

**Virginia Department of Criminal Justice Services
Center for School and Campus Safety**

Richmond, VA

Donna Michaelis, Division Director

Phone (804) 371-6506

Email: donna.michaelis@dcjs.virginia.gov

Memo No. VCSCS 21-002

MEMO To: Superintendents

CC: Directors of Safety and Emergency Managers

From: Donna Michaelis

Date: 7/17/2020

Subject: **2020 School Safety Audit Updates**

The Virginia Center for School and Campus Safety (VCSCS) is dedicated to providing school safety guidance, resources, and training; however, we also understand how difficult this year has been for educational leaders and the enormous burden the pandemic has placed on you. With this in mind, we will consider extension requests regarding most components of the 2020 Virginia School Safety Audit.

Unfortunately, based on the language in Virginia Code [§22.1-279.8](#), paragraph D, we are **unable** to provide an extension on the certification of the Crisis Management Plans:

*The local school board, 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, shall annually review the written school crisis, emergency management, and medical emergency response plans. The local school board shall have the authority to withhold or limit the review of any security plans and specific vulnerability assessment components as provided in subdivision 4 of § [2.2-3705.2](#). The local school division superintendent shall certify this review in writing to the Virginia Center for School and Campus Safety **no later than August 31 of each year.***

However, we are prepared to provide extensions to divisions for the following components:

- School Safety Audit Survey (*completed annually*)
 - Original Survey window: August 3, 2020 - September 25, 2020
- Division Safety Audit Survey (*completed annually*)
 - Original Survey window: August 3, 2020 - September 25, 2020

- School Safety Inspection Checklist Certification (*due every three years*)
 - Original Certification due date: August 31, 2020
- Safety Audit Review Certification (*completed annually*)
 - Original Certification due date: August 31, 2020

We feel that it is important to leave the decision to extend due dates up to you as the school division superintendent. Therefore, if your division wishes to request an extension please complete the below form no later than August 1, 2020. At this point, you may request an extension for one month (October 1, 2020) or two months (November 1, 2020):

https://vadcs.iad1.qualtrics.com/jfe/form/SV_0e0c4mb1MNJWCot

VCSCS staff will communicate with schools, regarding the School Safety Survey window, based on the division's chosen date for completion.

A presentation providing an overview of the Safety Audit process, and who is responsible for each component, can be found [here](#). Please note that the presentation contains the original due dates for all components, including those that may now be extended using the form noted above. If your extension request is granted, please notify your building administrators of the new certification due date when sharing this presentation.

Additionally, the following guidance documents may assist you with gathering and preparing data for both the division and school level safety surveys. Please feel free to share as needed.

- [School Guidance Document](#)
- [Division Guidance Document](#)

Please note that we have developed an alternate Survey Manager for divisions to use for certifications due to the current issues with our website. When possible, all certifications collected through this alternative method will be transferred back to the original Survey Manager system. Divisions will receive individual emails with details.

We appreciate your tireless efforts to ensure a safe learning environment and will continue to assist you in your important role in any way we can. Please contact us with any questions about these processes.

Nikki Wilcox
(804) 786-3923
nikki.wilcox@dcjs.virginia.gov

James Christian
(804) 357-0967
James.Christian@dcjs.virginia.gov

Shellie Evers
(804) 629-7042
Shellie.Evers@dcjs.virginia.gov