

**The 2021 Virginia School Division Safety Audit Survey**

**Worksheet and Guidance Document**

**This document is designed to assist in compiling the necessary data for the annual School Division Safety Audit Survey. Although it is not mandatory, this worksheet/guidance document will facilitate the collection of your division’s data between now and the survey administration (May–August). Completion of this document should allow the user to complete the online survey quickly and accurately.**

**In the event that the individual(s) completing this document will no longer be with the intended division May–August, please ensure that it, and the collected data, are passed to the appropriate personnel in order to accurately complete the survey.**

**This document contains all questions you may encounter on the survey, however, some formatting has been adjusted to enable this layout.**

**DIRECTIONS: In some blocks, a written answer is needed, sometimes as simple as “yes”, “no”, or a number; in others, you can circle or highlight the answer. Gray bars will indicate branching based on your answers. *If the question does not apply to your division you will not see those questions on the survey.***

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 **2020–2021 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 Virginia Department of Criminal Justice Services (DCJS) Virginia Center for School and Campus Safety (VCSCS):

Nikki Wilcox: 804-786-3923 or nikki.wilcox@dcjs.virginia.gov  
James Christian: 804-357-0967 or [james.christian@dcjs.virginia.gov](mailto:%20james.christian@dcjs.virginia.gov)

**I. DIVISION IDENTIFICATION AND DEMOGRAPHIC INFORMATION**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. What is the name of your school division? | | | | | *A dropdown list will be provided.* | | | | |
| 2. 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: | | | | | | | | | |
| First Name | |  | | | | | | | |
| Last Name | |  | | | | | | | |
| Email | |  | | | | | | | |
| Phone Number | |  | | | | | | | |
| 3. What is your role in the division? | | | | | *A dropdown list will be provided.* | | | | |
| If you are **NOT** the current/acting superintendent | | | | | | | | | |
| 3a. Please provide the name and email address for your current/acting superintendent. | | | | | | | | | |
| First Name | |  | | | | | | | |
| Last Name | |  | | | | | | | |
| Email | |  | | | | | | | |
| Phone Number | |  | | | | | | | |
| 4. Tell us about your school year? | | | | | | | | | |
|  | | | Starting Month | | | | | Ending Month | |
| Typical school year prior to COVID-19 | | |  | | | | |  | |
| 2020–2021 | | |  | | | | |  | |
| 2021–2022 and beyond | | |  | | | | |  | |
|  | What form of instruction occurred for 80% of the **first quarter** of the year? | | | What form of instruction occurred for 80% of the **second quarter** of the year? | | | What form of instruction occurred for 80% of the **third quarter** of the year? | | What form of instruction occurred for 80% of the **final quarter** of the year? |
| Elementary | * Fully Remote * Fully in-person * Hybrid | | | * Fully Remote * Fully in-person * Hybrid | | | * Fully Remote * Fully in-person * Hybrid | | * Fully Remote * Fully in-person * Hybrid |
| Middle | * Fully Remote * Fully in-person * Hybrid | | | * Fully Remote * Fully in-person * Hybrid | | | * Fully Remote * Fully in-person * Hybrid | | * Fully Remote * Fully in-person * Hybrid |
| High | * Fully Remote * Fully in-person * Hybrid | | | * Fully Remote * Fully in-person * Hybrid | | | * Fully Remote * Fully in-person * Hybrid | | * Fully Remote * Fully in-person * Hybrid |
| If the Hybrid was selected | | | | | | | | | |
| 4a. You stated that you had a hybrid-learning environment for some portion of your school year; please provide a description of this format. | | | | | |  | | | |

