

Related Entries: Policy 2.14 and 2.16

### School Safety and Security

The School Board is committed to maintaining a safe, secure, and drug-free environment in all of the District's schools.

School crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of District personnel, law enforcement agencies, first responders, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school, at a school-related event, or on their way to and from school.

The Superintendent, in conjunction with the School Safety Specialist, shall develop a *School Safety and Security Plan* with input from representatives of the local law enforcement agencies; the local Fire Marshall(s) or their designee(s); representative(s) from emergency medical services.

Included within the District's School Safety and Security Plan shall be a District Active Assailant Response Plan (DAARP). The DAARP shall include, at a minimum, procedures addressing the following:

- A. security assessments;
- B. roles and responsibilities of District personnel;
- C. roles and responsibilities of Safety Resource Officer;
- D. information sharing;
- E. training of District personnel and exercises/drills, including training standards;
- F. identification of Safe Spaces and Command Posts;
- G. response to the threat of an active assailant, including the following three (3) strategies: evading or evacuating, taking cover or hiding, and responding to or fighting back;
- H. response to the presence of an active assailant on school grounds;
- I. communication with law enforcement prior to and after law enforcement arrives on school grounds;
- J. responsibilities prior to law enforcement arrival;

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47 K. responsibilities when law enforcement arrives on school grounds;  
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49 L. communication with the public; and  
50  
51 M. post-incident recovery.

52  
53 The District will adopt its DAARP annually by October 1.

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55 Further, by October 1st of each year, the Superintendent shall certify to the Office of Safe  
56 Schools and document in the Florida Safe Schools Assessment Tool that all school  
57 personnel has received annual training on the procedures contained in the District's DAARP.

58  
59 1. School Safety Specialist

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61 The Superintendent is responsible for designating the District's School Safety  
62 Specialist. The School Safety Specialist must be a school administrator employed by  
63 the District or a law enforcement officer employed by the Lee County Sheriff's Office.  
64 Prior to appointing a law enforcement officer to serve as the School Safety Specialist,  
65 the Superintendent must verify that the law enforcement officer has met all statutory  
66 requirements and has been authorized and approved by the Lee County Sheriff's Office  
67 to serve as the School Safety Specialist.

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69 By August 1 of each year, the District will submit the School Safety Specialist's name,  
70 phone number, and email address to the Office of Safe Schools at  
71 SafeSchools@fldoe.org. The District will notify the Office of Safe Schools within one  
72 (1) school day whenever there is a change related to the contact information for the  
73 School Safety Specialist.

74  
75 A. Training

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77 Within thirty (30) calendar days of appointment, the District's School Safety  
78 Specialist must complete and thereafter maintain certificates of completion of the  
79 following online Federal Emergency Management Agency Independent Study  
80 courses: Multi-Hazard Planning for Childcare; Introduction to the Incident  
81 Command System, ICS 100; Preparing for Mass Casualty Incidents: A Guide for  
82 Schools, Higher Education, and Houses of Worship; Multi-Hazard Emergency  
83 Planning for Schools; and Planning for the Needs of Children in Disasters.

84  
85 Within one (1) year of appointment and annually thereafter, the District School  
86 Safety Specialist must earn a certificate of completion of school safety specialist  
87 training provided by the Office of Safe Schools.

88  
89 The District's School Safety Specialist shall earn, or designate one (1) or more  
90 individuals to earn, certification as a youth mental health awareness and  
91 assistance trainer as set forth in F.S. 1012.584.

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93 B. Responsibilities  
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95 The School Safety Specialist is responsible for the supervision and oversight of  
96 all school safety and security personnel, policies, and procedures in the District,  
97 including at charter schools. The School Safety Specialist's responsibilities  
98 include, but are not limited to, the following:  
99

- 100 1. reviewing at least annually, District and charter schools policies and  
101 procedures for compliance with Florida law and applicable rules, as provided  
102 by F.S. 1006.07 (6)(a)1, including the District's timely and accurate  
103 submission of school environmental safety incident reports to the  
104 Department pursuant to F.S. 1001.212;

