

Jefferson County Public Schools

A Guide to the 2008–09 Comprehensive School Survey

Thank you for serving as a Comprehensive School Survey (CSS) coordinator.

- Your role is vital to our success!
- Our goal is to increase the response rate for all surveys.
- We hope this guide provides some successful strategies and helpful hints concerning the CSS, a tool that helps to measure the JCPS Theory of Action.

JCPS THEORY OF ACTION

When we collaborate to:

- Create caring and culturally responsive classroom communities;
- Provide high-quality, personalized instruction that challenges and engages students in authentic work;
- Ensure equitable access for all students to a consistent, inquiry-based curriculum; and
- Prepare leaders to engage in collaborative strategies to move this shared vision forward . . .

Then all students graduate with:

- A high level of academic performance,
- Strong character development and civic engagement, and
- Enhanced health and wellness...

So that all students are prepared to:

- Achieve their goals,
- Follow their dreams, and
- Create a more just society.

CSS History:

The CSS is provided to all staff, all parents, and students in grades 4–12 for the purpose of collecting data concerning academic indicators, school community, empathy, ethics, service, environment, safety, and employee job satisfaction.

The Jefferson County Board of Education mandated the CSS be conducted on an annual basis, beginning with the 1996–97 school year.

The CSS supports the Board's goals of enhancing effective teaching, enhancing effective leadership, strengthening organizational culture, and improving organizational effectiveness.

New for 2008–09:

- All student surveys will be available on CASCADE.
- Parent and staff surveys will be available on the JCPS Online System on the district's website.
- Although the online parent survey is the preferred method, paper-and-pencil surveys will be provided for parents without computer access (this year).

2008–09 CSS Timeline:

- Student surveys will be available in CASCADE during **February 2–20, 2009.**
- Parent and staff surveys will be available on JCPS Online during **February 2–20, 2009.**
- A special PONY run will pick up all Parent paper-and-pencil surveys from schools on **February 25, 2009.**

The Survey Process:

- The CSS is distributed and administered annually.
- The results are collected, analyzed, and reported.
- About 8–12 weeks later, a report will be available for each location.

CSS data is used for a variety of purposes including:

- Comprehensive District Improvement Plan (CDIP) development
- Comprehensive School Improvement Plan (CSIP) development
- Strategic planning, policy making, and benchmarking processes
- Formative evaluation of programs, projects, innovations, and grants

***Best Practices
for Increasing
Your CSS
Response Rate***

CSS data assists us in tracking our progress toward many of the goals expressed by district leaders in their Theory of Action and Strategic Plan.

A high response rate will ensure that the feedback gathered from students, parents, and staff becomes an integral part of the district's decision-making process.

High response rates ensure that the CSS results are representative and that the collected data has the necessary validity and reliability.

**Access the CSS Response Rate Report
for your location at:**

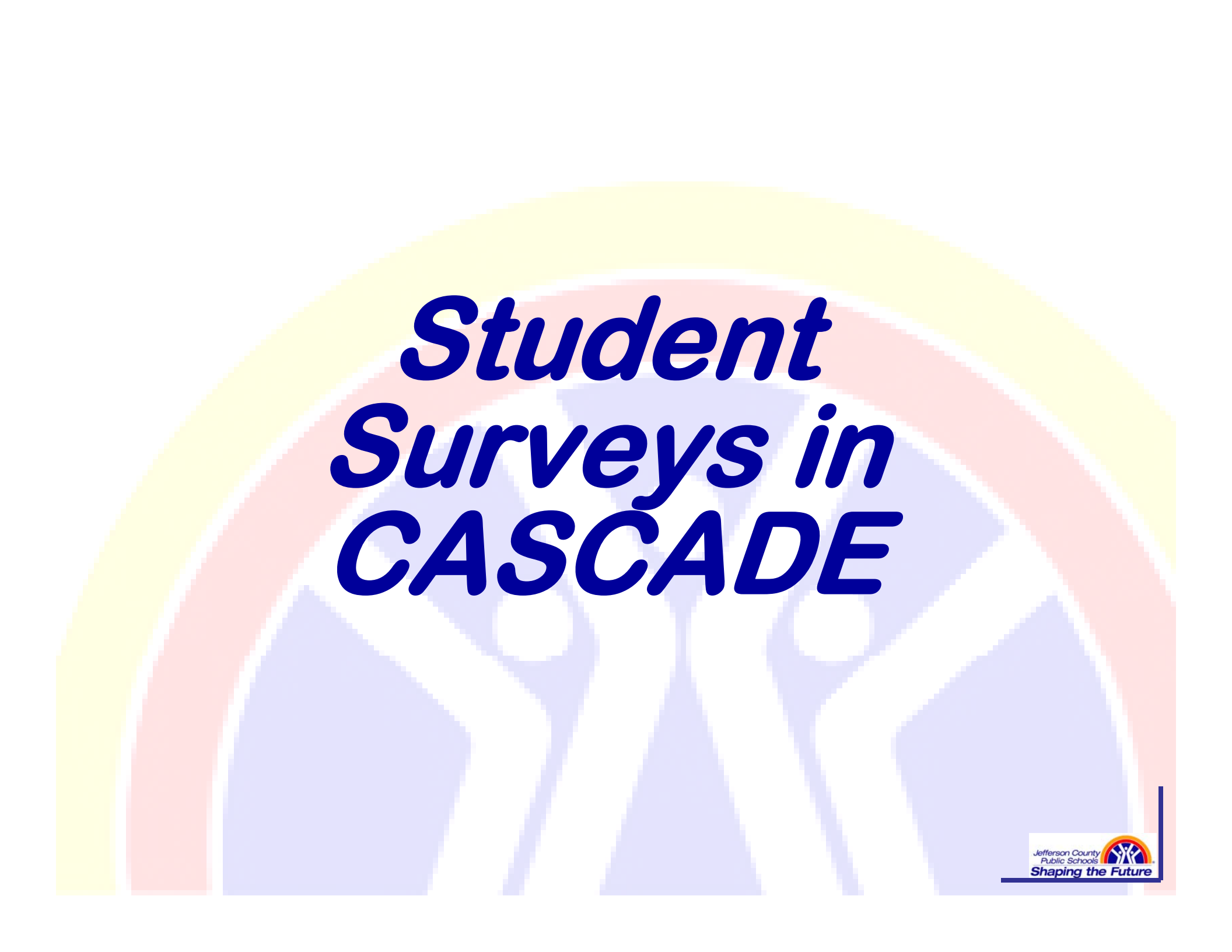
<http://www.jefferson.k12.ky.us/Departments/AcctResPlan/SurveyResultsPreface.htm>

Successful Strategies for Increasing Your CSS Response Rate:

- **Have a plan for administering the CSS!**
- Communicate with your staff about administration dates and times.
- Seek the support of your stakeholders and customers.
- Explain the value and importance of the CSS and how each person's feedback plays a key role in district improvement.

