



School Climate Inquiry Team Guidebook



Overview

All Comprehensive Support and Improvement schools will be required to implement a Participatory Budgeting Process **or provide opportunities for parent and student engagement, annually**, in a manner prescribed by the New York State Commissioner of Education.

One of the approved alternatives to Participatory Budgeting is establishing a School Climate Survey Inquiry Team.

School Climate Inquiry Team Requirements

- The School Climate Inquiry Team will investigate parent and student responses on the school climate survey.
- The team will meet at three different times during the year.
- The team must have a designated team leader who is not the principal.
- All teams will consist of student and parent members.
- Teams should have six to twelve members.
- Team members should include students and parents that have not been involved in school decision-making entities in the past.

Goals of School Climate Survey Inquiry Team

- Empowers students and parents through agency and representation
- Encourages open dialogue between diverse groups
- Cultivates a more positive learning environment
- Aligns change with specific needs identified in survey data

- At various intervals, ask the group if what was shared is their experience through a show of hands (up or down). This can be helpful if someone is sharing something specific to them to determine if this is prevalent.
- Thank everyone for their time.
- Remind participants that the outcomes will be put into a summary for the principal.
- Principal and Team Leader meet to discuss three questions to learn about from students and three questions to learn about from parents.

School Climate Survey Meeting Process

- Identify 5-6 questions to inquire about in advance
- Read the question and the response to the team members
- Ask two questions:
 1. Why might students/parents might be feeling this way? (5 minutes)
 2. What are some ideas of things the school can do for

- Ask three prompts:
 1. Since we last met do you feel like parents/students' feelings about (survey question) have improved? (5 minutes)
 2. What have you noticed about (survey question topic) since we last met? (5 minutes)
 3. What else can the school do around (survey question topic)? (5 minutes)
- Allow for no more than 15 minutes of discussion for each question.

Summary Report Template

School Climate Survey Inquiry Team Summary Report

Frequently Asked Questions

1. *If a school staff member is selected as team leader, will he/she be paid per-diem for this additional role?*