



**Louisiana's**  
**Safe and Supportive**  
**Schools Initiative**  
Engagement | Safety | Environment

**LSSSI SCHOOL CLIMATE**  
**SURVEY PLANNING**  
**AND**  
**ADMINISTRATION**  
**GUIDEBOOK**

## Table of Contents

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PURPOSE OF THE GUIDEBOOK	3
<b>I. LSSSI SURVEY PLANNING AND ADMINISTRATION GUIDE</b>	
OBTAIN SUPPORT AT THE DISTRICT AND SCHOOL LEVEL	4
ENCOURAGE SURVEY PARTICIPATION	4
ENSURE CONFIDENTIALITY DURING ADMINISTRATION	5
SELECT SURVEY DATES	5
IDENTIFY WHO IS RESPONSIBLE FOR SURVEY COORDINATION	5
TRAIN APPROPRIATE STAFF	5
PLAN FOR SURVEY ADMINISTRATION	6
INFORMED CONSENT	6
DISTRIBUTING CONSENT FORMS TO PARENTS	7
MONITORING CONSENT FORM RETURNS	7
<b>II. LSSSI STUDENT SURVEY TRAINING GUIDEBOOK</b>	
TRAINING SCHOOL COORDINATORS, TEACHERS, AND PROCTORS	8
COLLECT SIGNED CONFIDENTIALITY ASSURANCES	8
SURVEY ADMINISTRATION PLAN	8
CONFIRM PARENTAL CONSENT	9
SCHEDULE MAKE UP DATES	9
SURVEY ADMINISTRATION GUIDELINES	9
PREPARE TO ANSWER SURVEY CONCERNS	10
KNOW WHO TO CONTACT FOR SURVEY TECHNICAL ASSISTANCE	10
<b>III. APPENDIX</b>	
SAMPLE PARENTAL CONSENT FORM	12
PROCTOR INSTRUCTIONS	13
ASSURANCE OF CONFIDENTIALITY OF SURVEY DATA	14
INTRODUCTORY SCRIPT FOR SURVEY ADMINISTRATION	15
LSSSI STUDENT SURVEY PARTICIPATION MONITORING FORM	16
LSSSI SURVEY PLANNING CHECKLIST	17
TIPS FOR SURVEY ADMINISTRATION DOCUMENT	18

# **LOUISIANA SAFE AND SUPPORTIVE SCHOOLS INITIATIVE**

## **SCHOOL CLIMATE SURVEY PLANNING AND ADMINISTRATION GUIDE**

### ***PURPOSE OF THE GUIDEBOOK***

There are three school climate surveys to be conducted for the Louisiana Safe and Supportive Schools Initiative: a student survey, a staff survey, and a parent survey. In consultation with the Louisiana Department of Education, the surveys are being coordinated by WestEd, the developer of a suite of school climate surveys for California, after which the Louisiana surveys are adapted. This guidebook is designed to ensure that the survey administration process will go as efficiently and as problem free as possible. Every effort has been made to minimize local survey responsibilities, but there are still steps and details involved in successfully conducting the surveys. Step-by-step, this guidebook describes the main tasks that need to be performed and offers strategies to help you along the way. The focus is on planning for district-wide survey administration, but the tasks involved apply equally to a single-school administration.

There are three sections within this guidebook:

- The first section lists common tasks necessary for all three surveys that should be coordinated among individuals who will be actively involved in survey administration.
- The second section presents detailed information about training for and administration of online student surveys.
- The Appendix

The Appendix to this guidebook contains a sample parental survey consent form for the LSSSI project, an instruction document for survey proctors, an Assurance of Confidentiality agreement, an Introductory Script for survey administration, and a Survey Participation Monitoring Form. A Survey Planning Checklist that lists all common tasks involved in survey administration and a “lessons learned” document may also be used in training and survey planning.

## LOUISIANA SCHOOL CLIMATE SURVEY PLANNING AND ADMINISTRATION GUIDE

### ***OBTAIN SUPPORT AT THE DISTRICT AND SCHOOL LEVEL***

Schools participating in the LSSSI project have committed their support for conducting the school climate surveys through an MOU signed by the Superintendent and also separate MOUs signed by each school's principal. In most cases, the School Climate Coach and the PASSS team leader will coordinate to get surveys completed.