Successful Strategies for Increasing Your CSS Response Rate:

- **Student Surveys:** Set a specific date to print, administer, collect, and scan the surveys.
- **Parent/Guardian Surveys:** Offer an incentive to students who return their parent/guardian's paper-and-pencil survey. Also, please accommodate parents who would like to complete the CSS online.
- **Staff Surveys:** Ensure that every employee has access to a computer to complete the CSS online. Advise staff that the online surveys enable them to access the CSS from any computer with an Internet connect—even from home.



***Student
Surveys in
CASCADE***

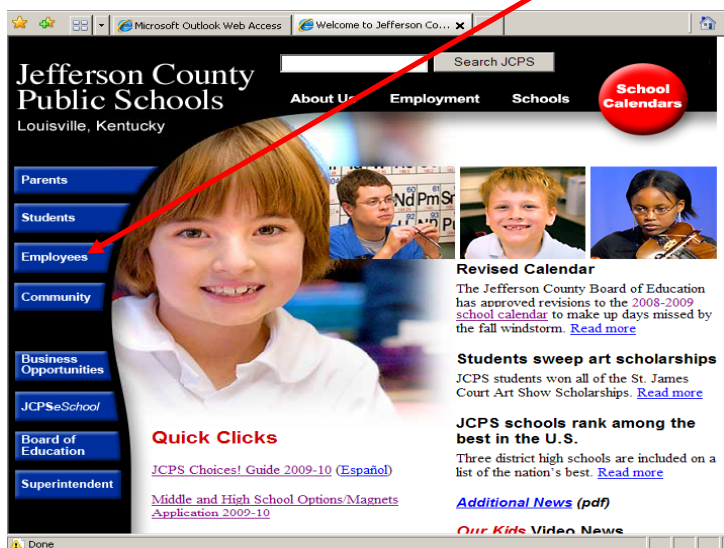
Student Surveys:

- Student surveys will be printed from **CASCADE**.
- The best practice is to administer the **CSS** similar to the way the **District CCAs** are administered at your school.
- Ask teachers to administer the **CSS** during the first period of the day or during **English class**.
- Explain why the **CSS** is important and that each student's feedback contributes to the school's success.
- Offer an incentive for returning a completed survey.
- Use the **CSS** as a learning opportunity.
- Student surveys are not anonymous, so it is vital that these surveys are handled in an ethical manner. Remember, we are supporting the **JCPS Theory of Action**, "Whole Child" Core Beliefs.

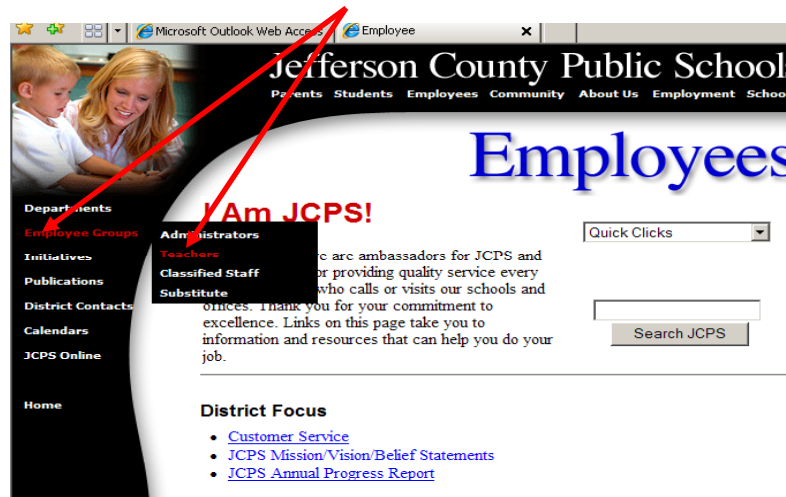
Make it FUN!

Access the JCPS Website (www.jcpsky.net)

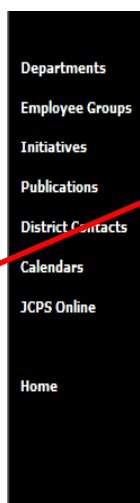
① Click the “Employees” tab



② Click “Employee Groups” and select “Teachers”



③ Select “CASCADE”



- [JCPS Online](#)
- [JCTA Agreement](#) (Jefferson County Teachers Association)

Resource Links

- [CCV Software](#) - Order your software here.
- [CASCADE](#) - Enter students scores from assessments based on Core Content, and receive detailed analysis of classroom progress.
- [Clicktionary](#) - Are you unfamiliar with a technology-related word?
- [Computer Application Skills Library](#) - View the Computer Application Skills by level.
- [Core Content Guide \(CCG\)](#) - All you need to know about the *Core Content Guides*.
- [Cultural Consortium Guide](#) - A guide of cultural-resource representatives who meet to create, coordinate, promote, and review cultural programs in area schools.
- [Education Professional Standards Board \(EPSB\)](#) - Responsible for issuing and renewing certificates for all Kentucky teachers and administrators.
- [Elementary Curriculum Maps](#) - Tables that show what students learn at each grade level. (PDF files)
- [Kentucky Department of Education \(KDE\)](#)

Log In:

- Log in using your network ID/username.
- If you are new to CASCADE, click the **Forgot Password?** Link. A temporary password will be sent to your e-mail address.
- You may change your password under the **System Utilities** tab by clicking on the **Change Password** link.

Classroom Assessment System - JCPS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.assessment.jefferson.k12.ky.us/default.aspx?ReturnUrl=%2ftimedout.aspx>

CASCADE ver 2.0
Jefferson County Public Schools
Shaping the Future
Classroom Assessment System & Community Access Dashboard for Education

help ? | logout

Username:

Password:

Logon

[Forgot Password?](#)

change pass - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.assessment.jefferson.k12.ky.us/changepass.aspx>

CASCADE ver 2.0
Jefferson County Public Schools
Shaping the Future
Classroom Assessment System & Community Access Dashboard for Education

help ? | logout

You are logged into: STUART MIDDLE, 144

Change your password [Return to Main Menu](#)

Changing your password often is an easy and important method for keeping your records secure. Please choose a password incorporating letters and numbers between 6 and 16 characters long. This password is the same as the CSIP, Item Bank and Clothes Closet login but NOT linked to your email or network login. However it is a good idea to use the same password to avoid forgetting.

New Password:

Re-Type New Password:

Submit

Printing Student Surveys in CASCADE

There are several options for printing student surveys in CASCADE. Each school should choose the method that best fits the school's schedule.

These options include:

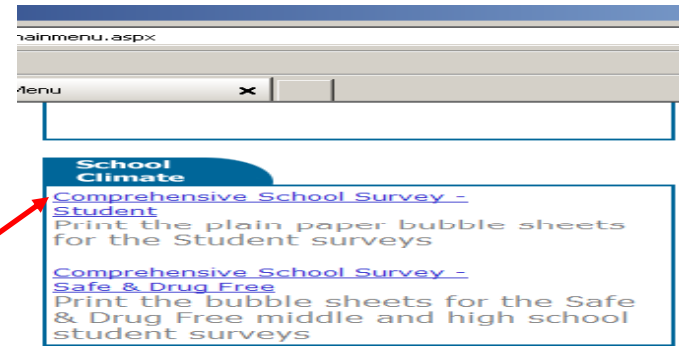
1. Teachers print the CSS by their class(es).
2. A point person prints the CSS by teacher class such as first-period, home room, or English/Literacy classes.
3. A point person prints the CSS by grade level using Create Custom Class. This option allows for printing all surveys for an entire grade. Surveys will be sorted alphabetically by students' last name.

