

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

Richmond, VA

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Memo No. VCSCS 23-005

MEMO To: Superintendents

CC: Directors of Safety and Security and Emergency Managers

From: Donna Michaelis

Date: April 28, 2023

Subject: **2023 School Safety Audit**

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

In accordance with *Code of Virginia § 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 **2022-2023** school year, division superintendents or designee are required to:

(By August 31, 2023)

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 of all updated school crisis management plans by the school board.
4. **Review** 2023 Virginia School Survey of Climate and Working Condition reports (available in late May).
5. **Certify** completion of all School Safety Surveys.

6. **Certify** completion of the [School Safety Inspection Checklist](#) in all schools at least once in the last three years.
7. **Complete** the Division Safety Survey.

The survey period for the 2023 School Safety Survey and the Division Safety Survey will begin on Monday, May 15, 2023 and will end on Thursday, August 31, 2023 at 5 PM. All certifications will be collected on the Division Safety Survey and therefore all school surveys must be complete prior to the division completing the Division Safety Survey.

The [School Safety Audit Program](#) website, the [School Safety Survey](#) homepage, and DCJS staff are available to assist superintendents, emergency managers, 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

Dannie Anderson, via email dannie.anderson@dcjs.virginia.gov or telephone (804) 786-5763.