness in the schools. In order to achieve these goals, the program's staff coordinates activities and collaborates with local agencies and universities who provide services. The program is also responsible for assessing the students' needs and awareness insofar as HIV/AIDS education is concerned. For this purpose, the Youth Risk Behavior Survey (YRBS) is conducted semiannually in the Miami-Dade County Public Schools (M-DCPS) and on a national level. The YRBS, which is sponsored by the CDC, surveys secondary students concerning a wide array of risk behaviors. The survey was last conducted in May 2007 and will be conducted again in May of 2009. In addition, the biannual data collection activity concerning health education practices in the schools, The School Health Profile Survey (SHPS), was carried out in April of 2008.

The program's general evaluation plan is to yearly target one of four program areas on a rotating basis. The four areas are: policy, staff development, HIV/AIDS curriculum and student status/educational outcomes. The 2006-07 evaluation report, which was transmitted to the Board in August 2007, focused primarily on the area of HIV/AIDS curriculum. For the 2007-08 evaluation, the period covered in the present report, program staff requested that the area of HIV/AIDS policy be addressed.

In summary, the evaluation of the HIV/AIDS Education Program focused on ascertaining school staff familiarity with the District's HIV/AIDS policies and procedures. As a result, this evaluation was designed to specifically address the following questions:

1. Are M-DCPS employees aware of current HIV/AIDS policies and procedures?
2. Do M-DCPS employees receive the resources and support that they need to implement HIV/AIDS policies and procedures?
3. How often do M-DCPS employees encounter situations that might require them to employ HIV/AIDS policies and procedures?
4. Are M-DCPS employees complying with HIV/AIDS policies and procedures?
5. Are M-DCPS employees satisfied with the HIV/AIDS policies and procedures?

METHOD OF EVALUATION

In order to address the evaluation questions, M-DCPS staff at selected schools were surveyed. School and staff selection are described below:

School selection. Twenty-five percent of all M-DCPS elementary schools (48) and K-8 schools (4), were randomly selected to participate in the survey. Also randomly selected were 50 percent of all M-DCPS middle (28) and senior high schools (20), excluding alternative schools. A total of 100 schools were included in the sample.

Teacher Sample. Principals at each sampled school were asked to select a teacher who taught the HIV/AIDS curriculum. A total of 100 teachers who provide the HIV/AIDS curriculum to students were chosen to participate in the survey. The chosen teacher was instructed to complete the HIV/AIDS Teacher Questionnaire (Appendix A1). A total of 59 HIV/AIDS Teacher Questionnaires were returned (59% return rate).

Student Services/Counselor Sample. The student services chair or a counselor was selected by the schools' principals and asked to complete the Student Services/Counselor Questionnaire (see Appendix A2). A total of 100 student services chairs or counselors, one from each school, were selected to participate in the survey. A total of 53 Student Services/Counselors Questionnaires were returned (53% return rate).

School Administrator Sample. The principals at the selected schools were asked to complete the Principal Questionnaire (see Appendix A3). A total 100 principals were selected to participate in the survey. A total of 64 Principal Questionnaires were returned (64% return rate).

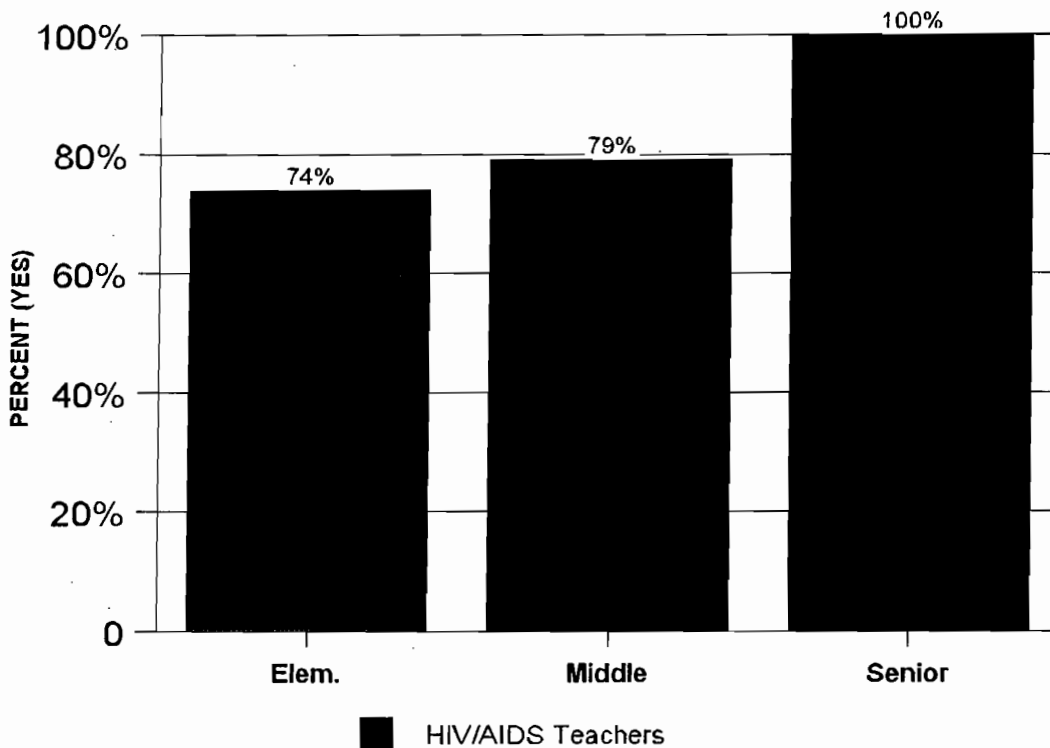
All M-DCPS staff was surveyed via school mail. Reminder notices were sent to all who failed to respond

