

Directions for OPGES Student Voice Survey Validation 2016

The Student Voice Survey is a classroom level reporting system used to provide formative feedback and evidence of effectiveness to other professionals and school administrators. All certified staff complete a Student Voice Survey at least once each year.

Determine the employees who have access to student identification data and the corresponding results of the Student Voice Survey.

Other professionals must read and sign the [Student Voice Ethic/Confidentiality Agreement](#).

Decide upon the process for scheduling and proctoring the OPGES SV survey.

- During the 2015-16 validation year, surveys may be administered according to the timeline established in the district CEP and may occur over a period of weeks. If OPGES is not included in the CEP, districts may follow the survey timeline for teachers or determine another window that better aligns with school need.
- Create a process for tracking completion of the OPGES SV Survey. Once a district has completed the survey, contact Amy.Jacobs@education.ky.gov to receive the results that will be shared with educators.
- If results are not requested, they will be delivered no later than June, 2016.

Examples:

1. Principals send the survey to all other professionals in their schools and each other professional schedules and administers the survey with selected students. Once their selected group of students have completed the survey, the other professional sends an e-mail notifying the principal. The principals sends a completed status to the District SV point of contact.
2. Specific administrators schedule the window and proctor the survey with the selected groups of students. Upon completion of the OPGES SV Survey, the administrator notifies the designated district contact.

Determine the process for choosing students

- Any student who receives services from the other professional during the semester of administration.
- There is no requirement of a minimum number of times the student has received services from the other professional.
- A minimum number of students is not required. Results should be held until five or more students have completed the survey to ensure confidentiality.
- Other professionals and district leadership will decide if the survey will be given to every student serviced or a select group of students.
- If students have previously been provided a parent waiver to opt out of the Student Voice Survey, an additional waiver does not need to be sent home for consideration. The same waiver applies to both teachers and other professionals.

Examples:

1. The librarian may administer the survey to a class that has worked with the librarian on specific skills, rather than to all students who come to the library to borrow books.
2. The counselor may choose to administer the survey to the small groups he or she works with and not to students engaged in individual counseling sessions.
3. The speech pathologist utilizes the survey as an exit slip with a hyperlink to the survey provided to students who receive services.

Determine other professionals who are eligible to administer the survey

- Other professionals who have direct instructional interaction with students may administer the OPGES Student Voice survey.
- Instructional coaches who have regular instructional interaction with students, the teacher Student Voice survey may be completed using other modes.
- Instructional coaches may not have direct instructional interaction with students; therefore, they will not complete the Student Voice survey.

- Survey questions are available for library media specialists, school counselors/social workers, and speech pathologists.

Complete the OPGES Student Voice Survey validation process

- Participating districts have been provided a [Survey Monkey link](#) via e-mail to the Student Voice or designated point of contact. That link and all pertinent details, such as the deadline for completion, must be forwarded to all schools.
- Educators and/or administrators discuss the purpose of the student voice survey and review the survey questions with students prior to administration. Below is a sample lesson plan and resources for instructing students in the purpose and meaning of the student voice survey.

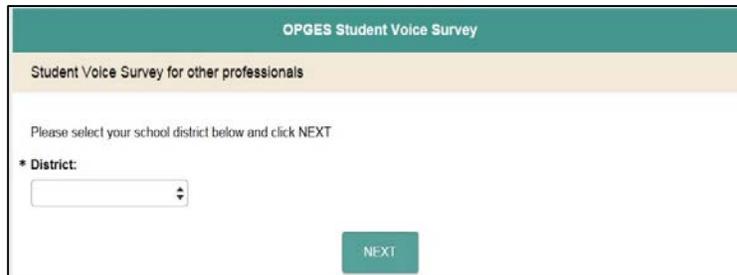
<http://education.ky.gov/teachers/PGES/Documents/January%20NGP%20Newsletter-Teacher%20Edition.pdf>

1. The printed questions may be a useful resource to use as part of instruction prior to engaging in the survey (see appendix). All student responses are to be collected using the provided [Survey Monkey hyperlink](#).
2. On the selected day of administration, proctors provide access to Survey Monkey using devices with internet connection.
3. Teachers may print the illustrated click path on the following page to serve as instructions for students.
4. If it is desired that students complete surveys for multiple other professionals, have students complete the first survey by clicking “next”, log back in to the link, and repeat steps 1-5 again as noted below.

