

Office of the General Counsel
Walter J. Harvey, General Counsel

SUBJECT: **FINAL READING: PROPOSED AMENDMENTS TO SCHOOL BOARD POLICIES 8405, SCHOOL SAFETY, 8410, EMERGENCY MANAGEMENT, PREPAREDNESS & RESPONSE, AND 1210, 3210, & 4210, STANDARDS OF ETHICAL CONDUCT**

COMMITTEE: **PERSONNEL, STUDENT, SCHOOL AND COMMUNITY SUPPORT**

LINK TO STRATEGIC PLAN: ENVIRONMENTS **SAFE, HEALTHY, & SUPPORTIVE LEARNING**

Consistent with the Board's responsibility to periodically review and update policies to conform to legislative changes and State Board of Education rulemaking, authorization is requested to amend Board Policies 8405, *School Safety*, 8410, *Emergency Management, Preparedness & Response*, and Board Policies 1210, 3210, and 4210, *Standards of Ethical Conduct*. These policies are proposed for amendment in response to House Bill 1473 (H.B. 1473), which became effective July 1, 2024, in addition to revisions to State Board of Education rules 6A-1.0018 and 6A-1.0019 that became effective July 2, 2024. Policy 1210 is additionally proposed for amendment to incorporate a new requirement of State Board of Education rule 6A-10.081 specific to school principals regarding students' access to school and classroom materials.

H.B. 1473 and the revised State Board rules create new requirements for schools and responsibilities for school safety specialists that will be addressed in Policies 8405, *School Safety*, and 8410, *Emergency Management, Preparedness & Response*. By August 1, 2024, schools will be required to: (a) keep all gates or other access points that restrict ingress to or egress from a school campus closed and locked when students are on campus, unless they are attended or actively staffed by a person when students are on campus, the campus is being used pursuant to a shared use agreement, or an exception has been documented with the Florida Office of Safe Schools; (b) keep all school classrooms and other instructional spaces locked to prevent ingress when occupied by students, except between class periods when students are moving between classrooms or other instructional spaces; (c) keep all campus access doors, gates, and other access points that allow ingress to or egress from a school building closed and locked at all times to prevent ingress, unless a person is actively entering or exiting the door, gate, or other access point, or an exception has been documented with the Florida Office of Safe Schools; and (d) have all school classrooms and other instructional spaces clearly and conspicuously mark the safest areas in each classroom or other instructional space where students must shelter in place during an emergency and notify students of these safe areas within the first 10 days of the school year. School safety specialists, moreover, are now required to conduct unannounced inspections of schools while school is in session and report violations of

safety requirements committed by employees to the Superintendent or charter school administrator, as applicable.

H.B. 1473 additionally requires school boards to adopt policies to progressively discipline administrative and instructional personnel who knowingly violate the campus access control and classroom safest area requirements listed above. However, because these safety requirements apply to all employees on a school campus, references to these requirements have been incorporated into policies delineating the standards of ethical conduct for all employees. Policies 1210, 3210, and 4210, *Standards of Ethical Conduct*, are thus proposed for amendment to provide that all employees must follow these safety requirements and report known violations of them to the school principal (or, if the principal is alleged to have violated these requirements, to the Superintendent). Policy 1210 is additionally proposed for amendment to provide that school principals may not prevent, direct school personnel to prevent, or allow school personnel to prevent students from accessing materials that do not violate § 1006.28, Florida Statutes.

The Notice of Intended Action was published in the Miami Herald on July 29, 2024, and posted in various places for public information and mailed to various organizations representing persons affected by the adopted and amended Board policies and individuals requesting notification. The time to request a hearing or protest the adoption and amendment of these policies has elapsed.

These policy amendments were drafted in collaboration with, and reviewed by, the Superintendent, Cabinet, and District staff. The Notice of Intended Action and proposed policies with strikethroughs and underlines are attached.

RECOMMENDED:

That The School Board of Miami-Dade County, Florida, amend Policies 8405, *School Safety*, 8410, *Emergency Management, Preparedness & Response*, and 1210, 3210, 4210, *Standards of Ethical Conduct*, and authorize the Superintendent to file the policies with The School Board of Miami-Dade County, Florida, to be effective September 11, 2024.

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on July 24, 2024, its intention to amend Board Policies 8405, *School Safety*, 8410, *Emergency Management, Preparedness & Response*, and 1210, 3210, and 4210, *Standards of Ethical Conduct*, at its meeting of September 11, 2024.

PURPOSE AND EFFECT: Board Policies 8405, *School Safety*, 8410, *Emergency Management, Preparedness & Response*, and 1210, 3210, and 4210, *Standards of Ethical Conduct*, are proposed for amendment to align the policies with amended Florida Statutes and State Board of Education rules.

SUMMARY: Board Policies 8405, *School Safety*, 8410, *Emergency Management, Preparedness & Response*, and 1210, 3210, and 4210, *Standards of Ethical Conduct*, are proposed for amendment in response to House Bill 1473 (H.B. 1473) and recent revisions to State Board of Education Rules 6A-1.0018 and 6A-1.0019 (July 2, 2024). H.B. 1473 and the revised State Board rules create new requirements for schools and school safety specialists that will be incorporated into Policies 8405 and 8410. H.B. 1473 additionally requires school boards to adopt policies to progressively discipline employees who knowingly violate campus access control and classroom safest area requirements. Accordingly, Policies 1210, 3210, and 4210 are also proposed for amendment to make violations of these safety requirements a disciplinable offense. Policy 1210 is additionally proposed for amendment to incorporate a new requirement of State Board of Education rule 6A-10.081 specific to school principals regarding students' access to school and classroom materials.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: Fla. Stat. ss. 1001.32(2); 1001.41(1), (2); 1001.42(5)–(6), (8); 1001.51(4), (7).

LAWS IMPLEMENTED INTERPRETED OR MADE SPECIFIC: Fla. Stat. ss. 943.082, 1006.07, 1006.28, 1001.212; Fla. Admin. Code rr. 6A-1.0018, 6A-1.0019, 6A-10.081.

IF REQUESTED, A HEARING WILL BE HELD DURING SCHOOL BOARD MEETING OF September 11, 2024, which begins at 1:00 p.m., in the School Board Auditorium, 1450 N.E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided in Section 120.54(1), F.S., must do so in writing by August 20, 2024, to the Superintendent, Room 912, at the same address.

ANY PERSON WHO DECIDES TO APPEAL THE DECISION made by the School Board of Miami-Dade County, Florida, with respect to this action will need to ensure the preparation of a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is to be based. (Section 286.0105, Florida Statutes)

COPIES OF THE PROPOSED REPLACED AND AMENDED POLICIES are available at cost to the public for inspection and copying in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.



Book	Policy Manual
Section	September 11, 2024 - <u>Final</u> Reading
Title	SCHOOL SAFETY
Code	8405
Status	<u>Final</u> Reading

8405 - **SCHOOL SAFETY**

The School Board is committed to maintaining a safe and drug-free environment in all 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 School District personnel, law enforcement agencies, and families. School administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school.

