

2019-2020 Delaware School Climate Survey Directions – HOME ONLINE

Thank you for coordinating the Delaware School Climate Survey for your school. This is information for the building survey coordinator on how to manage the **Home** 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 ONLINE DE School Climate Survey (DSCS) to Parents/Families

1. The DSCS ONLINE HOME 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 the Qualtrics online survey.

MAKING AN ONLINE SURVEY PLAN

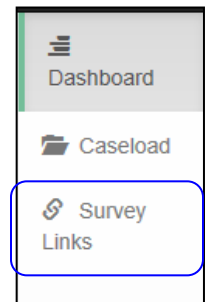
3. To ensure a sufficient sample, please use the following parameters:
 - We recommend surveying **100%** of parents in your school.
 - The Home Version of the School Climate Survey is available in Spanish can be accessed online from the DE-PBS website.
 - A Haitian/Creole version of the Home School 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 as an online link.
 - If a parent has more than one child in a school, they should complete the survey one time and with *one child's* experiences in mind.
4. We strongly encourage that you send/email a *signed* letter home to explain the purpose and procedures of the survey. You may use the letter templates provided on the DE-PBS website and place onto your school's letterhead, or you may create your own letter.
5. 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.
6. Assure parents and students that surveys are confidential. No names are collected.

CoVITALITY APP ORIENTATION:

7. During the survey window, the link to the Home Version survey will be available through the CoVitality App for the Delaware School Climate Surveys:

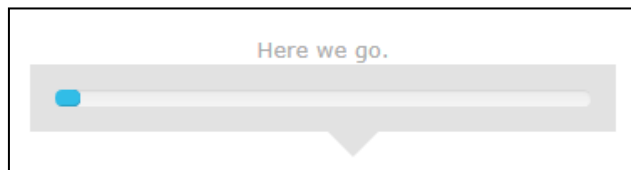
<https://deschoolclimate.mosaic-network.com/login>

- **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 login 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 parents to access, or
 - Distribute link via direct email to parents.



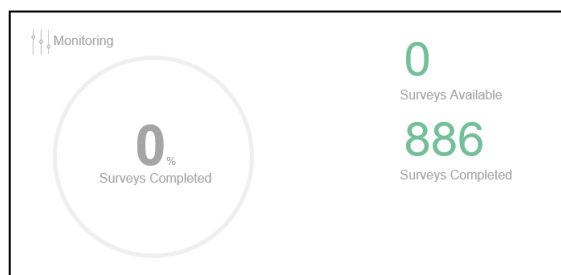
8. To complete the survey, click on the HOME Link.

- 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.



9. 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.



10. Your school's DE School Climate Survey results will also now be available to you on the CoVitality App. While the Home Reports will update throughout the survey window, it should not be viewed as final until all surveys are completed.

- To view reports for Home, click on the **light red house icon** for the School Level Report: Home Version.