RESULTS AND DISCUSSION

Evaluation Question 1. Are M-DCPS employees aware of current HIV/AIDS policies and procedures ?

HIV/AIDS teachers (teachers who provide the HIV/AIDS curriculum) were asked to indicate whether they had ever received information or training from the District, or from their schools, concerning the District's HIV/AIDS policies and procedures. For illustration purposes, the teachers' responses, broken down by school level, are displayed in Figure 1. As shown, all senior high school teachers who provide the HIV/AIDS curriculum had received information or training about District HIV/AIDS policy at some point in the past. On the other hand, a small percentage of middle (21%) and elementary school HIV/AIDS teachers (26%) had never received the information.

Figure 1. Have you received information or training about District HIV/AIDS policies?



HIV/AIDS teachers and student service chairs or counselors were also asked to indicate whether they were knowledgeable about District HIV/AIDS policies in eight different areas. As shown in Table 1, the majority of HIV/AIDS teachers and student service chairs/counselors were familiar with District policies and procedures that address the following: maintaining confidentiality of students or employees who have HIV/AIDS (85% of teachers and 83% of counselors were familiar), the handling of blood and other body fluids in school (81% and 83%), and the mandatory HIV/AIDS education program (80% and 67%).

Overall, across seven of the eight HIV/AIDS policy areas, HIV/AIDS teachers reported a high level of familiarity with District policy issues as did student services chairs/counselors (see Table 1). Teachers and student service chairs/counselors tended to be less knowledgeable about District policies having to do with the HIV testing of adolescents (48% and 52% were familiar).

Table 1. Percentage of M-DCPS Staff Familiar with District HIV/AIDS Policy Areas

Are you knowledgeable about the district's HIV/AIDS policies and procedures in the following areas?	Percent in Agreement	
	Teachers (n=59)	Counselors (n=53)
Confidentiality for students or employees with HIV/AIDS	85	83
Handling blood and other body fluids in school	81	83
Universal precautions for dealing with bloodborne pathogens	80	74
Mandatory HIV/AIDS education program	80	67
HIV/AIDS presentations in schools	75	76
Notifying parent's about the District's HIV/AIDS curriculum	71	66
Informed consent and notification about students with HIV/AIDS	70	72
HIV/AIDS testing for adolescents	48	52

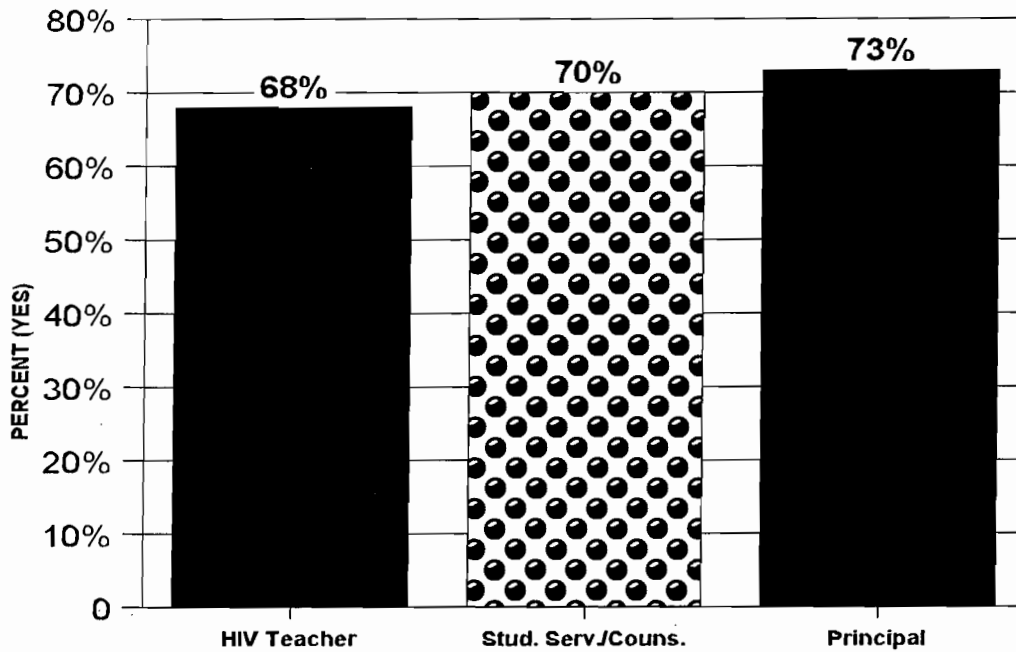
Similarly, in response to one question in their questionnaires, almost all Principals (92%) indicated that they were familiar with the District's HIV/AIDS policies and procedures. All principals at the senior high school level reported that they were familiar with the District's HIV/AIDS policies and procedures.

