Office of Superintendent of Schools
Board Meeting of July 22, 2026

July 8, 2026

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, AND RESPONSE*, AND 8330, STUDENT INFORMATION, RECORDS, AND PRIVACY RIGHTS**

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

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

Consistent with the Board's responsibility to review and update policies in response to legislative changes and State Board of Education rule amendments, and pursuant to Board action, authorization is requested for the Superintendent to amend School Board Policies 8405, *School Safety*, 8410, *Emergency Management, Preparedness, and Response*, and 8330, *Student Information, Records, and Privacy Rights*. These policies are proposed for amendment in response to 2026 Florida House Bill 757 (H.B. 757) and House Bill 1279 (H.B. 1279), recent amendments to State Board of Education rules 6A-1.0018 and 6A-1.0019, and updated federal regulations. Additional amendments are proposed pursuant to February 2026 Item H-12, "State of Florida Auditor General Audit Findings," proffered by Board Chair Maria Teresa Rojas, which directed the Superintendent to submit an update of corrective actions finalized, including a review and/or revision of applicable School Board policies and/or procedures, in response to the audit findings of the State of Florida Auditor General's 2024-2025 Operational Audit (the "Findings").

Policy 8405, *School Safety*, is proposed for amendment to address H.B. 757 and revisions to State Board rules 6A-1.0018 and 6A-1.0019, which govern school facility security and threat management, respectively. Pursuant to H.B. 757, the policy would now expand certain school safety requirements to the District's public post-secondary institutions, which, by statute, include all District "workforce education" programs. The policy would now specifically require that these institutions perform security risk assessments using the Florida Safe School Assessment Tool (or another comparable tool the State Board of Education deems appropriate); apply and have staff trained on the District's active assailant response plan; establish and train school-based threat management teams (SBTMTs) and ensure that they use the statewide behavioral threat management operational process and Florida-specific behavioral threat assessment instrument developed by the Office of Safe Schools (or another comparable tool the State Board deems appropriate); promote the use of FortifyFL; and support students and staff who are the victims of incidents constituting acts of violence or attempted acts of violence, or who are subjected to credible threats, and provide them with timely updates regarding any action(s) taken response to these incidents. Pursuant to the State Board rule amendments, the policy would also now specify school security risk assessment reporting requirements; require that SBTMT meetings be maintained in the Florida Safety and Threat Management Portal and thoroughly documented; and designate a bullying contact person. Further, to address Finding 3 of the State Operational Audit, Policy 8405 would expressly require that all employees involved in threat management complete all trainings, annual refresher trainings, and position-specific trainings required by F.A.C. 6A-1.0019, and document that such trainings have been completed.

G-1

Policy 8410 is proposed for amendment to incorporate provisions of H.B. 757 and State Board rule 6A-1.0018. Pursuant to H.B. 757, the policy would now require the District's post-secondary institutions to be incorporated in its family reunification plan. The policy would also address Finding 2 of the State Operational Audit by specifying which emergency drills must be done and how often.

Policy 8330 is proposed for amendment to require, pursuant to H.B. 757, that a student's threat management records, associated documentation, and psychological evaluations be transferred to the student's Florida college system institution or State university of enrollment in accordance with State Board rules. Additionally, pursuant to H.B. 1279, the policy would also require the District to grant parents a right of access, upon request, to all individual education plan (IEP) service provider logs or progress notes within 15 school days after such service is provided and inform parents of this right at each IEP meeting. Further, to address recent amendments to federal regulations implementing the Children's Online Privacy Protection Act (COPPA), the policy would specify that "personally identifiable information," in the context of online service agreements, includes categories of information additionally delineated in 16 C.F.R. 312.2, such as biometric identifiers.

The Notice of Intended Action was published in the Miami Herald on June 22, 2026, 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 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, and Response*, and 8330, *Student Information, Records, and Privacy Rights,* and authorize the Superintendent to file the policies with The School Board of Miami-Dade County, Florida, to be effective July 22, 2026.

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on June 17, 2026, its intention to amend School Board Policies 8405, *School Safety*, 8410, *Emergency Management, Preparedness, and Response*, and 8330, *Student Information, Records, and Privacy Rights*, at its meeting of July 22, 2026.

PURPOSE AND EFFECT: School Board Policies 8405, *School Safety*, 8410, *Emergency Management, Preparedness, and Response*, and 8330, *Student Information, Records, and Privacy Rights*, are proposed for amendment in response to 2026 Florida House Bills 757 and 1279, recently amended State Board of Education rules and federal regulations, and Board action.

SUMMARY: School Board Policies 8405, *School Safety*, 8410, *Emergency Management, Preparedness, and Response*, and 8330, *Student Information, Records, and Privacy Rights*, are proposed for amendment in response to H.B. 757, revisions to State Board rules 6A-1.0018 and 6A-1.0019 and Children's Online Privacy Protection Act regulations, and Board action concerning a State Operational Audit. Policy 8405 is proposed for amendment to expand certain school safety requirements to the District's public post-secondary institutions; specify school security risk assessment reporting requirements; require that SBTMT meetings be maintained in the Florida Safety and Threat Management Portal and thoroughly documented; require that a bullying contact person be designated; and expressly require that all employees involved in threat management complete all trainings, annual refresher trainings, and position-specific trainings required by F.A.C. 6A-1.0019, and document that such trainings have been completed. Policy 8410 would be amended to require the District's post-secondary institutions to be incorporated in its family reunification plan and specify which emergency drills must be done and how often. Policy 8330 would require that a student's threat management records, associated documentation, and psychological evaluations be transferred to the student's Florida college system institution or State university of enrollment in accordance with State Board rules, would require pursuant to H.B. 1279 that parents be granted access to specific service provider records and notified of that right, and would specify that "personally identifiable information," in the context of online service agreements, includes categories of information additionally delineated in 16 C.F.R. 312.2, such as biometric identifiers.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: Fla. Stat. ss. 1001.32(2), 1001.41(1)–(2), 1001.42(8), 1001.51(14), 1003.25, 1006.07, 1006.601; F.A.C. rr. 6A-1.0018, 6A-1.0019, 6A-1.0955, 6A-1.09550.

LAWS IMPLEMENTED INTERPRETED OR MADE SPECIFIC: 16 C.F.R. Part 312; Fla. Stat. ss. 1001.212, 1003.5716, 1006.07, 1006.601; Fla. Admin. Code rr. 6A-1.0018, 6A-1.0019, 6A-1.09550.

IF REQUESTED, A HEARING WILL BE HELD DURING THE SCHOOL BOARD MEETING OF July 22, 2026, 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 July 15, 2026, 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 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.

