

Communication Kit Stakeholder Surveys

Office of School Support and Improvement
July 2020



OKLAHOMA
Education

At the Oklahoma State Department of Education (OSDE), we believe that all students can grow and all schools can improve. As outlined in *Oklahoma Edge*, the state’s 8-year strategic plan to meet the requirements of the Every Student Succeeds Act (ESSA), the plan identifies the Nine Essential Elements as a tool for all schools to use for continuous improvement.

With use of the Nine Essential Elements, schools will complete a comprehensive needs assessment. This process will assist schools in understanding how the pieces of a complex educational system interact and it will allow schools to identify strengths and areas of focus. Within the needs assessment, climate surveys allow students, families, teachers and school staff an important voice in the process.

The Communication Kit will serve as a tool to ensure a smooth administration, increase participation and inform all stakeholders of the process and the importance of their participation.

For more information about the Surveys developed by Marzano Research Laboratory as part of the *What Works in Oklahoma Schools Study*, refer to the [Office of School Support & Improvement Google Drive](http://bit.ly/2BHbXVc) (<http://bit.ly/2BHbXVc>).

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Teacher Announcement Letter

Dear Teacher:

Beginning ____, educators will have the opportunity to participate in the online Oklahoma Nine Essentials Elements Survey. This survey allows teachers to share their views on important elements of school effectiveness. The results from the survey will provide the district and school leadership team with a teacher's perspective on areas of strength and possible areas of focus.

The teacher survey, based on the Oklahoma Nine Essential Elements' framework, identifies how school performance on nine factors or "essentials" can lead to important student outcomes. The framework also provides a blueprint for school improvement in Oklahoma. This evidence-based framework is divided into ninety indicators representing all aspects of school operation.

Dr. Robert Marzano and the Marzano Research Laboratory conducted a study, *What Works in Oklahoma Schools*, to identify what schools in non-improvement are doing compared to schools identified as needing improvement. Marzano's research determined non-improvement schools focused on five of the nine essential elements; thus, experiencing significant higher student growth and achievement. The five areas are:

- Curriculum
- Instruction
- School Culture
- Classroom Evaluation/Assessment
- Professional Growth, Development and Evaluation

The teacher-level Oklahoma Nine Essential Elements Survey Reports will be generated from the Oklahoma State Department of Education and distributed to leadership teams (including district leadership) to carefully analyze as part of a comprehensive needs assessment. The survey results will be given to schools and districts at the regional meetings in March 2019.

Survey administration begins ____ day, July __. When teachers are provided the link/QR code by the building administrator, teachers will click the link/QR code to access the survey for completion.

All responses are completely confidential. No names or other unique identifiers are connected with individual responses or used in any report.

Thank you for participating and for providing a teacher's perspective as we move towards increasing student growth and achievement in our district.

If you have any questions about the survey, please contact [Superintendent/Principal name].

Sincerely,
[Insert Signature]

Teacher Reminder Letter

Dear Teacher:

Please take the opportunity to share your voice by completing the Oklahoma Nine Essential Element Survey. As I noted in my earlier email, the Oklahoma Nine Essential Elements Survey provides important information about a school's learning conditions and organizational culture.

No individual teachers or students will be identified in the school reports, and no individual level survey responses will ever be shown to your school. The survey responses will never be connected to your name. School-level Oklahoma Nine Essential Elements Surveys Report only present aggregated information such as the percent of teachers who agree that they feel respected by parents.

This is your opportunity to give feedback on how your school is doing. By responding, you can anonymously bring attention to issues and concerns at your school. I urge you to participate in this short survey to help improve our children's learning experience.

If you have any questions about the survey, please contact [Superintendent/Principal name].

Sincerely,
[Insert Signature]

Family Announcement Letter

Dear Families:

Beginning ____, you will have the opportunity to participate in the online Oklahoma Nine Essential Elements Survey. This survey allows you to share your views on important elements of school effectiveness. Your participation in the family portion of the survey will help us understand the conditions at your child's school and guide improvement.

This family survey, based on the Oklahoma Nine Essential Elements' framework, identifies how school performance on nine factors or "essentials" can lead to important student outcomes. The framework also provides a blueprint for school improvement in Oklahoma. This evidence-based framework is divided into ninety indicators representing all aspects of school operation.