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

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [§ 22.1-279.8](https://law.lis.virginia.gov/vacode/title22.1/chapter14/section22.1-279.8/). Paragraph D requires that each school division designate an emergency manager.  D. Each school board shall ensure that every school that it supervises shall develop a written school crisis, emergency management, and medical emergency response plan, consistent with the definition provided in this section, and shall include the chief law-enforcement officer, the fire chief, the chief of the emergency medical services agency, the executive director of the relevant regional emergency medical services council, and the emergency management official of the locality, or their designees, in the development of such plans. **Each school division shall designate an emergency manager**… | | | | | | | | | | |
| If the individual completing the survey is **NOT** the Emergency Manager | | | | | | | | | | |
| 5. Please provide the name and email address for the person designated as the division’s Emergency Manager. | | | | | | | | | | |
| First Name |  | | | | | | | | | |
| Last Name |  | | | | | | | | | |
| Email |  | | | | | | | | | |
| Phone Number |  | | | | | | | | | |
| **ALL** | | | | | | | | | | |
| 6. What role(s) does the Emergency Manager play in the overall safety of the school division? | | *select all that apply*   * Served as a liaison between the school division and first responders in an emergency * Served as the Director of School Safety/Security (or some similar title) * Led division and school safety activities * Responsible for ensuring completion of School Safety Audit components * Supervised School Security Officers (SSOs) * Served as a liaison between the school division and the law enforcement agency providing School Resource Officers (SROs) * Other | | | | | | | | |
| 7. Was the position of Emergency Manager hired to serve specifically in this role, or was this responsibility assumed in addition to another role? | | *select one*   * The Emergency Manager position was their only responsibility * The Emergency Manager responsibilities were in addition to their other role(s) *(not including Director of School Safety/Security)* * The responsibilities of the Emergency Manager are split among multiple individuals | | | | | | | | |
| If the Emergency Manager was **NOT** also the Director of School Safety | | | | | | | | | | |
| 7a. 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? | | | | | | | | | |  |
| If there **WAS** a Director of School Safety | | | | | | | | | | |
| 7b. 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 |  | | | | | | | | | |
| Phone Number |  | | | | | | | | | |
| 7c. What functions were the Director of School Safety/Security responsible for? | | *select all that apply*   * Served as a liaison between the school division and first responders in an emergency * Led division and school safety activities * Responsible for ensuring completion of School Safety Audit components * Supervised School Security Officers (SSO) * Served as a liaison between the school division and law enforcement providing SROs * Other | | | | | | | | |
| *School Resource Officers and Certified School Security Officers*  [*§ 9.1-101*](https://law.lis.virginia.gov/vacode/title9.1/chapter1/section9.1-101/)  ***“School resource officer”*** *means a certified law-enforcement officer hired by the local law-enforcement agency to provide law-enforcement and security services to Virginia public elementary and secondary schools.*  ***“School security officer”*** *means an individual who is employed by the local school board or a private or religious school for the singular purpose of maintaining order and discipline, preventing crime, investigating violations of the policies of the school board or the private or religious school, and detaining students violating the law or the policies of the school board or the private or religious school on school property, school buses, or at school-sponsored events and who is responsible solely for ensuring the safety, security, and welfare of all students, faculty, staff, and visitors in the assigned school.* | | | | | | | | | | |