I. **Safe-School Officers**

A. The Board shall establish or assign a safe-school officer at each school facility in the District, including charter schools, in accordance with F.S. 1006.12 and F.A.C. 6A-1.0018. A safe-school officer shall be present, at a minimum, during the school day when the school facility is open for instruction as defined by the approved school calendar. In order to fulfill this requirement, the Superintendent: (1)

1. may recommend, and the Board may appoint, school safety officers ~~and/or;~~

2. ~~(2)~~ may enter into cooperative agreements with county and municipal law enforcement agencies for the provision of school resource officers as necessary; ~~and/or~~ ~~(3)~~

3. may contract with a security agency as defined in F.S. 493.6101(18) to employ school security guards provided certain

training and contractual conditions are met as required by F.S. 1006.12.

B. The Superintendent, in consultation with the School Safety Specialist, is responsible for developing procedures relating to the assignment of safe-school officers outside the regular school day, including during before and after school, summer school, during extracurricular activities, and for school-sponsored events. School administration is responsible for determining if safe-school officers are needed for extra-curricular activities and after school events. In making such determinations, administrators should consider pertinent safety factors, including but not limited to, the number of persons present, the ratio of staff members to students and other persons, the nature of the event, the characteristics of the venue, and any other safety and security measures available. Requests for added security measures should be sent in writing to the District Police Department through the Region. Charter schools are responsible to establish their own policies relating to the assignment of safe-school officers outside the regular school day, including during before and after school, summer school, during extracurricular activities, and for school-sponsored events in accordance with F.A.C. 6A-1.0018.

I.

C.

Each Safe-School Officer shall complete mental health crisis intervention training in accordance with F.S. 1006.12(6).

A.D. Required Notifications Regarding Safe-School Officers

1. The ~~school-S~~superintendent must notify the Office of Safe Schools when a safe-school officer assigned to any school facility in the district discharges a firearm in the exercise of safe-school officer duties, other than for training purposes, as provided in F.S. 1006.12(5). Notification must be made no later than seventy-two (72) hours of the incident by submitting Form SSON-2021 to SafeSchools@fldoe.org.
2. The Superintendent must 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 F.S. 1006.12 (5). 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.
3. The Superintendent must 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 F.A.C. 6A-1.0018. 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.

B.E. Guardian Programs

The Board by a majority vote may implement a guardian program in accordance with law. Regardless of whether the Board implements a guardian program, however, a charter school governing board in the District may implement a guardian program in accordance with law.

II. Emergency Operations Plan

A. In accordance with Policy 8410, *Emergency Management, Preparedness and Response*, the Superintendent, in conjunction with the School Safety Specialist, shall develop the District's Emergency Operations Plan (EOP), which includes an active assailant response plan and a mobile panic alert system, also known as "Alyssa's Alert." The EOP shall be annually reviewed and updated as necessary and provided to the Board and other relevant parties in accordance with this and other Board policies (See Policy 8410 and Policy 8420.01). The District's Alyssa's Alert system shall be developed in consultation with the county 911 authority and local emergency management office to ensure that the system integrates with local public safety answering point (PSAP) infrastructure to transmit calls and mobile activations. The District's mobile panic alert system must include mobile devices placed throughout each school campus. In determining the number and placement of devices needed to afford all staff members the ability to silently and easily activate a panic alert in the event of an on-campus emergency, districts must consider using a combination of fixed panic alert buttons, mobile and desktop applications, landline phone capabilities, and wearable panic alerts (such as on a lanyard). The District is required to maintain current listing of mobile panic alert systems implemented by all public schools, including charter schools, within the District. Such list shall include the school name, address, and MSID number, and vendor or application implemented. The District is required to provide such list to the Office at SafeSchools@fldoe.org in accordance with F.A.C. 6A-1.0018. Thereafter, the District must update this information 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.

H.B.

All drills will be conducted in accordance with Policy 8410, *Emergency Management, Preparedness, and Response*, and F.A.C. 6A-1.0018. Completion of emergency drills shall be documented at all school facilities in the District. Law enforcement officers responsible for responding to the school in the event of an active assailant emergency, as determined necessary by the sheriff/local law enforcement authority in coordination with the District's School Safety Specialist, must be physically present on campus and directly involved in the execution of active assailant emergency drills. The District must notify law enforcement officers at least twenty-four (24) hours before conducting an active assailant emergency drill at which such law enforcement officers are expected to attend.

III. School Safety Specialist

III.A. The Superintendent shall designate a District School Safety Specialist in accordance with State law and rules. The School Safety Specialist is responsible for the supervision and oversight of all school safety and security personnel, policies, and procedures in the District, including at charter schools. The School Safety Specialist's responsibilities include, but are not limited to, the following:

A.1. reviewing District and charter school policies and procedures for compliance with Florida law and applicable rules at least annually, including the District's timely and accurate submission of school environmental safety incident report to the Florida Department of Education (FLDOE) (SESIR) in accordance with F.S. 1001.212 and F.A.C. 6A-1.0018;

B.2. providing necessary training and resources to students and staff in matters relating to youth mental health awareness and assistance; emergency procedures, including active assailant training; and school safety and security;

C.3. serving as the District liaison with local public safety agencies and national, State, and community agencies and organizations in matters of school safety and security;

4. in collaboration with the appropriate public safety agencies, as defined in F.S. 365.171, conducting a school security risk assessment in accordance with law by October 1 of each year at each District school using the Florida Safe School Assessment Tool (FSSAT) developed by the Office of Safe Schools;

a. ~~the~~ District will report to FLDOE by October 15 of each year that all public schools within the ~~D~~istrict have completed the assessment using the FSSAT and providing recommendations to the Board, as set forth in Section V. below.

D. The District shall develop procedures to allow charter school personnel input access to the FSSAT, or where input access is restricted to District personnel, to submit information so that FSSAT reporting requirements, including those for Fortify FL, threat management teams, and active assailant response plans, include data from the charter schools. For charter schools that lack input access to the FSSAT, the charter school's governing board must ensure that any information needed for required reporting

of safety information within FSSAT is timely provided to the District in accordance with District procedures.

~~E.5.~~ coordinating with appropriate public safety agencies, as defined in F.S. 365.171, that are designated as first responders to a school's campus to conduct a tour of such 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;

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

~~F.6.~~ providing, or arranging for the provision of, youth mental health awareness and assistance training to all school personnel as set forth in F.S. 1012.584;

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

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

~~a.~~

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

~~b.~~

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

~~G.7.~~ earning, or designating one (1) or more individuals to earn, certification as a youth mental health awareness and assistance trainer in accordance with F.S. 1012.584.

| H.8. completing all required trainings, as set forth in State Board rules.

~~F.10.~~ identifying and correcting instances of noncompliance at a school with the requirements of F.A.C. 6A-1.0018, F.A.C. 6A-1.0019, or other State law or rules related to safety, including:

~~a.~~ that deficiencies relating to safe-school officer coverage must be resolved by the next school day;

~~a.~~

~~b.~~ notification to the Office 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

~~b.~~

~~2.c.~~ notification to the Office within three (3) days at SafeSchools@fldoe.org of any instance of noncompliance not corrected within sixty (60) days.

