



CLAY COUNTY DISTRICT SCHOOLS

~~SECTION IX~~ ~~POLICE DEPARTMENT~~

OFFICE OF SAFETY AND SECURITY

9.17 SCHOOL SAFETY REQUIREMENTS AND MONITORING

<i>EFFECTIVE:</i>	<i>REVISED:</i>	<i>RESCINDS:</i>
<i>October 7, 2021</i>		

A. PURPOSE:

The purpose of this rule is to set forth requirements relating to school safety, reporting, and training. The 6A-1.0018 rule also provides notice of the procedures and criteria utilized by the Office of Safe Schools to monitor school districts and individual schools for compliance with those requirements

B. SCOPE:

The following procedures shall be used for school safety requirements, monitoring, the School Safety Specialists, all Clay County District Schools' Employees, and Clay County Charter Schools and their employees.

C. DISCUSSION: N/A

D. POLICY: It shall be the policy of Clay County District Schools to implement school safety requirements and monitoring that are consistent with Florida Statutes and Rules.

E. DEFINITIONS:

~~“CSTAG” means the Comprehensive School Threat Assessment Guidelines/Threat Assessment and Response Protocol form CSTAG 2021 (Incorporated in Rule 6A 1.0018, F.A.C.), which must be used for school threat assessments in all public schools, including charter schools.~~

- 1. Active threat:** any situation that presents an immediate and ongoing danger to the safety of students, staff and visitors, such as active assailant, hostage situation, or bomb threat.
- 2. After-action report:** a document completed following an emergency or fire drill that summarizes what took place during the event, analyzes the actions taken by participants and provides areas needing improvement.

School Board Policy 9.17 School Safety Requirements and Monitoring

3. **Department:** ~~means~~ the Florida Department of Education.
4. **Discharge:** ~~means~~ to fire a gun or firearm.
5. **Discipline:** ~~means~~ a safe-school officer receiving a behavior-related official reprimand.
6. **Dismissal:** ~~means~~ a safe-school officer is permanently relieved of his position. Dismissal or termination is involuntary and initiated by the employer, including firings or other discharges for cause.
7. **Emergency drill:** a method of testing emergency plans and responses to incidents other than fire, including active threats, natural disasters, severe weather, hazardous materials, reunification, and other critical incident scenarios.
8. **Florida Safe Schools Assessment Tool** ~~or FSSAT:~~ ~~means~~ the site security risk assessment tool used by school officials at each school district and public school site in the state, including charter schools, to conduct security assessments, as provided in [Section 1006.1493, F.S.](#)
9. **FortifyFL:** ~~means~~ the mobile suspicious activity reporting tool that allows students and members of the community to report information anonymously concerning unsafe, potentially harmful, dangerous, violent, or criminal activities, or threats of such activities to law enforcement or school officials as described in [Section 943.082, F.S.](#)
10. **Law enforcement officer:** ~~means~~ the persons identified in [Section 943.10\(1\), F.S.](#)
11. **Office:** ~~means~~ the Florida Department of Education's Office of Safe Schools.
12. **Safe-school officer:** ~~means~~ a school resource officer, a school-safety officer, a school guardian, or a school security guard, as identified in [Section 1006.12\(1\)-\(4\), F.S.](#)
13. **School administrator:** ~~means~~ the school personnel identified in [Section 1012.01\(3\), F.S.](#)
14. **School-based mental health services provider:** ~~means~~ a school psychologist certified under [Rule 6A-4.0311, F.A.C.](#), a school social worker certified under [Rule 6A-4.035, F.A.C.](#), a school counselor certified under [Rule 6A-4.0181, F.A.C.](#), or a mental health professional licensed under [Chapter 490 or 491, F.S.](#), who is employed or contracted by a district to provide mental health services in schools.

School Board Policy 9.17 School Safety Requirements and Monitoring

15. ~~“School day:” means~~ any day, including a partial day, where students are physically present at school for instructional purposes, as defined by [Section 1011.60\(2\), F.S.](#), and [Rule 6A-1.045111, F.A.C.](#)
16. ~~“School district” or “district:” means~~ a Florida school district or district school board, the Florida Virtual School ([Section 1002.37, F.S.](#)), the Florida School for the Deaf and the Blind ([Section 1002.36, F.S.](#)), and Developmental Research (Laboratory) Schools ([Section 1002.32, F.S.](#)).
17. ~~“School safety specialist:” means~~ the district school superintendent’s designee per [Section 1006.07\(6\)\(a\), F.S.](#), responsible for the oversight of all aspects of school safety and security within the school district and who is a school administrator or a law enforcement officer.
18. ~~“SESIR:” means~~ School Environmental Safety Incident Reporting, as identified in [Rule 6A-1.0017, F.A.C.](#)
19. ~~“Substantive threat” means a threat where the intent to harm is either present or unclear, and requires protective action, as further defined in the CSTAG, Form CSTAG-2021.¶~~
20. ~~“Suspected deficiency:” means~~ that there is at least some evidence that a district or school is not acting in compliance with the safety requirements set forth in this rule.
21. ~~“Transient threat” means a threat where there is not a sustained intent to harm and the situation can be quickly resolved with apology, retraction, or explanation by the person who made the threat, as defined in the CSTAG, Form CSTAG-2021.¶~~