DadeSchools.net
Giving our students the world

Book	Policy Manual
Section	July 22, 2026 – Final Reading
Title	SCHOOL SAFETY
Code	8405
Status	Final Reading

8405 - **SCHOOL SAFETY**

The School Board is committed to maintaining a safe and drug-free environment in all the District's schools and school facilities, as defined in F.A.C. 6A-1.0018. 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. may recommend, and the Board may appoint, school safety officers;

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

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 for~~to~~ establishing 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.

C. Each safe-school officer shall complete mental health crisis intervention training in accordance with F.S. 1006.12(6).

D. Required Notifications Regarding Safe-School Officers

1. The 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 or school facility in the District has been disciplined for misconduct (as defined in F.A.C. 6A-1.0018) 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.

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. 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, the District 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).

B. The District is required to maintain a current listing of mobile panic alert systems implemented by all school facilities within the District. This list shall include ~~the~~ each school's name, address, and MSID number, and vendor or application implemented. The District is required to provide such list to the Office at Safe Schools@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 facility opening or closing, or when any other change occurs that impacts the accuracy of District-provided information.

C. 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 facility 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

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 facility safety and security personnel, policies, and procedures in the District. The School Safety Specialist's responsibilities include, but are not limited to, the following:

1. within three (3) days of appointment, contacting the single sign-on administrator to obtain access to using the Florida Safe School Assessment Tool (FSSAT) developed by the Office of Safe Schools;

2. reviewing District and charter school policies and procedures for compliance with Florida law and applicable rules at least annually, and submitting all District and charter school policies and written procedures pertaining to the health, safety, or welfare of students to the Office of Safe Schools by September 1st of each year;

   ~~timely and accurately submitting school environmental safety incident report (SESIR) to the Florida Department of Education (FLDOE) in accordance with F.S. 1001.212 and F.A.C. 6A-1.0018;~~

3. 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, ensuring that staff trainings explain the purpose, importance, and proper execution of school safety protocols and emergency procedures;

   This includes providing substitute teachers with all school safety protocols and policies before beginning their first day of substitute teaching at a school.

4. 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;

5. annually, by August 1, ensuring the accuracy of school listings in the District using FSSAT, including each school's name, address, and MSID number, using the "School Facility Asset Template" in FSSAT for each school facility in the District;

~~5.~~6. 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 1st of each year at each school facility using the ~~Florida Safe School Assessment Tool (~~FSSAT~~) developed by the Office of Safe Schools~~;

   a. The School Safety Specialist must also complete a school security risk assessment for any school facility that opens after October 1st, prior to the school facility opening for classroom instruction. To meet this requirement, the School Safety Specialist must report to the Office of Safe Schools at FSSAT@fldoe.org when a school facility is opening no later than fifteen (15) days prior to its opening, and report to the Office of Safe Schools at FSSAT@fldoe.org within five (5) school days of a school facility closing. All other changes that impact the accuracy of District-provided information must be made directly to the "School Facility Asset Template" in FSSAT within five (5) days.

   b. The District will report to FLDOE by October 15th of each year that all school facilities within the District have completed the assessment using the FSSAT and providing recommendations to the Board, as set forth in section V., below.

   ~~b.~~c. The District must also perform security risk assessments at each of its public post-secondary institutions using the FSSAT or another comparable tool the State Board of Education deems appropriate for post-secondary institutions.

   ~~c.~~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.

~~6.~~7. coordinating with appropriate public safety agencies, as defined in F.S. 365.171, that are designated as first responders to a school facility 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 facility'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.

~~7.~~8. 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;

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

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.

~~8.~~9. 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.

~~9.~~10. completing all required trainings, as set forth in State Board rules.

~~10.~~11. identifying and correcting instances of school facilities' noncompliance with the requirements of F.A.C. 6A-1.0018, F.A.C. 6A-10019, or other State law or rules related to safety, including:

a. resolving deficiencies relating to safe-school officer coverage by the next school day;

b. notifying the Office of Safe Schools within twenty-four (24) hours at SafeSchools@fldoe.org of any deficiencies relating to safe-school officer coverage and any instance of noncompliance that is determined to be an imminent threat to the health, safety, or welfare of students or staff, including within the notification particularized facts beyond noncompliance with rule or statute that explain the imminent threat; and

c. notifying the Office of Safe Schools within three (3) days at SafeSchools@fldoe.org of any instance of noncompliance not corrected within sixty (60) days.

~~11.~~12. 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;

~~12.~~13. 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 1st, as set forth in section X., below, and in accordance with F.A.C. 6A-1.0019;~~

14. conducting annual, unannounced inspections of all school facilities 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 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 school facilities inspected by the Office of Safe Schools the prior calendar year and the number and percentage of those school facilities 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;

18. within three (3) school days of receiving an FSSAT report, providing a copy of the report to the school principal or charter school administrator, as appropriate, and providing written notice of how the noncompliance has been remediated or a written plan describing how the District will bring the identified school facility into compliance (which must include an estimated date of completion and an explanation of alternate security measures designed to maintain a safe learning environment);

19. 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; and

20. coordinating with local emergency service providers to integrate each public school's Plan for Urgent Life-Saving Emergencies into the community's emergency responder protocols and registering the location of each public school's automated external defibrillator with the local emergency medical services medical director.

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

A. Based on the findings of the school facility 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 facility safety and security. The school facility safety recommendations made by public safety agencies shall be included in the report to the Superintendent and Board. The Board must receive the school facility 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.

B. Within thirty (30) days after the Board meeting, but not later than November 1st, the School Safety Specialist shall report the school facility 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 facility security risk assessment findings and recommendations as provided in F.S. 1006.07(6)(a)4.

V. Active Assailant Response Plan

A. The ~~Board~~ District 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 at school facilities, communication with law enforcement, communication with parents and the public, and post-incident recovery. The District's AARP shall apply to its public post-secondary institutions. 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.

B. The Superintendent shall certify for each District operated school facility that all school facility 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 at school facilities, 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~~ governing boards of these requirements. In accordance with Policy 1210, Policy 3210, and Policy 4210, employees who knowingly violate these requirements will be subject to progressive discipline.

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 Violence and/or Credible Threats ~~t Crime~~

Revised After Initial Reading

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.

The District's public post-secondary institutions shall support students and staff who are the victims of incidents constituting acts of violence or attempted acts of violence, or who are subjected to credible threats as defined in F.S. 784.048(1)(c), including by providing affected persons with counseling and work or class relocation. Affected persons will be provided timely updates regarding any action(s) taken by the institution in response to the incident.

~~IX.~~X. Threat Management Coordinators

A. The Superintendent will designate a Primary and Secondary District Threat Management Coordinator (DTMC) to oversee threat management at all school facilities, in accordance with the requirements set forth in Florida law and State Board rules. The Primary DTMC shall serve as the primary point of contact regarding the District's coordination, communication, and implementation of the threat management program. The Primary DTMC is also responsible for reporting quantitative data to the Office of Safe Schools in accordance with its guidelines. The Secondary DTMC is responsible for providing support to the District's threat management process at the Primary DTMC's discretion. Both DTMCs must receive training offered by the Office of Safe Schools before being designated.