11. notifying the Superintendent, the mobile panic alert system vendor, and the Office of Safe Schools any time the mobile panic alert system fails to connect to the local public safety answering point infrastructure within twenty-four (24) hours of the connection failure;

~~J.12.~~ providing any notice of suspected deficiency received by the Office of Safe Schools to the Superintendent immediately;

13. ensuring that all threat management teams in the District make reports by October 1, as set forth in Section X below and in accordance with F.A.C. 6A-1.0019;

14. conducting annual, unannounced inspections of all public schools, including charter schools, while school is in session, and documenting the results of such inspections in a manner prescribed by state law and State Board rules;

15. investigating reports of noncompliance with laws or rules regarding school safety and, at least quarterly, reporting any instances of noncompliance with these laws or rules to the Superintendent and to the School Board at a public meeting;

16. during the first quarter of every school year, providing the Board with an annual report at a public meeting that includes the number of schools inspected by the Office of Safe Schools the prior calendar year and the number and percentage of those schools found to be in compliance during the initial inspection and re-inspection;
17. within one (1) school day after receipt of a Florida school safety compliance inspection report from the Office of Safe Schools that contains a noted deficiency, acknowledging receipt of the report in writing and providing written notice of how the noncompliance has been remediated within three (3) school days after receipt of the report; and
18. reporting violations of the campus access control and classroom safest area requirements of F.S. 1006.07 and F.A.C. 6A-1.0018 committed by District or charter school personnel to the Superintendent or charter school administrator, as applicable.

K.B. The School Safety Specialist's responsibilities may be delegated to a designee in accordance with applicable state laws and rules.

IV. Recommendations of the School Safety Specialist

IV.—Based on the findings of the school security risk assessment, the School Safety Specialist shall provide recommendations to the Superintendent and Board which identify strategies and activities that the Board should implement in order to address the findings and improve school safety and security. The school safety recommendations made by public safety agencies shall be included in the report to the Superintendent and Board. The Board must receive the school security assessment findings and the recommendations of the School Safety Specialist at a publicly noticed Board meeting to provide the public an opportunity to hear the Board members discuss and take action on the findings and recommendations. The *EOP* and *Threat Assessment and Mental Health Services Guide*, however, are confidential and not subject to review or release as public records to the extent provided by law.

A.

B.

Within thirty (30) days after the Board meeting, but not later than November 1, the School Safety Specialist shall report the school security risk assessment findings and the Board's action(s) to the Florida Office of Safe Schools in a district best-practices assessment in the FSSAT, which includes the school security risk assessment findings and recommendations as provided in F.S. 1006.07(6)(a)4.

V. **Active Assailant Response Plan**

A. The Board and each charter school governing board shall adopt an active assailant response plan (AARP) that includes security assessments, roles and responsibilities of all personnel, information sharing, training, identification of safe spaces and command posts, response to the threat of an active assailant, response to the threat of an active assailant on school grounds, communication with law enforcement, communication with parents and the public, and post-incident recovery. The District may include its District AARP in its EOP in accordance with Policy 8410. The District's "Alyssa's Alert" mobile panic alert system includes a mobile application with a panic alert feature that may enhance employee responses to active assailant emergencies. Employees shall follow established District active assailant and associated lockdown procedures in the EOP (see Policy 8410, *Emergency Management, Preparedness, and Response*). If the need arises to silently notify 911 or first responders, employees may use the District-selected mobile panic alert application as an alternative to dialing 911. All administrators are required to download and sign up for the District-selected mobile panic alert application.

V.B.

~~By October 1, 2019, and annually thereafter, t~~The Superintendent shall annually certify for each District operated school that all school personnel have received annual training on the procedures in the AARP and each charter school principal shall certify that all personnel in the charter school have received annual training on the procedures in its active assailant response plan.

VI. **Safety and Security Best Practices**

The Superintendent shall develop administrative procedures for the prevention of violence on school grounds, including the assessment and intervention with individuals whose behavior poses a threat to the safety of the school community. The Superintendent shall additionally develop administrative procedures enforcing federal, state, and local campus access

control and classroom safest area requirements, including but not limited to those delineated in F.S. 1006.07 and F.A.C. 6A-1.0018, and notify all District and charter school employees of these requirements.

VI.

VII. **Drug-Free Schools**

As part of the EOP, the Superintendent shall verify that procedures are in place for keeping schools safe and drug-free that include:

- A. appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons, and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students;
- B. security procedures at school and while students are on the way to and from school;
- C. prevention activities that are designed to maintain safe, disciplined, and drug-free environments;
- D. a code of conduct or policy for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment; [and](#)
- E. safety and security best practices.

VIII. **Persistently Dangerous Schools**

Federal and State law requires that the District report annually incidents that meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity, as well as those incidents that would be a Gun-Free Schools Act violation. School administrators shall respond appropriately to any and all violations of the Code of Student Conduct, especially those of a serious, violent nature.

IX. **Victims of Violent Crime**

The parents and/or student victim of a violent crime in a school, on school grounds, in a school conveyance, or at a school-sponsored activity shall be offered the opportunity to transfer to another school within the District that serves the same grades. If there is another school serving the same grades, the transfer shall be completed in a timely manner.

X. **Threat Management Coordinator**

A. The Superintendent will designate a Threat Management Coordinator to oversee threat management at all public K-12 District schools, including charter schools sponsored by or under contract with the District, in accordance with the requirements set forth in Florida law and State Board of Education rules. The Threat Management Coordinator shall serve as the primary point of contact regarding the District's coordination, communication, and implementation of the threat management program. The Threat Management Coordinator is also responsible for reporting quantitative data to the Office of Safe Schools in accordance with its guidelines.

~~X.B.~~

The Superintendent will report the name and contact information of the Threat Management Coordinator to the Office of Safe Schools. Any changes in the name and contact information of the Threat Management Coordinator will be updated with the Office of Safe Schools within one (1) school day of change.

XI. **Threat Management Teams**

A. A School Based Threat Management Team (SBTMT) shall be established at each school in accordance with F.S. 1006.07, and other relevant laws and State Board of Education rules. A District Threat Management Team (DTMT) will also be designated to receive referrals from the SBTMTs, review and consult with SBTMTs, assess serious situations, and provide support as needed in accordance with F.A.C. 6A-1.0019. The responsibilities and duties of the threat management teams include the coordination of resources, assessment, and intervention with individuals whose behavior may pose a threat to the safety of school staff, other students, or themselves, consistent with the guidelines established in F.A.C. 6A-1.0019 and ~~beginning January 1, 2024,~~ the Florida Harm Prevention and Threat Management Model ("Florida Model"), as well as any other policies and procedures developed by the Office of Safe Schools and as otherwise required under applicable law.

~~XI. All threat assessments initiated under the Comprehensive School Assessment Guidelines (CSTAG) that are not completed by January 1, 2024, or where a student is still being actively monitored by the threat management team on January 1, 2024, must be reassessed under the Florida Model.~~

B.

The Superintendent shall develop and implement, in coordination with the District School Safety Specialist, a *Threat [Assessment Management and Mental Health Services Guide](#)* (Guide), that shall include the provisions of F.S. 1006.07(7), as well as guidelines established by F.A.C. 6A-1.0019 and model policies developed by the Florida Department of Education Office of Safe Schools and other best practices that govern the activities of threat management teams in addition to this policy. The *Guide* must also include procedures for referrals to mental health services identified by the District in accordance with F.S. 1012.584(4), when appropriate; circumstances under which sharing of information among agencies and providers is permissible under confidentiality laws; consultation with law enforcement; and conditions under which access to a student's criminal history may be obtained.

