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Detailed Information for completing Division and School Safety Audits

The Virginia School Safety Audit Survey Web site will serve to assist superintendents and principals in completing the safety audit surveys for the school division and for each individual school. This Web site will aid superintendents or their designees in managing the administration of the school audit survey within their divisions. It also provides additional information and resources to assist principals and superintendents. The link to the Web site is <http://www.dcjs.virginia.gov/surveySupport/schoolAudit/>. The Web site contains:

- A description of the safety audit surveys
- The authority of the Virginia Center for School Safety at the Virginia Department of Criminal Justice Services to conduct the safety audit surveys
- The link to the safety audit surveys
- Instructions for completing the safety audit surveys
- Questions that should be reviewed before starting the audit surveys
- Frequently asked questions (FAQs)
- Terms and definitions
- Related *Code of Virginia* citations

For superintendents only -

Superintendents' Web page: After reviewing the Web site of the Virginia School Safety Audit Survey, superintendents may access the Superintendents' Web page by clicking on the "Superintendents" button at the bottom of the page. There superintendents will find a variety of survey resources, as well the portal for entry into the *Survey Manager* system.

Survey Manager: Available only to superintendents, the Survey Manager is designed to help superintendents manage the school safety survey process within their school divisions. The Survey Manager can be accessed from the superintendents' Web page by clicking on the "Access Survey Manager" button at the bottom of the page. To ensure secure access to the information contained in the Survey Manager, superintendents will be asked to provide a user name and password unique to their respective school division.

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Superintendents received their individual passwords from the Department of Criminal Justice Services through both e-mail and postal mail. Superintendents also have passwords to be used for the principals' surveys.

In addition to Crisis Management Plan Certification, the Survey Manager includes the following five School Safety Survey components: (1) Update List of Division Schools; (2) View Your Schools' Survey Responses; (3) Update Division Contact Information; (4) Correct a Survey; and (5) Access the Division Survey.

Superintendents' responsibilities:

1. Superintendents (or their designees) must contact all schools within their divisions and instruct them to complete the school surveys by 5:00 p.m. on Friday, September 27, 2013. Each principal must be provided the information below.

- Access to the Virginia School Safety Audit Survey will begin Monday, August 5, 2013. The survey must be completed by Friday, September 27, 2013, at 5:00 p.m. to be in compliance with the legislative mandate.
- To access the school survey, principals must go to the Virginia School Safety Audit Survey Web site <http://www.dcjs.virginia.gov/surveySupport/schoolAudit/>. At the bottom of the Web site, they will click on the "Principals" button which will link them to the principals' Web page. Here they will be encouraged to review the survey instructions and questions before accessing the actual safety audit survey.
- When ready to begin completing the safety audit survey, principals can access it by clicking on the "Access the 2013 School Survey" button. They will be asked to enter a password.

The password for the survey is: students

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- As per the *Code of Virginia*, principals must also print copies of their completed survey responses to keep on file at their respective schools.

2. Using the Survey Manager, superintendents are required to manage their respective divisions' and schools' contact information and survey compliance.

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

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

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

- Update their contact information.

From the "View Your Schools' Survey Responses" component, superintendents are able to monitor which of their divisions' 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 5:00 p.m. on September 27, 2013)
- 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, and
- Certify schools' submissions upon receipt and review of all respective surveys.

From the "Correct a Survey" component, superintendents are able to access surveys submitted by their school principals and edit response information prior to certifying the survey submissions.

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From the "Access the Division Survey" component, superintendents or their designees can access and complete the division level survey which is a required element of the school safety audit for this year.

If there are questions about this year's *Virginia Division and School Safety Audit Surveys*, answers may be found in the list of frequently-asked-questions (FAQs) on the DCJS Web site:
<http://www.dcjs.virginia.gov/surveysupport/schoolaudit/faq.cfm>

In addition, questions regarding the audit surveys may be directed to Donna Michaelis by e-mail, Donna.Michaelis@dcjs.virginia.gov, or call (804) 371-6506, or Jessica Smith at jessica.smith@dcjs.virginia.gov or call (804) 786-5367.