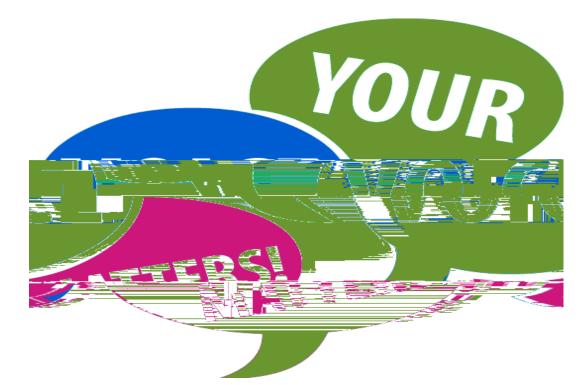


School Climate Inquiry Team Guidebook



Overview

All Comprehensive Support and Improvement schools will be required to implement a Participatory Budgeting Process or provide opportunities for parent and student engagement, annually, in a manner prescribed by the New York State Commissioner of Education.

One of the approved alternatives to Participatory Budgeting is establishing a School Climate Survey Inquiry Team.

School Climate Inquiry Team Requirements

- The School Climate Inquiry Team will investigate parent and student responses on the school climate survey.
- The team will meet at three different times during the year.
- The team must have a designated team leader who is not the principal.
- All teams will consist of student and parent members.
- Teams should have six to twelve members.
- Team members should include students and parents that have not been involved in school decision-making entities in the past.

Goals of School Climate Survey Inquiry Team

- Empowers students and parents through agency and representation
- Encourages open dialogue between diverse groups
- Cultivates a more positive learning environment
- Aligns change with specific needs identified in survey data

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- At various intervals, ask the group if what was shared is their experience through a show of hands (up or down). This can be helpful if someone is sharing something specific to them to determine if this is prevalent.
- Thank everyone for their time.
- Remind participants that the outcomes will be put into a summary for the principal.
- Principal and Team Leader meet to discuss three questions to learn about from students and three questions to learn about from parents.

School Climate Survey Meeting Process

- Identify 5-6 questions to inquire about in advance
- Read the question and the response to the team members
- Ask two questions:
 - Why might students/parents might be feeling this way? (5 minutes)
 - 2. What are some ideas of things the school can do for

- Ask three prompts:
 - 1. Since we last met do you feel like parents/students' feelings about (survey question) have improved? (5 minutes)
 - 2. What have you noticed about (survey question topic) since we last met? (5 minutes)
 - 3. What else can the school do around (survey question topic)? (5 minutes)
- Allow for no more than 15 minutes of discussion for each question.

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Summary Report Template

School Climate Survey Inquiry Team Summary Report

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Frequently Asked Questions

1. If a school staff member is selected as team leader, will he/she be paid per-diem for this additional role?