



Florida Safe Schools Assessment Report
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District Best Practices Assessment 2024-2025 - District: Florida Atlantic University (FAU) Lab (72) - District Best Practices Assessment 2024-2025

OVERVIEW

Asset information

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Contact

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Assessment Information

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Assigned to: tbresnah@fau.edu

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1. ABOUT THIS ASSESSMENT

1.1 Important

1.1.1 Before starting this assessment, please read and acknowledge all statements on this page.

Acknowledge

1.2 Disclaimer

1.2.1 Information related to school security risk assessments is confidential and exempt from release as a public record pursuant to sections 119.071(3), 281.301, 286.0113, and 1006.1493(5), Florida Statutes. Copying or sharing this information outside the context in which it was provided is strictly prohibited.

Yes, I have read and understood this statement.

1.3 Purpose

1.3.1 The purpose of the Florida Safe Schools Assessment Tool District Best Practices Assessment (DBPA) is to assist districts in meeting the requirements for school safety and security as outlined in state law and rule. In conjunction with the School Security Risk Assessments (SSRA) completed for each public school, both traditional and charter, this tool is intended for use by district school officials to help identify threats, vulnerabilities, and appropriate safety controls for the schools that they supervise.

Yes, I have read and understood this statement.

1.4 Cover Sheet

1.4.1 When generating a printed version of this assessment, it is the responsibility of the user to also print out and attach a cover sheet to the report which contains important handling instructions and other information. A pre-formatted cover sheet for this purpose is located at the FSSAT 'Help' link. (The file name is: Assessment Cover Sheet.pdf.)

Yes, I have read and understood this statement.

1.5 FSSAT Reporting Deadlines

1.5.1 October 1: The district must ensure all School Security Risk Assessments are submitted in Florida Safe School Assessment Tool (FSSAT) for every traditional public and charter school campus.

Yes, I have read and understood this statement.

1.5.2 October 15: Each school district must report by October 15 that all public schools within the school district have completed the School Security Risk Assessment (SSRA) using the Florida Safe Schools Assessment Tool (FSSAT).

Yes, I have read and understood this statement.

1.5.3 November 1: The district must submit a District Best Practices Assessment (DBPA) in Florida Safe School Assessment Tool (FSSAT) that includes recommendations to the district school superintendent and the district school board which identifies strategies and activities that the district school board should implement in order to address the findings and improve school safety and security based on the School Security Risk Assessment (SSRA) findings.

Yes, I have read and understood this statement.

1.5.4 December 31: School districts and charter schools receiving School Hardening Grant program funds shall report to the Department of Education, the total estimated costs of their unmet school campus hardening needs as identified by the Florida Safe Schools Assessment Tool (FSSAT); a prioritized list of school hardening project needs by each school district or charter school; and an expected timeframe for implementing those projects.

Yes, I have read and understood this statement.

2. EXECUTIVE SUMMARY

2.1 Executive Summary

2.1.1 Objective

The objective of the FAU Lab School Best Practices Assessment is to demonstrate to the district school board that a school security risk assessment was completed at each school campus by the October 1, 2024 due date as required by Florida Law (section 1006.07(6)(a) 4., Florida Statutes) and that the findings and recommendations of these assessments were presented to Superintendent Dr. Joel Herbst and each member of the FAU Lab School Advisory Body (SAB). This Executive Summary will address the efforts of FAU Lab School with regard to legislative compliance under the Marjory Stoneman Douglas High School Public Safety Act (MSDPSA) (Public Safety - Chapter 2018-3, Laws of Florida), the recommendations of the Marjory Stoneman Douglas High School Public Safety Commission recommendations as implemented into Florida law (Chapter 2019-22, Laws of Florida), and best practices related to school safety and security. Furthermore, this summary identifies strategies and activities that the SAB consider implementing in order to address the assessment findings and improve school safety and security.