B. The Superintendent will report the name and contact information of the Primary and Secondary DTMC to the Office of Safe Schools within the deadline established under F.A.C. 6A-1.0019. Any changes in the name and contact information of the DTMCs will be updated with the Office of Safe Schools within one (1) school day of the change.

~~B.~~C. Each DTMC must ensure that all threat management teams in the district utilize the Florida Safety and Threat Management Portal (FSTMP) to document and manage all reported threats or concerning behaviors and communications. Each DTMC must report by July 1 each year in the FSSAT that all data in FSTMP accurately reflect the teams' activities during the previous school year.

~~X.~~XI. Threat Management Teams

A. A School Based Threat Management Team (SBTMT) shall be established at each school facility in accordance with F.S. 1006.07, and other relevant laws and State Board 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 meet to review, consult with, and provide support to SBTMTs in accordance with F.A.C. 6A-1.0019 and as often as the rule requires. 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

Revised After Initial Reading

safety of school facility staff, other students, or themselves, consistent with the guidelines established in F.A.C. 6A-1.0019 and 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.

B. The Superintendent shall develop and implement, in coordination with the District School Safety Specialist, a *Threat 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.

C. 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 placement in 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.

D. Each SBTMT and DTMT shall be fully staffed and composed, as set forth in F.A.C. 6A-1.0019~~, and complete all trainings required by the Rule~~. 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 or administrative staff member 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 DTMC, SBTMT and DTMT Chairs and members, school principals, and Florida model trainers must complete all trainings, annual refresher trainings, and position-specific trainings required by F.A.C. 6A-1.0019. The District shall document that such trainings have been completed.

F. 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 management database developed in accordance with F.S. 1001.212.

G. 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.

~~D.~~H. Documentation of SBTMT meetings must be maintained in the Florida Safety and Threat Management Portal, and at a minimum must include meetings dates, team members in attendance, SSMPs discussed with accompanying actions taken, and any other items discussed. If there are no behavioral issues to discuss, the SBTMT must document any other points discussed at its meeting. ~~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.~~

I. The Superintendent shall provide guidance by training 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. Virtual training on recognizing concerning behavior or threats will be delivered annually to all District students and staff.

~~E.~~J. Concerning behaviors or concerning communications are categorized as unfounded or having a low, medium, or high level of concern. 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.

~~F.~~K. SBTMTs and DTMTs must use the available Florida School Safety and Threat Management Portal (STMP) to document and manage all reported threats or concerning behaviors and communications. Access to the STMP is limited to SBTMTs, DTMTs, and FLDOE employees who need access in order to carry out their official duties.

XII. Public Post-Secondary Institution Threat Management

Revised After Initial Reading

In accordance with F.S. 1006.601 and applicable State Board rules, the District's public post-secondary institutions shall:

A. train faculty to detect and respond to mental health issues as well as connect students who may experience behavioral health issues with appropriate services, both on campus and in the community, including crisis intervention;

B. post on their websites and in conspicuous locations at each institution through physical signs (at least 11 inches by 15 inches in size, printed in an easily legible font, and in at least 32-point type) a mental health awareness and suicide prevention sign that identifies ways a person can access help and services;

C. establish threat management teams whose duties include the coordination of resources and assessment and intervention with students whose behavior may pose a threat to the safety of the institution, institution staff, or students; and

~~C.~~D. ensure that threat management teams use the statewide behavioral threat management operational process and Florida-specific behavioral threat assessment instrument developed by the Office of Safe Schools or another comparable tool the State Board of Education deems appropriate for postsecondary institutions.

XIII. Referral to Mental Health Services

All school personnel will receive training pursuant to F.S. 1012.584 and 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.

XIV. Bullying Contact Person

The Superintendent shall designate a bullying contact person (see Policy 5517.01, *Bullying and Harassment*) and submit the contact person's name, phone number, and email address to the Office of Safe Schools. This information must be reported annually by August 1 and must be updated within five (5) school days if there is a change in the information provided.

~~XI.~~XV. School Environmental Safety Incident Reporting (SESIR)

A. The Superintendent shall develop and implement procedures for timely and accurate reporting of incidents related to school facility 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, and ensuring the timely and accurate submittal of SESIR reporting to the Florida Department of Education in accordance with F.S. 1001.212 and F.A.C. 6A-1.0018. 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).

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.

~~XII.~~XVI. 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 facility 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.

~~XIII.~~XVII. 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 facilities, 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. The District's post-secondary educational institutions shall also promote the use of FortifyFL by advertising it on the institution website, by installing it on all mobile devices issued by the institution, and by bookmarking the website on all computer devices maintained by the institution.

B. 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 disciplinary and criminal consequences for making a threat or false report as described in F.S. 790.162 and 790.163, respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity.

C. Before the start of each school year (or once a student enrolls, if ~~during~~ the school year has already commenced), the District must make training on the use of FortifyFL available to parents. The training must explain the potential consequences for anyone making a threat or false report concerning school or school personnel's property, school transportation, or a school-sponsored activity, including disciplinary actions that may occur at school and possible criminal charges. Information on criminal charges must include a summary of F.S. 790.162, F.S. 790.163, F.S. 836.10, and F.S. 837.05, and the penalties for violating these statutes.

~~XIV.~~XVIII. 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 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.

~~XV.~~XIX. Parental Notification Regarding School Safety

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, 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. Timelines for required threat management notices may be modified where the SBTMT reasonably believes and documents that such disclosure would result in abuse, abandonment, or neglect, as defined in F.S. 39.01.

~~A.~~B. SBTMT parental notification is required, at a minimum, in the following circumstances, and the SBTMT Chair or designee must document all attempts to issue such notifications:

1. If the SBTMT Chair determines the report of a concerning behavior or communication is a low level of concern and summarily closes the case, the Chair or designee must use reasonable efforts to notify the parent or guardian of the student of concern. "Reasonable effort to notify" means the exercise of reasonable diligence and care to make contact with the student's parent or guardian, typically through the contact information shared by the parent or guardian with the school or school district.

2. If the Chair does not summarily close the case and refers it to the SBTMT, reasonable efforts must be made to notify the student of concern's parent or guardian on the same day the SBTMT implements the interim Student Support Management Plan (SSMP) required under F.A.C. 6A-1.0019 and assigns the final level of concern.

3. If the final level of concern is high, the SBTMT Chair or designee must notify the Superintendent or designee to ensure that the notice requirements of F.S. 1006.07(7)(e) are met.

4. Parents or guardians must also be notified if the threat management process reveals information about their student's mental, emotional, or physical health or well-being, or results in a change in related services or monitoring, including but not limited to implementation of an SSMP.

