

### MEMORANDUM OF UNDERSTANDING · 2015–2016 SCHOOL YEAR

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DISTRICT NAME: \_\_\_\_\_

This agreement outlines conditions to be met by the above named district (the “District”) and WestEd as they relate to the administration of the CHKS. *The answer sheets will not be sent until a signed copy (sent via email, fax, or hard copy) of this Memorandum of Understanding (MOU) is received.*

DISTRICT AGREES TO THE FOLLOWING CONDITIONS:

#### SURVEY ADMINISTRATION (CHKS)

- » **Grades and Schools.** Plan to survey grades 5 through 12 as appropriate within the district. Provide current student enrollment figures (or target sample if you are sampling) for all schools by grade level, and provide accurate staff counts by school.
- » **Parent Consent.** Follow the active parental consent process with grades below seven, and either active or passive parental consent with grade seven and above (model consent forms will be provided).
- » Follow written school board policy for active and/or passive consent, and provide notification to parents of the approximate date(s) of survey administration and the availability of survey instruments for review at school and/or district offices. This is required regardless of consent type.
- » **Privacy of Students.** Regardless of what survey administration method is selected, the conditions under which the survey is administered must preserve respondent privacy and the confidentiality of the responses. If administered to multiple people in large rooms, ensure that the set up prevents anyone from observing how the respondent is answering the question. This is particularly a concern for use of large-screen monitors in conducting the survey online.
- » **Coordination.** Provide one, district–level contact person for each participating district.
- » **Surveys.** Administer the Elementary survey to elementary students, and the Core Module A to secondary students.
- » Use only the most recent, current version of the survey and the answer sheet provided by Cal-SCHLS.
- » **Expectations to deliver reports within eight to twelve weeks are contingent on use of correct versions of the survey instrument and answer sheets. Cal-SCHLS is not responsible for transferring data from incorrect to correct answer sheets.**
- » **Read the Guidebook.** Pay special attention to the section on active and passive consent procedures. In BOTH cases, specific tasks MUST be completed to insure that the rights of parents and pupils are protected.
- » **Current enrollment.** Provide student enrollment figures (or target sample if you are sampling) for all schools by grade level, and provide accurate staff counts by school.
- » **Produce questionnaires.** Produce from the master copy the number of questionnaires needed.
- » **Proctors.** Provide survey proctors (teachers or assigned proctors) for each classroom.

- » **Assurance of Confidentiality Agreement.** Have all surveyors (teachers or proctors) sign the Assurance of Confidentiality Agreement and read the Introductory Script to students. These are available in the Guidebook and on our website.
- » **Deadline.** Answer sheets not received after June 15 will result in a longer processing and reporting time than the usual eight to 10 weeks.

## **DATA SUBMISSION AND REPORT PREPARATION**

- » Provide complete information on the transmittal envelopes or online survey participation forms.
- » Complete and return the order form via email or hard copy.
- » Submit completed answer sheets and materials to your Regional Center.

## **RESPONSE RATES**

In order for the CHKS data to be representative of the students in your district, minimally meet standards A through C and either standard D or E as listed below.

- A. 100% of all district schools participated, or 100% of all selected schools participated in an approved sampling plan.
- B. An appropriate class subject or class period was identified and used.
- C. 100% of selected classrooms participated.
- D. The number of completed, usable answer forms or online submissions obtained per grade was 60% or more of the selected sample, or
- E. If active parental consent is used, 70% or more parents within each grade's selected sample returned signed permission forms, either consenting or not consenting to their child's participation.

If active consent is used and less than 60 percent of parents have not consented to their child's participation two days before the scheduled administration date, the survey should be postponed until either condition D or E can be met. *Note: If less than 25 students take the survey in a specific grade, the district may not be eligible for a report in that grade.*

## **SCHOOL CLIMATE SURVEY FOR STAFF (CSCS)**

- » Conduct the online California School Climate Survey for staff (CSCS) at each school and each grade participating in the district's CHKS. To facilitate planning and administration, this should be done around the same time the students are taking the CHKS.
- » The survey is anonymous and steps should be taken at the district and schools to ensure anonymity.
- » The survey should be offered to all teachers, administrators, and other certificated staff, including paraprofessionals and aides, and to all personnel working in the areas of counseling, health, prevention, and safety;
- » Other school staff at the district's discretion may also complete it.
- » Staff participation is voluntary. Staff who do not wish to participate shall not be required to do so.
- » There are no additional fees for the basic administration of the CSCS if administered with the CHKS. Additional fees will be charged for custom work. Please see the current fee schedule on our website.

