

**ADMINISTRATIVE CIRCULAR NO. 209**  
Leadership and Learning, Integrated Youth Services

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** March 23, 2021

**To:** Elementary, Middle/Junior, 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 - May 1 - May 28, 2021  
Training Window: Site Coordinator Training - April 26, April 28 & April 30, 2021

**Reference:** None

**Action Requested:** Designate Point of Contact (submit by March 26, 2021)  
Complete CHKS, CSSS, and CSPS Surveys by May 28, 2021

**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* 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 Form ([English](#) or [Spanish](#)) to parents requesting permission for their students' participation. *\*Note: In the Point Loma Cluster, fourth grade students will participate and require active parental consent.*

**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 2020-2021 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 as noted in the form attached on page 3.

### **California School Staff Survey (CSSS)**

Each school site will receive via email its own unique URL link to an online survey. 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. The Integrated Youth Services 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 by clicking on the appropriate link:

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Zoom Registration Link</b>
Monday, April 26	11:30am-1pm	Zoom Meeting	<a href="#"><u>CAL-SCHLS Training 4/26/2021</u></a>
Wednesday, April 28	11:30am-1pm	Zoom Meeting	<a href="#"><u>CAL-SCHLS Training 4/28/2021</u></a>
Friday, April 30	11:30am-1pm	Zoom Meeting	<a href="#"><u>CAL-SCHLS Training 4/30/2021</u></a>

After registering, you will receive a confirmation email containing information about joining the meeting.

Please complete the attached CAL-SCHLS Point of Contact Form and return it by email to Integrated Youth Services at [integratedyouthservices@sandi.net](mailto:integratedyouthservices@sandi.net) no later than March 26, 2021. Questions may be directed to Integrated Youth Services at [integratedyouthservices@sandi.net](mailto:integratedyouthservices@sandi.net). Thank you for your assistance.

APPROVED:

Noemi Villegas, Ed.D.  
Integrated Youth Services  
Leadership & Learning Division  
Attachments (2)



Integrated Youth Services Division  
 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)**  
**2020-21 School Year**

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

Point of Contact Designated Person will be responsible for the implementation of the CAL\_SCHLS survey that include CHKS, CSPS & CSSS. The implementation of these surveys provide longitudinal School Climate and Safety data for our district. Please complete and return this form by email by or before March 26, 2021.

<b>School:</b>	
<b>Site CHKS/CSSS/CSPS 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"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
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<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 Electronic Signature

\_\_\_\_\_  
 Date

Please return this form to: Integrated Youth Services | Email: [integratedyouthservices@sandi.net](mailto:integratedyouthservices@sandi.net)

**POINT OF CONTACT FORM**  
**California Healthy Kids Survey (CHKS); California School Staff Survey (CSSS);**  
**California School Parent Survey (CSPS)**  
**2020-21 School Year**

**ELEMENTARY SCHOOLS**

Point of Contact Designated Person will be responsible for the implementation of the CAL\_SCHLS survey that include CHKS, CSPS & CSSS. The implementation of these surveys provide longitudinal School Climate and Safety data for our district. Please complete and return this form by email by or before March 26, 2021.

<b>School:</b>	
<b>Site CHKS/CSSS/CSPS 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"/>	Parker	34
<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"/>		

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

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

\_\_\_\_\_  
Date

**Please return this form to: Integrated Youth Services Division | Email: [integratedyouthservices@sandi.net](mailto:integratedyouthservices@sandi.net)**