5. Once an SSMP is finalized and anytime it is substantively revised, the SBTMT Chair or designee must provide a copy of the SSMP to the student of concern's parent or guardian. The targeted student's parent or guardian should also be informed that an SSMP has been implemented.

~~1.~~6. Where a report of concern includes an identified student target, the Chair must make a reasonable effort to notify the parent or guardian of the targeted student before the end of the school day that the report was received unless the Chair has determined the concern is unfounded. As provided for in the

Florida Harm Prevention and Threat Management Manual, the unfounded summary disposition should only be used when it is clear and articulable that there is no basis for concern. If there is any doubt, the case should be forwarded to the full SBTMT for further evaluation and parent notification should occur. Parents or guardians may still be notified if the SBTMT believes it is in the best interest of the student.

~~B.~~C. 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 unfounded or creates a 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.

~~C.~~D. 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, 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.

~~D.~~E. 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.

~~XVI.~~XX. Charter School Responsibilities to Comply with School Safety Requirements

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:

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

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

3. coordinate with the District School Safety Specialist on curing suspected deficiencies identified by the School Safety Specialist and the Office of Safe Schools.

B. 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 each school year. 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.

XVIII. **Confidentiality**

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

Effective 07.01.2011
Revised 09.04.2019
Revised 02.09.2022
Revised 08.15.2022
Revised 10.10.2023
Revised 12.20.2023
Revised 09.11.2024
Revised 11.19.2025

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. 1006.601

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 July 22, 2026 – Final Reading

Title EMERGENCY MANAGEMENT, PREPAREDNESS, AND RESPONSE

Code 8410

Status Final 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. Assistant 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)(d), ~~.~~ ~~Active assailant response plans~~ which 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.

1. All school personnel, including the District's public post-secondary institution 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 1st of each year.

~~1.~~ 2. Drills for active assailant and hostage situations must be conducted in accordance with F.A.C. 6A-1.0018 and as frequently as the 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;

~~B.~~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;

~~C.~~D. developmentally appropriate and adapted active assailant and hostage scenario training for students with varying exceptionalities, medical needs, and young students;

~~D.~~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. fire drills, in accordance with the Florida Fire Prevention Code, which must test all applicable functions included in the threat scenario, such as panic buttons, AEDs, participant movement (lockdown, shelter-in-place, or evacuation), simulated communications with first responders, simulated notification to parents, and appropriate protective actions, such as turning off lights, and covering windows;

G. six (6) emergency drills, conducted separately and noncurrent with ~~and~~ fire drills, which must test all applicable functions included in a simulated threat scenario, such as panic buttons, automated external defibrillators (AEDs), participant movement (lockdown, shelter-in-place, or evacuation), simulated communications with first responders, simulated notification to parents, and appropriate protective actions, such as turning off lights and covering windows. Such drills must be conducted in accordance with F.A.C. 6A-1.0018~~ and as frequently as the rule requires~~.

1. Four (4) of the six (6) emergency drills must address active threats, such as bomb threats. The remaining two (2) drills must address other emergency events, such as severe weather, natural disasters, hazardous materials, or reunification.

~~1.~~2. An actual emergency or other event, such as a false alarm, that elicits a schoolwide response including participant movement and appropriate protective actions, may substitute for one (1) of the six (6) required emergency drills.~~;~~

~~E.~~H. protocols for immediately responding to an alert or report of incoming severe weather, including lightning/electrical storms;

~~F.~~I. 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;

~~G.~~J. a family reunification plan applicable to all District schools, including its public post-secondary institutions, 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; and

~~H.~~K. as each public school, a Plan for Urgent Life-Saving Emergencies (PULSE) that follows evidence-based core elements including, but not limited to, establishing a life-threatening medical emergencies response team, protocols and procedures for activating the team in response to a suspected emergency, implementing AED placement and routine maintenance, disseminating and communicating the plan throughout the school, maintaining ongoing and appropriate staff training, coordinating and practicing emergency drills, and integrating local emergency medical services (EMS) with the plan. Recommendations made by emergency service responders on topics including but not limited to school personnel training, drills, medical oversight, equipment procurement, placement, and maintenance must be considered in each public school's PULSE and in accordance with evidence-based core elements.

Emergency drills and fire drills must be conducted in accordance with developmentally appropriate and age-appropriate procedures.

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.

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, time 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.

Effective 07.01.2011
Revised 06.19.2019
Revised 02.09.2022

Revised 08.15.2022
Technical Correction 09.11.2023
Revised 12.20.2023
Revised 09.11.2024
Revised 11.19.2025

Legal References:
F.S. 1000.04
F.S. 1006.12
F.S. 1001.43
F.S. 1002.20(25)
F.S. 1006.07
F.S. 1006.601
F.S. 1013.13
F.A.C. 6A-1.0018

Adoption Date: 05.11.2011

Book	Policy Manual
Section	July 22, 2026 – Final Reading
Title	STUDENT INFORMATION, RECORDS, AND PRIVACY RIGHTS
Code	8330
Status	Final Reading

8330 - **STUDENT INFORMATION, RECORDS, AND PRIVACY RIGHTS**

In order to provide appropriate educational services and programming, the School Board has the authority to create student educational records and is responsible for maintaining, reviewing for accuracy, and restricting access to the records. Continued efforts will be made to protect the accuracy and privacy of the information contained in student educational records.

I. **Definitions**

A. "Education records" means records that are directly related to a student and that are maintained by the District or a party acting for or on behalf of the District, as defined in 20 U.S.C. Section 1232g(a)(4).

B. "Eligible student" refers to students who are eighteen (18) years of age or older, or who are enrolled in a postsecondary institution, at any age.

C. "Institution" means any public school, center, or other entity that is part of Florida's education system under F.S. 1000.04(2), (4), and (5).

D. "Online educational service" means computer software, mobile applications (apps), and web-based tools that students or parents are required to use and access through the internet and as part of a school activity or function. Examples include online services that students or parents use to access class readings, assignments, or videos, to view learning progression, or to complete assignments. This does not include online services that students or parents may use in their personal capacity or to online services that districts or schools may use to which students or parents do not have access, such as a District student information system.

E. "Parent" or "parents" includes parents or guardians of students who are or have been in attendance at a school or institution.

F. "Personally identifiable information" or "PII" means information that can be used to distinguish or trace a student's identity either directly or indirectly through linkages with other information, as defined in 34 C.F.R. 99.3. PII includes, but is not limited to, direct identifiers (such as a student's or other family member's name), indirect identifiers (such as a student's date of birth, place of birth, of mother's maiden name), ~~and~~ other personal identifiers (such as a student's social security number of Florida Education Identifier (FLEID) number). PII also includes information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

G. "School day(s)" means any weekday that school is in session, based on the School District's calendar.

H. "Student" means any individual who is or has been in attendance in a District school and regarding whom the District maintains education records.

