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Elevating Student Voice Summer SEED Survey

Administration Guide

Version 2.0

Summer 2023



ELEVATING STUDENT VOICE

Student Educational Equity Development (SEED) Survey



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What is the Summer SEED Survey?

The Summer Student Educational Equity Development (SEED) Survey is an optional student perception survey designed to help leaders better understand students' experiences in summer programs. The survey questions assess four areas of student engagement: accessible and engaging opportunities, co-creation and student interest, sense of belonging, and self-efficacy. These equity-driven constructs are foundational to high-quality summer programs and the basis of the ODE [Summer Learning Best Practice Guide](#) and [Companion Toolkit](#).

Key Information

Survey Window: **June 15th**, 2023 through **September 15th**, 2023.

Student Survey Link	Respondents	Length & Accommodations
Student Voice - Summer SEED Survey 	<p>Grade Level: All students entering grades 3-12 who are enrolled in a Summer Learning Program.</p> <p>The Survey should be administered during the last week of the program.</p>	<p>Length of Survey: Approximately 10-15 minutes.</p> <p>Languages Available: English, Spanish, Russian, Vietnamese</p> <p>Paper Copy Available: English (Spanish, Russian, Vietnamese available upon request)</p>

What is the Purpose of the Summer SEED Survey?

The purpose of the Summer SEED Survey is to amplify student voice, refine program implementation, and shape decision-making. Summer programs are voluntary programs and the success of these programs depend on creating the contexts where students are likely to become engrossed in learning that matters and is meaningful to them. The findings from this survey have the potential to improve the quality of summer programs across Oregon.

How will Student Voice Data be Utilized?

The Oregon Department of Education will utilize survey data in the creation of reports and data briefs illustrating key impacts of summer learning from the student perspective. This information will determine technical assistance, professional development, and additional resources. Depending on sample size (N=10 or more respondents), **districts may request a report from ODE** to inform the continuous quality improvement of summer programming at the local level. [Here is a look at our Summer SEED Survey Report from 2022](#).



Survey Overview

The following summarizes the basic survey administration procedures:

- **Access to Survey:** The district contact for the summer learning grant(s) will be sent the Summer SEED Survey materials via email. Districts should forward this guide and survey link to the schools/programs who will be responsible for survey administration at each summer program site. **Please make sure the staff administering the survey to students have easy access to this guide.**
- **Online Administration.** The survey is designed for online administration for convenience and prompt reporting of results. Districts can opt to use paper versions of the survey at their own cost. Links to paper versions of the survey are above.
 - ❖ **Note:** Each individual paper survey must be entered into the online survey platform using the same link as the electronic survey.
- **Administration Period.** For summer 2023, the survey window begins on **June 15th**, 2023 and closes on **September 15th**, 2023.
 - ❖ **Note:** Student surveys should be completed during summer programming, ideally in the last week of the summer program.
- **Voluntary Survey Participation.** A request for students to participate should be made, but ultimately this survey is voluntary.
- **Privacy and Confidentiality.** The survey results are confidential. We do not ask for identifying information from respondents; only aggregated quantitative results are available to grantees. We will not share survey results with a school or program that has less than 10 responses.
- **Reports.** Districts may request results of the Summer SEED Survey by emailing ODE at ODE.SummerLearning@ode.oregon.gov. We will send results to districts if the total respondent rate is 10 or more.
 - ❖ **Note:** Ensure students enter the school and district name on the survey form if requesting results.
- **Valid and Reliable.** To obtain a valid, reliable, and representative sample, programs should aim to gather as many surveys as possible.



- **Assistance.** ODE assistance is available to support you in planning and implementing the survey. Questions about administration of the survey or technical assistance should be directed to ODE.SummerLearning@ode.oregon.gov.
- **Accommodations.** Survey administrators must ensure appropriate accommodations for students, such as screen readers and pairing with an adult to read the questions aloud. This survey does not include any question types that are inaccessible or difficult to use for a screen reader (including sliders, drag and drop, image, etc.). As shown in the image below, this survey has received the highest accessibility score.



Survey Administration Tasks

The following is an overview of the major tasks to be completed to ensure survey administration success. Details follow in Task 2.



TASK 1 – MAKE ADMINISTRATION ARRANGEMENTS

The Summer SEED Survey is completed online using the Alchemer platform to simplify planning and logistics for schools/districts.

