



Student Voice

Materials and Resources Guide

2016-2017



NOTE: This document provides required materials for Student Voice implementation.

To view the surveys and other resources:

Go to: [Infinite Campus Implementation Guide](#)

Go to: [Other Modes of Implementation Guide](#)

Go to: **Student Voice** [webpage](#)

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I. **BACKGROUND**

The Kentucky S.T.U.D.E.N.T. Voice Survey is a well-designed, classroom-level analysis and reporting system similar to the Tripod Student Survey developed by Dr. Ron Ferguson of Harvard. Student surveys ask students to give feedback on specific aspects of the classroom experience and teaching practice. MET Study Research supports using student perception surveys to measure teacher effectiveness.

“Student ratings are the single most valid source of data on teaching effectiveness.”

McKeachie, W. J. (1997).
Student ratings: The validity of use.
American Psychologist, 52, 1218–1225

The questions use Likert-scale response options, and focus on specific statements such as “Our class stays busy and doesn’t waste time”. In addition, the survey asks students to assess their level of engagement around several student engagement targets. These include such targets as trust, cooperation, ambitiousness, and diligence. In addition to the classroom-level survey items, there are also questions related to school climate as well as family and student demographics.

II. **SURVEY PARTICIPATION**

A. **Participating teachers and other professionals:**

- All certified teachers and other professionals in the role of counselor and library media specialist, with students in grades 3 – 12 participate in the annual state approved Student Voice Survey with a minimum of one identified group of students or the Student Voice Survey for Other Professionals.
- K-2 teachers and other professionals who also instruct grade levels 3+ may be scheduled to administer the survey to applicable students.
- Although in most cases psychologists are identified as district certified personnel, there may be some cases where psychologists are identified as school level personnel and work directly with students throughout the school year. In these cases, the school may administer the survey that best fits the role.
- Unless instructional coaches have direct teaching interaction, they are not expected to administer the Student Voice Survey unless the district determines otherwise. Instructional coaches administering the survey use the KDE approved teacher questions for Grades 3-5 and/or Grades 6-12 using paper/pencil or other modes.
- **Alternative Settings.** Students in alternative schools will take the survey if applicable.

B. **Speech pathologists**

The survey for speech pathologists is continuing the validation process for 2016-17. The purpose of validating questions is to make sure that the results gleaned from students will be reliable and useful to the educator as they consider ways to improve their practice. Previous validation rounds produced skewed results with feedback that was not useful in supporting the professional growth process.

- During this validation process, districts are encouraged to use other reliable student perception survey methods as a means to inform reflection to effect professional practice. Please see the suggestions listed in the following sections: [Survey Administration](#) or [Best Practice for Student Voice Surveys](#).

C. Participating students for teacher surveys

- Students must have been in attendance in the course at least 15 days

III. FORMS

A. [Ethics/ Confidentiality agreement](#)

Regulation requires that the survey be administered annually to a minimum of one (1) district designated group of students per teacher/other professional who directly instructs students during the school year. All employees who could potentially have access to student identification data and the corresponding results of the Student Voice survey must sign the Ethics/Confidentiality Agreement. Signed agreements should be stored locally and do NOT need to be sent to KDE.

B. [Parent Notification](#)

Schools will send an information and opt-out (waiver) letter to parents of students who have teachers participating in the survey. Parents respond to this letter only if they DO NOT want their children to participate in the survey.

A completed form must be returned to the school by a designated time to opt out of participation. Submitted waiver forms should be stored locally as needed and do NOT need to be sent to KDE.

IV. ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES (SWD)

Students with special needs are to be accommodated per the IEP, 504, OHI, etc. plan when participating in the state assessment. FMD students are exempt from the Student Voice survey.

A. [SV Support: American Sign Language \(ASL\) How-To](#)

- A. Grades 3 – 5 ASL
- B. Grades 6 – 12 ASL

B. [SV Support: Spanish Audio Translation How-To](#)

- A. Grades 3 – 5 Spanish
- B. Grades 6 – 12 Spanish

C. SV Support of Counselor and Library Media Specialist: [ASL and Spanish](#)

Student Accommodations. If students with disabilities are not able to independently access the Student Voice Survey, they must be provided with accommodations as stated in their IEPs or Section 504 Plans. If, even with accommodations provided, a student is unable to participate in or understand the purpose of the survey due to student’s significant intellectual disability, the student’s Admissions and Release Committee (ARC) or 504 team may meet and determine the student is not required to participate.

