# Superintendent’s Memo #146-19


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: June 14, 2019

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

## SUBJECT: Requirements for Virginia School Safety Audit Program

In accordance with *Virginia Code* § [22.1-279.8](https://law.lis.virginia.gov/vacode/22.1-279.8/), public schools and divisions in Virginia are required to complete an annual [School Safety Audit](https://www.dcjs.virginia.gov/virginia-center-school-and-campus-safety/virginia-school-safety-audit-program). The **School Safety Audit Program** consists of five key components. The links below provide information and directions for completing each component. These components each represent a different facet of school safety and should be utilized to complete the review process, which is due by August 31, 2019.

1. [School Safety Audit Survey](https://www.dcjs.virginia.gov/virginia-center-school-and-campus-safety/school-safety-survey/virginia-school-safety-survey-principals) *(completed annually to reflect the previous school year)*
2. [Division Safety Audit Survey](https://www.dcjs.virginia.gov/virginia-center-school-and-campus-safety/school-safety-survey/virginia-school-safety-survey) *(completed annually to reflect the previous school year)*
3. [Crisis Management Plan Certification](https://www.dcjs.virginia.gov/virginia-center-school-and-campus-safety/school-safety-survey/school-crisis-management-plan-review) *(completed annually to prepare for the coming school year)*
4. [Virginia Secondary School Climate Survey](https://www.dcjs.virginia.gov/virginia-center-school-and-campus-safety/school-safety-survey/secondary-school-climate-survey) *(completed online by middle and high school students in alternating years)*
5. [School Safety Inspection Checklist](https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/law-enforcement/school-safety-inspection-checklist.pdf) *(completed by school personnel and due every three years; 2020 is the next submission year.)*

As part of the **2018-2019** **School Safety Audit Program**, division superintendents are required to certify, via the [Survey Manage](https://www.dcjs.virginia.gov/virginia-center-school-and-campus-safety/school-safety-survey/survey-manager)r, the following:

* The 2017-2018 School Safety Audit review; and
* The submission and review by the school board of all school crisis management plans.

In preparation for the administration of the **2019-2020 School Safety Audit Program,** division superintendents are required to:

1. Disseminate [**School Safety Audit Program**](https://www.dcjs.virginia.gov/virginia-center-school-and-campus-safety/virginia-school-safety-audit-program) information to school principals within their division as received by the Virginia Center for School and Campus Safety (VCSCS) (including the attached “school safety audit template” for schools);
2. Access the web-based [Survey Manage](https://www.dcjs.virginia.gov/virginia-center-school-and-campus-safety/school-safety-survey/survey-manager)r system to update school listings and contact information as needed *(By early June the VCSCS will send usernames and passwords to superintendents by email.);*

The survey period for the 2019 School Safety Survey and the Division survey (reflective of practices in place during the 2018-2019 school year) will begin on Monday, August 5, 2019, and will end on Monday, September 30, 2019, at 5 p.m.

***(Due by September 30, 2019)***

1. Complete the division survey; and
2. Certify via the [Survey Manage](https://www.dcjs.virginia.gov/virginia-center-school-and-campus-safety/school-safety-survey/survey-manager)r completion of all school safety surveys.

Additional information is located in the *School Safety Audit-Written Assessment Guidance for Divisions for 2019-2020,* (Attachment A), and *School Safety Audit-Written Assessment Guidance for Schools for 2019-2020* (Attachment B).

The [**School Safety Audit Program**](https://www.dcjs.virginia.gov/virginia-center-school-and-campus-safety/virginia-school-safety-audit-program) website, the [School Safety Survey](https://www.dcjs.virginia.gov/virginia-center-school-and-campus-safety/school-safety-survey/survey-manager) home page, the [Virginia School Safety Audit Infographic](https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/law-enforcement/_11.pdf), and VCSCS staff are available to assist superintendents and principals in completing requirements.

Questions regarding the surveys or any of the School Safety Audit components may be directed to:

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### Attachments

 A. [Annual School Safety Audit-Written Assessment Guidance for Divisions](http://www.doe.virginia.gov/administrators/superintendents_memos/2019/146-19a.docx) (Word)

 B. [Annual School Safety Audit-Written Assessment Guidance for Schools](http://www.doe.virginia.gov/administrators/superintendents_memos/2019/146-19b.docx) (Word)