F. PROCEDURE:

1. **District Contact Information** - By August 1 of each year, the Superintendent must submit the name, phone number, and email address for each Schools Safety Specialist to the Office at SafeSchools@fldoe.org. When any changes occur to the information required in this paragraph, the Superintendent must update the information within one (1) school day.
2. **Monitoring by the Clay County District Schools Safety Specialist:** CCDS Schools Safety Specialist is responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the school district, including at charter schools. It shall be the responsibility of the school safety specialist to review school district and charter school policies and

School Board Policy 9.17 School Safety Requirements and Monitoring

procedures at least annually for compliance with state law and rules, as provided by Section [1006.07\(6\)\(a\)1., F.S.](#) It shall be the responsibility of the Schools Safety Specialist to identify and correct instances of noncompliance of the rules established herein at any Clay County District School or Clay County Charter Schools relating to safety. Such policies must require the following:

- a. If the school safety specialist determines a deficiency relating to a safe-school officer coverage at a defined school (facility), he or she must resolve the deficiency by the next school day;
- b. The school safety specialist shall notify 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. Notifications made under this subparagraph must contain particularized facts beyond noncompliance with rule or statute that explain the imminent threat; and
- c. The school safety specialist shall notify the Office of Safe School within three (3) days at SafeSchools@fldoe.org of any instance of noncompliance not corrected within sixty (60) days.

3. Monitoring by the Department of Education, Office of Safe Schools:

Process

- a. The Office of Safe Schools will monitor compliance with school safety requirements identified in rule [6A-1.0018](#) through announced and unannounced on-site visits to schools and district facilities or offices, review of school and district websites and publications, interviews with students and staff, and review of media reports and other information submitted to or received by the Office. It is the policy of the Clay County District Schools and its staff to keep records demonstrating the requirements are met in accordance with rule [6A-1.0018](#) and must provide those records to the Office upon request. These records shall be housed in a secure location within the Clay County District Schools ~~Police Department~~ **Office of Safety and Security** records section. The Office will provide notice of a suspected deficiency to the Clay County School Safety Specialist at the email address provided in accordance with rule [6A-1.0018](#). Failure to maintain accurate contact information with the Office will not extend the time for correction. Schools Safety Specialist Districts shall notify suspected deficiency to the Clay County District Schools Superintendent. Time allotted by the Office of Safe Schools for Clay County District Schools to respond and cure deficiencies.

School Board Policy 9.17 School Safety Requirements and Monitoring

- 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 [Section 1006.12, F.S.](#), the school safety specialist, after approval of the ~~Police Chief~~ **Director of Safety and Security** and/or Assistant Superintendent of Operations, must respond in writing and verify the school(s) identified in the notice have a safe-school officer on site by the next school day.
- In all other cases, the school safety specialist must respond in writing within ~~three (3) five (5)~~ school days and verify that the district or school has corrected the suspected deficiency, or within that same time period, submit a written plan describing how the district will bring the identified school(s) into compliance. A plan submitted under this paragraph must include an estimated date of completion and an explanation of alternate security measures designed to maintain a safe learning environment. Upon verification of compliance or correction of a deficiency, the Office will provide a written notice of resolution by email to the school safety specialist. When a suspected deficiency has not been timely resolved, the Office of Safe Schools will advise the Commissioner of Education who will facilitate compliance to the maximum extent provided under law, as provided in [Section 1001.11\(9\), F.S.](#)

4. Safety Requirements

The Office of Safe Schools will monitor schools and school districts for compliance with the safety requirements set forth in subsections (7) through (20) of rule [6A-1.0018](#)

5. Safe-School Officer Staffing and Assignment

- a. Clay County District Schools shall assign at least one safe-school officer at each school facility (See below definition of school facility) within the district, as provided in [Section 1006.12, F.S.](#)
- b. Assignments to Clay County District Schools are as follows:
 - The Clay County District Schools ~~Police Chief~~ **Director of Safety and Security** or designee shall assign a district school safety officer(s) (**Deputy Sheriff/Police Officer/ SRO/Guardian**) which best meets the needs of the district and the overall safety and security of each campus. This directive is not limited to one safe school officer.