Examples of these processes are shown on the following pages.

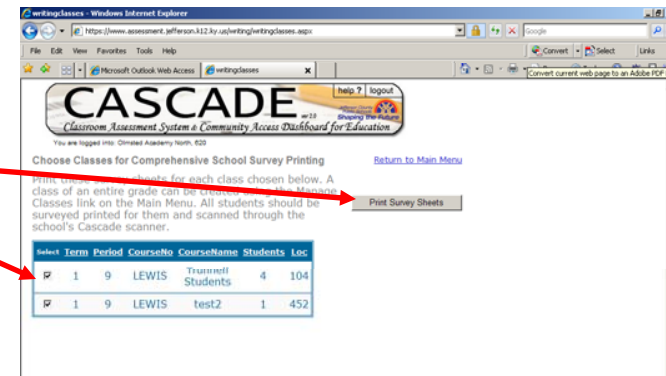
Option 1
***Teachers Print
the CSS by
Class***

Teachers: Printing the CSS by Class

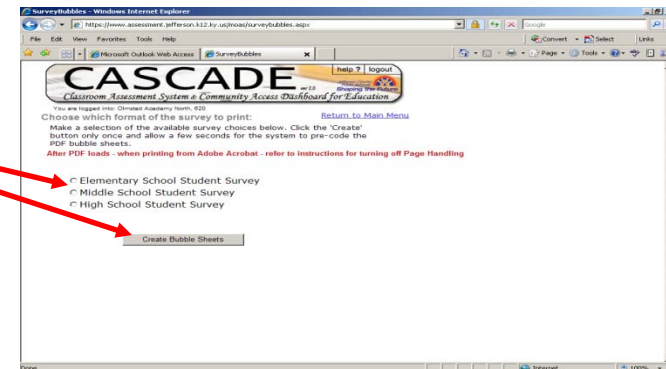
① From the Main Menu, go to the School Climate tab and click the Comprehensive School Survey link.



② Select class(es) then click Print Survey Sheets button.

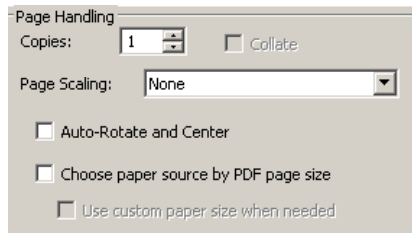


③ Select school level survey to print. Then, click Create Bubble Sheets button.



Teachers: Printing the CSS by Class

- A bubble sheet pdf will be displayed on the screen.
- Before you click OK to Print:
 - ✓ Confirm that Adobe Reader is installed on your computer.
 - ✓ Confirm that Page Handling is off.



- Surveys must be printed to a laser printer.
- You will have two survey sheets for each student.

surveybubbles[1].pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Multimedia Comment

1 / 8 102% Find

Student Name _____ Teacher: _____

Barcode _____ Barcode _____

JEFFERSON COUNTY PUBLIC SCHOOLS
2008 - 2009 COMPREHENSIVE SCHOOL SURVEY
MIDDLE SCHOOL STUDENTS

Page 1 of 2

104, 190

(A) Student Characteristics

1) Number of Adults in your family 2) Over all my courses, I get mostly

0 1 2 3+ A's B's C's D's F's

(0) (1) (2) (3) (A) (B) (C) (D) (F)

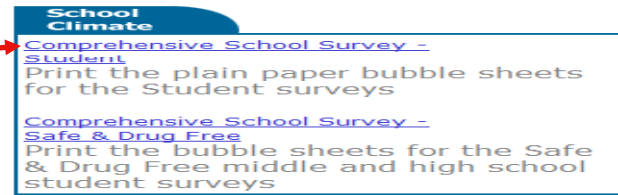
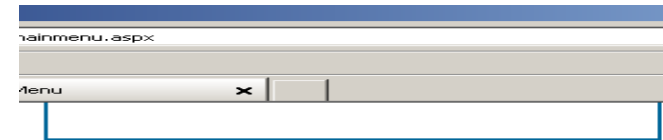
	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE
(B) School				
1. I learn interesting and useful things at school.	○	○	○	○
2. I think school is fun and challenging.	○	○	○	○
3. I enjoy going to school.	○	○	○	○
4. I really like other students in my school.	○	○	○	○
5. I feel that I belong in my school.	○	○	○	○
6. I feel like I am part of my school community.	○	○	○	○
7. I feel comfortable stating my opinion in class even if it disagrees with the opinions of other students.	○	○	○	○
8. My teachers respect my opinion in class even if it disagrees with their opinions.	○	○	○	○
9. I feel free to disagree openly with my teachers about political and social issues.	○	○	○	○
10. I often talk about politics or national issues with my teachers or other adults at school.	○	○	○	○
11. I feel my teachers really care about me.	○	○	○	○

Option 2

*A Point Person
Prints the CSS
by Teacher
Class*

Printing the CSS by Teacher Class

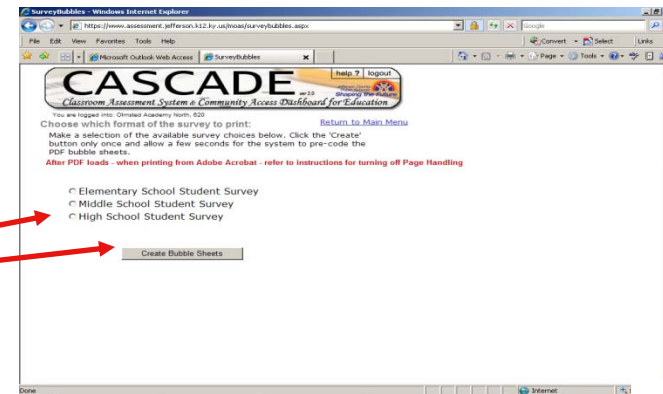
- 1 From the Main Menu, go to the School Climate tab and click the Comprehensive School Survey link.
- 2 Click the link that says Print Survey Forms for Someone Else. Select teacher name from drop down box and click Load.
- 3 Select class(es) then click Print Survey Sheets button.
- 4 Select school level survey to print, then click Create Bubble Sheets button.



