**Delaware School Climate Survey - Home Survey Tips**

**HOME SURVEY ACCESS:**

* It’s key to send/email a signed letter home to parents to explain the purpose and procedures of the survey. Don’t reinvent the wheel!
  + **Sample letters** available here: (<http://wh1.oet.udel.edu/pbs/school-climate/administration-of-survey/>).
* Have students take the PAPER survey home for their parent(s)/guardian(s) to complete along with the provided confidential envelope.
* If using the ONLINE home survey, send/email the parent letter for the ONLINE home survey and note that parents should only complete the paper OR online version; not both.
* Catch them when they’re already there! Have dedicated computers at all-school events during the open survey window.

**INCREASE COMPLETION RATES:**

* See the **flyer** on the Delaware PBS website (<http://wh1.oet.udel.edu/pbs/school-climate/administration-of-survey/>) and consider personalizing the information to your school and distributing (electronically or via paper) to parents. Last year’s school climate data report includes the percentage of parents who completed the survey.
  + In your HOME report, look on the page before the graphs.   At the bottom of the page, you will see “Survey Completion Information” and the percentage of parents in your school who completed the survey.
  + At the bottom of the flyer, you can insert directions for parents to complete the survey. Provide your individual school’s Home Survey link from the CoVitality App if parents are completing the online survey, or a statement such as “Surveys were sent home with your student on [insert date surveys were distributed]”.
* Sending **reminders** home can help increase response. Utilize school newsletters, website, door signs, email/phone blast messages, etc.  Include your goals and how you have previously used parent feedback.
  + With these reminders, consider including 1-2 simple examples of how survey data is valued and/or has been used by the school previously.
    - For example:“Last school year, our Total School Climate score was very positive [can insert score from last year’s data report], but we want to see if our efforts this year [insert efforts/initiatives] are helping our school to stay a positive environment for you and your children.”
  + Set and share a **participation goal**!
    - For example:“We had [insert parent participation number from last year’s data report] families complete the survey last year. Let’s break this record this year and get [insert goal number]!”
* 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.

**WE’VE GOT OPTIONS!:**

* Did you know that our online surveys are **cell phone** ready?
* A **Haitian Creole** version of the HOME School Climate Survey, along with the accompanying letter of explanation, can be can be accessed on the DE-PBS website to print, copy and provide to parents as needed.
* An **Online Spanish** version of the HOME School Climate Survey is available, and the link this survey is located with the online student and online home English surveys at <http://wh1.oet.udel.edu/pbs/school-climate/administration-of-survey/>.

**FAQs from Participants:**

These are our two most frequently asked questions from school climate survey participants. The responses to these questions may be helpful to you if parents, students, or staff ask similar questions. If other questions about the survey arise, feel free to contact us.

* **1. Why do some questions on the surveys seem repetitive?**
  + Similar items are asked in order to create subscale scores, which are calculated by adding scores from 3 to 5 individual survey items that tap into the same aspect of school climate. These scores provide schools with more robust information about a given area of focus, such as student-student relations, bullying school-wide, and staff relations, than individual items.
* **2. Why is there no “N/A” or “Neutral” response option?**
  + The response choices do not include an “N/A” or “neutral” option because respondents will more than likely select those options when available instead of committing to options such as “agree” or “disagree.” When looking at data, “N/A” or “neutral” responses tell us less about individuals’ perceptions and are less useful in decision making. Therefore, on the DSCSs, respondents are asked to make a choice that best aligns with the way they feel about each item.