

2019-2020 Delaware School Climate Survey Directions – HOME PAPER

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 PAPER DE School Climate Survey (DSCS) to Parents/Families

1. Inform parents and staff that the surveys need to be completed within the time frame designated by your school’s principal (between **mid-January – March 6, 2020**). Please note schools will need to gather and package all surveys to be placed in State Mail by **March 6, 2020** or earlier.

MAKING A PAPER SURVEY PLAN

2. Create a plan for administering the paper home surveys to ensure that a majority of materials are used and all staff are clear on what to do with the paper surveys. Consider the following questions:
 - How will you send the paper Home surveys to families?
 - When will you plan to distribute the paper Home surveys within the administration window this year?
 - What deadline will be set for families to complete and return the survey?
 - How will the completed surveys be collected back by your school?
 - Who is responsible for collecting and mailing the surveys back to University of Delaware?
3. Before administering the paper Home surveys, please reference the “**School Sampling Guide**” for information about sampling.
 - We recommend surveying **100%** of parents in your school.
 - Each school that requested the paper version for parents will be 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 have the options to 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.

4. We strongly encourage that you include a *signed* letter (see templates provided on the DE-PBS website) 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.

ADMINISTERING THE PAPER HOME SURVEY

5. 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.
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.
7. Assure parents and students that surveys are confidential. No names are collected.

Directions for Parents/Families

8. 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.
9. 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.
10. If a parent has more than one child in a school, they should complete the survey with *one child's* experiences in mind.

COLLECTION OF PAPER HOME SURVEYS

11. Designate a secure location where staff can put the completed parent surveys. It may be helpful to provide each teacher with a large sealable envelope to secure completed paper surveys.
12. Schools should *not* open the parent surveys, but submit completed surveys in the confidential envelopes.

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 **March 6th**; meaning materials must be placed in the mail or dropped off by this date.

If there are 5 or more snow days between January 14th and March 6th, then the deadline for returning surveys will be extended by 3 school days to March 9th. If there are less than 5 snow days, the deadline remains the same.

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.

Two CDS return labels are provided along with survey supplies 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