| 9. Which type(s) of security personnel worked in your division during the 2020–2021 school year? | | | | | *select all that apply*   * School resource officers (SROs) * Certified school security officers (SSOs) * Contracted private security officers (not SSOs) * None of the above | | | | | |
| If you **HAD School Resource Officers (SROs)** in your division | | | | | | | | | | |
| *[§ 22.1-280.2:3](https://law.lis.virginia.gov/vacode/title22.1/chapter14/section22.1-280.2:3/)*. *School boards; local law-enforcement agencies; memorandums of understanding.* *The school board in each school division in which the local law-enforcement agency employs school resource officers, as defined in* [*§ 9.1-101*](https://law.lis.virginia.gov/vacode/9.1-101/)*, shall enter into a memorandum of understanding with such local law-enforcement agency that sets forth the powers and duties of such school resource officers. The provisions of such memorandum of understanding shall be based on the model memorandum of understanding developed by the Virginia Center for School and Campus Safety pursuant to subdivision A 12 of* [*§ 9.1-184*](https://law.lis.virginia.gov/vacode/9.1-184/)*, which may be modified by the parties in accordance with their particular needs. Each such school board and local law-enforcement agency shall review and amend or affirm such memorandum at least once every two years or at any time upon the request of either party. Each school board shall ensure the current division memorandum of understanding is conspicuously published on the division website and provide notice and opportunity for public input during each memorandum of understanding review period.* | | | | | | | | | | |
| 10. What is your division’s process for updating the school division Memorandum of Understanding (MOU) with law enforcement? | | | | | | | |  | | |
| 11. When updating the MOU with law enforcement, from whom do you gather input? | | | | | *select all that apply*   * School Administration * School Board * School Resource Officers * Students * Parents * Other Community Partners * Other Division Personnel * Other *(describe)* \_\_\_ | | | | | |
| 12. What method did you use to provide the administrators/staff of all your division’s schools with information on the MOU with local law enforcement? | | | | | | | |  | | |
| 13. Are you, the division, consulted in some way on SRO assignments? | | | | | | | |  | | |
| 14. Were school administrators provided with information on the roles and responsibilities of SROs? | | | | | | | |  | | |
| 15. 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/SSO Incentive Grant Program) * Solely by the City or locality * From a combination of funding sources (school division, LEA funds, and/or DCJS grant funds) * Don’t know * Other | | | | | | |
| **ALL** | | | | | | | | | | |
| 16. Did your division apply for SRO grant funds last year? | | | | | |  | | | | |
| If your division did **NOT** apply for SRO grant funds | | | | | | | | | | |
| 16a. Why did your division not apply for SRO funds last year? | | | *select all that apply*   * All SRO positions currently funded through local funding (may include local law enforcement agency) and therefore were not eligible * Applied and denied funding * Grant applied for by local law enforcement agency * Not aware of grant opportunity * Not interested in funding SRO positions * Temporary nature of grant funding (cannot sustain when grant ends) * Timing of application deadline * Local Law Enforcement Agency did not agree to staff an SRO * Other *(describe)* \_\_\_ | | | | | | | |
| If you **HAD School Security Officers (SSOs)** in your division | | | | | | | | | | |
| 17. Please provide the name, title, and email address for the person responsible for supervising your division’s SSOs.  *Only needed if this person is different from your Emergency Manager or School Safety Director* | | | | | | | | | | |
| First Name |  | | | | | | | | | |
| Last Name |  | | | | | | | | | |
| Title |  | | | | | | | | | |
| Email |  | | | | | | | | | |
| Phone Number |  | | | | | | | | | |