The School Climate Coach, in conjunction with the school's PASSS team lead, should ensure that participating schools are aware of and support the administration of surveys. It is very important that information about the surveys has been clearly communicated, and that appropriate technical and planning assistance has been and continues to be provided. Letters of support from the superintendent in these schools may help ensure a high level of support exists.

School Climate Coaches should meet with the principals of their respective schools personally to answer questions, solidify their support, and initiate the survey planning process. Emphasize how important it is that they strongly communicate the value of the surveys and their expectations that teachers will fully support it and comply with all procedures. *The most successful surveys have occurred when the school administration has clearly expressed its expectations for success to the staff and the students.*

### ***ENCOURAGE SURVEY PARTICIPATION***

Participation in the Louisiana Safe and Supportive Schools Student, Staff, and Parent surveys is voluntary. However, it is important to encourage a high survey participation rate to ensure that each school's data is representative. Each school should have knowledge of the Louisiana Safe and Supportive Schools Initiative and understanding of the value of the survey and the need for participation throughout the school community. A "Tips for Survey Administration" document has been created for reference based on lessons learned in a previous administration of the survey (see appendix).

Among the points to stress are:

- The value of the survey data for: 1) addressing the needs of students that are barriers to learning and overall well-being, 2) improving school climate and school safety, 3) improving both learning and teaching conditions, and, ultimately, 4) improving school attendance, academic performing, and graduation rates.

- The opportunity it provides students, staff, and parents to communicate confidentially their perceptions and concerns about the school and its environment in a neutral context.
- How you will report back the results to the school community and involve them in reviewing the results and using the data for school improvement. Make sure students, staff, and parents are aware that the school/district will take their data very seriously and involve them in the process of addressing their needs. This communicates that taking the survey is worth their time.

### ***ENSURE CONFIDENTIALITY DURING ADMINISTRATION***

The conditions under which the survey is administered must preserve respondent privacy and the confidentiality of the responses. Confidentiality is the process of protecting an individual's privacy. It pertains to treatment of information that an individual has disclosed based on trust with the expectation that this information will not be divulged to others. Every survey participant has a right to anonymity and confidentiality. It is the responsibility of those involved in survey administration to ensure that individual's responses are anonymous and kept confidential.

### ***SELECT SURVEY DATES***

The target date for administering all three surveys is the Spring of each survey year. The School Climate Coach will work with each participating school to determine the window of administration for each school (taking into consideration end of course testing, holiday breaks, etc.). As that time approaches, School Climate Coaches will work in conjunction with principals and on-site coordinators to set up specific, convenient schedules to ensure high response rates and successful completion of all three surveys in each school.

Student, staff, and parent surveys do not have to be administered on the same days, but they should be administered in as short of a time period as possible and in close proximity. However, if necessary, the surveys will be made available throughout the entire period mentioned above. This will help to build broad awareness of, and enthusiasm for, the surveys across stakeholders and help to promote high participation among students, staff, and parents. Overall, this will help improve the quality of the data collected.

### ***IDENTIFY WHO IS RESPONSIBLE FOR SURVEY COORDINATION***

Each participating district has been assigned a School Climate Coach. The School Climate Coach will act as the primary coordinator who will be responsible for planning and administering the LSSSI surveys at all high schools in the district. Dependent upon the size of the district and number of schools served, the School Climate Coach might elect another person on-site to coordinate survey efforts and to maintain the integrity and timeliness of survey administration. It is essential for these on-site coordinators to proactively monitor a school's survey

administration and provide regular updates to the district’s School Climate Coach. These on-site coordinators will receive survey administration training and may look to the School Climate Coach with any questions, concerns, or technical assistance matters.

