

FLORIDA DEPARTMENT OF EDUCATION



Technical Assistance Paper

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Commissioner of
Education



Updates to the Florida Department of Education School Environmental Safety Incident Reporting (SESIR) System, SESIR Poster, and Other Related Reports K12: 2007:53

Summary:

The purpose of this technical assistance paper is to provide districts with information on changes and updates to the *Florida Department of Education School Environmental Safety Incident Reporting (SESIR) System Definitions and Guidelines* and corresponding *Appendix P*; the 2006 *SESIR Poster*; the *FDOE Information Data Base Requirements, Volume I: Automated Student Information System, Automated Student Data Elements*; the 2005-2006 *Florida Statewide Report on School Safety and Discipline* and the *Florida SESIR System Incidents and Resultant Disciplinary Actions Report*.

Regional train-the-trainer workshops for SESIR Web-Based Instruction will begin in July of 2007. See Appendix A for the web link to SESIR training information and updates.

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INTRODUCTION

The Department of Education collects school discipline and school safety data through the DOE Automated Information Data Base. The reporting formats are the:

- Disciplinary Referral Actions Elements, in the DOE Information Data Base Requirements, Volume I: Automated Student Information System, Automated Student Data Elements, and the
- School Environmental Safety Incident Reporting (SESIR) System.

These data are gathered into two reports—the *Statewide Report on School Safety and Discipline* and the *Florida School Environmental Safety Incident Reporting (SESIR) System Incidents and Resultant Disciplinary Actions Report*.

In an on-going effort to improve the quality of data collection and reporting, the Office of Safe Schools has updated the Disciplinary Referral Actions elements and the SESIR definitions and related elements based on frequently asked questions, common reporting errors, and legislative mandates for the convenience of all school districts. An accurate picture of crime, violence, and disruption in district schools provides the basis for identifying areas of student behavior in greatest need of improvement, provides data necessary for public and private funding opportunities for appropriate interventions, and is necessary to measure prevention and intervention program effectiveness. It is through the continued efforts of the school districts, that the accuracy of school safety and discipline data collection and reporting has improved.

Regional Train-the-Trainer Workshops for SESIR Web-Based Instruction will begin in July of 2007. For further information on these workshops, please refer to the web link in Appendix A.

Changes to system elements and SESIR guidelines, which are presented at the DOE Information Data Base Workshop each June, are posted on the DOE Education Information and Accountability Services (EIAS) website in August of each year. The web links to these sites can be found in Appendix A.

If there are any questions or comments, please contact Brooks Rumenik or Patricia Kelleher in the Office of Safe Schools or Louise Rill from the Florida Safe and Drug-Free Schools Quality Data Management Project, Florida State University.

SUMMARY OF CHANGES

For the school year 2006-2007, some system updates and changes have been made which have resulted in changes to the following documents:

- *School Environmental Safety Incident Reporting (SESIR) System Definitions and Guidelines* document;
- *Appendix P, Definitions for Incident Reporting in the DOE Information Data Base Requirements, Volume I: Automated Student Information System, Automated Student Data Elements* document; and the SESIR Poster.

Specific changes to the SESIR system are:

- Increasing the total number of SESIR incidents from 21 to 22, to include a “Bullying/Harassment” incident code.
- Defining the “Bullying/Harassment” incident code as “Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing act by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual’s school performance or participation.”
- Adding a “bullying-related” element code.
- Modifying the “Weapons Possession” incident examples.
- Updating the “Weapons” definition to reflect recent legislative changes to Chapter 790, which are shown underlined in the following sentence. “Weapon” means any dirk, knife, metallic knuckles, slungshot, billie, tear gas gun, chemical weapon or device, or other deadly weapon except a firearm or common pocketknife, plastic knife, or blunt-bladed table knife.
- Clarifying the correct way to code an incident when drug paraphernalia is found. If no drugs are found with the paraphernalia, the incident should be coded as an “Other Major” incident, not as a “Drug Use/Possession-Excluding Alcohol” incident.

2006 DISCIPLINE DATA COLLECTION SYSTEM UPDATE

A-1 What changes were made to the “Disciplinary/Referral Action Code” elements in the *DOE Information Data Base Requirements, Volume I: Automated Student Information System, Automated Student Data Elements* document for school year 2006-2007?