2.1.2 Positive School Measures

- Fencing
- Access control devices (fob) upgrades
- Drill requirements met
- FortifyFL app promoted
- Mobil panic alarm systems
- Security camera upgrades
- Window film project (3M)
- Behavioral threat assessments (training, meeting schedules, records management)

2.1.3 School Security Risk Assessment Results Summary

- Continue 3M film project for additional windows
- Installation of window coverings for classroom door side-lights
- Upgrading cameras as needed
- Bi-directional antenna project to increase radio frequency connectivity
- Consider additional fencing upon completion of the Phase II construction project

2.1.4 District Assessment Results Summary

2.1.4 District Assessment Results Summary

The district has established the following school safety programs, and is continuously evaluating their efficiency and effectiveness:

- Threat assessment team
- Drill schedules and after-action reports
- Crisis Response Team
- Additional security personnel (school safety officer)
- Access control devices

At the time the district assessment was completed, the district was in the process of implementing the following safety/security initiatives:

- Scheduling table-top exercises of the district's reunification plan

The district has identified the following programs for continued enhancement or build-out:

- Impact resistant film
- Security cameras
- BDA systems upon campus expansion completion

2.1.5 On a scale from very poor to very good, how would you rate the overall sense of safety at your schools?

Very Good

2.1.6 How would you rate the overall impact of the grant funding program provided by the OSS?

Good

2.1.7 What areas could be improved to enhance the grant funding program's effectiveness?

The annual grant funding allocation is inadequate for completing all of the projects outlined.

2.1.8 Strategies and Actions to be Taken

Utilized grant funding and the safe schools allocation to prioritize improvements and upgrades to school safety.

2.1.9 Fiscal Impacts

- Continue 3M impact film project
- Classroom door window covering for new construction
- Additional security personnel

- Bi-directional antennas/cellular service booster
- Maintenance of security systems
- Improve/enhance campus signage
- Continued safe dismissal system and associated technology and expand to second dismissal area -
- Maintenance of CPR/First Aid/AED/Stop-the-Bleed kits and training -
- Enhanced fencing for perimeter facing city property (El Rio Trail)
- Additional fencing when construction is complete

2.1.10 Timelines

Each project has a unique associated timeline. Some projects must have ongoing upgrades to ensure the best technology is available for campus monitoring. The following items should be implemented within 12 to 18 months: establish an evaluation plan for threat assessments and the panic alert system; upgrade, replace, or repair cameras, enhance communication systems; improve perimeter signage; alarm areas that secure the most vulnerable devices, and provide ongoing training to staff including safety officers. Longer-term projects include fencing, the BDA project, and establishing, and implementing an ongoing maintenance plan.

2.1.11 Conclusion and Recommendations to the School Board

This summary is provided by the school safety specialist/superintendent based on the school security risk assessments and district best practices assessment. The superintendent and entire school safety team are committed to implementing the recommendations and findings that were identified within the Florida Safe School Assessment Tool (FSSAT) for 2024-2025. The School Advisory Body (SAB) was briefed on all findings and recommendations by the District School Safety Specialist in executive session on October 16, 2024. The recommendations were agreed upon.

Therefore, in accordance with the provisions outlined in section 1006.07(6), F.S., the aforementioned assessment findings as well as the recommended strategies and activities to improve school safety and security are hereby presented to the SAB for consideration and approval.

3. INFORMATION SHARING

3.1 Purpose

3.1.1 The purpose of this section is to identify strengths and areas of ongoing improvement for school and community collaboration on school safety based on the

information collected in the School Security Risk Assessments and requirements outlined in Florida law.

Yes, I have read and understood this statement.

3.2 Public Safety Partnerships

3.2.1 Describe the level of engagement between the school safety specialist and local public safety agencies and national, state, and community agencies and organizations in matters of school safety.

We have a strong relationship with the FAU PD. Our SROs are FAU PD employees; Capt. Howell is a member of our DTMT. We have supported our SROs' participation in local and national training and conferences to learn the best practices in school safety including the FSRO Conference and Training and the National School Safety Conference. Captain Howell and the Chief of Police are consulted on all matters of school safety.

3.2.2 Does the district have a written Memoranda of Understanding (MOU) or Memoranda of Agreement (MOA) with the following? (See state law requirement in Info)(Select all that apply)

Law enforcement

A formal MOU is not required with the FAU Police Department because they are par of the same organization. As part of the University's procedures and responsibilities, the FAU PD serves as our fist responders and as our on-campus school resource officers. They coordinate emergency response with the local agencies when needed.

3.2.3 Does the school share intelligence information with any of the following external partners? (Select all that apply)

Local police department, School police

3.2.4 Does the district have a social media monitoring program in coordination with any of the following? (Select all that apply)

None

3.3 Agreements

3.3.1 Has the district updated agreements with the county sheriff's office and local police department(s) specifying procedures to require school personnel to consult with school resource officers concerning appropriate delinquent acts and crimes ? (See state law requirement in Info)

Yes

3.3.2 Has the district adopted a cooperative agreement with the Department of Juvenile Justice regarding enforcement of no contact orders? (See state law requirement in Info)

No

N/A for lab schools.

