

School Climate Survey: Process, Checklist, Sample

Process: Survey → Analyze → Discuss → Share → Act → Survey

*To review a full example report/analysis and to learn how you can implement this process at your school, reach out to me at nick@goodmenders.com

- Survey:** Administer School Climate Survey at three specific dates (fall, winter, and spring). Announce the purpose of the survey to the students, send an email with the link, and leave the survey open for one week. Send reminders for the students to complete the survey. Team up with teachers/advisors if possible. **Sample survey on page 3**

- Analyze:** General responses, open-ended responses, conclusions, sample feedback, spotlight and appendix
 - Include a purpose, survey and analysis details, and contents section as the first page
 - Analyze quantitative data, including any comparisons you wish to show (create discussion questions)
 - Analyze qualitative data: tag trends and create charts to display them (create discussion questions)
 - Write up general conclusions
 - Include/organize sample feedback: remove sensitive information and redundancies and edit for clarity
 - Include a “spotlight” section for specific data/trends and any other detailed information in an appendix (e.g. responses by grade)

- Discuss**
 - With faculty (this can be done before or after an all-school meeting with students)
 - Send full report/analysis in advance of a faculty meeting for their review
 - Split the faculty into groups to discuss the data. They should type up and send notes, highlighting concrete solutions. Save time at the end to share ideas
 - With Students (this can be done before or after a faculty meeting)
 - Present general findings and results to students at an all-school meeting and allow opportunities for initial reactions and discussion
 - Present upcoming action steps and suggestions for moving forward
 - Provide opportunities for further discussion in advisory and opt-in student life meetings

- Share**
 - Communicate plans to the community
 - Disseminate notes from faculty discussion to adults
 - Reach out to other schools and professionals

- Act**
 - Collaborate with students, faculty, and others to solve relevant issues
 - Communicate progress to the community

- Survey:** Repeat the cycle

Sample Process:

- Mid-term:** announcement to the community (preferably a student leader and at a community event or meal)
- Mid-term:** send survey to all students via email (certain classes may volunteer to help administer this)
- Week 1:** send various reminders to the students to complete the survey and close it after one week
- Week 2-3:** compose analysis and separate presentations for the school and faculty
- Week 3-4:** present results at a faculty meeting and break off into smaller discussion groups. Groups record and submit feedback for actionable changes
- Week 3-4:** present results and share action steps with the students at an all-school meeting
- Week 4+:** continue collaborative work with students, faculty, and others, and follow through with action steps

Example (and actual) outcomes from this process:

- Focused school curriculum and messaging on bullying/respect
- Creation of student affinity groups
- Creation of community nights
- Follow-up conversations and student-led initiatives
- Various campus improvements (e.g. Internet connectivity, menu changes, available spaces/facilities)
- Initiative from faculty to connect each student with a trusted adult

Feedback from students about the process:

- "People can say what they want without the fear of repercussions."
- "It's good because it helps the school out where it needs to be helped out."
- "I like to see the comparisons [between seasons and years]."
- "It's important to recognize what we do well and the holes we need to fill to improve."

Sample School Climate Survey

This is an opportunity to provide some anonymous feedback on the quality and character of our community. Your thoughts and ideas support the ongoing growth of our School, so please be thoughtful with your responses.

1. What grade are you in?

- 9th 10th
 11th 12th

2. Select your level of agreement with the following statements about life at our School

	Strongly Disagree	Disagree	Agree	Strongly Agree
Our School is safe for all students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel safe at our School.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am successful at our School.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Students respect one another at our School.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Students respect adults at our School.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adults respect students at our School.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel respected at our School.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I enjoy my experience at our School.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel I belong in the School community.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. How many faculty/staff do you trust?

- More than 4 2
 4 1
 3 0

4. What advice would you give to adults at our School?

5. What are some problems that most adults are not aware of?

6. If you could improve one aspect of life at our School, what would it be?