

# 2017-2018 Delaware School Climate Survey Directions

Thank you for coordinating the Delaware School Climate Survey for your school. This packet contains information on how to distribute and handle all survey materials. Please carefully review the instructions to ensure the survey is administered appropriately and your school has reliable data.

Included you'll find:

- Detailed instructions for administering the student and home versions.
- Specific instructions for teachers administering the survey to students.

Also reference the "School Sampling Guide" (separate blue sheet) which gives specific information about the exact number of surveys you are receiving and your minimum sample size based on your school enrollment.

## Tips for Administering ALL Surveys

1. Inform parents and staff that the surveys need to be completed within the time frame designated by your school's principal (between the dates of **January 8 - February 23, 2018**). Please note schools will need to gather and package all surveys to be placed in State Mail by February 23, 2018 or earlier.
2. Assure parents and students that surveys are confidential. No names are collected.
3. Designate a secure location where staff can put the completed student and parent surveys. It may be helpful to provide each teacher with a large sealable envelope to secure completed paper surveys.
4. For paper surveys, a pencil is strongly recommended to fill in the circles on the survey. A blue or black ballpoint pen may be used if a pencil is not available. Please note if using a pen, answers cannot be changed.
5. Make sure one circle is filled in for each item. Encourage the person filling out the survey to make an educated guess if they are unsure how to respond to a statement.
6. Be sure circles are completely filled in.
7. If all items are not completed, circles are not fully filled in, or there are extra marks on the paper, that particular survey may be kicked out by the system and will not count in your school's data analysis and report.
8. Please note that there are 2 versions of the STUDENT survey; Elementary (grades 3-5) and Secondary (grades 6-12). Your school will receive the appropriate versions for your population.
9. If someone is having trouble with the website (e.g., not seeing the link to the surveys on the DE-PBS webpage), 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).

# Directions for Building Survey Coordinator:

**Student Version**

## **DO NOT staple, fold, or photocopy Scantron surveys.**

1. During survey enrollment, the choice to use paper or online versions of the student survey was made and confirmed.
2. To ensure a sufficient sample, please use the following parameters:
  - 100% of students grade 3 and above in *elementary* schools. **Do not include K-2 grade students** because of readability of the survey.
    - **NOTE:** Students in **grade 3** need to be read the survey aloud as part of administration.
  - 50% of students in *middle and high* schools with more than 600 students.
  - 100% of students in *schools serving 300 or less* students.

Schools are provided the materials necessary to meet the sampling guidelines above. See the “**School Sampling Guide**” blue sheet for the specific number your school received.

3. It is important that **random sampling** be used in schools surveying 50% of students.

Please do the following:

- Have approximately the same number of students at *each* eligible grade level complete the survey (e.g., a school serving 600 students grades 6-8, should survey 300 students; 100 from each grade level)
- If you have significantly different enrollment across grades, make sure that at least 50% of students are sampled at **EACH GRADE** level.
  - For example, if a grade 6-8 school has 200 students in grades 7 and 8, but only 50 in grade 6, that school should sample **ALL** students in grade 6 and should the survey at least 100 students in grade 7 and 100 in grade 8.

### **Sampling strategies include:**

- At each grade level, list teachers in alphabetical order and select every other staff member, or the top or bottom half of your staff (assuming this gives you 50% of teachers/staff at each grade level), or at each grade level draw names of teachers out of a hat.
  - For additional staff members, randomly select half by either selecting randomly from a list or by drawing half of the names from a hat.
  - If students change classes, select one subject area (e.g., English/Language Arts, or Science) and survey students during that class period. Picking one subject area ensures that a student will not be asked to complete the survey more than once.
4. Detailed instructions for the teacher to administer the PAPER survey to students are on page 3, and instructions for administering the ONLINE survey are on page 4 of this packet. A copy of the appropriate set of instructions should be provided to each teacher administering the survey to students.
  5. **IMPORTANT NOTE:** Participating elementary schools have the option to survey students in 3<sup>rd</sup> grade, but it is not required that 3<sup>rd</sup> graders be surveyed.
    - If planning to survey 3<sup>rd</sup> graders, the survey **MUST be read aloud** to these students. If this is not possible, consider using text-to-speech technology that can read the survey text to students. One screen reading option for schools is ChromeVox, which is available as an extension for Google Chrome on Windows or Mac. This software will read the survey questions to students, but it is **required** that staff still read the directions below to students before they begin the survey.
    - If selecting not to survey 3<sup>rd</sup> graders, please be aware that overall school climate scores may appear skewed when comparing to previous years in which 3<sup>rd</sup> grade students were surveyed. Overall, the perception of school climate by 3<sup>rd</sup> graders tends to be higher than other grade levels.

