[SCHOOL]
THREAT MANAGEMENT POLICY

Effective Date:
[SCHOOL NAME] (the "School") shall establish a "**School Based Threat Management Team**" or "**SBTMT**" in accordance with Section 1006.07(7), F.S.. The primary purpose of a SBTMT is to minimize the risk of violence at the school. The SBTMT is responsible for the coordination of resources and assessment and intervention of individuals whose behavior may pose a threat to the safety of school staff or students.

A. Definitions.

- "**District Threat Management Coordinator**" or "**DTMC**" means the School District employee that oversees threat management at all K-12 schools, including charter schools contracted by or under contract with the district.
- "**Florida Harm Prevention and Threat Management Model**" or "**Florida Model**" means the Florida-specific behavioral threat management process required by Section 1001.212(12), F.S. The Florida Model consists of the Florida Threat Management Manual and the Florida Harm Prevention and Threat Management Instrument ("Instrument"). Under the Florida Model, threats and reports of concerning behavior or concerning communications are categorized as having a low, medium, or high level of concern.
- "**School-based mental health services provider**" means a school psychologist certified under Rule 6A4.0311, F.A.C., a school social worker certified under Rule 6A-4.035, F.A.C., a school counselor certified under Rule 6A-4.0181, F.A.C., or a mental health professional licensed under Chapter 490 or 491, F.S., who is employed or contracted by the District or the School to provide mental health services.
- "**Statewide Threat Management Portal**" or "**STMP**" means the instrument managed by the Office of Safe Schools at such time as it comes available and as referenced in Rule 6A-1.0018, F.A.C.
- "**Student Support Management Plan**" or "**SSMP**" means an ongoing intervention and monitoring plan implemented by the SBTMT. The SSMP may impose requirements on a student of concern for a defined period of time based on the level of concern. The SSMP is reviewed each month by the SBTMT.
- "**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.
- "**Threat Assessment**" means the protocols used to assess concerning behavior and threats. Threat assessment protocols are a series of documents, also referred to as a "threat assessment instrument," comprised of an intake and disposition form; student of concern questionnaire; parent/guardian questionnaire; witness/target of violence questionnaire; teacher survey; and mental health assessments used to help evaluate whether behaviors or communications indicate that a student poses a. risk of harm and what services are appropriate to mitigate that risk. The threat assessment process results in comprehensive information gathering from multidisciplinary sources, including law enforcement, mental health, and school records.
- "**Threat Management**" means the systematic, fact-based method designed to identify, using threat assessment protocols, whether behaviors or communications constitute a concern for violence or harm to another person. Upon a determination that a risk of violence exists, the threat

management process then results in determining the level of concern and appropriate management of the person posing the concern to mitigate the risk of harm and remove them from the pathway to violence. The SSMP is part of the threat management process. The threat management process is ongoing and ends only when the SBTMT deems it appropriate under the circumstances, or responsibility is transferred to another Threat Management Team.

B. Florida Model Threat Assessments

- The School must have a SBTMT comprised of four members (the "Core Four"), at a minimum, including persons with expertise in counseling, instruction, school administration, and law enforcement. The Principal is responsible for appointing team members. The SBTMT must also include a member with personal knowledge of the student of concern who is the subject of threat management. Team members must meet the following requirements:
    - The counseling team member must be a school-based mental health services provider that is able to access student mental health records. This must not be the Principal, or equivalent
    - The instructional team member must meet the definition of instructional personnel under Section 1012.01(2)(a)-(d), F.S., or must hold a current Florida Educator Certificate under Section 1012.56, F.S. This must not be the Principal, or equivalent
    - The School administrator team member must meet the definition of administrative personnel found in Section 1012.01(3), F.S. This should not be the Principal unless they are the only administrator at the School. In the event the Principal is the only administrator at the School, the Principal must notify the district's DTMC.
    - The law enforcement team member must be a sworn law enforcement officer, as defined by Section 943.10(1), F.S., including a School Resource Office, school-safety officer, or other active law enforcement officer. At a minimum, a law enforcement officer serving on a SBTMT must have access to local Records Management System information, the Criminal Justice Information System, and the Florida Crime Information Center and National Crime Information Center databases. Officers serving on school-based SBTMTs must also have clearance to review Criminal Justice Information and Criminal History Record Information. A school guardian, as defined under Section 1006.12(3), F.S., or a school security guard, as defined under Section 1006.12(4), F.S., may not serve as the law enforcement member of a SBTMT. This must not be the Principal, or equivalent.
    - If none of the team members are familiar with the student of concern, the SBTMT Chair must assign an instructional staff member who is familiar with the student to consult with and provide background information to the SBTMT.
    - The Principal must appoint a Chair and Vice Chair of the SBTMT. The Chair serves as the point person for threat management at the school-level and is responsible for triaging reported threats or concerning behavior and communications to determine whether the matter should be summarily closed or whether it should be reviewed by the full SBTMT. The Vice Chair will serve as Chair when the Chair is unavailable.