- For online administration, each participant should go to the webpage link and complete the survey (no login is required). The district administrator should make sure the instructions are distributed to the appropriate summer learning staff and encourage a high rate of participation. Respondents can take the survey from any computer/device, at any convenient time during the survey window; they simply need the survey link.
- Districts can opt to use paper versions of the survey at their own cost, but are encouraged to use the electronic version. **Each individual paper survey must be entered** into the online survey platform using the same link as the electronic survey.

Make sure this administration guide is available and easy to access for the staff conducting the survey.

Plan multiple opportunities during the last week of the summer program for students in grades 3-12 to take the survey. The survey takes approximately 10-15 minutes to complete.



TASK 2 – DISTRIBUTE AND ADMINISTER SURVEY MATERIALS

Important Note: Students will be asked to enter the **district name**, **school name**, and **funding source(s)** for the summer program they are attending.

The district grant contacts that receive the survey information from ODE should be sure to communicate to the staff administering the survey which ODE grants/funding sources are being used for their programs. If the district or program staff are unsure which funding sources are being used, **please see Appendix A** for a table showing which districts and schools are receiving the main three ODE grants listed in the survey.

About Your Program

An adult will share the information to enter for items on this page.

1. **District Name:** Select the school district where your summer program is being held.
(Type the first letter of the district name to narrow the list)
-- Please Select --

Please select the full **School Name** for your summer program.
(Type the first letter(s) of the school name to narrow the list)
-- Please Select --

5. Summer **Program Funding Source(s):** Check all that apply.
(An adult should share this information with you.)

☐ SSA Summer
☐ 21st CCLC
☐ Title I-C Migrant Education
☐ Other (Title I-A, ESSER, SIA, etc.)
☐ I don't know



- Write the **district name**, **school name**, and **applicable funding sources** (SSA Summer, 21st Century, Title I-C, etc.) on a white board or place where all students can see it.
- Students who prefer to take the survey in Spanish, Russian, or Vietnamese can change the language using the dropdown located in the upper right corner of the electronic survey.



TASK 3 – MONITOR PARTICIPATION

A high level of participation should be encouraged to ensure that the data are representative and valid. Program leaders should employ strategies to ensure a higher rate of responses. These may include:

- Checking in with summer program staff at each site to ensure survey links or paper copies were administered to students.
- Creating make-up opportunities for students to take the survey.
- Providing incentives (e.g., extra recess, ice cream on Friday, etc.) to encourage participation.



TASK 4 – REVIEW RESULTS

Districts may request results of the Summer SEED survey from ODE by sending an email to ODE.SummerLearning@ode.oregon.gov. ODE will not publicly post disaggregated results at the school/program level. However, a state level report will be posted on the [ODE Summer Learning Resources webpage](#).

Frequently Asked Questions

Q: Is the Summer SEED Survey required?

A: The Summer SEED Survey is optional. Districts are encouraged to administer this survey in all summer programs offered; however, districts may choose which site(s) to select for administration.

Q: How was the SEED Survey developed?

A: The Summer SEED Survey is directly aligned to the [Oregon SEED Survey](#) for the regular school year. ODE researched a range of national and international educational surveys including NAEP, TIMSS, PISA, and others. Items on national and international surveys undergo rigorous review on a regular basis; however, ODE recruited Oregon educators from diverse backgrounds and regions to review all prospective items for the SEED Survey using an Oregon lens. The summer SEED Survey includes some additional items based on the core concepts of the ODE Summer Learning Best Practice Guide and Companion Toolkit.

Q: If a district has a 21st CCLC (Title IV-B) or an SSA Summer Learning grant, which Summer SEED Survey link should we use?

A: This year, all participants will use the same link and have the students identify which funding sources are being used for the program in the survey.

Q: Since survey items are non-secure, can teachers or parents help students with the answers?

A: Some SEED Survey items ask students to evaluate their summer program experience, so it is important that students are provided with the privacy and independence needed to allow for personalized responses. Adults may help students better understand survey questions. For example, teachers or parents may read a question aloud or explain what a word means.

Q: Can the Summer SEED Survey be paused? What happens to partially completed surveys when the survey window closes?

A: The SEED Survey can be paused. However, for a 10-15 minute survey, it is best to create a window where students can complete the full survey in the allotted time provided.