Choose Classes for Comprehensive School Survey Printing [Return to Main Menu](#)
Print these survey sheets for each class chosen below. A class of an entire grade can be created using the Manage Classes link on the Main Menu. All students should be surveyed and those sheets scanned through the school's Cascade scanner.
[Print Survey Forms for Someone Else](#) [Print Survey Sheets](#)

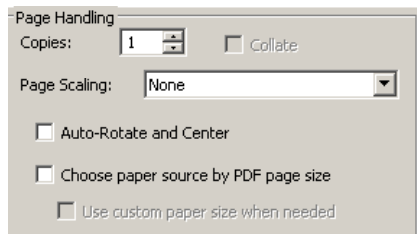
Select User: SMITH, JANE Load Cancel

Select	Term	Period	CourseName	CourseName	Students	Loc
<input type="checkbox"/>	1	1	32323012	LANG ARTS CURR & LIT	26	001
<input type="checkbox"/>	1	2	32320791	LANG ARTS 2 ADV	32	001
<input type="checkbox"/>	1	3	32320711	LANG ARTS 2	29	001
<input type="checkbox"/>	1	5	32320711	LANG ARTS 2	30	001
<input type="checkbox"/>	1	6	32220711	SOC STUDIES 2	30	001
<input type="checkbox"/>	2	1	32323012	LANG ARTS CURR & LIT	26	001
<input type="checkbox"/>	2	2	32320791	LANG ARTS 2 ADV	32	001
<input type="checkbox"/>	2	3	32320711	LANG ARTS 2	29	001
<input type="checkbox"/>	2	5	32320711	LANG ARTS 2	30	001



Printing the CSS by Teacher Class

- A bubble sheet pdf will be displayed on the screen.
- Before you click OK to Print:
 - ✓ Confirm that Adobe Reader is installed on your computer.
 - ✓ Confirm that Page Handling is off.



- Surveys must be printed to a laser printer.
- You will have two survey sheets for each student.

surveybubbles[1].pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Multimedia Comment

1 / 8 102% Find

Student Name _____ Teacher: _____

Barcode

Barcode

JEFFERSON COUNTY PUBLIC SCHOOLS
2008 - 2009 COMPREHENSIVE SCHOOL SURVEY
MIDDLE SCHOOL STUDENTS

Page 1 of 2

104, 190

(A) Student Characteristics

1) Number of Adults in your family 2) Over all my courses, I get mostly

0 1 2 3+ A's B's C's D's F's

(0) (1) (2) (3) (A) (B) (C) (D) (F)

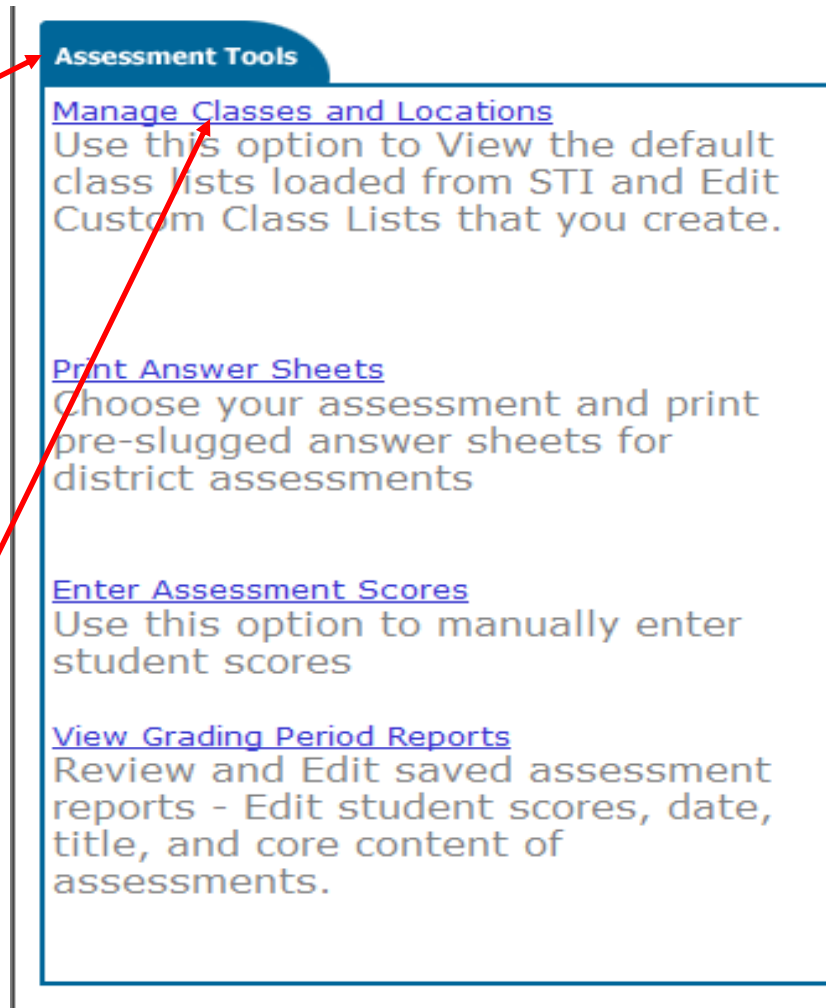
	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE
(B) School				
1. I learn interesting and useful things at school.	○	○	○	○
2. I think school is fun and challenging.	○	○	○	○
3. I enjoy going to school.	○	○	○	○
4. I really like other students in my school.	○	○	○	○
5. I feel that I belong in my school.	○	○	○	○
6. I feel like I am part of my school community.	○	○	○	○
7. I feel comfortable stating my opinion in class even if it disagrees with the opinions of other students.	○	○	○	○
8. My teachers respect my opinion in class even if it disagrees with their opinions.	○	○	○	○
9. I feel free to disagree openly with my teachers about political and social issues.	○	○	○	○
10. I often talk about politics or national issues with my teachers or other adults at school.	○	○	○	○
11. I feel my teachers really care about me.	○	○	○	○

Option 3

*A Point Person
Prints the CSS
by Grade Level*

Creating the Custom Class by Grade Level

- **Assessment Tools is the main tab used by teachers.**
- **A point person will need to create this class or classes under the Assessment Tools tab by clicking on the Manage Classes and Locations link.**



Assessment Tools

[Manage Classes and Locations](#)
Use this option to View the default class lists loaded from STI and Edit Custom Class Lists that you create.

[Print Answer Sheets](#)
Choose your assessment and print pre-slugged answer sheets for district assessments

[Enter Assessment Scores](#)
Use this option to manually enter student scores

[View Grading Period Reports](#)
Review and Edit saved assessment reports - Edit student scores, date, title, and core content of assessments.

Creating the Custom Class by Grade Level

- Click on the Create a Custom Class List link.

Manage Your Class Lists and Locations

Preview these class lists before creating an assessment. If students are missing - a class created for the extra students. Select a class by clicking to view options.

Current Classes

LocationNo	Term	Period	Class Name	StudentCount	Custom Class
144	1	9	TamaraTestClass	8	✓

[Create a Custom Class List](#)

Current Locations

LocationNo	Location Name
452	ACKERLY/BINGHAM GUIDANCE ELEM
456	ACKERLY/BINGHAM HIGH
920	AHRENS EDUCATIONAL RESOURCE
773	ANCHORAGE

- Type in name of custom class, choose your location, and click Next Step.

You are logged into: Olmsted Academy North, 820

[Return to Class Listing](#)

Create a Custom Class

Name your custom class whatever you prefer. Custom classes are created in order to add missing students to your roster or group students into a subgroup that will allow more useful reporting.

Class / Group Name:

Create this class at this location:

Creating the Custom Class by Grade Level

- Check the Create Class from Entire Grade box.
- You will be directed to a new screen. Select grade from drop down box, then click Done Creating Class.
- You will then be directed back to the Manage Classes and Locations screen where you may click on the Class Name to verify or edit the custom class.

