

Florida Department of Education Required Actions



June

- June 15 the district must provide quantitative threat assessment data to the OSS for previous school year via the FSSAT portal
- By June 30, district must indicate that at least 80% of required schools staff have completed Youth Mental Health First Aid training
- Public Safety Tour Assessments must be completed by June 30th (Must be completed every three years for each school in the district)

July

- Rule 6A-1.0019(5)(a)(2), F.A.C. requires each district's superintendent to report the requested information, "Each school district school superintendent, or lead administrator if there is no superintendent, must report the name, phone number, and email address of the District Threat Management Coordinator to the Office at FloridaModel@fldoe.org. This information must be reported annually by July 1 and must be updated within one (1) school day if there is a change in the information provided."

August

- By August 1st, provide the OSS with the SSS contact information
 - By August 1st, provide the OSS with any changes to FortifyFL for upcoming school year
 - By August 1st, provide the OSS with update list of Alyssa's Alert vender selections for every district and charter school
 - August (First 5 days of the school year) students must be trained on the use of FortifyFL and the consequences of making a false report involving school-related matters.
 - During the first quarter, the SSS will report to the board the number of schools inspected by the OSS the previous year and the number of schools in compliance during inspection and reinspection.
 - Each quarter the SSS will present the OSS quarterly report to the board in a public meeting.
 - At least quarterly, the school safety specialist must report to the district school superintendent and the district school board any noncompliance by the school district with laws or rules regarding school safety.
 - August – Hardening Grant Request for Funding Application (RFA) released
- September

September

- September – RFAs & School Hardening Needs report memo sent out via DPS Paperless.
- By September 1st, all district and charter school safety related policies and procedures related to student health, safety or welfare must be reviewed by the School Safety Specialist (SSS) and forwarded to the Office of Safe Schools (OSS)

October

- October– School Hardening Needs report sent to districts
- By October 1st, all schools must submit their School Security Risk Assessment (SSRA)
- By October 1st, all school personnel must be trained annually in active assailant response and completion must be documented in each school's SSRA
- By October 15th, submit notification to the OSS via the FSSAT portal that all schools have submitted their SSRA
- By October 31st, SSS must make a presentation to Board on school safety based upon the SSRAs

November

- By November 1st, must submit the District Best Practices via the FSSAT Portal
- December
By December 31, School districts and charter schools must report to the Department of Education the total estimated cost of their unmet campus hardening needs identified in the FSSAT. Deadline
- December 1,– January 31,– Office of Safe Schools reviews SSRAs and provides feedback to districts

February

- February 1,– Hardening Grant Application deadline
- February 2 – April 30,– FSSAT revision window

Required Actions - Not date specific

- Family reunifications plans must be updated/reviewed annually by staff and first responder agencies (Reunification plan must be uploaded to the District Best Practice Assessment)
- District policy against bullying and harassment must be reviewed at a minimum of once every three years
- School Principal assignment changes must be updated within five school days on FSSAT and FortifyFL.
- Parents must be trained on FortifyFL before the start of the school year, and the training must be available to parents enrolling throughout the school year.
- Safe-school officer discipline must be reported to the OSS within 72 hours
- Any discharge of a firearm by a safe-school officer must reported to the OSS within 72 hours
- Notification to the OSS within 24 hours of any safe-school officer deficiencies not corrected by the following school day

- Changes in the assignment of the SSS to a district must be reported to the OSS within one school day
 - New SSS has one year to complete SSS training
 - New SSS has 30 days to complete the required FEMA training classes
- SSS must annually complete the FLDOE SSS training
- Notification to the OSS within three days of any instance of noncompliance not corrected within 60 days
- New school guardians must complete de-escalation training within 30 days
- Members of the School Based Threat Management Team (SBTMT) must be trained in threat management within 60 days of joining a SBTMT.
- Schools are required to provide at least 24 hours notification to their law enforcement agency before an active assailant drill may be conducted
- An after-action report must be forwarded to the SSS to review within 15 days of completing each emergency drill and fire drill (new requirement). Responses of “N/A” or “None” are not acceptable in after action reports.
- OSS requests to be notified of all incidents involving a firearm on a school campus as soon as possible but no later than the end of school day.