

## ***Welcome to the 2019 Virginia School Division Survey***

This is a secure, web-based survey conducted by the Department of Criminal Justice Services' (DCJS) Virginia Center for School and Campus Safety (VCSCS). Submission of this survey partially fulfills the Virginia School Safety Audit requirement. ([Code of Virginia § 22.1-279.8](#)). <https://law.lis.virginia.gov/vacode/title22.1/chapter14/section22.1-279.8/>

While answering the following survey questions, please base your responses on the conditions in your division during the 2018-2019 school year, unless otherwise instructed. You are required to provide a response to each survey question in order to complete the survey. Throughout the survey, there are questions that reference *Code of Virginia* requirements. Click on the citation to review the *Code* language before responding to the related survey question.

Should you have any questions or experience technical problems with the survey, contact the VCSCS: Shellie Evers at 804.629.7042 or [shellie.evers@dcjs.virginia.gov](mailto:shellie.evers@dcjs.virginia.gov), James Christian at 804-357-0967 or [james.christian@dcjs.virginia.gov](mailto:james.christian@dcjs.virginia.gov), or Donna Michaelis at 804-371-6506 or [donna.michaelis@dcjs.virginia.gov](mailto:donna.michaelis@dcjs.virginia.gov).

Questions contained in this survey may elicit responses that are exempt from public release pursuant to *Code of Virginia* § 2.2-3705.2 and § 22.1-279.8. Each public body is responsible for exercising its discretion in determining whether such exemptions will be invoked. The Department of Criminal Justice Services' (DCJS) Virginia Center for School and Campus Safety will report aggregate survey data for all schools and divisions and will not share individual division responses unless otherwise required by state law.

### **I. DIVISION IDENTIFICATION AND DEMOGRAPHIC INFORMATION**

1. What is the name of your school division? *(select from drop down list)*

*If we have any questions about your survey responses, we would like to be able to contact you. Please provide us with your contact information:*

2. What is your name? (First Name/Last Name)

3. Are you the division's current/acting superintendent?

Yes

No

*(if 3= no)*

3a. Please provide the name and email address for your current/acting superintendent.

(First Name/Last Name/Email)

3b. What is your title?

3c. What is your email address?

### **II. SAFETY-RELATED PERSONNEL AND PARTNERSHIPS**

4. Among the schools in your school division during 2018-2019, what was the number of full time and of part time school-based mental health personnel (counselor, psychologist, social worker, substance abuse counselor) who allocated at least 50% of their employed time providing mental health services, and

- were hired by the school division to serve specific schools or a combination of schools,
- work in the schools through a day treatment program, and/or
- work in the schools through a memorandum of understanding (MOU) with a community agency?

*If there were none, enter 0.*

	# hired by division	# day treatment program staff	# MOU with community agency
Full time			
Part time			

5. Was there a Director of School Safety or Director of School Security (or person of similar title whose responsibility was the oversight of school safety-related activities) employed within the school division?

Yes

No

*(if 5 = yes)*

5a. Please provide the name and email for the person designated as the school division's Director of School Safety/Security or similar designation.

(First Name/Last Name/Email)

§ 22.1-279.8. *paragraph D* requires that each school division designate an emergency manager.

<https://law.lis.virginia.gov/vacode/title22.1/chapter14/section22.1-279.8/>

6. Was your division's Emergency Manager hired to serve specifically in this role, or did they assume this responsibility in addition to another role? *(select one)*

The Emergency Manager position was their only responsibility.

The Emergency Manager responsibilities was in addition to their other role(s).

The responsibilities of an Emergency Manager was split among multiple individuals.

Other *(describe)* \_\_\_\_

7. Please provide the name and email address for the person designated as the division's Emergency Manager.

(First Name/Last Name/Email)

In 2017, the VCSCS produced a model memorandum of understanding (MOU) for school divisions and law enforcement agencies to use as a template for school board-law enforcement partnerships. Use of the model MOU for school board-law enforcement agreements will be required by law as of July 1, 2019 for those employing school resource officers (SROs).

§ 22.1-280.2:3. *School boards; local law-enforcement agencies; memorandums of understanding* <http://lis.virginia.gov/cgi-bin/leqp604.exe?191+sum+HB1733>

8. In 2018-2019, did your division have a memorandum of understanding (MOU) in place to facilitate the partnership between schools and law enforcement?

Yes

No

(if 8 = yes)

8a. Did you disseminate this information to the administrators/staff of all of your division's schools?

