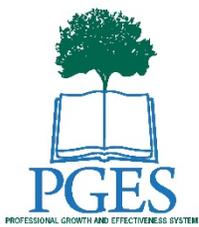


OPGES Student Voice Implementation Guide

January, 2016



Index

- I. STUDENT VOICE BACKGROUND
- II. USE OF DOCUMENT
- III. TIMELINE FOR STUDENT VOICE SURVEY
- IV. PRIOR TO THE SURVEY
- V. OTHER PROFESSIONALS PARTICIPATION
- VI. STUDENT PARTICIPATION
 - A. Assigning Students
 - B. Alternative Settings
 - C. Accommodations for Student with Disabilities
- VII. OPGES SURVEY ADMINISTRATION
- VIII. OPGES SURVEY QUESTIONS
 - 1. Library Media Grades 3 - 12
 - 2. Counselor Grades 3 – 12
 - 3. Speech Pathologist Grades 3 - 12
- IX. OPGES STUDENT VOICE SUPPORTS
 - A. American Sign Language (ASL)
 - 1. Library Media
 - 2. Counselor
 - 3. Speech Pathologist
 - B. Spanish
 - 1. Library Media
 - 2. Counselor
 - 3. Speech Pathologist
- X. SURVEY RESULTS/DATA
- XI. FORMS
 - A. Parent Waiver
 - B. Ethics/Confidentiality Agreement
- XII. RESOURCES
 - A. [OPGES Student voice survey questions](#)
 - B. FAQ
 - C. Sample Paper/Pencil Teacher Results Template
 - D. Power Point resource , *“Authentically Integrating Student Voice Into Your Classroom”*
 - E. Model 5.0 CEP
 - F. Met Study
 - G. A View From the Seats - article from www.learningforward.org
 - H. My Voice – national student report 2014

I. BACKGROUND

The Student Voice survey (SV) 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 1.33](#)]

Student Voice is embedded within the Professional Growth and Effectiveness System ([PGES](#)) and is a required source of evidence as outlined within the district Certified Evaluation Plan. The Student Voice survey is aligned with the [Kentucky Framework for Teaching \(FfT\) Specialist Frameworks](#) and is a source of evidence used in determining an educator's overall professional practice rating.

Survey results are intended for the educator to use for self-reflection about the students' learning experiences and should be examined from a professional perspective and used to guide professional practice.

Students are an important source of information on the quality of teaching and the learning environment. Educators want to know if their students feel sufficiently challenged, engaged, and comfortable asking them for help. As feedback tools, surveys can be powerful complements to other instruments.

The SV survey is a required instrument used for student feedback. 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.

II. USE OF DOCUMENT

The OPGES Student Voice Implementation Guide has been designed as a communication plan that can be used as a manual available in hard copy or for online use.

III. TIMELINE FOR STUDENT VOICE SURVEY

Use paper/pencil or other modes based on the timeline established in the Certified Evaluation Plan (CEP)

Validation study participants:

Districts participating in the validation study are following protocol provided by the Department. Districts will administer the survey according to the timeline determined in their district's CEP and using the survey hyperlink provided to them by the Kentucky Department of Education.

IV. PRIOR TO THE SURVEY

District responsibility:

The superintendent or his/her designee will determine the administration dates within the timelines stated above. The school principal/designee will determine the specific schedule for administering the Student Voice Survey.

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. The **Agreement** is located [here](#).

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. The parent waiver applies to teachers and other professionals who will be utilizing the student voice surveys. Submitted waiver forms should be stored locally as needed and do NOT need to be sent to KDE. The **Parent Waiver** form can be accessed [here](#).

Other professional's responsibility:

Prior to survey implementation, other professionals 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 their responses are anonymous.

All other professionals with students in grades 3 – 12 will participate in the annual state - approved Student Voice survey with a minimum of one identified group of students. K-2 teachers who also instruct grade levels 3+ may be scheduled to administer the survey to applicable students.

V. OTHER PROFESSIONALS PARTICIPATION

Other professionals administer the Student Voice Surveys undergoing validation as part of the Professional Growth and Effectiveness System (PGES). 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.

Districts participating in validation process

Specific districts have been contacted regarding validation participation. These districts have received instruction on how to administer the OPGES Student Voice survey using the KDE provided survey link. Further details on completing the validation process will be provided to participating districts.