### ***TRAIN APPROPRIATE STAFF***

An important step in preparing for survey administration is training all staff, coordinators, teachers, and proctors involved in the survey administration process. Training may occur one-on-one or in a group setting and will be coordinated by the School Climate Coach. The roles and responsibilities of each individual involved in the survey administration will be determined by the School Climate Coach. The second section included in this survey administration guidebook is dedicated specifically to training individuals to aid in the administration of the surveys. There are also valuable tools and documents in the Appendix of this guidebook that may be used during training and survey administration.

### ***PLAN FOR SURVEY ADMINISTRATION***

Student, Staff, and Parent surveys for the LSSSI project will be available online and in paper format. The online format is the preferred method of administration as it minimizes costs and logistical issues of distributing and collecting paper surveys. However, certain schools do have limitations that should be considered in selecting the best method of administration (i.e., large student population with limited access to computers, technology limitations, no internet connection, etc.).

Based on the method of administration chosen, schools will need to prepare plans to cover issues such as, scheduling of students to go to computer labs to complete the survey, providing links and login information to students, staff and to parents to access the respective online versions of the questionnaires, and distributing and collecting the print versions of questionnaires to students, staff, and parents who prefer that method. A Survey Planning Checklist has been provided to help in administration planning. Additionally, a “Tips for Administration” document based on lessons learned from a previous administration of the survey may be used to inform the planning process (**See Appendix**).

#### **Students**

Each school should have no less than a 60% response rate to ensure their data is representative of the student population. Many schools will need to survey all students in grades 9-12 to have representative data. In larger schools, adequate sampling of students in each grade level is required; however, these schools are encouraged to survey all students.

#### **Staff**

All staff within a school (teachers, administrators, paraprofessionals, staff working at multiple sites, etc.) should have the opportunity to participate in the staff survey. This is especially important to have confidence that the results are unbiased and are truly representative of staff perceptions.

## **Parents**

The parent survey is offered to all parents, guardians, or other caregivers in a high school that is being surveyed. Should a parent, guardian, or other care giver have more than one child at the school, only one survey should be completed for that school. It can be filled out by parents together or by one parent.

## ***INFORMED CONSENT***

Participation in each of the surveys is voluntary; students, parents, and staff may choose not to participate at all; to not answer any questions they do not want to answer; and may withdraw their participation in the survey at any time without penalty or loss of benefits.

## **Students**

In accordance with provisions set forth by 20 US 1232h, Passive Consent must be obtained for a student to participate in the student survey. Passive Consent involves sending written notice to parents/guardians about the survey, who in turn notify the school ONLY if they DO NOT want their child to participate in the survey. The survey must be anonymous, confidential, and voluntary, and parents/guardians must be notified in writing about the survey, the approximate administration date, and are given reasonable opportunity to review the survey and to decline their child's participation. *Research and experience show that most parents do not object to student participation. The challenge is making sure that they are fully notified.* See below "Tips for Distribution" of parental consent forms.

## **Parent and Staff**

With regard to staff and parent surveys an *Anonymous Survey Consent* process will be used. With this process, as noted above, they may choose to not participate or to withdraw at any time. They also may choose to not answer any question by simply leaving it blank. Submitting the completed survey online or returning a completed print version indicates their consent for use of the answers provided.

## ***DISTRIBUTING CONSENT LETTERS TO PARENTS***

Distribution of parental consent forms will be coordinated by the School Climate Coach. Send all consent forms and information via a method that best guarantees it will be received by parents. The best method may vary depending on the circumstances at each school, and is best determined by each school.

## **Tips for Distribution**

Consider using the following strategies to help insure that parents receive and return the consent forms:

- Include a letter of support from the superintendent or principal;
- Combine the form with other important material requiring signatures;

- Home mailing, the recommended strategy to use for passive consent, may be particularly useful when used in combination with other techniques listed here;
- Alert parents through the school newsletter, EDLINE, the school webpage, or other communication method when they will be receiving the consent forms;
- Give parents a deadline for returning the form or informing the school that they do or do not want their child to participate.

### ***MONITORING CONSENT FORM RETURNS***

A critical step in the consent process is monitoring the return of the forms. The method chosen for monitoring returns may vary depending on a school's structure. By whatever method, it is important to carefully track the distribution and return of forms so you can identify students whose parents declined participation. This effort will be coordinated by the School Climate Coach.

