

Instructions for Survey Administration

CPHA: SAFE SCHOOL PARENT AND STUDENT SURVEYS

Administrative Requirements

These instructions are to assist you with the administration of the Safe School Surveys and to ensure the credibility of the results. Please note that the Safe School Surveys are to be completed no more than once a year. Please review and implement the following procedures:

RESPONSIBILITIES OF THE PRINCIPAL

1/3

Before Student Survey Administration:

- Read the Assessment Toolkit for Bullying, Harassment and Peer Relations at School
- Complete the principal survey.
- Determine the students and/or classes that will be completing the surveys.
- Print surveys in double-sided format and provide envelopes for students, parents and teachers to seal the surveys in after administration. It is **critical** that you provide envelopes for each student, as failure to do so will likely give students the message that the survey is not confidential and that they can be identified, which will affect their responses.
- **Critical:** Designate a teacher or staff team (i.e. 2 or 3 teachers or school staff), depending on how large your school is, to code the student surveys by grade. For example, all grade seven students will have a "7" written or placed on their survey. Do this for each grade that is completing the survey. This will allow your school to more easily enter the surveys into the Excel Data Entry Files provided by CPHA. You can access these files at www.cpha.ca/antibullying. You may wish to write the code on the survey or print the codes on labels and attach them to the surveys. It is not necessary to code parent and teacher surveys.
- Determine the date that you will be administering the student and parent surveys. It is advised that parents complete their surveys after the students complete their surveys. This prevents the students from viewing the questions before they complete the student survey, as both surveys have similar questions. The parent surveys are to be in an unsealed envelope attached to each student survey. The students are to be instructed to bring the parent survey home on the day that the students complete their surveys for their parent/guardian to complete.

Before Student Survey Administration (Cont.):

Information to be Relayed to Teachers/Adult School Staff:

- **Important:** Have your designate teacher or staff team review and coordinate the administrative process for the surveys and have them train other teachers and school staff. This teacher or team is also responsible for collecting the surveys after they are completed, opening the envelopes, and organizing the surveys by parent, teacher, and student categories (all of the parent surveys are to be put together, all of the teacher surveys put together etc.) The student surveys are to further be organized by grade (i.e. all of the grade 7 surveys are put together and so on). The teacher asks the students to tear off the last two pages. The students keep the last page. Students may choose whether or not to complete the contact sheet. Ask all students to return and place their contact sheets in one envelope provided for each class. This envelope is to be brought to the school staff responsible for student counselling services for follow-up (i.e. guidance counselor, student services, school social worker, school psychologist). This process ensures the confidentiality of students requesting help.
- Set a date for administrative training with the teachers.
- Consult with staff to identify a date for completing student surveys.
- Identify alternative activities for students not participating in the survey.
- Identify the resources and supports available for follow-up and referrals for students and parents making disclosures and requesting support.

Information to be Relayed to Parents/Students:

Consent Process

There are 2 options for recruiting parent consent:

Passive Consent: Sending home a notice to parents about your school's intention of administering the Safe School student and parent surveys. Parents who do not wish to have their child participate are asked to contact the school. Please see the *Assessment Toolkit for Bullying, Harassment, and Peer Relations at School* for an example of a passive consent notice.

Active Consent: Requiring a signed consent form from parents in order for the student to complete the survey. Please see the *Assessment Toolkit for Bullying, Harassment, and Peer Relations at School* for an example of an active consent form.

RESPONSIBILITIES OF THE PRINCIPAL

3/3

Before Survey Administration (Cont.):

- **Note:** In the CPHA Safe School Study, some schools that chose an active consent process used an incentive prize (i.e. pizza lunch or \$100 class prize) for classes that brought back the most signed consent forms as well as classes that had the most parent surveys completed and returned. Some schools that used a passive consent also used an incentive for returned parent surveys. In those schools that used a passive consent process and/or an incentive prize, completed survey rates were significantly higher.
- Inform students about the upcoming student survey and entry into prize/draw for returning completed parent surveys and/or signed consents if using an incentive prize.
- Inform parents as to when the student surveys will be administered and when the parent surveys will be sent home.
- If using an incentive prize, inform parents about the details of the prize.
- Recruit parent/adult volunteers for teacher assistance (one per class) to circulate in each Gr. 4-7 class during the survey.
- Review points listed under Teacher/Adult School Staff Responsibilities with the parent/adult volunteers.

Day of Survey Administration:

- Distribute and administer surveys.

After Survey Administration:

- Follow-up on requests for referrals/support from students and parents.
- If using an incentive, draw and announce the student name/class for the prize.
- Designate a teacher or someone on school staff to enter the survey responses into the Excel Data Entry Files. It must be someone on school staff entering the responses (not a parent volunteer) as this ensures that your school board's policies and procedures on student and staff confidentiality are followed. You may wish to have two people enter the survey responses, but **note** that the more people there are entering the survey data, the more likely that errors can occur.
- Ensure that completed surveys are kept in a secure location (i.e. a locked cabinet in a locked room) and that there are only a limited number of people that have access to them as there is a possibility that the surveys may have identifying information in them (i.e. a student names a certain student as a bully).
- Update teachers and parents on outcome of survey and plan of action.

