Tool 8A

Supporting a Safe and Caring School: What Students Say—Kindergarten to Grade 3

Instructions

For Kindergarten and Grade 1 students, administer the survey in small groups or oneon-one to obtain the most accurate responses. Define words and provide examples for each question. Give time in between each question for students to answer.

For Grades 2 and 3, the survey can be administered together as a large group, with each student completing their own survey. Read each question out loud and ask students to follow along. Define words and provide examples for each question. Give time in between each question for students to answer.

Before beginning

- 1. Remind students about the Safe and Caring Schools project in their school.
- 2. Explain that the school is using this survey to find out how students feel at school. The adults in the school want to make the school safe, caring and comfortable for every student, and they will use this information to make the school more safe and caring.
- 3. Tell students that the survey is anonymous so they should not put their names anywhere on it. Explain that no one will know who said what and that it is only important that it was said.
- 4. Define the following terms to the students: all the time, sometimes, never. Give them examples in the context of some of the questions being asked.
- 5. Explain to the students that they will put an X in one of the three boxes, under "all the time," "sometimes" or "never" depending on their answer. Draw an example on the board.
- 6. Tell the students that the term "adults" refers to all grown-ups in the school—teachers, secretaries, custodians, librarians and parents because they are all here to help make the school a safe place for everyone.

This appendix is adapted with permission from The Society for Safe and Caring Schools and Communities, "Supporting a Safe and Caring School: What Students Say—Kindergarten to Grade 3," January 2005.

Definitions and examples

The following can be used as examples to help define some of the more difficult concepts. Use terminology that students are used to and understand. You may find it more effective to define the difficult words as you encounter them rather than addressing them all at the start.

Responsibility

If I make a mistake, I will tell an adult and I will try to fix the problem. If I bump into someone and hurt them, I will say sorry and help them to feel better. If I have homework to do, I make sure it is finished before I go to school.

Respect

If I am nice to other students even if they are different than me, it shows respect. Using polite language and thinking about other people and their feelings also shows respect.

Caring

If people do nice things for me and think about my feelings, it shows they care about me.

Being proud

If I feel good about my school and I like what happens here, I am proud of my school.

Bullying

Bullying means hurting someone or making them hurt inside by saying mean things or acting in a mean way. Sometimes we hurt people by accident, but bullying is when you hurt someone on purpose.

Please note:

These results are intended for the school staff only. They are not meant to be used to compare schools or communities. Please ensure that these results are kept confidential.

A. The General Nature of My School

		All the time	Sometimes	Never
1.	Adults in my school care about my feelings.			
2.	Adults in my school are friendly.			
3.	Students in my school care about me.			
4.	Students in my school are kind and helpful.			
5.	Other people treat me with respect.			
6.	When people in my school do something important, we celebrate it.		0	٥
7.	My school is a nice place to be.			
8.	My school work is hanging up in the school.			
9.	I am proud of my school.			
10.	I am treated fairly at school.			
11.	I feel safe in my school.			
12.	I feel safe on the playground.			

B. Behaviour Between People in My School

		All the time	Sometimes	Never
1.	I take things that belong to someone else without asking.			
2.	Someone takes my things without asking.			
3.	People bump or push me in the hallways.			
4.	4. I bump or push people in the hallways.			
5.	Other people tease me, call me names or pick on me.	_	_	٥
6.	I tease, call others names and pick on people.			
7.	I see other students being bullied at my school.			
8.	Others bully me at school.			

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		All the time	Sometimes	Never
9.	I bully others at my school.			
10.	I get help with my schoolwork when I need it.			
11.	My teachers help me to understand what I am supposed to learn.			
12.	If people are being mean to me, I know who to go to for help.			

C. School Citizenship

		All the time	Sometimes	Never
1.	I share materials and supplies.			
2.	I feel comfortable sharing my ideas in school.			
3.	I listen carefully to others.			
4.	I try to follow the rules.			
5.	In school, I am learning how to get along with others.		_	
6.	I help other people when they need it.			
7.	I am friendly to people that are different than me.			
8.	I see other students being teased or bullied because they are different.			
9.	At school, people make fun of me because I am different.			
10.	I help to keep my school neat and clean.			
11.	I take responsibility for my actions.			
12.	I treat others with respect.			

Tool 8B

Supporting a Safe and Caring School: What Students Say—

Grades 4 to 6

Purpose

This survey asks you to tell us about some of the things you do in school and some of the things that you see others doing. The results of this survey will be used to help make your school a safer and more caring place.

This survey is anonymous so you should NOT write your name on it.

Are you a male or a female?

Male Female

What grade are you in?

Gr. 4 Gr. 5 Gr. 6

Directions

Please think back over the **past month** and tell us how often you experienced the items described on the following pages.

- When answering the questions, try to think of specific things that you have done or that you have seen other people doing.
- Do not report anything that someone else told you about.
- If you don't know how to answer one of the statements, put your X in the last box, under "don't know."

