

**Pre-Opening Checklist
July 2021**

	Copies of the following documents will need to be posted in their appropriate locations:	Checklist	Comments
Facility	A mortgage or lease statement is available upon request	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Fire Exit Maps (in classrooms)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	An evacuation plan, in case of emergency is in place and posted	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The facility meets all accessibility requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Governance	All board members have up to date fingerprinting and background checks.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Board members have participated in a training in compliance with the requirements of Section 1002.33(9)(j)(5), including government in the sunshine, conflicts of interest, ethics, and financial responsibility.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	A schedule of all board meeting dates is established, including date, time, and location.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	A full list of board members is updated and on file with the authorizer.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Board meeting minutes are posted on the website.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Finance	Policies and procedures have been established for an in-house payroll system OR a contract agreement is on file at the school showing evidence of payroll provider services.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Staff	All teachers' certification documents are on file and up to date.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	All staff members have up to date fingerprinting and background checks.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Safety	School will establish one Safe School Officer and or approved Guardian in accordance with s. 1006.12, F.S., who will be physically present while school is in session.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	School will have one employee complete the on-line SESIR training at www.SESIR.org .	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	School will adopt a nationally recognized Active Assailant Response Plan and train all personnel at the school.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	School will implement and promote the use of FortifyFL and will install the application on all mobile devices and bookmark the website on all computer devices issued to students.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	School will conduct Faculty / Staff training on the School Safety Plan, the Mental Health Assistance Plan, the Active Assailant Response Plan, and implementation of all required Drills starting August 2021.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	A Threat Assessment Team will be established as prescribed by s. 1006.07, F.S., and State Board of Education rules, will conduct monthly Team meetings and will utilize the behavioral threat assessment instrument developed by the Office of Safe Schools	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	In addition to monthly Fire Drills, the school will conduct one active assailant drill per month starting August 2021 submitting via Qualtrics	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Academics and School Culture	There is a published school calendar and master schedule that meet all requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Special Populations	Home language surveys, English language assessments, and other materials are available for parents in all relevant languages.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Operations	The school has documentation of a passing Health Inspection.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The school has a posted Fire Permit.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	School has active insurance policies in compliance with all laws and regulations	<input type="checkbox"/> Yes <input type="checkbox"/> No	