The most important changes were the revision of expulsion codes to define different types of expulsions (with or without continuing educational services) so that expulsions resulting in continuing educational services would not be coded as “Placement in Alternative Educational Setting.”

A-2 What prompted these changes?

Changes were prompted due to reporting requirements for the Gun-Free Schools Act, to address requests by districts or to increase clarity of disciplinary/referral action definitions.

A-3 What kinds of changes were made to the expulsion codes?

In order to meet the federal Gun-Free Schools Act reporting requirements, students who bring firearms to school must be expelled first. Should these students receive continuing educational services, the “Expulsion with Continuing Educational Services” action code should be used, not the “Placement in Alternative Educational Setting” action code.

A-4 When should the “Placement in Alternative Educational Setting” disciplinary action code be used?

The “Placement in Alternative Educational Setting” disciplinary action code should be used when a student is removed from the school for an offense; i.e., disobedient,

disrespectful, violent, abusive, uncontrollable or disruptive behavior; not expelled; and placed in an alternative educational setting.

A-5 Where can the disciplinary/referral action codes be viewed?

The disciplinary/referral action codes may be viewed at the DOE Information Database Requirements, Volume I: Automated Student Information System, Automated Student Data Elements. The link to this website can be found in Appendix A.

CHANGES TO THE 2006 SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORTING (SESIR) SYSTEM DEFINITIONS AND GUIDELINES and APPENDIX P, DOE INFORMATION DATABASE REQUIREMENTS, VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM

B-1 Why have the total number of SESIR incidents increased from their previous total of 21?

The total number of SESIR incidents has increased to 22 to include a new incident code, “Bullying/Harassment”.

B-2 What is the definition of the new “Bullying/Harassment” incident code and what level of seriousness is it?

“Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing act by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual’s school performance or participation.” “Bullying/Harassment” is classified as a Level IV in terms of seriousness (i.e., Level 1 is the most serious and includes battery, sexual battery, homicide, etc.; Level IV, although still serious, is the least serious in the range).

B-3 What guidelines are provided for the “Bullying/Harassment” incident code?

If the bullying/harassment results in any of the following SESIR incidents: Arson, Battery, Breaking and Entering, Disruption on Campus - Major, Fighting, Homicide, Kidnapping, Larceny/Theft, Robbery, Sexual Battery, Sexual Harassment, Sexual Offenses, Threat/Intimidation, Vandalism, Weapons Possession, or Other Major—Do not code the incident as Bullying/Harassment. Instead, the incident should be coded appropriately with the related element coded as “bullying-related”.

B-4 What are examples/non-examples of the “Bullying/Harassment” incident code?

Examples would include:

- A student uses a picture phone to take a picture of a student using the bathroom at school and places it on the Internet.
- Student spreads nasty rumors at school about another person, in conversation, in a note, through e-mail, or instant messaging.
- Student repeatedly teases another person in a mean way, calling him/her inappropriate names, making fun of his/her appearance, or the way he/she talks, dresses or acts.

Non-Examples would include:

- Student calls another student an inappropriate name once.

B-5 When should the new “bullying-related” element code be used?

The “bullying-related” element code should be used when another incident (such as fighting or battery) is bullying-related.

B-6 What modifications were made to the “weapons” definition and to the “Weapons Possession” incident examples?

The 2006 Legislative amendments to the weapons definition in Chapter 790.001(13), Florida Statutes, amended the definition of weapons to add knife to the definition and to exempt plastic utensils and blunt-bladed knives. The pocketknife exemption was not changed. “Weapon” means any dirk, knife, metallic knuckles, slungshot, billie, tear gas gun, chemical weapon or device, or other deadly weapon except a firearm or common pocketknife, plastic knife, or blunt-bladed table knife.”

B-7 What additional guidelines were made to the “Alcohol” incident code?

Law enforcement should be notified if someone in authority observes a student who exhibits signs of possible intoxication. Particular attention should be given to possible intoxication and driving situations. Law enforcement should be notified when someone who appears to be intoxicated is observed getting into the driver’s seat, or getting out of a car after being seen driving it.

B-8 What additional guidelines were made to the “Disruption on Campus-Major” incident code?