Yes

No

Other (describe) \_\_\_\_

(If 8a = yes)

8a-1. Did you provide training to school personnel on the roles and responsibilities of SROs?

Yes

No

9. What type(s) of security personnel worked in your division during the 2018-2019 school year? (select all that apply)

School resource officer (SRO)

Certified school security officer (SSO)

Private security officer

None of the above

(if 9 = SRO)

9a. How were school resource officers (SROs) funded in your division? (select one)

Solely by the school division

Solely by a law enforcement agency (LEA)

Through grant funds from DCJS (SRO Grant Fund and Program)

From a combination of division and LEA funds

Don't know

Other (describe) \_\_\_\_

(if 9 = SSO)

9b. Were the SSOs working in your school division supervised at the school or division level? (select one)

School level

Division level

(if 9b = division level)

9b-1. Please provide the name, title, and email address for the person responsible for supervising your division's SSOs.

Name

Title

Email

(if 9 = SSO)

§ 22.1-280.2:1 describes the purposes for which a local school board may employ a certified school security officer (SSO) and the requirements if they are to carry a firearm.

<https://law.lis.virginia.gov/vacode/title22.1/chapter14/section22.1-280.2:1/>

9c. What is your division's current policy on allowing SSOs to be armed? (select one)

SSOs are allowed to be armed in division schools

SSOs are not allowed to be armed in division schools, and we are not considering changing this policy in the near future

We do not currently allow SSOs to be armed, but are considering allowing it

Other (describe)

## 10. Did your division apply for SRO grant funds last year?

Yes

No

Don't know

*(if 10 = no)*10a. Why did your division not apply for SRO funds last year? *(select one)*

All SRO positions currently funded through local funding and therefore were not eligible

Not aware of grant opportunity

Applied and denied funding

Not interested in funding SRO positions

Other *(describe)* \_\_\_\_**Questions 11 and 12 refer to Code of Virginia § 22.1-279.3:1 paragraphs B and D.**<https://law.lis.virginia.gov/vacode/title22.1/chapter14/section22.1-279.3:1/>

§ 22.1-279.3:1. Reports of certain acts to school authorities.

**Paragraph B** details the types of offenses that law enforcement are required to report to school/division authorities when committed by students ...

- *if the offense would be a felony if committed by an adult or would be a violation of the Drug Control Act (§ [54.1-3400](#) et seq.) and occurred on a school bus, on school property, or at a school-sponsored activity,*
- *or would be an adult misdemeanor involving any incidents described in clauses (i) through (viii) of subsection A, while on a school bus, on school property or at a school-sponsored activity;*

*(i) the assault or assault and battery, without bodily injury**(ii) the assault and battery that results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, abduction of any person as described in § [18.2-47](#) or [18.2-48](#), or stalking of any person as described in § [18.2-60.3](#),**(iii) any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid, including the theft or attempted theft of student prescription medications;**(iv) any threats against school personnel**(v) the illegal carrying of a firearm, as defined in § [22.1-277.07](#), onto school property;**(vi) any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in § [18.2-85](#), or explosive or incendiary devices, as defined in § [18.2-433.1](#), or chemical bombs, as described in § [18.2-87.1](#),**(vii) any threats or false threats to bomb, as described in § [18.2-83](#), made against school personnel or involving school property or school buses; or**(viii) the arrest of any student for an incident, including the charge therefor.*

- *and whether the student is released to the custody of his parent or, if 18 years of age or more, is released on bond.*

*As part of any report concerning an offense that would be an adult misdemeanor..., local law-enforcement authorities and attorneys for the Commonwealth shall be authorized to disclose information regarding terms of release from detention, court dates, and terms of any disposition orders entered by the court, to the superintendent of such student's school division, upon request by the superintendent, if, ... such disclosure would not jeopardize the investigation or prosecution of the case.*

*No disclosures shall be made pursuant to this section in violation of the confidentiality provisions of subsection A of § [16.1-300](#) or the record retention and redisclosure provisions of § [22.1-288.2](#).*

*Further, any school superintendent who receives notification that a juvenile has committed an act that would be a crime if committed by an adult pursuant to subsection G of § [16.1-260](#) shall report such information to the principal of the school in which the juvenile is enrolled.*

**Paragraph D** details the types of offenses that school/division authorities are required to report to law enforcement when committed by students...

*... the principal shall immediately report to the local law enforcement agency any act enumerated in clauses (ii) through (vii) of subsection A that may constitute a criminal offense and may report to the local law enforcement agency any incident described in clause (i) of subsection A.*

(See listed above.)

