

FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
SCHOOL ADMINISTRATION
CHAPTER 3.0

3.40

SAFE AND SECURE SCHOOLS

Introduction

The Florida State University Schools has as its first obligation to provide a safe, secure and orderly learning environment in school and at all sponsored activities for students, school personnel, and other persons.

Orderly Environment

An orderly environment can only be achieved by developing procedures to control students, personnel, and other persons on school property and attending School Board or school sponsored events or activities. All procedures shall reflect the following policy provisions:

- A. No person other than a student and employee of a school site shall be on a school campus during school hours unless they are in compliance with the schools guidelines regarding visitors.
- B. A student who is suspended or expelled is not in good standing and is not permitted on the school campus, school grounds, or at a school sponsored activity.
- C. Any person on the school campus not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. Each Administrative Staff member shall keep a log of such incidents, which shall provide the name of the person asked to leave and other pertinent information. If said person shall again be seen upon the school campus or school grounds, any staff member shall immediately notify the Administrative Staff or appropriate local law enforcement officials without further warning.

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D. Individuals who enter School property, activities, or School Board meetings without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the chairperson, Executive Director/Superintendent, or designee, Administrative Staff or person in charge, are subject to criminal penalty as provided in Florida Statutes. The person in charge shall contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school property or activity and take appropriate actions to have the offender punished as prescribed by law. The Executive Director/Superintendent, or designee shall be notified of any such action at schools or school activities.

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No person, except law enforcement and security officers, may have in his/her possession any weapon, illegal substance, or dangerous substance while on school property or at school events.

Emergency Response Agencies

The following emergency response agency(ies) will notify the District in the event of an emergency:

<u>Emergency Response Agency</u>	<u>Type of Emergency</u>
Florida State University Police Dept. (FSUPD)	All Dangerous Situations

Safety, Security and Emergency Plans

A. The Executive Director/Superintendent, or designee shall develop a School Safety and Security Plan with input from Florida State University, representatives of the local law enforcement agencies, the local Fire Marshall(s), representative(s) from emergency medical services; building administrators, representative(s) from the local emergency management agency, School Resource Officer(s) and/or representative(s) of the Leon County Health Department.

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B. As required by state law, the Executive Director/Superintendent shall require the use of the Safe School Assessment Survey based on the School Safety and Security Best Practices Indicators created by FL DOE Safe School Assessment Tool (FSSAT) to conduct a self-assessment of the FSUS's current safety and security practices.

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C. Upon completion of these self-assessments, the Executive Director/Superintendent shall convene a safety and security review meeting for the purpose of (a) reviewing the current School Safety and Security Plan and the results of the self-assessment; (b) identifying necessary modifications to the plan; (c) identifying additional necessary training for staff and students; and (d) discussing any other related matters deemed necessary by the meeting participants.

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D. The Executive Director/Superintendent shall present the findings of the safety and security review meeting to the Board for review and approval appropriate school safety, emergency management and preparedness plans. The Director shall make any necessary recommendations to the Board that identify strategies and activities that the Board should incorporate into the School Safety and Security Plan and/or implement in order to improve school safety and security. The School Safety and Security Plan is, however, confidential and is not subject to review or release as a public record.

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E. The Executive Director/Superintendent shall report the self-assessment results and any action taken by the Board to review the School Safety and Security Plan to the Commissioner of Education within thirty (30) days after the Board meeting.

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F. Emergency management and preparedness plans shall include notification procedures for weapon use and active assailant/hostage situations, hazardous materials and toxic chemical spills, weather emergencies, and exposure resulting from a manmade emergency.

G. Emergency management and preparedness procedures for active assailant situations shall engage the participation of the district school safety specialist, threat assessment team members, faculty, staff and students for each school and be conducted by the law enforcement agency or agencies designated as first responders to the school's campus.

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H. FSUS shall develop and maintain an up-to-date plan based upon the uniform guidelines and including the provisions of Florida law, State Board of Education rules, and other applicable regulations.

I. Copies of the school plan shall be provided to Florida State University, county and city law enforcement agencies, fire departments, and emergency preparedness officials.

Threat Assessment

A. The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. The Board's threat assessment process is designed to be consistent with the process set forth in the joint U.S. Secret Service and U.S. Department of Education publication. Threat Assessment in Schools: a Guide to Managing Threatening Situations and to creating Safe School Climates for identifying, assessing, and managing students who may pose a threat. The goal of the threat assessment process is to take appropriate preventative or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed. The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

B. The Board authorizes the Executive Director/Superintendent to create a trained threat assessment team. The team shall be headed by the school's ~~Security~~ Safety Specialist, principal, or principal designee and shall include a person with expertise in counseling (school/psychological), instructional personnel, and law enforcement (school resource officer) and provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, students, faculty/staff, or self.

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1. The threat assessment team will be responsible for the assessment of individuals whose behavior may pose a threat to the safety of school staff and/or students and coordinating resources and interventions for the individual.

2. If a student with a disability is reported to have made a threat to harm others and the student's intent is not clear, a referral will be made to the threat assessment team for evaluation.

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3. Upon a preliminary determination that a student poses a threat of violence or physical harm to him/herself or others, the threat assessment team may obtain criminal history record information. The team must immediately report its determination to the Executive Director/Superintendent and Principal(s) who must immediately attempt to notify the student's parent or legal guardian. The team will coordinate resources and interventions to engage behavioral and or mental health crisis resources when mental health or substance abuse crisis is suspected.