105  
106 The School Safety Specialist is responsible for submitting all Board and  
107 District charter school policies and procedures pertaining to the health,  
108 safety, or welfare of students to the Office of Safe Schools by July 1 of each  
109 year.  
110

- 111 2. providing necessary training and resources to students and staff in matters  
112 relating to youth mental health awareness and assistance; emergency  
113 procedures, including active shooter training; and school safety and security;  
114  
115 3. serving as the District liaison with local public safety agencies and national,  
116 State, and community agencies and organizations in matters of school safety  
117 and security;  
118  
119 4. conduct annually on or before October 1, in collaboration with the appropriate  
120 public safety agencies, a school security risk assessment at each District  
121 school using the Florida Safe Schools Assessment Tool developed by the  
122 Office of Safe Schools;  
123

124 The District will report to FLDOE by October 15th of each year that all public  
125 schools within the District have completed the assessment using the Florida  
126 Safe Schools Assessment Tool. For purposes of this section, public safety  
127 agencies means a functional division of a public agency which provides  
128 firefighting, law enforcement, medical, or other emergency services.  
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130 The District will ensure the accuracy of current school listings within the  
131 Florida Safe Schools Assessment Tool application, including school name,  
132 address, and MSID number. The District will report to the Office of Safe  
133 Schools via e-mail within five (5) school days of a school opening or closing,  
134 or when any other change occurs that impacts the accuracy of the District-  
135 provided information in the Florida Safe Schools Assessment Tool.  
136

- 137 5. coordinating with appropriate public safety agencies, as defined in F.S.  
138 365.171, that are designated as first responders to a school's campus to  
139 conduct a tour of such campus once every three (3) years and to provide

140 recommendations related to school safety. Completion of such tours and any  
141 recommendations must be documented in each school's security risk  
142 assessment within the Florida Safe Schools Assessment Tool;

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144 Any changes related to school safety, emergency issues, and  
145 recommendations provided by the public safety agencies will be considered  
146 as part of the recommendations by the School Safety Specialist to the Board.

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148 6. providing, or arranging for the provision of, youth mental health awareness  
149 and assistance training to all school personnel within the District as set forth  
150 in F.S. 1012.584, F.A.C. 6A-1.094120 and F.A.C. 6A-1.0018;

151  
152 By July 1st of each year, the Superintendent shall certify to the FLDOE, in a  
153 format determined by the FLDOE, that at least eighty percent (80%) of school  
154 personnel in elementary, middle, and high schools have received the training  
155 required under this paragraph.

156  
157 The training program shall include, but is not limited to, the following:

158  
159 a. an overview of mental illnesses and substance abuse disorders and the  
160 need to reduce the stigma of mental illness;

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162 b. information on the potential risk factors and warning signs of emotional  
163 disturbance, mental illness, or substance use disorders, including, but  
164 not limited to, depression, anxiety, psychosis, eating disorders, and  
165 self-injury, as well as common treatments for those conditions and how  
166 to assess those risks; and

167  
168 c. information on how to engage at-risk students with skills, resources,  
169 and knowledge required to assess the situation, and how to identify and  
170 encourage the student to use appropriate professional help and other  
171 support strategies, including, but not limited to, peer, social, or self-help  
172 care.

173  
174 7. coordinating with charter schools to address charter school safety  
175 requirements as set forth under Florida law and F.A.C. 6A-1.0018;

176  
177 The School Safety Specialist must coordinate with charter school personnel  
178 to allow input access to the Florida Safe Schools Assessment Tool. Where  
179 input access is restricted to District personnel, the School Safety Specialist  
180 is responsible for gathering information from charter schools so that Florida  
181 Safe Schools Assessment Tool reporting requirements, including those for  
182 FortifyFL, threat assessment teams and active assailant response plans,  
183 include data from charter schools.

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185 8. completing surveys provided by the Office of Safe Schools regarding School  
186 Resource Officer or other Safe School Officer assignment;

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9. investigating and responding to notices from the Office of Safe Schools containing suspected deficiencies at a District school and at or by a charter school.