School Board Policy 9.17 School Safety Requirements and Monitoring

- The district school safety specialist shall assign school guardians, ~~in concurrence with the district police chief~~ for the overall safety and security of each campus. This directive is not limited to one safe school officer.
- c. A Clay County school facility means a public K-12 school, including a charter school, with a Master School Identification Number (MSID) number as provided under [Rule 6A-1.0016, F.A.C.](#), with the following exceptions:
- Clay County Schools with separate MSID numbers that are located at the same physical location and are co-located with each other are a single school facility.
 - Schools that are located at separate physical locations and are not co-located, but share one MSID number are separate school facilities.
 - A school facility does not include:
 - Schools without a physical location for instruction of students, such as virtual schools, virtual instruction programs, virtual course offerings, franchises of the Florida Virtual School and virtual charter schools;
 - Settings where instruction is provided in a county jail or state prison, in a Department of Juvenile Justice facility or program, in a hospital, or while a student is homebound;
 - Schools that provide only pre kindergarten or adult education;
 - Technical centers under Section [1004.91, F.S.](#); and
 - Private schools, regardless of whether or not their students receive state scholarship funds under Chapter [1002, F.S.](#)
- d. It is the Clay County District Schools' Policy to assign a safe-school officer to each Clay County School facility in accordance with rule [6A-1.0018](#) and each safe school officer must be present, at a minimum, during the school day when the school facility is open for instruction, as defined by the Clay County School Board Calendar.
- e. A safe-school officer must be present, at a minimum, during the school day when the school facility is open for instruction, as defined by the district school board calendar. The Clay County Districts Schools policy for safe-school officer assignment outside of the regular school day is as follows:
- During Clay County District Schools' extracurricular activities, the number or persons in attendance, the ratio of staff members to students, other safety measures available and/or the intelligence based consideration(s) surrounding the event may be considered in having one or more safe school officer at the event; or

School Board Policy 9.17 School Safety Requirements and Monitoring

- As directed by the Superintendent or their designee to provide a safe school officer at a Clay County District Schools' event.
 - Summer School in accordance with the Clay County Schools Board Calendar
- f. The Clay County District Schools' School Safety Specialist or designee shall survey all assigned safe-school officers upon Clay County District Schools facilities, at least annually. The Office of Safe Schools shall conduct a survey regarding safe-school officer assignment by school. School Safety Specialists are responsible for completion of the survey when requested by the Office of Safe Schools. The survey is usually done electronically by request of the Office of Safe Schools.

6. Alyssa's Alert

- a. Clay County District Schools has established and contracted with a Department of Education and Office of Safe Schools approved vendor. In compliance with Alyssa's Law, [1006.07\(4\)\(c\), F.S.](#), the required mobile emergency notification is available via a smart device application. This electronic mobile application is available to all school personnel.
- ~~Requests for training on the use of SaferWatch Training for the use of and training on how to download the application can be made to the Office of the Clay County School Safety Specialist.~~
 - Any time the mobile panic alert system fails to connect to Public-Safety Answering Point (PSAP), the school safety specialist must notify the superintendent, the mobile panic alert system vendor and the Office at Alyssas.Alert@fldoe.org immediately, but no later than within twenty-four (24) hours.

7. Fortify Florida

- a. Clay County Districts Schools are required by rule [6A-1.0018](#) to maintain current school listings in the FortifyFL application, including:
- School name
 - Address
 - MSID number
 - The school safety specialist is required to ensure FortifyFL is updated within five (5) school days of a school opening or closing, or when any other change occurs that impacts the accuracy of district-provided information.

School Board Policy 9.17 School Safety Requirements and Monitoring

- The School Safety Specialist is required to maintain current contact information (telephone number and email address) in the FortifyFL application for each school's administrator and for the school safety specialist.
 - The School Safety Specialist is required to promote FortifyFL, as provided in Section [943.082\(4\)\(b\), F.S.](#) This is achieved by but not limited to:
 - Advertise FortifyFL on the district website
 - on school campuses
 - in newsletters
 - school publications;
- b. The School Safety Specialist shall ensure district information services install(s) the FortifyFL app on mobile devices issued to students; computer, bookmark the FortifyFL website on all computer devices issued to students.
- a. Credentials to add or edit information into Fortify Florida are granted through the Florida Department of Law Enforcement.