University lab schools are embedded within counties that statutory school districts have the legislative mandate and electoral responsibility to serve.

4. SUPPORT & PREVENTION

4.1 Purpose

4.1.1 The purpose of this section is to identify strengths and areas of ongoing improvement for support service roles in school safety, security, crime prevention, violence prevention policies and procedures, and emergency planning based on the information collected in the school security risk assessments and requirements outlined in Florida law.

Yes, I have read and understood this statement.

4.2 Threat Management Teams

4.2.1 Has a School Based Threat Management Team (SBTMT) been established at every school in your district?

Yes

4.2.2 Please select all the entities that are part of your District Threat Management Team (DTMT).

Administrators, Teachers, Law Enforcement , Mental Health Coordinators

4.2.3 Provide the name of the District Threat Management Coordinator and date of appointment.

Tammy Bresnahan, 6/27/2024

4.2.4 Provide the name of the district's mental health coordinator and date of appointment.

Lisa Spaulding, 9/19/23

4.3 Violence Prevention & Intervention

4.3.1 Has the district updated requirements for students to disclose, at the time of initial registration, referrals to mental health services which correspond with previous school expulsions, arrests resulting in a charge, or juvenile justice actions? (See state law requirement in Info)

Yes

FAU Lab School has a lottery based admissions process. Students are selected from an application submitted during the previous school year. The admissions policy states that applicants must provide the student's discipline report from their most recent or current school. Students having a suspension or expulsion from another school are not eligible to enroll.

4.3.2 Has the district adopted policies to ensure accurate and timely reporting of incidents relating to school safety and discipline? (See state law requirement in Info)

Yes

4.3.3 Does the district's school health services plan include provisions for a reasonable attempt to notify a student's parent, guardian, or other known emergency contact before a student is removed from school, school transportation, or a school-sponsored activity

to be taken to a receiving facility for an involuntary examination? (See state law requirement in Info)

Yes

4.4 Bullying & Harassment

4.4.1 Please affirm your district's compliance with 1006.147, F.S., commonly referred to as the Jeffrey Johnston Stand Up for All Students Act, regarding bullying and harassment. (See state law requirement in Info)

Acknowledge

4.4.2 Provide the name of the district's bullying coordinator and date of appointment.

Tamara Cook, 6/3/2024

4.5 Suspicious Activity Reporting

4.5.1 Select the categories the district uses to promote the use of FortifyFL.

On school campuses, In school publications, Newsletters, School district website, Bookmarked all computer devices issued to students, On mobile devices issued to students

4.5.2 Does the district use any other programs or applications to promote suspicious activity reporting?

Yes

There is a university-wide app (Owl Ready) as well as a link to the University PD that allows tip reporting or to request assistance.

4.5.2.1 What other programs or applications does the district use to promote suspicious activity reporting?

"See Something, Say Something" and "Owls Ready"

4.6 School-based Diversion Program

4.6.1 Does your district operate a school-based diversionary pre-arrest program? (See state law requirement in Info)

No

4.7 Youth Mental Health Awareness Training

4.7.1 Have at least eighty percent (80%) of required school personnel in the district, including charter schools, completed the approved youth mental health awareness training? (See Florida Administrative Code)

Yes

4.7.2 Has the district submitted the required youth mental health awareness training certification before July 1st? (See Florida Administrative Code)

Yes

5. EMERGENCY PLANNING

5.1 Purpose

5.1.1 The purpose of this section is to identify strengths and areas of ongoing improvement for school emergency and crisis preparedness planning based on the information collected in the School Security Risk Assessments and requirements outlined in Florida law.

Yes, I have read and understood this statement.