C. Identification of and Corrections to Instances of Noncompliance with Florida Laws and Rules Relating to Safety

The School Safety Specialist is responsible for identifying and correcting instances of noncompliance with F.A.C. 6A-1.0018 or any other Florida laws or rules relating to safety at any District school. Such actions may include, but are not limited to, the following:

1. resolving deficiencies relating to Safe School Officer, as defined by Fl. Stat. 1006.12, coverage by no later than the next school day;
2. notifying the Office of Safe Schools within twenty-four (24) hours at SafeSchools@fldoe.org of any deficiencies relating to Safe School Officer coverage and any instance of noncompliance that is determined to be an imminent threat to the health, safety, or welfare of students or staff. The notification must contain particularized facts beyond noncompliance with rules or Florida Statutes that explain the imminent threat;
3. notifying the Office of Safe Schools within three (3) days at SafeSchools@fldoe.org of any instance of noncompliance not corrected within sixty (60) days;
4. the School Safety Specialist shall identify any instances of noncompliance through their duties identified throughout this policy;

If the School Safety Specialist identifies, or is made aware of an instance of noncompliance by an employee, the School Safety Specialist shall investigate the alleged noncompliance and, if it is determined that there was an instance of noncompliance, the School Safety Specialist shall develop a written plan of correction no later than seven (7) days following their investigation. Alleged noncompliance that creates an imminent threat to the health, safety, or welfare of students or staff shall be addressed immediately and in accordance with subsections (1) through (3) above.

D. Response to Notice of Suspected Deficiency from the Office of Safe Schools

The School Safety Specialist is responsible for notifying the Superintendent immediately and no later than the same day of receipt of any notice of suspected deficiency the School Safety Specialist receives from the Office of Safe Schools.

When the notice of suspected deficiency concerns a failure to have a Safe School Officer established or assigned at each school facility, as required by F.S.

234 1006.12, the School Safety Specialist must respond in writing and verify to the  
235 Office of Safe Schools that the school(s) identified in the notice have a Safe  
236 School Officer on site by the next school day. In all other cases, the School Safety  
237 Specialist must respond in writing to the Office of Safe Schools within five (5)  
238 school days and verify that the District or school has corrected the suspected  
239 deficiency, or within that same time period, submit a written plan describing how  
240 the District will bring the identified school(s) into compliance. The plan must  
241 include an estimated date of completion and an explanation of alternate security  
242 measures designed to maintain a safe learning environment.

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## 244 2. Recommendations of the School Safety Specialist

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246 Based on the findings of the school security risk assessment, the School Safety  
247 Specialist must provide recommendations to the Superintendent and Board which  
248 identify strategies and activities that the Board should implement in order to address  
249 the findings and improve school safety and security. The School Safety Specialist's  
250 report to the Board shall also include school safety recommendations made by public  
251 safety agencies. The Board will review the school security risk assessment findings  
252 and the recommendations of the School Safety Specialist at a publicly noticed Board  
253 meeting to provide the public an opportunity to hear the Board members discuss and  
254 take action. The *School Safety and Security Plan* is, however, confidential and is not  
255 subject to review or release as a public record.

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257 The School Safety Specialist shall report the school security risk assessment findings  
258 and recommendations and the Board's action(s) to the Office of Safe Schools no later  
259 than thirty (30) days after the Board meeting and prior to November 1 of each year.  
260 The School Safety Specialist shall also submit a best-practices assessment in the  
261 Florida Safe Schools Assessment Tool.

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263 As a part of the *School Safety and Security Plan*, the Board shall verify that it has  
264 procedures in place for keeping schools safe and drug-free that include:

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266 A. safety and security best practices;

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268 B. appropriate and effective school discipline policies as defined in the Student Code  
269 of Conduct, the illegal possession of weapons and the illegal use, possession,  
270 distribution, and sale of tobacco, alcohol, and other drugs by students;

271

272 C. security procedures at school and while students are on the way to and from  
273 school;

274

275 D. prevention activities that are designed to maintain safe, disciplined and drug-free  
276 environments;

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278 E. a code of conduct or policy for all students that clearly states the responsibilities  
279 of students, teachers, and administrators in maintaining a school and classroom  
280 environment that:

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1. allows a teacher to communicate effectively to all students in the class;
  2. allows all students in the class the opportunity to learn;
  3. has consequences that are fair, and developmentally appropriate;
  4. considers the student and the circumstances of the situation; and
  5. is enforced accordingly.

