

# 2019-2020 Delaware School Climate Survey Directions - STUDENT

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

Remember to reference the “School Sampling Guide” which gives specific information about the minimum sample size based on your school enrollment.

## Info for Administering the DE School Climate Survey (DSCS) to Students

1. The DSCS STUDENT survey will be available between the dates of **December 9, 2019** and **March 6, 2020**. As a survey coordinator, you can select a survey window within this timeframe that will work best for your staff. Based on this decision, inform staff of the survey plan with timeline, and the role they will play in the plan.
2. As of this year (2019-2020), the CoVitality App for the DE School Climate Surveys will be used instead of paper copies or the Qualtrics online survey.

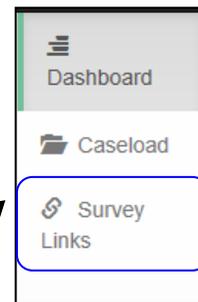
### MAKING AN ONLINE SURVEY PLAN:

3. 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:** If including students in **grade 3**, the survey is to be read aloud as part of administration.
  - At least 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 asked to reference the “**School Sampling Guide**” when determining their survey plan.
4. 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.
5. **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.

6. **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 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.
7. Detailed instructions for the teacher to administer the online survey via the CoVitality App to students are on page 4. Provide a copy of the appropriate set of instructions to each teacher administering the survey to students.
8. Assure students that surveys are confidential. Within the CoVitality App, building coordinators can access instantaneous updates on the number of responses, but *no identifying information* is collected regarding who is completing the survey.

**CoVITALITY APP ORIENTATION:**

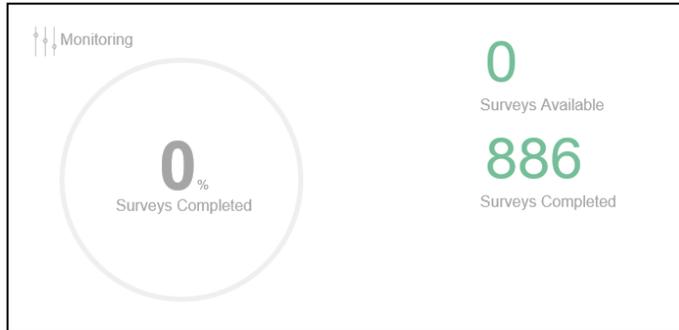
9. The Student Version of the DE School Climate Survey is now offered *only online*. During the survey window, the link to the survey will be available through the CoVitality App for the Delaware School Climate Surveys: <https://deschoolclimate.mosaic-network.com/login>
  - **NOTE:** We recommend viewing the Welcome Video located in the bottom left corner of your school’s CoVitality App page to better understand the new survey process through the app before sending out the School Climate Survey links.
  - In order to view the survey link, click in the hyperlink above and log in using your user ID and password.
  - On the left-hand sidebar, select the **Survey Links** tab.
  - This window contains survey links for each survey type available to your school.
  - To distribute the survey, click **Copy Link and paste where needed**.
    - The survey link can be shared by temporarily posting the link to your school’s website for students to access, or
    - Distribute link via email to staff that will be administering the survey according to your plan.
    - Please note that there are 2 versions of the STUDENT survey; Elementary (grades 3-5) and Secondary (grades 6-12). Your school will have access to the appropriate versions for your population.



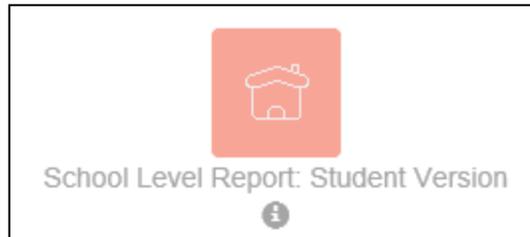
10. To complete the survey, click on the Student Link.
  - To continue to the next question throughout the survey, select the right arrow bar.
  - If need to return to a previous question, you may go back but the CoVitality App will not allow you to skip questions.
  - A progress bar is located at the top right portion of the screen. A title page will appear before each section to indicate which section of the DE School Climate Survey you are currently in.



11. The CoVitality App for the DE School Climate Surveys will also provide data in real time as participants complete the survey. This information is provided on the upper left portion of the page.
- The **Surveys Available** number is the amount of surveys your school enrolled to complete while the **Surveys Completed** number provides updated information in real time regarding how many surveys have been completed by the school.



12. Your school’s DE School Climate Survey results will also now be available to you on the CoVitality App. While the Student Reports will update throughout the survey window, it should not be viewed as final until all surveys are completed.
- To view reports for Students, click on the **light red house icon** for the School Level Report: Student Version.



## Delaware School Climate Survey 2019-2020 School Year

### Directions for Administering the CoVitality App Version Student Survey

1. Inform students of the purpose of the survey and assure them of confidentiality. Have the Student Survey link available for students to enter to the CoVitality App. It can be posted temporarily on your school's website or distributed to teacher(s) so that they can write it on the board for students to copy into a web browser.
  - 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 right arrow button 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 left (back) button to do so but that it is not possible to skip questions.
  - b. **Read:** *“Use your mouse to click on the boxes to select your answers. Click on the right arrow button to go to the next screen and the survey will automatically continue when you select your answers throughout the survey.”*
  - c. **Read:** *“Click on the boxes for boy or girl, and click on the box for your race. You may only select one answer.”*
  - d. 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.
  - e. **Read:** *“Please type in the classroom number ### (provide them with the correct room information) where it says ‘Room number.’”*
  - f. **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 right arrow 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 through to the end of the survey. 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 do not 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 right arrow button to complete the survey. You will not be able to make changes after this.”*