Example Survey Script

Summer programs may use this script to introduce the survey to students before they complete it.

INTRODUCING THE SURVEY

We want to know what you think about our summer learning program. This survey is important because your feedback will help us improve the program by learning how we can better support you! It only takes about 10-15 minutes but there is no time limit. If you need a little more time, that's ok. A few things to note:

- 1. There are no right or wrong answers—this is not a test! We just want to know how you feel.*
- 2. No one will know what answers you give, so please answer honestly.*
- 3. Participation is voluntary, this means you don't have to take the survey or complete any questions that you don't want to answer. That said, we hope you will because your answers give us important information to help our program become even better.*



Anyone who does not wish to participate should tell me now.

Let's look at the first three questions together. For question 1, be sure to select the school district that you attend from the drop down menu. Our school district is _____. For question 2, you will select our school name (_____) from the drop down menu. For the next question, you will select the funding sources for this program. Please see these on the whiteboard.

Now you can complete the rest of the survey. Please read each item carefully and mark one choice for each item. If you prefer not to answer a question just skip it.

If you have any questions or need help reading the survey, please raise your hand. When you are done, submit your answers and exit the survey.

Thank you for taking this survey!



Key Messages for Educators and School Leaders

- **Provides opportunity to hear directly from students.** The Summer SEED Survey gives students the opportunity to voice their summer learning experiences.
- **An equity tool that meets the moment.** The results of the survey give schools powerful information to create more equitable learning experiences based on the perceptions and lived experiences of students in their schools.
- **Designed to capture students' sense of belonging and experience during summer programs.** The survey asks students about their experience, their access to well-rounded opportunities, their choices in summer opportunities, and if they feel supported with a sense of belonging.
- **Flexible administration options.** The survey may be given in a proctored in-class session using the secure browser, or in a non-proctored 'assignment' that students may take online through a non-secure, web-based browser at any time within the selected window.
- **Takes 10-15 minutes.** A brief survey, with multiple choice questions for grades 3-12 and an additional three open-ended responses.



Appendix A: District and School Funding Sources

To determine which funding sources your program may be using, find your district and school name in the table below. If your district or school is not listed, then they did not receive any of the three listed grants.

Note: Some grants are awarded at a district level instead of to individual schools. For the grants awarded to the district, check with your business office to see if those funds are being used for your program or not.

School District Name	School Name	Funding Sources Received		
		SSA Summer	21st CCLC (Title IV-B)	Migrant Education (Title I-C)
Astoria SD 1	Astoria SD 1			Yes
Baker SD 5J	Baker High School		Yes	
Baker SD 5J	Brooklyn Primary School		Yes	
Beaverton SD 48J	Beaverton SD 48J			Yes
Beaverton SD 48J	Greenway Elementary School		Yes	
Beaverton SD 48J	McKay Elementary School		Yes	
Bend-LaPine SD 1	LaPine Middle School	Yes		
Blachly SD 90	Triangle Lake Charter School	Yes		
Canby SD 86	Canby SD 86			Yes
Cascade SD 5	Cascade SD 5			Yes
Centennial SD 28J	Centennial High School		Yes	
Centennial SD 28J	Meadows Elementary		Yes	
Centennial SD 28J	Parklane Elementary School	Yes		
Central Curry SD 1	Gold Beach High School		Yes	
Central Curry SD 1	Riley Creek Elementary School		Yes	
Central SD 13J	Ash Creek Elementary School		Yes	
Central SD 13J	Central High School		Yes	
Central SD 13J	Independence Elementary School	Yes	Yes	
Central SD 13J	Monmouth Elementary School		Yes	
Central SD 13J	Talmadge Middle School		Yes	
Clackamas ESD	Clackamas ESD			Yes
Clatskanie SD 6J	Clatskanie Middle/High School	Yes		
Columbia Gorge ESD	Columbia Gorge ESD		Yes	Yes
Corvallis SD 509J	Garfield Elementary School		Yes	
Corvallis SD 509J	Letitia Carson Elementary School		Yes	
Corvallis SD 509J	Lincoln Elementary School		Yes	



