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MEMORANDUM

Contact Information:
Angie Chesser
850-245-5173
FloridaModel@fldoe.org
DPS: 2025-115

TO: School District Superintendents
School Safety Specialists
School District Threat Management Coordinators
Charter School Leaders

FROM: Darren Norris

DATE: August 22, 2025

SUBJECT: **Threat Management – Changes to Rules 6A-1.0019 and 6A-1.0955, Florida Administrative Code (F.A.C.)**

At its July 16, 2025, meeting, the State Board of Education approved changes to Rules 6A-1.0019 and 6A-1.0955, F.A.C., to address changes to the Florida Harm Prevention and Threat Management operational process. Please note the following changes:

6A-1.0019, F.A.C., Threat Management

- Each school district superintendent must designate a Secondary District Threat Management Coordinator (DTMC) to provide support to the district's threat management process at the discretion of the Primary DTMC. Before a person can be designated as Primary or Secondary DTMC, that person must have already received DTMC training offered by the Office of Safe Schools (OSS).
- A school principal or equivalent must not be included as one of the "Core Four" members of a School Based Threat Management Team. If the principal is the only administrator at the school, the Principal must notify the district's DTMC who must in turn notify the Office of Safe Schools.
- If a School Based Threat Management Team (SBTMT) has no active cases to discuss at the monthly meeting, they must document any other discussion points discussed at their meeting; District Threat Management Teams must meet no less than monthly to discuss relevant data, strategies and interventions with collaborative stakeholders, provide ongoing support to SBTMTs and ensure continuous improvement and fidelity in the implementation of the Florida Model.
- Fully trained district-and school-level team members must complete annual refresher training provided by OSS within the first sixty (60) calendar days of school. Those not completing the annual refresher within the sixty-day window must not serve on the SBTMT or District Threat Management Team (DTMT) in any capacity until they successfully complete Day One Florida Model Training.

- Upon availability, each SBTMT and DTMT must utilize the Florida Model Instrument in the Florida School Safety and Threat Management Portal (STMP) to document and manage all reported threats or concerning behaviors and communications. The date when the STMP will be available will be posted on the Office of Safe Schools website at https://www.fldoe.org/safe-schools/. The STMP will be accessible via the Department's Single Sign-On application, available at www.fldoe.org/sso. Access to the STMP is limited to SBTMTs, DTMTs and Department employees who need access in order to carry out their official duties.
- To view the amended Rule 6A-1.0019, F.A.C., documents, visit the links below:
  - Rule 6A-1.0019, F.A.C.
  - Form OSS-001, Florida Harm Prevention and Threat Management Manual (PDF)
  - Form OSS-002, Florida Harm Prevention and Threat Management Instrument (PDF)

Rule 6A-1.0955, F.A.C., Education Records

- All reports of concerning behavior, concerning communications or threats documented using the Florida Harm Prevention and Threat Management Instrument prescribed by Rule 6A-1.0019, F.A.C., are Category A records and must be permanently maintained in the Florida School Safety and Threat Management Portal upon its availability.
- The retention of threat management records is satisfied by uploading all threat management records, as defined in subsection (6) of this rule, to the Florida School Safety and Threat Management Portal.
- When transferring threat management records, the district sending the records must maintain a copy in the Florida School Safety Threat Management Portal.
- To view the amended Rule 6A-1.0955, F.A.C., document, visit Rule 6A-1.0955, F.A.C.

The Florida Harm Prevention and Threat Management operational process is an exceptional tool for preventing violence and protecting students in our Florida schools. These amendments outline the new requirements intended to further enhance the safety of our schools.

DN/jc

cc: Florida Association of School Safety Specialists