Summary of Evaluation Question 1. It appears that Principals, HIV/AIDS teachers and student service chairs/counselors are generally well informed about District HIV/AIDS policies and procedures. Nevertheless, there are some policy areas, such as student HIV-testing referrals, where staff could benefit from receiving additional information. Additionally, there are some elementary and middle school HIV/AIDS teachers who claim they have never received HIV/AIDS training on policy matters. Therefore, some HIV/AIDS teachers at the elementary and middle school levels may benefit from additional information or training that would help them become familiarized with District HIV/AIDS policies.

Evaluation Question 2. Do M-DCPS employees receive the resources and support that they need to implement HIV/AIDS policies and procedures?

HIV/AIDS teachers, student service chairs/counselors, and principals were asked to indicate whether they have had access to the District’s HIV/AIDS policy document entitled the *Worksite HIV/AIDS Handbook*. As shown in Figure 2, the majority of HIV/AIDS teachers (68%), student services chairs/counselors (70%) and principals (73%) indicated that they had access to the District policy document, the *Worksite HIV/AIDS Handbook*.

Figure 2. Do you have access to the “Worksite HIV/AIDS Handbook?”



Principals were also asked if different school employee groups had ever received information or training from the District about HIV/AIDS policies and procedures. As shown in Table 2, most principals reported that at some point the following groups of employees had received HIV/AIDS policy training: HIV/AIDS curriculum teachers (91%), classroom teachers (82%), administrators (83%), and counselors (95%). Most principals also reported that nurses (78% - among those schools that have nurses), and custodians (69%) had received HIV/AIDS policy training in the past. A little more than half of them reported that clerical staff (55%) or food service workers (64%) had received similar information or training (see Table 2).

It should be noted that all senior high and middle school principals (100%) reported that HIV/AIDS teachers at their schools had received HIV/AIDS policy information or training in the past. Some elementary school principals (20%) reported that HIV/AIDS curriculum teachers at their schools had never received District HIV/AIDS policy information or training.

TABLE 2. Percentage of Staff Receiving HIV/AIDS Policy Training

School Staff Categories	Percent Trained
HIV/AIDS Teachers	91%
Classroom Teachers	82%
School Administrators	83%
Counselors	95%
Custodians	69%
Clerical Staff	55%
Nurses	78%
Food Service Workers	64%

Summary of Evaluation Question 2. The results indicate that HIV/AIDS teachers, student service chairs and counselors, and principals, for the most part, have access to the *Worksite Aids Packet*. Principals are also of the opinion that most school staff have been trained or informed about the District's HIV/AIDS policies and procedures, although clerical staff and food service workers were least likely to have received training.

Evaluation Question 3. How often do M-DCPS employees encounter situations that might require them to employ HIV/AIDS policies and procedures?

One way that school employees can be at risk for contracting the HIV virus is by coming in contact with contaminated blood or other body fluids. For this reason, HIV/AIDS teachers, student services chairs and counselors were asked if they had, during the course of the 2007-08 school year, cleaned up or otherwise come in contact with blood or other body fluids (e.g., vomit, urine, feces, etc.). The results show that 36 percent of HIV/AIDS teachers and 16 percent of the student services chairs and counselors reported coming in contact with blood or body fluids during the year. Similarly, principals were asked if any staff member had been exposed to blood or body fluids at their school *without any protection*. Six percent of the principals indicated that this type of contact had occurred at their school.

Summary of Evaluation Question 3. It appears that teachers and other school staff members do tend to encounter situations on an occasional basis that require knowledge of District HIV/AIDS policies and procedures. For example, it is not uncommon for instructional staff to come in contact with blood and/or body fluids in the course of their school duties. Therefore, it is important that all staff be informed about how to act in such situations.

