

FLORIDA DEPARTMENT OF EDUCATION



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MEMORANDUM

TO: School District Superintendents

FROM: Pam Stewart

DATE: June 28, 2013

SUBJECT: District Certification for 2011-2012 School Environmental Safety Incident Reporting, Discipline Referral Action Data and Compliance with Reporting Procedures Required by Section 1006.147, Florida Statutes (F.S.) – Due August 2, 2013

Contact Information:

Julie Collins

850-245-0676

Julie.Collins@fldoe.org

DPS: 2013-49

Each year the Florida Department of Education, through specific data files provided to the department's Education Information and Accountability Services Office via Survey 5, collects information from districts relevant to incident and student discipline action data. The data received is utilized for various federal and state-level reporting forms: Consolidated State Performance Report (CSPR), Federal Gun-Free Schools Report (GFSR), Safe Schools Appropriation Report (SSA) and the Report on the Implementation of Section 1006.147, F.S. Therefore, it is imperative that each district ensures the accuracy of the data submitted.

The Jeffrey Johnston Stand Up for All Students Act (S. 1006.147, F.S.) prohibits bullying and harassment in all schools. Additionally, it states that the distribution of Safe Schools Appropriation funds is contingent upon district compliance with all reporting procedures contained in the law.

There are nine reporting procedures in the law with which districts must comply. Each district policy prohibiting bullying and harassment already contains all nine of these reporting

PAM STEWART
CHANCELLOR OF PUBLIC SCHOOLS

School District Superintendents
June 28, 2013
Page Two

procedures, as inclusion of these procedures was a prerequisite for policy certification by the Florida Department of Education (FDOE).

One of these procedures requires that an additional section be established in the School Report of Data Concerning School Safety and Discipline required under S. 1006.09(6), F.S. This additional section is for collecting data on incidents of bullying or harassment that were **reported** to school officials, but then determined to be **unsubstantiated**. Furthermore, the law states that this section is to also include **recommendations** that were made once incidents were determined to be unsubstantiated. The FDOE is then directed by the law to aggregate all of this information.

In order to demonstrate compliance with the data reporting requirements of both S. 1006.09(6), F.S. and S. 1006.147, F.S., districts are requested to certify their data annually.

The District Certification for 2011-2012 School Environmental Safety Incident Reporting, Discipline Referral Action Data and Verification of Compliance with Policy Prohibiting Bullying and Harassment, to be signed by the superintendent, is attached and may be printed when the data is certified as accurate. Upon certification, return only the signed form by August 2, 2013, to the Office of Safe Schools via email to Julie.Collins@fldoe.org or via facsimile to 850-245-9978.

If more information is needed or if you have any questions, please contact Julie Collins, Office of Safe Schools, by telephone at 850-245-0676 or via email at Julie.Collins@fldoe.org.

PS/jc

Attachment

cc: District Contacts, MIS
District Contacts, Safe Schools
District Contacts, Safe and Drug-Free Schools

DISTRICT CERTIFICATION FOR
2011-2012 SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORTING,
DISCIPLINE REFERRAL ACTION DATA AND VERIFICATION OF COMPLIANCE
WITH POLICY PROHIBITING BULLYING AND HARASSMENT

ATTENTION: Julie Collins
(Julie.Collins@fldoe.org)

Fax Number: 850-245-9978

Due: August 2, 2013

Date: _____

Ms. Julie Collins
Florida Department of Education
Office of Safe Schools
325 W. Gaines Street, Suite 544
Tallahassee, Florida 32399-0400

Dear Ms. Collins:

This letter certifies the 2011-2012 incident and student discipline action data in files F62865 (School Environmental Safety Incident Report - SESIR), F70553 (SESIR Incident by Disciplinary Action) and F71070 (SESIR Weapon Description by School) as reported in Survey 5 to the Florida Department of Education's Education Information and Accountability Services Office for _____ County School District.

We understand this data is utilized for various federal and state-level reporting forms including: Consolidated State Performance Report, Federal Gun-Free Schools Report, and the Safe Schools Appropriation Report. As such, the data we have provided is to our knowledge accurate and timely.

Additionally, this letter verifies that during the 2011-2012 academic year, the district has complied with all reporting procedures contained in our state-certified policy against bullying and harassment. The reporting procedures contained in the law are captured in our district policy prohibiting bullying and harassment.

Sincerely,

Signature of Superintendent or Superintendent Designee

Printed Name of Superintendent or Superintendent Designee