Add Students to Your Custom Class [Return to Main Menu](#)

Click on a student's name in the "Available Students" table to add the student to the custom class on the right. Click on a student's name in the "Students in Custom Class" table to remove a student from the class. Click the checkbox to create a class from the entire grade - then click the Done button. Classes from an entire grade act as a snapshot in time and will not update on their own.

Create Class from Entire Grade

Students in Custom Class:
Student No **Last Name** **First Name**

Grade: **All** | Lastname: | Find

<< Prev. Page Next Page >>

Student No	LastName	FirstName	Grade
5			8
4			7
3			6
13 18			8
1			8
24 5			8
			8
			7
			6
5			6
			6
			6

Add Students to Your Custom Class [Return to Main Menu](#)

Click on a student's name in the "Available Students" table to add the student to the custom class on the right. Click on a student's name in the "Students in Custom Class" table to remove a student from the class. Click the checkbox to create a class from the entire grade - then click the Done button. Classes from an entire grade act as a snapshot in time and will not update on their own.

Create Class from Entire Grade

Grade: **All** | Lastname: | Find

8
7
6
All

[Return to Main Menu](#)

Manage Your Class Lists and Locations

Preview these class lists before creating an assessment. If students are missing - a custom list should be created for the extra students. Select a class by clicking to view options.

Current Classes

LocationNo	Term	Period	Class Name	StudentCount	Custom Class
104	9		Trunnell_Students	4	✓
452	1		test2	1	✓
620	1		TestClass3		✓

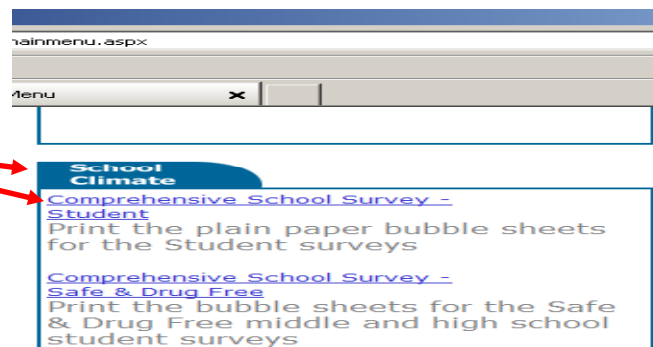
[Create a Custom Class List](#)

Current Locations

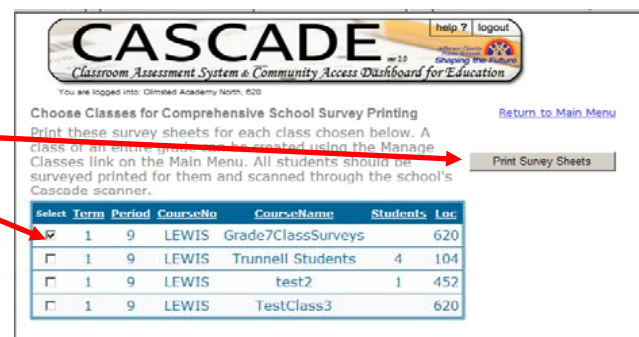
LocationNo	Location Name
452	ACKERLY/BINGHAM GUIDANCE ELEM
456	ACKERLY/BINGHAM HIGH

Printing Custom Class Surveys by Grade Level

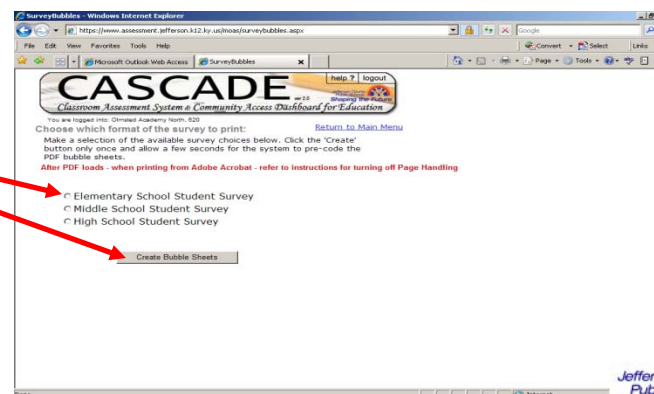
1 From the Main Menu, go to the School Climate tab and click the Comprehensive School Survey link.



2 Select the custom class you created, then click Print Survey Sheets.

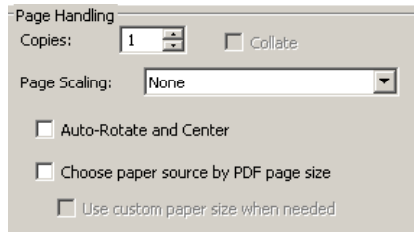


3 Select school level survey to print, then click Create Bubble Sheets.



Printing Custom Class Surveys by Grade

- A bubble sheet pdf will be displayed on the screen.
- Before you click OK to Print:
 - ✓ Confirm that Adobe Reader is installed on your computer.
 - ✓ Confirm that Page Handling is off.



- Surveys must be printed to a laser printer.
- You will have two survey sheets for each student.



surveybubbles[1].pdf - Adobe Acrobat Pro


File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Multimedia Comment

1 / 8 102% Find

Student Name Teacher:

 Page 1 of 2

JEFFERSON COUNTY PUBLIC SCHOOLS
2008 - 2009 COMPREHENSIVE SCHOOL SURVEY
MIDDLE SCHOOL STUDENTS

104, 190

(A) Student Characteristics

1) Number of Adults in your family 2) Over all my courses, I get mostly

0 1 2 3+ A's B's C's D's F's

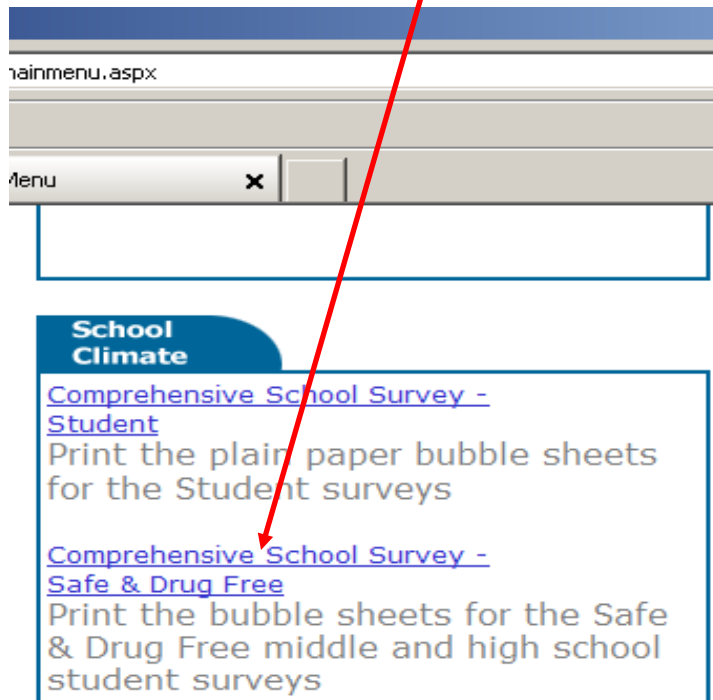
	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE
(B) School				
1. I learn interesting and useful things at school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I think school is fun and challenging.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. I enjoy going to school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. I really like other students in my school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. I feel that I belong in my school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. I feel like I am part of my school community.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. I feel comfortable stating my opinion in class even if it disagrees with the opinions of other students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. My teachers respect my opinion in class even if it disagrees with their opinions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. I feel free to disagree openly with my teachers about political and social issues.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. I often talk about politics or national issues with my teachers or other adults at school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. I feel my teachers really care about me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

