FLORIDA DEPARTMENT OF EDUCATION

Dr. Eric J. Smith
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Technical Assistance Paper

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

Summary:
The purpose of this technical assistance paper is to provide districts with information on changes and updates to the 2010-11 Florida Department of Education *School Environmental Safety Incident Reporting (SESIR) System.*

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A. Background and Introduction

A-1. Introduction

The Florida Department of Education (FDOE) collects school discipline and school safety data through the FDOE Automated Student Information System as required by s. 1008.385, Florida Statutes and 6A-1.0014, Florida Administrative Code. The reporting formats are the:

- Student Discipline/Referral Action, and
- School Environmental Safety Incident Report (SESIR).

These data are compiled 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 Discipline/Referral Action data element and the SESIR definitions and related elements based on frequently asked questions, common reporting errors, federal requirements and legislative mandates. 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.

Changes for the 2010-11 system elements and SESIR guidelines (which are presented at the FDOE Information Database Workshop each June), are posted on the Florida Association of Management Information Systems (FAMIS) Summer Conference website. The web link to this site may be found in Appendix A.

Questions or comments regarding SESIR should be directed to Julie Collins in the Office of Safe Schools, Bureau of Family and Community Outreach.

A-2. What is the purpose of this technical assistance paper (TAP)?

The purpose of this TAP is to provide information to school district personnel who work with school discipline data, specifically School Environmental Safety Incident Reporting (SESIR). This TAP replaces *DPS:2009-122*, Updates to the Florida Department of Education *School Environmental Safety Incident Reporting (SESIR) System for 2008-09*, outlines changes for 2010-11, and clarifies the importance of consistent local school district efforts to comply with federal and state data requirements.

A-3. Summary of Changes

For the school year 2010-11, some system updates and changes resulted in revisions to the following:

- *The School Environmental Safety Incident Reporting (SESIR) System 2010 Definitions and Guidelines* document
- *Appendix P, Definitions for Incident Reporting in the FLDOE Information Database Requirements, Volume I: Automated Student Information System*, and
- The *Automated Student Data Elements* document, and
- The Office of Safe Schools, School-wide Discipline and Climate website.

Specific changes to the SESIR system for the 2010-11 school year are:

- Revising the "Incident, Reported to Law Enforcement" to include "Consultation"
- Increasing the total number of SESIR incidents from 22 to 23 due to the separation of "Bullying/Harassment" into two incident categories
- Separating "Bullying/Harassment" into two incidents: "Bullying" and "Harassment"
- Updating definitions for "Bullying," "Harassment" and "Sexual Harassment"
- Adding the new reporting requirements "Unsubstantiated Bullying" and "Unsubstantiated Harassment"
- Adding/amending the "Z" code for "Drug Description," "Weapon, Description" and "Incident, Involvement Type" and all of the "Related" elements (Alcohol-Related, Bullying-Related, Gang-Related, Hate Crime-Related, Injury-Related, Weapon-Related) to be used with "Unsubstantiated Bullying" and "Unsubstantiated Harassment"
- Adding new elements "Incident Basis – Disability," "Incident Basis – Race" and "Incident Basis – Sex" to comply with new United States Department of Education (US ED) reporting requirements.

Specific changes to the Discipline/Referral Action Code system for the 2010-11 school year are:

- Updating the data element "Discipline/Referral Action Code" to include restraint and seclusion
- Data elements "Student, Involved in Bullying" and "Student, Involved in Hate Crime" have been revised to include updated definitions and references.

B. Changes to the 2010-11 School Environmental Safety Incident Reporting (SESIR) System

B-1. What changes were made to SESIR and what prompted them?

- "Bullying/Harassment" has been separated into two incidents: "Bullying" and "Harassment" and the definitions have been modified to reflect Bullying and Harassment as defined in s. 1006.147, Florida Statutes as well as federal definitions. (See Appendix P for current definitions)

- The definition of "Sexual Harassment" was changed by deleting "and repeated" to make the definition consistent with the definition of "Harassment." (See Appendix P for current definition)
- The "Incident, Reported to Law Enforcement" data element has been updated to include "Consultation" with law enforcement as a local option for districts that wish to track those incidents where law enforcement was contacted, but no official action (arrest, investigation, affidavit, etc.) was taken. This change was made in response to requests by school districts. Prior to this change, 18 of the 22 SESIR incidents required an official action by law enforcement (arrest, investigation, affidavit, etc.) and that requirement complicated district efforts to comply with 2009 changes to the state's Zero Tolerance law, s. 1006.13, Florida Statutes.

