Welcome to Today's Webinar!

What You Need to Know: Participation in The School Climate Surveys (SCLS)

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What You Need to Know: Participation in the School Climate Surveys (SCLS)

Sally Ruddy, Samantha Neiman, Yan Wang

American Institutes for Research (AIR)

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Agenda for Today's Webinar

1	Welcome and Introduction to Today's Webinar
2	Introduction to the School Climate Surveys (SCLS)
3	What is the SCLS Pilot?
4	Planning for the SCLS Pilot
5	Using the SCLS Platform
6	Moving Forward

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Welcome to Today's Webinar!

- Today we will provide an overview of what you need to know to participate in the School Climate Surveys (SCLS) pilot study.

- This information is for pilot sites so they know how to plan for and administer the SCLS surveys to collect school climate data, using the SCLS online platform.

- Throughout the presentation we will ask you to answer some polling questions so we get to know more about you, and there will be opportunity for you to ask questions during several Q&A breaks.

- We will also provide links to more in-depth information on survey-related topics as we go along.

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Which of the following best describes your current role?

- ❑ Grantee Project Director
- ❑ Contact Person for Non-Grantee Site
- ❑ Survey Administrator who has been appointed for a pilot site
- ❑ Pilot site Evaluator
- ❑ Pilot site IT Staff
- ❑ Other staff/role (please type in chat box)

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Introduction to the School Climate Surveys (SCLS)

Sally Ruddy, AIR
National Center on Safe Supportive Learning Environments (NCSSLE)

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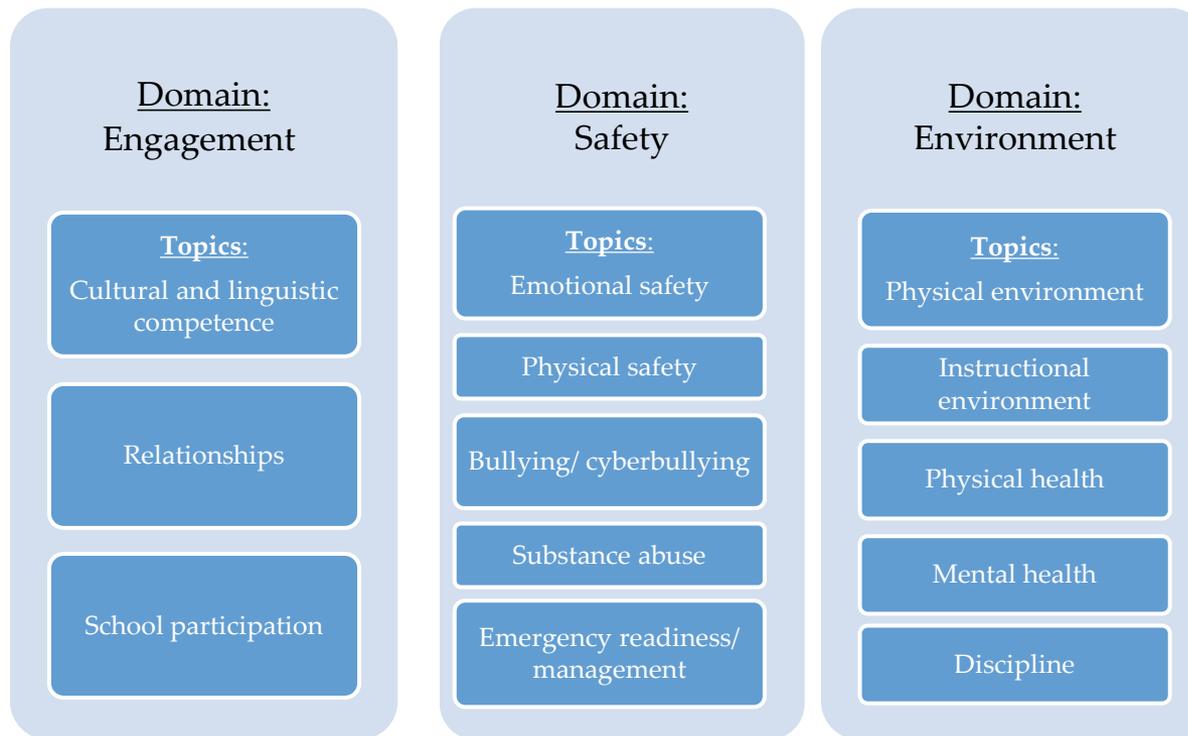
Introduction to SCLS

- SCLS was developed by the U.S. Department of Education to provide a suite of school climate surveys and a web-based platform to administer the surveys.

