

## Instructions for Administering SACSC Student Surveys

### Using these instructions

**Text in *italics* is meant to be read out directly to the students.** You may change the words to make the language clearer or to help the students understand the purpose of the survey and what is expected of them. Please ensure that you convey the following information to **all** students completing the survey.

**The K-3 student survey includes separate instructions that are provided with the survey.** The information on this page should be used in conjunction with the K-3 survey instructions.

### Administering the SACSC Student Surveys

**Provide a brief explanation about how your school is implementing the Safe & Caring Schools Project.** You can take this opportunity to discuss upcoming SACSC activities or to discuss bullying, respect or similar concepts as a class.

*As a part of the Safe and Caring Schools and Communities project, we want to collect some information from students to see how safe and caring our school is.*

*This is a chance for you to give your feedback and your opinions about school -- how you feel in school, how people treat each other here and how we can make school life even better. The information will be used to continue making your school a better place for everyone.*

*These surveys are anonymous, so no one will know who wrote which survey or who said what. This means you should NOT put your name on it. This is so that you can tell the truth and you don't have to worry about anyone knowing what you said.*

*In the survey, you will be asked about bullying. We think that bullying is any behaviour that one person or a group of people do to hurt another person over and over again. It can be physical, like pushing or hitting, but it can also be non-physical, like name-calling and put-downs, threatening, gossiping, excluding and teasing.*

*Now look at your survey and follow along as I read the instructions out loud.*

Read the instructions on the front of the survey to the students. Ask them to circle male/ female and their grade. Emphasize that the term "adults" means teachers as well as all other adults in the school, including teachers' assistants, volunteers, janitorial staff, and so on. Also stress that they should only report on things that they have seen or experienced, and NOT what they have only heard about. Mention that the space at the bottom of each group of questions is for them to add any other comments.

***START WRITING ... PLEASE DO NOT SHARE YOUR ANSWERS WITH OTHERS WHILE YOU ARE WRITING BECAUSE IT MAY AFFECT THEIR RESPONSE.***

### While the students are writing the survey

If students have questions about any of the questions, you may help them interpret the meaning.

Collect the surveys in an envelope or folder.