It is essential that you fully inform and motivate all school staff to support the survey and work to make sure the consent process goes smoothly. School staff and teachers should be informed of steps in the process as they will likely be the ones collecting consent forms and fielding parent questions.

# LOUISIANA SCHOOL CLIMATE STUDENT SURVEY TRAINING GUIDEBOOK

## TRAINING FOR SCHOOL COORDINATORS, TEACHER, AND PROCTORS

### ***YOUR SUPPORT IS ESSENTIAL!***

It is very important that all people involved in administering the student survey thoroughly understand its importance and the tasks for which they are responsible. The best way to assure this is through training. The goal of this training should not only be to inform you about the survey but also to garner your enthusiasm and support. Over the next few weeks, your School Climate Coach will hold training meetings with coordinators, teachers, and proctors at each participating school in your district to facilitate the survey process.

Every effort has been made to minimize the burden that survey participation places upon your school. These instructions have been created to help you in this endeavor. Materials and instructions pertinent to the administration of student surveys are available in the appendix of this guidebook. Please review these materials well in advance of your training date and refresh yourself right before survey administration.

Topics reviewed in training may include but are not limited to:

- The purpose, value, and requirements of the Survey;
- A description of the consent process;
- The importance of maintaining standard survey administration procedures;
- Confidentiality and privacy issues;
- The survey administration schedule; and
- Your role in documenting school, class, and student participation.

### ***SIGN CONFIDENTIALITY ASSURANCES***

All staff involved in administering the surveys must sign the Assurance of Confidentiality of Survey Data (see appendix). You may be asked to do this on the day of training but no later than on the start date of survey administration. This communicates that your commitment to confidentiality is a serious one and reinforces the survey administrator's obligation to protect student privacy. These assurances can be made available to parents to view along with the survey instrument.

### ***SURVEY ADMINISTRATION PLAN***

The School Climate Coach is responsible for developing, in conjunction with the principal and on-site coordinator, a survey plan. To ensure that the data is representative of the student population, a certain number of students in each grade must be surveyed. You may be required to play a more active role in survey administration planning as determined by your

School Climate Coach. This may involve tasks such as coordinating schedules with teachers, obtaining class rosters, and monitoring parental consent return. Your specific roles and duties will be identified in advance by your School Climate Coach.

### ***CONFIRM PARENTAL CONSENT***

It is the coordinator/teacher/proctors responsibility to ensure that a student whose parent did not consent to their child's participation is not surveyed. Prior to the scheduled survey administration, make sure a list of withdrawals is being compiled and actively updated as consents are returned. One week before the survey, ensure that each coordinator, teacher, and/or proctor has a finalized list of those students and make sure the teacher has made arrangements for those students during the designated time of administration. This will be coordinated by the School Climate Coach.

### ***SCHEDULE MAKE UP DATES***

Because some students will be absent on even the most carefully selected administration date, your School Climate Coach may coordinate with the principal to schedule an alternate or make-up session for those students who may have missed the first survey administration. Conduct the make-up session using the same survey administration procedures and in a setting that will protect student privacy. Additionally, confirm that only those students whose parent/guardian did not return a consent form are taking the survey.

### ***SURVEY ADMINISTRATION GUIDELINES***

It is important that coordinators, teachers, and proctors follow the procedures provided in the "Proctor Instructions" and read verbatim the "Introductory Script for Survey Administration" to students (see appendix). If you are not fully informed and prepared, students may not be adequately informed about the survey or may not take the survey seriously.

### **PRIOR TO THE SCHEDULED SURVEY ADMINISTRATION:**

- Obtain a copy of the survey administration schedule from the School Climate Coach;
- Confirm the time and place of the survey administration;
- Confirm the classes/students to be surveyed
- Review the procedures that will occur during administration

### **THE FOLLOWING TOPICS SHOULD BE REVIEWED (see "Proctor Instructions" in appendix):**

- Room setup;
- Confidentiality and privacy issues included in the Assurance of Confidentiality Agreement;
- How to present and administer the online survey to students, including the importance of reading the Introductory Script; and
- Completing the Student Survey Participation Monitoring Form.
- Where students can go if they have questions or concerns arising from survey participation;

A FEW DAYS BEFORE THE SURVEY, make sure you obtain the needed survey materials for each classroom. These include:

- *For online surveys*, login and passwords specific to each school site which are sent to you by your School Climate Coach;
- A list of students whose parents denied participation;
- Proctor Instructions and Introductory Script for Survey Administration;
- Additional copies of the Student Survey Participation Monitoring Form for each computer lab.