- SCLS is comprised of the following suite of surveys:
  - student
  - instructional staff
  - non-instructional staff (including principals)
  - parents/guardians

- The web-based platform is available free of charge and:
  - provides tools to collect survey data
  - analyzes the data
  - produces reports
  - includes options to link student data to existing school or district data systems

The SCLS Model of School Climate

The SCLS model of school climate includes three domains: Engagement, Safety, and Environment,

along with 13 sub-domains

Domain: Engagement	Domain: Safety	Domain: Environment
Topics: Cultural and linguistic competence	**Topics**: Emotional safety	**Topics**: Physical environment
Relationships	Physical safety	Instructional environment
School participation	Bullying/ cyberbullying	Physical health
	Substance abuse	Mental health
	Emergency readiness/ management	Discipline

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What You Need to Know About SCLS

- SCLS surveys are available for students, instructional staff, non-instructional staff, and parents/guardians.

- SCLS student and parent/guardian surveys are available in English and Spanish.

- Student surveys are designed for grades 5-12 (middle school and high school).

- SCLS is an online survey that can be answered on computers, tablets or smartphones; no paper and pencil options.

- The SCLS student survey should be administered during school time in a controlled environment (e.g., in a school computer lab during a classroom period).

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What is the SCLS Pilot?

Components of the SCLS Package

SCLS is a free package of materials that includes:

1. The SCLS suite of surveys

2. The web-based platform to administer the surveys

3. Technical Instruction Manual

4. Administrator Instruction Manual

5. Sample materials (e.g., parental consent forms)

6. Technical support for pilot study

Introduction to the SCLS Pilot

- Pilot data from schools will be used to create SCLS scale scores for Engagement, Safety, and Environment domains and their sub-domains.

- All pilot schools should administer the SCLS surveys during a 2-week administration window of their choice. Options for these data collection windows start on March 23rd, 2015 and end in May, 2015,

- Pilot data can be considered to be baseline data since SCLS surveys can be administered in subsequent years.

  - Possible to see changes in data over time.

Planning for the SCLS Pilot
Samantha Neiman, AIR
National Center on Safe Supportive Learning Environments (NCSSLE)

Start Planning Early!

- Grantee Project Directors and contacts for non-grantee pilot sites should begin working with schools as soon as possible.

- Decide if you are going to use a census or sample data collection.
  - In a census data collection, all eligible respondents are surveyed.
  - In a sample data collection, a *representative* portion of the population is chosen to be surveyed.

- Determine your data collection window.
  - Decide which respondent groups you will survey.
  - Surveys should be administered to all respondent groups during the same 2-week window.

Detailed information on the topics above can be found at:
http://safesupportivelearning.ed.gov/events/webinar/survey-administration

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Start Planning Early! (cont.)

- Refer to parental consent laws in your state and locality in deciding which consent form to use: passive or active consent.
  - Passive consent means parents must notify the school if they want their child <u>to not take</u> (opt out of) the survey.
  - Active consent means parents must notify the school if they want their child <u>to take</u> (opt into) the survey.
- Decide up-front if you will want to link students' responses to the SCLS survey to existing student data systems. This will affect the type of informed consent you need to select when setting up data collections in the platform.
- Determine if Institutional Review Board (IRB) approval is needed.
  - It is the responsibility of the education agency which conducts the SCLS to check if additional approval is required by the state or locality.

Detailed information on the topics above can be found at: http://safesupportivelearning.ed.gov/events/webinar/survey-administration

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Key Staff for SCLS Pilot

Various types of staff will have a role in the successful administration of the SCLS surveys:

1. **Survey Administrator**: Staff person who will be in charge of the survey—-District staff person if district-level administration, State staff for state-level, or school staff for school-level administration

2. **IT staff**: District, State, or School IT staff (depending on administration level) who will be in charge of setting up the platform. Must have access to the district, state, or school server

3. **Survey Coordinators**: One person in each building who is the district's (or State's) main point of contact with the school through all phases of survey administration

   - Coordinates exchange of materials and information between district (or state) administrators and survey proctors

   - Handles scheduling of student computer access and supervises survey proctors

4. **Survey Proctors**: Supervises students during survey administration

   - Can be a teacher, computer lab technician, or other adult

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Initial Considerations for Respondent Groups

- **Students (*Required for Project Prevent Engagement GPRA measure*)**
  - Which students will be eligible?
    - Consider ineligibility for students with severe cognitive disabilities ("alternatively assessed students")
    - Consider students new to the school

- **Staff**
  - Consider which staff: full and part time, occasional, subs?
  - How to define staff groups?
    - For example, does "non-instructional" include cafeteria staff, janitors, bus drivers, etc.?
    - What about teachers' aides, paraprofessionals?

