

**FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
SCHOOL ADMINISTRATION
CHAPTER 3.0**

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SAFE AND SECURE SCHOOLS

I. Introduction

FSUS Leon 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.

II. 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 or school grounds not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. The school safety specialist 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 school safety specialist or appropriate local law enforcement officials without further warning.

- D. Individuals who enter School Board 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 or designee, principal 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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- E. 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.

III. Emergency Response Agencies

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

- A. Emergency Response Agency: Florida State University Police Dept. (FSUPD). Type of Emergency: All Dangerous Situations

IV. Safety, Security and Emergency Plans

- A. The Executive Director 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

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agency, School Resource Officer(s) and/or representative(s) of the Leon County Health Department.

B. As required by state law, the Executive Director 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 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 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 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 management 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.
- 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.

V. Threat Management

- A. The primary purpose of threat management is to identify individuals exhibiting threatening or other concerning behavior, assess the risk of harm, and coordinate appropriate interventions and services for such individuals. The Board's threat management process is a systematic, fact-based method designed to identify, using threat assessment protocols, whether behaviors or communications constitute a concern for violence or harm to another person. Florida Harm Prevention and Threat Management Model is designed to identify, assess, manage, and monitor threats to schools, school staff and students. The goal of the threat management process is to prevent violence or harm to members of school community. The threat management process uses a methodology that identifies students exhibiting threatening or other concerning behavior, gathers information to assess the risk of harm to themselves or others,

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and identifies appropriate interventions to prevent violence and promote successful outcomes.

B. The Board authorizes the Executive Director to create a trained threat management team and school-based threat management teams.

1. The FSUS Leon District Threat Management Coordinator (DTMC) must complete all trainings specific to the Coordinator role and will oversee threat management at FSUS Leon. The DTMC must:
 - a. Ensure all district-level and school-level threat management team personnel are trained in threat management and on the Florida Model.
 - b. Serve as Chair of the District Threat Management Team and as the liaison to the Department of Education's Office of Safe Schools.
 - c. Ensure procedures are outlined for making referrals to mental health services for students exhibiting threatening or concerning behavior of self-harm or harm to others.
 - d. Assist School Based Threat Management Teams at FSUS Leon.
2. FSUS Leon District Threat Management Team (DTMT) will receive referrals from the FSUS Leon School Based Threat Management Teams, assess serious situation, and provide support to school-based teams. The FSUS Leon DTMT must include the DTMC, persons from school district administration and persons with expertise.
3. FSUS Leon School Based Threat Management Team (SBTMT) will be headed by a Chair and Vice-Chair who are appointed by the principal or designee.

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- a. The Chair serves as the point person for threat management at the school-level and is responsible for triaging reported threats or concerning behavior and communications to determine whether the matter should be summarily closed, or whether it should be reviewed by the full SBTMT.
- b. The team shall be comprised of a minimum of four (4) members, including a person with expertise in counseling (school/psychological), instructional personnel, school administration, and law enforcement (school resource officer).
- c. If none of the SBTMT members are familiar with the student of concern, the SBTMT Chair will assign a member of the school's staff who is familiar with the student to consult with and provide background information to the threat management team. Consulting personnel do not have to complete Florida Model training and may not participate in the decision-making process.
- d. All members of threat management team must be involved in the threat management process and final decision making.
- e. Parental Notification
 - i. If the SBTMT Chair determines the concerning threat or behavior reported is a low level of concern and summarily closes the case, the Chair/designee must use reasonable efforts to notify the parent or guardian of the student concern.
 - ii. If the Chair does not summarily close the case and refers the matter to the SBTMT, reasonable efforts must be made to notify the student of concern's parent or guardian on the same day the SBTMT assigns the preliminary level of concern. The SBTMT must

document all attempts to make contact with the parent or guardian using the contact information shared by the parent or guardian with the District.

- iii. If the preliminary level of concern is high, the SBTMT chair or designee must notify the Director/Superintendent or designee to ensure the requirements of F.S. Stat. 1006.07 are met.
- iv. The SBTMT Chair must notify the student of concern's parent or guardian if the threat management process reveals information about their student's mental, emotional, or physical health or well-being or results in a change in related services or monitoring, including but not limited to implementation of a Student Support Management Plan (SSMP).
- v. The SBTMT Chair or designee must provide a copy of the SSMP to the student of concern's parent or guardian upon the plan's finalization and anytime the SSMP is substantially revised.
- vi. The SBTMT Chair must make a reasonable effort to notify the parent or guardian of the targeted student before the end of the school day that the report was received unless the Chair has determined the concern is unfounded.

- 4. The threat management 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.

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5. 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 management team for evaluation.
6. Upon a preliminary determination that a student poses a threat of violence or physical harm to him/herself or others, the threat management team may obtain criminal history record information. The team must immediately report its determination to the Executive Director and Principal(s) who must immediately attempt to notify the student's parent or legal guardian. A parent or guardian has the right to inspect and review the threat management report. 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.
7. The threat management 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.
8. To the extent practical and feasible, upon the student's transfer to a different school, the threat management team must verify that any intervention services provided to the student remain in place until the threat management team of the receiving school independently determines the need for intervention services. Threat management teams must meet as often as needed to fulfill their duties of assessing and intervening with persons 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.

