Washoe County School District
Office of Research and Evaluation and School Improvement

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2025-2026 WCSD Student Climate and Safety Survey Administration Protocol

I. Purpose

The purpose of the 16th Annual School Climate and Safety Survey is to collect information from students about the school environment. A positive school climate is important in ensuring that every student reaches his or her potential. School staff will also be invited to complete a corresponding climate survey during the same time period.

II. Survey Administration for 2025-26

- Can be completed at any time between **October 27th – December 19th**
- The survey requires 30 minutes or less (typically less than 15 in middle and high school).
- Taken by all students in grades 5th, 6th, 7th, 8th, 9th, 10th, 11th, and 12th.
- Parents can return passive consent forms to the school if they do not want their child to participate (allow 7 day review).
- Students can choose not to participate if they do not want to take the survey.
- Initial results will be available to schools in January to help with school improvement planning.
- There is a video on the School Climate website with survey directions students can watch. We encourage you to play it before each survey administration to ensure consistency: https://youtu.be/mQGWlQj87DM.
- **Important**: Student responses are NOT recorded unless they click "Submit" at the bottom of the survey. Students must complete the survey all in one sitting.

III. Staffing Needs

With the assistance of the school counselor, the site administrator and teachers should coordinate a schedule to administer the survey to students. The way staff communicate to students about this survey is **INCREDIBLY IMPORTANT** and has a major impact on how honestly students respond to the questions and the quality of the data your school receives back from students. Please try to encourage students to take the survey seriously and let them know that their opinions are valued and confidential.

IV. Materials

- **Student roster with student IDs** (the school is responsible for distributing current rosters)
- **Computers, iPads, or laptops with internet access**

If your school needs iPads or proctors to help administer the survey, please contact **KMackenzie@washoeschools.net**. Below is the link to the student climate and safety survey. Clicking on the link will bring you to a login page which will ask for an access code. The access code is their Student ID number. Only the student ID numbers assigned to each particular survey will allow access. If a student's ID does not work, **please email Karah MacKenzie at KMackenzie@washoeschools.net** with the ID number, and within a week she will provide you with a new working access code.

ABS Quality Evaluations, Inc. Management System Certification
Certificate No. 41433

Student Survey Link: **https://surveys.panoramaed.com/washoe**

V. Administration Protocol

- **Step 1:** Sit students individually at computer stations or space evenly. Please exclude students for whom consent was denied (i.e. the passive consent form was returned signed by a parent or guardian). ***Play video of directions or read script below.***
- **Step 2*:*** Direct students to the survey link above. You can also preload the link onto each computer in advance. They can also access the link by going to the WCSD Student Climate Survey website.
- **Step 3:** Read bolded survey directions below to all students.
- **Step 4.** Provide students with their ID number to type into access code box.
- **Step 5:** If students ask questions about specific survey questions, help clarify the questions for the students, but do not provide answers. Please try to ensure a non-disruptive atmosphere until all students have completed the survey.

Script to Read to Students:

Good morning (afternoon). My name is (name) and I am helping to collect information about what you think of your school and your school's safety. Today I would like you to complete a questionnaire on the computer. This survey is YOUR opportunity to provide feedback about this school. We use the information at this school to help make sure students feel safe, cared for, and interested in their education.

No one at school or at home will see your answers. Taking part in this project is up to you. Your choice about taking part will not affect your grades in school or your ability to participate in any school activities. You can skip any questions or to decide you do not want to participate at any point in the survey process.

We are going to complete the first screen together. Does anyone have any questions before we begin?

If you have a question while you are taking the survey, please raise your hand and someone will help you. Please sit quietly in your seat when finished until I excuse you. You may begin by entering your student ID number where it asks for your access code. If you do not know your ID number, I will come by and give it to you. Make sure your correct school name comes up after you type in your ID number.

VI. Frequently Asked Questions

- **What if a student can't access his or her survey?**
  Double check the access code **(i.e. the Student ID Number)** the student is entering and make sure they are entering all 7 digits correctly. If the student still cannot access the survey, record the student's name, grade, access code, and give this information to your survey coordinator. The survey coordinator will send this information to KMackenzie@washoeschools.net.

- **If a student enters his or her access code (i.e. Student ID Number), and the browser freezes or crashes before the student can submit the survey, what should I do?**
  Please help the student close and re-open the web browser and access the survey website again. If the browser closes before the student submits the survey, the student can simply log

on again with the same access code and try again. Although every access code can only be used once, the code is only marked as "used" once the student clicks the "Submit" button at the bottom of the survey.

- **If a student accidentally submits the survey before he or she is finished, what should I do?** Please contact the survey team at **support+washoe@panoramaed.com** with the student's name, the teacher's name, and the access code that the student used to submit a partial survey. The survey team will be able to exclude that partial response from the final survey reports.

- **What if my students are struggling with the reading level of the questions?** You are welcome to helps students with any language in the survey, including by explaining words and meanings to them. Some schools also use a read-aloud approach, and read each question aloud to a classroom of students and explain wording along the way to all students. If students are feeling very frustrated or anxious by the process, it is okay to stop the survey, just be sure they hit "submit" to record answers up to that time. The survey is offered in English and Spanish, but if you would like an interpreter to help students, please contact KMackenzie@washoeschools.net and she can help set it up.