8. ~~Threat Assessments and Threat Assessment Team~~

- ~~a. Clay County District Schools has identified the need to have active threat assessment teams at each school in partnership with the Clay County District Schools Office of Culture and Climate. Behavioral health is important to a safe and conducive learning environment while ensuring students facing or are in crisis receive services needed. The purpose of a threat assessment team is to establish an understanding of a threat (transient or substantial) and focus on behaviors that pose a threat to school safety while serving as a preventative measure to identify needs and provide support to students. ¶~~
- ~~b. This process of identifying types of threats, how to mitigate threats and how to identify services needed are accomplished in what is known as a care assessment. ¶~~
- ~~c. It is the policy of the Clay County District Schools to be consistent with rule 6A-1.0018 on how threat assessment teams are created at each Clay County District School. ¶~~
- ~~b. Clay County District Schools threat assessment team shall include the persons with expertise in counseling, instruction, school administration, and law enforcement, as provided in Section 1006.07(7)(a), F.S. ¶~~
- ~~d. A counseling team member must be a school-based mental health services provider that is able to access student mental health records if needed. ¶~~
- ~~e. The law enforcement team member must be a sworn law enforcement officer, as defined by Section 943.10(1), F.S., including a School Resource Officer, school safety officer, or other active law enforcement officer. At a minimum, a law enforcement officer serving on a threat assessment team must have access to local Records Management System information, the Criminal~~

School Board Policy 9.17 School Safety Requirements and Monitoring

- ~~Justice Information System, and the Florida Crime Information Center and National Crime Information Center databases. Officers serving on school-based threat assessment teams must also have clearance to review Criminal Justice Information and Criminal History Record Information.¶~~
- ~~f. A school guardian, as defined under Section 1006.12(3), F.S., or a school security guard, as defined under Section 1006.12(4), F.S., may not serve in lieu of a law enforcement member of a threat assessment team. However, a school guardian or security guard may serve on the threat assessment team.¶~~
- ~~g. Each school-based threat assessment team must use the Comprehensive School Threat Assessment Guidelines/ Threat Assessment and Response Protocol form CSTAG 2021 to assess the behavior of persons who may pose a threat to school staff or students and to coordinate intervention and services for such persons.¶~~
- ~~h. Training. All threat assessment team members must be trained on the CSTAG model. For assistance in accessing this training, the School Safety Specialist must contact the Office of Safe Schools in writing at SafeSchools@fldoe.org.¶~~
- ~~i. For the 2021-22 school year, each member of a threat assessment team must complete Office-approved training on the CSTAG model no later than December 31, 2021.¶~~
- ~~j. Each School year and beginning with the 2022-23 school year, threat assessment teams must be fully staffed and all team members must have completed CSTAG training before the start of the school year. Those appointed to threat assessment teams after the start of the school year must complete CSTAG training within ninety (90) days of appointment.¶~~
- ~~k. Threat assessment teams are required and shall have monthly meetings. Each school-based threat assessment team must meet to fulfill its duties of assessing and intervening with persons whose behavior may pose a threat to school staff or students.¶~~
- ~~• Reporting The district must ensure that all threat assessment teams in the district report to the Florida Department of Education Office of Safe Schools on the team's activities during the previous school year. The Office of the School Safety Specialists shall ensure all schools in the district timely report information required by this paragraph. Information described below is due by October 1 and must be reported using the FSSAT.¶~~
- ~~l. The Office of the School Safety Specialist shall collect reports from each threat assessment team, tabulate statistical information from the entire district for submission to the FSSAT by July 15 after each school year.¶~~
- ~~• For the 2021-22 school year, the total number of threat assessments conducted using the threat assessment form, the number of transient threats and the number of substantive threats shall be recorded.¶~~
 - ~~• Each School year, but no later than the beginning of the 2022-2023 school year, the total number of threat assessments conducted using the threat assessment form, the number of transient threats, and the number of substantive threats and shall include the gender, race, and grade level~~

~~of all students assessed by the threat assessment team.~~

8. School Environment Safety Incident reporting (SESIR).

- a. The Clay County District School Superintendent must designate person(s) responsible for SESIR reporting for their district and ensure that those persons receive live or online training, as provided in [Rule 6A-1.0017\(10\), F.A.C.](#)
 - Training can be obtained at www.sesir.org

9. Zero-Tolerance Policies and Agreements with Law Enforcement.

- a. Clay County District Schools shall have zero-tolerance policy as outlined and contained in the Student Code of Conduct approved by the school board. The Student Code of Conduct contains directives that define acts that require consultation with and reporting or referral to law enforcement, as provided by [Section 1006.13, F.S](#)
- b. The district shall have an agreement with the county sheriff's office (if applicable) and local police departments for reporting acts that pose a threat to school safety, as provided by [Section 1006.13\(4\), F.S.](#). Those agreements shall be incorporated with inter-local agreements or by amendment to the local agreement, reviewed and renewable annually.
- c. The district has adopted a cooperative agreement with the Department of Juvenile Justice regarding enforcement of no contact orders, as provided by [Section 1006.13\(6\), F.S.](#)