THE DAY AFTER THE SURVEY, collect all completed Student Survey Participation Monitoring Forms and any other materials and submit them to your School Climate Coach.

### ***PREPARE TO ADDRESS SURVEY CONCERNS***

#### **Students**

Students may have questions or concerns after completion of the survey. It is a school's responsibility to be prepared to address these concerns. Make arrangements at the school level for someone, such as a counselor or health/prevention specialist, to be available to students who have questions or concerns as a result of their participation in the survey. Be sure you and the staff know who this person is, and know where to send the students. This is one of the necessary procedures to reduce any potential risks to students from taking the survey, as stated in the consent form.

#### **Teacher/Staff**

Some staff or teachers may be resistant to the survey for personal reasons, or because it takes away instruction time, complicates scheduled lesson plans, or requires more work on their part. These concerns should be addressed immediately and in a positive manner. If concerns arise, emphasize the efforts of this initiative on improving school climate and providing effective prevention programs to the school. Additionally, emphasize the link between school climate, academic achievement, and overall school improvement efforts to create a better learning and working environment for all at the school.

### ***KNOW WHO TO CONTACT FOR SURVEY TECHNICAL ASSISTANCE (TA)***

School Climate Coaches serve as the primary TA providers for schools participating in the LSSSI project, not only for the surveys but for other aspects of the LSSSI project in your district. On-site coordinators should maintain regular communication with the School Climate Coach regarding all aspects of survey administration. Additionally, the Louisiana Department of Education employs key project personnel and a data coach who are available to provide technical assistance to the school, as needed, throughout the survey administration process.

# APPENDIX

## Included:

- I. SAMPLE PARENTAL CONSENT FORM
- II. PROCTOR INSTRUCTIONS
- III. ASSURANCE OF CONFIDENTIALITY OF SURVEY DATA
- IV. INTRODUCTORY SCRIPT FOR SURVEY ADMINISTRATION
- V. STUDENT SURVEY PARTICIPATION MONITORING FORM
- VI. LSSSI SURVEY PLANNING CHECKLIST
- VII. TIPS FOR SURVEY ADMINISTRATION

## SAMPLE PARENTAL CONSENT FORM

Dear Parent or Guardian:

Your child is being asked to take part in the Louisiana Healthy Kids Survey. This survey is sponsored by the Louisiana Department of Education Safe and Supportive Schools Initiative (LSSSI). The survey will ask questions about alcohol, tobacco, and other drug issues, as well as questions about school safety and the learning environment. Data from this survey will contribute to better planning, implementation, and assessment of school-based intervention programs.

The survey is anonymous. Your child's name will not be collected or appear anywhere on the survey and complete anonymity is guaranteed.

If you have any questions, please contact (INSERT DISTRICT CONTACT OR CLIMATE COACH CONTACT NAME AND NUMBER).

If you wish to view the survey, you may do so at the school office or online at (INSERT SCHOOL/DISTRICT WEB SITE).

Please read the section below and check the box **only if you do not** want your child to take part in the survey. If you check the box "**no**" below, then sign this form and return it to the school within 3 days

Thank you.

---

Student's name: \_\_\_\_\_ Grade: \_\_\_\_\_

[ ] NO, my child may not take part in this survey.

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PROCTOR INSTRUCTIONS

These Proctor Instructions are designed for use by the person to proctor the online version of the Louisiana Safe and Supportive Schools Student Survey. In some cases classroom teachers proctor the survey, in other cases proctors are hired to supervise the survey.

