

Helpful!	Violates Ethics Standards
Determining Who Took the 5Essentials Survey	
<p>School administrators do not have access to individual completion status on the teacher survey. However, school leaders can encourage participation for all staff and track overall teacher response rates on the Survey Admin Dashboard.</p> <p>Students and teachers can always choose not to take the survey.</p>	<p>It is NEVER appropriate for a principal or administrator to try to determine which teachers took the 5Essentials Survey. This includes, but is not limited to:</p> <ul style="list-style-type: none"> • Having teachers send screenshots or forwarding the “Thank You” email showing that they completed the survey. • Having teachers email that they have taken the survey. • Having teachers take the survey in front of administrators.
Discussing Previous Years Results	
<ul style="list-style-type: none"> • Going through the results of the 5Essentials at the beginning of the year to discuss feedback from teachers. • Discussing ways administration has attempted to address concerns and make improvements in specific areas of the 5Essentials. 	<ul style="list-style-type: none"> • Suggesting that teachers or students respond Strongly Agree/Strongly Disagree instead of Agree/Disagree. • Suggesting that teachers or students must respond positively about administration’s attempts to make improvements. • Attempting to influence teachers or students to give any specific responses.
Mock/Internal 5Essentials Surveys	
<ul style="list-style-type: none"> • Giving students or teachers an anonymous survey at the beginning of the school year to better understand areas of strength and growth for the school/leadership team. 	<ul style="list-style-type: none"> • Implying that students or teachers should be honest on the internal survey but more positive on the official 5Essentials Survey. • Using the internal survey to attempt to identify which teachers responded positively or negatively on the official 5Essentials Survey.
Giving Teachers Time to Take the 5Essentials Survey	
<ul style="list-style-type: none"> • Giving teachers or staff time to take the 5Essentials Survey during staff meetings is encouraged and can be helpful to teachers. 	<ul style="list-style-type: none"> • Principals or administrators staying in the room if schools give teachers time to complete the 5Essentials Survey during a staff meeting. Watching staff members take the survey could be taken as trying to influence the survey results.

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Discussing the 5Essentials Survey with Students	
<ul style="list-style-type: none"> It is fine for school administrators or staff to explain what the 5Essentials Survey is to students. If a student indicates that they do not understand a survey question, school administrators or staff may help define a word but not interpret the question for students. 	<ul style="list-style-type: none"> It is not permissible for school administrators or staff to coerce or imply that students respond a specific way on the 5Essentials Survey.
Incentives for 5Essentials Participation	
<p>If incentives are for all staff (or all students) and school/survey administrators are <u>not</u> trying to determine who took the 5Essentials Survey, incentives are fine.</p> <ul style="list-style-type: none"> For example, holding a raffle for all staff if the response rate is over 50%, without attempting to track which staff individually took the survey is permissible. 	<p>If incentives either try to determine who took the 5Essentials Survey or what their responses were, they are <u>considered unethical</u>.</p> <ul style="list-style-type: none"> For example, having staff send a screenshot to prove that they've taken the survey to enter a raffle would be considered unethical.