

Attachment

Student Safety Assessment (SSA) - Required and Prohibited Center Activities

The Student Safety Assessment (SSA) collects and assesses students' perceptions of safety and security while they are participating in the Job Corps program.

- The SSA is web-based and administered **quarterly**. Each quarter, all active students, including non-residential, who have been enrolled for two weeks or more will be eligible to participate. A sample of students will be selected and receive an invitation to take the SSA survey. The center will not be given a list of students selected and should remind all students to participate when selected. Students can elect not to take the SSA. Students will receive a link to the survey via their Job Corps email address, and, if provided to the center, their personal email address. Students will receive reminder emails during the survey period.
- The survey period is nine consecutive calendar days from the day that the survey is sent to the student. The survey will remain open during the survey period each quarter, and students can complete the survey at any time during that period.
- The survey can be completed on students' personal electronic devices that have email access (e.g., mobile phones, tablets) in addition to the center computers or laptops.

Centers should promote the SSA, motivate students to respond, and strive toward achieving and surpassing the national 80 percent response rate goal. Students' individual survey responses are confidential and will not be shared with the center unless there is an immediate safety issue. The following are actions that center staff are required or encouraged to take.

- Ensure students have center computer log-in information and passwords.
- Ensure students can access all available student-ready computers including Chromebook laptops.
- Ensure students know how to access their Job Corps email accounts. This includes knowing the steps to access their email accounts, knowing how to access email on their mobile devices and on the Chromebook laptops, and knowing their passwords.
- Update student email information in CIS to ensure that survey administrators have access, if provided by students, to students' current personal email addresses.
- Encourage students to regularly check their Job Corps and personal email accounts for notifications regarding the SSA.
- Ensure there are functioning computers and Internet and/or Wi-Fi access available for students to use during non-training hours.
- Each quarter, center staff should encourage all students to check their email and remind all students to take the survey when they are selected to participate.

- During the survey period, ensure students have access to their Job Corps or personal email accounts using center computers or Wi-Fi during non-training time (after hours or during breaks and lunch) to complete their survey.
- Ensure students understand that the SSA is a survey, not a test. There are no right or wrong answers.
- Inform students that the survey, on average, will take 15 minutes to complete.
- Inform students that the survey has an audio function, and they should have headsets with them if they want to have the questions and answers read to them.
- Encourage students to participate. Center staff should proactively and consistently promote the SSA survey. Centers can find poster templates and other promotional material to help encourage student completion of the survey on the JC Student Surveys website (<https://jcstudentsurveys.com>).
- Encourage non-residential students in off-center training or work-based learning to check their Job Corps and/or personal email and complete the survey during the survey period.
- Ensure students have time to complete the survey on their own. This includes allowing non-residential students to use center computers after training.
- Remind students that the SSA is voluntary, and they have the right to decline to take the SSA. Centers are reminded that because the SSA is voluntary, centers are not allowed to take any action should a student decline to take the SSA.
- Provide staff with training on prohibited survey procedures (see below).

The Office of Job Corps is committed to ensuring the integrity of the SSA results. We have developed the following guidelines for centers regarding prohibited survey procedures. It is inappropriate for anyone at the center (staff or students) to attempt to bias student responses before, during, or after the survey in any way. The following activities are strictly prohibited:

- Observing individual students taking the survey. Staff should not look at the students' surveys as they are completing them unless requested by the student. Staff should not stand near or behind a student completing the survey and cause a student to feel as if their answers are not confidential.
- Reprimanding or threatening students who choose not to take the survey.
- Asking students if or how they responded to questions on the survey. Students can discuss the survey, ask other students and/or staff questions about the survey, but these types of conversations must only be initiated by the student. Staff **must not** make students feel as though they must discuss the questions or answers or attend focus groups to discuss the survey (focus groups unrelated to the survey, such as those on improving center programs and services, are acceptable).
- Resetting student passwords for the student portal or Job Corps email address without the student's permission.

- Using a student’s Job Corps email to access the student’s survey.
- Taking computer or Wi-Fi time away from a student.
- Coaching students to answer the survey in a particular way (e.g., providing or suggesting “correct” or “incorrect” answers to questions).
- Promising or implying that certain responses to survey questions will result in consequences for the student or the center. This includes rewards or restrictions.
- Conducting meetings, pep rallies, and/or group activities that include discussions, presentations, or guidelines regarding possible survey questions or answers.