| [**§ 22.1-280.2:1**](https://law.lis.virginia.gov/vacode/title22.1/chapter14/section22.1-280.2:1/) **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.**  Local school boards and private or religious schools may employ school security officers, as defined in [§ 9.1-101](https://law.lis.virginia.gov/vacode/9.1-101/), for the purposes set forth therein. Such school security officer may carry a firearm in the performance of his duties if (i) within 10 years immediately prior to being hired by the local school board or private or religious school he (a) was an active law-enforcement officer as defined in [§ 9.1-101](https://law.lis.virginia.gov/vacode/9.1-101/) in the Commonwealth or (b) was employed by a law-enforcement agency of the United States or any state or political subdivision thereof and his duties were substantially similar to those of a law-enforcement officer as defined in [§ 9.1-101](https://law.lis.virginia.gov/vacode/9.1-101/); (ii) he retired or resigned from his position as a law-enforcement officer in good standing; (iii) he meets the training and qualifications described in subsection C of [§ 18.2-308.016](https://law.lis.virginia.gov/vacode/18.2-308.016/); (iv) he has provided proof of completion of a training course that includes training in active shooter emergency response, emergency evacuation procedure, and threat assessment to the Department of Criminal Justice Services pursuant to subdivision 42 of [§ 9.1-102](https://law.lis.virginia.gov/vacode/9.1-102/), provided that if he received such training from a local law-enforcement agency he received the training in the locality in which he is employed; (v) the local school board or private or religious school solicits input from the chief law-enforcement officer of the locality regarding the qualifications of the school security officer and receives verification from such chief law-enforcement officer that the school security officer is not prohibited by state or federal law from possessing, purchasing, or transporting a firearm; and (vi) the local school board or private or religious school grants him the authority to carry a firearm in the performance of his duties. | | | | | | | | | | |
| 18. Are the SSOs in your division required to wear a uniform? | | | | | | | * Yes * No | | | |
| 19. Do the SSOs in your division carry any standard equipment? | | | | | | | * Yes *(describe)* \_\_\_ * No | | | |
| **ALL** | | | | | | | | | | |
| **Questions 11 and 12 refer to *Code of Virginia*** [**§ 22.1-279.3:1**](https://law.lis.virginia.gov/vacode/title22.1/chapter14/section22.1-279.3:1/) **paragraphs B and D.**  [§ 22.1-279.3:1](https://law.lis.virginia.gov/vacode/title22.1/chapter14/section22.1-279.3:1/). Reports of certain acts to school authorities.  B. Notwithstanding the provisions of Article 12 ([§ 16.1-299](https://law.lis.virginia.gov/vacode/16.1-299/) et seq.) of Chapter 11 of Title 16.1, local law-enforcement authorities shall report, and the principal or his designee and the division superintendent shall receive such reports, on offenses, wherever committed, by students enrolled at the school 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](https://law.lis.virginia.gov/vacode/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, 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 involving an incident described in clauses (i) through (viii) of subsection A, 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, in the determination of the law-enforcement authority or attorney for the Commonwealth, 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](https://law.lis.virginia.gov/vacode/16.1-300/) or the record retention and redisclosure provisions of [§ 22.1-288.2](https://law.lis.virginia.gov/vacode/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](https://law.lis.virginia.gov/vacode/16.1-260/) shall report such information to the principal of the school in which the juvenile is enrolled.  D. Except as may otherwise be required by federal law, regulation, or jurisprudence, 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. 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, except as may be prohibited by federal law, regulation, or jurisprudence, 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 | | | | | | | | | | |
| 20. 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? | | | | | | | | | *If yes, please describe* | |
| 21. 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? | | | | | | | | | *If yes, please describe* | |

