**
TGPES Student Voice Survey Guide**

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**Introduction**The Student Voice Survey is a **confidential** online survey, developed by the Kentucky Department of Education, that asks K-12 students to give feedback on specific aspects of the classroom experience, organized around seven elements of teaching practice: support, transparency, understanding, discipline, engagement, nurturing and trust. These elements form the acronym STUDENT.

The survey generates information both about how students experience teaching practices and learning conditions in the classroom as well as information about how students assess their own engagement.

Student Voice Surveys are being used by hundreds of schools and thousands of classrooms in more than 25 states nationwide.

The effective use of student voice surveys is featured in the Gates Foundation Measures of Effective Teaching (MET) study of teaching quality. Using a sample of more than 44,500 students, the results of the MET study in December 2010 and January 2012 reinforce a growing consensus that integrating student survey assessment results with high‐quality observations and student gain‐scores on achievement tests creates a much more valid and reliable teacher evaluation system compared to current standard practices. The questions are aligned to The Charlotte Danielson *Framework for Teaching*, which has been adapted for the Kentucky Department of Education.

The K-12 Student Voice Survey window will be open March 19 – April 2. All Student Voice Surveys will be administered through Infinite Campus between the hours of 7 a.m. and 5 p.m. local time.

**Student Voice Survey Guiding Principles**

1. The superintendent of each district will assign a Student Voice Survey point of contact (POC) to be responsible for overseeing and administering the Student Voice Survey and will ensure that the schools in the district will implement the Student Voice Survey in a consistent manner to all the participating teachers.
2. The district Student Voice Survey POC assigned by the superintendent will be responsible for the general and administrative processes for ensuring the survey produces results for teachers in their district.
3. All teachers in the pilot are required to participate in the Student Voice Survey. Any teacher in the district is eligible to participate. Building principals will determine any additional teachers (beyond those participating in the pilot) to administer the student voice survey.
4. The district will determine the number of sections/classes required per teacher to participate in the survey. Participating teachers must have a minimum of one section/class respond to the survey.
	1. **Technical Consideration:**

Infinite Campus will align all students in each teacher’s class/section to that teacher as potential Student Voice Survey participants. A district can decide that only a specific number of a teacher’s sections/classes should respond (for example, 4th period section). The district/building must provide the specific instructions and communications for those sections. The technology will NOT enforce/manage the ability for districts to electronically enforce/control.

1. Building Principals will identify adult Student Voice Survey administrators to proctor
K-2 students who participate in the Student Voice Survey. The proctoring process will be one on one; reading and clarifying Student Voice Survey questions; and inputting individual student responses into Infinite Campus. The proctor should be someone familiar to the students; but **Should Not** be the classroom teacher that is the focus of the survey.
2. Building principals will determine what section(s)/class(es) will respond to the survey at their school using the district-developed process. The rules for selection must be applied in a consistent manner across the district and within a school. For example; the principal would determine that the survey will be administered during the second period class.
3. Only teachers who have a *minimum number of 10 students* respond to items on the Student Voice Survey will receive survey results. This is to protect student privacy in accordance with the Kentucky Department of Education’s data use policy.
4. The school principal will be responsible for explaining to the superintendent the reason a participating teacher does not receive results.
5. Music, art and other teachers of non-assessed classes who have class sizes greater than 10 are eligible to participate in the administration of the Student Voice Survey in the state wide pilot.
6. For classes that are participating in the survey, only students whose parents return the signed letter will be exempt from the survey. The *percentage* of a teacher’s students who respond is not a factor; no minimum percentage is required.
7. The student voice survey will be administered between the hours of 7 a.m. and 5 p.m. local time. The survey must be administered at the school.
8. The same survey questions used during the field test for grades 3-5 and grades 6-12 will be used in the statewide pilot. Since the PGES pilot will include K-2 grade levels, an additional set of questions has been developed to accommodate students at these grade levels. A copy of the Student Voice Survey questions can be accessed on the Student Voice webpage.
9. The school principal will be responsible for explaining to the superintendent the reason a participating teacher does not receive results.

14. A teacher who has students in more than one category of survey questions (K-2, 3-5, 6-12) will determine only one level of survey to administer to all students in that section. This information must be communicated to the district IC person who will make the appropriate designation in Infinite Campus.

**Tasks for the district Student Voice Survey Point of Contact (POC)

Prior to Survey Window**

* The district Student Voice Survey POC will access appropriate documents within the Student Voice Toolkit for the principals of the pilot schools and any other schools who will have teachers participating in the survey.

