

**ADMINISTRATIVE CIRCULAR NO. 43**

Office of Integrated Student Services

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** January 6, 2017

**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:** February 6, 2017 (Site Coordinator Training)  
February 8, 2017 (Site Coordinator Make-Up Training)  
February 27 to March 24, 2017 (Surveys)

**Reference:** None

**Action Requested:** Designate Point of Contact to Attend Site Coordinator Training; Complete CHKS, CSSS and CSPA Surveys

**Brief Explanation:**

As part of our Local Control Accountability Plan, we are required to complete the California Healthy Kids Survey (CHKS) and California School Staff Survey (CSSS). We will also be conducting the California School Parent Survey (CSPA). The surveys are anonymous.

**Elementary Schools:** In the Point Loma Cluster, grade four 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 passive consent is item number 30 on the 2016-2017 Student Enrollment Form. Please obtain this list from PowerSchool 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 will be administered from February 27 to March 24, 2017. The survey 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 a copy of each survey for parents to review. The Counseling and Guidance Department staff will coordinate this online survey administration.

Trainings for site coordinators will be conducted on the following date:

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>SRN for ERO</b>
February 6, 2017	1:30 – 3 p.m.	Eugene Brucker Education Center Auditorium	5372020617
February 8, 2017 Make-Up Meeting	2:30 – 4 p.m.	Eugene Brucker Education Center Auditorium	5372020817

You may register for this meeting at [www.sandiegounified.org/ero](http://www.sandiegounified.org/ero), or call (619) 725-7234, and leave your name, employee ID, and date you wish to attend.

Please complete the attached CHKS Point of Contact Form and return it to the Counseling and Guidance Department, Education Center, Room 1151.

Questions may be directed to Ginny Williams at (619) 725-7234 or [gwilliams2@sandi.net](mailto:gwilliams2@sandi.net). Thank you for your assistance.

APPROVED:



Linda Trousdale  
Executive Director, Integrated Student Services

LT:ls

Attachments (2)

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



Counseling and Guidance Department  
 Phone: (619) 725-7234  
 Fax: (619) 725-7319

**POINT OF CONTACT FORM**  
**California Healthy Kids Survey (CHKS); California School Staff Survey (CSSS);**  
**California School Parent Survey (CSPS)**  
**2016–17 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. In addition, sites will have access to school specific reports for the fifth time. Please complete and return this form by February 10, 2017.

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

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"/>				
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

\_\_\_\_\_  
 Print Principal's Name

\_\_\_\_\_  
 Principal's Signature

\_\_\_\_\_  
 Date

**Please return this form to: Ginny Williams**  
**Email: [gwilliams2@sandi.net](mailto:gwilliams2@sandi.net) Fax: (619) 725-7234**



**POINT OF CONTACT FORM**  
**California Healthy Kids Survey (CHKS); California School Staff Survey (CSSS);**  
**California School Parent Survey (CSPS)**  
**2016–17 School Year**

**ELEMENTARY SCHOOLS**

The CHKS and CSSS provide longitudinal School Climate and Safety data for the District. In addition, sites will have access to school specific reports for the second time. Please complete and return this form by February 10, 2017.

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

**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"/>	<b>Parker</b>	<b>34</b>
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
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\_\_\_\_\_  
 Print Principal's Name

\_\_\_\_\_  
 Principal's Signature

\_\_\_\_\_  
 Date

**Please return this form to: Ginny Williams**  
**Email: [gwilliams2@sandi.net](mailto:gwilliams2@sandi.net) Fax: (619) 725-7234**