If an immediate mental health or substance abuse crisis is suspected, school personnel shall follow policies established by the SBTMT to engage behavioral health crisis resources, including but not limited to, crisis teams and school safety or resource officers trained in crisis intervention and assessment, who shall provide emergency intervention and assessment, make recommendations, and refer the student for appropriate services. Onsite school personnel shall report all such situations and actions taken to the SBTMT, which shall contact the other agencies involved with the student and any known service providers to share information and coordinate any necessary follow-up actions. Upon the student's transfer to a different school, the SBTMT shall verify that any intervention services provided to the student remain in place until the SBTMT of the receiving school independently determines the need for intervention services.

C.

D.

Each SBTMT ~~member~~ shall be fully staffed and composed, as set forth in F.A.C. 6A-1.0019, and complete all trainings required by the Rule. Each SBTMT shall report quantitative data on its activities during the previous school year to the Office of Safe Schools in accordance with the requirements of F.A.C. 6A-1.0019, and shall use the threat assessment-management database developed in accordance with F.S. 1001.212. Each SBTMT must meet as often as needed to fulfill its duties of assessing and intervening with persons whose behavior may pose a threat to school staff or students, but no less than monthly. At least one (1) member of the SBTMT must have personal familiarity with the student who is the subject of the threat assessment. If no member of the SBTMT has such familiarity, an instructional personnel or administrative personnel who is personally familiar with the student must consult with the SBTMT for the purpose of assessing the threat. The instructional or administrative personnel who provides such consultation shall not participate in the decision-making progress.

E.

The Superintendent shall provide guidance to all students and staff members on recognizing concerning behaviors or threats; make available the names of SBTMT members at each school to whom concerning behaviors and threats should be reported; and establish procedures for threat management teams to maintain documentation of their meetings, including meeting dates and times, team members in attendance, cases discussed, and actions taken. All reported threats, even those determined not to be a threat, must be documented by the SBTMT. Documentation must include the evaluation process and any resultant action. All members of the SBTMT must be involved in the threat assessment process and final decision-making.

XII.—**Referral to Mental Health Services**

All school personnel will receive training pursuant to F.S. 1012.584 and F.S. 1006.041, and shall be notified of the mental health services that are available in the District, and the individual to contact if a student needs services. The term "mental health services" includes, but is not limited to, community mental health services, health care providers, and services provided under F.S. 1006.04 and 1011.62(17). (See Policy 2410.01, *Mental Health Services*.) Student identification cards issued by the District to students in grades 6 through 12 must include the telephone numbers for national or statewide crisis and suicide hotlines and text lines.

XIII. **School Environmental Safety Incident Reporting (SESIR)**

A. The Superintendent shall develop and implement procedures for timely and accurate reporting of incidents related to school safety and discipline and shall provide training to appropriate personnel in accordance with law and State Board of Education rules. This includes designating persons responsible for SESIR reporting for the District and ensuring that those persons receive live or online training, as provided in F.A.C. 6A-1.0017. In order to comply with SESIR incident reporting procedures set forth in F.A.C. 6A-1.0017, charter school governing boards must establish policies identifying which incidents require consultation with or referral to law enforcement. In lieu of establishing their own policies, a charter school is authorized to adopt the sponsor's policy. The SESIR duties must be performed by the charter school's principal or equivalent personnel, as provided in F.A.C. 6A-1.0017(11).

~~XIII.B.~~ Parents of public school students have a right to access school safety and discipline incidents as reported pursuant to F.S. 1006.07(9) and State Board rules.

XIV. **Student Crime Reporting Program**

A student crime watch program shall be implemented in accordance with F.S. 1006.07, to promote responsibility among students and improve school safety. The student crime watch program shall allow students and the community to anonymously relay information concerning unsafe and potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to appropriate public safety agencies and school officials.

XV. **Promotion of School Safety Awareness**

A. The Board shall promote the use of the FLDOE's mobile suspicious reporting tool (FortifyFL) on the District's website, in newsletters, on school campuses, and in school publications. FortifyFL shall also be installed on all mobile devices issued to students and bookmarked on all computer devices issued to students.

~~XV.~~ Within the first five (5) days of each school year, the District must ensure that instruction on the use of FortifyFL is provided to students. The instruction must be age and developmentally appropriate and include the consequences for making a threat or false report as described in F.S. 790.162 and F.S. 790.163, respectively, involving

school or school personnel's property, school transportation, or a school-sponsored activity.

B.

XVI. **Zero-Tolerance Policies and Agreements with Law Enforcement**

Board Policy 5500, *Student Conduct and Discipline* and the *Code of Student Conduct*, establish criteria for reporting to Miami-Dade County Schools Police any act that poses a threat to school safety that occurs whenever or wherever students are within the jurisdiction of the Board, in accordance with F.S. 1006.13. Additionally, Policy 1380, Policy 3380, and Policy 4380 ~~make it clear~~ provide that any threat toward a staff member by any student, parent, visitor, staff member, volunteer, or agent of the Board will result in a report to law enforcement. Policy 8480, *School Police*, authorizes Miami-Dade County Schools Police to establish standard operating procedures and to enter into mutual aid agreements with local law enforcement agencies for services.

XVI.

XVII. **Parental Notification Regarding School Safety**

XVII.A. The Superintendent shall develop and implement procedures for timely and accurate reporting of incidents related to school safety and discipline and shall provide training to appropriate personnel in accordance with law and State Board of Education rules. In determining the content of notifications to parents, ~~districts~~ the District must consider including specific information about the threat or incident necessary to inform parents and safeguard the community as determined by the SBTMT, or other person or entity responsible for parent notification. Such information may include the date and time of the incident, the location and nature of the threat or incident, how and whether the threat or incident was resolved, a description of the suspect (where applicable), crime prevention and safety tips, and crime and threat reporting information. Parental notification should be made in consultation with local law enforcement and first responders in order to avoid compromising the safety of students and the efficacy of the emergency response and investigation.

A. Pursuant to F.S. 1006.07(7), parents of public school students have a right to timely notification of threats, as determined in coordination with the District's threat management team process. In the case of an imminent threat of harm to students, including but not limited to an active assailant incident or hostage situation, notification to parents shall be made as soon as practicable upon the determination that a threat occurred but not later than forty-eight (48) hours after the threat. The District must take into consideration the nature of the reported threat or incident, whether the threat or incident is ongoing or resolved, whether the threat ~~is~~ creates a transient or substantive high, medium or low level of concern, and whether there is an imminent threat of harm to students and the campus community. The principal is responsible for the parental notification, which shall be accomplished through an automated messaging system. Parental notification by the principal should be made in consultation with local law enforcement and first responders in order to avoid compromising the safety of students and the efficacy of the emergency response and investigation.