V. **USING RESULTS**

Student Voice results are used as evidence for personal reflection to guide professional learning and as one, formative source of evidence, among others, considered by supervisors in determining professional practice ratings.

- Additional suggested uses of data:
 - a. Provide an educator with question level details for their student voice survey results
 - b. Use as a tool for educators and evaluators in developing self-reflections and growth goals
 - c. Use as a reference by an educator for self- reflection when determining areas of growth and effectiveness
 - d. Use as a reference by an evaluator to discuss an educators self-reflection and growth goals
- Results are discussed between the educator and his or her supervisor. It is an expectation that professional judgment is used when considering the results from this formative source of evidence in comparison to other evidences. For example, if a question does not apply to the job duties of the educator, answers to that question may be excluded from consideration.
- In addition to the official Student Voice Survey, teachers and other professionals may contribute additional perception survey results that support reflection of their own professional practice. Together, these evidences should yield information related to the educator’s practice within domains 2 and 3 of the KyFfT or Specialist Frameworks.

Up to three years of Student Voice Survey results and additional evidences are used in determining professional practice ratings in the summative year.

VI. **BEST PRACTICE FOR STUDENT VOICE SURVEYS**

The Student Voice Survey provides reliable and meaningful feedback to educators regarding their practice as it relates to Domains 2 and 3 of the Kentucky Framework for Teaching (KyFfT) and the Specialist Frameworks. Administered to students in grades 3-12, the survey is one formative source

of evidence, in addition to other district approved evidences, used to determine an educator’s overall professional practice rating.

- A. A minimum of one Student Voice Survey must be conducted for all educators each year. However, for continuous feedback and to have evidence for self-reflection, an educator may conduct the state provided student voice survey or other student feedback surveys throughout the year. Consider using methods currently in place such as exit slips, end-of-course surveys, and anecdotal feedback opportunities.
- B. Survey extensions: (May be used as survey options for speech pathologists and as extensions for other educators.)

Educators can most effectively understand and track professional growth through the use of many forms of evidence. Since students spend the most time and attention with an educator, their voices and feedback are valuable tools in helping an educator improve their professional practice.

Options for collecting student feedback may include:

1. Ask students targeted questions aligned to Domains 2 and 3 of the Kentucky Framework for Teaching: Specialist Framework
2. Have students describe how they perceive their instructional experiences with the other professional
3. Use exit or entry slips to formatively assess student perceptions of a lesson
4. Select questions from existing, similar perception surveys to elicit targeted feedback

VIII. [STUDENT VOICE SURVEY FAQ](#)

XIII. RESOURCES AND ARTICLES

G. [A View from the Seats](#)

As school districts create systems to identify, monitor, and assess teacher effectiveness, they consider a variety of sources, including observations of teaching practices and analysis of student assessments. A new voice — student perceptions — has emerged as a valuable source of information. In many districts, leaders are collecting data from a range of stakeholders that includes students, parents, and educators to gather their perceptions of school culture, classroom conditions, and teaching effectiveness.

H. [My Voice](#)

The underlying philosophy of the My Voice Survey and the Quaglia Institute for Student Aspirations (QISA) is that students have something to teach us. The 2014 My Voice National Student Report (Grades 6-12) reveals the voices of students from across the United States and demonstrates the vital importance of listening to them.

Student Voice

ETHICS/CONFIDENTIALITY AGREEMENT

This confidentiality agreement **must** be signed by

- 1) Employees who have User security rights or Student Information System (SIS) User Privileges in Infinite Campus
- 2) Employees who have Open Database Connectivity (ODBC) access to the Infinite Campus Database
- 3) Any school employee assisting with the Student Voice survey who may be privy to student identification data and assessment results

All employees who could potentially have access to student identification data and the corresponding results of the Student Voice Survey must sign this assurance.

The Student Voice Survey is a **CONFIDENTIAL** assessment instrument that provides student feedback to teachers for professional practice. During the survey, students will be asked questions about their teacher's instruction and the classroom environment.

Students will take the Student Voice Survey in the student portal of Infinite Campus or via paper/pencil or other manual means outside of the I.C. platform during the 2015-2016 school year.