*Nothing in this section shall require delinquency charges to be filed or prevent schools from dealing with school-based offenses through graduated sanctions or educational programming before a delinquency charge is filed with the juvenile court.*

*Further, ... the principal shall also immediately report any act enumerated in clauses (ii) through (v) of subsection A that may constitute a criminal offense to the parents of any minor student who is the specific object of such act.*

*Further, the principal shall report that the incident has been reported to local law enforcement as required by law and that the parents may contact local law enforcement for further information, if they so desire.*

11. Were there formal written processes or protocols in place for your school division to *receive notification* on the Code listed offenses from local law enforcement?

Yes  
No

12. Were there formal written processes or protocols in place for your division to *provide notification* to law enforcement on the Code listed offenses when committed by students?

Yes  
No

### III. EMERGENCY PLANNING, DRILLS, AND RESPONSE

§ 22.1-137.2 describes the requirement for conducting lockdown drills.  
<https://law.lis.virginia.gov/vacode/title22.1/chapter9/section22.1-137.2/>

13. Besides the four (4) required lockdown drills, did you have a division-wide requirement that schools conduct additional lockdown drills?

Yes  
No

(if 13 = yes)

13a. Briefly describe your division's additional lockdown requirement. \_\_\_\_\_

14. Besides the four (4) required lockdown drills, did your division conduct any additional exercises with law enforcement or other first responders in the past year?

Yes  
No

(if 14 = yes)

14a. What types of additional exercises were they? *(select all that apply)*

Full-scale drill

Table top simulation

Other *(describe)* \_\_\_\_

15. Did you have a division-wide policy that required schools to inform students, parents, and/or faculty and staff in advance about an upcoming drill or exercise (lockdown, fire, shelter-in-place, etc.)?

	Policy to inform in advance?
Students	<input type="radio"/> Yes <input type="radio"/> No
Parents	<input type="radio"/> Yes <input type="radio"/> No
Faculty/staff	<input type="radio"/> Yes <input type="radio"/> No

(if 15 students = yes)

15a. You reported that your division had a policy to inform students in advance about upcoming drills, etc. How much in advance? *(select one)*

☐ 24 hours or more☐ Informed immediately prior to☐ Other *(describe)* \_\_\_\_

(if 15 parents = yes)

15b. You reported that your division had a policy to inform parents in advance about upcoming drills, etc. How much in advance? *(select one)*

☐ 24 hours or more☐ Informed immediately prior to☐ Other *(describe)* \_\_\_\_

(if 15 faculty/staff = yes)

15c. You reported that your division had a policy to inform faculty/staff in advance about upcoming drills, etc. How much in advance? *(select one)*

☐ 24 hours or more☐ Informed immediately prior to☐ Other *(describe)* \_\_\_\_

§22.1-279.8 *paragraph C* requires that a division's school safety audit committee review the schools' safety audits and submit any plans for improving school safety to the division superintendent for submission to the local school board. <https://law.lis.virginia.gov/vacode/title22.1/chapter14/section22.1-279.8/>

16. Based on the review completed by your division's safety audit committee, did your school division submit any recommendations to your local school board for improvement regarding *physical safety concerns* of division schools in the 2018-2019 school year?

Yes

No

(if 16 = yes)

16a. Please list the top five recommendations made to the school board by the safety audit committee regarding physical safety concerns.

	Briefly describe recommendations
Recommendation 1	
Recommendation 2	
Recommendation 3	
Recommendation 4	
Recommendation 5	

#### IV. THREAT REPORTING AND ASSESSMENTS

§ 23.1-805 describes violence prevention committees and threat assessment teams, and requires committees to “provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a physical threat to the community.”

<https://law.lis.virginia.gov/vacode/23.1-805%20/>

17. What mechanisms were in place to provide education related to threatening or aberrant behavior for school faculty/staff? *(select all that apply)*

Training provided by individual schools

Training provided as part of a division-wide school safety in-service

Required online training video (such as, *K12 Threat Assessment in Virginia Schools*, an instructional video for school staff, parents, and community members provided by DCJS)

Other (describe) \_\_\_\_

None of the above

§ 22.1-79.4 describes the roles of threat assessment teams and oversight committees in school divisions.

<https://law.lis.virginia.gov/vacode/title22.1/chapter7/section22.1-79.4/>

18. Was there a division oversight team for threat assessment in 2018-2019?

Yes

No

*(if 18 = yes)*

18a. Please provide the name and email of the person that was in charge of the division oversight team.