B.
B.C. Pursuant to F.S. 1006.07(4) and State Board rules, parents of public school students have a right to timely notification of unlawful acts and significant emergencies ~~pursuant to F.S. 1006.07(4)~~, which include weapons possession or use when there is intended harm toward another person, hostage, and active assailant situations; murder, homicide, or manslaughter; sex offenses, including rape, sexual assault or sexual misconduct with a student by school personnel; natural emergencies, including hurricanes, tornadoes, and severe storms; and exposure as a result of a manmade emergency. In the case of an imminent threat of harm to students, including but not limited to an active assailant incident or hostage situation, notification to parents shall be made as soon as practicable upon the determination that a threat occurred but not later than forty-eight (48) hours after the threat. The principal is responsible for the parental notification, which shall be accomplished through an automated messaging system. Parental notification by the principal should be made in consultation with local law enforcement and first responders in order to avoid compromising the safety of students and the efficacy of the emergency response and investigation.

C.D. Pursuant to F.S. 1012.797 and notwithstanding F.S. 1012.31(3)(a)1. and 1012.796(4), within twenty-four (24) hours after notification to the Superintendent or governing board chair of a charter school by a law enforcement agency that an employee has been arrested for a felony or misdemeanor involving the abuse of a minor child or the sale or possession of a controlled substance, the school principal or designee shall notify parents of enrolled students who had direct contact with the employee and include, at a minimum, the name and specific charges against the employee.

XVIII. **Charter School Responsibilities to Comply with School Safety Requirements**

XVIII.A. Charter schools and their governing boards are responsible for meeting the safety requirements set forth in all State statutes and rules. To ensure that the District School Safety Specialist is able to monitor and report on school safety and security at a charter school, each charter school must cooperate with the District School Safety Specialist's requests for information and access and:

A.1. pProvide contact information in the manner and frequency required by the District School Safety Specialist;

~~B.2.~~ ~~t~~Timely respond to requests for information and access made by the District School Safety Specialist and the Office of Safe Schools; and

~~C.3.~~ ~~c~~Coordinate with the District School Safety Specialist on curing suspected deficiencies identified by the School Safety Specialist and the Office of Safe Schools.

—Prior to contracting for a mobile panic alert 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. Charter schools are required to maintain current listings of panic mobile alert systems implemented in their schools. Such list shall include the school name, address, and MSID number, and vendor or application implemented. Charter schools are required to provide such list to the District, in accordance with District directives. Thereafter, charter schools must provide any updated information to the District within two (2) days of a school opening or closing, or when any other change occurs that impacts the accuracy of the information that is submitted by the District to the Office at SafeSchools@fldoe.org. Where a charter school lacks input access to FortifyFL, the charter’s governing board must ensure that the information for school listings and school contact are timely provided to the District. 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 FortifyFL for the charter school. For charter schools that lack input access to the FSSAT, the charter school’s governing board must ensure that any information needed for required reporting of safety information within FSSAT is timely provided to the District. Emergency drills conducted at charter schools must be coordinated with the District’s School Safety Specialist and documentation must be provided by the charter school to the District’s School Safety Specialist, by the method and time, ~~as~~ established by the District’s School Safety Specialist. Each charter school must adopt an active assailant response plan and train all school personnel by the beginning ~~of of the 2021-22~~each school year. ~~Charter schools that open after the 2021-22 school year must adopt an active assailant response plan and train all school personnel on the plan before the school opens.~~ Charter school governing boards must comply with District procedures for reporting information on safe-school officer discipline and dismissal, and discharge of a firearm in the exercise of safe-school officer duties occurring while assigned to a charter school.

XIX. **Confidentiality**

The Emergency Operations Plan and Threat Assessment and Mental Health Services Guide shall be confidential and exempt to the extent provided by law.

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Revised 09.04.2019
Revised 02.09.2022
Revised 08.15.2022
Revised 10.10.2023
Revised 12.20.2023

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Legal References:

F.S. 30.15
F.S. 119.071(3)
F.S. 365.171
F.S. 493.6101(18)
[F.S. 943.082](#)
F.S. 1001.212
F.S. 1002.20(25)
F.S. 1006.04
F.S. 1006.07
F.S. 1006.12
F.S. 1006.13
F.S. 1006.1493
F.S. 1008.386(3)
F.S. 1011.62(17)
F.S. 1012.584
F.A.C. 6A-1.0018
F.A.C. 6A-1.0019

Office of Safe Schools School Security Risk Assessment Tool
Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates (U.S. Secret Service and U.S. Department of Education)

Adoption Date: 05.11.2011



Book	Policy Manual
Section	September 11, 2024 - <u>Final</u> Reading
Title	EMERGENCY MANAGEMENT, PREPAREDNESS, AND RESPONSE
Code	8410
Status	<u>Final</u> Reading

8410 - **EMERGENCY MANAGEMENT, PREPAREDNESS, AND RESPONSE**

The School Board recognizes that its responsibility for the safety of students and staff requires that it formulate and prescribe emergency management and emergency preparedness procedures for District schools, in consultations with appropriate public safety agencies, including emergency notification procedures for life-threatening emergencies, including, but not limited to, fires; natural disasters; bomb threats, weapon-use, hostage, and active assailant situations; hazardous materials or toxic chemical spills; weather emergencies, including hurricanes, tornadoes, and severe or lightning/electrical storms (see Policy 8420.01); and exposure as a result of a manmade emergency; and that such emergencies are best met by preparedness and planning.

The active assailant situation training for each school must engage the participation of the District's School Safety Specialist, threat management team members, faculty, staff, and students and must be conducted by the law enforcement agency or agencies that are designated as first responders to each school's campus.

I. **Primary Emergency Response Agencies**

The Superintendent shall establish a District Critical Incident Response Team (DCIRT) that includes District personnel from cross disciplines and command staff from the Miami-Dade Schools Police Department. The DCIRT is responsible for assisting schools with any emergencies/critical incidents as defined in the District's Emergency Operations Plan (EOP) or any other incident where schools and District offices are impacted. The DCIRT's primary responsibility is to assist in the coordination of response actions and to provide immediate District Resources as needed. Members of the DCIRT will be a part any unified command structure and will assist in briefing the Superintendent. Members of the DCIRT should be trained annually. The Superintendent shall also establish a notification

system to notify the DCIRT of any critical incident. The specific contacts for the agency are listed in the EOP, which is incorporated into this policy by reference.

The primary emergency response agencies that are responsible for notifying the District for each type of emergency are as follows:

A. Fires:

1. Miami-Dade County Fire Department
2. Municipal Fire Departments

- B. Natural Disasters:
Miami-Dade County Emergency Management
- C. Bomb Threats:
 - 1. Miami-Dade County Police Department
 - 2. Municipal Police Departments
- D. Weapon-Use, Hostage, and Active Assailant Situations:
 - 1. Miami-Dade County Police Department
 - 2. Municipal Police Departments
- E. Hazardous Materials or Toxic Chemical Spills:
 - 1. Miami-Dade County Emergency Management
 - 2. Miami-Dade County Police Department
 - 3. Municipal Police Departments
- F. Weather Emergencies, Including Hurricanes, Tornadoes, and Severe Storms:
Miami-Dade County Emergency Management
- G. Exposure as a Result of a Manmade Emergency:
Miami-Dade County Emergency Management

The individuals responsible for contacting the primary emergency response agencies listed above are:

- A. Principal
- B. ~~A~~assistant ~~P~~principal
- C. District Safety Specialist
- D. Chief of Miami-Dade County Schools Police Department
- E. School Safety Officer/School Resource Officer and/or other legally designated Security Officials and Personnel

