

ADMINISTRATIVE CIRCULAR NO. 209
Leadership and Learning, Integrated Youth Services Division

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: October 28, 2019

To: Elementary, Middle/Junior, and Senior High School Principals

Subject: SCHOOL CLIMATE, SOCIAL-EMOTIONAL & MENTAL HEALTH,
AND LEARNING SUPPORTS & ENGAGEMENT SURVEY SYSTEM
(CAL-SCHLS)

**Department and/or
Persons Concerned:** Principals

Due Date: Site Coordinator Training(s) - January 22, 24, 27, 2020 (see below)
Survey Administration Window - February 3 - May 1, 2020

Reference: None

Action Requested: Designate Point of Contact (submit by December 20, 2019)
Complete CHKS, CSSS and CSPS Surveys by or before May 1, 2020

Brief Explanation:

As part of our Local Control Accountability Plan, our District is required to complete the California Healthy Kids Survey (CHKS), the California School Staff Survey (CSSS) and the California School Parent Survey (CSPS). The surveys are anonymous.

California Healthy Kids Survey (CHKS)

The CHKS surveys students statewide and covers topics related to alcohol, tobacco, drugs, bullying, and other health issues such as school climate and student resiliency. Survey data will assist schools in: (1) preventing youth health-risk behaviors; (2) promoting positive youth development; and (3) fostering positive school climates. Each school site will receive, via email, its own unique URL link to an online survey that students will use to access the survey.

Elementary Schools: Active parent/guardian consent on behalf of each elementary fifth grade student is required to participate in the survey. Each school site sends home the “Consent for the California Healthy Kids Survey” to parents requesting permission for their students’ participation. **Note: In the Point Loma Cluster, fourth grade students will participate and require active parent consent.*

Secondary Schools: At Grades 7, 9, and 11, students have passive parent consent to participate in the survey. Students’ parents can select to opt-out on the 2019-2020 Student Enrollment Form by marking item number 28. The directions on how to print the PowerSchool “Opt Out” list will be provided to each testing coordinator in preparation for the CHKS administration.

California School Staff Survey (CSSS)

Each school site will receive, via email, its own unique URL link to an online survey that each staff member assigned to the campus will use to access the survey. Every staff member, both certificated and classified, are encouraged to participate. The survey takes an average of 25 minutes to complete.

California School Parent Survey (CSPS)

Each school site will receive a shipment, via distribution services, printed paper parent surveys for every student enrolled. Parents are asked to complete one parent survey per family per school. In addition to paper surveys, the parent survey will also be available online in English, Spanish and Chinese. Each school site will receive, via email, its own unique URL link for the CSPS. The Integrated Youth Services staff is available to assist your site with the distribution and collection of paper parent surveys.

Optional trainings for site coordinators needing assistance will be conducted on the following dates:

Date	Time	Location	SRN for ERO
January 22	9:00am - 10:30am 11:00am - 12:30pm 2:00pm - 3:30pm	Ballard Center Lab # 2	5372231 5372232 5372233
January 24	9:00am - 10:30am 11:00am - 12:30pm 2:00pm - 3:30pm	Ballard Center Lab # 2	5372234 5372235 5372236
January 27	9:00am - 10:30am 11:00am - 12:30pm 2:00pm - 3:30pm	Ballard Center Lab # 2	5372237 5372238 5372239

If you wish to attend this training, please register at www.sandiegounified.org/ero,

Please complete the attached CHKS Point of Contact Form and return it to the Integrated Youth Service, Education Center, Room 2108, before December 20, 2019. Questions may be directed to Integrated Youth Services at (619) 725-7329 or integratedyouthservices@sandi.net. Thank you for your assistance.

APPROVED:

Noemi Villegas, Ed.D.
Leadership and Learning, Integrated Youth Services Division
Attachments (2)

Distribution: Lists A, B, D, E, F and I