

ONLINE School Experience Survey for Teachers and Students CLASSROOM ADMINISTRATION INSTRUCTIONS

Thank you for taking time to administer the School Experience Survey in your classroom and for taking the School Experience Survey yourself. We look forward to providing useful information about your school in spring 2019 when the results are published. If you have questions, contact us at SchoolExperienceSurvey@lausd.net or 213-241-5600.

Teacher Survey Instructions

Please complete your School Experience Survey online by clicking the appropriate link at achieve.lausd.net/schoolexperiencesurvey. The survey is completely anonymous and takes around 30 minutes to complete.

Student Survey Instructions

Student surveys may only be completed online. Students in grades 4 through 12 will click the appropriate student survey link at achieve.lausd.net/schoolexperiencesurvey.

Teachers should budget about 45 minutes to obtain and distribute 10-digit student IDs, and to administer the survey. The student survey will take roughly 30 minutes to complete online. The survey is compatible with smart phones, iPads, Chromebooks, laptops, and desktops, etc.

Step-by-Step Instructions for Administering Student Surveys

1. Schedule time to administer student surveys online by using devices in class or in a computer lab.
Students will need their 10-digit LAUSD ID for login. Print out each student's 10-digit LAUSD ID from the MiSiS Class Roster Five Column Report. Visit the MiSiS job aide at <https://achieve.lausd.net/Page/6104> if you need help with the report.
2. **ON THE DAY OF SURVEY ADMINISTRATION READ THESE INSTRUCTIONS ALOUD:**
"This survey gives you a chance to tell LAUSD what you think of your school and the results will be used to help make school improvements. Answer each question honestly. I will not see your individual answers and neither will anyone else at the school. Using a mouse or the touchpad, select the response that best matches your experience AT THIS SCHOOL THIS YEAR.
You have the right to stop this survey whenever you wish. You do not have to answer any question that makes you feel uncomfortable. If you are unsure of an answer, make your best guess or leave the answer blank. When you finish answering the last question, hit the "submit" button. Remember: This is not a test and there are no right or wrong answers. You may now begin."
3. Have students go to the website achieve.lausd.net/schoolexperiencesurvey and click on the link for the Student SES. Students have the option of taking either the English or Spanish version by clicking on the drop down language menu on the survey.
4. Students will be prompted for their 10-digit LAUSD ID. Make sure students enter their IDs exactly as they appear with capital letters/numbers and no spaces.
5. **IF A STUDENT CANNOT LOG IN:** This means that the student was not included in the roster used to create passwords for the survey. Rosters were pulled September 21, 2018. New students cannot take the survey because they do not have enough experience with their current school. A student who cannot log in will not take the survey and this will not impact his or her school's response rate.

CLASSROOM ADMINISTRATION SUPPORTS FOR ONLINE SCHOOL EXPERIENCE SURVEY FOR STUDENTS

The following supports will assist teachers to make sure all their students understand the questions that are being asked on the School Experience Survey. If teachers believe that some of their students will find the questions or the vocabulary challenging, please implement the following supports. If you have questions, contact us at SchoolExperienceSurvey@lausd.net or 213-241-5600.

SUPPORTS FOR STUDENT SURVEY

Student surveys may only be completed online. Students in grades 4 through 12 will click the appropriate student survey link at achieve.lausd.net/schoolexperiencesurvey.

The entire survey can be found on the School Experience Survey website at achieve.lausd.net/schoolexperiencesurvey. The survey questions can be found under Quick Links > Survey Questions. If necessary, please read the entire survey to your students the same day you administer the survey, but before students begin. You may read the survey in English and Spanish, if necessary.

VOCABULARY

Here is a list of vocabulary words and definitions to be used if students do not understand a word. Please make sure you use the exact definition we give you.

20. LGBTQ (from Defining LGBTQ Words for Children @ <http://www.welcomingschools.org/resources/definitions/youth-definitions/>)

Lesbian – People who love people of the same gender. Two women.

Gay - People who love people of the same gender.

Bisexual - People who love people of two genders.

Trans-gender - When your gender identity (how you feel) is different than what doctors/midwives assigned to you when you were born (girl/boy or sex assigned at birth).

Queer - People use this word as a way to identify with and celebrate people of all gender identities and all the ways people love each other. When used in a mean way, it is a word that hurts.

Vocabulary word	Spanish translation	Definition
1. accepted	1. aceptado	1. a good opinion of someone or something
2. accomplishment	2. logros	2. something done successfully
3. achieving	3. logrando	3. to get or reach (something) by working hard
4. activities	4. actividades	4. actions of a particular kind
5. assignment	5. asignaciones	5. a job or duty that is given to someone
6. attention	6. atención	6. carefully thinking about, listening to, or watching someone or something
7. bully	7. bully	7. someone who frightens, hurts, or threatens smaller or weaker people
8. capable	8. capaz	8. able to do something
9. challenging	9. desafiante	9. a difficult task or problem: something that is hard to do
10. compliment	10. elogio	10. saying something good about someone or something
11. criticize	11. criticar	11. to express disapproval of (someone or something)
12. decision	12. decisión	12. a choice that you make about something after thinking about it
13. difficult	13. difícil	13. not easy: takes much work or skill to do or make
14. directions	14. direcciones	14. a statement that tells a person what to do and how to do it: an order or instruction
15. disagreed	15. desacuerdo	15. to have a different opinion: to fail to agree
16. distractions.	16. distracciones.	16. something that makes it difficult to think or pay attention.
17. evidence	17. evidencia	17. something which shows that something else exists or is true.
18. extra-curricular	18. extra curricular	18. used to describe extra activities (like sports) that can be done by the students in a school but that are not part of the regular schedule of classes
19. government	19. gobierno	19. the group of people who control and make decisions for a country, state, etc.
20. LGBTQ	20. LGBTQ	20. LGBTQ (See below)
21. naturally	21. naturalmente	21. used to describe something that happens or exists by itself without being controlled or changed by someone
22. neighborhood	22. barrio	22. a section of a town or city
23. organizations	23. organizaciones	23. a company, business, club, etc., that is formed for a particular purpose
24. participate	24. participar	24. to take part with others in doing something
25. remembered	25. recordado	25. to think of (something or someone from the past) again
26. respectful	26. respetuoso	26. acting like someone or something is good, valuable, important, etc.
27. information	27. información	27. facts or details about something
28. conclusions	28. conclusiones	28. a final decision or judgment
29. supportive	29. dar apoyo	29. giving help or encouragement to someone
30. inviting	30. invitando	30. attractive in a way that makes you want to do something, go somewhere, be near someone, etc.