II. Emergency Operations Plan

The Superintendent shall also, in conjunction with the School Safety Specialist, the Miami Dade Schools Police Department, and other District stakeholders, develop and annually review the EOP and update as necessary. The EOP shall include a system of emergency preparedness and accompanying procedures that provide for the following:

- A. a listing of the commonly used alarm system response for specific types of emergencies and verification by each school that drills have been provided as required by law and fire protection codes (such drills shall include accommodations conducted at exceptional student education centers). Completion of emergency drills shall be documented at all school facilities in the District;
- B. an active assailant response plan, as provided in F.S. 1006.07(6)(c). 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 school personnel must be trained annually on the procedures in the district's 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. Drills for active assailant and hostage situations must be conducted in accordance with F.A.C. 6A-1.0018 and as frequently as that rule requires. Law enforcement officers responsible for responding to the school in the event of an active assailant emergency, as determined necessary by the sheriff/local law enforcement authority in coordination with the District's School Safety Specialist, must be physically present on campus and directly involved in the execution of active assailant emergency drills. The District must notify law enforcement officers at least twenty-four (24) hours before conducting an active assailant emergency drill at which such law enforcement officers are expected to attend. [Each school, including charter schools, must maintain an accessible record of all current school year and prior school year drills conducted pursuant to F.S. 1006.07\(4\) and F.A.C. 6A-1.0018, including the names of law enforcement personnel present for each active assailant emergency drill;](#)
- C. protocols that include standardized and updated training for an active assailant or hostage scenario for all personnel, including, but not limited to newly hired personnel, substitute teachers and staff;
- D. developmentally appropriate and adapted active assailant and hostage scenario training for students with varying exceptionalities, medical needs, and young students;

- E. a schedule to test the functionality and coverage capacity of all emergency communication systems and determine if adequate signal strength is available in all areas of school campuses;
- F. protocols for immediately responding to an alert or report of incoming severe weather, including lightning/electrical storms;
- G. a mobile panic alert system, also known as "Alyssa's Alert." The District's Alyssa's Alert system shall be developed in consultation with the county 911 authority and local emergency management office to ensure that the system integrates with local public safety answering point (PSAP) infrastructure to transmit calls and mobile activations. The District's mobile panic alert system must include mobile devices placed throughout each school campus. In determining the number and placement of devices needed to afford all staff members the ability to silently and easily activate a panic alert in the event of an on-campus emergency, districts must consider using a combination of fixed panic alert buttons, mobile and desktop applications, landline phone capabilities, and wearable panic alerts (such as on a lanyard). The District's "Alyssa's Alert" mobile panic alert system includes a mobile application with a panic alert feature that may enhance employee responses to active assailant emergencies. Employees shall follow established District active assailant and associated lockdown procedures in the EOP. If the need arises to silently notify 911 or first responders, employees may use the District-selected mobile panic alert application as an alternative to dialing 911. All administrators are required to download and sign up for the District-selected mobile panic alert application;
- H. a family reunification plan to reunite students and employees with their families in the event that a school is closed or unexpectedly evacuated due to a natural or manmade disaster, which must be reviewed annually and updated, as applicable.

The EOP shall also include language that instructs all employees, and strongly encourages students and members of the community, to promptly make reports concerning unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to local public safety agencies and/or school officials. This includes contacting local law enforcement agencies, using the Florida Department of Education's mobile suspicious reporting tool (FortifyFL) and/or any other reporting applications or methods used or required by the District, contacting the District's School Safety Specialist through established communication procedures, or calling 911. In addition, employees must also report unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to the Superintendent through established procedures. (See also Policy 8405, Policy 8420.01).

The DCIRT will be responsible for providing updates to all plans and training for school site administrators. The EOP shall be provided to the Board and other appropriate parties in accordance with this and all relevant Board policies and is confidential and exempt from public record in accordance with Florida law.

III. **After-Action Report**

An after-action report must be completed following each emergency drill and fire drill submitted to the District's School Safety Specialist for review fifteen (15) calendar days following drill completion. The report 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. [School staff must keep copies of after-action reports and provide those records to the Office of Safe Schools upon request.](#)

IV. **Parental Notification**

Pursuant to F.S. 1006.07(4) and (7), parents of public school students have a right to timely notification of the aforementioned threats, unlawful acts, and significant emergencies, as well as additional threats and unlawful acts as set forth in Policy 8405, *School Safety*, and severe weather emergencies referenced in Policy 8420.01, *Severe Weather Emergency Management and Preparedness*. The Superintendent shall develop and implement procedures for timely and accurate reporting of such incidents in accordance with law and State Board of Education rules.

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Technical Correction 09.11.2023
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Legal References:

F.S. 1006.12
F.S. 1001.43
F.S. 1002.20(25)
F.S. 1006.07
F.S. 1013.13
F.A.C. 6A-1.0018

Adoption Date: 05.11.2011



Book	Policy Manual
Section	September 11, 2024 - <u>Final</u> Reading
Title	STANDARDS OF ETHICAL CONDUCT
Code	1210
Status	<u>Final</u> Reading

1210 - **STANDARDS OF ETHICAL CONDUCT**

All employees are representatives of the District and shall conduct themselves, both in their employment and in the community, in a manner that will reflect credit upon themselves and the school system.

A. An administrator shall:

1. keep current in their subject area through attendance at professional meetings, acquaintance with professional publications, and participation in in-service activities;
2. make a reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety;
3. not unreasonably restrain a student from independent action in pursuit of learning;
4. not unreasonably deny a student access to diverse points of view;
5. not intentionally provide classroom instruction to students in prekindergarten through grade 8 on sexual orientation or gender identity, except when required by F.S. 1003.42(2)(n)3 and 1003.46;
6. not intentionally provide classroom instruction to students in grades 9 through 12 on sexual orientation or gender identity unless such instruction is required by State academic standards as adopted in F.A.C. 6A-1.09401, or is part of a reproductive health course or health

lesson for which a student's parent has the option to have their student not attend;

7. not intentionally suppress or distort subject matter relevant to a student's academic program;
8. not intentionally expose a student to unnecessary embarrassment or disparagement;
9. not intentionally violate or deny a student's legal rights;

10. not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being unless the individual reasonably believes that disclosure would result in abuse, abandonment, or neglect as defined in F.S. 39.01 (see also Policy 1213, *Student Supervision and Welfare*);
11. not harass or discriminate against any student on any basis prohibited by law or the School Board and shall make reasonable efforts to assure that each student is protected from discrimination and harassment, including but not limited to, making a report of discrimination, harassment, or retaliation for reporting discrimination and/or harassment, to the administrator or designee to whom the employee is responsible and/or the District's Office of Civil Rights Compliance (CRC);
12. not exploit a relationship with a student for personal gain or advantage (see Board Policy 1213, *Student Supervision and Welfare*);
13. not violate F.S. 553.865(9)(b), which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution;
14. not violate F.S. 1000.071, which relates to the use of personal titles and pronouns in educational institutions;
15. keep confidential personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
16. take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated;
17. not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression;
18. not use institutional privileges for personal gain or advantage (see also Policy 1129, *Conflict of Interest*);
19. accept no gratuity, gift, or favor that might influence professional judgment (see also Policy 1129, *Conflict of Interest*);
20. offer no gratuity, gift, or favor to obtain special advantages (see also Policy 1129, *Conflict of Interest*);