5.2 Public Safety Agency Consultation

5.2.1 Does the district consult with public safety agencies to develop policies and procedures for emergency drills and actual emergencies? (See state law requirement in Info)

Yes

5.2.2 Does the district coordinate with the appropriate public safety agencies to conduct a tour of each school campus once every three years and provide recommendations related to school safety? (See state law requirement in Info)

Yes

5.2.3 Does the school's student crime watch program, as mandated by state law, enable both students and the community to anonymously report unsafe, potentially harmful, violent, or criminal activities, including threats thereof, to appropriate public safety agencies and school officials? (See state law requirement in Info)

Yes

5.3 Emergency Management Procedures

5.3.1 Has the district established model emergency management and emergency preparedness procedures for the following? (Select all that apply)

Hazardous materials or toxic chemical spills, Weather emergencies, including hurricanes, tornadoes and severe storms, Active shooter and hostage situations, Fires, Bomb threats, Natural disasters, Exposure as a result of a manmade emergency

5.3.2 Does the district's active assailant response procedures include these strategies (Select all that apply).

Evacuating, Evading, Taking cover/hiding, Responding to/fighting back

5.4 Drills

5.4.1 Does the district ensure all schools conduct at least six emergency drills every school year? (See Florida Administrative Code)

Yes

5.4.2 Does the district ensure that at least four of the drills conducted address active threat scenarios? (See Florida Administrative Code)

Yes

5.4.3 Describe how the district ensures drills for active threats are in accordance with developmentally appropriate and age-appropriate procedures.

Training and drills for active shooter/hostage situations are presented in an age appropriate and grade specific manner through classroom presentations and guidance for grade bands. For example, students in kindergarten through grade 2 are presented with simple, ease to understand vocabulary when compared to that provided to high school students, while maintaining the same goal.

5.4.4 Does the district verify and document that drills have been conducted at each school as required by law and fire protection codes? (See state law requirement in Info)

Yes

5.4.5 Does the district have a written active assailant response procedure/plan? (See state law requirement in Info)

Yes

5.4.6 Has the district formulated policies and procedures to ensure law enforcement officers responsible for responding to the school in the event of an active assailant emergency be physically present on school campuses and directly involved in the execution of active assailant emergency drills? (See state law requirement in Info)

Yes

5.4.7 Has the district formulated policies and procedures to ensure the school districts notifies law enforcement officers at least 24 hours before conducting an active assailant emergency drill at which such law enforcement officers are expected to attend? (See state law requirement in Info)

Yes

5.5 Emergency Communications

5.5.1 Has the district established emergency notification procedures for the following? (Select all that apply)

Active assailant and hostage situations, Bomb threats, Exposure as a result of a manmade emergency, Fires, Hazardous materials or toxic chemical spills, Natural disasters, Weather emergencies, including hurricanes, tornadoes and severe storms

5.5.2 Does the district's emergency response policy identify the individuals responsible for contacting the primary emergency response agency?

Yes

5.5.3 Does the district's emergency response policy identify the emergency response agency responsible for notifying the school district for each type of emergency?

Yes

5.5.4 Has the school district established a plan to test the functionality and coverage capacity of emergency communication systems to determine signal strength in all areas of school campuses?

Yes

5.5.5 Describe how the district communicates emergency management and preparedness procedures, including emergency notification procedures, to students and school district staff.

Call systems, email notifications, website updates, and the community newsletter are all modes of communication regarding emergency notifications.

5.5.6 Who is your primary vendor for Alyssa's Alert? (Select one)

Other

5.5.6.1 Explain the selection of "other" for the primary vendor for Alyssa's Alert.

SaferWatch

5.5.7 What other Alyssa's Alert Vendors are operating within your District? (Select all that apply)

Other

5.5.7.1 Explain your selection of "other" for additional vendors in your district.

None. One school district.

5.5.8 Are all the vendors that provide Alyssa's Alert services within your district, including vendors providing services to charter schools, capable of connecting diverse emergency service technologies to ensure real-time coordination among multiple first responder agencies?

Yes

5.5.9 Does each school's Alyssa's Alert system connect to the district's real time crime center/school safety and security center?

Yes

5.5.10 Has the district included Alyssa's Alert in their local emergency policies and procedures? (See state law requirement in Info)

Yes

5.5.11 The district consulted with the county 911 authority and local emergency management office during the development of Alyssa's Alert policies and procedures, ensuring seamless integration with the district's chosen system to transmit calls and mobile activations in alignment with local public safety answering point (PSAP) infrastructure.

Acknowledge

5.5.12 Has the district made contact with all the response agencies having jurisdiction over their campus within the last year to ensure that each agency has the most current campus site plans, including floor plans, for that school? (See state law requirement in Info)

Law enforcement

5.6 Reunification

5.6.1 Has the district reviewed and approved the reunification plan of each school? (See state law requirement in Info)

Yes

5.6.2 Does the district reunification policy/plan comply with rule 6A1.0018?

Yes

5.6.3 Does every district-operated traditional public school have a reunification system or procedure in place that aligns with the district policy/plan?

