# 2021 School Climate Survey Administration Instructions

**WHY?**

Data from this survey helps to inform our support for school sites toward improving culture and climate, especially in the areas of connectedness, safety, and social emotional learning. This past year, in particular, has been challenging and the data from this survey will provide additional insight into student experiences and how we can best support all students as we plan for a return to learn.

California Ed Code section 52060(d)(6) requires every LEA in the state administer a school climate survey to the students, teachers, and families it serves and use the results to (1) inform decision making in the LCAP and (2) guide how LCFF funds are utilized. The student survey is designed for students in grades 3 through 12 and the teacher/staff survey is designed for all teachers and site staff. All surveys should take approximately 20-30 minutes to complete.

**STUDENT SURVEY**

The student survey will be taken on-line through a Google form. Students will need to log-in to Google prior to taking the survey. This will allow for detailed and various aggregation of student responses to inform the District’s LCAP and other decision making processes. Student responses will only be analyzed and reported at the school-level.

Students need to complete the survey by March 26.

Student/Survey Link: <https://forms.gle/v8cUbfyt7jC6euSv7>

A copy of the [student survey](https://www.scusd.edu/sites/main/files/file-attachments/scusd_student_school_climate_survey_spring_20-21.pdf?1615002324) is posted on the [School Climate Survey web page](https://www.scusd.edu/post/2021-school-climate-survey-families) for review by anyone who expresses interest.

***Teacher/Staff Survey***

The survey will be taken on-line at: <http://tinyurl.com/SCUSDsites>. Teacher responses will be analyzed and reported at the school-level, only. Sites should administer the survey during their staff meeting on May XXX.

**FACULTY/STAFF SURVEY**

The faculty/staff survey will be taken on-line. Participants can take the survey on any device, and faculty/staff are requested to complete the survey by March 26. Faculty/Staff Survey Link: <https://forms.gle/joyB8i1LoQXVLo9q6>

**FAMILY SURVEY**

We are encouraging families to take the survey online, but sites should make paper versions of the survey available to families that ask. Completed hard copy surveys should be forwarded to State and Federal Programs, Serna Center.

Each site is asked to email survey links to families and to post the family survey links on their school site web page and any other forms of social media such as site Facebook or Twitter pages.

***Recommended text/links for Sharing the Survey on School Web Sites and Social Media***

Please take the SCUSD Family survey to help out school in meeting the needs of our families and students. The survey should take no more than 20 minutes to complete. Links to the family survey, in 6 different languages, can be found at:

English <https://forms.gle/arwV3EMxbkZZZojA8>
Chinese <https://forms.gle/HQQKetmqgaCEPGXK8>
Hmong <https://forms.gle/8BfTLpX4BKHxon668>
Russian <https://forms.gle/BP8mQR3pNnYoBJNv8>
Spanish <https://forms.gle/LZEE7TvS9CZnYB7WA>
Vietnamese <https://forms.gle/ypnFu35x1UkfWTan6>

The surveys can also be accessed by scanning one of the QR code below:

 English Chinese Hmong Russian Spanish Vietnamese





**ACCESSING THE STUDENT SURVEY**

1. **Students login to Google with their district Login information at** [**www.google.com**](http://www.google.com) **and click on the sign in button on the right** 
2. **Open the survey link** <https://forms.gle/v8cUbfyt7jC6euSv7>
3. **Students take the survey.** 

**ACCESSING THE FACULTY/STAFF SURVEY**

1. **Enter this link** <https://forms.gle/joyB8i1LoQXVLo9q6> **into any web browser on any electronic device.**
2. **Take the survey.**

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| --- | --- | --- | --- |
| **SURVEY** | **WHY** | **Approximate time to take survey** | **LINKS TO SURVEYS** |
| **Faculty/Staff**  | LCAP and LCFF | 15-20 minutes | <https://forms.gle/joyB8i1LoQXVLo9q6> |
| SEL Initiative |
| **Parent/Family**  | LCAP and LCFF | 10-20 minutes | English <https://forms.gle/arwV3EMxbkZZZojA8>Chinese <https://forms.gle/HQQKetmqgaCEPGXK8>Hmong <https://forms.gle/8BfTLpX4BKHxon668>Russian <https://forms.gle/BP8mQR3pNnYoBJNv8> Spanish <https://forms.gle/LZEE7TvS9CZnYB7WA>Vietnamese <https://forms.gle/ypnFu35x1UkfWTan6> |
| **Student**  | LCAP and LCFF | 20-30 minutes | ***Students log-in to google FIRST***: <https://forms.gle/v8cUbfyt7jC6euSv7> |
| SEL Initiative |



**ACCESSING STUDENT LOGIN INFORMATION**

**If Students Don’t Know Their Login Information,**

**the generic format is:**

**LOGIN** firstname-lastname@student.scusd.edu

**PASSWORD** student’s date of birth in ***mm/dd/yyyy*** format (including slashes)

**Students can reset their login information by going to the link below:**

<http://myaccount.scusd.edu>

**Teachers can see individual student’s Google usernames in the Student Information tab**: General, then Student Account Info tab.  This is under Campus Tools, not Instruction.

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**Teachers can access a list of students’ logins through an ad hoc report in Infinite Campus using these steps:**

|  |  |
| --- | --- |
| ***For elementary schools:***1. Select ***Ad Hoc Reporting*** under the index tab
2. Select ***Data Export***
3. Select ***Ad Hoc Reporting*** in the “Saved Filter” field
4. Select ***student !Student Account Logins! (Elem)***
5. Under “Pick an Export Format” select ***Delimited Values (CSV)***
6. Select ***Export*** to download an excel file of students’ login information
7. When the file is opened, each teacher can find his or her name under the ‘HR Teacher’ column
 | ***For middle and high schools:***1. Select ***Ad Hoc Reporting*** under the index tab
2. Select ***Data Export***
3. Select ***Ad Hoc Reporting*** in the “Saved Filter” field
4. Select ***student !Student Account Log Ins! (Secondary)***
5. Select the ***Copy*** button
6. Under “Pick an Export Format” select ***Delimited Values (CSV)***
7. Select ***Export*** to download an excel file of students’ login information
8. When the file is open, student names can be searched for using the “Ctrl+F” function
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**2021 School Climate Survey for Families**

**We want to hear from you!**



Please take the School Climate Survey for Parents and Caregivers

The survey is open from

March 8 to March 26, 2021

You can find the survey by visiting the link below or scanning one of the QR codes

[www.scusd.edu/family-survey](http://www.scusd.edu/family-survey)





 English Chinese Hmong Russian Spanish Vietnamese