21. maintain honesty in all professional dealings;
22. maintain, prepare, and submit promptly all reports that may be required by State law, State Department of Education rules, Board policies, and administrative directives;
23. not deny a colleague professional benefits, advantages, or participation in any professional organization based on any basis prohibited by law or the Board;
24. not interfere with a colleague's exercise of political or civil rights and responsibilities;
25. not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable efforts to assure that each individual is protected from such discrimination and harassment, including but not limited to, making a report of discrimination, harassment, or retaliation for reporting discrimination and/or harassment, to the administrator or designee to whom the employee is responsible and/or the District's Office of Civil Rights Compliance (CRC). Discrimination on the basis of race, color, national origin, or sex includes subjecting any student to training or instruction that espouses, promotes, advances, inculcates, or compels such student to believe any of the concepts listed in F.S. 1000.05(4)(a);
26. not use abusive and/or profane language or display unseemly conduct in the workplace;
27. not make malicious or intentionally false statements about a colleague;
28. not use coercive means or promise special treatment to influence professional judgments of colleagues;
29. not misrepresent one's own professional qualifications;
30. not submit fraudulent information on any document in connection with professional activities;
31. not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position;

32. not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment;
33. provide upon the request of a certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment;
34. not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida statutes and State Board rules;
35. self-report within forty-eight (48) hours to appropriate authorities any arrest and final dispositions of such arrest other than minor traffic violations. (DUI is not considered a minor traffic violation.);

Administrators shall also self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment.

36. report any criminal act, and/or disruptive, and/or inappropriate behavior to the administrator or designee to whom the employee is responsible;

Allegations of child abuse and/or neglect **MUST** also be reported, immediately upon knowledge, to the Florida Department of Children and Families at 1-800-96ABUSE (1-800-962-2873) or online at <https://www.myflfamilies.com/service-programs/abuse-hotline/report-online.shtml>, to School Police at 305-995-COPS (305-995-2677), and the site administrator. Failure to immediately report child abuse and/or neglect to the proper authorities will lead to disciplinary action.

37. report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board rules as defined in F.S. 1012.795(1);
38. seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board rules as defined in F.S. 1012.795(1);

39. comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice;

40. as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

B. Pursuant to F.S. 112.313, no administrator shall solicit or accept anything of value include a gift (see F.S. 112.312), loan, reward, promise of future employment, favor, or service based upon an understanding that the vote, official action, or judgment of the administrator would be influenced thereby.

C. No staff member shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature that is in substantial conflict with the proper discharge of his/her duties in the public interest (see also Policy 1129, *Conflict of Interest*).

D. No principal shall prevent, direct school personnel to prevent, or allow school personnel to prevent students from accessing any material used in a classroom, made available in a school or classroom library, or included on a reading list unless: (a) the principal or principal's designee reviews the material and determines it contains prohibited content under F.S. 1006.28(2)(a)2.b.; or (b) the material has been made unavailable to students based on Board policies adopted to implement F.S. 1006.28 (see Policy 2510).

C.E. Administrators must follow the campus access control and classroom safest area requirements of F.S. 1006.07 and F.A.C. 6A-1.0018 and report known violations of these requirements to the school principal (or, if the principal is alleged to have violated these requirements, to the Superintendent).

All administrators shall be required to complete training on these standards upon employment and annually thereafter.

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Technical Change 03.17.2017

Revised 10.21.2020

Revised 04.20.2023

Revised 08.16.2023

Revised 11.15.2023

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Legal References:

F.S. 112.312
F.S. 112.313
F.S. 553.865(9)(b)
F.S. 1000.05(4)(a)
F.S. 1000.071
F.S. 1001.42(6), (8)
[F.S. 1006.07](#)
[F.S. 1006.28](#)
F.S. 1012.23
F.S. 1012.795(1)
[F.A.C. 6A-1.0018](#)
F.A.C. 6A-10.081
F.A.C. 6A-10.086
F.A.C. 6A-19.008
34 C.F.R. Part 106

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Book Policy Manual
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Title **STANDARDS OF ETHICAL CONDUCT**
Code 3210
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3210 - **STANDARDS OF ETHICAL CONDUCT**

All employees are representatives of the District and shall conduct themselves, both in their employment and in the community, in a manner that will reflect credit upon themselves and the school system.

A. An instructional staff member shall:

1. teach efficiently and faithfully, using the books and materials required, following the prescribed courses of study, and employing approved methods of instruction as provided by law and by the rules of the State Department of Education;
2. keep current in their subject area through attendance at professional meetings, acquaintance with professional publications, and participation in in-service activities;
3. make a reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety;
4. not unreasonably restrain a student from independent action in pursuit of learning;
5. not unreasonably deny a student access to diverse points of view;
6. not intentionally provide classroom instruction to students in prekindergarten through grade 8 on sexual orientation or gender identity, except when required by F.S. 1003.42(2)(n)3 and 1003.46;

7. not intentionally provide classroom instruction to students in grades 9 through 12 on sexual orientation or gender identity unless such instruction is required by State academic standards as adopted in F.A.C. 6A-1.09401, or is part of a reproductive health course or health lesson for which a student's parent has the option to have their student not attend;
8. not intentionally suppress or distort subject matter relevant to a student's academic program;
9. not intentionally expose a student to unnecessary embarrassment or disparagement;
10. not intentionally violate or deny a student's legal rights;

11. not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being unless the individual reasonably believes that disclosure would result in abuse, abandonment, or neglect as defined in F.S. 39.01 (See also Policy 3213, *Student Supervision and Welfare*);
12. not harass or discriminate against any student on any basis prohibited by law or the School Board and shall make reasonable efforts to assure that each student is protected from discrimination and harassment, including but not limited to, making a report of discrimination, harassment, or retaliation for reporting discrimination and/or harassment, to the administrator or designee to whom the employee is responsible and/or the District's Office of Civil Rights Compliance (CRC). Discrimination on the basis of race, color, national origin, or sex includes subjecting any student to training or instruction that espouses, promotes, advances, inculcates, or compels such student to believe any of the concepts listed in F.S. 1000.05(4)(a);
13. not exploit a relationship with a student for personal gain or advantage (see Board Policy 3213, *Student Supervision and Welfare*);
14. not violate F.S. 553.865(9)(b), which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution;
15. not violate F.S. 1000.071, which relates to the use of personal titles and pronouns in educational institutions;
16. keep confidential personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
17. take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated;
18. not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression;
19. not use institutional privileges for personal gain or advantage (see also Policy 3129, *Conflict of Interest*);
20. accept no gratuity, gift, or favor that might influence professional judgment (see also Policy 3129, *Conflict of Interest*);

21. offer no gratuity, gift, or favor to obtain special advantages (see also Policy 3129, *Conflict of Interest*);
22. maintain honesty in all professional dealings;
23. maintain, prepare, and submit promptly all reports that may be required by State law, State Department of Education rules, Board rules, and administrative directives;
24. not deny a colleague professional benefits, advantages, or participation in any professional organization on any basis prohibited by law or the Board;
25. not interfere with a colleague's exercise of political or civil rights and responsibilities;
26. not use abusive and/or profane language or display unseemly conduct in the workplace;
27. not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable efforts to assure that each individual is protected from such discrimination and harassment, including but not limited to, making a report of discrimination, harassment, or retaliation for reporting discrimination and/or harassment, to the administrator or designee to whom the employee is responsible and/or the District's Office of Civil Rights Compliance (CRC);
28. not make malicious or intentionally false statements about a colleague;
29. not use coercive means or promise special treatment to influence professional judgments of colleagues;
30. not misrepresent one's own professional qualifications;
31. not submit fraudulent information on any document in connection with professional activities;
32. not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position;

33. not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment;
34. provide upon the request of a certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment;
35. not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida statutes and State Board rules;
36. self-report within forty-eight (48) hours to appropriate authorities any arrest and final dispositions of such arrest other than minor traffic violations (DUI is not considered a minor traffic violation.);

Instructional staff members shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment.