Yes

5.7 Inspections

5.7.1 Does the district have a plan to inspect security equipment annually for functionality? (See best practice in Info)

Yes

5.7.1.1 Describe the district's plan to inspect security equipment annually for functionality.

All security equipment is evaluated in the summer months prior to the opening of school.

5.7.2 Has the district implemented a schedule to test the functionality and coverage capacity of all emergency communications systems? (See state law requirement in Info)

Yes

5.7.2.1 Describe the district's implemented schedule to test the functionality and coverage capacity of all emergency communications systems.

All emergency equipment is tested in the summer months prior to the opening of school. The security alert systems (SafeWatch, panic buttons, etc.) are tested during each active assailant drill.

6. TRAINING

6.1 Purpose

6.1.1 The purpose of this section is to identify strengths and areas of ongoing improvement for professional development training needs based on the information collected in the School Security Risk Assessments and requirements outlined in Florida law.

Yes, I have read and understood this statement.

6.2 School Environmental Safety Incident Reporting (SESIR)

6.2.1 Has the district identified additional training needs for school administrators/staff responsible for reporting SESIR data?

No

6.2.2. Has the district complied with all survey deadlines specified in Rule 6A-1.0017 for the accurate and timely reporting of SESIR data?

Yes

6.3 Active Assailant Training

6.3.1 Have all traditional public school personnel been trained annually on the procedures in the district's active assailant response plan?

Yes

6.3.2 Describe how the district engages the participation of the district school safety specialist, School Based Threat Management Team (SBTMT) members, faculty, staff and students in active assailant situation training.

All members of the SBTMT are members of the school's Crisis Response Team (CRT). The superintendent serves as the district school safety specialist for the lab school, and serves as the commander in a crisis, as outlined in the CRT handbook. Faculty and staff participate in an annual school safety training where procedures for all emergency events are reviewed. All faculty, staff, and students participate in every active assailant drill.

6.4 Emergency Procedure Training

6.4.1 Has the district established threat training, including active shooter situations, for students and school district staff? (See state law requirement in Info)

Yes

6.5 School Safety & Security Training

6.5.1 Has the district established school safety and security training for students and school district staff? (See state law requirement in Info)

Yes

6.5.2 Did your district ensure that instruction on use of the mobile suspicious activity reporting tool known as FortifyFL is provided to all students within the first 5 days of the school year? (See state law requirement in Info)

Yes

7. SECURITY STAFFING

7.1 Purpose

7.1.1 The purpose of this section is to identify strengths and areas of ongoing improvement for school security and school police staffing, operational practices, and related services based on the information collected in the School Security Risk Assessments and requirements outlined in Florida law.

Yes, I have read and understood this statement.

7.2 School Safety Specialist

7.2.1 Provide the name of the district's school safety specialist and date of appointment.

Dr. Joel Herbst, 6/5/2023

7.2.2 Has the school safety specialist received a School Safety Specialist Certificate of Completion from the Florida Department of Education, Office of Safe Schools?

Yes

7.3 Safe School Officers

7.3.1 At the time of this assessment, what is the total number of safe school officers in your district as defined by s. 1006.12, F.S.? (include the total for both traditional public and charter schools)

3

7.3.2 Has the district implemented a policy requiring immediate notification to the county sheriff and the Florida Department of Education's Office of Safe Schools within 72 hours of a safe school officer's dismissal or disciplinary action due to misconduct?

Yes

7.3.3 Has the district implemented a policy mandating immediate notification, but no later than 72 hours to the county sheriff and the Florida Department of Education's Office of Safe Schools of a safe school officer discharging their firearm in the performance of their duties, excluding training scenarios?

Yes

7.3.4 Are the roles of the safe school officer clearly defined and written?

Yes

7.3.5 Does the district have a policy or written procedure(s) to address coverage at district-operated traditional public schools in the event the assigned safe school officer is absent for part or all of the school day?

Yes

7.4 Guardian Program

7.4.1 Do any of the traditional public schools in this district participate in the Chris Hixon, Coach Aaron Feis, and Coach Scott Beigel Guardian Program?

No

7.4.2 Do any of the charter schools in this district participate in the Chris Hixon, Coach Aaron Feis, and Coach Scott Beigel Guardian Program?

