**Template for the Parent/Guardian Information Letter**

**Principals:** Please place the text below on your school’s letterhead and mail it to the parents and guardians of all students at your school in grades 9 through 12. When you prepare these letters, be sure to specify the ***date*** for parents and guardians to decline to have their child participate.

Dear Parent or Guardian,

This spring our school, in cooperation with the Virginia Department of Criminal Justice Services, is conducting a school climate and school safety survey of students and staff. The purpose of this survey is to measure school discipline, student support, student engagement, and safety conditions in each school. This information will be used to guide educational practices that produce a safe and orderly school environment.

I am writing to provide you with information on the student survey. The survey will be completed online using computers at school. The survey does not ask for your student’s name and all answers are anonymous (no one will know how your student answered the survey). Parents will not have access to their student’s survey answers. There is a copy of the survey available at school for your review.

The survey will ask questions such as how students feel about their school, how students get along with one another and their teachers, how students feel about school rules, their perceptions of their teachers’ willingness to help them, and how they feel about attending school. They will also be asked what kinds of teasing and bullying they may have observed at school and whether they have been bullied themselves.

All students in your son’s or daughter’s grade level will be eligible to participate in the survey. In some schools, only a random sample of students will be selected and in other schools all students will be asked to participate. The survey is voluntary and your student can decide not to participate. No action will be taken against you, your student, or the school if you do not participate. If you do **not** wish for your student to participate, please notify the school office by telephone or letter by ***DATE***.

Your student will not receive any immediate benefit from participating in the survey, but the survey will help us to maintain a safe, inviting, and supportive learning environment for your student.

Thank you for your cooperation in this important study of school climate.

*{Signed by principal}*

**Template for the Parent/Guardian Information Letter – Spanish Version**

Estimados padres y tutores:

En cooperación con el Ministerio de Justicia Criminal del estado de Virginia, nuestras escuelas llevarán a cabo esta primavera un sondeo entre los estudiantes y empleados para valorar la seguridad del entorno escolar. Nuestro propósito es evaluar tanto la conducta escolar, el apoyo y la participación estudiantiles, como las condiciones de seguridad de cada escuela. Usaremos esta información hacia prácticas educativas que promuevan un entorno tranquilo y seguro en nuestras escuelas.

Les escribo para informarles sobre este sondeo, el cual se responde en línea a través de las computadoras que se alojan en cada escuela. La encuesta no solicitará los nombres de los estudiantes. Como todas las respuestas son anónimas, nadie podrá identificar cuáles son las respuestas de su hijo o hija. Asimismo, los padres tampoco tendrán acceso a las respuestas de sus hijos, pero podrán encontrar una copia de la encuesta en las escuelas para su consulta.

Las preguntas del sondeo nos informarán sobre cómo se sienten los estudiantes en su escuela, cómo se llevan entre ellos y con sus maestros, cómo se sienten respecto a las reglas escolares, cómo evalúan la disposición de sus maestros para ayudarles, y cómo valoran asistir a la escuela. También se les preguntará qué tipo de bromas y acoso han observado en su escuela y si ellos, en algún momento, han sido objeto de acoso.

Todos los estudiantes en el nivel escolar de su hijo o hija pueden participar en la encuesta. En algunas escuelas todos los estudiantes participarán en el sondeo, mientras que en otras se elegirá un grupo de estudiantes de manera aleatoria. El sondeo es voluntario y su hijo o hija puede negarse a participar si así lo desea. No se tomará ninguna represalia contra usted, contra su hijo o contra la escuela a la que asiste si el estudiante decide no participar. Si usted **no desea** que su hijo o hija participe en el sondeo, por favor comuníqueselo a la oficina escolar por teléfono o por carta antes del **FECHA**.

Su hijo o hija no recibirá ningún beneficio inmediato por participar en el sondeo, pero su participación nos ayudará a mantener un entorno seguro, agradable y provechoso para el aprendizaje de los estudiantes.

Gracias por su cooperación en este estudio importante sobre el entorno escolar.

*[Firmado por el director]*

**Template for the Staff Information Letter**

**Principals:** Please place the text below on your school’s letterhead and send it to all teachers and other school staff members (such as administrators, school counselors, school nurses, school psychologists, school social workers, instructional aides, school resource officers, and school security officers). When you prepare these letters, be sure to specify the ***date*** for everyone to complete the survey. We have already entered your school’s password for the staff survey in the letter. Please remind your staff members periodically to complete the survey. A low participation rate will reflect less favorably on your school climate.

Dear ,

This spring our school, in cooperation with the Virginia Department of Criminal Justice Services and Virginia Department of Education is conducting a school climate and safety survey of students and teachers. The purpose of this survey is to measure school discipline, student support, student engagement, and safety conditions in each school. This information will be used to guide educational practices that produce a safe and orderly school environment.

All staff members are asked to participate in the school climate survey. The survey can be completed on any internet-connected device (e.g. computer, cell phone, tablet, etc.) by going to the following website — [vaschoolsafety.info/staff](http://vaschoolsafety.info/staff) — and entering this password: FAY334T.

The survey asks questions about the engagement of students, parents, and teachers, relationships among and between students and staff, safety conditions, academic expectations, and school discipline. There is a copy of the survey available at school for your review.

Teachers and other school staff members will not give their names on the survey and all answers are anonymous.

Participants will not receive any immediate benefit from participating in the survey, but the survey will help us design a safe, inviting, and supportive learning environment. The survey is voluntary and you are free to decline. No action will be taken against you or the school if you do not participate. If you wish to participate, please complete the survey by ***DATE***.

Thank you for your cooperation in this important study of school climate.

*{Signed by principal}*