School District Name	School Name	Funding Sources Received		
		SSA Summer	21st CCLC (Title IV-B)	Migrant Education (Title I-C)
David Douglas SD 40	David Douglas High School		Yes	
Douglas County SD 4	Phoenix School	Yes		
Douglas County SD 4	Winchester Elementary	Yes		
Dufur SD 29	Dufur School	Yes		
Eagle Point SD 9	Eagle Point SD 9			Yes
Eagle Point SD 9	Table Rock Elementary	Yes		
Eugene SD 4J	Cesar Chavez Elementary School		Yes	
Eugene SD 4J	Howard Elementary School		Yes	
Eugene SD 4J	Kelly Middle School	Yes	Yes	
Eugene SD 4J	McCornack Elementary School		Yes	
Eugene SD 4J	River Road Elementary School		Yes	
Falls City SD 57	Falls City Elementary School	Yes		
Forest Grove SD 15	Forest Grove SD 15			Yes
Forest Grove SD 15	Echo Shaw Elementary School		Yes	
Forest Grove SD 15	Neil Armstrong Middle School		Yes	
Forest Grove SD 15	Tom McCall Upper Elementary		Yes	
Gladstone SD 115	Walter L Kraxberger Middle School	Yes		
Gresham-Barlow SD 10J	Dexter McCarty Middle School		Yes	
Gresham-Barlow SD 10J	Hogan Cedars Elementary School		Yes	
Gresham-Barlow SD 10J	Hollydale Elementary School		Yes	
Harney County SD 3	Hines Middle School	Yes		
Hillsboro SD 1J	Hillsboro SD 1J			Yes
Hood River County SD	Cascade Locks School		Yes	
Hood River County SD	Mid Valley Elementary School		Yes	
Hood River County SD	Parkdale Elementary School		Yes	
Hood River County SD	WyEast Middle School		Yes	
Jefferson County SD 509J	Buff Elementary School		Yes	
Jefferson County SD 509J	Jefferson County Middle School		Yes	
Jefferson County SD 509J	Madras Elementary School	Yes	Yes	
Jefferson County SD 509J	Madras High School		Yes	
Jefferson County SD 509J	Metolius Elementary School		Yes	
Jefferson County SD 509J	Warm Springs K-8 Academy	Yes	Yes	
Klamath County SD	Bonanza Elementary School	Yes		
Klamath County SD	Gilchrist Elementary School	Yes		



School District Name	School Name	Funding Sources Received		
		SSA Summer	21st CCLC (Title IV-B)	Migrant Education (Title I-C)
Klamath Falls City Schools	Joseph Conger Elementary School		Yes	
Klamath Falls City Schools	Klamath Union High School		Yes	
Klamath Falls City Schools	Ponderosa Middle School		Yes	
Lebanon SD 9	Lebanon High School		Yes	
Lebanon SD 9	Pioneer School		Yes	
Lincoln County SD	Crestview Heights School		Yes	
Lincoln County SD	Eddyville Charter School	Yes		
Lincoln County SD	Newport Middle School		Yes	
Lincoln County SD	Oceanlake Elementary School		Yes	
Lincoln County SD	Sam Case Elementary		Yes	
Lincoln County SD	Siletz Valley Schools		Yes	
Lincoln County SD	Taft Elementary School		Yes	
Lincoln County SD	Taft Jr/Sr High School		Yes	
Lincoln County SD	Taft Middle School	Yes		
Lincoln County SD	Toledo Elementary School		Yes	
Lincoln County SD	Toledo Jr. High	Yes	Yes	
Lincoln County SD	Toledo Sr. High School		Yes	
Lincoln County SD	Waldport Middle School		Yes	
Lincoln County SD	Yaquina View Elementary		Yes	
McMinnville SD 40	McMinnville SD 40			Yes
McMinnville SD 40	Columbus Elementary School		Yes	
McMinnville SD 40	Duniway Middle School		Yes	
McMinnville SD 40	Grandhaven Elementary School		Yes	
McMinnville SD 40	McMinnville High School		Yes	
McMinnville SD 40	Memorial Elementary School		Yes	
McMinnville SD 40	Newby Elementary School		Yes	
McMinnville SD 40	Patton Middle School		Yes	
McMinnville SD 40	Sue Buel Elementary		Yes	
McMinnville SD 40	Wascher Elementary School		Yes	
Medford SD 549C	Medford SD 549C			Yes
Morrow SD 1	Irrigon Elementary School	Yes		
Morrow SD 1	Windy River Elementary School	Yes		
Multnomah ESD	Multnomah ESD			Yes
Nestucca Valley SD 101J	Nestucca High School		Yes	