**Delaware School Climate Survey  
2017-2018 School Year**

**Directions for Administering the PAPER Version Student Survey**

1. Inform students of the purpose of the survey and assure them of confidentiality.
  - a. **Read:** *“Our school is interested in knowing what students think about the school. This survey is 4 pages long, and will take approximately 20 minutes to complete. The results will be confidential. DO NOT write your name on the survey. No one will look at your individual answers but instead will combine all the answers of students in the school together to see what students think about the school.”*
2. Students are strongly encouraged to use pencils but may use a blue or black ballpoint pen.
3. Give directions for answering questions on the survey.
  - a. **Read:** *“Please write the name of our school at the top where it says “School name.”*
  - b. **Read:** *“Fill in one circle for gender, either boy or girl. Fill in one circle for your race. Please select only one. Fill in one circle for your grade. Please do not be silly and pick a grade level that you are not currently in.”*
  - c. Where it states “Room # you are in now” have elementary students fill in the room # in which they spend most of their day. Secondary students are to fill in the room # for the classroom in which they are being asked to complete the survey, such as math, social studies, etc. If the classroom is a two-digit number the last circle on the right will be empty, if classroom is more than 3 digits, enter last 3. E.g. Room 1234 is entered as 234.  
**Read:** *“Please write AND fill in the circles for the room number ### (provide them with the correct room information) where it says ‘Room # you are in now.’ Make sure you enter the numbers starting with the left column.”*
  - d. **Read:** *“Now look at how you are to answer each statement. After reading the statement, decide how you feel. Fill in the circle that best describes how you feel. For most sections choices include: ‘disagree a lot’, ‘disagree’, ‘agree’, and ‘agree a lot’.” “Notice that Part III choices include: ‘not like me at all’, ‘not much like me’, ‘somewhat like me’, and ‘very much like me’.” **SECONDARY schools also read:** “Notice that Part IV choices include: ‘never,’ ‘less than once a month,’ ‘once or twice a month,’ ‘once a week,’ ‘several times a week,’ and ‘everyday’.”*
  - e. **Read:** *“BE SURE to fill in only one circle for each statement. BE SURE to fill in the entire circle. Please do not make any extra marks on the paper. BE SURE to answer each statement and not skip any statements. If you are unsure, answer as best as you can.”*
  - f. **Read:** *“Please understand that there are no right or wrong answers. We want to know how you feel. Please be honest. If there is a word you don’t understand, please raise your hand and I will help you.”*
4. **Please** scan surveys as students are working to make sure they are filling in the circles correctly. Encourage students to review their survey before turning them in to be sure all items are completed. Surveys with incorrectly marked or incomplete circles will not count in your school’s data analysis.
5. Collect the surveys and do not examine the responses. Place the surveys in an envelope, seal the envelope, and return them to the place designated by your Survey Coordinator.

