



**K12 Insight for Arlington Public Schools
2017 Site-Based Survey: Methodology
June 2017**

1. Purpose and Overview of the 2017 Site-Based Survey

Positive school climate is an essential component of successful and effective schools. It is defined as shared beliefs, values, and attitudes that shape interactions among students, teachers, and administrators, while setting the parameters of acceptable behavior and norms for a school. Arlington Public Schools (APS) contracted with K12 *Insight*, a Herndon, Virginia-based comprehensive research and communications company, to conduct the 2017 Site-Based Survey.

The Site-Based Survey provides information about APS’ Strategic Plan goals and provides results for indicators that are used to measure progress in those areas. Survey responses for each school were shared in aggregate with school principals. Additionally, principals will use the 2017 Site-Based Survey results to monitor change and progress in conjunction with their school management plans.

The Site-Based Survey was piloted in 2005 and conducted in 2008, 2010, 2011, 2012, 2013, and 2015. Over time, question development has been based on input from the Planning and Evaluation Office, senior staff, and several stakeholder groups.

2. Vendor Selection

Arlington Public Schools commissioned K12 *Insight* to conduct the 2017 Site-Based Survey of students, parents, and teachers. K12 *Insight* managed the development, administration, and reporting process for the three surveys. The APS Planning and Evaluation Office was responsible for the overall direction of the study. Regina Van Horne, assistant director for evaluation in APS’ Planning and Evaluation Office, was the primary point of contact for K12 *Insight*, and Lisa Stengle, director of planning and evaluation for APS, helped coordinate and supervise the project.

3. Survey Audiences and Sampling

The 2017 Site-Based Survey gathered input from three stakeholder groups: parents, students, and teachers. The size of each population, sample, and number of participants were as follows:

Parents. Parents of all Arlington Public Schools students were invited to participate in the 2017 Site-Based Survey. APS provided 21,750 student household records, which K12 *Insight* used to send surveys.

Students. K12 *Insight* randomly selected classrooms to participate in the survey based on classroom lists provided by APS. The sample size was 6,129. The distribution by grades and school sites is presented below. The total number of responses was 5,147.

Grade 5	All homerooms
Grades 6–10	Sample Health/PE classes
Grade 11	Sample VA/U.S. History classes
Arlington Mill	All English classes, including HILT/HILTEX
Career Center	Sample of classes in periods 1, 2, and 5
Langston and New Directors	All students

Teachers. A total of 2,504 email invitations were sent out. There were 1,342 responses.

4. Survey Development

To ensure content validity, K12 *Insight* worked with the Planning and Evaluation Office to develop a survey instrument that measured the most important dimensions of a school’s environment and enabled the division to compare responses across groups. The surveys addressed the following topics:

Parents	Students	Teachers
<ul style="list-style-type: none"> ● Overall quality ● School climate ● Instruction and teacher expectations ● Curriculum ● Classroom size ● Cultural competence ● Communication ● Counseling services ● Physical health and nutrition ● Teacher experience 	<ul style="list-style-type: none"> ● Overall quality ● Responsiveness ● Bullying ● Cultural competence ● Quality of instruction ● Challenge ● Expectations ● Homework ● Opportunities to participate in physical activities ● Safety ● School climate ● Stress ● Support ● Breakfast 	<ul style="list-style-type: none"> ● Overall quality ● School climate ● Instruction and teacher expectations ● Curriculum ● Classroom size ● Cultural competence ● Communication ● Counseling services ● Physical health and nutrition ● Teacher experience ● Professional development

Additional survey details are described below.

Audience	Survey Details	Number of Items
Parents	The survey was available in English and Spanish. It was open from April 18 to May 12.	41
Students	The survey was available in English and Spanish. It was open from March 27 to April 28.	17
Teachers	The survey was available in English. It was open from Feb. 28 to March 14.	35

Translation. The survey instruments were developed and reviewed in English. APS provided translations. The survey was available in Spanish for the parent and student surveys.

5. Methodology and Data Collection

K12 *Insight* managed the methodology and data collection process.

Parents. K12 *Insight* followed best practices to hear from as many parents and guardians as possible, administering the survey on paper and online in English and Spanish. Additionally, APS requested that K12 *Insight* ensure anonymity to foster honest and candid feedback. To that end, each household received a paper survey and/or an emailed invitation with a unique survey access code for each school their children attend.

To avoid duplicate survey responses, APS directed K12 *Insight* to use paper surveys as the primary submission if an online survey with the same access code was submitted. Only one unduplicated and complete survey submission for each code was used in reporting and analysis at the division and school levels.

On April 24, K12 *Insight* sent survey reminders to parents and guardians with email addresses that had unused access codes. K12 *Insight* mistakenly assigned incorrect school codes to 3,375 email addresses, but, within an hour of sending the survey reminder, K12 *Insight* recognized the mistake and sent a correction email. Only 2.9 percent of respondents used incorrect codes, and total survey results yielded a 94 percent usability rate. As in past administrations, APS requested that K12 *Insight* calculate confidence intervals (margin of error) for the division overall and for each school to help interpret the survey results.