I. "Therapeutic treatment plan" means a plan that identifies the mental health diagnosis, or condition, the therapy or intervention goal(s), the type of school-based mental health intervention, and the school-based mental health services provider responsible for providing the mental health interventions or therapy.

J. "Therapy progress notes" means notes maintained by a school-based mental health services provider that summarize the focus and progress toward treatment goal(s) of each therapy or intervention session.

K. "Third-party vendor" or "third-party service provider" means any entity, whether public or private, that provides services to the Board through a contract or agreement. The term does not include the Florida Department of Education or the Department's contractors and subcontractors.

II. Maintenance of Student Records

Only records mandated by the State or Federal government and necessary and relevant to the function of the District or specifically permitted by this Board shall be compiled by District employees. The Superintendent is authorized to develop and issue directives pertaining to student records.

Each school shall maintain a permanent cumulative record for each student enrolled in the school which shall contain the data as prescribed by F.A.C. 6A-1.0955 and this policy. Each student's cumulative record shall be classified as follows:

A. Category A Records, Information for each student which shall be kept current while the student is enrolled and retained permanently in the manner prescribed by F.S. 1001.52(2) (Permanent Information)

    1. Student's full legal name.

    2. Authenticated birthdate, place of birth, race, ethnicity, and sex.

    3. Last known address of the student.

    4. Name(s) of the student's parent(s) or guardian(s).

    5. Name and location of last school attended.

    6. Number of days present and absent, date enrolled, date withdrawn.

    7. Courses taken and record of achievement, such as grades, credits, or certification of competence.

    8. Date of graduation or date of program completion, including a statement of diploma, that is, standard, special, certificate of completion, or General Equivalency Diploma.

    9. State and/or District standardized assessment/achievement test results, if required for graduation.

    10. Written records of access to the student's records.

    11. Home language survey.

    12. Threat management records, which include all reports of concerning behavior, concerning communications, or threats documented using the Florida Harm Prevention and Threat Management Instrument prescribed by F.A.C. 6A-1.0019, and corresponding documentation and any additional information required by the Florida Model for Harm Prevention and Threat Management related to the reporting, evaluation, intervention, and management of threat assessment evaluations and intervention services. Retention of threat management records is satisfied by uploading all such records to the Florida School

Safety and Threat Management Portal.

B. Category B Records, Information which is subject to periodic review and elimination when the information is no longer useful in the manner prescribed by F.S. 1001.52(3) and F.A.C. 6A-1.0955 (Temporary Information)

1. Health information, family background data, standardized test scores, educational and vocational plans, honors, and activities, work experience reports, teacher/counselor comments.

2. Reports of student services or exceptional student staffing committees including all information required by F.S. 1001.42.

3. Academic and behavioral intervention services.

4. Psychological evaluations.

5. Therapeutic treatment plans and therapy progress notes.

6. Correspondence from community agencies or private professionals.

7. Driver education certificate.

8. A list of schools attended.

9. Written agreements of corrections, deletions, or expunctions as a result of meetings or hearings to amend educational records.

10. Written requests to waive access to confidential records.

11. Written requests to restrict the release of directory information.

12. Court orders of relevance.

13. Discipline records, School Environmental Safety Incident Reports (SESIR), suspension, and/or expulsion records.

14. Student Limited English Proficiency (LEP) Plans.

15. Grade Change Forms

16. Records designated for retention by the Florida Department of State in General Records Schedule GS7 for Public Schools Pre-

K – 12, Adult and Vocational/Technical and such other records of educational importance as the school shall deem necessary.

Category A and B records shall be maintained in compliance with the approved District records retention schedule which is made available to all schools and appropriate worksites by the District's Department of Records and Forms Management. The District must maintain sufficient information, to include social security numbers for students enrolled in a postsecondary program, so that they can be located after they have either withdrawn or completed a program of study.

Individual exceptional student records shall be kept separate from regular cumulative records. These records shall be sent to each succeeding school the student attends in the District and shall be maintained in accordance with the approved District records retention plan. Pursuant to State law, a parent or guardian has the right to access, upon request, all individual education plan (IEP) service provider logs or progress notes within fifteen (15) school days after such service is provided. The District shall inform parents of this right at each IEP meeting.

III. Limitations on Collection and Retention of Certain Information

The District shall not collect, obtain, or retain information on the political affiliation, voting history, religious affiliation, or biometric information of a student or a parent or sibling of a student. For purposes of this paragraph, the term "biometric information" means information collected from the electronic measurement or evaluation of any physical or behavioral characteristics that are attributable to a single person, including fingerprint characteristics, hand characteristics used for the purpose of electronically identifying that person with a high degree of certainty. Examples of biometric information include, but are not limited to, a fingerprint or hand scan, a retina or iris scan, a voice print, or a facial geometry scan.

The District shall not maintain any report or record relative to a student that includes a copy of a student's fingerprints.

The Superintendent or designee will be responsible for the privacy and security of records that are not under the supervision of the school principal.

IV. Transfer of Student Records

When a student transfers to any school within the District or transfers out of the District to another school, public or private, within this State or out of State, the Principal, upon written request of the principal of the receiving school, the parent, guardian, or eligible student, shall within five (5) school days of receipt of the request for records from the new school or district, or receipt of the identity of the new school or district of enrollment, whichever occurs first, transfer a copy of the student's cumulative record containing

Category A and B information to the requesting school. Pursuant to Federal law, disciplinary records with respect to suspension and expulsion shall be considered "other records of educational importance" and, as a Category B record, shall be transferred to the requesting school. The administration is authorized to forward all Category A and B student records, including disciplinary records with respect to any current suspension and expulsion, upon request to a school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record. The school shall retain a copy of the Category A and B information in its files. Category B health and testing information shall be retained if it is related to a weighted or categorical program placement which is subject to audit.

Student records must contain verified reports of serious or recurrent behavior patterns, including all documentation and related information for reports of concerning behavior, concerning communication, or threats that are documented using any portion of the Florida Harm Prevention and Threat Management Instrument, and psychological evaluations, including therapeutic treatment plans and therapy progress notes created and maintained by District or charter school staff. All such reports and documents, regardless of the outcome or level of concern, must be transferred to a student's receiving school, or to a student's Florida college system institution or State university of enrollment, in accordance with State Board rules.~~All reports of concerning behavior, concerning communication, or threats must be transferred, regardless of the outcome~~.

The files which are retained will be held by the principal who is custodian of the records for the period of time specified in the Student Educational Records Manual. Student records which are required for audit purposes for programs listed in F.S. 1010.305, must be maintained in the District for the time period indicated in F.A.C. 6A-1.0453. Category A and Category B student records retained beyond the specified time after the student leaves the District will be forwarded to Records Management. When a request comes to the school for student records after the files have been sent to Records Management, the written request should be forwarded to Records Management. Based upon reasonable requests, parents or eligible students will receive explanation and interpretation of the records. Records Management will make copies of the student's files at the current established rate cost.