No

8. PHYSICAL SECURITY

8.1 Purpose

8.1.1 The purpose of this section is to identify strengths and areas of ongoing improvement for physical security measures and begin to identify the return on investment of the recommended physical security controls based on the information collected in the School Security Risk Assessments (SSRA).

Yes, I have read and understood this statement.

8.2 Enhancements Implemented

8.2.1 What security enhancements has the district implemented within the past year to increase school security? (Select all that apply)

Accountability for compliance with security procedures, Increased grounds inspections, School radios (non-law enforcement), Security cameras, Threat management team(s)

8.2.2 Of the enhancements outlined in the previous question, which were implemented on recommendations from law enforcement agency(ies) based on a campus tour(s)? (Select all that apply)

None

Enhancements are part of our regular security systems review and updates.

8.2.3 Do any of the following create impediments to implementing security enhancements? (Select all that apply)

None

8.2.4 For each of the items selected in the previous question, provide an explanation of the impediments to implementing security enhancements.

n/a

8.2.5 Provide recommendations for policy changes needed to facilitate continued school safety planning.

None. Maintain current safety and security procedures.

8.2.6 Provide recommendations for funding needed to facilitate continued school safety planning.

Funding to support suggested and required security system enhancements, including updating current security technology, is needed on a recurring basis.

8.3 Strategic Security Plan

8.3.1 Select the following security personnel by type that the district school safety specialist has identified for enhancement.

School resource officers

8.3.2 Select the following physical security by type that the district school safety specialist has identified for enhancement.

Fencing, Security cameras, Vehicle barriers

8.3.3 Select the following technological/mechanical security by type that the district school safety specialist has identified for enhancement.

Video monitoring systems

8.3.4 Select any additional measures below that would either support the proposed enhancement identified in the previous questions, or are additional enhancements for safety and security proposed by the district school safety specialist.

Increased grounds inspections, Increased patrols, Increased monitoring of security cameras

9. CHARTER SCHOOLS

9.1 Purpose

9.1.1 The purpose of this section is to ensure the district school board is aware of charter school requirements and compliance for safety and security under Florida law as outlined in Chapters 2018-3 (SB 7026) & 2019-22 (SB 7030).

Yes, I have read and understood this statement.

9.2 Compliance

9.2.1 Does the district have charter schools?

No

9.3 Alyssa's Alert

9.3.1 Are all charter schools in compliance with s. 1006.07(4), F.S. (Alyssa's Law) regarding implementation of a mobile panic alert system capable of connecting diverse emergency services technologies to ensure real-time coordination between multiple first responder agencies? (See state law requirement in Info)

Yes

There are no charter schools in the FAU Lab School District.

10. SCHOOL BOARD ACTION

10.1 Purpose

10.1.1 The purpose of this section is to report the school board actions on this assessment and recommendations to the state regarding policy changes or funding needed to facilitate continued school safety planning, improvement, and response at the state,

district, or school levels. This section is to be completed by the school safety specialist AFTER the district school board has met and taken action on the recommendations provided by the district school safety specialist to the district school superintendent and the district school board which identify strategies and activities that the district school board should implement in order to address the findings and improve school safety and security. Once this section is completed and the evidence of school board actions are attached to the assessment, then the school safety specialist must submit this assessment in FSSAT as evidence of completion.

Yes, I have read and understood this statement.

10.2 Statewide Policy & Fiscal Considerations

10.2.1 Provide any recommendations by the district school board for the Department of Education to consider recommending to the Governor, Florida Legislature and State Board of Education regarding policy changes or funding needed to facilitate continued school safety planning, improvement, and response at the state, district, or school levels.

10.3 School Board Actions on this Assessment

10.3.1 What area could be improved to enhance the program's effectiveness?

10.3.2 Final date on which the school board met to listen to the findings from this assessment.

10.3.3 School board actions.

10.3.4 Attach evidence of school board action to the 'Photos/documents' box in the Overview section of this assessment (See Info for examples).

10.3.5 Each school safety specialist shall report such findings and school board action to the Office of Safe Schools within 30 days after the district school board meeting, but no later than November 1, via submission of this District Best Practices Assessment.

Acknowledged

10.3.6 Once complete, save or print a local copy of this assessment for your records. Apply a cover sheet stating it is for authorized personnel only. Securely print and limit access to printed copies to safeguard the information.

Acknowledged

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