Confidentiality agreement

I am aware that all responses and data from the Student Voice Survey are confidential information. I affirm that I will not share individual student survey responses, teacher results or any other identifiable information from the Student Voice Survey with anyone by means of any form of communication. Violation of this Confidentiality Agreement may result in disciplinary action, up to and including termination of employment.

(Print) Name

Title

Signature

Date

Student Voice
PARENT WAIVER

Dear Parent or Guardian

During the 2016 -2017 school year, your child will have the opportunity to complete the Student Voice survey. This **anonymous** assessment allows students an opportunity to give feedback on specific aspects of his or her classroom experience. The survey takes approximately 10 – 20 minutes to complete and will be conducted during the school day.

The purpose of the survey is to provide an opportunity for all Kentucky students to have a voice in their classroom experience. Survey results are intended for the teacher to use for self-reflection and as a tool to help guide professional practice. Teachers want to know if their students feel sufficiently challenged, engaged, and comfortable asking them for help.

If you do **not** want your child to take the Student Voice survey, please complete, sign, and return this form to your child’s school by _____.

I DO NOT want my son/daughter to participate in the Student Voice survey.

Parent Signature

Date

(Print) Student Name

Teacher’s Name

Student Voice

[Teacher and General Survey FAQ](#)

[Other Professional Survey FAQ](#)

Teacher and General Survey Q & A

What is the Student Voice Survey for teachers?

Student Voice is a confidential perception survey adopted by the Kentucky Department of Education. It is administered annually to a minimum of one (1) district-designated group of students per teacher or other professional who directly instructs students during the school year. The survey provides data on specific aspects of the instructional environment and/or specific aspects of the professional practice of the educator. [[704 KAR 3:370 Section 1.32](#)]

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 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.

What type of questions will be asked on the survey?

The Student Voice Survey focuses on statements such as, “My teacher explains difficult things clearly.” Students in grade levels 3-12 will select one of five possible responses which range from strongly agree to strongly disagree.

The items used in the Teacher Student Voice Survey were derived from the Tripod Survey, a survey that has been developed over the past 10 years as a partnership between Cambridge Education and Dr. Ron Ferguson. The survey questions can be found within the [Kentucky S.T.U.D.E.N.T. Framework](#) document and are aligned to the Kentucky Framework for Teaching (KyFFT) [Domains 2 and 3](#).

Student Voice Survey questions for other professionals are unlike those used by teachers. Other professional questions have been created exclusively for the specialty area as related to their field of expertise.

How are survey results reported?

Results must be reported with consistency throughout the school/district. For the 2016-2017 school year, surveys administered using Infinite Campus report within CIITS the percent of positive results for each of the seven constructs.

Districts using Infinite Campus also have access to the *Teacher Results Report*. Also referred to as the question-level report, this document provides response data immediately following the close of a survey

window. Response scores are provided for each question in the survey as well as an overall construct percentage.

Districts using paper/pencil or other modes process survey results and disclose the information to applicable staff.

How is a teacher's survey results reported if he or she is assigned to more than one school?

For example, if a teacher works at both the middle and high school and wishes to survey students in each building, the teacher must administer the survey to one group of students during different reporting periods in order to receive two separate sets of survey results in CIITS.

Another way to receive results is through the [Teacher Results Report](#)-accessible only in Infinite Campus. It provides response data for every survey a teacher participates in immediately following the close of a scheduled window.

What teachers participate in the survey administration?

All certified teachers and other professionals with sufficient numbers of grade 3-12 students will participate in the survey.

Who takes the survey?

All 3-12 grade students who do not have a parent waiver on file for 2016-17 are eligible to take the survey. Each district decides the Student Voice Survey protocol for their particular district.

How is the feedback from the Student Voice Survey used?

The primary purpose of the survey is to provide valuable information to educators to improve classroom and learning practices. Survey results are a required (formative) source of evidence used in the evaluation process as outlined in the district CEP and inform educators' professional practice ratings. School and district leaders use data to determine potential areas for professional learning and teacher support.

How are classrooms scheduled?

Prior to the Student Voice Survey window, the superintendent/designee determines the administration dates for implementation. The principal/designee determines the specific schedule for administering the Student Voice Survey and determines the grade level that participates per teacher or the number of classes that are combined to reach the required minimum 10 students per teacher.

How many classes take the survey?

