

ADMINISTRATIVE CIRCULAR NO. 209

Office of Integrated School Innovation and Integrated Youth Services

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 24, 2019

To: Elementary, Middle/Junior, and Senior High School Principals

Subject: CALIFORNIA HEALTHY KIDS SURVEY
CALIFORNIA SCHOOL STAFF SURVEY
CALIFORNIA SCHOOL PARENT SURVEY

**Department and/or
Persons Concerned:** Principals

Due Date: Site Coordinator Training(s) - January 29, 30, 31 2019 (see below)
Survey Administration Window - February 1 April 30, 2019

Reference: None

Action Requested: Designate Point of Contact (due by January 30, 2019)
Complete CHKS, CSSS and CSPA Surveys by or before April
30, 2019

Brief Explanation:

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

Elementary Schools: In the Point Loma Cluster, fourth grade students will participate. In the remaining school clusters, grade five students will participate. Active parent/guardian consent on behalf of each elementary grade student is required. A letter will be sent to parents requesting permission for their students to participate.

Secondary Schools: At Grades 7, 9, and 11, the opt-out option is item number 30 on the 2018-2019 Student Enrollment Form. This list from PowerSchool will be provided to each testing coordinator in preparation for the CHKS administration.

The CHKS surveys students statewide and covers topics related to alcohol, tobacco, drugs, bullying, and other health issues such as school climate and student resiliency. The survey window will be from February 1, 2019 to April 30, 2019. Survey data will assist schools in: (1) preventing youth health-risk behaviors; (2) promoting positive youth development; and (3) fostering positive school climates.

Your site will receive surveys for parents to complete. This year, in addition to paper surveys, the surveys will also be available for parents to complete online in English, Spanish and Chinese. The Integrated Youth Services staff will assist you in coordinating the online survey administration.

Optional trainings for site coordinators needing assistance will be conducted on the following date:

Date	Time	Location	SRN for ERO
January 29	11:00 – 12:30 p.m.	Ballard Center Lab # 2	5372185
January 30	9:30-11:00 a.m.	Ballard Center Lab # 2	5372186
January 31	1:00 – 2:30 p.m.	Ballard Center Lab # 2	5372187

If you wish to attend this training, please register at www.sandiegounified.org/ero,

Please complete the attached CHKS Point of Contact Form and return it to the Counseling and Guidance Department, Education Center, Room 2108.

Questions may be directed to Counseling and Guidance at (619) 725-7330 or counselingandguidance@sandi.net. Thank you for your assistance.

APPROVED:



Cheryl Hibbeln
Executive Director, Office of Integrated School Innovation and Integrated Youth Services
CH:ls

Attachments (2)

Distribution: Lists A, B, D, E, F and I



Counseling and Guidance Department
 Phone: (619) 725-7330
 Fax: (619) 725-7319

POINT OF CONTACT FORM
California Healthy Kids Survey (CHKS); California School Staff Survey (CSSS);
California School Parent Survey (CSPS)
2018-19 School Year

MIDDLE AND HIGH SCHOOLS (GRADES 7, 9, AND 11)

The CHKS and CSSS provide longitudinal School Climate and Safety data for the District. Please complete and return this form by January 31, 2019.

School:	
Site CHKS/CSSS Point of Contact	
Name:	Position:
Phone # (include extension):	Email:

Please indicate in which classrooms the CHKS data will be collected:

Grade Levels			Period	Subject	Teacher	No. of Students
7	9	11				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1, 2, 4	English 1,2	Parker	92
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

 Print Principal's Name

 Principal's Signature

 Date

Please return this form to: Counseling and Guidance
Email: counselingandguidance@sandi.net Fax: (619) 725-7319



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2018-19 School Year

ELEMENTARY SCHOOLS

The CHKS and CSSS provide longitudinal School Climate and Safety data for the District. Please complete and return this form by January 31, 2019.

School:	
Site CHKS/CSSS Point of Contact	
Name:	Position:
Phone # (include extension):	Email:

Please indicate in which classrooms the CHKS data will be collected:

Grade Levels		Teacher	No. of Students
4 (Pt. Loma Cluster Only)	5		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Parker	34
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

 Print Principal's Name

 Principal's Signature

 Date

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