While all reasonable efforts shall be made to collect for damaged or lost library books or textbooks, under no conditions shall the transfer of a student's cumulative record be delayed or denied for failure to pay any fine or fee assessed by the school. Progress reports to parents (report cards) may also not be withheld for failure to pay any fine, fee, or an assessment for lost or damaged books.

V. **Periodic Review of Records**

A periodic review of student records by the custodian or designee shall be made in accordance with F.S. 1001.52. The custodian of the student records shall be responsible for maintaining the accuracy of information.

The custodian of the records is responsible for amending materials in the student's records he/she believes is inaccurate, misleading, or otherwise in violation in the privacy of other rights of the student.

Student records scheduled for disposition/destruction in accordance with the procedures specified in the current Student Educational Records Manual will be forwarded to Records Management.

Type Record	Location	Custodian	Address
Active and inactive student records as specified in the current Student Educational Records Manual for the District	Last school attended	Principal of last school attended	As shown in local directory
Inactive student cumulative records (Category A) as specified in the current Student Educational Records Manual for the District	Central District office	Superintendent or designee	Records Management
Individual exceptional student education records as specified in the current Student Educational Records Manual for the District	Last school attended	Principal of last school attended	As shown in local directory

VI. **Access to Student Records**

The rights of parents and eligible students with respect to education records created, maintained, or used by the District must be protected according to FERPA and its implementing regulations. Parents and eligible students have the right to access education records, including the right to inspect and review those records, and have the right to waive their access to their education records in certain circumstances.

The custodian of the student record shall permit the eligible student or the parents or guardians of the student who is or has been in attendance in the District to inspect and review the education records of the eligible student or student. Provisions for such inspection and review shall be made within a reasonable period of time of the request, but in no case shall be more than thirty (30) days after the request has been made.

The District presumes that the eligible student or either parent of the student has the right to inspect, review, and receive copies of the education records of the student or eligible student unless the Board, its staff, or the individual school has been provided a legally binding instrument or court order that expressly revokes those rights.

When records are opened to parents, guardians, or eligible students, schools shall make available a member of the professional staff to interpret the record and shall provide copies, at the current District copy rate of $0.15 per one-sided copy for duplicated copies of not more than 14 inches by 8 1/2 inches, an additional $0.05 cents for each two-sided copy, and for all other copies, the actual cost of duplication of the public record, upon request. Testing/Assessment materials will not be copied. The copy rate will include actual reproduction costs and will not include the labor costs for retrieval.

Parents, guardians, and eligible students may waive their right of access to confidential letters or statements of recommendations or evaluation. Such waiver shall be made in writing to the custodian of the records and shall be signed by the parent, guardian, or eligible student. Such waiver shall apply to recommendations or evaluation only if:

A. the parent, guardian, or eligible student is, upon request, notified of the names of all persons submitting confidential letters or statements; and

B. such recommendations or evaluations are used solely for the purpose for which they were specifically intended.

The waiver of right of access may be revoked in writing with respect to actions occurring after the revocation.

In addition to students and their parents and eligible students, student records shall be available only to designated school officials and personnel, to such other persons as the parent or eligible student authorizes in writing, a court of competent jurisdiction or to other individuals or organizations as permitted by law.

Schools may, without consent of parents, guardians, or eligible students, provide access to school officials to perform an administrative, supervisory, or instructional task, or to perform a service or benefit for the student or the student's family, and psychologists within the School District providing they have a legitimate educational interest. Support employees may be designated by the principal for the purpose of doing clerical work and maintaining student records. However, such persons shall receive in-service training concerning the confidentiality of student records and work under the supervision and control of an administrative staff member.

Whenever a student has attained eighteen (18) years of age, the permission and consent required of and rights accorded to the parents of the student as to student records maintained by the District, shall thereafter be required of and accorded to the eligible student only, unless the eligible student is a dependent of his/her parents as defined in Title 26 U.S.C. Section 152 of the Internal Revenue Code of 1954. The District may, in this instance, disclose personally identifiable information from the education records to the parents without the prior consent of the eligible student.

Whenever a student has enrolled in a postsecondary institution, regardless of age, the permission and consent required of and rights accorded to the parents of the student as to student records maintained by the postsecondary institution shall thereafter be required of and accorded to the eligible student only. However, if the student is not eighteen (18) years of age, then the permission and consent required of and rights as to the student records maintained by the District shall be retained by the parents.

VII. **Disclosure of Personally Identifiable Information**

Notwithstanding any other provision in this policy, student education records and personally identifiable information shall not be disclosed to any person, public body, body politic, political subdivision, or agency of the Federal government except when authorized by State or Federal law or in response to a lawfully issued subpoena or court order. In accordance with State law, student education records and personally identifiable information are exempt from the provisions of F.S. Chapter 119.

A. <u>Prior Written Consent</u>

1. Prior written consent of the parent, guardian, or eligible student shall be obtained prior to disclosing personally identifiable student information. The written consent shall include: signature of the parent, guardian, or eligible student; date; specification of records or information to be disclosed; purpose of the disclosure; and the party or class of parties to whom a disclosure is to be made.

2. Personally identifiable student information which is disclosed to an institution, agency, or organization may be used by its officers, employees, and agents, but only for the purpose for which the disclosure was made. Whenever parental consent is required for the inspection and/or release of a student's health or educational records, either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order.

3. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

B. Without Prior Written Consent

Personally identifiable records or reports of a student may be released to the following persons or organizations without the prior written consent of the student or the student's parent or guardian:

1. Officials of schools, school systems, career centers, or public postsecondary educational institutions in which the student seeks or intends to enroll; and a copy of such records or reports shall be furnished to the parent or student upon request.

2. Other school officials, and teachers within the educational institution or agency, who have legitimate educational interests in the information contained in the records. The Superintendent may designate "other school officials" not directly employed by the School Board through inter-agency agreements that are created in support of legitimate educational interests and contain the pertinent requirements of this rule. Such agreements shall specify that the designated agency may not disclose the information to any other party without the prior consent of the parent or eligible student and may use the information only for the purposes for which the disclosure was made. However, the designated agency may make further disclosures of the information on behalf of the School Board if the disclosure meets the other requirements of this rule. Support employees may be designated by the principal for the purpose of doing clerical work and maintaining student records. However, such persons shall receive in-service training concerning the confidentiality of student records and work under the supervision and control of an administrative staff member.

3. The United States Secretary of Education, the Director of the National Institute of Education, the Assistant Secretary for

Education, the Comptroller General of the United States, or State or local educational authorities who are authorized to receive such information subject to the conditions set forth in applicable Federal statutes and regulations of the United States Department of Education, or in applicable State statutes and rules of the State Board of Education.

4. Other school officials, in connection with a student's application for or receipt of financial aid.

5. Individuals or organizations conducting studies for or on behalf of an institution or a board of education for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, if the studies are conducted in a manner that does not permit the personal identification of students and their parents by persons other than representatives of such organizations and if the information will be destroyed when no longer needed for the purpose of conducting such studies.

