

APPENDIX Q
CPTED Student Survey Administration Guide

**CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)
STUDENT SURVEY ADMINISTRATION GUIDE – DATA COLLECTORS**

STEP 1 - VERIFY THAT ALL ASSEMBLED STUDENTS HAVE COMPLETED APPROPRIATE PERMISSION FORM PROCESS REQUIRED FOR THIS SCHOOL AND THAT NONPARTICIPATING STUDENTS (IF ANY) HAVE AN ALTERNATE ACTIVITY.

STEP 2 - AFTER STUDENTS ARE SEATED, DISTRIBUTE (OR ASK TEACHERS TO DISTRIBUTE) PENCILS. DO NOT DISTRIBUTE SURVEY BOOKLETS.

STEP 3 - INTRODUCE YOURSELF AND THE SURVEY TO THE CLASS.

Good (morning/afternoon). Thank you for taking part in the Crime Prevention Through Environmental Design (CPTED) Student Survey funded by the Centers for Disease Control and Prevention (also known as CDC). Taking part in this survey is voluntary. Whether or not you answer the questions will not affect your grade in this class. If you do not want to answer a question, just leave it blank. Only a few students are taking part in this survey so the answers you give are very important.

This survey is not a test of you or this school. To create better school programs and school settings, school and health officials must find out how safe students feel in school and about violence that may happen in schools.

STEP 4 - DISTRIBUTE STUDENT SURVEYS/ ENVELOPES. EMPHASIZE PRIVACY/ ANONYMITY.

Please **do not** write your name on the survey booklet. Your answers are private and we do not want to know your name. Results of this survey will never include your name or information on your class or school. When you finish the survey, place your survey booklet in the envelope provided, seal it, and leave it on your desk.

PAUSE HERE TO ANSWER ANY QUESTIONS...

STEP 5 - INSTRUCT THE CLASS IN FILLING OUT THE SURVEY.

Please take a minute to read the instructions on the front of the survey booklet.

***** PAUSE *****

Use the No. 2 pencil you have been given to fill out this survey. Do not use a pen or some other pencil. For each question on the survey, there is a matching set of ovals or boxes. For each question, choose the answer that best fits what you know, think, or do, then fill in the matching oval or box. If you must change an answer, erase your old answer completely.

When you are finished, look over your survey to make sure that you haven't skipped any questions. We have set a limit of 40 minutes to finish the survey. If you finish before that time, place your survey booklet in the envelope, seal it, and stay seated until I ask you to turn it in. It is important that you answer the questions based on what you really know, think, and do. Don't pick a response just because you think that's what someone wants you to say. **Your teacher and I are not allowed to answer any questions. Simply do the best that you can.** Please begin.

**NOTE TO DATA COLLECTOR:
(DO NOT READ ALOUD TO STUDENTS)**

While students are taking the survey, work with the teacher to complete the Data Collection Checklist, Make-up list, and the label on the front of the 10 x 13 class envelope. Remember when calculating the enrollment, do not count students who are on the rolls but for all practical purposes have dropped out, are on suspension, or are on extended medical absence. Write down the number of booklets enclosed in the envelope.

STEP 6 - AT THE END OF CLASS PERIOD, COLLECT SURVEYS.

STEP 7 - THANK STUDENTS.

Thank you for taking part in this survey. The information you have given will be used to make schools safer and lower violence in schools.

STEP 8 - THANK THE TEACHER.