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

|  |  |
| --- | --- |
| 22. Did first responders (police/fire/EMS) have electronic/internet-based access to current schematics for all schools in your division in case they needed to respond to a large-scale security incident at the school? | * Yes * No |
| 23. Did first responders (police/fire/EMS) have access to the school during a lockdown so they would not have to breach doors or windows to gain access, if necessary?  *This may be in the format of a lockbox on the school grounds or an override code or key card etc.* | * Yes * No, not all school buildings * No, none of our school buildings |
| 24. Did your division take advantage of the VDOE drill waiver for the 2020-2021 school year? | * Yes * No |

**IV. THREAT REPORTING AND ASSESSMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| *Since 2013, and in accordance with* [*§ 9.1-184*](https://law.lis.virginia.gov/vacode/title9.1/chapter1/section9.1-184/) *and* [*§ 22.1-79.4*](https://law.lis.virginia.gov/vacode/22.1-79.4/)*, threat assessment teams are legislatively mandated in Virginia for all public schools grades K-12. Each division superintendent shall establish, for each school, a threat assessment team that shall include persons with expertise in counseling, instruction, school administration, and law enforcement. Threat assessment teams may be established to serve one or more schools as determined by the division superintendent. It is also mandated that each team:* *Provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self;**Identify members of the school community to whom threatening behavior should be reported; and**Implement school board policies for the assessment of and intervention with individuals whose behavior poses a threat to the safety of school staff or students.* *In addition to requiring the establishment of threat assessment teams, Code of Virginia* [*§ 22.1-79.4*](https://law.lis.virginia.gov/vacode/22.1-79.4/) *also instructs that:* *“Each threat assessment team established pursuant to this section shall report quantitative data on its activities according to guidance developed by the Department of Criminal Justice Services.”* | | | |
| [**§ *22.1-79.4***](https://law.lis.virginia.gov/vacode/title22.1/chapter7/section22.1-79.4/) ***describes the roles of threat assessment teams and oversight committees in school divisions.***  *A. Each local school board shall adopt policies for the establishment of threat assessment teams, including the assessment of and intervention with individuals whose behavior may pose a threat to the safety of school staff or students consistent with the model policies developed by the Virginia Center for School and Campus Safety (the Center) in accordance with* [*§ 9.1-184*](https://law.lis.virginia.gov/vacode/9.1-184/)*. Such policies shall include procedures for referrals to community services boards or health care providers for evaluation or treatment, when appropriate.*  *B. The superintendent of each school division may establish a committee charged with oversight of the threat assessment teams operating within the division, which may be an existing committee established by the division. The committee shall include individuals with expertise in human resources, education, school administration, mental health, and law enforcement.*  *C. Each division superintendent shall establish, for each school, a threat assessment team that shall include persons with expertise in counseling, instruction, school administration, and law enforcement. Threat assessment teams may be established to serve one or more schools as determined by the division superintendent. Each team shall (i) provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self; (ii) identify members of the school community to whom threatening behavior should be reported; and (iii) implement policies adopted by the local school board pursuant to subsection A.* | | | |
| 25. Did your division have a division oversight committee for threat assessment in 2020–2021? | | |  |
| 26. Please provide the name and contact information of your division’s primary threat assessment coordinator or oversight committee chair. | | | |
| First Name |  | | |
| Last Name |  | | |
| Email |  | | |
| Phone Number |  | | |
| 22. Were threat assessment records (such as *Threat Assessment and Response Reports*) stored at the division level during 2020–2021? | | *select all that apply*   * Superintendent’s Office * Secure Online Database * Central Office/School Board Office * Safety Office * Student Services Office * Other *(describe)* \_\_\_ * They were not stored at the division level | |

|  |  |
| --- | --- |
| 23. How did your division monitor social media (i.e. Facebook, Twitter, Snapchat, etc.) to detect and mitigate potential threats and other safety issues? | *select all that apply*   * Someone at the school level was responsible for monitoring  (i.e., it was assigned as a job related task) * Someone at the division level was responsible for monitoring  (i.e., it was assigned as a job related task) * We contracted with a third party that scanned/monitored  social media for us * Local law enforcement agency monitored and shared appropriate information as needed * We did not have a specific monitoring process * Other *(describe)* \_\_\_\_\_ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 24. 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 schools? | | | | *If yes, please describe* | |
| 25. If there were obstacles to sharing information with law enforcement or other institutions, what were they? | s*elect all that apply*   * Concern about privacy laws * Lack of knowledge on when to share information * Lack of knowledge with whom to share information * There were no obstacles * Other *(describe)* \_\_\_\_\_\_ | | | | |
| 26. 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 management and record keeping * 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) * Mental Health training (recognition and understanding) to include trauma responses | | * 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 | | | |
| If you selected “Additional training by DCJS.” What specific threat assessment training topics would be most helpful? | | | | |  |
| 27. What were the biggest challenges to your division threat assessment team or conducting threat assessments? | | | | | |
| *select all that apply*   * Competing priorities * Conducting reviews and updates * Conducting thorough TA/review/debrief in a timely manner * Consistency in division-wide practices * Length of the documentation * 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 * Privacy issues ([FERPA](https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html), 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**