Dr. Robert Marzano and the Marzano Research Laboratory conducted a study, *What Works in Oklahoma Schools*, to identify what schools in non-improvement are doing compared to schools identified as needing improvement. Marzano's research determined non-improvement schools focused on five of the nine essential elements; thus, experiencing significant higher student growth and achievement. The five areas are:

- Curriculum
- Instruction
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- Professional Growth, Development and Evaluation

The family-level Oklahoma Nine Essential Elements Survey Reports will be generated from the Oklahoma State Department of Education and distributed to leadership teams (including district leadership) to carefully analyze as part of a comprehensive needs assessment. The survey results will be given to schools and districts at the regional meetings in March 2019.

Survey administration begins ____ day, July __. Parents will receive an email and letter home with a link and/or QR code to log-in to the survey and participate. All responses are completely confidential. No names or other unique identifiers are connected with individual responses or used in any report.

Thank you for your participation and for providing your perspective as we move towards increasing student growth and achievement in our district.

If you have any questions about the survey, please contact [Superintendent/Principal name].

Sincerely,
[Insert Signature]

Carta de Anuncio Familiar

Estimadas familias:

A partir de ____, ustedes tendrán la oportunidad de participar en línea en la Encuesta sobre los Nueve Elementos Esenciales de Oklahoma. Esta encuesta les permitirá compartir sus opiniones sobre importantes elementos de la eficacia de la escuela. Su participación en la parte familiar de la encuesta nos ayudará a comprender las condiciones en la escuela de su niño y también fomentar mejoras.

En esta encuesta familiar, que tiene como marco los Nueve Elementos Esenciales de Oklahoma, se identifica la manera en que el desempeño de la escuela en relación a nueve factores esenciales puede resultar en importantes logros para los estudiantes. El marco también brinda un mapa para las mejoras educativas en Oklahoma. Este marco en base a evidencias se divide en noventa indicadores que representan todos los aspectos operativos de las escuelas.

El Dr. Robert Marzano y el Laboratorio Marzano de Investigación llevó a cabo una investigación, *Lo que funciona en las escuelas Oklahoma*, para identificar lo que las escuelas sin necesidad de mejoras están haciendo en relación a las escuelas en las que se han identificado una necesidad de mejorar. La investigación de Marzano identificó las escuelas sin necesidad de mejoras en base a cinco de los nueve elementos esenciales, logrando de esta manera un crecimiento y resultados notablemente más altos en los estudiantes. Las cinco áreas incluyen las que a continuación se enumeran:

- Currículum
- Enseñanza
- Cultura de la escuela
- Las evaluaciones en el salón
- Crecimiento, desarrollo y evaluación profesionales

Los reportes de la Encuesta sobre los Nueve Elementos Esenciales de Oklahoma a nivel familiar se elaborarán en el Departamento de Educación del estado de Oklahoma y se distribuirán a equipos de liderazgo (incluyendo los dirigentes del distrito) para su análisis cuidadoso como parte de una evaluación global de necesidades. Los resultados de la encuesta se facilitarán a las escuelas y distritos en las conferencias regionales que se llevarán a cabo en marzo de 2019.

Comienza la administración de la encuesta ____ día, ____ . Los padres de familia recibirán un correo electrónico y carta a casa con un link y/o código QR para poder ingresar a la encuesta y participar. Todas las respuestas son completamente confidenciales. No habrá nombres u otros datos de identificación personal que los vinculen con determinadas respuestas y tampoco se utilizan en ningún reporte.

Gracias por su participación y por aportar sus perspectivas mientras avanzamos hacia un mayor crecimiento y mejores resultados estudiantiles en nuestro distrito.

Para mayores informes sobre la encuesta, favor de comunicarse con [nombre del Director/Superintendente].

Atentamente,
[Firma]

Family Reminder Letter

Dear Parent,

This is a reminder to participate in the parent survey supplement, part of the Oklahoma Nine Essential Elements Survey. We guarantee that survey responses will *never* be connected to the identity of you or your child. School reports will only present aggregated information of how parents and students responded as a whole.

While the parent data will not be made public, the parent report will be made available to [Principal name] and [Superintendent name] and will enable them to make considerations based on the responses given by [School name] parents. Your participation in the parent survey will help us understand the conditions at your child's school and guide improvement. Again, your identity and individual survey responses will be kept completely confidential and will never be connected to you or your child.

If you have any questions about the survey, please contact [Superintendent/Principal name].