(First Name/Last Name/Email)

18b. Which of the following were represented by the members of your oversight team? *(select all that apply)*

Case manager

Faculty representative

Guidance counselor

Human resources  
 Law enforcement (SRO or local/state law enforcement)  
 Legal counsel  
 Public relations/media coordinator  
 School health professional/school nurse  
 School principal/assistant principal  
 School psychologist/other clinically licensed professional  
 Superintendent/assistant superintendent  
 None of the above

19. Where were threat assessment records (such as *Student Threat Assessment and Response Reports*) stored during 2018-2019? (select all that apply)

At the Central Office (division office)  
 With law enforcement unit records (as allowed by FERPA) <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>  
 With school administrator's files  
 None of the above

20. In 2018-2019, did your division have operable, division-wide...

electronic/computer-based threat assessment case management tool to assist in the records management of threats?	<input type="radio"/> Yes <input type="radio"/> No
school safety mobile application (app) for real-time (24/7) crisis intervention services by licensed clinicians (via calls, texts, online chat portals)?	<input type="radio"/> Yes <input type="radio"/> No
school safety mobile application (app) for students and others to report and receive information about threats or crimes via text, audio, or video/images in real-time (24/7)?	<input type="radio"/> Yes <input type="radio"/> No

(if 20 item 1 = yes)

20a. Which best describes your division's threat assessment case management tool? (select one)

The division created its own system  
 We contracted with an outside vendor  
 Other (describe) \_\_\_\_\_

(if 20 item 2 = yes)

20b. Which best describes your division's mobile app for 24/7 crisis intervention services? (select one)

The division created its own mobile app  
 We contracted with an outside vendor  
 Other (describe) \_\_\_\_\_

(if 20 item 3 = yes)

20c. Which best describes your division's mobile app for students and others to report and receive information about threats/crimes? (select one)

The division created its own mobile app  
 We contracted with an outside vendor  
 Other (describe) \_\_\_\_\_



*(if 20a = outside vendor)*

20a-1. What was the name of the outside vendor? \_\_\_\_

*(if 20b = outside vendor)*

20b-1. What was the name of the outside vendor? \_\_\_\_

*(if 20c = outside vendor)*

20c-1. What was the name of the outside vendor? \_\_\_\_

21. Did your division have a division-wide, web-based, anonymous text or tip line (for use with computer or smart phone) for reporting threats/aberrant behavior?

Yes

No

22. Does your division have a written policy or procedure for notifying local law enforcement or other institutions when a threat is made by students or non-students at your school?

Yes

No

*(if 22 = no)*

22a. If there were obstacles to sharing information with law enforcement or other institutions, what were they? *(select all that apply)*

Concern about privacy laws

Lack of knowledge on when to share information

Lack of knowledge with whom to share information

Other *(describe)* \_\_\_\_

There were no obstacles, and communication occurs regularly, however a written policy is not currently in place.

23. What kind of training or technical assistance would help improve your division's threat assessment (TA) process? *(select all that apply)*

Additional training by DCJS

Case studies, scenario trainings (social media, harm to self, harm to others)

Level of threat training, when to conduct a TA (how to respond to various threat levels; when does a low-level threat require a TA)

Online training in threat assessment

Recognition of threats, threat types, and behavioral red flags

Refresher training and review

Regional training with other divisions

Specific TA-related topics

Suicide prevention, ideation, threat assessment for suicide threat

Training for new staff

Other *(describe)* \_\_\_\_

None

24. What were the biggest challenges to setting up threat assessment teams or conducting threat assessments? *(select all that apply)*

- Conducting reviews and updates
- Consistency in division-wide practices
- Length of the form
- Determining level of threat (when does an act become a threat, how to determine a threat's appropriate level, what constitutes a threat)
- Limited staff and staff turnover/retention
- Loss of instruction time, competing priorities, conducting thorough TA/review/debrief in a timely
- Privacy issues (FERPA, outside team members maintaining student confidentiality requirements)
- Team coordination (managing team member schedules, availability to meet in timely manner)
- Threat assessment training resources
- Training for new staff and for team members
- Understanding the function of threat assessments vs. discipline
- Other *(describe)* \_\_\_\_
- None

## V. CONCERNS, TRAINING, AND RESOURCE NEEDS

25. What was the prime issue affecting the school division in 2018-2019 as it pertained to the *physical* safety and well-being of **students**? *(select one)*