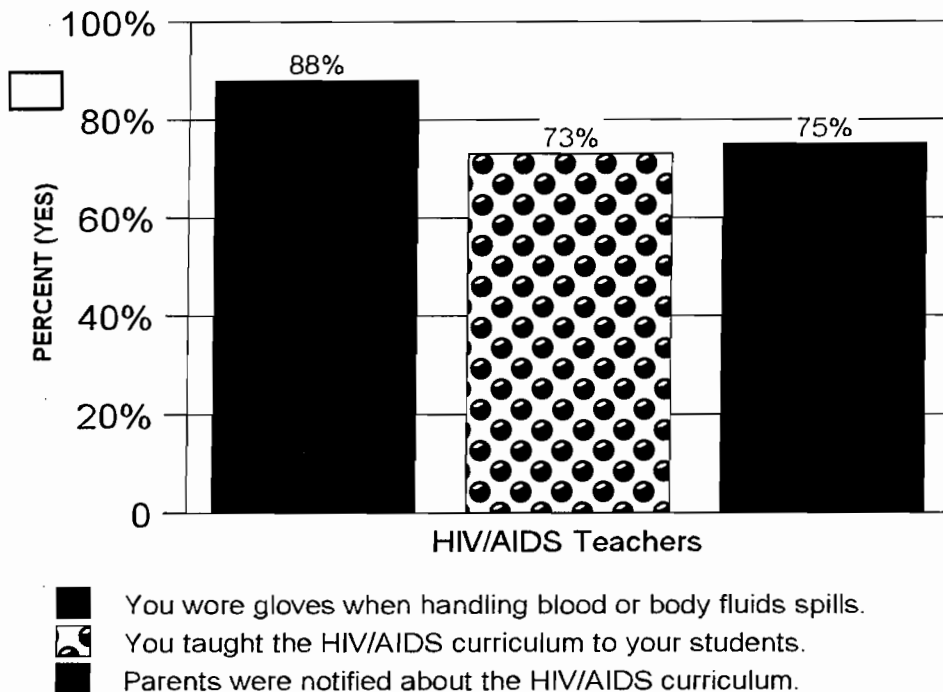
Evaluation Question 4. Are M-DCPS employees complying with HIV/AIDS policy and procedures?

Teachers who teach the HIV/AIDS curriculum, student services chairs/counselors, and principals were asked to indicate whether they had complied with District HIV/AIDS policies and procedures. As shown in Figure 3, most HIV/AIDS teachers reported that they had acted in accordance with District policies by doing the following: wearing gloves when handling blood or body fluids (88% of teachers exposed to the substances wore gloves), teaching the HIV/AIDS curriculum to their students (73%), and notifying parents about the HIV/AIDS curriculum (75%). All senior high school teachers (100%) taught the HIV/AIDS curriculum to their students as did 86 percent of middle school teachers and 46 percent of elementary school teachers.

All student services chairs and counselors (100%) reported wearing gloves when handling blood or body fluids. Approximately half of them (44%) indicated that they had provided counseling or information to students about HIV/AIDS during the previous school year.

Most principals (87%) reported that the District HIV/AIDS curriculum had been taught to all eligible students at their school during the past year (i.e., excluding students exempted by parents). A break down by school level shows that all senior high school principals (100%) reported that they provided the HIV/AIDS curriculum to all students as did 86 percent of middle school principals and 46 percent of elementary school principals. Almost all principals (93%) claimed parents had been notified about the HIV/AIDS curriculum. Only a quarter of the principals (25%) generated a written report in response to incidents where teachers were exposed to body fluids without protection.

Figure 3. Which of the following occurred during the past school year?



Summary of Evaluation Question 4. The results show that HIV/AIDS teachers, student services chairs/counselors, and school administrators are, for the most part, complying with District HIV/AIDS policies and procedures. More specifically, students are receiving HIV/AIDS instruction, parents are being notified about the HIV/AIDS curriculum and staff is acting appropriately when confronted with risky clean-up operations. It was found that students are receiving the HIV/AIDS curriculum at the senior and middle high school level but were less likely to receive the curriculum at the elementary school level.

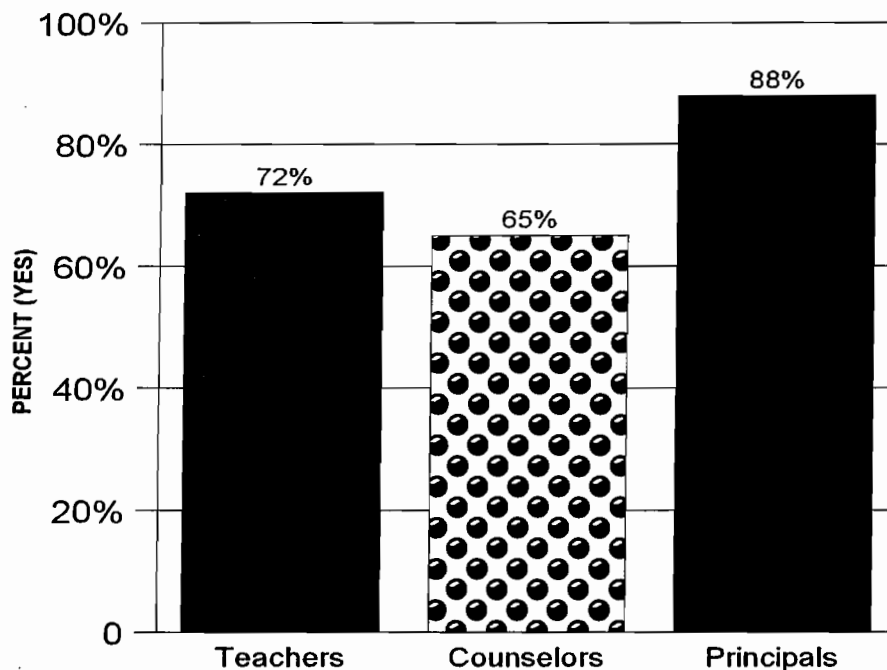
Evaluation Question 5. Are M-DCPS employees satisfied with the current HIV/AIDS policies and procedures?