## SCHOOL PARENT SURVEY (CSPS)

- » Optionally, conduct the California School Parent Survey (CSPS) at each school and each grade that is participating in the district's CHKS.
- » To facilitate planning and administration, this should be done around the same time the students are taking the CHKS.
- » The survey may be offered both on paper and online, but survey materials and set up must be coordinated with Cal-SCHLS staff in the Regional Center.
- » There are additional fees for the basic administration of the CSPS. Please see the current fee schedule on our website.
- » The CSPS is generally offered to all parents, guardians, or other caregivers of students in all grades and schools in the district.
- » Only one survey should be completed for each child in a school. It can be filled out by parents together or just by one of them.
- » If a parent has more than one child at a school site, the parent is instructed to complete one survey per child.

## PAYMENT

- » See the attached fee schedule for surveying and reporting costs.
- » Postage and handling will be added to the total amount charged.
- » **Additional fees apply for custom administrations and modules, answer sheet rush orders, school reports, etc. The district is always responsible for these additional fees. Contact your Regional Center for these fees.**
- » If invoiced, the district must provide a purchase order or check prior to receipt of report.

## WESTED AGREES TO THE FOLLOWING CONDITIONS:

- » Ongoing technical assistance including phone consultation on module selection, sampling, and parent consent strategies.
- » Surveys:
  - For the student survey: master copies of CHKS elementary, middle and high school surveys (all modules) obtained from the website,
  - For the staff survey: access to the CSCS online system, and
  - For the Parent survey: Printed CSPS survey booklets as well as login and passwords for the online option.
- » For online administrations one login/password per school for the CHKS as well as school-specific CSCS logins and passwords, and where applicable logins and passwords for the CSPS.
- » *Cal-SCHLS Guidebook* is available on the website.
- » Access to the Cal-SCHLS website — [chks.wested.org](http://chks.wested.org) and Listserv.
- » For paper administrations answer sheets, transmittal envelopes, and where applicable paper copies of the CSPS.
- » Scanning and online services.
- » District-level reports.

## PUBLIC ACCESS

Under the Public Records Act, any outside agency (for example, the media) can request already-produced district or school reports from CDE. Raw data will be provided to public and research agencies by request for analyses only under conditions of strict confidentiality in compliance with state and federal regulations. Cal-SCHLS Regional Center staff post Cal-SCHLS reports (CHKS and CSCS) to the Cal-SCHLS website the November of the year following survey administration.

## CONFIDENTIALITY AGREEMENT

Districts agreeing to administer any of the Cal-SCHLS surveys (CHKS, CSCS, and CSPS), understand that data will be subject to the conditions stated above. Already-produced district level reports will be available to outside agencies via the website or upon request, and raw data may be provided to public and research agencies for analysis under strict conditions of confidentiality.

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## Cal-SCHLS survey administration fees 2015-2016

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### CHKS

<i>Survey fee</i>	<i>\$0.30 per student enrolled (Minimum \$180)</i>
<i>Supplementary modules</i>	<i>Series 1, no additional cost; Series 2, \$100 each</i>
<i>District report</i>	<i>No additional cost</i>
<i>School reports</i>	<i>\$50 each</i>
<i>Ethnicity report</i>	<i>\$200 for district middle, \$200 for district high</i>
<i>School ethnicity report</i>	<i>\$100 each</i>
<i>District climate report card</i>	<i>\$250, free if all eligible schools ordered</i>
<i>School climate report card</i>	<i>\$100 each, comprehensive middle/high schools only</i>
<i>Raw data</i>	<i>\$125 for elementary, \$125 for secondary</i>
<i>Custom questions</i>	<i>Minimum of \$200, contact Regional Center for quote</i>

### CSCS

<i>Survey fee</i>	<i>No cost when done with CHKS \$180 as stand alone survey</i>
<i>District report</i>	<i>No cost</i>
<i>School reports</i>	<i>\$50 each</i>
<i>Raw data</i>	<i>\$125</i>
<i>Custom questions</i>	<i>Minimum of \$200, contact Regional Center for quote</i>

### CSPS

<i>Survey fee (Includes online English/Spanish surveys)</i>	<i>\$100, district enrollment 600 or less \$300, district enrollment over 600</i>
<i>Printing fee</i>	<i>\$0.15 per paper copy ordered</i>
<i>Paper processing fee</i>	<i>\$.30 per paper copy returned for processing</i>
<i>District report</i>	<i>No additional cost</i>
<i>School reports</i>	<i>\$50</i>
<i>Raw Data</i>	<i>\$125</i>
<i>Custom questions</i>	<i>Minimum of \$200, contact Regional Center for quote</i>

By signing this document the named District and WestEd signify that each party understands and will comply with the conditions stated above.

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District Representative:

WestEd Staff:

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