

## ATTACHMENT A TO INFO SUPTS. MEMO NO. 178

### FOR SUPERINTENDENTS ONLY

**Superintendents' Web site:** After reviewing the homepage of the Virginia School Safety Survey Web site ([www.dcjs.virginia.gov/surveySupport/schoolAudit/](http://www.dcjs.virginia.gov/surveySupport/schoolAudit/)), superintendents may access the superintendents' page by clicking on the "Superintendents" button (located at page bottom).

**Survey Manager:** Available only to superintendents, this survey management tool is designed to help superintendents manage the school safety survey process within their school divisions. The Survey Manager can be accessed from the superintendents' page by clicking on the "Access Survey Manager" button (located at page bottom). To ensure secure access to the information contained in the Survey Manager, you will be asked to provide a user name and password unique to your school division. **The division's user name and password will be provided by e-mail and letter from the Virginia Center for School Safety.**

From the Survey Manager, superintendents will be able to review and update their division's contact information, review and update a list of their division's schools, and check which of their division's schools have completed the survey and review their responses to the survey questions.

### SUPERINTENDENTS' RESPONSIBILITIES

**1. Superintendents (or their designee) must contact all schools within their division and instruct them to complete the school survey by September 26, 2008.**

When schools are contacted, please provide the principals with the following information:

- **Access to the Virginia School Safety Survey will begin on Monday, August 25, 2008. The survey must be completed by 5 p.m. on Friday, September 26, 2008, in order to be in compliance.**
- To access the school survey, principals must go to the Virginia School Safety Survey Web site: <http://www.dcjs.virginia.gov/surveySupport/schoolAudit/>. At the bottom of the page, they will click on the "Principals" button which will link them to the principals' page. From there, they will be prompted to review the survey instructions and questions before accessing the actual survey.
- When ready to begin taking the survey, principals can access it by clicking on the "Access School Survey" button. They will be asked to enter a password.

The **password** for the principals' survey is: **school**

- As per Code, the principal must also print a copy of their completed survey responses to keep on file at their school.

**2. Using the Survey Manager, superintendents are required to manage their division's contact information and ensure survey compliance.**

From the "Update Division Contact Information" component, superintendents must:

- Update their contact information.

From the "Update List of Division Schools" component, superintendents must:

- Update their list of division schools. (For purposes of the Virginia School Safety Survey requirement, a school is defined as "any separate physical structure that houses and instructs public school students during school hours.")

From the "View Your Schools' Survey Responses" component, superintendents are able to:

- Monitor which of their division schools have completed the school safety survey and review and print the content of each school's survey responses. (The survey compliance list will be updated every 24 hours, Monday through Thursday.) Using this component, superintendents must:
  - Check their schools' survey compliance (and contact non-compliant schools to remind them to complete their survey by September 26th)
  - Make copies of their schools' survey responses for their division records (as per Code)
  - Provide survey receipt confirmation to schools upon their request
  - Provide copies of survey responses to schools upon their request

If there are questions about this year's Virginia School Safety Survey, answers may be found in the list of frequently-asked-questions (FAQs) on the DCJS Web site:

<http://www.dcjs.virginia.gov/surveysupport/schoolaudit/2007/faq.cfm>.

In addition, questions may be sent to the VCSS Survey Response Team at: [vcsssurvey@dcjs.virginia.gov](mailto:vcsssurvey@dcjs.virginia.gov).