**Planning the School-Wide Expectation Survey**

**Action Plan**

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| --- | --- | --- | --- |
| **Steps** | **Process Dates** | **Person(s) Responsible** | **Status** |
| Obtain needed approvals |  |  |  |
| Develop the survey tool   * Load the survey into the survey platform * Prepare additional versions |  |  |  |
| Administer the survey to staff   * Implement a messaging plan * Make additional survey formats available * Follow-up to encourage completion |  |  |  |
| Administer the survey to students   * Implement a messaging plan * Make additional survey formats available * Arrange a make-up date for absent students * Follow-up to encourage completion |  |  |  |
| Administer the survey to parents   * Implement a messaging plan * Make additional survey formats available * Follow-up to encourage completion |  |  |  |
| Analyze survey responses   * Disaggregate data * Develop summary graphs * Review and reflect on similarities and differences * Make final selections |  |  |  |
| Expectations reveal   * Implement a messaging plan |  |  |  |

**Considerations for Planning the Survey Administration with Students**

1. How will the survey opportunity be presented to students so that they are confident their voice will be heard?
2. How will all students have an equitable opportunity to understand and complete the survey?
   * When is the best time in the school day for students to take the survey?
   * What additional formats are needed to ensure everyone has an equitable opportunity to complete and understand the survey?
   * What additional languages the survey should be translated into?
   * What accommodations or modifications are needed?
   * How will students absent on the day the survey is administered have an opportunity to submit their responses?
3. What questions will you include that allows you to disaggregate the data and ensure that all voices are heard?

**Considerations for Planning the Survey Administration with Parents and Caregivers**

1. How will the survey opportunity be presented to parents and caregivers so that they are confident their voice will be heard?
2. How will all families, including underserved families have an equitable opportunity understand and complete the survey?
   * What are multiple methods of notification and distribution that can be used?
3. What additional formats are needed to ensure everyone has an equitable opportunity to complete and understand the survey?
   * What languages are needed?
   * Availability of paper copies?
   * Availability of technology in a central location?
   * Collaboration with community groups or organization?
4. What questions will you include that allows you to disaggregate the data and ensure that all voices are heard?

**Considerations for Planning the Survey Administration with Staff**

1. How will all staff be included (e.g., bus drivers, custodians, instructional aides, secretaries etc.) in survey administration?
2. What additional formats are needed to ensure everyone has an equitable opportunity to complete and understand the survey?
   1. What languages are needed?
   2. Availability of paper copies?
   3. Available of technology in a central location?
3. What questions will you include that allows you to disaggregate the data and ensure that all voices are heard?

**Considerations for Summarizing the Results**

1. Disaggregate data to notice patterns across groups
2. Format data into graphs
3. Review disaggregated data and feflect on the meaning of similarities and differences in selections across groups
4. Stay open to selecting options that did not receive a majority of votes, but that reflect a specific group’s voice, especially if that voice is traditionally unrepresented