Incidents that affect a single classroom during a single class period should not be reported as “Disruption on Campus-Major” in SESIR. Although schools may consider the non-examples as “Disruption on Campus” for SESIR purposes, they are not. However, schools may want to document these types of incidents on their local student discipline referral form.

B-9 What additional guidelines were made to the “Drug Sale/Distributions” incident code?

Under **Related Element**: Complete the drug description by indicating M (Marijuana) or O (Other) for all drug sale/distribution incidents.

B-10 What changes were made to the “Drug Use/Possession – Excluding Alcohol” incident code?

Under Non-Examples of Drug Use/Possession: Students possessing drug paraphernalia (without drugs present) should not be reported here. Drug Paraphernalia (without drugs present) should only be reported under “Other Major” incidents.

B-11 What are the web links to the 2006 *School Environmental Safety Incident Reporting (SESIR) System Definitions and Guidelines* document and *Appendix P, DOE Information Data Base Requirements, Volume I: Automated Student Information System*?

See Appendix A for web links.

2006 SESIR POSTER

C-1 When were the 2006 SESIR posters sent out?

The 2006 SESIR posters were sent to each district's Safe and Drug-Free Schools Coordinator for school-wide distribution in late 2006.

C-2 What is the process for ordering additional posters?

Requests for additional posters may be made to Louise Rill at (850) 413-9523 or at lrill@mailier.fsu.edu.

C-3 Where can the 2006 SESIR poster be found on-line?

An online version of the poster is available and the link can be found in Appendix A.

C-4 Why have the "Larceny/Theft" and "Vandalism" incidents' offense levels on the 2006 SESIR poster been changed?

Both of these incidents were coded incorrectly on the previous SESIR poster and the correct Offense Levels have been corrected.

C-5 Which of the 22 incidents "Must be Reported to SESIR" but "May or May Not Need to Be Reported to Law Enforcement?"

Incidents that "Must be Reported to SESIR" and "May or May Not Need to Be Reported to Law Enforcement" are: Bullying/Harassment, Fighting, Sexual Harassment and Tobacco. All other incidents are expected to be reported to law enforcement.

2005-2006 STATEWIDE REPORT ON SCHOOL SAFETY AND DISCIPLINE

D-1 What is *the 2005-2006 Statewide Report on School Safety and Discipline*?

This report summarizes the most recent reported data for the past three years to the Department by all 67 districts in Florida.

D-2 What types of data are collected in the report?

The report collects the most recent data on all SESIR incidents of crime, violence, and discipline for the past three years.

D-3 What is the web link to the 2005-2006 report?

State and district level data for school year 2005-2006 can be found at the web link in Appendix A.

THE FLORIDA SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORTING (SESIR) SYSTEM INCIDENTS AND RESULTANT DISCIPLINARY ACTIONS REPORT

E-1 What does the *Florida School Environmental Safety Incident Reporting (SESIR) System Incidents and Resultant Disciplinary Actions Report* encompass?

The No Child Left Behind Act of 2001 requires states to report the frequency, seriousness, and incidence of violence and drug-related offenses resulting in

suspensions and expulsions in elementary and secondary schools in the state, under the Uniform Information and Reporting System (UMIRS) outlined in Title IV [Public Law 107-110, No Child Left Behind Act of 2001, Section 4112(c) (3)]. Because of this federal requirement, *the Florida School Environmental Safety Incident Reporting (SESIR) System Incidents and Resultant Actions Report* was created. The purpose of this report is to summarize the data collected through the SESIR system and the school disciplinary/referral action data files.

E-2 What is the web link to the 2004-2005 report?

See Appendix A for the address.

E-3 What is the web link to the 2005-2006 report?

See Appendix A for the address.

SESIR TRAINING

F-1 Where can SESIR training information and updates be found?

See Appendix A for the web link to SESIR training information and updates.

F-2 Who is the contact person for SESIR training information?

Louise Rill is the contact person for SESIR training information. She can be contacted via e-mail at lrill@mailers.fsu.edu or by fax at: (850) 414-8357.

F-3 When will web-based SESIR training begin?

Regional Train-the-Trainer Workshops for SESIR Web-Based Instruction will begin in July of 2007.