Sincerely,
[Insert Signature]

Carta de Recordatorio Familiar

Estimados Padres de Familia,

Los invitamos a participar en el suplemento de la encuesta para padres de familia, mismo que forma parte de la Encuesta sobre los Nueve Elementos Esenciales de Oklahoma. Les garantizamos que las respuestas a la encuesta nunca se vincularán a la identidad de su niño o niña. En los reportes de las escuelas solo se presentarán datos globales en relación a las respuestas de los padres de familia y estudiantes.

Los datos de los padres de familia no se harán públicos. Sin embargo, el reporte de los padres de familia se facilitará a [nombre del Director] y [nombre del Superintendente], lo cual les permitirá tomar decisiones en base a las respuestas de los padres de familia de [nombre de la escuela]. Su participación en la encuesta de los padres de familia nos ayudará a comprender las condiciones que imperan en la escuela de su niño y también fomentar mejoras. Le reiteramos que tanto su identidad como sus respuestas a la encuesta se mantendrán completamente confidenciales y nunca se vincularán a usted o a su niño.

Para mayores informes sobre la encuesta, favor de comunicarse con [nombre del Director/Superintendente].

Atentamente,

[Firma]

Parent Notification of Student Survey

[Insert Date]

Dear Parent or Guardian:

We are writing to inform you about a student survey that will be administered at your child's school called the Oklahoma Essential Elements Survey. This survey is based on research from Marzano's Research Laboratory. The survey asks students about their experiences in school. Student responses provide school leaders critical student input to guide school improvement plans.

Student participants will be required to log-in to complete the survey. Students' identities will be completely confidential. Teachers or administrators will never see individual responses to survey questions and will only receive aggregated information such as the total percentage of students who agree homework assignments help them learn the course material.

Please be aware that under the Protection of Pupil Rights Act, 20 U.S.C. Section 1232(c)(1)(A), you have the right to review a copy of the questions asked of your student(s). Survey questions can be found on the provided link. (See below.)

If you **do not** want your son or daughter to participate, fill out the information below and ask your child to return this sheet to his or her teacher.

Thank you for your cooperation,

[Insert Signature]

School Name: _____ Room #: _____
(Please Print)

I **DO NOT** want my child, _____, to take part in the
Child's Name (Please Print)
9Essential Elements Survey.

SIGNATURE OF PARENT OR GUARDIAN

DATE

If you have any questions about the survey, please contact [Superintendent/Principal name].

Sincerely,

[Insert Signature]

Carta de Notificación de Encuesta Estudiantil para los Padres de Familia

[Fecha]

Estimado Padre de Familia o Tutor:

El motivo del presente es informarle a usted sobre una encuesta estudiantil, la Encuesta de Elementos Esenciales de Oklahoma, que se llevará a cabo en la escuela de su niño. Esta encuesta se basa en una investigación realizada por el Laboratorio Marzano de Investigación. En la encuesta se les pregunta a los estudiantes acerca de sus experiencias en la escuela. Las respuestas de los estudiantes permitirán que los dirigentes de la escuela tengan una retroalimentación crítica de parte de los estudiantes a fin de poder guiar planes para mejorar la escuela.

Los estudiantes que participen deberán ingresar al sitio para completar la encuesta. Sus identidades se mantendrán completamente confidenciales. Los maestros o administradores nunca verán respuestas individuales a las preguntas contenidas en la encuesta y solo recibirán información global, tal como el porcentaje total de estudiantes que señalan que la tarea les ayuda a aprender.

Se les informa que, de acuerdo a la Ley de Protección de los Derechos del Alumnado, 20 U.S.C. Sección 1232(c) (1) (A), usted tiene el derecho de obtener una copia de las preguntas hechas a su(s) estudiante(s). En el siguiente link podrán acceder a las preguntas contenidas en la encuesta. (A continuación.)

Si usted no desea que participe su hijo o hija, complete el siguiente formulario y encargue a su niño a que lo entregue a su maestro o maestra.

Gracias por su colaboración,

[Firma]

Nombre de la Escuela: _____ No. de Salón #: _____
(con letra de molde por favor)

NO DESEO que mi niño, _____ participe en la Encuesta sobre
Niño (con letra de molde por favor)

los Nueve Elementos Esenciales.

Firma de Padre de Familia o Tutor

Fecha

Para mayores informes sobre la encuesta, favor de comunicarse con [nombre del Director/Superintendente].

Atentamente,

[Firma]