

## **School Climate Survey Set-up Instructions**

The Trauma Sensitive Schools (TSS) evaluation, which is a component of the School Mental Health Project, is using the U.S. Department of Education's School Climate Surveys (EDSCLS) to measure the climates of the involved schools at the start of each cohort's entry into the project and two school years later. The surveys are to be administered in the spring semester.

Altogether, the EDSCLS has four separate surveys:

1. Student (English and Spanish versions)
2. Instructional Staff
3. Non-Instructional Staff
4. Parent (English and Spanish versions)

To complete the survey, the individual should go to the Trauma Sensitive School Evaluation page <https://dpi.wi.gov/sspw/mental-health/trauma/evaluation> and click on the appropriate link. All surveys will be password protected to insure data integrity. TSS coaches should have received the password in an email from Elizabeth Cook, and it appears on the TSS Data Checklist. Alternately, you can contact John Bowser to get the password.

The time it takes to complete the survey will vary by type – student (~30 minutes), staff (~40 minutes), parent (~15 minutes). **Responses** are entirely **anonymous** and individuals do not have to respond to every question.

Below are a few items of note to begin taking the EDSCLS in your school.

### **Student Survey:**

- Students in grades 5, 6, 8, 10 and 12 should complete the survey
- It is recommended that a passive consent form be used. A model survey is available on the TSS Evaluation page
- The target is a 70% response rate at each grade level
- It is suggested that students complete the survey in school
- Please go through the introduction page with the students, which describes the survey and reminds students that their responses are anonymous and they are free to not respond to any question(s)

### **Instructional Staff Survey:**

- Email John Bowser at DPI ([john.bowser@dpi.wi.gov](mailto:john.bowser@dpi.wi.gov)) with the number of instructional staff in your building. The goal is a 70% response rate
- Staff may complete the survey at any location, but please do so individually

### **Non-Instructional Staff Survey:**

- Email John Bowser at DPI ([john.bowser@dpi.wi.gov](mailto:john.bowser@dpi.wi.gov)) with the number of non-instructional staff in your building. The goal is a 70% response rate among eligible staff
- “Eligible” staff includes any members of the school who interact with the students, including, but not limited to, teacher’s aids, SRO’s, maintenance workers and kitchen staff
- Staff may complete the survey at any location, but please do so individually
- Please have principals and assistant principals take part. There are questions that are only asked of individuals in these roles

### **Parent Survey:**

- This survey is open to parents from all grade levels
- Given that the survey can be completed in 15-20 minutes, please encourage participation through a variety of means, including making the survey available to complete at school events
- The survey is available in both English and Spanish

Thank you for your work in the Trauma Sensitive Schools Project and this portion of the evaluation. Please email John Bowser ([john.bowser@dpi.wi.gov](mailto:john.bowser@dpi.wi.gov)) as questions arise, and once your surveys are complete in order to receive reports from your data.