The Toolkit will include guidance documents, sample letters and Frequently Asked Questions to support the effective impact of the Student Voice Survey. It will be updated intermittently and available on the [PGES website](http://education.ky.gov/teachers/HiEffTeach/Pages/Student-Voice-Survey.aspx). The district Student Voice Survey POC will communicate to the schools regarding district-specific policies and procedures with respect to the survey as referred to in the guidance above.

* The district Student Voice Survey POC will work with the district’s Kentucky Student Information System (KSIS), Infinite Campus, point of contact to ensure that:
	+ processes and staff assignments are in place to ensure all participating students have an active account for the Campus Portal.
	+ student portal accounts are active. Campus Portal is always available for every school. **No portal preferences are required for Student Voice Survey to work.** For information on how to prepare the Campus Portal [click here.](http://education.ky.gov/teachers/HiEffTeach/Documents/Preparing%20Campus%20Portal%20for%20Student%20Voice%20Survey.docx)
	+ processes and staff assignments are in place to provide usernames and passwords to the students who will be taking the survey
	+ processes and staff assignments are in place to assist students with forgotten passwords and locked accounts in advance of and during the survey window
* The district Student Voice Survey POC will work with the district Infinite Campus POC and other appropriate district employees to ensure that all employees who have the following rights have signed the confidentiality agreement.

1) system administration rights to Infinite Campus

or

2) Open Database Connectivity (ODBC) access to the Infinite Campus database

For a copy of the confidentiality agreement [click here](http://education.ky.gov/teachers/HiEffTeach/Documents/12%2012%2013%20confidentiality%20agreementFinal_v2rsb.docx). *Confidentiality agreements are to be kept at the district level.*

* The district Student Voice Survey POC will identify which individuals at the district or school level will actually assign teachers (within Infinite Campus) to participate in the survey and work with the district Infinite Campus POC to grant those individuals Write Access to the Infinite Campus District Employment tab. Specific processes explaining how to complete the teacher assignments or for providing online Write Access will be available within the Student Voice Survey Toolkit on the PGES website. The district Student Voice Survey POC will determine which individuals at the district or school level need the ability to monitor survey administration progress and collaborate with the district KSIS Point of Contact to grant those individuals access to the Student Voice reports within Infinite Campus.
* The district Student Voice Survey POC will ensure that Student Voice Survey participation is assigned to teachers (within Infinite Campus) in advance of the survey administration window.
* The district Student Voice Survey POC will verify, or coordinate with others to verify, that the Campus report “Student Voice – Educators with Count of Assigned/Completed Students” shows the expected assignments of teachers to participate, and appropriate numbers of students associated with each teacher for the Student Voice Survey, in advance of the survey administration window.

**During the survey window**

Collaborate with the KSIS POC to monitor survey administration progress using the Infinite Campus reports “Student Voice – Educators with Count of Assigned/Completed Students,” “Student Voice – Educator Exclusion” and “Student Voice – Response Exclusion” and investigate and resolve any situations in which administration is not progressing as expected.

**Principal or Building Student Voice Survey Coordinator**

* The principal will serve as the building Student Voice Survey coordinator or designate someone with this responsibility.
* The building Student Voice Survey coordinator will ensure that all persons involved with the survey receive the appropriate documents from the Student Voice Survey Toolkit.
* The building Student Voice Survey coordinator will determine the day(s) and times of the survey for each participant. The survey window is March 19 - April 2. The survey must be taken at school between the hours of 7 a.m.-5 p.m. local time. Surveys taken outside this time window will not be used.
* The building Student Voice Survey coordinator will Identify an adult survey proctor to assist K-2 students and enter data into Infinite Campus. Ideally the K-2 proctor will be assigned to administer the Student Voice Survey for a teacher’s class/section. However, there may be an occasion when the proctor administers the survey for more than one class. The proctor must sign the Student Voice Confidentiality Agreement.

The building Student Voice Survey coordinator, in alignment with the district guidance, will determine which teachers in the building are participating in the survey. ALL teachers in the 2013-14 PGES pilot must participate. The building survey coordinator may choose other teachers in the building to participate.

* The building Student Voice Survey coordinator will use the Infinite Campus report “Student Voice – Educators With Count of Assigned/Completed Students” to verify that the expected teachers are assigned to participate and that sufficient numbers of students, with sufficient days of exposure to teacher’s instruction, are assigned to respond.
* The building Student Voice Survey coordinator will ensure that all participating students know their Campus Portal username and password. If students are not regular portal users, a list of usernames and passwords should be provided for each class participating in the survey.
* The building Student Voice Survey coordinator will determine the schedule for administering the survey. (Most students can complete the survey in 20 minutes or less.) The building Student Voice Survey coordinator will choose a particular time or particular class period to administer the surveys.