***The Safe and
Drug-Free
Schools
Survey***

Printing the SDFS from CASCADE

(The SDFS is for middle and high school students only)

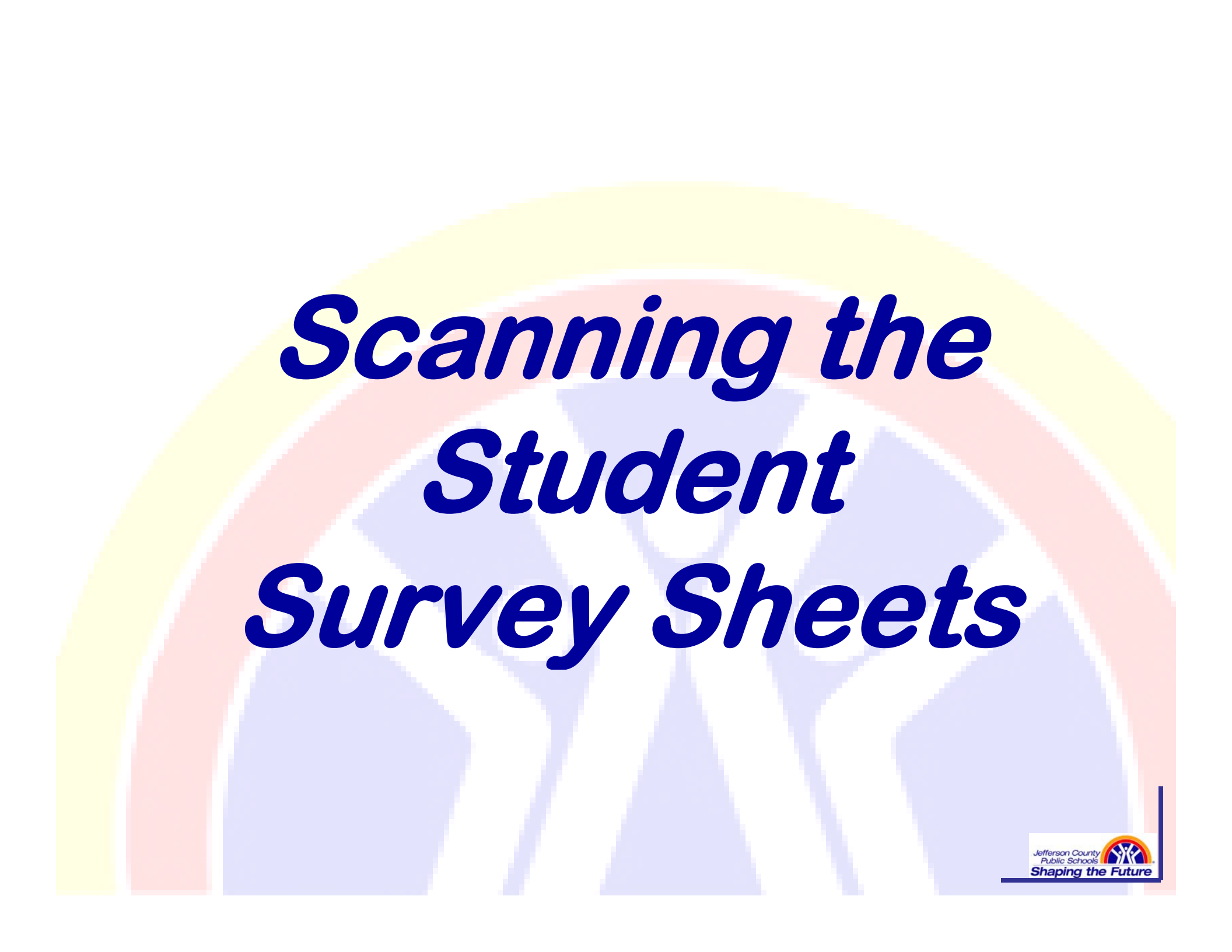
- 1 On CASCADE's main menu, click the Comprehensive School Survey-Safe & Drug-Free link.



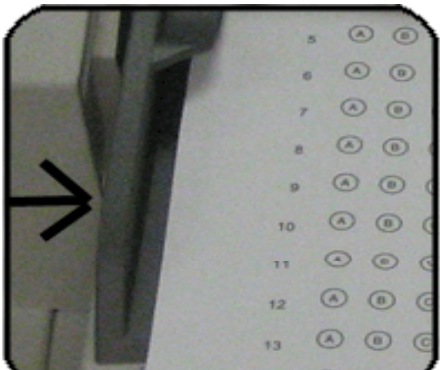
- 2 A pdf of the Safe & Drug-Free Survey pre-slugged with your school location number will be displayed. Print the number of copies you need for your class, grade, or school.

The screenshot shows a PDF form titled 'Jefferson County Public Schools 2008-2009 Safe and Drug Free Schools Survey OLMSTED ACADEMY NORTH, 620'. It includes a barcode and a section for 'YOUR HOME ZIP CODE'. The form is divided into two main sections: (A) Student Characteristics and (B) Substance Use. Section (A) includes questions about gender, ethnicity, grade in school, and age. Section (B) includes questions about alcohol use, marijuana use, and other illegal drugs. Each question has a series of radio buttons for selection.

NOTE: The SDFS is one sheet and is anonymous.

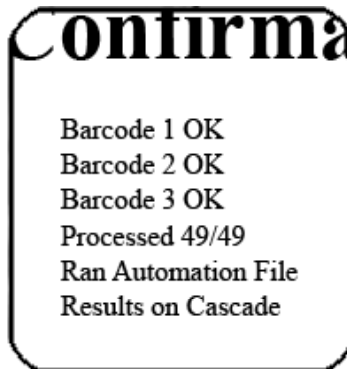
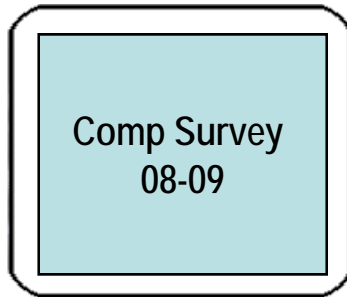


Scanning the Student Survey Sheets



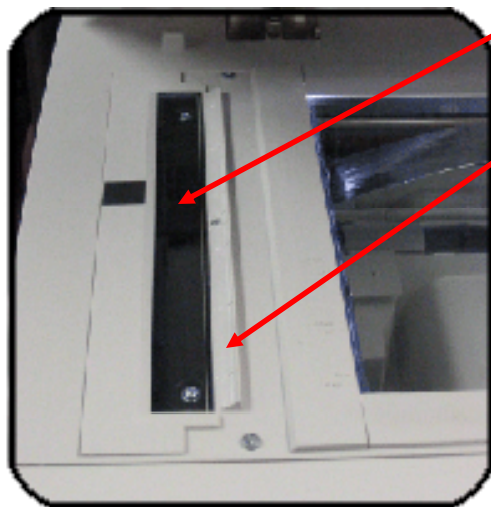
- Take your completed survey sheets to the Lexmark x646e in your building.
- The surveys do not need to be sorted in any particular order.
- Load up to 50 sheets into the feeder tray on the top of the machine. The sheets should be face up and head first in the tray.
- Be sure to push the side rails tightly against the stack of paper by firmly tapping on both rails at the same time to eliminate any space that would allow the paper to turn a few degrees as it is pulled into the scanner. Even a slight tilt in the paper will prevent proper scanning.