37. report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board rules as defined in F.S. 1012.795(1);
38. report any criminal act, and/or disruptive, and/or inappropriate behavior to the administrator or designee to whom the employee is responsible;

Allegations of child abuse and/or neglect **MUST** also be reported, immediately upon knowledge, to the Florida Department of Children and Families at 1-800-96ABUSE (1-800-962-2873) or online at <https://www.myflfamilies.com/service-programs/abuse-hotline/report-online.shtml>, to School Police at 305-995-COPS (305-995-2677), and the site administrator. Failure to immediately report child abuse and/or neglect to the proper authorities will lead to disciplinary action.

39. seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board rules as defined in F.S. 1012.795(1);

40. comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice;

41. as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

B. Pursuant to F.S. 112.313, no instructional staff member shall solicit or accept anything of value including a gift (see F.S. 112.312), loan, reward, promise of future employment, favor, or service based upon an understanding that the vote, official action, or judgment of the instructional staff member would be influenced thereby.

C. No staff member shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature that is in conflict with the proper discharge of his/her duties in the public interest (see also Policy 3129, *Conflict of Interest*).

C.D. Instructional staff members must follow the campus access control and classroom safest area requirements of F.S. 1006.07 and F.A.C. 6A-1.0018 and report known violations of these requirements to the school principal (or, if the principal is alleged to have violated these requirements, to the Superintendent).

~~D.~~ All instructional staff members shall be required to complete training on these standards upon employment and annually thereafter.

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Legal References:

F.S. 112.312

F.S. 112.313

F.S. 553.865(9)(b)

F.S. 1000.05(4)(a)

F.S. 1000.071

F.S. 1001.42(6), (8)

[F.S. 1006.07](#)

F.S. 1012.23
F.S. 1012.795(1)
[F.A.C. 6A-1.0018](#)
F.A.C. 6A-10.081
F.A.C. 6A-10.086
F.A.C. 6A-19.008
34 C.F.R. Part 106

Adoption Date: 05.11.2011



Book	Policy Manual
Section	September 11, 2024 - <u>Final</u> Reading
Title	STANDARDS OF ETHICAL CONDUCT
Code	4210
Status	<u>Final</u> Reading

4210 - **STANDARDS OF ETHICAL CONDUCT**

All employees are representatives of the District and shall conduct themselves, both in their employment and in the community, in a manner that will reflect credit upon themselves and the school system.

A. A support staff member shall:

1. make a reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety;
2. not unreasonably restrain a student from independent action in pursuit of learning;
3. not intentionally expose a student to unnecessary embarrassment or disparagement;
4. not intentionally violate or deny a student's legal rights;
5. not harass or discriminate against any student on any basis prohibited by law or the School Board and shall make reasonable efforts to assure that each student is protected from discrimination and harassment, including but not limited to, making a report of discrimination, harassment, or retaliation for reporting discrimination and/or harassment, to the administrator or designee to whom the employee is responsible and/or the District's Office of Civil Rights Compliance (CRC);
6. not intentionally provide classroom instruction to students in prekindergarten through grade 8 on sexual orientation or gender identity,

except when required by F.S. 1003.42(2)(n)3. and 1003.46;

7. not intentionally provide classroom instruction to students in grades 9 through 12 on sexual orientation or gender identity unless such instruction is required by State academic standards as adopted in F.A.C. 6A-1.09401, or is part of a reproductive health course or health lesson for which a student's parent has the option to have their student not attend;
8. not exploit a relationship with a student for personal gain or advantage (see Board Policy 4213, *Student Supervision and Welfare*);
9. not violate F.S. 553.865(9)(b), which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution;

10. not violate F.S. 1000.071, which relates to the use of personal titles and pronouns in educational institutions;
11. keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
12. not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression;
13. not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being unless the individual reasonably believes that disclosure would result in abuse, abandonment, or neglect as defined in F.S. 39.01 (See also Policy 4213, *Student Supervision and Welfare*);
14. not use institutional privileges for personal gain or advantage (see also Policy 4129, *Conflict of Interest*);
15. accept no gratuity, gift, or favor that might influence judgment (see also Policy 4129, *Conflict of Interest*);
16. offer no gratuity, gift, or favor to obtain special advantages (see also Policy 4129, *Conflict of Interest*);
17. maintain honesty in all dealings;
18. not interfere with another District employee's exercise of political or civil rights and responsibilities;
19. not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable efforts to assure that each individual is protected from such discrimination and harassment, including but not limited to, making a report of discrimination, harassment, or retaliation for reporting discrimination and/or harassment, to the administrator or designee to whom the employee is responsible and/or the District's Office of Civil Rights Compliance (CRC). Discrimination on the basis of race, color, national origin, or sex includes subjecting any student to training or instruction that espouses, promotes, advances, inculcates or compels such student to believe any of the concepts listed in F.S. 1000.05(4)(a);

20. not make malicious or intentionally false statements about another District employee;
21. not misrepresent one's qualifications;
22. not submit fraudulent information on any document in connection with employment;
23. not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for employment;
24. not use abusive and/or profane language or display unseemly conduct in the workplace;
25. report any criminal act, and/or disruptive, and/or inappropriate behavior to the administrator or designee to whom the employee is responsible.

Allegations of child abuse and/or neglect **MUST** also be reported, immediately upon knowledge, to the Florida Department of Children and Families at 1-800-96ABUSE (1-800-962-2873), or online at <https://www.myflfamilies.com/service-programs/abuse-hotline/report-online.shtml> **AND** to the School Police at 305-995-COPS (305-995-2677). Failure to immediately report child abuse and/or neglect to the proper authorities will lead to disciplinary action.

- B. Pursuant to F.S. 112.313, no support staff member shall solicit or accept anything of value including a gift (see F.S. 112.312), loan, reward, promise of future employment, favor, or service based upon an understanding that the vote, official action, or judgment of the support staff member would be influenced thereby.
 - C. No support staff member shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature that is in substantial conflict with the proper discharge of his/her duties in the public interest. (see also Policy 4129, *Conflict of Interest*)
 - D. Support staff members must follow the campus access control and classroom safest area requirements of F.S. 1006.07 and F.A.C. 6A-1.0018 and report known violations of these requirements to the school principal (or, if the principal is alleged to have violated these requirements, to the Superintendent).
- C. _____

Ⓓ. All support staff members who have direct access to students shall be required to complete training on these standards upon employment and annually thereafter.

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Legal References:

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