IMPORTANT: When the question talks about the "adults in your school" it means all of the adults including the teachers, principals, counsellors, secretaries, caretakers, librarians, assistants and volunteers.

Remember to focus on the past month.

This appendix is adapted with permission from The Society for Safe and Caring Schools and Communities, "Supporting a Safe and Caring School: What Students Say—Grade 4 to 6," October 12, 2006.



A: The General Nature of My School

	v often do you experience the owing?	Most of the time	Quite often	Once in a while	Almost never	Never	Don't know
1.	The adults in my school show that they care about me.						
2.	Adults in my school smile and are friendly.						
3.	Students in my school smile and are friendly.					۵	
4.	I see students being bullied by others at my school.						
5.	I bully others at my school.						
6.	Others bully me at my school.						
7.	I feel safe in my school.						
8.	Some students stay away from certain places in our school because they don't feel safe.				<u> </u>	_	0
9.	When people in my school do something important, we celebrate it.	٥	۵	_	_		
Plea	se write in any other similar thin	ngs that yo	ou think	we shoul	d know a	about.	

B: Behaviour Between People in My School

	v often do you experience the owing?	Most of the time	Quite often	Once in a while	Almost never	Never	Don't know
10.	Someone teases me, calls me a bad name or picks on me.	۵		٥		۵	۵
11.	I tease other students, call them a bad name or pick on them.	<u> </u>	۵		0		۵
12.	When decisions are being made at school, I can share my ideas.				_		
13.	When I make a mistake or do something wrong, I take responsibility and try to fix it.						
14.	When adults in my school make a mistake or do something wrong, they take responsibility and try to fix it.		_		<u> </u>	<u> </u>	٥
15.	Adults in my school listen to me when I talk to them.	۵			۵		
16.	Adults in my school notice things I have done well.			۵	۵		
17.	Adults in my school notice when I make mistakes.	۵		۵			
Plea	se write in any other similar thin	igs that yo	ou think	we shoul	d know.		

C: School Citizenship

	v often do you experience the owing?	Most of the time	Quite often	Once in a while	Almost never	Never	Don't know
18.	I can share my ideas at school, even if they are different from other people's ideas.	٥	۵	٥	٥	۵	
19.	I am friendly to people that are different than me.	۵			۵	۵	
20.	I make fun of people at school because they are different from me.						
21.	People make fun of me at school because I am different from them.				۵	۵	
22.	I see other students being made fun of because of their looks, culture, religion, or what they can or can't do.		۵			۵	
23.	I see people helping each other at my school.				۵		
24.	I help other people when they need it.	۵		۵	۵	۵	
25.	I take responsibility for my actions and behaviours.	۵		۵	۵		
26.	I stick up for people who are being teased or bullied.	۵		۵	۵		
27.	Other students in my school stick up for people who are being teased or bullied.		۵		٥	۵	
Plea	se write in any other similar thir	gs that yo	ou think	we shou	ld know.		

D: Activities and Programs

	v often do you experience the owing?	Most of the time	Quite often	Once in a while	Almost never	Never	Don't know
28.	At school, I get to do what I am good at.						
29.	I am doing well in most of my classes.						
30.	When I ask a teacher at my school, I can get help with my schoolwork.						
31.	I am proud of my school.						
32.	If people are being mean to me, I know where to go for help.						
33.	Adults in my school are there for me when I need help.						
34.	My parents/guardians are involved in school activities.						
Plea	se write in any other similar thin	gs that yo	ou think	we shoul	d know.		

E: Guidelines and Expectations

	v often do you experience the owing?	Most of the time	Quite often	Once in a while	Almost never	Never	Don't know	
35.	Adults in my school are calm when fixing a problem.	۵	٥	۵	۵	٥		
36.	When I have a problem, the adults in my school help me think about different ways to fix the it.	۵						
37.	When I have a problem, the adults in my school listen to my side of the story.	۵						
38.	If I have a problem with other students, the adults in my school help us to work it out together.	۵						
39.	The adults in my school treat me fairly.							
40.	At school, we learn how to get along better with others.	۵	۵	۵		۵		
41.	At school, we learn how to deal with someone who is bullying.	۵	۵	۵	۵	۵	۵	
42.	When there is bullying in my school, adults try to stop it.	۵	۵	۵	۵	۵	۵	
43.	When students misbehave at school, the adults try to find out why before they give out consequences.	٥	<u> </u>	۵	۵	<u> </u>	٥	
44.	The punishment for bad behaviour in my school helps students learn better ways to behave.	<u> </u>	٥		۵	٥	۵	
45.	The punishment for bad behaviour help;s students to take responsibility for their actions.	۵						
46.	The adults in my school encourage students to take responsibility for their actions.	۵	۵	۵		۵	۵	
Plea	Please write in any other similar things that you think we should know.							

Thanks so much for your time.

Tool 8C

Supporting a Safe and Caring School: What Students Say—Grades 7 to 12

Purpose

This survey asks you to tell us about your school environment and how people at your school behave and interact. This survey asks about specific things that you do in school and things that you see others doing. The results of this survey will be used to help make your school a safer and more caring place.

