

GADSDEN COUNTY SCHOOL DISTRICT

Administrative Procedures

Threat Management Training/Refresher Process

All individuals serving on a School Based Threat Management Team (SBTMT) or the District's Threat Management Team (DTMT) must complete the Florida Safe School Day-One and Day-Two training. These individual must also annually complete the refresher training within 60 calendar days of the first day of school.

See Steps Below for Completing Training

- 1) Visit the Office of Safe Schools (OSS) training website at <https://safeschools.fcim.org/home>
- 2) If you have participated in a Day One training, you have an account already. **Log into the site using your district Email and the password you created for the site.** If you have forgotten your password, select the **Forgot Password** link. If you have not previously registered for this site, you will need to create an account.
- 3) Once logged into the site, navigate to the **“Course Catalog”** page then select **“Enroll”** under the title ***Threat Management Refresher***.
- 4) Complete the online course.
- 5) Once you have completed the course, download your certificate. Place a copy in your files, send a copy to your Core 4 leader, and send a copy to the District's Safe School Coordinator.

Failure School Based Threat Management Team members to complete required training will progressively result in 1) formal written warning, 2) formal written reprimand and suspension without pay, and 3) possibility of termination of employment.

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**If you are having difficulty logging in to the Office of Safe Schools site or navigating your way through the site, please contact the District's Safe Schools Coordinator for assistance before contacting FCIM (Florida Center for Interactive Media operates the online training platform for training required by FLDOE)) at 800-357-1072 for assistance. Most often if there is a problem, it will be related to the user side.*