6. Accrediting organizations, in order to carry out their accrediting functions.

7. School Readiness Coalitions and the Florida Partnership for School Readiness in order to carry out their assigned duties.

8. For use as evidence in student expulsion hearings conducted by a district school board under F.S. Chapter 120; however, public records of expulsion hearings shall not contain any personally identifiable information.

9. Appropriate parties in connection with an emergency, if knowledge of the information in the student's educational records is necessary to protect the health or safety of the student or other individuals. Within a reasonable time after the disclosure, the District must record the following information in the student’s education records when it discloses personally identifiable information from education records under the health or safety emergency exception:

    a. The articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and

    b. The parties to whom the agency or institution disclosed the information.

10. The Auditor General and the Office of Program Policy Analysis and Government Accountability in connection with their official functions; however, except when the collection of personally identifiable information is specifically authorized by law, any data collected by the Auditor General and the Office of Program Policy Analysis and Government Accountability is confidential and exempt from F.S. 119.07 (1) and shall be protected in a way that does not permit the personal identification of students and their parents by other than the Auditor General, the Office of Program Policy Analysis and Government Accountability, and their staff, and the personally identifiable data shall be destroyed when no longer needed for the Auditor General's and the Office of Program Policy Analysis and Government Accountability's official use.

11. A court of competent jurisdiction in compliance with an order of that court or the attorney of record in accordance with a lawfully issued subpoena, upon the condition that the parent or eligible student is notified by the custodian of the record of the order or subpoena in advance of compliance.

    A person or entity in accordance with a court of competent jurisdiction in compliance with an order of that court or the attorney of record pursuant to a lawfully issued subpoena, upon the condition that the student, or his/her parent if the student is either a minor and not attending a postsecondary educational institution or a dependent of such parent as defined in 26 U.S.C. 152 (section 152 of the Internal Revenue Code of 1954), is notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.

    If the custodian of the record is unable to notify the parent or eligible student prior to time of compliance, s/he shall bring to the court’s attention the provision of the Family Educational Rights and Privacy Act of 1974 and comply with the court’s instructions.

    If it is a subpoena issued for a law enforcement purpose in which the court or other issuing agency orders the educational agency or institution not to disclose the existence or contents of the subpoena or any information furnished in response to the subpoena, the school shall comply with the subpoena without giving notice to the parent.

12. Credit bureaus, in connection with an agreement for financial aid that the student has executed, if the information is disclosed only to the extent necessary to enforce the terms or

conditions of the financial aid agreement. Credit bureaus shall not release any information obtained under this paragraph to any person.

13. Parties to an interagency agreement among the Department of Juvenile Justice, school and law enforcement authorities, and other signatory agencies for the purpose of reducing juvenile crime and especially motor vehicle theft by promoting cooperation and collaboration, and the sharing of appropriate information in a joint effort to improve school safety, to reduce truancy and in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions that provide structured and well-supervised educational programs supplemented by a coordinated overlay of other appropriate services designed to correct behaviors that lead to truancy, suspensions, and expulsions, and that support students in successfully completing their education. Information provided pursuant to interagency agreements is intended solely for use in determining the appropriate programs and services for each juvenile or the juvenile's family, or for coordinating the delivery of such programs and services, and as such is inadmissible in any court proceedings prior to a dispositional hearing unless written consent is provided by a parent or other responsible adult on behalf of the juvenile.

14. Consistent with the Family Educational Rights and Privacy Act, the Department of Children and Family Services or a community- based care lead agency acting on behalf of the Department of Children and Family Services, as appropriate.

15. Parents of a dependent student as defined by the Internal Revenue Service Tax Code of 1986 and in this policy.

16. If the District initiates legal action (a lawsuit) against a parent, or if the parent initiates legal action against the District. In such circumstances, the District may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the District to proceed with legal action as the plaintiff or to defend itself.

17. If the release is to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specific in Sections 2331 and 2332 of Title 18, U.S. Code.

    Under this exception, school officials are not required to record (i.e., on an access log) the disclosure of information from a student's education record when the school makes pursuant to an ex parte.

Further, an educational institution that, in good faith, produces information from education records in compliance with an ex parte order shall not be liable to any person for that disclosure.

VIII. Directory Information

The District shall not make available certain information known as "directory information" without prior permission of the parents or the eligible student. The Board designates as student "directory information": a student's name; address; telephone number, if it is a listed number; date and place of birth; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation or program completion; and awards received.

In accordance with State law, the District shall release the names and addresses of students in grades ten through twelve (10-12) to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. Such data shall not be released if the eligible student or student's parents submit a written request not to release such information. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces". The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer. A secondary school student or parent of the student may request that the student's name, address, and telephone listing not be released without parental consent.

IX. Additional Safeguards for Student Education Records

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation, or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program and must also provide assurances that the personally identifiable information will not be re-disclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation, or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board.

X. Required Use of Online Educational Services by Students and Parents

A. Protection from Misuse

In order to protect a student's PII from potential misuse and in order to protect students from data mining or targeting for marketing or other commercial purposes, the following procedure is required for review and approval of any online educational service that students or their parents are required to use. This procedure is required whether or not there is a written agreement governing student use, and whether or not the online educational service is free. This procedure is required even if the use of the online educational service is unique to specific classes or courses. This policy is being implemented to comply with F.A.C. 6A-1.09550 – Student Online Personal Information Protection.

B. Online Services Agreements or Contracts

All contracts or agreements executed by or on behalf of the Board with a third-party vendor or a third-party service provider must protect the privacy of education records and student PII contained therein. For purposes of this section, student PII includes all additional types of information listed in 16 C.F.R. 312.2. The online educational service's terms of service and privacy policy shall be reviewed to ensure compliance with State and Federal privacy laws, including FERPA and its implementing regulations, the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. 6501-6506, F.S. 1002.22 and F.S. 1006.1494. The Superintendent may execute agreements that meet the requirements of these laws and F.A.C. 6A-1.09550. Any agreements that deviate from these requirements must be approved by the Board or supported by a waiver executed by the Superintendent. Any agreement that provides for the disclosure or use of student PII must:

1. require compliance with FERPA, its implementing regulations, and F.S. 1002.22;
2. where applicable, require compliance with COPPA, 15 U.S.C. 6501-6506, and its implementing regulations;
3. ensure that only the student PII necessary for the service being provided will be disclosed to the third party in compliance with subsection C. below; and
4. prohibit any disclosure or re-disclosure of student PII unless one of the conditions set forth in subsection C. below has been

met.

