



## **POLICY ON SCHOOL SAFETY**

**Adopted and Effective:** 10/17/2023

This is the School Safety Policy/Plan of Ina A. Colen Academy, LLC. (“Ina A. Colen Academy”) This policy is intended to comply with the requirements of the Marjory Stoneman Douglas High School Public Safety Act (as amended), Rule 6A-1.0018, Florida Administrative Code, Rule 6A-1.0017 Florida Administrative Code, and other relevant laws. This policy shall be considered confidential and exempt from disclosure under the Public Records Act, pursuant to Section 119.071(3), Florida Statutes.

### **1.) School Safety Specialist**

The Principal shall either serve as or designate a staff member to serve as the School Safety Specialist for the school. The identity of this person should be reported annually to the Governing Board. The School Safety Specialist is required to attend trainings regarding school safety procedures from the district and state. The individual shall also serve as a member of the Threat Assessment Team and shall be the point of contact for the Marion County School District School Safety Specialist.

### **2.) Emergency Procedures (Active Assailant Response Plan)**

Ina A. Colen Academy has adopted Emergency Procedures which are incorporated by reference in Exhibit A. All school personnel must be trained annually on the protocols set forth in the Emergency Procedures no later than October 1 of each year.

### **3.) Safe School Plan**

Ina A. Colen Academy currently submits a Safe School Plan annually to Marion County School District. The Safe School Plan is attached hereto as Exhibit “B” and made a part of this policy.

### **4.) Threat Assessments**

Ina A. Colen Academy will utilize the “Behavioral Threat Assessment Policies and Best Practices” for purposes of establishing procedures for the School Threat Assessment Team (STAT). A copy of the Behavioral Threat Assessment Policies and Best Practices is attached hereto as Exhibit “C” and made a part of this policy. This policy should be referenced for all questions related to composition of the STAT, training for STAT members, recordkeeping, and procedures for conducting threat assessments and providing ongoing monitoring for identified threats.

## **5.) Parent Notification and Access to Information**

Parents of charter school students have a right to the timely notification of threats, unlawful acts, and significant emergencies. If there is a threat to the health and safety of students and faculty on school grounds, during school transportation, or during school-sponsored activities, the Principal, or a designee, will provide parents with timely notification of the incident. In the case of an imminent threat of harm to students, including an active assailant incident or hostage situation, notification to parents must be made as soon as practicable. Such 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.

The extent of the information provided in the notice will depend on the individual circumstances of the event. In determining the content of notifications to parents, school personnel must consider including specific information about the threat or incident necessary to inform parents and safeguard the community as determined by the threat assessment team or the Principal. 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. Notifications must be made in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. s. 1232g, 34 C.F.R. Part 99, and Section 1002.22, F.S.

Examples of unlawful acts and significant emergencies requiring notification to parents, include, but are not limited to:

- Fires
- Natural emergencies, including hurricanes, tornadoes, and severe storms
- Active assailant and hostage situations
- Bomb threats
- Weapons possession or use when there is intended harm toward another person
- Murder, homicide, or manslaughter
- Sex offenses, including rape, sexual assault, or sexual misconduct with a student by school personnel
- Exposure as a result of a manmade emergency
- Specific and articulable threats of harm against an individual or individuals
- Other significant events

**Reunification.** Employees should follow the reunification procedures set forth in the Emergency Procedures.

## **6.) SESIR**

School Environmental Safety Incident Reporting (SESIR) will be implemented with fidelity throughout the school year in accordance with Rule 6A-1.0017, Florida Administrative Code. SESIR incidents that require a SESIR report pursuant to the rule will immediately be reported to the School Resource Officer or to another Law Enforcement Officer. The Principal or designee will be responsible for reporting each SESIR incident and will undergo the required SESIR reporting training. Pursuant to Section 1002.33(9)(r)2., Florida Statutes, parents of charter school students have a right to access school safety and discipline incidents as reported through SESIR.

#### **7.) Involvement of Law Enforcement**

In the event of an imminent threat or actual occurrence of harm to any persons in the school community, the Principal or their designee will immediately contact law enforcement and notify them of the incident. The administration will also consult with law enforcement for all Level I and Level II SESIR offenses, as identified in Rule 6A-1.0017, Florida Administrative Code. This is not intended to limit the authority of school personnel to involve law enforcement in any matter relating to a suspected or actual violation of the law or in any other circumstance warranting the involvement of law enforcement.

#### **8.) Safe-School Officer**

The school shall comply with Section 1006.12, Florida Statutes, and ensure that a safe-school officer is present on campus during the school day when the campus is open for instruction. Ina A. Colen Academy has adopted a separate Guardian Policy which addresses the requirements for Guardians, which is incorporated herein as Exhibit "E."

#### **9.) FortifyFL**

Ina A. Colen Academy will adequately promote the use of FortifyFL, the mobile suspicious activity reporting tool operated by the State of Florida. The Principal or their designee will ensure that there is a FortifyFL link on the school's website, at least two newsletters per year will refer to the service, and posters will be made available on the community bulletin board. In addition, the application will be installed on all mobile devices issued to students, and the site will be bookmarked on all computer devices issued to students. The Board will designate one or more persons who are authorized to receive tips through FortifyFL and ensure that accurate and up-to-date contact information is timely maintained in the FortifyFL database.