According to the survey results, most school personnel are satisfied with the District's HIV/AIDS policies and procedures. As shown in Figure 4, almost all principals (88%) and teachers (72%), and a majority of student services chairs and counselors (65%) expressed satisfaction with the District's HIV/AIDS policies.

When asked if a need exists for additional training with respect to District HIV/AIDS policies and procedures, some of the HIV/AIDS teachers (38%), student services chairs and counselors (58%) and principals (33%) indicated that they would like additional training either for themselves, or in the case of the principal, for school staff.

Summary of Evaluation Question 5. The results show that most HIV/AIDS teachers, student services chairs/counselors, and school administrators are satisfied with the District's HIV/AIDS policies and procedures. Nevertheless, some of the HIV/AIDS teachers, student services chairs and counselors, and principals reported a need for additional HIV/AIDS policy training.

Figure 4. Are you satisfied with the District's HIV/AIDS policies?



Survey Open-Ended Comments.

All three surveys had space at the end for school personnel to write comments about the HIV/AIDS Education Program. Approximately half of the teachers (44%) and student service chairs and counselors (42%) and a smaller percentage of principals (14%) wrote comments. All comments provided by school personnel are presented as reported, broken down by school level, for HIV/AIDS teachers (appendix B1), student services chairs/counselors (Appendix B2), and principals (Appendix B3).

Teachers, student services chairs/counselors, and principals at the senior high school level and, to a lesser extent, at the middle school level made positive comments about the HIV/AIDS Education Program, the HIV/AIDS curriculum and about past training initiatives. On the other hand, most elementary school teachers, students services chairs and counselors, indicated a need to receive additional information and training with respect to HIV/AIDS its curriculum, policy and procedures. One principal wrote that the training of clerical staff was important because they often come in contact with children who are sick and injured. A number of teachers and student services chairs/counselors were of the opinion that annually an "HIV/AIDS fact sheet" should be provided that would describe new medical developments in the field and recent statistics broken down by region, ethnicity, age, etc. The information could then utilized in classrooms without teachers having to seek out this information. This seems like a reasonable suggestion and as a result is incorporated as a recommendation to program staff in the present report.

Survey Return-Rate.

It should be noted that close to half of the HIV/AIDS teachers and student services chairs/counselors at the 100 schools surveyed did not respond. More precisely, 41% of the HIV/AIDS teachers and 47% of the service chairs/counselors did not complete the HIV/AIDS surveys. The surveys were brief (nine questions with yes/no answer formats) and reminder notifications were sent to principals at the schools that had staff not responding. In summary, the true status of the issues addressed in the survey are unclear since many in the sample did not participate. Therefore, the conclusions drawn from the results in this report are based solely on the responses of those of school personnel who completed surveys.

CONCLUSIONS

The present findings, which are the combined results from surveys completed by M-DCPS school administrators and instructional staff, indicate that the HIV/AIDS Education Program has been successful in providing personnel with HIV/AIDS policy information and support. Principals, HIV/AIDS teachers (teachers who provide the HIV/AIDS curriculum) and student services chairs and counselors were generally familiar with District HIV/AIDS policies and procedures, had access to policy documents and had received HIV/AIDS policy training.

Principals indicated that most of the instructional and non-instructional personnel at their schools had received HIV/AIDS policy training. The results show that almost all responding administrative and instructional staff (teachers, counselors) had received HIV/AIDS policy training but that some clerical and food service workers had not.

Most teachers who provide the HIV/AIDS curriculum to senior and middle high school students had received HIV/AIDS policy training and/or information in the past but many of the elementary school teachers had not. Similarly all senior high and most middle school teachers reported teaching the HIV/AIDS curriculum to their students but many elementary school teachers indicated that they had not. A need for additional information in specific areas of HIV/AIDS policy was also observed in a small number of HIV/AIDS teachers who reported unfamiliarity with policy issues involving the referral of students for HIV testing.

One important reason for familiarizing staff with HIV/AIDS policy information is to protect them from becoming exposed to the HIV virus. Approximately over a third of the HIV/AIDS teachers and a smaller percentage of student services chairs and counselors indicated that they had been in contact with blood and body fluids during the course of the school year. A small number of principals also reported instances where staff were exposed to blood and body fluids without protection. All HIV/AIDS teachers reported using gloves when handling body fluids. These findings underscore the importance of familiarizing all school personnel with District procedures for handling blood and other body fluids.

Among the teacher's and student services chairs and counselors written comments, were requests for an annual "HIV/AIDS fact sheet" to be provided by district HIV/AIDS staff that would describe new medical developments in the field and recent statistics broken down by region, ethnicity, age, etc.

In general, M-DCPS personnel were satisfied with existing District policies and procedures. But a small proportion of principals, teachers, student services chairs and counselors reported a need for additional HIV/AIDS policy training. This was particularly true for school personnel at the elementary school level.