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9. Through the DTMC, FSUS Leon District must ensure that all threat management teams in the FSUS Leon District report to the DOE office on the team's activities during the previous year. The FSUS Leon District School Safety Specialist must ensure timely reporting of all required information. The report will contain all data or information required by Florida Law.

VI. 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. ~~The School Safety Specialist~~ 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

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4. Preparing and submitting within fifteen (15) calendar days an after-action report of each emergency evacuation drill to the Director for review.

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D. In the event of an emergency, the Executive Director designee is authorized to dismiss early or close school. The Principal or School Safety Specialist may dismiss the school when the Executive Director designee cannot be contacted and an extreme emergency exists endangering the health, safety, or welfare of students. Any such actions shall be reported immediately to the Executive Director, 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.

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

2. Prior to the start of each school year, or at the time of a student's enrollment, if during the school year, FSUS Leon shall make training available for parents and guardians on the use of FortifyFL. The training must explain the potential disciplinary actions and potential criminal charges that may result as a consequence for anyone making a threat or false report concerning school or school personnel's property, school transportation, or a school sponsored activity. The information concerning criminal charges must include a summary of Sections 790.162, 790.163, 836.10, and 837.05, F.S., and the penalties for violating those statutes.

3. Within the first five (5) days of each school year, each district school board must ensure that instruction on the use of FortifyFL is provided to students in accordance with Section 943.082(4)(b), F.S. Instruction on FortifyFL must be developmentally appropriate and include the possible school disciplinary actions as well as potential for criminal charges as a result of making a threat or false report involving school or school personnel's property, school transportation, or a school-sponsored activity.

VII. Safety - Violence Prevention

- A. The Executive Director 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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VIII. Security

- A. The Executive Director 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. The security provisions shall include procedures restricting the ingress to or egress from a school campus when students are on the campus. These security procedures and protocols will apply from 30 minutes before the start time until 30 minutes after the end of the school day. When students are on campus, all gates or other access points that restrict ingress to or egress from the "exclusive zone" (the area within a gate or door allowing access

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to the interior perimeter of a school campus beyond a single point of entry) of a campus shall remain closed and locked. Gates or other access points to or from the exclusive zone shall remain closed and locked when students are on campus, unless the gate or access point is attended or actively staffed, another closed and locked gate or access point separates the open or unlocked gate from areas occupied by students, or the use complies with a shared use agreement. If the school safety specialist determines there are other safety measures in place to allow a gate or access point to not be locked, or if the space is designed as an open area for career and technical instruction where locking the door affects the health and safety of the students, said determination(s) must be documented in the FSSAT.

C. Within the first ten (10) days of school students must be notified of the safest areas to shelter in a classroom. The safety areas for students to shelter within the classrooms and/or instructional spaces must be clearly marked. All classrooms and other instructional spaces must be locked or actively staffed when occupied by students except between class periods.

D. The Executive Director 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:

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 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

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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 in coordination with appropriate staff 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. On a quarterly basis, the school safety specialist will report to the Director and school board any non-compliance by the district/school with school safety laws or rules.
 - b. 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.
 - c. 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.

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6. The School Safety Specialist shall notify the Executive Director if there is a suspected deficiency of the district's and/or a school's noncompliance.

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E. The Administrative Staff shall conduct a review of the school's security provisions (FSAAT) annually with a written report submitted to the Executive Director or designee for submission to the School Board for review.

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F. 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.

G. 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.

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

I. Security trailers may be located on school property.

J. Roof access is strictly limited to staff personnel with an official purpose to be on the roof. Students are prohibited from roof access for any reason. Staff who need to access the roof need approval from both their supervisor, and the Facilities Director prior accessing the roof.

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IX. Mental Health

A. The School Board shall identify a mental health coordinator for the FSUS Leon District. The mental health coordinator shall serve as the primary contact for the district's coordination, communication, and implementation of student mental health policies, procedures, responsibilities, and reporting.

B. The mental health coordinator shall be responsible for:

1. Working with the Office of Safe Schools;
2. Maintaining records and reports regarding student mental health as it relates to school safety and the mental health assistance allocation;
3. Facilitating the implementation of FSUS Leon mental health policies relating to the respective duties and responsibilities of FSUS Leon's Board, the Director, and school principals;
4. Coordinating the staffing and training of threat management teams with the school safety specialist, and facilitating referrals, to mental health services, as appropriate for students and their families;
5. Coordinating with the school safety specialist, the training and resources for students and school district staff relating to youth mental health awareness and assistance; and
6. Annually review the FSUS Leon policies and procedures related to student mental health for compliance with state law and alignment with current best practices and making recommendations, as needed, for amending said policies and procedures to the Executive Director and the FSUS Leon School Board.

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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-3.0171; 6A-1.0018

HISTORY:

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