RESPONSIBILITIES OF TEACHERS/ADULT SCHOOL STAFF 1/3

Before Survey Administration:

- Participate in administrative training for the survey.
- Review the responsibilities for the younger and older grade levels.
- Identify alternative activities for students not participating in the survey.
- Identify the resources and supports available for follow-up and referrals for students and parents making disclosures and requesting support.
- Recruit parent/adult helpers during survey for Grades 4-7 and those needing added assistance.
- Review procedures with parent/adult helper.
- Inform students of upcoming survey and if using an incentive, inform them of their eligibility for prize/draw for returning completed parent surveys and/or signed consents.
- Send note and/or consent form home to parents about upcoming survey.
- Ensure that you have the amount of surveys that you need for your class. Also ensure that you have the correct survey for grade level. (i.e. if you have ten grade seven students and eleven grade eight students in your class, ensure that you have ten grade 4-7 surveys and eleven grade 8-12 surveys to administer to the students).
- Teachers should familiarize themselves with the survey(s) that they are administering.

Day of Survey Administration:

- Distribute the coded surveys to the corresponding classes.
- Ensure that students receive the proper survey for their grade level.
- Inform the students that their student survey and envelope is attached to a parent survey within an unsealed envelope. They are to take the envelope, with the parent survey within, home for a parent/guardian to fill out.
- Refer students not completing the survey to alternate activity such as quiet reading, homework.
- Explain that the survey is confidential and anonymous.
- Read aloud the instructions on page one of the survey.
- Refer to responsibilities listed for the grade level.
- Students complete survey in class.

Day of Survey Administration (Cont.):

- **Important:** After all the surveys have been completed, students are to check either “yes” or “no” whether they want someone to contact them. Students can choose whether they want to write their name, phone number/email etc. or not. The students are to tear off the last two pages of the survey. Students keep the last page for themselves.
- Students return the contact sheet to the teacher and insert it in a separate envelope used only to collect the contact sheets. After all the contact sheets have been collected, the teacher seals the envelope.
- Students should then be instructed to place their survey in the envelope provided and seal it. Teachers will then collect the surveys in the envelopes.
- Provide students an opportunity to discuss the survey after it is completed.

After Survey Administration:

- The designate teacher or staff team are to collect the surveys after they are completed, open the envelopes, and organize the surveys into parent, teacher, and student categories (All of the parents surveys are to be put together, all of the teacher surveys put together etc.) The student surveys are to be further organized by grade (i.e. all of the grade 7 surveys are put together and so on). Bring forward the sealed envelopes with the contact sheets to the school staff responsible for student counselling services for follow-up (i.e. guidance counselor, student services, school social worker, school psychologist). This process ensures the confidentiality of students requesting help.
- Teachers and school staff are to complete the teacher survey and place it in the envelope provided and seal it.

GRADE 4-7 TEACHER/ADULT SCHOOL STAFF RESPONSIBILITIES 3/3

During Administration:

- The teacher reads aloud the survey instructions and all of the questions as students complete the survey.
- As the teacher reads aloud the questions, he/she instructs the students to follow the answer formats for each question (i.e. "choose one only", "check more than one").
- Teachers/adults cannot identify the student's race in questions 6 and 7. Instead, direct the student to choose one or more options that best describes him/her.

GRADE 8-12 TEACHER/ADULT SCHOOL STAFF RESPONSIBILITIES

During Administration:

- The teacher reads aloud the survey instructions and the definitions for bullying, racial discrimination and sexual harassment.
- Teachers/adults cannot identify the student's race in questions 6 and 7. Instead, direct the student to choose one or more options that best describes him/her.
- The teacher reviews the answer format for question 23. Ensure that the students understand that they do not need to circle "who did it" if they have circled "Never in 4 weeks"

STUDENT RESPONSIBILITIES

Before Survey Administration:

- Bring home notice and/or consent form to parent about Safe School Surveys.

Day of Survey Administration:

- Choose option to complete survey or participate in alternate activity.
- Check that you have the appropriate survey for your grade level.
- Ask only the teacher/ adult to clarify meaning of questions.
- Tear off the last two pages of the survey and keep the last page.
- Choose whether or not to fill out the contact sheet. Return it to the teacher and place it in a separate envelope.
- Enclose your completed survey in the envelope and seal it.
- Place the sealed envelope on the desk for the teacher/ adult to pick up.
- Students are to take the envelope with the parent survey home for a parent/ guardian to fill out.
- Participate in discussions after the survey is completed.

After Survey Administration:

- Return the completed parent survey to school.