Districts decide the number of classes that respond to the survey.

Do collaborating teachers and part-time teachers administer the survey?

The superintendent/designee determines the protocol for specific situations within the district. Teachers working in a collaborative classroom need to have a group of students identified to respond to a particular teacher. Students do not take the survey twice for both teachers of that class period.

How should students be prepared to take the survey?

All districts are encouraged to review the Student Voice Survey questions with their students and define or clarify word meanings or the meaning/intent of questions. Students need to be informed of the purpose of the survey and that all responses are anonymous.

Districts using Infinite Campus must ensure that Campus Portal usernames and passwords have been issued to students. If students are not regular Campus Portal users, usernames and passwords need to be provided to those students

How is student confidentiality protected?

All student SSID information and personal identifiers have been eliminated when using Infinite Campus. Other mode administration systems must have built-in safeguards to protect the student's confidentiality. When using paper/pencil methods, districts may choose to present teachers reports by construct or with the individual question level response information.

How long does the survey take to complete?

Infinite Campus survey: Approximately 20 minutes.

Paper/Pencil survey: Approximately 20 – 30 minutes depending upon method.

When will the surveys be administered?

Infinite Campus administration: September 1, 2016 through March 1, 2017

Other mode administration: Based on the timeline established in the district Certified Evaluation Plan

Other mode OPGES: Based upon the district Certified Evaluation Plan

Students take the survey between the hours of 7:00 a.m. and 5:00 p.m.

Who coordinates survey administration at each school?

The principal/designee coordinates the survey administration. Follow the district's CEP.

Are parents notified before the survey is administered?

Prior to survey administration, schools inform parents of the upcoming Student Voice survey. All students will be given a waiver form that is signed by parents who do not want their son/daughter to participate in the survey. The waiver form is returned to the school prior to survey implementation and kept on file for reference. Waivers are not sent to KDE.

How are Students with disabilities accommodated?

Students with disabilities take the Student Voice Survey. Students are accommodated as defined in the IEP, 504, OHI accommodation plan. FMD students are exempt from the Student Voice Survey. It will be useful to access [American Sign Language and Spanish translation](#) supports in a separate web browser during implementation of the SV survey.

When do teachers receive the results of the Student Voice Survey?

For surveys completed in Infinite Campus (IC), the *Teacher Results* report is available immediately after a survey ends. Results are also available in CIITS/EDS approximately 3-4 weeks after the scheduled student voice reporting period ends. Districts determine availability to paper/pencil survey results.

Are there technology issues of which schools need to be aware?

Technology staff need to assist with ensuring that computers and other devices are available and properly configured. Infinite Campus cannot troubleshoot technical problems for schools electing to employ iPads or tablets/devices that Campus does not formally support. The district coordinator or POC configures the automated assignment and survey window dates for each school or delegate that responsibility to school-

level staff. The district coordinator has a variety of reports to use for monitoring the administration process. Students must be issued user IDs and passwords in Campus Portal and must click “**Complete Survey**” for survey tabulation.

Infinite Campus technology cannot prevent students from responding to surveys outside the 7 a.m. – 5 p.m. period but it will only count surveys completed between the hours of 7 a.m. and 5 p.m.

Schools with unique staff needs that cannot be met using Infinite Campus should opt to use paper/pencil methods to accommodate educators and students in the completion of the Student Voice survey.

Where can I find more information on student voice surveys?

For more information, go to the [PGES Student Voice web page](#). Information on the Measures of Effective Teaching Research Project is available at www.metproject.org.

The KDE SV contact for the 2016-2017 school year is Joyce.richards@education.ky.gov.

Can a district use Infinite Campus and paper/pencil methods to administer the Student Voice survey?

Yes. It is important to strictly follow scheduling protocol that ensures all teachers are successfully assigned surveys. Paper/pencil and Infinite Campus results cannot be combined and only one method per teacher should be used.

Is it allowable to use one survey method for one school and a different survey method for another school within the same district?

Yes, the Infinite Campus settings are per school so if the CEP guidelines of the district allow it, it is permissible.

What survey type should combined classes take?

All combined students of the same teacher during the same survey window receive the same survey type regardless of student grade level. It is recommended that selection of the survey type be chosen according to the most common grade level within the group.

How is Student Voice associated with the Certified Evaluation Plan (CEP)?