Other professionals who work with students throughout the school year will participate in the other professional's Student Voice survey.

Although in most cases psychologists are identified as district certified PGES (DCPGES), there may be some cases where the psychologist is identified as school level personnel and works directly with students throughout the school year. In these cases the school may administer the student voice 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, who may be asked to administer the survey, will utilize the KDE approved teacher questions for Grades 3-5 and/or Grades 6-12 using paper/pencil or other modes.

District NOT participating in the validation process

Other professionals who work with students throughout the school year will participate in the other professional's Student Voice Survey. Other professionals will conduct the Student Voice Survey using paper/ pencil or other modes only. Student Voice questions have been developed exclusively for media specialists, counselors/social workers and speech & language pathologists.

Although in most cases psychologists are identified as district certified PGES (DCPGES), there may be some cases where the psychologist is identified as school level personnel and works directly with students throughout the school year. In these cases the school may administer the Student Voice Survey that best fits the role.

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

VI. STUDENT PARTICIPATION

Assigning Students

Students in grades 3 through 12 who have received services from the other professional during the current school year may participate in the OPGES Student Voice survey. Students typically are able to complete the survey in less than 20 minutes.

There is no attendance requirement nor is there a minimum number that must be reached for student participation. Students are permitted to survey more than one other professional.

Other professionals and district leadership may decide if the survey will be given to every applicable student or a smaller select group. For example:

- The media specialist/librarian may administer the survey to a class that worked on research skills or class projects rather than to all students who borrow books
- The counselor may choose to administer the survey to the small groups he/she works with rather than students in individual counseling sessions

Alternative Settings

Students in alternative schools will take the survey for OPGES only if applicable.

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 Student Voice Survey. FMD students are exempt from the Student Voice survey.

VII. **OPGES SURVEY ADMINISTRATION, PAPER/PENCIL & OTHER MODES**

OPGES Student Voice surveys will be administered by paper/pencil or other modes. Districts will establish the method of implementation and the survey schedule based upon the timeline established in the Certified Evaluation Plan. Districts will process survey results and disclose the information to applicable staff. Survey results must be stored within the school or district's local platform. Survey expenditures will be absorbed by the district.

Paper/pencil & other modes:

- Paper pencil method -the state-approved OPGES Student Voice Survey may be copied as is and given to students to complete.
- Districts may choose to set up a Survey Monkey or other online survey account using the state-approved OPGES Student Voice Survey questions and have students complete the survey online.
- Districts may choose to turn the state approved OPGES Student Voice Survey into a Scan-Tron. Scan-Tron supplies are a district's financial responsibility.
- If using paper/pencil methods, an other professional or a proxy administrator may administer the OPGES student voice survey. In order to ensure confidentiality and security of the survey, the following methods are recommended:
 - a) A secure mailbox on the wall near the Other Professional's office or room where completed surveys may be submitted.
 - b) A secure mailbox on the secretary's desk or office wall where completed surveys may be submitted.
 - c) A designated person to serve as proctor to administer and collect the Student Voice Surveys completed on behalf of Other Professionals.

Schools have the flexibility to report survey response data by construct, by question, or by both. Results must be conveyed with consistency throughout the school/district and reported in reliable measures and/or calculations, i.e., percentages, rank, counts, etc. 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 are to be stored locally and do NOT need to be sent to KDE. The **Agreement** is located [here](#).

Educators who serve multiple schools may combine results from all schools when students have completed the survey using paper/pencil or other modes.

Survey results from paper/pencil or other modes are to be available to educators prior to the summative evaluation process per the district's CEP and are to be documented and retained using school/district approved methods. Other professionals administer the Student Voice Surveys undergoing validation as part of the Professional Growth and Effectiveness System (PGES).

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.

Administration Dates

During the 2015-16 implementation year, the state- approved OPGES Student Voice survey window may be scheduled from February through the district determined timeline.

Survey Hours

The Student Voice survey is to be given between the hours of **7 a.m. and 5 p.m.** and under the direct supervision of staff. The survey will be administered in the school.

Collection of results

The OPGES Student Voice survey results are used as a data point for personal reflection to guide professional learning and are a formative source of evidence within the evaluation system. Results will be discussed with the other professional's supervisor and professional judgment should be exercised. For example, if a question does not apply to the job duties of the other professional, answers to that question may be excluded from results or applied according to the other professional's judgement.