F-4 How can districts register for web-based SESIR training?

See Appendix A for the web link.

F-5 Who should attend the web-based SESIR training?

All SDFS Coordinators, district SESIR trainers, and/or SESIR Coordinators responsible for district SESIR training should attend one of the two regional web-based SESIR Training Workshops.

DISTRICT SDFS CONTACT INFORMATION LIST FOR SCHOOL SAFETY AND DISCIPLINE DATA (SESIR) REPORTING

G-1 What is the purpose of updating the contact list?

The purpose of updating the SDFS Contact Information is to maintain an up-to-date list of district contacts responsible for school safety and discipline data (SESIR) reporting.

G-2 What items need to be updated on the contact list?

Provide:

- the name of the person in your district responsible for school safety and discipline data (SESIR) reporting,
- the contact person's name, title, address, e-mail address, phone number, and fax number, and
- your district's name.

G-3 If districts need to change their contact information how can they do so?

See Appendix A for the web link.

G-4 How many contacts can be listed?

Districts may list more than one contact person if there is a separate contact for charter or combination schools, or if the district contact for SESIR training is other than the district SDFS Coordinator contact.

G-5 What login and password should be used when making changes to the contact list?

The login and password are both **SESIR**.

PS/pk

APPENDIX A Web Links

The following links are provided to access SESIR documents online:

The 2006 School Environmental Safety Incident Reporting (SESIR) System Definitions and Guidelines

This report serves as a guide to SESIR incidents and their definitions as well as providing districts with updates to the school safety and discipline reporting requirements.

http://www.firn.edu/doe/besss/pdf/sesir_2006.pdf

Appendix P, Definitions for Incident Reporting, DOE Information Data Base Requirements, Automated Student Information System, Automated Student Data Elements

This report provides updated definitions for reporting SESIR data, as well as, Preliminary Rank Ordering of Incident Types for School Reporting (from Most Serious to Least Serious Levels).

http://www.firn.edu/doe/eias/dataweb/database_0607/appendp.pdf

2006 SESIR Poster

The 2006 SESIR poster may be viewed at:

http://www.unf.edu/dept/fie/sdfs/sesiractions/sesir_poster.pdf

DOE Information Database Requirements, Volume I: Automated Student Information System, Automated Student Data Elements

Disciplinary/Referral Action Codes may be viewed at:

http://www.firn.edu/doe/eias/dataweb/database_0607/st81_1.pdf

The Florida School Environmental Safety Incident Reporting (SESIR) System Incidents and Resultant Disciplinary Actions Report

This report summarizes data collected through the SESIR system and the school disciplinary/referral action data files.

The 2004-2005 report may be viewed at:

<http://www.firn.edu/doe/besss/sesiractions0405.htm>

The 2005-2006 report may be viewed at:

<http://www.firn.edu/doe/besss/sesiractions0506.htm>

2005-2006 Statewide Report on School Safety and Discipline

This report summarizes the most recent data from the last three years of SESIR incidents of crime and violence and discipline data reported to DOE by school districts. Both state and district-level data is included. The 2005-2006 Statewide Report on School Safety and Discipline Data includes data from 2003-2006, and may be viewed at:

<http://www.firn.edu/doe/besss/sesir/sesir0506.htm>

District SDFS Contact Information for School Safety and Discipline Data (SESIR) Reporting

The purpose of the following website is to provide DOE with updated district SDFS contact information for school safety and discipline data reporting.

<http://data.fldoe.org/sesir>

SESIR Training Updates

The purpose of the following Florida SDFS Quality Data Management Project website is to provide districts with training information and updates, including the regional train-the-trainer workshops for SESIR Web-Based Instruction, which are scheduled to begin in July 2007.

www.criminologycenter.FSU.edu/p/drug-free-schools.php

DOE Information Data Base Workshop Presentations

SESIR information presented annually at the DOE Information Data Base Workshops, including changes to system elements and SESIR guidelines are posted on the DOE Education Information and Accountability Services (EIAS) website in August of each year and can be viewed at the following web links:

www.firn.edu/doe/databaseworkshop/pdf/sesir1.pdf

and

www.firn.edu/doe/databaseworkshop/pdf/sesir2.pdf