**Delaware School Climate Survey  
2017-2018 School Year**

**Directions for Administering the ONLINE Version Student Survey**

1. Inform students of the purpose of the survey and assure them of confidentiality. Have the students open up the first page of the survey which explains the purpose.
  - a. **Read:** *“Our school is interested in knowing what students think about the school. This survey only takes about 20 minutes to complete. The results will be confidential. No one will look at your individual answers, but instead will combine all the answers of students in the school together to see what students think about the school.”*
2. Give directions for responding to statements on the survey.
  - a. Explain to the students that they will be using the NEXT button on the bottom right corner of the screen to move to the next page of the survey. There are several pages of the survey. They may also move to the previous screen by clicking the buttons to do so.
  - b. **Read:** *“Use your mouse to click on the circles to select your answers. Click on the circle next to our district. Click on the NEXT button to go to the next screen.”*
  - c. **Read:** *“Please click on the circle next to \_\_\_\_\_ school. Click NEXT to go to the next screen.”*
  - d. **Read:** *“Click on the circles for boy or girl, and click on the circle for your race. You may only select one answer.”*
  - e. Where it states “Room Number,” have elementary students fill in the room number in which they spend most of their day. Secondary students are to fill in the room number for the classroom where they normally are at this time.
  - f. **Read:** *“Please type in the classroom number ### (provide them with the correct room information) where it says ‘Room number.’”*
  - g. **Read:** *“Please select your grade from the choices listed. Please do not be silly and pick a grade level that you are not currently in. Click NEXT to go to the next screen.”*
  - h. **Read:** *“Now look at how you are to answer each statement. After reading the statement, select the answer that best describes how you feel. For most sections choices include: ‘disagree a lot’, ‘disagree’, ‘agree’, and ‘agree a lot’. Notice that Part III choices include: ‘not like me at all’, ‘not much like me’, ‘somewhat like me’, and ‘very much like me’. Part IV choices include: ‘never,’ ‘less than once a month,’ ‘once or twice a month,’ ‘once a week,’ ‘several times a week,’ and ‘everyday’.”*
  - i. **Read:** *“BE SURE to answer each statement and not skip any statements. If you are unsure, answer as best as you can. Please understand that there are no right or wrong answers. We want to know how you feel, so please be honest. If there is a word you don’t understand, please raise your hand and I will help you. You may look over your answers before you finish by using the buttons on the screen to move to the different pages of the survey. When you are finished, click on the NEXT button to complete the survey. You will not be able to make changes after this”.*

## Directions for Building Survey Coordinator:

Home Version

**DO NOT staple, fold, or photocopy Scantron surveys.**

1. Inform parents that either the paper or online home surveys need to be completed within the time frame designated by your school's principal (between the dates of **January 8 – February 23, 2018**). Please note schools will need to gather and package all paper surveys to be placed in State Mail by February 23, 2018 or earlier.
2. We recommend surveying **100%** of parents in your school.
  - Each school that requested the paper version for parents has been provided the number of English copies to match enrollment provided along with the number of Spanish copies requested.
  - The Home Version of the School Climate Survey is available in Spanish, and surveys have been included for those schools that requested them. The Spanish version is also available online.
  - A Haitian/Creole version of the Home School Climate Survey is also available. It can be accessed on the DE-PBS website to print and provide to parents as needed. This version is *not* available in a Scantron form or online.
  - For schools that requested that parents complete the online version of the survey, plan to include information provided in the letter and note that parents should only complete the paper OR online version; *not* both.
  - If a parent has more than one child in a school, they should complete the survey with *one child's* experiences in mind.
3. We strongly encourage that you include a *signed* letter (see templates provided) with the paper version of the parent survey to explain the purpose and procedures of the survey. For parents taking the online survey, we suggest that you send/email a *signed* letter home to explain the purpose and procedures of the survey. You may use the letter templates we have provided online and place onto your school's letterhead, or you may create your own letter. Please **DO NOT STAPLE** the letter to the Scantron survey as it creates holes in the surveys which makes them unscannable.
4. For schools using the paper version for parents, have students take the survey home for their parent(s)/guardian(s) to complete. If staff is unsure about whether English/Spanish/Haitian-Creole is the primary language spoken in a student's home, provide the English along with alternative language version to with parents. Envelopes labeled "Delaware School Climate Survey Confidential" have been provided so that surveys may be returned to the school by students in *sealed* envelopes.
5. Schools should *not* open the parent surveys, but submit completed surveys in the confidential envelopes.
6. Some schools choose to provide a reinforcer to students who bring back completed parent surveys. Please note this is not required, but if your school wishes, the reinforcer should emphasize the responsibility of the student for turning in the survey and *not* the parent action. Assignment credit or grades should not be given for parent survey return.

## Returning Completed Surveys

All surveys should be returned to the Center for Disabilities Studies at the University of Delaware where the data will be entered and analyzed. You may return the surveys via the State Mail system or through your district DE-PBS coaches. The deadline for returning surveys is **February 23rd**; meaning materials must be placed in the mail or dropped off by this date.

If there are 5 or more snow days between January 8th and February 23rd, then the deadline for returning surveys will be extended by 3 school days to February 28th. If there are less than 5 snow days, the deadline remains as set for February 23rd, 2018.

Please **LABEL** your boxes so it is clear how many you are sending (e.g., Box 1 of 2). When returning multiple packages, we encourage you to label each as well as tape together if possible.

There are two CDS return labels provided in this package for you to use when returning your materials. If you need to use additional packages to return materials, the mailing address is:

Center for Disabilities Studies  
University of Delaware  
Attn: DE School Climate Survey  
461 Wyoming Road  
Newark, DE 19716

STATE MAIL N420