

Intradistrict Communication

DATE: Thursday, February 25, 2021

TO: All Principals

FROM: Shelley Nordick, Ph.D., Administrator of Teaching and Learning
Ben Jameson, Director of Evaluation, Research and Accountability

SUBJECT: USBE School Climate Survey

[HB 120 \(53G-8-802\)](#) and [R277-623](#) mandate the administration of a statewide school climate survey. For this year only, the USBE school climate survey will be administered in place of the district's stakeholder school climate survey.

The USBE school climate survey will gather survey data from respondents down to the school level. Since respondents will not be answering questions for specific educators, no staff verification lists will need to be sent out this year. The survey will open on March 17th and close at the end of the day May 7th.

The USBE school climate survey actually comprises several surveys and are administered at varying lengths to students, parents, licensed educators, educational support professionals (classified employees), administrators, and school resource officers. Please see the table below for the estimated time it will take survey respondents to complete the survey:

Student Survey		
Grades K-2	Approx. 2 minutes	K-2 teachers will need to read the survey question items for students – script provided
Grades 3-5	Approx. 5 minutes	Teachers may need to assist students with reading survey question items or understanding what the item is asking – script provided
Grades 6-12	Approx. 6 minutes	Teachers may need to help students understand what the survey question item is asking – script provided
Adult Surveys		
Parent	Approx. 6 minutes	
Administrator	Approx. 8 minutes	
Staff (licensed and classified)	Approx. 10 minutes	Time during regular working hours should be set aside for staff to take the survey
SRO	Approx. 4 minutes	

After the close of the survey window on May 7th, Evaluation, Research & Accountability will provide a dashboard on Tableau for school administrators to view the aggregate results of the survey for their school and the district.

Student Surveys

A link to the student survey will be sent to school administrators on March 17th. For students, surveys must be administered as part of class time either in-person or virtually. The teacher will need to read the provided script (as well as question items for grades K-2). Students are not required to take the survey if they do not wish. Parents also have the option to formally opt their student out of taking the survey. Survey opt out forms in both English and Spanish are attached with this memo. It is recommended that schools and teachers set aside about 20 minutes to distribute devices, for teachers to read the script (attached with this memo), get students onto the survey link, and allow time for students to complete the survey.

USBE requests that the following steps be taken by each school:

- Settings are conducive to ensure participants' confidentiality.
- Individual Education Plan (IEP) and 504 accommodations available as required by law.
 - Examples of accommodations include the use of an English-language translator for directions only, use of assistive technology, setting/scheduling modifications, survey moderator options, or any other accommodation as required.
- Students, or other participants, may opt out of the survey.
- Appropriate staff has been notified and made available in the main office for debriefing with students as needed (e.g., school counselors, school psychologists, or other qualified support staff).

Adult Surveys

Communications has agreed to send out a Skylert to parents with an invitation to fill out the climate survey for each school at which they have a student attending.

Evaluation, Research & Accountability will also send out an email via Qualtrics inviting school-based administrators, licensed educators, and educational support professionals to take the survey as well. School administrators should encourage their faculty to respond to the survey and, if possible, provide time during contract hours for employees to complete the survey.

School administrators will need to forward the link to the survey to their school resource officers.

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More information including survey links, teacher scripts, and additional instructions will be sent near the beginning of the survey window.

The following documents are attached with this memo:

- Parent opt out forms in English and Spanish
- USBE school climate survey question items
- Climate survey FAQ
- Parent survey invitation letter

For questions about the USBE school climate survey, please contact Ben Jameson at 801-567-8243 or ben.jameson@jordandistrict.org.