All surveys for other professionals will be collected by administration or office staff who will tabulate the results and provide the data to the other professional. Districts will determine the method of survey collection and the process for compiling and summarizing survey responses. Survey administration may be completed by proxy.

Processing results must be completed with fidelity while safeguarding student confidentiality. It is recommended that a secure location be established for collecting student responses.

Districts/schools will process survey results and disclose the information to the other professionals. Survey results must be stored within the school or district's local platform or system.

In addition to student voice surveys, other professionals may provide additional evidences to support assessment of their own professional practice while the Student Voice questions are undergoing validation. These evidences should yield information related to the educator's practice within the domains. The additional evidences may be used in determining professional practice ratings and in the summative year.

Survey results are intended for the educator to use for self-reflection about the students' learning experiences and must be examined from a professional perspective and used to guide professional practice.

Most other professionals will conduct the Student Voice survey using paper/pencil or other modes as determined by the district. The other professionals' survey questions have been developed exclusively for the specialty areas of OPGES staff.

All teachers and appropriate administrative staff will read, understand, and sign the district's SV ethics statement prior to administering the Student Voice survey. Signed agreements should be stored locally and should NOT be sent to KDE. The **Ethics/Confidentiality Agreement** can be accessed [here](#).

Survey Security

Survey Monkey administration:

Districts utilizing Survey Monkey to administer the OPGES surveys may provide any internet accessible device for students. This includes the use of student's personal devices. Other professionals may help students access the survey web site and then have students complete the survey independently. A proctor may also be used at the schools discretion.

Other mode administration:

A secure site and/or process may be established for delivery of student responses. Students should be informed of the location where results are to be placed and/or the contact person responsible for collection. Districts and schools may choose a location that can be monitored or designate the use of a proctor to administer and collect survey responses. To ensure student confidentiality, the district must safeguard that a sufficient number of surveys have been completed prior to sharing the results with an other professional.

Student Identifiers

Students will retain anonymous status when taking the Student Voice Survey. All student identification tags and SSID information are to be removed.

VIII. OPGES SURVEY QUESTIONS

1. [Library Media Specialist - 3-12 grade](#)
2. [Counselor - 3-12 grade](#)
3. [Speech Pathologist – 3-12 grade](#)

IX. OPGES STUDENT VOICE SURVEY SUPPORTS – Spanish and ASL

A. American Sign Language (ASL)

1. [Library Media Specialist](#)
2. [Counselor](#)
3. [Speech Pathologist](#)

B. Spanish

1. [Library Media Specialist](#)
 - a. [Library Media Specialist- Spanish translation video](#)
2. [Counselor](#)

b. [Counselor – Spanish translation video](#)

3. [Speech Pathologist](#)

a. [Speech Pathologist – Spanish translation video](#)

X. **SURVEY RESULTS/DATA**

Student Voice Survey results provide valuable information to educators who are working to improve classroom and learning conditions. Other professionals administer the Student Voice Surveys undergoing validation as part of the Professional Growth and Effectiveness System (PGES).

Survey results are to be available prior to the summative evaluation process per the district CEP regardless of survey implementation procedures.

Formative Feedback

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.

XI. **FORMS**

A. [Parent Waiver](#)

Parents must be notified prior to student voice survey administration. 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.

B. [Ethics/Confidentiality](#)

Teachers, staff members and appropriate administrative staff 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. The ethics/confidentiality agreement applies to the implementation of the teacher and the other professional Student Voice Survey.

XII. **RESOURCES**

A. [OPGES Student Voice Survey questions.](#)

B. [FAQ](#)

C. [Sample Paper/Pencil Teacher Results Template](#) The attached sample template was used for paper/pencil survey implementation. Permission has been granted to share this form with districts.

D. [Power Point](#) *“Authentically Integrating Student Voice into Your Classroom”* Resource compliments of Joseph Harris – Teacher leader on special assignment.

- E. [MET Study](#) The MET project is a research partnership between 3,000 teacher volunteers and dozens of independent research teams. The project's goal was to build and test measures of effective teaching to find out how evaluation methods could best be used to tell teachers more about the skills that make them most effective and to help districts identify and develop great teaching. Launched in 2009, the study identified multiple measures and tools that – taken together – can provide an accurate and reliable picture of effective teaching. In understanding what great teachers do and by improving the ways teachers gain insight into their practice, teachers develop their practice and achieve success for their students.