For example, the survey could be given during third period. All participating teachers who do not have a class during the designated period would give the survey during another period designated by the building student voice survey coordinator. For example, all participating teachers who did not have a third period class could give the survey to their fourth period class on the same day. For this reason, some students may take the survey more than once.

* The building Student Voice Survey coordinator may create a survey schedule that is different than any previously listed. This is acceptable as long as it falls within the survey window and acceptable time of day.
* The building Student Voice Survey coordinator will take into consideration special circumstances such as: collaborating teachers, teachers who have a planning period during the chosen time (see above), and teachers who work at the school for part of the day.
* For teachers who work in collaborative classrooms, there are several scenarios on how their students may be surveyed. In a collaborative classroom, the principal might choose for one of the collaborating teachers to have their students take the survey during another period when that teacher is the only teacher in the class.

Another option for collaborative teachers, especially when neither teacher has a class where he/she is the only teacher, is for all of the students in the class to take the survey for one teacher in one class period and then take the survey for the second time during a different period.

Situations such as these are local decisions that will be up to the discretion of the principal or the building Student Voice Survey coordinator and decided before the survey window opens. There must be at least ten students in a class for that particular class to participate in the survey, and they must have been engaged in the teacher’s instruction for no less than 15 classroom days and within the last 15 calendar days.

* The building Student Voice Survey coordinator will ensure that each participating teacher knows the date, the time and location for administering the Student Voice Survey and those students know who the teachers are about which they will respond.
* The building Student Voice Survey coordinator will stress to students and teachers that this is a **confidential** survey. Student confidentiality must be protected.
* The building Student Voice Survey coordinator will ensure that all students and staff are aware that the survey cannot be taken anywhere other than at school during the 7 a.m. -5 p.m. survey period. Surveys taken outside of the school building or survey period will be discarded.
* The Student Voice Survey coordinator will work to ensure that all classes participating in the survey have access to computers. The testing logistics may require teachers switching classrooms or moving classes to the computer lab or media center.
* The building Student Voice Survey coordinator will ensure that the parent letter goes home with all participating students at least two days prior to the survey (a sample letter is included within the [Student Voice Toolkit)](http://education.ky.gov/teachers/HiEffTeach/Pages/Student-Voice-Survey.aspx). For classes that are participating in the survey, only students whose parents return the signed letter will be exempt from the survey.

**Student Voice Survey** **Participating Teacher**

* Teachers should determine if students participating in the survey know their Infinite Campus Portal usernames and passwords. If students are not regular Portal users, a list of usernames and passwords will need to be provided for students.
* Each participating teacher should be aware of the date, time and location of the survey. Questions should be addressed with the building Student Voice Survey coordinator before the survey date(s).
* The teacher should ensure that at least 10 students who have been instructed for a minimum of 15 classroom days, and who have been in class with the teacher within the last 15 calendar days, are available for the survey.
* In the case where students have multiple teachers in the class, the teacher should ensure that students understand about whom they are responding.
* Teachers should remind students to thoughtfully answer all of the questions.
* Teachers should be at a distance far enough from the computers so that student responses are confidential to ensure validity of student responses.
* Teachers should remind students to log out of the student portal when they are finished with the survey.

**For additional questions regarding the Student Voice Survey, please contact Jeff Coles or Cathy White at KDE (502) 564-1479 or by e-mail:**

 **Jeff Coles at** **Jeffrey.coles@education.ky.gov**

 **Cathy White at** **cathy.white@education.ky.gov****;**

Document Links

Frequently Asked [Questions](file:///C%3A%5CUsers%5Cjcoles%5CDocuments%5C12%2020%2013Student%20Survey%20FAQs%202013-14F%20%286%29Redits.doc) 2014

[Kentucky STUDENT Framework](file:///C%3A%5CUsers%5Cjcoles%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5C246DJNW8%5C12%2012%2013parent%20permision%20letter%20for%20student%20voice%20final_v2rsb.docx)

[Parent Permission](file:///C%3A%5CUsers%5Cjcoles%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5C246DJNW8%5Cparent%20permision%20letter%20for%20student%20voice%20update%2012%209%2013draft.docx)

Confidentiality