- **Parents/Guardians**
  - Consider which parent/guardian will take the survey

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Planning for High Response Rates

Response Rate is the percentage of the sample that is invited to complete a survey that responds.

All Respondents

- Non-responders to voluntary school climate surveys are often individuals who may feel *less positive* about the school's climate.

- Their responses are valuable; *try your best to include them!*

Students

- Students should *not* fill out the survey at home; it should be filled out at school.
- Offer an alternate date for absentees to complete the survey.

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Planning for High Response Rates (cont.)

Staff and Parents/Guardians

- Provide computer time for staff in the school building: may be especially important for non-instructional staff (janitors, bus drivers, etc.) and for parents/guardians as possible (e.g., parent night, teacher/parent conferences).

- Advertise survey through various communication vehicles. For example:

  - Staff: email, mailbox flyers, announcements at school

  - Parents/guardians: email, regular mail, send student home with announcement

- *Avoid biased data:*

- Be careful that parents/guardians do not self-select (e.g., PTA members only) because these parents tend to be more engaged.

- Some staff and parents/guardians can be hard to reach.

Detailed information on increasing staff and parent response rates is at: http://safesupportivelearning.ed.gov/events/webinar/increasing-staff-and-family-survey-response-rates

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Special Considerations for Student Surveys

- Before the launch of the survey, test the web-based platform to make sure that it installed correctly, and do a test run of the set up process (e.g., log in students).

- If surveys will be administered in school's computer lab, assess how many working computers are available vs. how many students are to be surveyed.

- Schedule survey administration around other assessments.

- Administering in intact classrooms is least disruptive to school day.

- Plan to offer appropriate accommodations students typically use for assessments (e.g., translation services, extended time, magnification devices).

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If you have a question, please type it in the chat pod or share it verbally.

Using the SCLS Platform

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Example screenshot of survey administrator interface

SCHOOL CLIMATE SURVEY

INFORMED CONSENT   LOG OUT

EDUCATION AGENCY
Edit information about your education agency and survey administrator.

Edit

DATA COLLECTION
Create, edit, and delete data collections.

Edit

RESPONDENT USERNAMES
Generate, export, and disseminate respondent usernames for data collections that have not closed yet. Exporting usernames, importing respondent e-mail addresses, and disseminating usernames via e-mail are optional features.

DATA COLLECTION ⟳	STATUS	GENERATED	EXPORTED	DISSEMINATED
02/17/2015-02/27/2015:Students	Started	✓	✗	✗
02/17/2015-02/27/2015:Teachers/Instructional Staff	Started	✓	✗	✗

Generate   Export   Disseminate ›

REPORTS
Produce real-time survey status reports and survey results reports immediately after each data collection.

Survey Status Reports ›

Survey Results Reports ›

SURVEY RESULTS
Export and import survey results immediately after each data collection.

Export

Import

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EDUCATION AGENCY

Edit information about your education agency and survey administrator.

Edit

- Can input information about the education agency (district, state, or school)

- Can input information about the education agency's SCLS contact

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DATA COLLECTION

Create, edit, and delete data collections.

Edit

- **Survey administrator opens surveys**
  - Multiple surveys (i.e., students, instructional staff, non-instructional staff, and parents/guardians) can be open at the same time

- **Can set date for beginning and ending dates of each data collection**

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Survey administrator interface: Respondent Usernames

RESPONDENT USERNAMES

Generate, export, and disseminate respondent usernames for data collections that have not closed yet. Exporting usernames, importing respondent e-mail addresses, and disseminating usernames via e-mail are optional features.

