

ADMINISTRATIVE CIRCULAR NO. 84
Office of Student Services

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: December 5, 2022

To: Elementary, Middle, and Senior High School Principals

Subject: SCHOOL CLIMATE, SOCIAL-EMOTIONAL & MENTAL
HEALTH, AND LEARNING SUPPORTS & ENGAGEMENT SURVEY
SYSTEM (CAL-SCHLS)

Department and/or

Persons Concerned: Principals, Vice Principals & Site Survey Coordinator

Due Date: Survey Window: Survey Administration Window
February 1, 2023 – March 24, 2023

Reference: None

Action Requested: Designate Point of Contact by January 20, 2023
Complete CHKS, CSSS, and CSPS Surveys by March 24, 2023

Brief Explanation:

As part of our Local Control Accountability Plan, our District is required to complete the California Healthy Kids Survey (CHKS), the California School Staff Survey (CSSS), and the California School Parent Survey (CSPS). The surveys are anonymous.

California Healthy Kids Survey (CHKS)

The CHKS surveys students statewide covering topics related to alcohol, tobacco, drugs, bullying, and other health issues such as school climate and student resiliency. Survey data will assist schools in: (1) preventing youth health-risk behaviors; (2) promoting positive youth development; and (3) fostering positive school climates. Each school site will receive, via email, its own unique URL link to an online survey that students will use to access the survey.

Elementary Schools: Every family is required to complete the *Active parent/guardian consent* form for all *5th graders (4th graders for Pt. Loma Cluster)* in order for their child to participate in the survey. Each school will email (*or send a link via google classroom or any other online platform*) the Electronic California Healthy Kids Survey

Consent Forms ([English](#), [Somali](#), [Spanish](#), [Tagalog](#), and [Vietnamese](#)) to parents/guardians requesting permission for their student's participation.

Secondary Schools: At *Grades 7, 9, and 11*, students have *passive parent consent* to participate

in the survey. Families can select to opt-out on the 2022-2023 Student Enrollment Form by marking item number 28. The directions on how to print the PowerSchool “Opt-Out” list will be provided to identified CAL-SCHLS coordinators.

California School Staff Survey (CSSS)

Each school site will receive via email its own unique URL link to an online survey. The Designated CAL-SCHLS coordinator will provide the link to each staff member either via email, staff meeting, and/or any other preferred method. Please encourage all certificated and classified staff members to participate. The staff survey takes an average of 25 minutes to complete.

California School Parent Survey (CSPS)

Each school site will receive a parent survey link. Distribution of parent surveys will be done electronically for every student enrolled. Parents are asked to complete one electronic parent survey per family per school. Electronic parent surveys will be available online in English, Spanish, Arabic, Armenian, Chinese, Farsi, Hebrew, Hindi, Hmong, Khmer, Korean, Punjabi, Russian, Somali, Tagalog, Thai, and Vietnamese. Each school site will receive, via email, its own unique URL link for the CSPS. Counseling and Guidance staff will be available to assist you with any questions and/or requests.

Training for site coordinators will be conducted on the following dates. Please register in Professional Learning.

Level	PL Course Number, Section Number and Date /Time
Elementary	Elementary PL Course 15363 ● Section 33727 - Jan 18 9-9:45 am ● Section 33728 - Feb 2 1-1:45 pm
Secondary	Secondary PL Course 15364 ● Section 33729 - Jan 18 10-10:45am ● Section 33730 - Feb 2 11-11:45am

ACTION ITEM: Please complete the [CAL-SCHLS Point of Contact Form \(linked here\)](#) no later than January 20, 2023. Questions may be directed to TUPE@sandi.net. Thank you for your assistance.

APPROVED:

A handwritten signature in black ink, appearing to read "Nicole DeWitt". The signature is fluid and cursive, with the first name "Nicole" written in a larger, more prominent script than the last name "DeWitt".

Nicole DeWitt
Executive Director, Student Services