Student Voice is the confidential perception survey adopted by the Kentucky Department of Education. The survey is embedded within the Professional Growth and Effectiveness System and is a required source of evidence as outlined within the district Certified Evaluation Plan. The Student Voice survey is a category of evidence for determining an educator’s overall rating.

Other Professionals FAQ

What educators participate in the Student Voice Survey for Other Professionals?

Counselors and library media specialists with students in grades 3-12 participate in the survey. Student Voice questions have been developed exclusively for those roles and were validated in 2015-16. The other professional survey questions are not found within the Infinite Campus configuration as they have been designed to relate specifically to their area of expertise.

The survey for speech pathologists is continuing the validation process for 2016-17. During this validation process, districts are encouraged to use other reliable student perception survey methods as a means to inform reflection to effect professional practice.

Unless instructional coaches have direct teaching interaction, they are not expected to administer the Student Voice Survey unless the district determines otherwise. Instructional coaches who may be asked to administer the survey use the KDE approved teacher questions for Grades 3-5 and/or Grades 6-12 using paper/pencil or other modes.

School psychologists administer the Student Voice survey at the discretion of the school/district and in most cases, using teacher or counselor questions. Although psychologists are most often identified as District Certified Personnel, there may be some instances when the psychologist is recognized as school-level personnel working directly with students throughout the year. In such cases, the school may determine the survey questions are administered that best fit the role.

Our district is not using EDS to collect PGES evidences. Can we still participate in the OPGES student voice survey?

Yes. The OPGES Student Voice Survey is completed using Survey Monkey, Scan-Tron, or other modes. No access to EDS or Infinite Campus is needed.

Who takes the survey?

All grade 3-12 students who receive services from the other professional and whose parents have not submitted a waiver are eligible to take the survey. Each district decides upon the Student Voice Survey protocol.

Who administer the survey(s)?

The survey may be administered by the other professional or a proxy such as the classroom teachers or a principal. To ensure student confidentiality, the other professional should not collect completed surveys. Each district may define additional guidelines for administering their surveys.

Do other professionals have to complete SV surveys during the same window as teachers?

No. The window is determined by the district's CEP; however, as many other professionals see students on a limited basis over several weeks, it may be appropriate to have surveys for other professionals available to administer over a longer period of time.

How is the feedback from the Student Voice Survey used for other professionals?

This academic year, other professionals administer the validated surveys to students as part of the Professional Growth and Effectiveness System (PGES). Please be advised that the Student Voice Survey Questions for speech therapists are still undergoing validation during the 2016-17 school year.

This year's results, along with other district approved formative measures, might be helpful to supervisors to engage in conversations with other professionals regarding continued professional growth needs or by other professionals in self-reflection to inform their practice.

Educators use student voice data to inform instruction and classroom practice. Educators, school and district leaders will use student voice data to determine potential areas for professional learning and teacher support.

Is my district required to use the survey items/questions provided by KDE?

Yes. All districts must use the OPGES survey items provided by KDE at a minimum of once each year. Districts and educators are encouraged to use other forms of student perception surveys at alternating times through the year.

How many students take the survey?

Districts using paper/pencil and other modes decide upon the number of students surveyed. Any student who have received services from an other professional are eligible to complete the survey. This may be individual students from multiple grade levels or classes, or it may be one or two complete classes the other professional has worked with.

How should students be prepared to take the survey?

All districts are encouraged to review the Student Voice Survey questions with their students and define or clarify word meanings or the meaning/intent of questions. Students need to be informed of the purpose of the survey and that all responses are anonymous.

How are ELL and ASL students accommodated for other professionals?

[Spanish translations and American Sign Language videos](#) are available to assist students of other professionals.

When do other professionals receive the results of the Student Voice Survey?

Districts determine when paper/pencil or other modes survey results are available.

Does an other professional still need to have a minimum of 10 students in a grade level to receive data?

Yes, other professionals should have a minimum of 10 valid student respondents for survey data to be considered for the summative process. Other professionals do not have an attendance requirement or that must be reached for student participation.

How is Student Voice for other professionals associated with the Certified Evaluation Plan (CEP)?

Student Voice is the confidential perception survey adopted by the Kentucky Department of Education. The survey is embedded within the Professional Growth and Effectiveness System and is a required source of evidence for other professionals as outlined within the district Certified Evaluation Plan.

