

## USBE School Climate Survey Teacher Script

### Administration

For students, surveys must be in-classroom administration or virtually if necessary, with teacher or aide using the required script found at the end of this document.

### Survey Time

The survey varies in number of questions based on the version. The amount of time to finish the survey should be restricted to what is reasonable for completion based on the length of the survey and ability level of the participant. Set aside 20 minutes for the administration of the student surveys.

Student Survey		
Grades K-2	Approx. 2 minutes	K-2 teachers will need to read the survey question items for students
Grades 3-5	Approx. 5 minutes	Teachers may need to assist students with reading survey question items or understanding what the item is asking
Grades 6-12	Approx. 6 minutes	Teachers may need to help students understand what the survey question item is asking

### Preparation / Accommodations

When conducting the survey in a school setting, survey administrators should assure that the following steps are taken:

- 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.

**See scripts for the student surveys on the next page.**

**SCRIPT by grade level TO BE READ by teacher prior to administration of survey:**

**Classroom Survey Administration Introduction (Grades K-2)**

“We want to know what YOU think about your school. This survey will give your school important information it can use to improve your education. Your responses will be confidential: no one at this school will see your individual answers. This is not a test and there are no wrong answers. Your answers will be used to help me and the school serve you and other students better.”

“I will be reading the items so that I can respond to any questions you might have right away.”

“If you have any questions about the items I am reading or if you need a bit more time with an item be sure to let me know.”

“When you have completed the survey, click on the “Finish” button at the bottom of the final page. Thank you for your time and opinions.”

**Administration Procedures:** Read questionnaire items aloud with 3- to 5-second pauses between items depending on the reading levels within the class. Items should be read with brief pauses between the general text and parenthetical sections to aid in understanding, e.g., “extracurricular (after school) activities”. Plural versions should be used for items with a plural option, e.g., “parent/guardian(s)”. Following the introduction, the questions can be read without the choices.

### **Classroom Survey Administration Introduction (Grades 3-5)**

“We want to know what YOU think about your school. This survey will give your school important information it can use to improve your education. Your responses will be confidential: no one at this school will see your individual answers. This is not a test and there are no wrong answers. Your answers will be used to help me and the school serve you and other students better.”

“I will be reading the items so that I can respond to any questions you might have right away.”

“If you have any questions about the items I am reading or if you need a bit more time with an item be sure to let me know.”

“When you have completed the survey, click on the “Finish” button at the bottom of the final page. Thank you for your time and opinions.”

**Administration Procedures:** Read questionnaire items aloud with 3- to 5-second pauses between items depending on the reading levels within the class. Items should be read with brief pauses between the general text and parenthetical sections to aid in understanding, e.g., “extracurricular (after school) activities”. Plural versions should be used for items with a plural option, e.g., “parent/guardian(s)”. Following the introduction, the questions can be read without the choices.

Note: If students ask, they may work ahead on items if the teacher’s pace of reading is too slow for them.

### **Classroom Survey Administration Introduction (Grades 6-12)**

“Today we will be taking a short, but important, survey about your experience at school. This survey will give your school important information it can use to improve your education. The information you provide in this survey will remain confidential. Meaning, your answers cannot be linked back to you. Your complete honesty will help the school be a safe and welcoming place to be.

“If you need help understanding words, or questions, let me know.”

“When you have completed the survey, click on the “Finish” button at the bottom of the final page. Thank you for your time and opinions.”