|  |  |
| --- | --- |
| 28. Does your division participate in the "Handle With Care Law Enforcement-School Trauma Informed Communication System"? | * Yes * No, we are not aware of this program * No, it is in our future plans * No, we have no plans to participate at this time |
| The *Code of Virginia* [§ 22.1-279.8](https://law.lis.virginia.gov/vacode/title22.1/chapter14/section22.1-279.8/)  requires that all schools in Virginia complete an annual safety audit. The audit is a  *“written assessment of the safety conditions in each public school to (i) identify and if necessary, develop solutions for physical safety concerns, including building security issues and (ii) identify and evaluate any patterns of student safety concerns occurring on school property or at school sponsored events.  Solutions and responses shall include recommendations for structural adjustments, changes in school safety procedures, and revisions to the school board’s standards for student conduct.”*    [**The School Safety Audit Program**](https://www.dcjs.virginia.gov/node/355) consists of five key components. These components are: | |
| 1. [**School Safety Audit Survey**](https://www.dcjs.virginia.gov/virginia-center-school-and-campus-safety/school-safety-survey/virginia-school-safety-survey-principals)   Please certify that all your schools have completed this survey and the division has reviewed their responses: *(The division survey link will be sent upon the completion of all school surveys)* | |
| Date of Review: | Signature: |
| 1. [**Division Safety Audit Survey**](https://www.dcjs.virginia.gov/virginia-center-school-and-campus-safety/school-safety-survey/virginia-school-safety-survey)   Completion of this survey will satisfy this requirement. | |
| 1. [**Crisis Management Plan Certification**](https://www.dcjs.virginia.gov/virginia-center-school-and-campus-safety/school-safety-survey/school-crisis-management-plan-review)   Please certify that all your schools have updated their plans and the division has reviewed them: | |
| Date of Review: | Signature: |
| 1. [**Virginia School Survey of Climate and Working Conditions**](https://www.dcjs.virginia.gov/virginia-center-school-and-campus-safety/school-safety-survey/secondary-school-climate-survey)   Completed January–March 2021 | |
| 1. [**School Safety Inspection Checklist**](https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/law-enforcement/school-safety-inspection-checklist_0.docx)   Certification not required again until 2023. | |
| [***§ 22.1-279.8***](https://law.lis.virginia.gov/vacode/title22.1/chapter14/section22.1-279.8/) ***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.*  *C. The division superintendent shall establish a school safety audit committee to include, if available, representatives of parents, teachers, local law-enforcement, emergency services agencies, local community services boards, and judicial and public safety personnel. The school safety audit committee shall review the completed school safety audits and submit any plans, as needed, for improving school safety to the division superintendent for submission to the local school board.* | |
| 29. Safety Audit Review**:** The culmination of the School Safety Audit is a review of the data collected for each component. In the following questions, please provide the top two issues or concerns identified from the review of each component for your division. | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Top 2 Issues Identified | Potential Solution | Recommendation was made to School Board | Issue Resolved | Resources needed |
| 2020 Division and School Safety Survey | 1. |  | * Yes * No | * Yes * No * Ongoing |  |
| 2. |  | * Yes * No | * Yes * No * Ongoing |  |
| 2021 VA School Survey of Climate and Working Conditions | 1. |  | * Yes * No | * Yes * No * Ongoing |  |
| 2. |  | * Yes * No | * Yes * No * Ongoing |  |
| Most recent Safety Inspection Checklist | 1. |  | * Yes * No | * Yes * No * Ongoing |  |
| 2. |  | * Yes * No | * Yes * No * Ongoing |  |

|  |  |
| --- | --- |
| 30. Any additional comments or concerns you would like to share? |  |

Questions contained in this survey may elicit responses that are exempt from public release pursuant to [*Code of Virginia*](https://law.lis.virginia.gov/vacode/title22.1/chapter14/section22.1-279.8/) [§ 2.2-3705.2](https://law.lis.virginia.gov/vacode/2.2-3705.2/) and [§ 22.1-279.8](https://law.lis.virginia.gov/vacode/22.1-279.8/). Each public body is responsible for exercising its discretion in determining whether such exemptions will be invoked. The 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.

**Resources**

[**School Safety Audit Program**](https://www.dcjs.virginia.gov/virginia-center-school-and-campus-safety/virginia-school-safety-audit-program)

[Virginia School Safety Audit Infographic](https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/law-enforcement/_11.pdf)

[School Safety Audit Timeline Checklist](https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/school_safety_audit_check_list_sept_2019.pdf)

**Crisis and Emergency Planning**

[Critical Incident Response Video](https://www.dcjs.virginia.gov/publication-link/critical-incident-response-video?width=675px&height=500px#content)

[Critical Incident Response for School Faculty and Staff](https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/law-enforcement/2019_criticalincidentresponsemanual.pdf)

[School Crisis, Emergency Management and Medical Emergency Response Plan](https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/law-enforcement/school-crisis-emergency-management-and-medical-emergency-response-plan_0.pdf)