- The SBTMT must follow the following procedures in accordance with state law and administrative rule:
    - The SBTMT must use the Florida Model to assess the behavior of students who may pose a threat of harm to themselves or others and to coordinate intervention and services for such students. All reported threats or concerning behaviors and communications, even

those determined to be unfounded, must be documented by the SBTMT along with any resultant action, using the Florida Model Instrument.

- The SBTMT may meet as often as necessary to address applicable threats. If the SBTMT meets to address a threat, it is not required to hold another meeting during the same month unless an additional applicable threat or event arises. In any month with no applicable threats or events, the Core Four must meet at least once to discuss the general affairs of the SBTMT. Every meeting of the full SBTMT or the Core Four must include a record of attendees, any cases discussed (if applicable), other matters addressed, actions taken, and the date and time of the meeting.The SBTMT must refer individuals for crisis intervention or mental health services as necessary pursuant to s.112.584(4) F.S. and refer for self-harm as necessary pursuant to s.394.463, F.S.
- The SBTMT must report quantitative data about the threat assessments team's activities to the Office of Safe Schools, as required by law.

C. Training Requirements

- The SBTMT must be designated before the start of the school year. Team members who have not previously completed training must complete Day One Florida Model Training before the start of the school year. Those appointed to SBTMTs after the start of the school year must complete Day One Florida Model Training within sixty calendar (60) days of appointment. Team members who have been fully trained in a previous school year must complete an annual refresher training provided by the Office within the first sixty (60) days of school.
- Any team member who does not complete the annual refresher within the first sixty (60) calendar days of school must not serve on the SBTMT in any capacity until such time as they retake and successfully complete Day One Florida Model Training.

D. Notification

The School must notify in the following circumstances:

- If the SBTMT Chair determines the report of a concerning behavior or threat is a Low level of concern and summarily closes the case, the Chair must use reasonable efforts to notify the parent or guardian of the student of concern.
- 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 assigns the preliminary and final level of concern.
- If the preliminary level of concern is High, the SBTMT Chair must notify the superintendent or designee to ensure that the notice requirements of Section 1006.07(7)(e), F.S., are met.
- 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.
- Once an SSMP is finalized and anytime it is substantively revised, the SBTMT Chair 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.

- 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 SBTMT for further evaluation and parent notification should occur.
- Nothing herein prevents the School from notifying parents or guardians if they believe it is in the best interest of the student.

The SBTMT Chair must document all attempts to make contact with the parent or guardian. Timelines for required notice may be modified where the SBTMT reasonably believes and documents that such disclosure would result in abuse, abandonment, or neglect, as defined in Section 39.01, F.S.

E. Education

- Annually, Students, Faculty, and Staff must be provided guidance for identifying and reporting concerning behavior or threats. Students may report concerning behavior on FortifyFL, to their teacher, any staff member, or directly to the Principal. Staff members who have received a report from a child or need to make their own report must report immediately and directly to the Principal.
- Upon receiving reports of threats or concerning behavior, if necessary, the Principal or their designee will make referrals to mental health services, pursuant to Section 1012.584(4), F.S., or referrals for threats of self-harm, consistent with Section 394.463, F.S.

F. Reporting & Sharing Information

- Threat assessments and records related to threat management are considered education records as defined by the Family Educational Rights and Privacy Act ("FERPA") and Sections 1002.22 and 1002.221, F.S. Policies relating to access, maintenance, and retention of these records must be consistent with Rule 6A-1.0955, F.A.C., Education Records.
- Upon a preliminary determination by the SBTMT that a student poses a threat of violence to himself or herself or others or exhibits significantly disruptive behavior or need for assistance, authorized members of the SBTMT may obtain criminal history record information about the student. A member of a SBTMT may not disclose any criminal history record information obtained pursuant to this section or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the SBTMT.
- All school personnel will report to the Principal about any individual who is suspected of posing a threat to school safety. If the threat is imminent, the Principal may take any necessary action to avert a crisis situation but will report the incident to the SBTMT as soon as feasible. Otherwise, the Principal will convene the SBTMT to assess the threat.
- Upon a preliminary determination that a student poses a threat of violence or physical harm to himself or herself or others, the SBTMT shall immediately report its determination to the Principal, or his or her designee. The Principal, or his or her designee, shall immediately attempt to notify the student's parent or legal guardian. Nothing in this subsection shall preclude school personnel from acting immediately to address an imminent threat.

- The School will comply with all documentation and reporting requirements, as required by law, including meeting documentation requirements to be provided to the school district pursuant to Rule 6A-1.0019(4)(f), F.A.C.
- The School will comply with all data reporting requirements, including the STMP, as required by applicable law and administrative rules.

Board Secretary Certificate

I hereby certify that the foregoing policy was adopted by a majority vote of a quorum of the Governing Board of Directors at a duly noticed meeting held on _____, 2024.

_____
Board Secretary

_____
Printed Name

_____
Date