Log on to Survey Monkey

at: [https://www.surveymonkey.com/r/OPGES Student Voice Survey](https://www.surveymonkey.com/r/OPGES_Student_Voice_Survey)

1. Click on your district



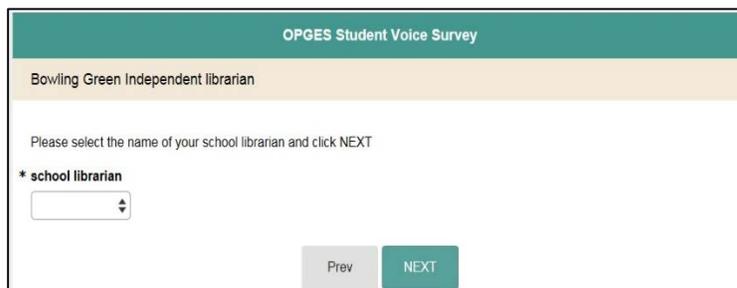
The screenshot shows the 'OPGES Student Voice Survey' header. Below it is a sub-header 'Student Voice Survey for other professionals'. The main text says 'Please select your school district below and click NEXT'. There is a dropdown menu labeled '* District:' and a green 'NEXT' button at the bottom right.

2. Click the role you are surveying: library, counselor/social worker, or speech therapist.



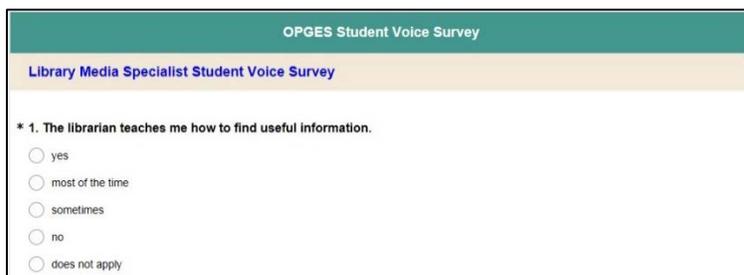
The screenshot shows the 'OPGES Student Voice Survey' header. Below it is a sub-header 'Bowling Green Independent other professionals Student Voice Survey'. The main text says 'Please select either librarian, counselor/social worker, or speech language pathologist from the dropdown below and then click NEXT'. There is a dropdown menu labeled '* Role' and two buttons: 'Prev' and 'NEXT' at the bottom right.

3. Choose the name of your educator.



The screenshot shows the 'OPGES Student Voice Survey' header. Below it is a sub-header 'Bowling Green Independent librarian'. The main text says 'Please select the name of your school librarian and click NEXT'. There is a dropdown menu labeled '* school librarian' and two buttons: 'Prev' and 'NEXT' at the bottom right.

4. Answer survey questions



The screenshot shows the 'OPGES Student Voice Survey' header. Below it is a sub-header 'Library Media Specialist Student Voice Survey'. The main text says '* 1. The librarian teaches me how to find useful information.' There are five radio button options: 'yes', 'most of the time', 'sometimes', 'no', and 'does not apply'.

5. Click 'NEXT' to submit the survey.

Uses of OPGES Student Voice Survey results

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.

Student Voice Survey Questions for Library Media Specialist

Support:

1. The librarian teaches me how to find useful information.
a. yes b. most of the time c. sometimes d. no e. does not apply

Transparency:

2. The librarian gives me helpful comments on my work.
a. yes b. most of the time c. sometimes d. no e. does not apply

Understand:

3. The librarian knows when I understand library skills and when I do not.
a. yes b. most of the time c. sometimes d. no e. does not apply
4. The librarian checks to make sure I understand what I am working on.
a. yes b. most of the time c. sometimes d. no e. does not apply

Discipline:

5. When I am with the librarian, I know what I should be doing.
a. yes b. most of the time c. sometimes d. no e. does not apply
6. I am treated with respect by the librarian.
a. yes b. most of the time c. sometimes d. no e. does not apply

Engage:

7. The librarian asks me questions to help me discover books and resources that interest me.
a. yes b. most of the time c. sometimes d. no e. does not apply

Nurture:

8. The librarian encourages me to do my best work.
a. yes b. most of the time c. sometimes d. no e. does not apply
9. The librarian cares about me.
a. yes b. most of the time c. sometimes d. no e. does not apply
10. The librarian believes I can succeed at what I try.
a. yes b. most of the time c. sometimes d. no e. does not apply

Trust:

11. The librarian encourages me to think on my own.
a. yes b. most of the time c. sometimes d. no e. does not apply
12. The librarian respects my ideas and suggestions.
a. yes b. most of the time c. sometimes d. no e. does not apply
13. The librarian encourages me to share my thoughts at appropriate times.
a. yes b. most of the time c. sometimes d. no e. does not apply

Student Voice Survey Questions for Speech Language Pathologist

Support:

1. My speech therapist helps me understand my speech goals.
a. yes b. most of the time c. sometimes d. no e. does not apply
2. My speech therapist helps me apply what I learn in speech to other settings.
a. yes b. most of the time c. sometimes d. no e. does not apply
3. My speech therapist provides different activities that help me improve.
a. yes b. most of the time c. sometimes d. no e. does not apply

Transparency:

4. When I'm having trouble, my speech therapist clearly explains things a new way.
a. yes b. most of the time c. sometimes d. no e. does not apply
5. My speech therapist tells me how to improve my communication.
a. yes b. most of the time c. sometimes d. no e. does not apply

Understand:

6. My speech therapist helps me understand how communication skills will help me in my other classes.
a. yes b. most of the time c. sometimes d. no e. does not apply
7. My speech therapist helps me to understand how much progress I am making.
a. yes b. most of the time c. sometimes d. no e. does not apply

Discipline:

8. My speech therapist sets clear rules for my behavior when I am in speech.
a. yes b. most of the time c. sometimes d. no e. does not apply
9. I understand what I am supposed to be learning with the speech therapist.
a. yes b. most of the time c. sometimes d. no e. does not apply

Engage:

10. My speech therapist checks to be sure I am following along when she or he is teaching.
a. yes b. most of the time c. sometimes d. no e. does not apply

Nurture:

11. My speech therapist encourages me to do my best.
a. yes b. most of the time c. sometimes d. no e. does not apply

Trust:

12. If I didn't understand something during speech class, I would feel comfortable asking my speech therapist for help.
a. yes b. most of the time c. sometimes d. no e. does not apply

Student Voice Survey Questions for Counselors

Support:

1. When working with the counselor, I learn to set goals.
a. yes b. most of the time c. sometimes d. no e. does not apply
2. The counselor encourages me to use the skills I have learned to help me be a better problem solver.
a. yes b. most of the time c. sometimes d. no e. does not apply

Transparency:

3. The counselor actively listens to and responds to what I say.
a. yes b. most of the time c. sometimes d. no e. does not apply
4. The counselor explains difficult things clearly.
a. yes b. most of the time c. sometimes d. no e. does not apply
5. The counselor provides helpful comments or suggestions.
a. yes b. most of the time c. sometimes d. no e. does not apply

Understand:

6. The counselor checks to see how I'm doing throughout the school year.
a. yes b. most of the time c. sometimes d. no e. does not apply

Discipline:

7. I know how to seek assistance from the counselor.
a. yes b. most of the time c. sometimes d. no e. does not apply
8. The counselor expects me to be respectful.
a. yes b. most of the time c. sometimes d. no e. does not apply
9. The counselor respects me, my ideas, and suggestions.
a. yes b. most of the time c. sometimes d. no e. does not apply

Engage:

10. What I learn from the counselor will help me in my life.
a. yes b. most of the time c. sometimes d. no e. does not apply
11. My counselor shows interest in me by asking questions to learn more about me.
a. yes b. most of the time c. sometimes d. no e. does not apply

Nurture:

12. The counselor believes in my abilities.
a. yes b. most of the time c. sometimes d. no e. does not apply
13. The counselor makes me feel that she or he cares about me.
a. yes b. most of the time c. sometimes d. no e. does not apply
14. The counselor encourages me to do my best work.
a. yes b. most of the time c. sometimes d. no e. does not apply

Trust:

15. The counselor wants me to share my thoughts, ideas or feelings with him or her when appropriate.
a. yes b. most of the time c. sometimes d. no e. does not apply