- Inability to secure classrooms
- Lack of designated security personnel
- Lack of fencing or other peripheral security
- Lack of supervision in one or more classrooms
- Multiple building/portable classrooms
- Physical dangers from unfunded repairs
- Unsupervised areas during the school day
- Unsupervised after school activities
- Other *(describe)* \_\_\_\_

26. What was the prime issue affecting the school division in 2018-2019 as it pertained to the *physical* safety and well-being of **staff**? *(select one)*

- Inability to secure classrooms
- Lack of designated security personnel
- Lack of fencing or other peripheral security
- Lack of supervision in one or more classrooms
- Multiple building/portable classrooms
- Physical dangers from unfunded repairs
- Unsupervised areas during the school day
- Unsupervised after school activities
- Other *(describe)* \_\_\_\_

27. What was the prime issue affecting the school division in 2018-2019 as it pertained to the *mental and emotional* safety and well-being of **students**? *(select one)*

- Lack of available climate improvement training
- Lack of connection with other students
- Lack of connection with teachers/staff
- Lack of inhouse counseling/mental health personnel available to assist students
- Retaining qualified teachers
- Unmet mental health needs/limited mental health resources in the community
- Other *(describe)* \_\_\_\_\_

28. What was the prime issue affecting the school division in 2018-2019 as it pertained to the *mental and emotional* safety and well-being of **staff**? *(select one)*

- Lack of available climate improvement training
- Lack of connection with students
- Lack of connection with other teachers/staff
- Lack of inhouse counseling/mental health personnel available to assist students
- Retaining qualified teachers
- Unmet mental health needs/limited mental health resources in the community
- Other *(describe)* \_\_\_\_\_

29. How did your division monitor social media (i.e. Facebook, Twitter, Snapchat, etc.) to detect and mitigate potential threats and other safety issues? *(select one)*

- Someone at the division level is responsible for monitoring (i.e., it is in their job description)
- We have contracted a cyber security company to monitor social media for us (e.g., Gaggle, Geolisting, etc.)
- We do not have a specific monitoring process
- Other *(describe)* \_\_\_\_\_

**Thank you for completing the 2019 Division Level Survey.**

#### **School Safety Audit Program**

[Virginia School Safety Audit Infographic](#)

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#### **Crisis and Emergency Planning**

[Critical Incident Response Video](#)  
[Critical Incident Response for School Faculty and Staff](#)  
[School Crisis, Emergency Management and Medical Emergency Response Plan](#)  
[School Crisis, Emergency Management and Medical Emergency Response Plan-Quick Guide](#)  
[Guidance on Emergency Manager Designee](#)  
[Guidance for School Systems in the Event Victims Arise from an Emergency 2018](#)  
[Virginia Educator's Drill Guide](#)  
[Guidance on Required Evacuation/Fire and Lockdown Drills 2016](#)  
[Virginia Schools Bus Driver and Monitor Safety and Security Manual](#)  
[Virginia Schools Bus Driver and Monitor Video](#)  
[Academic Community Exercise Starter Kit](#)

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#### **Threat Assessment**

[Threat Assessment in Virginia Public Schools: Model Policies, Procedures and Guidelines - pdf](#)

[Threat Assessment in Virginia Public Schools: Model Policies, Procedures and Guidelines - MSWord](#)  
[K-12 Threat Assessment in Virginia: A Prevention Overview for School Staff, Parents, and Community Members](#)  
[K-12 Threat Assessment Video](#)  
[K-12 Threat Assessment Form - Fillable pdf](#)  
[K-12 Threat Assessment Form - Fillable MSWord](#)  
[Technical Assistance for Threat Assessment and Management Teams for Virginia Schools and Institutions of Higher Education](#)  
[Threat Management Consultant - Request for Services](#)

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### **Bullying and School Climate**

[School Climate, Student Engagement and Academic Achievement](#)  
[Preventing Teen Dating Violence: Interactive Guide on Informing Policy](#)  
[US DOE School Climate and Discipline Packet](#)  
[Suicide and bullying: Issue brief \(SPRC\)](#)  
[Bullying: The Relationship Between Bullying and Suicide: What We Know and What it Means for Schools](#)  
[Model Policy to Address Bullying in Virginia Schools \(DOE\)](#)  
[Preventing Youth Suicide - National Association of School Psychologists](#)

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### **Additional K-12 Resources**

[Juvenile Law Handbook for School Administrators](#)  
[U.S. Department of Education Acts on School Safety Report Recommendation to Improve Understanding of Student Privacy Law](#)