To ensure the validity of the survey results, submitted survey responses from participants who used incorrect school codes or used a school code twice (paper and online) were excluded from the overall survey participation rate and results. The margin of error for interpreting the survey results at the division level is +/-1 percentage point. There was little to no effect on the margins of error at the division and the school levels after excluding those submissions. The total number of responses included in reporting was 7,151.

Students. Fifth grade students completed the survey online or on paper. Students in grades 6–12 accessed the survey online. The survey was available in English and Spanish. It was open from March 27 to April 28. Principals were provided a common set of talking points and instructions to inform staff and students about the survey and its purpose. A survey coordinator was chosen by each principal to manage the survey participation process. Survey coordinators and proctors were given approximately two school weeks (March 9–20) to facilitate the administration of the student survey in the selected classrooms. Paper survey packets were returned to the APS Planning and Evaluation Office in signed and sealed envelopes to protect the respondents' confidentiality. The total number of responses was 5,147.

Teachers. K12 *Insight* emailed individual invitations with survey links to all teachers. The survey was available in English only. It was open from Feb. 28 to March 14. Participants learned about the survey via newsletter items and talking points provided to school principals. Email reminders were sent on March 3, 8, and 13. Teachers who work at multiple school sites had the opportunity to complete the survey for each school. These teachers have been counted as one participant in the overall response rate. The total number of participants was 1,342.

Confidentiality and Anonymity. To foster honest and candid feedback, APS requested that K12 *Insight* ensure anonymity. To that end, each household received a paper survey and/or an emailed survey invitation with a unique survey access code for each school their children attend. All responses were reported at the aggregate.

Communications. K12 *Insight* supported awareness and promotion for each survey to ensure a strong participation and a thoughtful distribution of results and highlights, as appropriate. Before each survey launched, K12 *Insight* met with the school division team to explore project goals and discuss messaging, so communication pieces had a personal touch and spoke directly to survey participants. The communications pieces created for the awareness campaign of each survey are described below.

Communications	Site-Based Survey
<ul style="list-style-type: none"> • Community awareness email (via SchoolTalk) • School newsletter item • Talking points provided to school principals • Cover letter for the paper survey packets 	<p>Parents</p>
<ul style="list-style-type: none"> • Newsletter items • Talking points provided to school principals. 	<p>Staff</p>
<ul style="list-style-type: none"> • Talking points provided to school principals • Instructions to inform staff and students about the survey and its purpose provided to each school survey coordinator 	<p>Students</p>

Margin of Error. K12 *Insight* calculated the margin of error using the population size.

Response Rates. The response rates for each school are presented below.

Students — Response Rates by School

School Name	Grade 5 and Secondary Enrollment ¹	Students in Sample	Completed Surveys	Response Rates	Margin of Error (95% Confidence Interval)
Elementary Schools					
Abingdon	70	70	66	94%	+/- 2.90
Arlington Science Focus	97	97	91	94%	+/- 2.57
Arlington Traditional	94	94	94	100%	+/- 0.00
Ashlawn	92	92	83	90%	+/- 3.38
Barcroft	76	76	70	92%	+/- 3.31
Barrett	77	77	76	99%	+/- 1.29
Campbell	45	45	43	96%	+/- 3.19
Carlin Springs	83	83	83	100%	+/- 0.00
Claremont	106	106	86	81%	+/- 4.61
Discovery	86	86	80	93%	+/- 2.91
Drew	77	77	65	84%	+/- 4.83
Glebe	83	83	75	90%	+/- 3.53
Hoffman-Boston	50	50	43	86%	+/- 5.65
Jamestown	90	90	83	92%	+/- 3.02
Key	92	92	70	76%	+/- 5.76
Long Branch	78	78	62	79%	+/- 5.67
McKinley	75	75	71	95%	+/- 2.70
Nottingham	58	58	46	79%	+/- 6.63
Oakridge	131	131	129	98%	+/- 1.07
Patrick Henry	84	84	68	81%	+/- 5.22
Randolph	61	61	57	93%	+/- 3.35
Taylor	105	105	95	90%	+/- 3.12
Tuckahoe	101	101	87	86%	+/- 3.93
Secondary Schools					
Gunston	959	358	296	83%	+/- 2.37
Jefferson	960	359	237	66%	+/- 3.72
Kenmore	914	344	327	95%	+/- 1.21
Swanson	1,187	367	340	93%	+/- 1.44
Williamsburg	1,209	376	328	87%	+/- 1.94
H-B Woodlawn	691	318	265	83%	+/- 2.46
Arlington Tech	40	40	30	75%	+/- 9.06
Wakefield	1,293	396	360	91%	+/- 1.56
Washington-Lee	2,330	445	313	70%	+/- 3.02
Yorktown	1,879	421	371	88%	+/- 1.76
Alternative Programs					
Arlington Community HS	296	223	135	61%	+/- 5.31
Career Center Full Time	105	96	77	80%	+/- 4.99
Career Center Part Time	641	381	262	69%	+/- 3.39
Langston	71	71	71	100%	+/- 0.00
New Directions	23	23	12	52%	+/- 20.00
Overall	14,509	6,129	5,147	84%	+/- 1.1

¹ *Note: On the student survey, margin of error calculations for elementary sites are based on the fifth-grade population for that school, rather than overall enrollment, as only fifth grade students participated in the survey. Margins of error for secondary schools and alternative programs are calculated based off the entire student population.