Based on these observation the following recommendations are made:

1. Provide additional HIV/AIDS District policy training and information to elementary school personnel and clerical staff and to others who may desire it or benefit from it.
2. Provide all HIV/AIDS teachers with District policy information concerning how to refer students for HIV testing.
3. Create and disperse an annual HIV/AIDS fact sheet to be provide to all relevant school personnel.

APPENDICES

**Appendix A:
Data Collection Instruments**

Appendix A1
HIV/AIDS Education Program Evaluation
HIV/AIDS Teacher Questionnaire

INSTRUCTIONS: Please respond to each item by checking the appropriate box.

YES NO

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Have you ever received information or training from the District or from your school concerning District HIV/AIDS policies and procedures? |
| | | 2. Are you knowledgeable about the District's HIV/AIDS policies and procedures in the following areas? |
| <input type="checkbox"/> | <input type="checkbox"/> | a. Informed consent and notification about students with HIV/AIDS. |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Confidentiality for students or employees with HIV/AIDS. |
| <input type="checkbox"/> | <input type="checkbox"/> | c. Handling blood and other body fluids in school. |
| <input type="checkbox"/> | <input type="checkbox"/> | d. Universal precautions for dealing with bloodborne pathogens. |
| <input type="checkbox"/> | <input type="checkbox"/> | e. Mandatory HIV/AIDS education program. |
| <input type="checkbox"/> | <input type="checkbox"/> | f. Notifying parents about the District's HIV/AIDS curriculum. |
| <input type="checkbox"/> | <input type="checkbox"/> | g. HIV/AIDS presentations in school (videos, speakers, etc.). |
| <input type="checkbox"/> | <input type="checkbox"/> | h. HIV/AIDS testing for adolescents. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Do you have access to the document entitled <i>WORKSITE HIV/AIDS HANDBOOK</i> which contains information about the District's HIV/AIDS policies and procedures. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Have you ever cleaned up, or come in contact with blood or body fluid spills (e.g, vomit, urine, feces) at your school? <i>(If NO, skip to item # 6)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Did you wear gloves when you cleaned up blood or body fluid spills at school? |

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Appendix A2
HIV/AIDS Education Program Evaluation
Student Services/Counselor Questionnaire

INSTRUCTIONS: Please respond to each item by checking the appropriate box.

YES **NO**

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Did you receive any information or training from the District or from your school concerning District HIV/AIDS policies and procedures during the past school year (2007-08)? |
| | | 2. Are you knowledgeable about the District's HIV/AIDS policies and procedures in the following areas? |
| <input type="checkbox"/> | <input type="checkbox"/> | a. Informed consent and notification about students with HIV/AIDS. |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Confidentiality for students or employees with HIV/AIDS. |
| <input type="checkbox"/> | <input type="checkbox"/> | c. Handling blood and other body fluids in school. |
| <input type="checkbox"/> | <input type="checkbox"/> | d. Universal precautions for dealing with bloodborne pathogens. |
| <input type="checkbox"/> | <input type="checkbox"/> | e. Mandatory HIV/AIDS education program. |
| <input type="checkbox"/> | <input type="checkbox"/> | f. Notifying parents about the District's HIV/AIDS curriculum. |
| <input type="checkbox"/> | <input type="checkbox"/> | g. HIV/AIDS presentations in school (videos, speakers, etc.). |
| <input type="checkbox"/> | <input type="checkbox"/> | h. HIV/AIDS testing for adolescents. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Do you have access to the document entitled <i>WORKSITE AIDS HANDBOOK</i> which contains information about the District's HIV/AIDS policies and procedures. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Did you ever clean up, or come in contact with blood or body fluid spills (e.g, vomit, urine, feces) at your school during the past school year (2007-08)? <i>(If NO, skip to item # 6)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Did you wear gloves when you cleaned up blood or body fluid spills at your school the past school year (2007-08)? |

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**Appendix A3
HIV/AIDS Education Program Evaluation
Principal Questionnaire**

INSTRUCTIONS: Please respond to each item by checking the appropriate box.

YES NO

- | | | |
|--|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Are you familiar with the District's HIV/AIDS policies and procedures? |
|
 | | |
| 2. Have the following employees in your school <u>ever</u> received information or training about District HIV/AIDS policies and procedures? | | |
| <input type="checkbox"/> | <input type="checkbox"/> | a. Administrative staff |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Classroom teachers |
| <input type="checkbox"/> | <input type="checkbox"/> | c. HIV/AIDS curriculum teachers |
| <input type="checkbox"/> | <input type="checkbox"/> | d. Counselors |
| <input type="checkbox"/> | <input type="checkbox"/> | e. Nurses |
| <input type="checkbox"/> | <input type="checkbox"/> | f. Food service workers |
| <input type="checkbox"/> | <input type="checkbox"/> | g. Custodians |
| <input type="checkbox"/> | <input type="checkbox"/> | h. Clerical staff |
|
 | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Have you received, or been notified how to access via the internet, a document entitled <i>WORKSITE HIV/AIDS HANDBOOK</i> which contains information about the District's HIV/AIDS policies and procedures? |
|
 | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Were any of your staff exposed to blood or body fluid spills (e.g, vomit, urine, feces) <u>without any protection</u> at your school during the past school year (2007-08)? <i>If NO, skip to item # 6</i> |
|
 | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Was a written response about this incident, i.e., exposure to body fluids without protection, submitted to anyone? |
|
 | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Are you familiar with the District's procedures concerning how to obtain a formal <i>consent to release HIV-related information form</i> from parents of students with HIV/AIDS? |