This survey is anonymous so you should NOT write your name on it.

Are you a male or a female?	Male	Fe	male			
What grade are you in?	7	8	9	10	11	12

Directions

Please think back over **the past month** and tell us **how often** you experienced the items described on the following pages.

- When answering the questions, try to think of specific things that you have done or that you have seen other people doing.
- Do not report anything that someone else told you about.
- If you don't know how to answer one of the statements, put your X in the last box, under "don't know."

PLEASE NOTE: When we use the term "adults in my school" we are referring to all the adults that are part of your school. This includes the school staff, volunteers, secretaries, custodians, school nurse, school police officer and any other adults that are part of life at your school.

Go ahead now and complete the questions on the following pages.

Remember to focus on the last month.

This appendix is adapted with permission from The Society for Safe and Caring Schools and Communities, "Supporting a Safe and Caring School: What Students Say—Grade 7 to 12," October 17, 2006.



A: The General Nature of My School

	v often do you experience the owing?	Most of the time	Quite often	Once in a while	Seldom	Never	Don't know
1.	The adults in my school show that they care about me.						
2.	Adults in my school smile and are friendly.						
3.	Students in my school smile and are friendly.						
4.	I see students being bullied by others at my school.						
5.	I bully others at my school.						
6.	Others bully me at my school.						
7.	I feel safe in my school.						
8.	Some students avoid certain places in our school because they don't feel safe.						
9.	When people in my school do something important, we celebrate it.						
10.	I see examples of the school and the community working together.	0		0	0		
Plea	se write in any other similar thin	gs that yo	ou think	we shoul	d know.		

B: Behaviour Between People in My School

	v often do you experience the owing?	Most of the time	Quite often	Once in a while	Seldom	Never	Don't know
11.	People intentionally bump or push me in the hallways.						
12.	I intentionally bump or push people in the hallways.						
13.	Teachers are available for discussion and support when I need it.						
14.	Adults in my school listen to me when I talk to them.						
15.	When decisions that affect students are being made at school, I have the opportunity to share my ideas.		0			_	_
16.	When adults in my school make a mistake or do something wrong, they take responsibility and try to fix it.		0				0
17.	When I make a mistake or do something wrong, I take responsibility and try to fix it.	0			0	_	<u> </u>
Plea	se write in any other similar thin	gs that yo	ou think	we shoul	d know.		

C: School Citizenship

How often do you experience the following?		Most of the time	Quite often	Once in a while	Seldom	Never	Don't know	
18.	I am encouraged to discuss various topics and express my point of view even when it is different than others'.		0		_	_	_	
19.	I am friendly to people of different cultures, races, gender, age, sexual orientation, appearance or ability.	_		_			_	
20.	I see other students being made fun of because of culture, race, gender, age, sexual orientation, appearance or ability.							
21.	People make fun of me at school because I am different from them.							
22.	I see students helping each other at my school.							
23.	I feel comfortable helping other people when they need it.							
24.	I take responsibility for my actions and behaviours.							
25.	I stick up for people who are being bullied or harassed.							
26.	Other students in my school stick up for people who are being bullied or haraassed.			0	0	0		
Please write in any other similar things that you think we should know.								

D: Activities and Programs

How often do you experience the following?		Most of the time	Quite often	Once in a while	Seldom	Never	Don't know
27.	I have the opportunity to use my special talents and abilities at school.						
28.	I feel successful in most of my classes.						
29.	I am happy with my grades.						
30.	When I ask a teacher at my school, I can get help to understand my schoolwork.	0		0	0	_	
31.	I am proud of my school's programs and activities.						
32.	I am proud of the atmosphere in my school.						
33.	Adults in my school are there for me when I need help.						
34.	If I have a problem with another person, I know who to go to for help.				0	_	-
35.	My parents/guardians are involved in school activities.						
Plea	se write in any other similar thin	gs that yo	ou think	we shoul	d know.		

E: Guidelines and Expectations

	How often do you experience the following?	Most of the time	Quite often	Once in a while	Seldom	Never	Don't know
36.	Adults in my school are calm when sorting out a problem.	۵		۵			
37.	When I have a problem, the adults in my school help me explore various ways to deal with it.		٥	0	٥	٥	۵
38.	When I am involved in a problem, I feel like my side of the story is listened to.						
39.	If I have a problem with other students, the adults in my school encourage us to work it out together.			_			
40.	I am treated fairly by the adults in my school.						
41.	At school, we learn how to handle conflicts respectfully and nonviolently			٥			
42.	At school, we learn how to deal with bullying.						
43.	When there is bullying in my school, adults step in to stop it.						
44.	When students misbehave at school, the adults try to find out why before they give out consequences.		_				
45.	The consequences for misbehaviour in my school help students learn a better way to behave.						
46.	The consequences for misbehaviour encourage students to take responsibility for their actions.						
47.	The adults in my school encourage students to take responsibility for their actions.						
Please write in any other similar things that you think we should know.							

Thanks so much for your time.