C. <u>Conditions for Disclosure of PII in Contracts or Agreements with Third-Party Vendors (F.A.C. 6A-1.0955(11)(b))</u>

Contracts or agreements with a third-party vendor or third-party service provider may permit the disclosure of student PII to the third party only where one or more of the following conditions has been met:

1. the disclosure is authorized by FERPA and 34 C.F.R. 99.31;

2. the disclosure is authorized by the Board's directory information provisions set forth in this policy and implemented in accordance with FERPA and 34 C.F.R. 99.37; or

3. the disclosure is authorized by written consent of an eligible student or parent. Consent must include, at a minimum, an explanation of who the student PII would be disclosed to, how it would be used, and whether re-disclosure is permitted. Any re-disclosure must meet the requirements of F.A.C. 6A-1.09550 and this policy.

D. <u>Procedure for Online Services Agreements or Contracts</u>

Prior to entering into any online services agreement or contract on behalf of the Board:

1. The Superintendent shall designate a person or persons responsible for the review and approval of online educational services that are required for students to use.

2. The Superintendent shall establish procedures for notifying parents and eligible students if student PII will be collected by the online educational services.

3. If student PII will be collected by the online educational service, the Superintendent shall establish procedures for notifying parents and eligible students of information that will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any.

E. <u>Explicit Prohibition Against Sharing or Selling PII</u>

1. Any agreement for online educational services shall contain an explicit prohibition against sharing or selling a student's PII for commercial purposes without providing parents a means to

either consent and disapprove.

2. This disclosure prohibition does not prevent the purchase, merger, or other type of acquisition of a third-party provider or online educational service by another entity, provided that the successor entity continues to be subject to the provisions of this rule with respect to previously acquired PII.

F. Notice

For any online educational service that a student is required to use, the District will provide notice on its website of the PII information that may be collected, how it will be used, when it will be destroyed and the terms of re-disclosure. This notice will include a link to the online educational service’s terms of service and privacy policy, if publicly available.

G. Compliance

Pursuant to this policy any online educational service provided through a third-party vendor or third-party service provider must be Board approved. Failure to follow this policy may result in disciplinary proceedings, up to and including termination.

H. Parent/Guardian Notice

1. Students shall only use Board approved online educational software, web-based tools or mobile applications on District provided devices. The use of any non-approved online educational software, web-based tools or mobile applications on District provided devices may result in disciplinary proceedings, up to and including expulsion.

2. The use of any non-approved online educational software, web-based tools or mobile applications on District provided devices may result in student PII being disclosed and not protected.

XI. **Record of Disclosures**

Record of any requests or disclosures of personally identifiable student information shall be maintained except for disclosures to the parent, guardian, or eligible student; or any other school officials with a legitimate educational interest. The record of requests for disclosure shall include the following: the parties who have requested or obtained personally identifiable student information, the legitimate interests of the persons requesting or obtaining the information, and date parental/eligible student consent was obtained.

With regard to such disclosures, a "school official" is determined to be any employee of the School Board of Miami-Dade County, Florida, with direct responsibility for providing services to students and other school officials designated by the Superintendent through an inter-agency agreement. A "legitimate educational interest" is determined to mean responsibility for providing direct educational services to students which will include teaching, counseling, psychological services, or other services to students which require access to personally identifiable information and/or those specified in the law.

XII. Public Notification

Under FERPA, parents and eligible students must receive notice of their rights with respect to educational records. An annual written notice shall be given to inform parents, guardians, and eligible students of their rights of access, waiver of access, challenge and hearing, privacy, categories of personally identifiable student information designated as directory information data, and the location and availability of the District's policy on education records of students. Alternate methods of notice shall be made for parents, guardians, or eligible students unable to comprehend a written notice in English. The Superintendent shall prepare administrative procedures to ensure that students and parents are adequately informed each year regarding their rights to:

A. inspect and review the student's educational records;

B. request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights;

C. consent to disclosures of personally-identifiable information contained in the student's educational records, except to those disclosures allowed by the law;

D. challenge District noncompliance with a parent's request to amend the records through a hearing;

E. obtain a copy of the District's policy and administrative procedures on student records.

The Superintendent shall also develop, and update as needed, procedures for:

A. the proper storage and retention of records including a list of the type and location of record;

B. informing District employees of the Federal and State laws concerning student records.

The District is authorized to use the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and procedures.

XIII. Modification and Correction of Student Records

Registering parents may specify the use of any deviation from their child's legal name in school by submitting a signed Consent to Deviate From Legal Name form to their child's principal.

Whenever a parent, guardian, or eligible student believes the content of the student record is inaccurate, misleading, or in violation of their privacy, they may request an informal meeting with the record custodian for the purpose of requesting the correction, deletion, or expunction of any inaccurate, misleading, or otherwise inappropriate data or material contained in the student record.

If the record custodian agrees at the informal meeting to grant the parent's request, the data or materials in question should be amended and the parent given written notification of the amendment. The appropriate school officials shall take the necessary actions to implement the amendment. If the parent's request is denied, the decision must be made in writing and provided to the parent, guardian, or eligible student, with a notification of the right to an informal hearing with the Regional Center. The decision of the Regional Center shall be made in writing to the parent, guardian, or eligible student with a copy to the Superintendent. The written decision of the Regional Center may be appealed to the Administrative Director, Division of Student Services.

A hearing shall be requested, in writing, to the Superintendent within ten (10) days of the written notice of denial at the informal hearing conducted by the Regional Center. The Administrative Director shall convene and conduct the hearing and shall render a decision in writing to all concerned parties within a reasonable time after the conclusion of the hearing. The hearing shall be held no more than thirty (30) days from the date of the written request.

The parents, guardian, eligible student, student, and officials of the school shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by one or more individuals of his or her own choice, including an attorney. The hearing decision must be made in writing to the parent, guardian, or eligible student, must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

If the decision of the hearing officer is that the records are not inaccurate, misleading, or otherwise in violation of privacy rights, the parent, guardian, or eligible student shall be allowed to comment in writing on the information in the education record and state any reasons for disagreeing with the decision. This written response shall be filed in the education records of the student.

Effective 07.01.2011
Revised 03.15.2017
Revised 09.04.2019
Revised 04.20.2023
Technical Correction 09.11.2023
Revised 10.10.2023
Technical Correction 12.20.2023
Revised 11.19.2025

Legal References:
F.S. 1001.41
F.S. 1001.52
F.S. 1002.22
F.S. 1003.25
F.S. 1003.5716
F.A.C. 6A-1.0955
F.A.C. 6A-1.09550
20 U.S.C. Section 1232f (FERPA)
20 U.S.C. Section 1232g (FERPA)
20 U.S.C. Section 1232h (FERPA)
20 U.S.C. Section 1232i (FERPA)
20 U.S.C. 7908
26 U.S.C. 152
20 U.S.C. 1400 et seq., Individuals with Disabilities Act
16 C.F.R. Part 312
Privacy Rights of Parents and Students - P.L. 90-247

Adoption Date: 05.11.2011