- F. [A View from the Seats](#) Article: 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 perceptions of school culture, classroom conditions, and teaching effectiveness.

- G. [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 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

OPGES Student Voice - FAQ

What is the Student Voice Survey?

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](#)]

What educators will participate in the OPGES student voice survey?

All other professionals with students in grades 3-12 will participate in the survey.

Student Voice questions for other professionals have been developed exclusively for media specialists, counselors and speech & language pathologists. The other professional survey questions are not found within the Infinite Campus configuration as they have been designed as relating specifically to their area of expertise.

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, will utilize the KDE approved teacher questions for Grades 3-5 and/or Grades 6-12 using paper/pencil or other modes.

School psychologists will administer the Student Voice survey at the discretion of the school/district and in most cases, using teacher or counselor questions. Although school psychologists are identified as District Certified PGES, 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 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 will take the survey?

All grade 3-12 students who have not submitted an opt out waiver are eligible to take the survey. Each district will decide the Student Voice Survey protocol for their particular district.

Who will 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 we have to complete OPGES 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.

If we are not one of the districts participating in the validation process, are we still required to complete student voice surveys for OPGES?

Yes. Districts not participating in this validation process will administer the OPGES Student Voice Survey questions using other modes as chosen by the district. This may include paper pencil, Scan-Tron, a district-created Survey Monkey, or other modes as determined by the district.

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.

How are survey results reported using pencil/paper or other modes?

Schools utilizing paper/pencil or other modes will process survey results and disclose the information to applicable staff. Other modes survey results must be stored within the school or district's local platform or system. Schools have the flexibility to report survey response data by construct, by question, or by both. Results must be conveyed with consistency throughout the school/district and reported in reliable measures and/or calculations, i.e., percentages, rank, counts, etc. *All paper/pencil and other survey modes must be implemented with fidelity. Districts must abide by all guidelines as established outside of the Infinite Campus procedures*

How will the data from the Student Voice Survey be used?

This academic year, other professionals will administer the revised field test surveys to students as part of the Professional Growth and Effectiveness System (PGES). Please be advised that the Student Voice Survey Questions for use by other professionals are still undergoing validation during the school year 2015-16.

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 will 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.

If a district does not participate in the validation process and administers the survey through other modes, who is responsible for collecting and storing results?

If a district does not participate in this validation study and administers the survey through other modes, the results should be collected and stored at the school or district level using approved platforms. In this case, the results will not be collected by KDE.

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.

How will schools implement the survey?

Districts will determine the method of survey implementation for other professionals. Districts may choose paper/pencil, other modes, or both.

How many students will take the survey?

Districts utilizing paper/pencil and other modes will decide the number of students to be surveyed. Any students who have received services from the 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 is student confidentiality protected?

All student SSID information and personal identifiers are to be removed. Paper/Pencil and other modes must have built-in safeguards to protect the student's confidentiality.

How long does the survey take to complete?

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

When will the surveys be administered?

Paper/Pencil OPGES: February through the district established timeline. Consult district Certified Evaluation Plan for details.

Students will take the survey between the hours of 7:00 a.m. and 5:00 p.m. and under the direct supervision of staff.

Who coordinates survey administration at each school?

The principal/designee typically coordinates survey administration or as determined in the district CEP.

Will parents be notified before the survey is administered?

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

How are SWD accommodated?

Students with disabilities will take the Student Voice survey and will be accommodated as defined in the IEP, 504, OHI/other accommodation plan. FMD students are exempt from the Student Voice survey.

How are ELL and ASL students accommodated?

Spanish translations and American Sign Language videos are available to assist students. These resources can be found [here](#).

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

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

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

Yes. Districts using paper pencil or other modes may use a different method in each school. Consult district Certified Evaluation Plan for details.

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

Paper/pencil and other modes do not have a minimum number of student respondents for survey data to be considered. However, for confidentiality purposes, it is recommended that at least 5 students are surveyed before other professionals receive data. Otherwise, other professionals do not have an attendance requirement or minimum number that must be reached for student participation.

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.

Other professionals administer the Student Voice Surveys undergoing validation as part of the Professional Growth and Effectiveness System (PGES).

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

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 2015 -2016 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