Teachers — Response Rates by School

School Name	Number of Teachers	Completed Surveys	Response Rates	Margin of Error (95% Confidence Interval)
Elementary Schools				
Abingdon	64	39	61%	+/- 9.89
Arlington Science Focus	64	27	42%	+/- 14.45
Arlington Traditional	49	37	76%	+/- 8.06
Ashlawn	62	29	47%	+/- 13.39
Barcroft	60	28	46%	+/- 13.64
Barrett	65	36	55%	+/- 10.99
Campbell	48	36	75%	+/- 8.25
Carlin Springs	63	29	46%	+/- 13.48
Claremont	63	24	38%	+/- 15.87
Discovery	48	24	50%	+/- 14.29
Drew	67	33	49%	+/- 12.24
Glebe	53	21	40%	+/- 16.78
Hoffman-Boston	64	22	34%	+/- 17.06
Jamestown	51	23	45%	+/- 15.29
Key	68	31	46%	+/- 13.08
Long Branch	53	34	64%	+/- 10.16
McKinley	54	29	54%	+/- 12.50
Nottingham	43	31	67%	+/- 9.41
Oakridge	76	41	54%	+/- 10.46
Patrick Henry	69	33	48%	+/- 12.41
Randolph	55	30	55%	+/- 12.17
Taylor	56	29	52%	+/- 12.75
Tuckahoe	48	32	67%	+/- 10.11
Secondary Schools				
Gunston	92	45	49%	+/- 10.50
Jefferson	99	67	68%	+/- 6.84
Kenmore	91	57	63%	+/- 7.98
Swanson	108	70	65%	+/- 6.98
Williamsburg	106	48	45%	+/- 10.51
H-B Woodlawn	62	35	56%	+/- 11.02
Wakefield	162	82	51%	+/- 7.63
Washington-Lee	184	87	47%	+/- 7.65
Yorktown	142	74	52%	+/- 7.91
Alternative Programs				
Arlington Mill/Arlington Community High School	28	22	79%	+/- 9.85
Career Center	57	35	61%	+/- 10.38
Langston	11	5	45%	+/- 33.95
New Directions	6	5	83%	+/- 19.60
Stratford Program	13	12	92%	+/- 8.17
Overall	2,504	1,342	53%	+/- 1.82

Parents — Response Rates by School

School Name	Number of Parents	Completed Surveys	Response Rates	Margin of Error (95% Confidence Interval)
Elementary Schools				
Abingdon	482	154	32%	+/- 6.52
Arlington Science Focus	520	216	42%	+/- 5.10
Arlington Traditional	398	203	51%	+/- 4.82
Ashlawn	491	214	44%	+/- 5.04
Barcroft	339	80	24%	+/- 9.59
Barrett	421	118	28%	+/- 7.66
Campbell	332	114	34%	+/- 7.45
Carlin Springs	480	68	14%	+/- 11.02
Claremont	565	260	46%	+/- 4.47
Discovery	426	211	50%	+/- 4.80
Drew	500	146	29%	+/- 6.83
Glebe	428	194	45%	+/- 5.21
Hoffman-Boston	432	98	23%	+/- 8.71
Jamestown	426	175	41%	+/- 5.69
Key	533	186	35%	+/- 5.80
Long Branch	417	174	42%	+/- 5.68
McKinley	532	259	49%	+/- 4.37
Nottingham	323	167	52%	+/- 5.28
Oakridge	626	191	31%	+/- 5.92
Patrick Henry	470	149	32%	+/- 6.64
Randolph	350	72	21%	+/- 10.31
Taylor	489	190	39%	+/- 5.57
Tuckahoe	419	187	45%	+/- 5.34
Secondary Schools				
Career Center Arlington Tech	40	18	45%	+/- 17.35
Gunston	863	289	33%	+/- 4.70
Jefferson	880	260	30%	+/- 5.10
Kenmore	821	207	25%	+/- 5.89
Swanson	1,052	440	42%	+/- 3.57
Williamsburg	1,073	345	32%	+/- 4.35
H-B Woodlawn	615	279	45%	+/- 4.34
Wakefield	1,530	310	20%	+/- 4.97
Washington-Lee	1,923	524	27%	+/- 3.65
Yorktown	1,547	491	32%	+/- 3.66
Alternative Programs				
Arlington Mill/Arlington Community High School	98	4	4%	+/- 48.24
Career Center Full Time	145	22	15%	+/- 19.31
Career Center Part Time	576	102	18%	+/- 8.81
Langston	116	13	11%	+/- 25.72
New Directions	21	4	19%	+/- 45.18
Stratford Program	51	17	33%	+/- 19.60
Division-wide	21,750	7,151	33%	+/- 0.95



6. Results and Analysis

The division received an overall report for each stakeholder group — parents, teachers, and students. Reports were also provided for each school site.