- Two new reporting requirements were added: "Unsubstantiated Bullying" and "Unsubstantiated Harassment" to address the requirement in s. 1006.147(4)(k), Florida Statutes to compile "…each reported incident of bullying or harassment that does not meet the criteria of a prohibited act under this section with recommendations regarding such incidents." (See Appendix P for definitions)

- The "Z" code (which denotes "not applicable") was either added to or amended in several data elements: "Drug Description," "Weapon, Description" and "Incident, Involvement Type" and all of the "Related" elements (Alcohol-Related, Bullying-Related, Drug-Related, Gang-Related, Hate Crime-Related, Injury-Related, Weapon-Related) to be used with "Unsubstantiated Bullying" and "Unsubstantiated Harassment."

- Three data elements were added to comply with the 2009-10 Civil Rights Data Collection from the Office for Civil Rights, United States Department of Education (US ED). The new reporting requirements for "Bullying" and "Harassment" are: "Incident Basis – Disability," "Incident Basis – Race" and "Incident Basis – Sex." The intent of these new data elements is to capture incidents of "Bullying" and "Harassment" that occurred on the basis of the sex, race or disability of the *victim*.

B-2. How should districts enter the new "Unsubstantiated Bullying" (UBL) and "Unsubstantiated Harassment" (UHR) incidents in SESIR?

Since these unsubstantiated incidents are not *technically* incidents, the process for entering them into SESIR will differ slightly from the 23 *actual* SESIR incidents. As mentioned above, several data elements have been updated to include a "Z" code ("not applicable") to better accommodate the reporting of these unsubstantiated incidents. For example, if a report of bullying cannot be substantiated (either because it was not *actually* bullying or because the investigation did not yield enough evidence to code the incident as SESIR Bullying), then the "Unsubstantiated Bullying" or UBL cannot be linked to a student record since there is no offender, therefore "Incident, Involvement Type" will be coded as a "Z." The same "Z" code will apply to the Weapon and Drug Description data elements as well as the seven "related" elements. To simplify data entry, some districts are programming their systems to default to a "Z" code for these 10 data elements when the incident code is either UBL or UHR.

B-3. How will FDOE collect the new SESIR data required by s. 1006.147, F.S., and requested by US ED?

The statute that requires each school district to adopt a policy prohibiting bullying and harassment, s. 1006.147, F.S., also requires that the Department collect and report on "Unsubstantiated Bullying" and "Unsubstantiated Harassment" "…with recommendations regarding such incidents." In order to collect these recommendations for 2010-11 and beyond, FDOE will create a website where district staff can select and submit all relevant responses that address how administrators generally resolve these unsubstantiated incidents. Once this website is in place, the Office of Safe Schools will notify school districts with detailed instructions for required reporting.

As outlined above, three new data elements were added to SESIR as required by the US ED's Office for Civil Rights (OCR) in its 2009-10 Civil Rights Data Collection. This is a mandatory data collection, authorized under the statutes and regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Department of Education Organization Act (20 U.S.C. 3413). The regulations implementing these provisions can be found at 34 CFR 100.6(b); 34 CFR 106.71; and 34 CFR104.61. For "Bullying" and "Harassment" incidents, schools must complete the following data elements as they relate to the *victim*: "Incident Basis – Disability," "Incident Basis – Race" and "Incident Basis – Sex." For example, was the student bullied on the basis of their disability or was the student harassed on the basis of their race, color or national origin?

Additionally, this OCR data required by the 2009-10 Civil Rights Data Collection must also be collected for the 2009-10 school year, although schools and districts were not instructed to compile the data until late in the spring of 2010. This summer, districts will receive a spreadsheet to complete with all of the OCR-required data fields with the understanding that data collected for 2009-10 will not be comprehensive. Beginning with the 2010-11 school year, this data will be collected via SESIR and the FDOE website as described in the paragraphs above.

C. Changes to the 2010-11 Discipline/Referral Action Codes

C-1. What changes were made to the Discipline/Referral Action Codes and what prompted them?