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4. The threat assessment team must plan for the implementation and monitoring of appropriate interventions to manage or mitigate the student's risk for engaging in violence and increasing the likelihood of positive outcomes.

5. To the extent practical and feasible, upon the student's transfer to a different school, the threat assessment team must verify that any intervention services provided to the student remain in place until the threat assessment team of the receiving school independently determines the need for intervention services. Threat assessment teams must meet as often as needed to fulfill their duties of assessing and intervening with persons

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whose behavior may pose a threat to school staff or students, but no less than monthly. The teams must maintain documentation of all meetings, including meeting dates and times, team members in attendance, cases discussed and actions taken.

6.

Safety Procedures

A. School alarms shall be monitored on a weekly basis and malfunctions shall be reported for immediate repair.

B. A safety program shall be established consistent with the provisions of Policy 8.10. The emergency preparedness procedures will identify the individuals responsible for contacting the primary emergency response agency and the emergency response agency that is responsible for notifying the school district for each type of emergency.

C. Emergency evacuation drills (Fire, hurricane, tornado, active shooter/hostage situation, other natural disaster, and school bus) shall be held in compliance with state requirements and formulated in consultation with the appropriate public safety agencies. Each Administrative Staff, site administrator or transportation official is responsible for:

1. Developing and posting emergency evacuation routes and procedures;
2. Assigning and training staff members in specified responsibilities to ensure prompt, safe and orderly evacuation;
3. Identifying and reporting hazardous areas requiring corrective measures; and
4. Preparing and submitting a written report of each emergency evacuation drill to the Executive Director/Superintendent.

D. In the event of an emergency, the Executive Director/Superintendent or designee is authorized to dismiss early or close school. The Administrative Staff may dismiss the school when the Executive Director/Superintendent or designee cannot be contacted and an extreme emergency exists endangering the health,

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safety, or welfare of students. Any such actions shall be reported immediately to the Executive Director/Superintendent, or to the designee along with a statement describing the reasons for the action. Said report shall be submitted to the School Board at the next regular meeting unless a special meeting is held relating to the emergency.

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E. Parents, as defined by law, have a right to timely notification of threats, unlawful acts, and significant emergencies that occur on school grounds, during school transportation or during school-sponsored activities pursuant to sections 1006.07(4) and (7), F.S.

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1. Parents have a right to access school safety and discipline incidents as reported pursuant to section 1006.07(9), F.S.

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Safety - Violence Prevention

- A. The Executive Director/Superintendent, or designee shall develop a violence prevention plan for use by the school.
- B. Training in identification of potentially violent behaviors and the procedures to be implemented shall be provided to personnel of the schools.

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Security

- A. The Executive Director/Superintendent, or designee shall develop and implement guidelines and procedures for reviewing the school's Security Plan consistent with the requirements of the National Incident Management System (NIMS). FSUS will defer to law enforcement for incident command to manage an incident or event.
- B. The Administrative Staff shall develop and implement guidelines and procedures for reviewing each school's security provisions.

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C. The Executive Director/Superintendent shall designate an employee as the school safety specialist for FSUS. The School Safety Specialist is responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the District. The School Safety Specialist's responsibilities include, but are not limited to the following:

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1. On an annual basis the school safety specialist will review district and charter school policies and procedures for compliance with state law and rules and

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ensure the timely and accurate submission of the school environmental safety incident report (FSSAT) to the Department.

2. The School Safety Specialist must provide recommendations to the superintendent and school board at a publicly noticed board meeting identifying strategies and activities that the Board should implement in order to address the findings to improve school safety and security.
 3. No later than November 1, the School Safety Specialist shall submit a district best-practice assessment in the FSSAT that includes the school board's action(s) to the school security risk assessment findings and recommendations provided to them.
 4. Provide training and resources to students and staff in matters relating to mental health awareness and assistance; emergency procedures (including active assailant training), and school safety and security.
 5. The School Safety Specialist will develop a process related to safety used to identify and correct instances of noncompliance at the school.
 - a. Deficiencies relating to safe-school officer coverage must be resolved by the next school day. FSU Police have complete oversight of providing officer coverage and will coordinate with the school safety specialist.
 6. Within 24 hours, the School Safety Specialist must notify the Office of Safe Schools of the deficiencies related to safe-school officer coverage and any instance of noncompliance that is determined to be an imminent threat to the health, safety and welfare of students or staff. The Office of Safe Schools shall be notified within three (3) days of any instance of noncompliance that is not corrected within 60 days.
 7. The School Safety Specialist shall notify the district's superintendent if there is a suspected deficiency of the district's and/or a school's noncompliance.
- D. The Administrative Staff shall conduct a review of the school's security provisions (FSAAT) annually with a written report submitted to the Executive Director/Superintendent or designee for submission to the School Board for review.
- E. The school's Emergency Plan shall include security provisions including emergency "lock down" procedures such as "Run, Hide, Fight", Shelter In Place, Lockdown, and evacuation.
- F. Establishing policies and procedures for the prevention of violence on school grounds; including assessment of and intervention with individuals whose behavior poses a threat to the safety of the school community.

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G. Adhering to background screening procedures for all staff, volunteers and mentors.

H. Security trailers may be located on school property.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: [316.614](#), 1001.43, 1001.51, 1006.062, 1006.07, 1006.145, 1006.1493, 1006.21, 1013.13, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.0403; 6A-3.017

HISTORY:
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