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**Appendix B:
Survey Open-Ended Comments**

Appendix B1

Open-Ended Survey Comments - HIV/AIDS Curriculum Teachers

Senior High School Teachers:

1. It's a very good and organized HIV/AIDS program. I really enjoy working with Ms. White and Wilson.
2. All health science instructors for the district teach some curriculum on HIV/AIDS and should be exempt from district training. The requirements for RN relicensing require up to date inservice hours and is current and significant.
3. If training is required, then district should provide supplies like gloves, for all personnel.
4. The District's HIV/AIDS education program has been a useful tool in bringing understanding to my students about HIV/AIDS.
5. The training was very informative.

Middle and K-8 School Teachers:

6. The school's science department and teachers need to be aware of the existence of the health education program (curriculum) as we can incorporate them in our daily classes from the beginning of the school year. We should not wait until the end of the school year to teach HIV/AIDS to our students.
7. In-service training, day to day or week to week lesson plans from district. Issues with minors. What is/is not allowed?
8. I am new to Miami-Dade School District. This will be my first training and my first instruction given to Miami-Dade students.
9. I have received training in bits and pieces as the years have gone by. I don't remember receiving any "formal" training or workshop. The good news is that I am scheduled to attend on April 27 & 28. I believe this will help me better understand district policies.
10. I would like some update on data, the number of cases in FL by ethnic, age, etc. Update on the life expectancy of using new medication.
11. Program has been very effective and extremely valuable to all of our students' education.
12. Never received the HIV/AIDS handbook.
13. There needs to be updated training. The last raining offered to Hammocks was 4-5 years ago. Info and statistics are changing all the time so more up to date training is needed. Need to update info notebooks from district.

Elementary School Teachers:

14. I feel that the district should provide a school wide training every couple of years so that new and experienced teachers are trained properly how to teach the subject and how to handle different situations that might arise. Just sending a copy through e-mail is not enough.
15. I did not receive proper training on the district's HIV/AIDS policies and procedures. Proper training needs to be given to 5th grade teachers if we have to teach the curriculum to students.
16. I did not teach the district's HIV/AIDS curriculum to students during the past school year because in our training we have not been told to do it . In addition, my school administrators never included any part in our curriculum. Any time they ask me to do it I will be more than happy to teach this important subject.
17. Curriculum is taught in human growth and development during last quarter of the school.
18. The reason I didn't teach the curriculum in 2007-08 school year is because I am an administrator.
19. The teachers are responsible for teaching the curriculum.
20. I do not have the district's HIV/AIDS curriculum.
21. I did not teach the curriculum because I have never been trained on the material and topics to be covered. I feel that training is needed.
22. Preparing for FCAT curriculum blocks did not allow for this in the pacing guide.
23. Since it is the elementary level, we need to teach the curriculum at a level in which the students can understand. The students may not be aware of all the terms and the information may be over their heads.
24. I would like it if you would send us the district's HIV/AIDS curriculum and notify us of training dates so we can effectively administer the curriculum to our 5th grade students either this year or next year.
25. I did not teach the HIV/AIDS curriculum last year.
26. I would feel more comfortable if someone form the district came out to our school and had an assembly on this touchy subject. It would be most appreciated. We have so many other subjects that need our attention that it is difficult and a strain to fit this in.
27. A refresher course could be beneficial.
28. It would be nice to have a workshop in reference to this issue.
29. HIV curriculum should be updated and made more interactive for teachers.

Appendix B2

Open-Ended Survey Comments - Student Services Chairs and Counselors

Senior High School:

1. I have not been trained by the district in regards to the district's HIV/AIDS policies and procedures. I have been providing service with information I have obtained through reliable resources.
2. I think there should be more workshops, this is a very important subject matter. New statistics and research is always coming out and it is important to educate our teachers so we can provide students with the most recent information.
3. Legal aspects seem unclear, as presented in past trainings. Also, updates on procedures and legalities are imperative.
4. The training provided at the several minority network trainings last fall was very informative and helpful.
5. Research, treatment, and resources are constantly changing in this area. I feel we need more frequent updated information.
6. I attended a training a few years back. I think it might be beneficial to my staff to have another training session as I have a couple of new counselors on staff.
7. The counselors in my school never received training in the 07-08 school year.