- Arrive Early. Allow ample time to prepare the computers for the survey (i.e., turn the computers on, log into the survey website). **When at all possible, the computers should be arranged so that only the student answering the survey questions can see the monitor.**
- Sign the Assurance of Confidentiality. Read and sign the attached confidentiality agreement (if you haven't already done so in training) and give it to the School Climate Coach or on-site coordinator.
- Distribute or supply the students with the login and password for the online survey.
- Read Introductory Script to students. The script assures that students know that they will not be punished or rewarded for choosing to participate or not to participate. It also provides them with information about the survey and basic instructions to follow during administration. **Please read this script word for word to the students.**
- Maintain order in the classroom at all times to ensure validity of student responses. Do not under any circumstances allow students to talk to one another or discuss responses during administration of the survey.
- Do Not Wander Around. To ensure privacy and confidentiality, and promote honest responses, do not wander around the room while students are completing the survey. Provide as much privacy to each student by protecting monitor screens from being viewed by other students. Observe student behavior to ensure that disruptions do not occur.
- Fill out the Survey Participation Form. While students are taking the survey, complete the requested attendance information on the Student Survey Monitoring Participation Form. It is very important that all the information is accurate and complete.
- Make sure all students have submitted their answers and logged off the survey.
- Thank the students for their participation.
- Turn in the Student Survey Participation Monitoring Form and any other materials to the School Climate Coach or on-site coordinator.

## ASSURANCE OF CONFIDENTIALITY OF SURVEY DATA

The districts and schools participating in the Louisiana Safe and Supportive Schools Initiative (LSSSI) are firmly committed to maintaining the confidentiality of individual respondents' data obtained through surveys. If you are completing this form you have been asked to act as a proctor to administer the Louisiana Safe and Supportive Schools Student Survey to students at a school(s). If administering surveys to students as a part of this initiative, you are required to sign this assurance of confidentiality pledging to keep students' identity and responses confidential.

Procedures for Maintaining Confidentiality:

- All survey administrators shall read, understand, and sign this assurance of confidentiality
- All survey administrators shall keep completely confidential the names of respondents, all information or opinions collected, and any information about respondents learned incidentally. Survey administrators shall exercise reasonable caution to prevent access by others to survey data online.

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### PLEDGE OF CONFIDENTIALITY

I hereby certify that I have carefully read and will cooperate fully with the above procedures on confidentiality. I will keep completely confidential all information arising from surveys concerning individual respondents to which I gain access. I will not discuss, disclose, disseminate, or provide access to survey data and identifiers. I will devote my best efforts to ensure that there is compliance with the required procedures by personnel whom I supervise. I give my personal pledge that I shall abide by this assurance of confidentiality.

***My signature below indicates I have read and agree to the Pledge of Confidentiality.***

Survey Administrator Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## INTRODUCTORY SCRIPT FOR SURVEY ADMINISTRATION

***Please read the following script to the students who are preparing to take the online version of the Louisiana Safe and Supportive Schools Student Survey.***

“Your school is conducting the Louisiana Safe and Supportive Schools Student Survey. You are among thousands of students throughout the state who are taking this survey over the next few months.

The survey asks questions about violence and school safety, school climate, drug use, and other health-risk behaviors.

This is not a test. There are no right or wrong answers and you will not be timed. The answers you give are very important. Please read each question carefully and answer it based on what you really know or do. Answer the questions truthfully and as best as you can.

This survey is anonymous and confidential. You will not be asked to enter your name at any time during the online survey. No one will ever be able to connect you with your answers. Your answers are private.

Participation is voluntary. You are here because your parent or guardian gave their permission for you to participate, but you don’t have to take the survey or complete the questions that you don’t want to answer.

Your school thanks you for your help in completing the survey. Your participation will help to improve student programs and services. If you have any questions after completing the survey, your school principal or counselor is ready to spend time with anyone who feels that they would like to talk over their feelings about the survey.

***Anyone who does not wish to participate should tell me now.***

It is important that you answer based on what you really know and do. Don’t pick a response just because you think that’s what someone wants you to say. Remember, your answers are completely confidential.

The first questions ask some basic information about your background such as your age, sex, and ethnicity. We need this information to understand how behaviors differ among youth.