10. School Security Risk Assessments and the FSSAT.

- a. Each year, the school safety specialist must complete a school security risk assessment beginning at the end of the school year and completed on or before October 1 at each public school in their district using the FSSAT, as provided in [Section 1006.07\(6\)\(a\)4., F.S.](#), and [Section 1006.1493, F.S.](#) The school security risk assessment is not required for virtual schools or programs that do not have a physical school site.
- b. School safety specialists must report to the Department of Education - Office of Safe Schools by October 15 of each year, in the FSSAT, that the required school security risk assessments are completed, as provided in [Section 1011.62\(15\), F.S.](#)
- c. School safety specialists must provide recommendations to the district school board and the district school superintendent, no later than the September Clay County School Board workshop, identifying strategies and activities the board should implement to improve safety and security, as provided in

[Section 1006.07\(6\)\(a\)4., F.S.](#) This shall be conducted “in the shade” and is exempt from public disclosure.

- d. Within thirty (30) days, and no later than the October Clay County School Board regular meeting, after the district school board meets to receive implementation of such findings, but not later than November 1, school safety specialists must submit a district best-practices assessment in the FSSAT which includes the school security risk assessment findings and recommendations as provided in [Section 1006.07\(6\)\(a\)4., F.S.](#)
- e. It is the policy of the Clay County District Schools and Clay County School Board to allow and assist, if needed, Clay County Charter School’s personnel access and input security assessment data into the FSSAT. In the event input access is restricted, Clay County District personnel may help gather information from charter schools so that FSSAT reporting requirements, including those for Fortify FL, threat assessment teams and active assailant response plans, include data from charter schools.

11. Clay County School’s Safety Recommendations (CCFR, CCSO, OPPD, GCSPD).

- a. The Clay County District School Safety Specialist shall coordinate with public safety agencies, as defined in [Section 365.171, F.S.](#), which are designated first responders to a school’s campus, tour each school’s campus once every three (3) years and provide recommendations related to school safety as needed.
- b. Completion of such tours and any recommendations must be documented in each school’s security risk assessment within FSSAT.
- c. If school safety recommendations are made by public safety agencies, those recommendations shall be included in the school safety specialist’s report to the superintendent and school board and outlined in the September Clay County School Board Workshop.

12. Emergency and Fire Drills.

- a. Procedures for emergency drills and fire drills will be created by the Office of Safety and Security in consultation with the appropriate public safety agencies to include, at a minimum, law enforcement, fire service, and emergency management.
- b. After-action report. An after-action report shall be completed by each school following each emergency drill and fire drill. After-action reports must identify the type of drill, location and date of the drill, participants, and involvement of law enforcement or other public safety agencies. In addition, the after-action

report must describe actions taken by participants, must analyze areas of success and areas where improvement is needed, and include input from public safety agencies and a plan for corrective action. After-action reports must be submitted to the district school safety specialist for review fifteen (15) calendar days following drill completion.

c. Requirements for all emergency drills and fire drills:

- All occupants of a building or any other location where an emergency or fire drill is held shall participate in the drill.
- During emergency drills, fire drills and during actual emergencies, CCDS shall use plain language to communicate the nature of the emergency and instructions to students and staff. Plain language means communication that can be understood by the intended audience, which is free of coded language, jargon, and acronyms, and meets the purpose of the communicator. CCDS drill language is as follows:
 - LOCKDOWN
 - MODIFIED LOCKDOWN
 - ALL CLEAR
- CCDS will vary the conditions of emergency drills and fire drills. Drills shall be held at both expected and unexpected times and under varying conditions that require school staff, students and building occupants to take protective actions based on the specific circumstances of the simulated incident.
- CCDS shall vary the time of day in which emergency drills and fire drills are held. In setting the drill schedule, districts must consider drills beginning at nonstandard times, such as within an hour of the start of the school day, during lunch, when students are between classes, or within an hour of the end of the school day.
- Emergency drills and fire drills must test all applicable functions included in the threat scenario, such as panic buttons, participant movement (lockdown, shelter-in-place, or evacuation), simulated communications with first responders, notification to parents, and appropriate protective actions, such as turning off lights, and covering windows.
- Emergency drills and fire drills shall be conducted in accordance with developmentally appropriate and age-appropriate procedures. Districts are authorized to develop policies that provide for accommodations for drills conducted by exceptional student education (ESE) centers, as defined in Section 1003.57(1)(a)1.a., F.S. District accommodations for drills conducted at ESE centers, if any, must be included in the written policies

and procedures for exceptional students that are submitted to the Department in accordance with subsection 6A-6.03411(2), F.A.C.

d. Requirements for specific types of drills:

