

SUPERINTENDENT'S REGULATION 4-2.2 (A) SCHOOL SAFETY AUDIT AND SCHOOL DIVISION EMERGENCY MANAGER

Background:

Virginia Code requires that all school divisions complete school safety audits using the document developed by the Virginia Center for School Safety. The Audit shall include a school inspection walk-through using a standardized checklist which shall incorporate crime prevention through environmental design principles. Additionally, Code requires that each school division create a School Safety Audit Committee and identify a school division emergency manager.

Guidelines:

Each Poquoson public school within the division shall conduct school safety audits using the item-list developed by the Virginia Center for School Safety. For the purposes of this regulation, a "safety audit" is a written checklist of the safety conditions in each public school.

The school division's School Safety Audit Committee will review the audits annually. The Safety Audit Committee will consist of the following positions and at least one of them should be a parent of a student in the school division:

- Executive Director of Operations (EDO) who is also designated as the school division's emergency manager
- Director of Accountability and Technology
- An Assistant Principal
- A Principal
- The City of Poquoson's Coordinator of Emergency Management
- A representative from the Poquoson Police Department

Note: Between the assistant principal and principal the elementary (k-5) and secondary (6-12) levels should be represented.

The School Safety Audit Committee will make recommendations which will be shared by the EDO with the Superintendent. The Superintendent will work with staff to make necessary changes. The Superintendent will inform the Board of the audit results. Items requiring funding will be incorporated into the division's budget process.

Copies of the audits will be maintained at the individual schools and in the office of the Superintendent or designee. Safety audits will also be submitted as required by law to the Virginia Center for School Safety.

Legal References: Virginia Code § 22.1-279.8.

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Approved: Jennifer B. Parish, Ed.D., Superintendent