

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

Richmond, VA

*Donna Michaelis, Division Director*

*Phone (804) 371-6506*

*Email: donna.michaelis@dcjs.virginia.gov*

Memo No. VCSCS 22-001

**MEMO To:** Superintendents

**CC:** Directors of Safety and Security and Emergency Managers

**From:** Donna Michaelis

**Date:** 7/2/2021

**Subject:** **2021 School Safety Audit**

Requirements for Virginia [School Safety Audit Program](#)

In accordance with Virginia Code [§ 22.1-279.8](#), public schools and divisions in Virginia are required to complete an annual [School Safety Audit](#). The [School Safety Audit Program](#) consists of five key components. These components are:

- [Crisis Management Plan Update and Review](#)
- [Virginia School Survey of Climate and Working Conditions](#)
- [School Safety Inspection Checklist](#) (*due every three years*)
- [School Safety Survey](#)
- [Division Safety Survey](#)

Each of these components represent a different facet of school safety and should be utilized to complete the [School Safety Audit Review](#) process.

In support of the [School Safety Audit Program](#) completion for the **2020-2021** school year, division superintendents are required to:

**(By August 31, 2021)**

1. **Update** school listings and contact information as needed via the [Survey Manager](#). (*VCSCS will send usernames and passwords to superintendents by email.*)
2. **Disseminate** [School Safety Audit Program](#) information to school principals within their division as received by the VCSCS.
3. **Certify** the review by the school board of all updated school crisis management plans.
4. **Review** 2021 Virginia School Survey of Climate and Working Condition reports.
5. **Certify** completion of all School Safety Surveys.
6. **Complete** the Division Safety Survey.

**NOTE:** The [School Safety Inspection Checklist](#) certification is due by August 31 every three years. It is not due again until 2023, but schools may be working on checklists in anticipation of the 2023 due date.

**The survey period for the 2021 School Safety Survey and the Division Safety Survey began on Monday, May 17, 2021 and will end on Tuesday, August 31, 2021 at 5 PM. This year all certifications will be collected on the Division Safety Audit Survey.**

The [School Safety Audit Program](#) website, the [School Safety Survey](#) home page, and DCJS staff are available to assist superintendents and principals in completing these requirements.

Questions regarding the surveys or any of the [School Safety Audit](#) components may be directed to:

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