- Fire drills. Elementary, middle and high schools must conduct fire drills in accordance with the Florida Fire Prevention Code, located at <https://www.myfloridacfo.com/division/sfm/bfp/florida-fire-prevention-code>.
- Emergency drills. Elementary, middle and high schools are required to conduct a minimum of six (6) emergency drills every school year that are nonconcurrent with fire drills. One emergency drill must take place within the first ten (10) days of the beginning of the school year, and the remaining drills must take place at least every forty-five (45) days that school is in session. Four (4) of the six (6) emergency
- Active shooter and hostage situation drills (aka Lock Down Drills) ~~or weather drills~~ must be conducted at least as often as fire drills. These drills are required by the Florida Fire Prevention Code, as adopted by the State Fire Marshal, available at www.myfloridacfo.com. and drills are to be conducted while the facility is in session.
- The above listed drills shall be conducted every month while the facilities are in session.
- Drills shall be recorded on official CCDS drill reports and are stored in individual share drives, labeled by school name.
- Access to school share drive is granted by the Office of the School Safety Specialist.
- The School Safety Specialist shall monitor and inspect drill reports for timeliness submission, accuracy and completeness of the report.
- Principals shall be notified in writing (email or official letter) for deficiencies or failure to conduct drills in accordance with this policy or in accordance with Florida Fire Prevention Code, as adopted by the State Fire Marshal
- Severe Weather drills must be conducted at least once per semester.

13. Active Assailant Response and Reunification Plans

- a. The Clay District's active assailant response plan, and Reunification Plan written and approved by the Clay County School Board, in accordance with Section 1006.07(6)(c), F.S., includes plans and expectations for responding to an active assailant situation using the following three (3) strategies: evading or evacuating, taking cover or hiding, and responding to or fighting back.
- b. The School safety specialist shall ensure all school personnel are trained annually on the procedures set forth in the district's active assailant response plan
- c. All personnel at every school shall attend training in person or by video presentation administered by the Office of the School Safety Specialist or

designee. Their attendance shall be recorded on a roster indicating date and time of attendance. The completed roster shall be scanned and stored in the respective Google school's safety and security folder annually. The original document shall be forwarded to the Office of the School safety specialist. The annual training for all school personnel must be documented in the FSSAT by October 1 of each year.

14. School Safety Specialist Training

- a. The Clay County District Schools Superintendent shall designate a School Safety Specialist for the district that is an administrator employed by the district as provided by Section 1006.07(6)(a), F. S.
- b. Within thirty (30) calendar days of appointment, school safety specialists must complete the following online Federal Emergency Management Agency Independent Study courses found at <https://training.fema.gov/>. School safety specialists must maintain certificates of completion.
 - Multi-Hazard Planning for Childcare; Introduction to the Incident Command System,
 - ICS 100; Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship;
 - Multi-Hazard Emergency Planning for Schools; and Planning for the Needs of Children in Disasters. These courses can be found at <https://training.fema.gov/>. School Safety Specialists must maintain certificates of completion.
 - Within one (1) year of appointment, and annually thereafter, School Safety Specialists must earn a certificate of completion of School Safety Specialist training provided by the Office of Safe Schools.

15. Student Identification Cards.

- a. It is the policy of CCDS pursuant to Section 1008.386(3), F.S., requiring that student identification cards issued to students in grades 6 through 12 include telephone numbers for national or statewide crisis and suicide hotlines and text lines.

16. Bullying and Harassment Prevention.

- a. It is the policy of CCDS prohibiting bullying and harassment of students and employees that is consistent with the Department's Model Policy Against Bullying and Harassment and meets all requirements in Section 1006.147(4), F.S. The policy shall be reviewed at a minimum every three (3) years.
- b. Each school principal shall implement the district's policy in a manner that is ongoing throughout the school year and is integrated with the school's curriculum, bullying prevention and intervention program, student discipline

17. Youth Mental Health Awareness and Assistance Training.

- a. CCDS school safety specialist shall ensure that all school personnel within his or her school district receive youth mental health awareness and assistance training, as provided in Section 1012.584, F.S.
- b. ~~policies, and other violence prevention efforts~~