Scanning the Student Survey Sheets

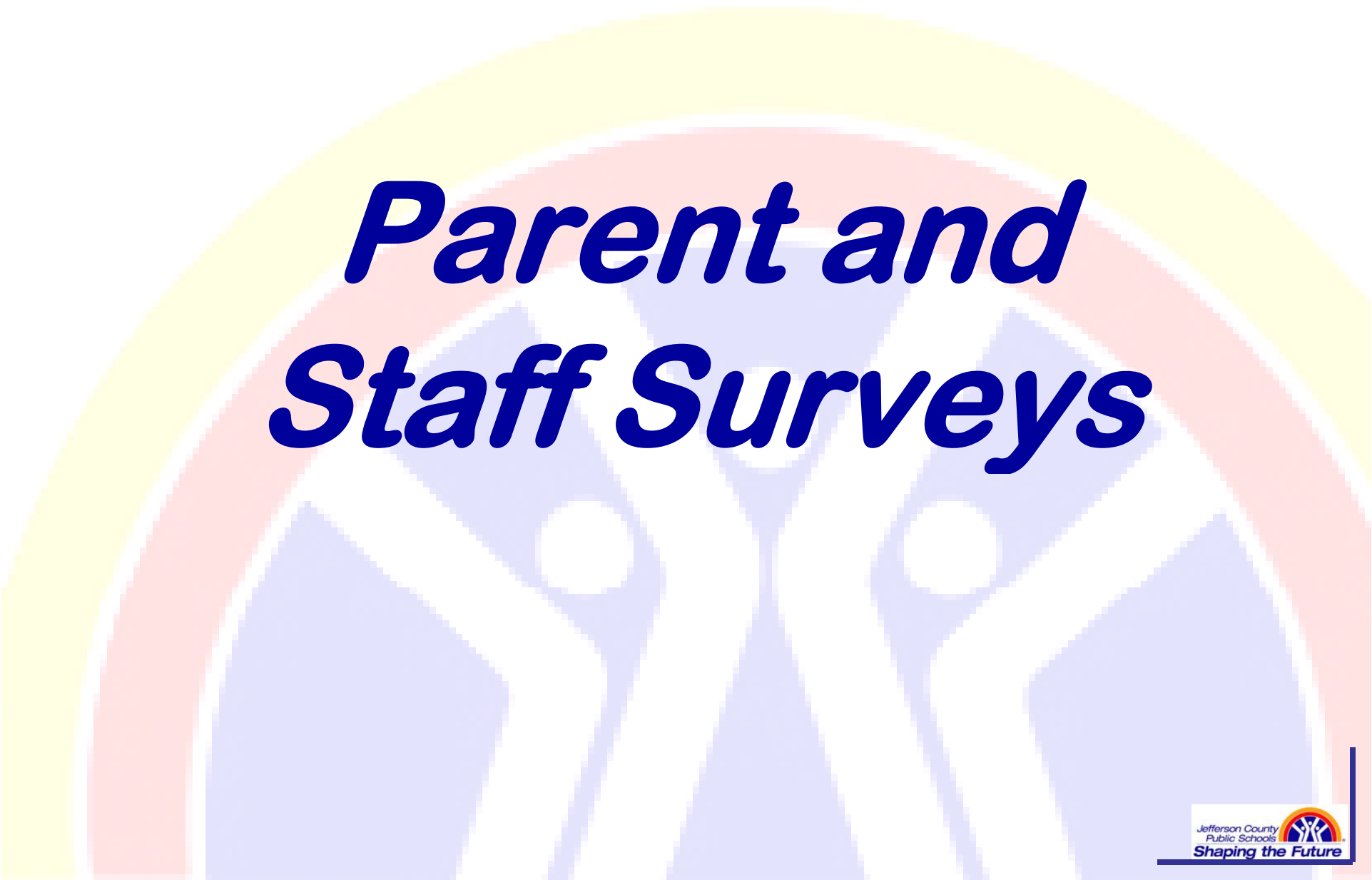


- Once the surveys are loaded in the feeder tray, press the Scan Survey button on the machine's touch screen.
- Wait for the confirmation page to print. If an error is returned indicating a barcode misread or mismatch, check the pages in the stack to be sure all tests were turned the same way and were face up in the scanner. If a sheet is found to be turned around or face down, rescan just that sheet with another stack or by itself.
- Repeat the process for the next batch of answer sheets after the confirmation page prints.
- Wait for a confirmation page each time.
- After the student surveys have been scanned, give the hard copy surveys to the CSS Coordinator for your location.

Common Issues Preventing Successful Scanning



- After scanning several stacks, eraser debris and pencil shavings will begin to build up on the scanner's glass. Please be sure the glass is clean before scanning. Open the top scanner tray to view the glass.
- The small piece of glass on the left side scans everything loaded from the automatic feeder tray. A small lip sticks up slightly to the right of the glass and does a good job scraping pencil shavings from the paper back onto the scanning glass.
- Debris and pencil shavings should be dusted off with a soft, dry cloth. Since the area of the glass is so small, using liquid glass cleaner usually leaves streaks in the corners and should be used carefully. Close the top scanner tray when you are finished.



