**2023-2024 Delaware School Climate Survey Directions**

**STUDENT ONLINE**

Thank you for coordinating the Delaware School Climate Survey for your school. This document 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.

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

1. The DSCS STUDENT survey will be available in Spring 2024 (*Feb. 19 through March 29*). 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 the timeline, and the role they will play in the plan.
2. This year (2023-2024), Student surveys will be administered via an online Qualtrics survey. Please utilize this link and/or QR Code.



2024 DSCS – Student Survey

* + **Student Survey link for all enrolled schools:**

[**https://delaware.ca1.qualtrics.com/jfe/form/SV\_ebS3TCbbrdt4qDI**](https://delaware.ca1.qualtrics.com/jfe/form/SV_ebS3TCbbrdt4qDI)

MAKING AN ONLINE SURVEY PLAN:

1. 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 the readability of the survey.
* **NOTE**: If including students in **grade 3,** the survey is to be read aloud as part of administration. See #6.
* 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.
1. 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 survey at least 100 students in grade 7 and 100 in grade 8.
1. **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.
1. **IMPORTANT NOTE**: Participating elementary schools have the option to survey students in 3rd grade, but it is not required that 3rd graders be surveyed.
* If planning to survey 3rd graders, the survey **MUST be read aloud** to these students.
* If selecting not to survey 3rd graders, please be aware that overall school climate scores may appear skewed when comparing to previous years in which 3rd grade students were surveyed. Overall, the perception of school climate by 3rd graders tends to be higher than other grade levels.
1. Detailed instructions for the teacher to administer the online survey to students are on page 3. Provide a copy of the appropriate set of instructions to each teacher administering the survey to students.
2. Assure students that surveys are confidential. Building coordinators will receive updates on the number of responses submitted, but *no identifying information* is collected regarding who is completing the survey.

**Delaware School Climate Survey**

**2023-2024 School Year**

**Directions for Administering the 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 access. It can be posted temporarily on your school’s website or distributed to teacher(s) so that they can write it on the board/screen 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 “NEXT” 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 “BACK” button once past the demographics prompts. It is not possible to skip questions.

*b.* ***Read***: *“Use your mouse to click on the circles to select your answers. Click on the circle next to our district. Click on the NEXT button to go to the next screen.”*

1. ***Read****: “Please click on the circle next to \_\_\_\_\_\_\_\_\_\_\_ school. Click NEXT to go to the*

*next screen.”*

1. ***Read****: “Click on the circles for your gender, race/ethnicity and grade. You may only*

 *select one answer. Also, please do not be silly and pick a grade level that you are not currently in.”*

1. 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.
2. ***Read:*** *“Please type in the classroom number ### (*provide them with the correct room information*) where it says, ‘Room number. Click NEXT 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*.”