

2019-2020 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.

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

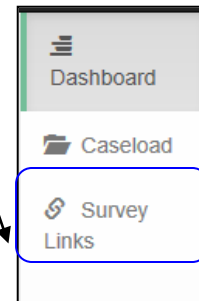
Info for Administering the DE School Climate Survey (DSCS) to Staff

1. The DSCS STAFF 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 that the survey needs to be completed within the designated period.
2. Assure staff 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. As the coordinator, we understand it would be helpful to have a summary of which staff members have completed the survey, but that information is not collected.

CoVITALITY APP ORIENTATION:

3. The Teacher /Staff Version of the DE School Climate Survey is 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>.

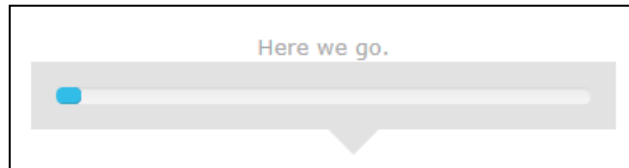
- **NOTE:** We recommend viewing the Welcome Video located in the bottom left corner of your school's CoVitality App page to better understand the new survey process through the app before sending out the School Climate Survey links.
- In order to view the survey link, login to the CoVitality App using 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, or
 - Distribute link via email to staff.



4. Please forward the Teacher/Staff survey information 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. 3) with necessary information for use as needed. Based on your monitoring of the online participation information, 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.

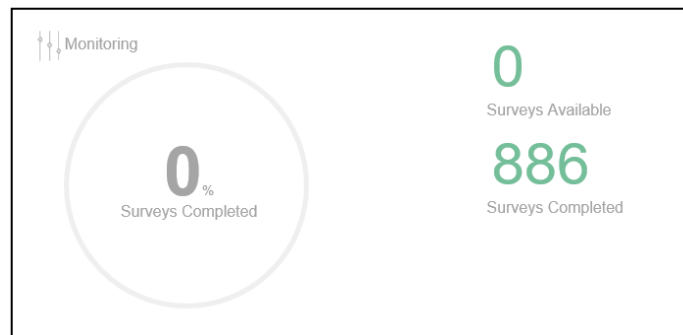
5. To complete the survey, click on the Staff Link.

- To continue to the next question throughout the survey, select the right arrow bar.
- If there is a 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 participants are currently in.



6. 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.



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

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



Template Email:

Greetings Staff Team-

This school year, 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 10-15 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 [INSERT school-specific survey window ending by 3/6/20]. To access the survey please select this link: [INSERT LINK]. We are aiming for 100% staff participation this year, so please complete the survey as soon as possible.

Thank you!