Middle and K-8 School:

8. I need training on new findings of HIV/AIDS and also a refresher course.
9. I have not received any training or information concerning the district's HIV/AIDS policies and procedures.
10. Great program.
11. I think that the HIV/AIDS curriculum and procedures should be better trained to school counselors/student services departments.
12. The training is always good. We would however like updated statistical information every year to stay current. Just a simple fact sheet would suffice and would be beneficial for our science teachers and students.

13. During spring break last year (2007) I received CPR, HIV/AIDS and first aid certification from Baptist hospital due to my own interest in pursuing this information. These certifications are good for two years.

Elementary School:

14. I am not satisfied because I did not receive any information from the district concerning HIV/AIDS policies and procedures.

15. I received written information re: HIV/AIDS education. I'm new to elementary counseling in Dade County. It would be helpful to attend a workshop on the program. This would allow me to ask the various questions I have about the program.

16. I went to an HIV/AIDS workshop in the 06-07 school year.

17. I went to the training a few years ago. I found it to be very interesting and the speakers and presenters did a good job in explaining the district's HIV/AIDS policies and procedures.

18. I have never received training for HIV/AIDS policies and procedures.

19. I do not feel that I have been properly informed about the policies and procedures regarding HIV/AIDS.

20. I found out difficult to teach the HIV/AIDS education program without explaining that it is a sexually transmitted disease. That leads to other conversations about sex. I work in an elementary school and some of my third graders have asked me, "what is sex?" "What is sexually transmitted disease mean?" It puts me in an awkward position because parents differ in opinion as to when to have the "sex talk" with children.

21. I think that this is a very sensitive subject and we can always benefit from additional training.

22. Updated training should be given to all staff on a yearly basis.

Appendix B3

Open-Ended Survey Comments - Principals

Senior High School:

1. Excellent program that supplements curriculum provided by the on-site health instructors.

Middle and K-8 School:

2. I think that administrators and office staff need further training on this subject.
3. Curriculum will be taught on May 2008. Parents will receive notification in late April.

Elementary School:

4. Frankly, I believe more information and a more vigorous campaign is necessary to build awareness and should include all faculty and staff.
5. There are not enough sessions available for all teachers to be trained. All new/beginning teachers should be given the opportunity to take the training. Clerical staff in the office who many times have to provide care to students who come with bloody noses, injuries, etc. need training also.
6. Staff needs to be trained.
7. More info. Needed on this subject for elementary students. Is such a curriculum available for elementary students?
8. The main instructional component of the HIV/AIDS curriculum will be implemented during the last grading period.
9. It needs to be taught in a very cautious fashion since elementary children may not be ready for some of the more serious intense material.
10. Not enough hours in the day to teach. Staff does not feel comfortable in teaching this.

**BUREAU RESPONSE/PLANS OF ACTION
TO ADDRESS EVALUATION FINDINGS**

PLAN OF ACTION FORM

Name and Title of Respondent: Ms. Deborah Montilla, Administrative Director

Bureau/Office: Division of Student Services

Signature: Deborah A. Montilla

Date: 8/29/08

Title of Report: Review of Draft Report: Evaluation of the 2007-2008 HIV/AIDS Education Program

Recommendation 1 of 3 : Provide additional HIV/AIDS District policy training and information to elementary school personnel and clerical staff and others who may desire it or benefit from it.

Please describe your Plan of Action. Otherwise, provide your rationale for disagreement.

Training is currently offered to elementary school teachers responsible for curriculum implementation. However, Miami-Dade County Public Schools HIV/AIDS Education Personnel have been advised by the Centers for Disease Control and Prevention Project Officer, that school-site training of elementary school staff is not an appropriate use of funded resources.

Completed form due by: August 29, 2008

PLAN OF ACTION FORM

Name and Title of Respondent: Ms. Deborah Montilla, Administrative Director

Bureau/Office: Division of Student Services

Signature: Deborah A Montilla

Date: 8/29/08

Title of Report: Review of Draft Report: Evaluation of the 2007-2008 HIV/AIDS Education Program

Recommendation 2 of 3 : Provide all HIV/AIDS teachers with District policy information concerning how to refer students for HIV testing.

Please describe your Plan of Action. Otherwise, provide your rationale for disagreement.

District policy manuals are mailed to schools at the opening of schools, sent electronically via the Principal Briefing procedure, distributed at all staff trainings, as well as available on-line through e-manuals. The document will be updated to include a list of available HIV testing sites.

Completed form due by: August 29, 2008

PLAN OF ACTION FORM

Name and Title of Respondent: Ms. Deborah Montilla, Administrative Director

Bureau/Office: Division of Student Services

Signature: Deborah Montilla

Date: 8/29/08

Title of Report: Review of Draft Report: Evaluation of the 2007-2008 HIV/AIDS Education Program

Recommendation 3 of 3 : Create and disperse an annual HIV/AIDS fact sheet to be provide to all relevant school personnel.

Please describe your Plan of Action. Otherwise, provide your rationale for disagreement.

An updated HIV/AIDS fact sheet will be sent to all schools via the Principal Briefing procedure for distribution to school personnel.

Completed form due by: August 29, 2008