

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 22-004

MEMO To: Superintendents

CC: Directors of Safety and Security and Emergency Managers

From: Donna Michaelis

Date: April 14, 2022

Subject: **2022 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 **2021-2022** school year, division superintendents are required to:

(By August 31, 2022)

1. **Update** school listings and contact information as needed with the DCJS School Safety Audit Coordinator. (*Nikki Wilcox at nikki.wilcox@dcjs.virginia.gov*)
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** 2022 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 2022 School Safety Survey and the Division Safety Survey will begin on Monday, May 16, 2022 and will end on Wednesday, August 31, 2022 at 5 PM. This year all certifications will be collected on the Division Safety Audit Survey.

New legislation: HB 1129 School safety audits; law-enforcement officers. Requires each local school board to require its schools to collaborate with the chief law-enforcement officer of the locality or his designee when conducting required school safety audits. The bill also requires that the completed walk-through checklist using the standardized checklist provided by the Virginia Center for School and Campus Safety be made available to the chief law-enforcement officer of the locality or his designee. This bill is identical to [SB 600](#).

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 or telephone (804) 786-3923, or
James Christian, via email james.christian@dcjs.virginia.gov or telephone (804) 357-0967.