

# 2017-2018 Delaware School Climate Survey

## Teacher/Staff Directions

Thank you for participating in the Delaware School Climate Survey. This is information for the building survey coordinator on how to manage the **Teacher/Staff** survey materials. For those participating, materials and information regarding the Student and Home Surveys will be distributed by early January.

Please carefully review the instructions to ensure the survey is administered appropriately and your school has reliable data.

### Tips for Administering the DE School Climate Survey (DSCS) to Staff

1. Inform staff that the survey needs to be completed within the designated period. The DSCS STAFF survey will be available between the dates of **November 13** and **December 15, 2017**.
2. Assure staff that surveys are **confidential**. Building coordinators will receive a weekly update on the number of responses, but *no identifying information* is collected regarding who is completing the survey. As the coordinator, we understand it would be helpful to have a summary of which staff members have completed the survey, but we do not collect that information.
3. The Teacher /Staff Version of the DE School Climate Survey is offered *only online*. During the survey window, the link to the survey is on the DE-PBS website at [www.Delawarepbs.org](http://www.Delawarepbs.org) at the top of the page.
  - If a staff person is having trouble with the website (e.g., not seeing the link to the survey at the top of the DE-PBS home page), have the staff member refresh the page by hitting the “Control” and “F5” keys to be sure the latest version of the website is being pulled on the computers (forcing the proxy servers to refresh).
4. Please forward the website link to all **instructional staff** in your building (principals, teachers, support staff, counselors, paraprofessionals, etc.) to complete. Encourage **100%** participation. We have provided a template email (see pg.2) with necessary information for use as needed. Based on the weekly online participation rate, please send reminders to staff.
  - Note that if there is instructional staff from offsite programs such as Delaware Autism Program or REACH in *your* building, they should be included in the survey.
  - To encourage staff completion, consider sharing a data finding from last year’s survey results to illustrate how the school is using the staff feedback.

**DE School Climate Survey**  
**Online Teacher/Staff Version**  
**Survey Window: 11/13/17 – 12/15/17**  
[www.delawarepbs.org](http://www.delawarepbs.org)

Questions can be directed to Sarah Hearn ([skhearn@udel.edu](mailto:skhearn@udel.edu))

Template Email:

Greetings Staff Team-

This fall, our school is participating in the **Delaware School Climate Survey** for staff. The survey will help us assess how staff as a whole perceives our school's environment. Because it gives us valuable information to use in planning, we ask that all teachers, support staff, counselors, paraprofessionals, and other instructional staff complete the survey.

Please note, this survey is confidential and should take about 10 minutes to complete from a computer OR mobile device.

[INSERT data finding from last year's survey results to illustrate how the school is using the staff feedback.]

The survey is now open and will remain open through **December 15<sup>th</sup>**. Please access the survey by going to [www.delawarepbs.org](http://www.delawarepbs.org) where you will see a link for "2017-2018 Delaware School Climate Survey." We are aiming for 100% staff participation this year, so please complete the survey as soon as possible.

Thank you!