#### **10.) Mobile Panic Alert System**

The Principal or their designee shall annually review options for a mobile panic alert system and ensure that the system is installed, and that appropriate staff members are trained in the use of the system. The Principal or their designee will work with emergency services to ensure the system is set up and operating appropriately. The mobile panic alert system will meet the requirements set forth in Section 1006.07(4)(c), Florida Statutes. The mobile panic alert systems must include mobile devices placed throughout the school campus. In determining the number and placement of devices needed to afford all staff members the ability to silently and easily activate the panic alert in the event of an on-campus emergency, the school 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).

### **11.) Florida Safe Schools Assessment Tool (FSSAT)**

In order for the Marion County School District School Safety Specialist to complete the school security risk assessment at the school, school personnel will cooperate with the School Safety Specialist' requests for information and access. The Board and administration must ensure that any information needed for required reporting of safety information within FSSAT is timely provided to Marion County School District according to their policies, as necessary. The school will also cooperate with the Marion County School District School Safety Specialist in allowing first responders and public safety agencies to tour the campus every three years to provide recommendations related to school safety.

### **12.) Emergency Drills**

The School Safety Plan will clearly document the procedures and details for drills and emergency evacuations. All students and staff members shall be made aware of the plan. Maps highlighting the escape routes for fire drills will be posted in all school rooms and provided to students and staff if requested.

- **Requirements for Drills.** All persons on the campus during an emergency or fire drill must participate in the drill. During emergency drills, fire drills, and during actual emergencies, Ina A. Colen Academy staff will use plain language to communicate the nature of the emergency and instructions to students and staff. Plain language means communication that can be understood by the intended audience, which is free of coded language, jargon, and acronyms, and meets the purpose of the communicator. Ina A. Colen Academy will vary the conditions of emergency drills and fire drills. Drills must be held at both expected and unexpected times and under varying conditions that require school staff, students, and building occupants to take protective actions based on the specific circumstances of the simulated incident. The time of day in which emergency drills and fire drills are held must be varied. In setting the drill schedule, the Ina A. Colen Academy administration must consider drills beginning at nonstandard times, such as within an hour of the start of the school day, during lunch, when students are between classes, or within an hour of the end of the school day. Emergency drills and fire drills must test all applicable functions included in the threat scenario, such as panic buttons, participant movement (lockdown, shelter-in-place, or evacuation), simulated communications with first responders, notification to parents, and appropriate protective actions, such as turning off lights, and covering windows. Emergency drills and fire drills must be conducted in accordance with developmentally appropriate and age-appropriate procedures.
- **Frequency:** Fire drills must be completed monthly or as often as otherwise required under Florida's Fire Prevention Code. Ina A. Colen Academy will conduct six (6) emergency drills every school year that are nonconcurrent with fire drills. One (1) emergency drill must take place within the first ten (10) days of the beginning of the school year, and the remaining drills must take place at least every forty-five (45) days that school is in session. Four (4) of the six (6) emergency drills must address active threats. The remaining two (2) drills must address other emergency events, such as severe weather, natural disasters, hazardous materials, or reunification. Law enforcement officers must be physically present on each school campus and directly involved in the execution of active assailant emergency drills unless their presence is determined to be unnecessary by the sheriff.
- **After Action Reports:** An after-action report must be completed following each emergency drill and fire drill. After-action reports must identify the type of drill, location and date of the drill,

participants, and involvement of law enforcement or other public safety agencies. In addition, the after-action report must describe actions taken by participants, must analyze areas of success and areas where improvement is needed, and include input from public safety agencies and a plan for corrective action. After-action reports must be submitted to the Marion County School District School Safety Specialist for review fifteen (15) calendar days following drill completion, or as otherwise required by Marion County School District.

**13.) Hurricane Closures**

The organization will follow the same emergency closures as Marion County School District. Parents should monitor local news outlets during inclement weather. If the public schools are closed, Ina A. Colen Academy will also be closed. In the event that multiple closures occur and time must be made up, school days will be added according to the adopted amended school calendar by the school's governing board.

**14.) Submission of Documents to District**

All relevant forms and documents may be found in the Emergency Binder at the front desk. Ina A. Colen Academy will timely submit all required documentation related to school safety, including, but not limited to, the following:

1. FSSAT plan submitted annually to the state.
2. Annual Safe School Plan for Evacuations provided to Marion County School District, by submitting in Charter Links, by prescribed due date.
3. Annual Student Crime Watch Program- *FortifyFL* 1006.07(3) F.S., and compliance with posting requirements, 943.03, provided to Marion County School District.
4. First Responder/ Law Enforcement Agency Tour of school site (every 3 years-due May 30, 2022—next due date 24-25 SY. 1006.07(6)(a)(4) F.S) provided to Marion County School District.
5. Annually schedule and conduct periodic testing of Communications Systems, 006.07 (4)(c) F.S. Submit Communication Test to Marion County School District.
6. Annual Marion County School District Weapon Use, Hostage, and Active Assailant Situation Training each year with local Law Enforcement. 1006.07(4)(b)(1) F.S. Submit Attendance Verification Form to Marion County School District.

**Board Secretary Certificate**

I hereby certify that the foregoing Policy on School Safety was adopted by a majority vote of a quorum of the Governing Board of Directors at a duly noticed meeting held on 10/17/2023.

Kay F. Hill  
Board Secretary  
Kay F. Hill  
Printed Name

**EXHIBIT A**

**Emergency Procedures**

*[attachment follows]*

**EXHIBIT B**  
**Safe School Plan**

*[attachment follows]*

**EXHIBIT C**  
**Behavioral Threat Assessment Policies and Best Practices**

*[attachment follows]*



**EXHIBIT D**  
**Guardian Policy**

*[attachment follows]*