



Guidance Procedures for Student Impression Survey

The following is intended to serve as guidance when completing the Bullying Prevention and Education Grant Application Section D.3. It is not required as part of the application to use this format.

Procedures will be followed for the distribution, collection, standardization, and analysis of student impression survey data. [SCHOOL NAME] will use the [SURVEY] to measure student, family, and teacher impressions of school climate and bullying behavior. The [SURVEY] will be electronically administered. A timeline for the procedures for distribution, collection, standardization, and analysis of the [SURVEY] is provided below.

1. Distribution

- a. When grant funds are received from CDE, [SCHOOL NAME] will hire an Implementation Coach (IC) to support, in part, the administration of the [SURVEY].
- b. A Bullying Prevention Committee (BPC) will be formed. This committee may be a function of another already existing team in the school (e.g., PBIS team, MTSS team). This team will determine the best time to administer the [SURVEY] during the spring.
- c. The IC will work with the BPC to develop strategies that result in high level of parent opt-in to the survey.
- d. The IC will work with the BPC to collect all parent opt-in forms.
- e. During [DATE RANGE], students whose parents have opted-in to the survey will have the opportunity to complete the survey during [BEST TIME DETERMINED BY BPC].
- f. The IC will coordinate with BPC and the school to provide them with the survey procedures and logistics.
- g. During [DATE RANGE] teachers will be invited for one week to complete the Teacher Version of the [SURVEY] during school hours.
- h. During [DATE RANGE] parents will be invited to complete the Parent Version of the [SURVEY]. Information about the Parent Version of the survey will be provided through email, the monthly newsletter, and [SCHOOL NAME]'s Facebook page.

2. Collection

- a. The [SURVEY] automatically collects student answers and ensures that answers are confidential.
- b. When all surveys have been administered, the BPC and the IC will inform [SURVEY COMPANY] that data collection has been completed.

3. Standardization

- a. [SURVEY COMPANY] has procedures for standardizing their survey questions including norms for comparison purposes.
 - b. Each teacher will read a standardized opt in protocol for each student who takes the survey: “We are asking you to take this survey so that we can make our school a better place to learn. Do not put your name on the survey. Teachers won’t know how you answered any of the questions, so please be honest. There are no right or wrong answers, just whatever you feel is true. You DO NOT have to take this survey and you can quit the survey at any time. You will not get in trouble for not taking the survey. If you want to skip a question for any reason, it is okay to do so.”
4. Analysis
- a. [SURVEY COMPANY] completes the analysis of all student responses and provides [SCHOOL NAME] with a report including school climate and bullying frequency information.
 - b. Once the [SURVEY] report is available, the BPC will disseminate the report to members to review.
 - c. At the next BPC meeting, members will discuss the data from the [SURVEY] and use the data to inform bullying prevention efforts. For example, if the report indicates that students say bullying occurs most frequently in the cafeteria, a plan to increase adult presence in the cafeteria and adult training on how to intervene when bullying occurs will be developed. The BPC may also provide the anonymous survey data to any student leadership team that has been created to address bullying concerns in the school.
 - d. The report will be provided to families and teachers through multiple strategies determined by the BPC.