18. Reporting Safe-School Officer Discipline, Dismissal or Discharge of Firearm.

- a. Discharge of a weapon. The school superintendent, via the Office of Safety and Security shall notify the Office of Safe Schools when a safe-school officer assigned to any school facility in or upon Clay County District Schools discharges a firearm in the exercise of safe-school officer duties, other than for training purposes, as provided in [Section 1006.12\(5\), F.S.](#)
- b. Notification must be made no later than seventy-two (72) hours of the incident by submitting [Form SSON-2021](#) to SafeSchools@fldoe.org.
- c. Officer dismissal or discipline:
 - The school superintendent, via the Office of Safety and Security shall notify the Office of Safe Schools when there is an allegation of misconduct that results in a safe school officer being placed on administrative leave or reassigned pending completion of an investigation using the procedure set forth in subparagraph. Within fifteen (15) days of completion of the investigation, updated information regarding the result of the investigation must be provided to the Office of Safe Schools.
 - The Superintendent, via the Office of Safety and Security shall notify the Office of Safe Schools when a safe-school officer assigned to a school facility in the district has been disciplined for misconduct or has been dismissed from their duties as a safe-school officer by their employer, including in cases where the officer is reassigned or moved to another school location, whether by a school district, charter school, law enforcement agency, or private security company, as provided in [Section 1006.12\(5\), F.S.](#) Notification must be made no later than seventy-two (72) hours of the dismissal or disciplinary action by submitting [Form SSON-2021](#) to SafeSchools@fldoe.org.
- d. The Clay County District Schools, School Safety Specialist, in cooperation with Charter Schools' Administrations shall ensure all charter schools have

policy to report discipline and dismissal of safe-school officers and any discharge of an officer's weapon outside of training activities.

- e. The school safety specialist shall ensure all Clay County Charter Schools, law enforcement agencies, and private security firms employing or contracting with safe-school officers timely report discipline and dismissal of safe-school officers and any discharge of an officer's weapon outside of training activities.
- f. This mandate ensures Clay County District Schools meets the reporting requirements of the rules relating to [School Safety Requirements and Monitoring under 6A-1.0018 18\(c\)](#)

19. Charter School Safety Requirements

- a. Monitoring of safety requirements outlined in this directive for all Clay County Charter Schools is the responsibility of the Clay County District Schools Safety Specialist. The Office of Safe Schools, as provided in subsection (5) of the [rules](#), will provide any notices of suspected deficiency occurring at or by a charter school, to the district's School Safety Specialist for investigation and response.
- b. To ensure the Clay County District School Safety Specialist is able to monitor and report on school safety and security at any Clay County Charter School, each charter school must:
 - Provide contact information in the manner and frequency required by the School Safety Specialist;
 - Timely respond to requests for information and access made by the School Safety Specialist and the Office of Safe Schools related to safety requirements set forth in this [rule](#); and
 - Coordinate with the School Safety Specialist on curing suspected deficiencies identified by the Specialist and/or the Office of Safe Schools.
- c. Charter schools and their governing boards are responsible for meeting the safety requirements set forth in the [rules](#). All safety requirements as set forth in subsections (6) - (18) of those rules apply to charter schools, with any changes to the requirements set forth below:
 - Safe-school officer
 - Clay County District Schools Safety Specialist is responsible for ensuring all charter school facilities within their district have at least one (1) safe-school officer assigned and present on campus while school is in session. When requested or as mutually agreed upon, Charter schools shall provide the district with rosters or timesheets

School Board Policy 9.17 School Safety Requirements and Monitoring

- indicating when a safe school officer has been assigned and present on their respective campus.
- Each Clay County Charter School is authorized to establish its own policy on when a safe school officer must be assigned to a school facility for extracurricular activities and for school sponsored events or adopt the district's policy.
 - Clay County Districts Schools and charter school governing boards must work together to determine the type of Safe School Officer under [Section 1006.12, F.S.](#), that will be assigned to each charter school. The Safe School Officer options for a charter school are:
 - Upon agreement between the school district and charter school, a school resource officer, pursuant to [Section 1006.13\(1\), F.S.](#)
 - A school guardian, pursuant to [Section 1006.13\(3\), F.S.](#) and
 - A school security guard, pursuant to [Section 1006.13\(4\), F.S.](#)
 - Clay County District School's Safety Specialist must keep accurate records of the number and type of safe-school officers assigned to each Clay County Charter School in the district. The Clay County Charter Schools shall notify the Clay County District Schools Safety Specialist at the beginning of each school year, beginning in the 2021-2022 SY, the type of safe school officer assigned to the school.
- Alyssa's Alert
 - Clay County Charter Schools are authorized to select any mobile panic alert system that meets all requirements of [Section 1006.07\(4\), F.S.](#), including a system that is not the same one selected by the charter's sponsor (Clay County District Schools). Prior to contracting for a system that differs from that used by the charter's sponsor, a charter school must consult with the sponsor on any potential safety impact of using a different system.
 - Fortify Florida
 - The requirements set forth for Clay County District Schools as provided in subsection (9) of the [rule](#) for FortifyFL apply to the Clay County charter schools' governing board.
 - Where a charter school lack input access to FortifyFL, the charter's governing board must ensure that the information for school listings and school contacts, as provided in paragraphs (9)(a) and (b) of the [rule](#), are timely provided to the district school safety specialist.