[School Crisis, Emergency Management and Medical Emergency Response Plan – Quick Guide](https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/law-enforcement/school-crisis-emergency-management-and-medical-emergency-response-plan-quick-guide_0.pdf)

[Guidance on Emergency Manager Designee](https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/law-enforcement/files/vcscs/guidance-formatted_emergency_manager_-_updated_may_2019.pdf)

[Guidance for School Systems in the Event Victims Arise from an Emergency 2018](https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/law-enforcement/_10.pdf)

[Virginia Educator’s Drill Guide](https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/law-enforcement/virginia-educators-drill-guide_0.pdf)

[Guidance on Required Evacuation/Fire and Lockdown Drills 2016](https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/law-enforcement/files/vcscs/guidance-required-drills-fall-2016_0.pdf) *(update pending)*

[Virginia Schools Bus Driver and Monitor Safety and Security Manual](https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/law-enforcement/virginia-schools-bus-driver-and-monitor-safety-and-security-manual_0.pdf)

[Virginia Schools Bus Driver and Monitor Video](https://www.dcjs.virginia.gov/publication-link/virginia-school-bus-driver-and-monitor-video?width=675px&height=500px#content)

[Academic Community Exercise Starter Kit](https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/law-enforcement/_13.pdf)

**Threat Assessment**

[Threat Assessment in Virginia Public Schools: Model Policies, Procedures and Guidelines – pdf](https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/law-enforcement/threat-assessment-model-policies-procedures-and-guidelinespdf.pdf)

[Threat Assessment in Virginia Public Schools: Model Policies, Procedures and Guidelines – MSWord](https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/law-enforcement/threat-assessment-model-policies-procedures-and-guidelinesdocx.docx)

[K-12 Threat Assessment in Virginia: A Prevention Overview for School Staff, Parents, and Community Members](https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/law-enforcement/k12-threat-assessment-prevention-overview.pdf)

[K-12 Threat Assessment Video](https://www.dcjs.virginia.gov/publication-link/k12-threat-assessment-video?width=675px&height=500px#content)

[K-12 Threat Assessment Form – Fillable pdf](https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/law-enforcement/fillable-threat-assessment-form-2016.pdf)

[K-12 Threat Assessment Form – Fillable MSWord](https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/law-enforcement/_0.docx)

[Technical Assistance for Threat Assessment and Management Teams for Virginia Schools and Institutions of Higher Education](https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/law-enforcement/files/vcscs/technical-assistance-threat-assessment-and-management-teams-virginia-schools-and-institutions-higher.pdf)

[Threat Management Consultant – Request for Services](https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/law-enforcement/request-service-technical-assistance-threat-assessment-and-management-teams.pdf)

**Bullying and School Climate**

[School Climate, Student Engagement and Academic Achievement](https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/law-enforcement/_14.pdf)

[Preventing Teen Dating Violence: Interactive Guide on Informing Policy](https://vetoviolence.cdc.gov/apps/datingmatterspolicy/)

[US DOE School Climate and Discipline Packet](http://www2.ed.gov/policy/gen/guid/school-discipline/index.html)

[Suicide and bullying: Issue brief (SPRC)](http://www.sprc.org/library/Suicide_Bullying_Issue_Brief.pdf)

[Bullying: The Relationship Between Bullying and Suicide: What We Know and What it Means for Schools](http://www.cdc.gov/violenceprevention/pdf/bullying-suicide-translation-final-a.pdf)

[Model Policy to Address Bullying in Virginia Schools (DOE)](http://www.doe.virginia.gov/support/prevention/bullying/model_policy_to_address_bullying_in_va_schools.pdf)

[Preventing Youth Suicide – National Association of School Psychologists](http://www.nasponline.org/resources-and-publications/resources/school-safety-and-crisis/preventing-youth-suicide)

**Additional K-12 Resources**

[Juvenile Law Handbook for School Administrators](https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/law-enforcement/_2.pdf)

[U.S. Department of Education Acts on School Safety Report Recommendation to Improve Understanding of Student Privacy Law](https://content.govdelivery.com/accounts/USED/bulletins/22eb76a)