DATA COLLECTION ↻	STATUS	GENERATED	EXPORTED	DISSEMINATED
02/17/2015-02/27/2015:Students	Started	✓	✗	✗
02/17/2015- 02/27/2015:Teachers/Instructional Staff	Started	✓	✗	✗

Generate	Export	Disseminate ›

- Platform generates random usernames that will allow respondents to access the appropriate survey (e.g., student usernames allow access to student surveys)

- After the usernames are generated, the survey administrator disseminates them to respondents. This is typically done in one of two ways:

  1. Delivers file of usernames to survey coordinators who hand them out to respondents (e.g., for the student survey); or

  2. Emails usernames directly through the SCLS platform (e.g., for the parent/guardian survey)

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Example screenshot of Respondent Interface (student survey item)

SCHOOL CLIMATE SURVEY

LOG OUT

English | Español

How strongly do you agree or disagree with the following statements about this school?

Students at this school can tell their teachers if they feel confused about something in class.

- ○ Strongly Agree
- ○ Agree
- ○ Disagree
- ○ Strongly Disagree

BACK   NEXT

CLEAR

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Survey administrator interface: Reports

REPORTS

Produce real-time survey status reports and survey results reports immediately after each data collection.

Survey Status Reports ›

Survey Results Reports ›

- During data collection, administrators can see how many respondents have finished the survey using the "survey status reports" feature.

- After data collection ends, the platform produces reports for each respondent group:
  - Item-level frequencies (immediately after data collection)
  - Scale Scores (will be delayed for pilot administration until Fall 2015)

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Example screenshot of responses

Item frequencies (after data collection window closes)

Survey administrator interface: Survey Results

- Respondent data can be downloaded from the platform.

- It is possible to link student data from SCLS to existing student data systems.

- If you plan to link students' responses on the SCLS to student records, make sure that this is reflected in your informed consent forms.

  - Decide up-front if you will want to link students' responses to the SCLS survey to existing student data systems.
  - This will affect the type of informed consent you need to select when setting up data collections in the platform.

SURVEY RESULTS

Export and import survey results immediately after each data collection.

Export

Import

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Questions?

If you have a question, please type it in the chat pod or share it verbally.

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Moving Forward
Yan Wang, AIR, SCLS Project Director

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What is your commitment?

Before data collection starts:

- Be sure you have enough staff to oversee administration.

- Plan enough time for IT staff to install and configure platform, and for testing it.

Complete the SCLS pilot data collection by May.

After data collection ends:

- The survey administrator will need to send back the raw data to AIR/NCES for scale score analysis.

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Polling Question # 2

To be answered *only* **by the Grantee Project Director or the contact person for each non-grantee pilot site:**

When do you plan to *start* the administration of SCLS?

❑ **Late March (no earlier than March 23rd)**

❑ **Early April**

❑ **Late April**

❑ **Early May**

❑ **Don't know yet**

Even though you've answered this poll, *please* contact schoolclimate@air.org with the planned dates for your survey administration window ASAP!

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What support will SCLS provide for you?

- **A technical and administration guide that includes:**
  - Step by step installation instructions for IT staff
  - Step by step survey management instructions for the site survey administrator
  - Instructions for survey coordinators
  - Script for survey proctors
  - Recommended best practices regarding logistics, nonresponse interventions
  - Sample parental consent forms
  - FAQs
  - Confidentiality information and sample confidentiality pledge for survey proctors

- **SCLS helpdesk telephone hotline and email address**

To be answered *only* by the Grantee Project Director or the contact person for each non-grantee site:

All participating schools will receive either a laptop or tablet, up to $400 value, for participating in the pilot.

Do you think that your schools would prefer to receive a laptop or tablet?

❑ Laptop

❑ Tablet

❑ Don't know

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SCLS Pilot: Next Steps

- Notify schoolclimate@air.org of your administration window

- Determine key staff (appoint site administrator and school-level survey coordinators)

- Download the Technical Instruction Manual and give to your IT staff
  - Schedule SCLS platform installation with your IT staff

- Download and read the Administrator Instruction Manual

- Schedule administration preparations with your schools

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Questions?

If you have a question, please type it in the chat pod or share it verbally.

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Thank You!

Thank you for participating in today's webinar!

- A link to a recording to today's webinar will be available on the NCSSLE website at http://safesupportivelearning.ed.gov/.

- A link to the recording will also be available on the Project Prevent Grantee Gateway.
  - A full list of questions and answers from today's webinar will be available in the same locations in about a week.

- If you have any additional questions about the SCLS pilot, please contact Yan Wang at: SCLS Phone: 1-844-849-5252 (toll free)

  SCLS Email: schoolclimate@air.org

If you have questions about general survey administration, contact the National Center on Safe Supportive Learning Environments (NCSSLE) at ncssle@air.org.