



COMMONWEALTH of VIRGINIA  
Department of Education

July 3, 2014

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: School Safety Survey Requirements for 2014-2015**

In accordance with the *Code of Virginia* at [§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 surveys; 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.

**The period for the Virginia School Safety Survey and the division level survey will begin on Monday, August 4, 2014, and will end on Friday, September 26, 2014, 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 aid division 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 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.

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

Questions regarding the survey or the crisis management plan certification requirement may be directed to [Donna Michaelis](#); telephone (804) 371-6506, or [Jessica Smith](#); telephone

(804) 786-5367.

SRS/CAC/rt