Parent and Staff Surveys

Parent Surveys

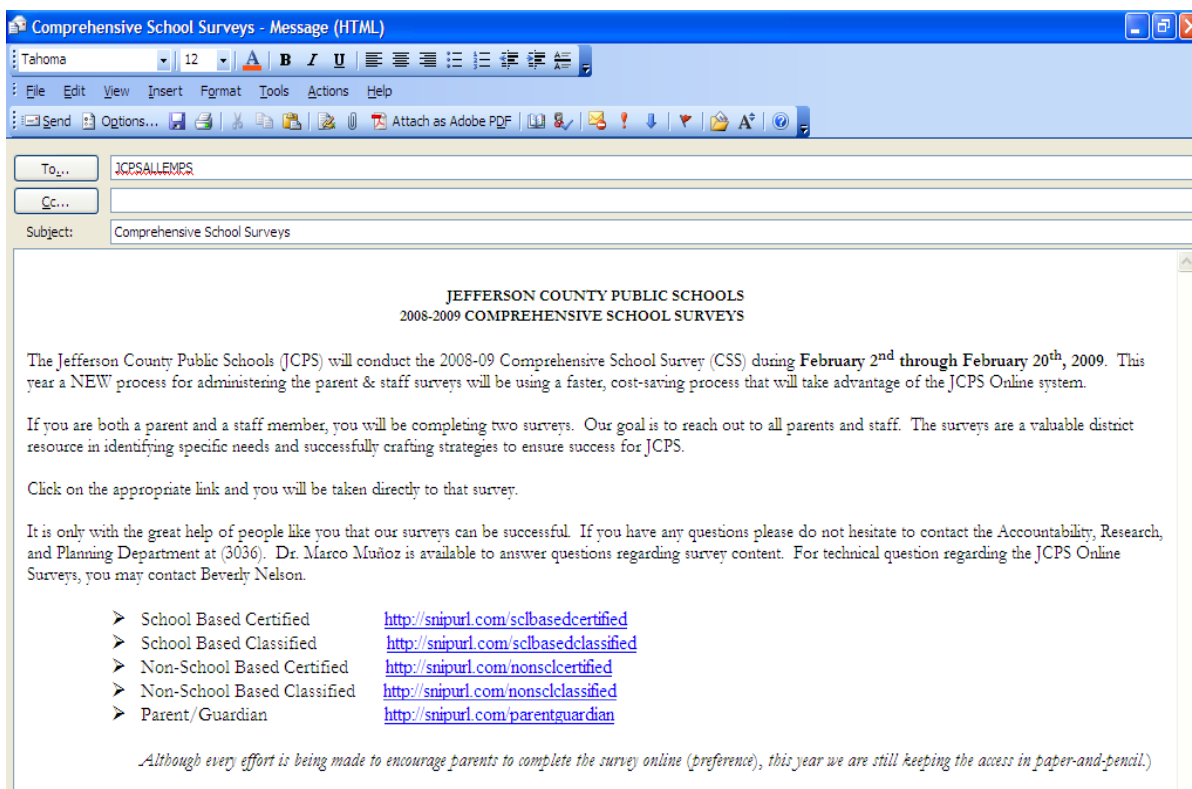
- All parents with an e-mail address on file with JCPS will receive an e-mail that contains a link to JCPS Online where they will complete their survey.
- Consider providing parents with access to your computer lab so they may complete the parent survey online.
- The online survey will be available from **February 2–20, 2009.**
- Link to online parent survey: <http://snipurl.com/parentguardian>
- Parents may also elect to complete a paper-and-pencil survey.

Parent Paper-and-Pencil Surveys

- Send the CSS home in students' homework folder or backpack and offer students an incentive for returned surveys.
- Distribute the CSS on Parent-Teacher Conference Day, if possible. Consider providing parents access to your computer lab so they may complete their survey online.
- Have the CSS available at your welcome or registration area—offer light refreshments, No. 2 pencils, and a place for parents to complete the CSS.
- A special PONY run will pick up all Parent paper-and-pencil surveys from schools on **Wednesday, February 25, 2009.**

Staff Surveys on JCPS Online

- Please advise staff that all staff surveys are confidential!
- All staff surveys must be completed on JCPS Online.
- Employees with a district e-mail account will receive an e-mail that contains links to the staff surveys on JCPS Online.



Comprehensive School Surveys - Message (HTML)

To: JCPSALLEMPS

Subject: Comprehensive School Surveys

**JEFFERSON COUNTY PUBLIC SCHOOLS
2008-2009 COMPREHENSIVE SCHOOL SURVEYS**

The Jefferson County Public Schools (JCPS) will conduct the 2008-09 Comprehensive School Survey (CSS) during February 2nd through February 20th, 2009. This year a NEW process for administering the parent & staff surveys will be using a faster, cost-saving process that will take advantage of the JCPS Online system.

If you are both a parent and a staff member, you will be completing two surveys. Our goal is to reach out to all parents and staff. The surveys are a valuable district resource in identifying specific needs and successfully crafting strategies to ensure success for JCPS.

Click on the appropriate link and you will be taken directly to that survey.

It is only with the great help of people like you that our surveys can be successful. If you have any questions please do not hesitate to contact the Accountability, Research, and Planning Department at (3036). Dr. Marco Muñoz is available to answer questions regarding survey content. For technical question regarding the JCPS Online Surveys, you may contact Beverly Nelson.

- > School Based Certified <http://snipurl.com/sclbasedcertified>
- > School Based Classified <http://snipurl.com/sclbasedclassified>
- > Non-School Based Certified <http://snipurl.com/nonsclcertified>
- > Non-School Based Classified <http://snipurl.com/nonsclclassified>
- > Parent/Guardian <http://snipurl.com/parentguardian>

Although every effort is being made to encourage parents to complete the survey online (preference), this year we are still keeping the access in paper-and-pencil.)

Staff Surveys on JCPS Online

- Employees who do not have a district e-mail account or a computer should be provided access to a computer to complete their survey on JCPS Online.
- Links to staff surveys will be open during **February 2–20, 2009**:
 - Non-school-based Certified: <http://snipurl.com/nonsclcertified>
 - Non-school-based Classified: <http://snipurl.com/nonsclclassified>
 - School-based Certified: <http://snipurl.com/sclbasedcertified>
 - School-based Classified: <http://snipurl.com/sclbasedclassified>



CSS Logistics

Tips for Effective Processing of Paper-and-Pencil Surveys:

- No. 2 pencils must be used to complete the bubble sheets. Only surveys completed with a No.2 pencil can be scanned.
- Erase the area completely before making a correction.
- Do not use staples, paper clips, or rubber bands on survey forms.
- Damaged surveys cannot be scanned, so do not bend or fold the surveys.

Links for Online Surveys

All links will be available February 2–20, 2009.

- Non-school-based Certified: <http://snipurl.com/nonsclcertified>
- Non-school-based Classified: <http://snipurl.com/nonsclclassified>
- School-based Certified: <http://snipurl.com/sclbasedcertified>
- School-based Classified: <http://snipurl.com/sclbasedclassified>
- Parent/Guardian: <http://snipurl.com/parentguardian>

**The 2008–09 CSS results will be posted by
the end of March 2009.**

Access the CSS Interactive Report for your location at:

<http://www.jefferson.k12.ky.us/Departments/AcctResPlan/SurveyResultsPreface.htm>

CSS Contact Information

- If you have questions concerning CSS design and content or would like to provide feedback or suggestions for improving the survey process, please contact Dr. Marco Muñoz at 485-3036 or marco.munoz@jefferson.kyschools.us.
- For technical assistance with the student surveys in CASCADE, contact Tamara Lewis at 485-3036.
- For technical assistance with the staff and parent surveys in JCPS Online, contact Beverly Nelson at 485-3036.
- For assistance with shipping and materials related to the parent paper-and-pencil survey, contact Jessica Lyons at 485-3388.

**Thank you for reviewing the
2008–09 CSS Online Tutorial.**

**We appreciate your efforts in
making this year's CSS a
success—a higher number of
responses means better data
for making decisions!**



***2008–09 CSS Online Tutorial
developed by Kathy Smith.***