



COMMONWEALTH of VIRGINIA
Department of Education

July 17, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: School Safety Survey Requirements for 2015-16

In accordance with Virginia *Code* § [22.1-279.8](#), public schools in Virginia are required to complete an annual School Safety Survey. Division superintendents are required to:

- disseminate safety survey information to school principals within their division;
- access the Web-based Survey Manager system to update school listings and contact information;
- confirm the submittal of each school's survey before the designated deadline;
- collectively certify the submission of school survey; and
- complete the division level survey.

Division superintendents will receive instructions to access the Survey Manager through e-mail from the Department of Criminal Justice Services (DCJS), Virginia Center for School and Campus Safety (VCSCS).

The period for the Virginia School Safety Survey and the division level survey will begin on Monday, August 3, 2015, and will end on Friday, September 25, 2015, at 5 p.m.

The Virginia School Safety Survey Web site will serve to assist principals in completing the school safety survey. This Web site will also aid superintendents or their designees in managing the administration of the school survey within their respective divisions and will provide additional information and resources.

On the Virginia School Safety Survey Web site you will find:

- a description of the survey;
- the authority of the VCSCS at DCJS to conduct surveys;
- a link to the school survey;
- instructions for taking the school survey;
- a link to the division survey;
- the survey questions that should be reviewed before starting the actual survey;
- frequently-asked-questions (FAQ);
- terms and definitions; and
- related *Code* references.

Additionally, this year's survey will feature an extensive section on threat assessment. As part of the Virginia *Code* § [22.1-79.4](#), DCJS is required to collect data on the activities of threat assessment teams in Virginia public schools. This portion of the survey will ask principals to provide details on several cases conducted by their threat assessment teams. Please advise principals in your division to review the survey well before the

submission period begins. The survey may be viewed at [Virginia School Safety Audit Program - Virginia School Safety Survey - Principals](#).

The Web site address for the Virginia School Safety Survey is [Virginia School Safety Audit Program – Virginia School Safety Homepage](#).

Questions regarding the survey may be directed to Donna Michaelis; Donna.Michaelis@dcjs.virginia.gov, telephone (804) 371-6506, or Jessica Smith; Jessica.Smith@dcjs.virginia.gov, telephone (804) 786-5367.

SRS/JB/rt