Now you can read the directions on the computer screen and go to question number one. When you have completed the entire survey, click the submit button and exit the survey.

If you have any questions during the survey, please raise your hand. Once the survey has begun, do not talk.

Thank you for your participation.

Please begin.”

**LOUISIANA SAFE AND SUPPORTIVE SCHOOLS STUDENT SURVEY  
PARTICIPATION MONITORING FORM**

**INSTRUCTIONS:**

This form should be completed by the proctor responsible for administration of online surveys to students. Please complete one form for each classroom.

TODAY'S DATE: \_\_\_\_\_ YOUR NAME: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_

TEACHER'S NAME: \_\_\_\_\_

COURSE PERIOD: \_\_\_\_\_

GRADE SURVEYED:                      9                      10                      11                      12

*Please circle all that apply*

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**STUDENT PARTICIPATION INFORMATION**

Number of students scheduled to survey at this time: \_\_\_\_\_

Number of students not in class on the day of the survey: \_\_\_\_\_

Number of students who opt not to participate: \_\_\_\_\_

How many minutes did it take to administer the survey?: \_\_\_\_\_

**LOUISIANA SAFE AND SUPPORTIVE SCHOOLS  
SURVEY PLANNING CHECKLIST**

TIME FRAME	DUE DATE	PERSON RESPONSIBLE	✓	PLANNING AND CONDUCTING THE SURVEY
___ wks before survey				OBTAIN SUPERINTENDENT AND PRINCIPAL APPROVAL (MOUs)
___ wks before survey				FORM ADVISORY COMMITTEE (PASSS TEAM)
___ wks before survey				IDENTIFY SCHOOL SURVEY COORDINATOR
___ wks before survey				SELECT SURVEY DATES
___ wks before survey				SELECT BEST METHOD OF ADMINISTRATION
___ wks before survey				ENCOURAGE SURVEY PARTICIPATION
___ wks before survey				DISSEMINATE PARENTAL CONSENT FORMS & MONITOR RETURNS
___ wks before survey				TRAIN COORDINATORS, TEACHERS, & PROCTORS
Ongoing				DISTRIBUTE SURVEY MATERIALS
Ongoing				MONITOR SURVEY COMPLETION
After Survey				RETURN COMPLETED SURVEYS & ALL DOCUMENTATION

## **“TIPS FOR SURVEY ADMINISTRATION”**

The following tips and strategies were developed and compiled based on lessons learned from a previous administration of the Louisiana Safe and Supportive Schools Student, Staff, and Parent surveys.

### **Motivate the Whole School and School Staff**

It is essential that you fully inform and motivate all involved in the survey to support the survey and work to make sure the process goes smoothly. A supportive environment throughout the school helps overcome resistance and ensure adequate participation in the survey. Introducing the survey to students and staff prior to administration and allowing them to ask questions was effective to increase response rates. Schools that have been most successful in obtaining high student participation are schools where there is strong administrative support of the survey. Make sure that the school principal strongly communicates his/her support of the survey to the students and teachers.

### **Address Students Concerns**

Being informed about the survey and the survey process does not negate the fact that students still have concerns about expressing their feelings and talking about “private” matters. In a previous administration of the survey students brought up the length of the survey, specific questions asked about race/ethnicity, and issues with anonymity as some of their primary concerns. It is important to reiterate to students at the time of survey administration that they may ask questions at any time and that their responses are anonymous. They will never be asked to enter their name and responses cannot be directly linked back to them. Additionally, make students aware that an individual at the school has been designated to answer any questions or concerns they may have after completing the survey.

### **Increasing Parent Participation**

Historically, parent participation in surveys has been difficult to ascertain. School Climate Coaches, principals, coordinators, and teachers will need to get creative in order to obtain adequate parental participation. Informing parents about the survey and motivating them to participate is key in increasing response rates. Additionally, expression of school and principal support is imperative. Some of the methods that were proven effective in increasing parental response rates were handing out reminders at extracurricular activities, providing a link to take the survey on the school website, passing out paper versions of the survey at school functions, sending flyers and notes home with report cards, and attending school functions such as sporting events, graduations, and parent meetings.