School Board Policy 9.17 School Safety Requirements and Monitoring

- A charter school governing board must ensure that FortifyFL contains contact information (telephone number and email address) for a school administrator designated by the governing board or principal to receive tips and notifications from Fortify Florida for the charter school.
- Crime tips or threat reports received via Fortify Florida, are received in the Clay County Sheriff's Office Communication Center, the Communications Center of the Clay County District Schools' Police Department and district safety staff. Crimes and tips regarding Clay County Charter Schools are in the jurisdiction of the Clay County Sheriff's Office.
- ~~Threat Assessment Teams~~
 - ~~A charter school governing board is authorized to adopt the district's policies, as long as the charter school's policies meet the requirements of Section 1006.07(7), F.S., and the requirements of subsection (10) of rule.~~
- SESIR
 - The SESIR duties set forth in subsection (11) of the [rule](#), must be performed by the charter school's principal or equivalent personnel, as provided in [Rule 6A-1.0017\(11\), F.A.C.](#)
- Charter School's Zero Tolerance Policies and Agreements with Law Enforcement for Clay County Charter Schools.
 - The school safety specialist shall ensure Clay County Charter Schools comply with SESIR incident reporting procedures set forth in [Rule 6A-1.0017, F.A.C.](#),
 - Clay County Charter Schools' governing boards must establish policies identifying which incidents require consultation with or referral to law enforcement. In lieu of establishing their own policies, charter schools are authorized to adopt the Clay County District Schools' policy.
 - Notice shall be given to the Clay County District Schools Safety Specialist of their intent to develop their own policy regarding identifying which incidents require consultation with or referral to law enforcement or may adopt the Clay County District Schools policy.
- Charter School's I Security Risk Assessments and the FSSAT
 - Each year, the Clay County District Schools' Safety Specialist shall ensure charter schools complete a school security risk assessment on

School Board Policy 9.17 School Safety Requirements and Monitoring

- or before October 1, using the FSSAT, as provided in [Section 1006.07\(6\)\(a\)4.](#), F.S., and Section [1006.1493](#), F.S.
- Clay County District Schools' Safety Specialists must report by October 15 each year in the FSSAT that required school security risk assessments are completed, as provided in [Section 1011.62\(15\), F.S.](#), this includes the charter school findings.
 - Clay County District Schools' Safety Specialist will allow Clay County Charter Schools' selected personnel input access to the FSSAT for self-assessment of their respective schools in accordance with [Section 1011.62\(15\), F.S.](#)
 - First Responders' School Safety Recommendations Clay County Charter School's
 - Clay County District Schools' Safety Specialist will assist charter schools in coordinating with public safety agencies, as defined in [Section 365.171, F.S.](#), that are designated first responders to a school's campus to tour each charter school's campus once every three (3) years and to provide recommendations related to school safety.
 - Completion of such tours and any recommendations must be documented in each school's security risk assessment within FSSAT.
 - Clay County District Schools and Charter Schools safety recommendations made by public safety agencies shall be included in the Clay County District Schools' Safety Specialist's report to the Superintendent and Clay County School Board.
 - Charter School's emergency drills
 - Active shooter and hostage situation drills (aka Lock Down Drills) ~~and weather drills~~ must be conducted at least as often as fire drills are required by the Florida Fire Prevention Code, as adopted by the State Fire Marshal, available at www.myfloridacfo.com.
 - Charter Schools must document completion of emergency drills at all school facilities in the district. Charter schools can use the Google documents in their respective share drive to record all emergency drills ([Fire and Lockdown Drill](#))
 - Clay County Charter Schools drills shall be shared with the Clay County Schools Safety Specialist.
 - **Weather drills should be conducted at least once per semester.**

School Board Policy 9.17 School Safety Requirements and Monitoring

- Clay County Charter School's Active Assailant Response Plans
 - Each Clay County Charter School governing body must adopt an active assailant response plan and is confidential, as provided in [Section 1006.07\(6\)\(c\), F.S.](#) Active assailant response plans must include, at a minimum, plans and expectations for responding to an active assailant situation using the following three (3) strategies: evading or evacuating, taking cover or hiding, and responding to or fighting back.
 - All Clay County Charter School personnel must be trained annually on the procedures in the Clay County Charter School active assailant response plan. Completion of this annual training for all school personnel must be documented in the FSSAT by October 1 of each year.

20. Virtual Schools

- a. Clay County Virtual Schools are bound by and are governed by the Clay County Schools Board policies and are responsible for meeting the safety requirements set forth except for the requirement to complete the Clay County District's School Security Risk Assessments and the FSSAT as they do not have physical location for instruction of students.
- b. Clay County Virtual School may meet the requirements for the district's agreement to reporting acts that pose a threat to school safety to law enforcement as provided by [Section 1006.13\(4\), F.S.](#)