School District Name	School Name	Funding Sources Received		
		SSA Summer	21st CCLC (Title IV-B)	Migrant Education (Title I-C)
Nestucca Valley SD 101J	Nestucca K8		Yes	
North Clackamas SD 12	Alder Creek Middle School		Yes	
North Clackamas SD 12	Riverside Elementary School		Yes	
North Clackamas SD 12	Rowe Middle School		Yes	
North Clackamas SD 12	Whitcomb Elementary School		Yes	
North Lake SD 14	North Lake School	Yes		
Nyssa SD 26	Nyssa SD 26			Yes
Oakridge SD 76	Oakridge Junior High School	Yes		
Ontario SD 8C	Ontario SD 8C			Yes
Oregon City SD 62	Oregon City Service Learning Academy		Yes	
Phoenix-Talent SD 4	Phoenix-Talent SD 4			Yes
Port Orford-Langlois SD 2CJ	Driftwood Elementary School	Yes		
Portland SD 1J	Portland SD 1J			Yes
Portland SD 1J	Boise-Eliot Elementary School	Yes		
Portland SD 1J	Kelly Elementary School	Yes		
Portland SD 1J	Lent Elementary School	Yes		
Portland SD 1J	Ockley Green Middle School	Yes		
Portland SD 1J	Peninsula Elementary School	Yes		
Portland SD 1J	Sitton Elementary School	Yes		
Portland SD 1J	Vestal Elementary School	Yes		
Portland SD 1J	Woodmere Elementary School	Yes		
Powers SD 31	Powers Elementary School	Yes		
Reynolds SD 7	Davis Elementary School	Yes	Yes	
Reynolds SD 7	Fairview Elementary School		Yes	
Reynolds SD 7	Glenfair Elementary School	Yes		
Reynolds SD 7	Hauton B Lee Middle School		Yes	
Reynolds SD 7	Reynolds Middle School	Yes		
Reynolds SD 7	Salish Ponds Elementary School	Yes	Yes	
Salem-Keizer SD 24J	Salem-Keizer SD 24J			Yes
Salem-Keizer SD 24J	Claggett Creek Middle School		Yes	
Salem-Keizer SD 24J	Englewood Elementary School		Yes	
Salem-Keizer SD 24J	Highland Elementary School		Yes	
Salem-Keizer SD 24J	Houck Middle School		Yes	
Salem-Keizer SD 24J	McKay High School		Yes	



School District Name	School Name	Funding Sources Received		
		SSA Summer	21st CCLC (Title IV-B)	Migrant Education (Title I-C)
Salem-Keizer SD 24J	North Salem High School		Yes	
Salem-Keizer SD 24J	Parrish Middle School		Yes	
Salem-Keizer SD 24J	Stephens Middle School		Yes	
Scappoose SD 1J	Scappoose SD 1J			Yes
Sweet Home SD 55	Oak Heights Elementary School		Yes	
Sweet Home SD 55	Sweet Home High School		Yes	
Sweet Home SD 55	Sweet Home Junior High School		Yes	
Three Rivers SD	Evergreen Elementary School		Yes	
Three Rivers SD	Hidden Valley High School		Yes	
Three Rivers SD	Lorna Byrne Middle School	Yes	Yes	
Three Rivers SD	North Valley High School		Yes	
Tillamook SD 9	Tillamook SD 9			Yes
Umatilla SD 6R	Clara Brownell Middle School		Yes	
Umatilla SD 6R	McNary Heights Elementary School		Yes	
Umatilla SD 6R	Umatilla High School		Yes	
Willamette ESD	Willamette ESD			Yes
Woodburn SD 103	Woodburn SD 103		Yes	Yes
Woodburn SD 103	French Prairie Middle School		Yes	
Woodburn SD 103	Heritage Elementary		Yes	
Woodburn SD 103	Lincoln Elementary School		Yes	
Woodburn SD 103	Nellie Muir Elementary School		Yes	
Woodburn SD 103	Valor Middle School		Yes	
Woodburn SD 103	Washington Elementary School	Yes	Yes	
Woodburn SD 103	Woodburn High School		Yes	