292 3. Mental Health Coordinator

293  
294 The Board shall identify a mental health coordinator for the District. The mental health  
295 coordinator shall serve as the District's primary point of contact regarding the District's  
296 coordination, communication, and implementation of student mental health policies,  
297 procedures, responsibilities, and reporting. The mental health coordinator is  
298 responsible for:

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300 A. Coordinating with the Office of Safe Schools, established pursuant to F.S.  
301 1001.212.  
302  
303 B. Maintaining records and reports regarding student mental health as it relates to  
304 school safety and the mental health assistance allocation under F.S. 1011.62(14).  
305  
306 C. Facilitating the implementation of District policies relating to the respective duties  
307 and responsibilities of the District, the Superintendent, and District Principals.  
308  
309 D. Coordinating with the School Safety Specialist on the staffing and training of threat  
310 assessment teams and facilitating referrals to mental health services, as  
311 appropriate, for students and their families.  
312  
313 E. Coordinating with the School Safety Specialist on the training and resources for  
314 students and District staff relating to youth mental health awareness and  
315 assistance.  
316  
317 F. Reviewing annually the District's policies and procedures related to student  
318 mental health for compliance with Florida law and alignment with current best  
319 practices and make recommendations, as needed, for amending such policies  
320 and procedures to the Superintendent and the Board.

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322 4. Safety and Security Best Practices

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324 The Superintendent shall develop administrative procedures for the prevention of  
325 violence on school grounds, including the assessment and intervention with individuals  
326 whose behavior poses a threat to the safety of the school community.  
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328 The Board shall adopt, in coordination with local law enforcement agencies and local  
329 governments, a family reunification plan to reunite students and employees with their  
330 families in the event that a school is closed or unexpectedly evacuated due to a natural  
331 or man-made disaster. The reunification plan must be reviewed annually and updated,  
332 as applicable.

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#### 334 5. Persistently Dangerous Schools

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336 The Board has set forth the rules with regard to expected behavior in the Student Code  
337 of Conduct and Board Policy 4.14 - Bullying and Harassment and has established the  
338 consequences for violating the policy on student conduct in Board Policy 4.02 - Student  
339 Discipline. The Board recognizes that not only Federal, but also State law requires that  
340 the District report annually incidents which meet the statutory definition of violent  
341 criminal offenses that occur in a school, on school grounds, on a school conveyance,  
342 or at a school-sponsored activity, as well as those incidents that would be a Gun-Free  
343 Schools Act violation. It is further understood that the Florida Department of Education  
344 will then use the data for the offenses identified in the Department's Unsafe School  
345 Choice Option Policy to determine whether or not a school is considered persistently  
346 dangerous.

347

348 Pursuant to the Board's stated intent to provide a safe school environment, school  
349 administrators are expected to respond appropriately to any and all violations of the  
350 Student Code of Conduct, especially those of a serious, violent nature. In any year  
351 where the number of reportable incidents of violent criminal offenses in any school  
352 exceeds the threshold number established in State law, the Superintendent shall  
353 convene a meeting of the building administrator, representative(s) of the local law  
354 enforcement agencies, and any other individuals deemed appropriate for the purpose  
355 of developing a plan of corrective action that can be implemented in an effort to reduce  
356 the number of these incidents in the subsequent year.

357

358 The Superintendent shall make a report to the Board about this plan of corrective action  
359 and shall recommend approval and adoption of it.

360

361 In the unexpected event that the number of reportable incidents in three (3) consecutive  
362 school years exceeds the statutory threshold and the school is identified as persistently  
363 dangerous, the Superintendent shall offer parents and eligible students the opportunity  
364 to transfer to another school within the District that serves the same grades. If there is  
365 another school within the District serving the same grades, the transfer shall be  
366 completed in a timely manner. If there is not another school within the District that  
367 serves the same grades, then parents and eligible students will be advised that,  
368 although Federal and State law provides for an opportunity to transfer, they will be  
369 unable to do so.

370

371 In addition, the Superintendent shall convene a meeting of the building administrator,  
372 representative(s) of the local law enforcement agencies, and any other individuals  
373 deemed appropriate for the purpose of developing a plan of corrective action that can  
374 be implemented in an effort to reduce the number of these incidents in the subsequent



375 year.

376

377 6. Victims of Violent Crime

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379 The Board further recognizes that, despite the diligent efforts of school administrators  
380 and staff to provide a safe school environment, an individual student may be a victim  
381 of a violent crime in a school, on school grounds, on a school conveyance, or at a  
382 school-sponsored activity. In accordance with Federal and State laws, the parents or  
383 the eligible student shall be offered the opportunity to transfer to another school within  
384 the District that serves the same grades. If there is another school serving the same  
385 grades, the transfer shall be completed in a timely manner. If there is not another school  
386 serving the same grades, the parents or eligible student will be advised that, although  
387 they have the right to transfer, they will be unable to do so.

388

389 7. Referral to Mental Health Services

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391 All school personnel who receive training pursuant to F.S. 1012.584 shall be notified of  
392 the mental health services that are available in the District.

393

394 8. Student Crime Watch Program

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396 The Board shall implement a Student Crime Watch Program to promote responsibility  
397 among students and improve school safety. Through a Board resolution, the Board will  
398 require each school Principal to distribute information at their respective schools  
399 notifying students and the community as to how they can anonymously relay  
400 information concerning unsafe and potentially harmful, dangerous, violent, or criminal  
401 activities, or the threat of these activities, to appropriate public safety agencies and  
402 school officials.

403

404 9. Promotion of School Safety Awareness

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406 The Board shall promote the use of the Florida Department of Education's mobile  
407 suspicious reporting tool (FortifyFL) and the consequences of knowingly submitting  
408 false information on the District's website, in newsletters, on school campuses, and in  
409 school publications. FortifyFL shall also be installed on all mobile devices issued to  
410 students and bookmarked on all computer devices issued to students.

411

412 10. Records Related to Compliance with F.A.C. 6A-1.0018

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414 The District and all school staff will retain records demonstrating that the requirements  
415 of F.A.C. 6A-1.008 are met and provide such records to the Office of Safe Schools  
416 upon request.

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418 11. Crisis Box and Incident Communication

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420 It shall be the duty of all District personnel to report to the principal or direct  
421 supervisor any condition which may constitute a safety or security hazard.

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423 The Safety and Security Department shall have on file a report of the inspection of  
424 the schools by safety and security specialists.  
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426 Each school principal shall maintain a crisis box and shall follow the provisions for  
427 rendering emergency treatment and provide other health services as prescribed by  
428 the Superintendent or designee through the Health Services Department.  
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430 Each school shall maintain a record of accidents. Records shall be made on a form  
431 and in the manner provided by the Director of Insurance & Benefits or as otherwise  
432 provided by law, State Board of Education Rules, or policies of the School Board.  
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434 All serious incidents which include significant injuries to students or staff, threats  
435 to campus security, arrest, property damage or theft or incidents that may create  
436 media attention, occurring during **regular** business hours (8:00 a.m. to 4:30 p.m.)  
437 shall be reported to the Communications Department by telephone within 15 minutes  
438 of their occurrence. Individuals shall continue to call until they have personally spoken  
439 with someone in the department outlined in this paragraph.  
440

441 All serious incidents which include significant injuries to students or staff, threats  
442 to campus security, arrest, property damage or theft or incidents that may create media  
443 attention, **occurring before 8:00 a.m. or after 4:30 p.m.** shall be reported to the  
444 Incident Notification Hotline or the Safety and Security Department by telephone within  
445 15 minutes of their occurrence. Individuals shall continue to call until they have  
446 personally spoken with someone in Safety and Security Department, as outlined in this  
447 paragraph.  
448

449 **STATUTORY AUTHORITY:** 1001.42, 1001.43, 1006.07, 1006.13, 1006.1493, and 1013.12,  
450 F.S. and 6A-1.0018, F.A.C.  
451

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