- The data element "Discipline/Referral Action Code" was updated to include "Mechanical Restraint," "Physical Restraint" and "Seclusion" as well as detailed definitions for each, as required by US ED's Office for Civil Rights. It is important to note that these three new disciplines may be used for *any* students, and not exclusively for students with disabilities. Additionally, any student can receive more than one "Discipline/Referral Action Code" – a student may be initially placed in seclusion (code L) and ultimately get an out-of-school suspension (code O) for a single incident.

- Data elements "Student, Involved in Bullying" and "Student, Involved in Hate Crime" have been revised to include the updated definition of "Bullying" and a more recent reference to the *Hate Crime Report Manual*, respectively.

D. SESIR Reports

D-1. What SESIR reports are available to districts?

The following SESIR reports are available to districts: 1) The *Statewide Report on School Safety and Discipline* and 2) the *School Environmental Safety Incident Reporting (SESIR) System Incidents and Resultant Disciplinary Actions Report*. These reports summarize the data collected through the SESIR system and the school discipline/referral action files.

D-2. What is the *Statewide Report on School Safety and Discipline*?

This report is a summary of the most recently reported SESIR and discipline data from all districts to the FDOE for the past three years, and includes the most recent frequencies and rates of all SESIR incidents of crime, violence, and discipline. Please refer to the report's introduction for more information. The report can be viewed at the web link in Appendix A.

D-3. What is the *Florida School Environmental Safety Incident Reporting (SESIR) System Incidents and Resultant Disciplinary Actions Report (IRDAR)*?

This report is a summary of data collected through the SESIR system and the school discipline/referral action files. It provides school and district administrators with information on the relative prevalence of crime and violence in their schools, allows schools to find over and under reporting errors, and to determine "match rates" between reported SESIR incidents and corresponding disciplinary actions reported. It is a tool for districts to check and improve the quality of data reported to FDOE. Please refer to the report's introduction for more information. This report can be viewed by following the link in Appendix A.

E. School Environmental Safety Incident Report and Disciplinary Quality Data Reviews

E-1. Why is it important for districts and schools to review the quality of data reported to the FDOE?

Districts are encouraged to examine the quality of data submitted to the FDOE for accuracy on an on-going basis. Having a quality data review process in place at the school and district levels is a way of improving the quality of reporting processes for SESIR incidents and their matching resultant disciplinary actions. Furthermore, it is a means of identifying over-reporting, under-reporting, and incorrect reporting of SESIR or disciplinary data to the FDOE.

F. SESIR Web-Based Training and Tools

F-1. What is the purpose of the Online SESIR web-based Training?

The SESIR web-based training provides district personnel with online, interactive SESIR incidents to review. Participants then complete an *Event and Discipline Report* based on the SESIR incident presented. Immediate feedback to their answers is provided after each scenario. This training is expected to be updated to include 2010-11 changes. However, districts are highly encouraged to go through the current modules to familiarize themselves with the basics of SESIR (keeping in mind that the 2010-11 updates are not yet included).

F-2. Who should participate in the Online SESIR web-based Training?

District personnel responsible for SESIR training, including Safe and Drug-Free Schools Coordinators, district SESIR trainers, and/or SESIR coordinators, and school-level administrators should participate in the SESIR Online Training. Superintendents are also highly encouraged to complete the training.

F-3. What technical assistance is available for those who have already completed the SESIR web-based Training?

The Office of Safe Schools has created an online technical assistance tool for use by school and district personnel that is accessible via the following website:

http://www.fldoe.org/safeschools/sesir/

The tool combines the information from the most recent SESIR poster, SESIR *Definitions and Guidelines* document, *Appendix P*, and includes links to relevant statutes, Frequently Asked Questions, and supplemental resources.

F-4. Who is the FDOE contact person for Online SESIR Web-based Training and technical assistance information?

Julie Collins is the contact person and can be reached by phone at (850) 245-0676 or at julie.collins@fldoe.org.

F-5. When will the 2010-2011 SESIR Posters be disseminated to districts?

The 2010-2011 SESIR posters are available electronically on the Department's website at:

http://www.fldoe.org/safeschools/discipline.asp

Shipping of printed posters began in late June 2010 and will continue until all district contacts have received their requested posters.

G. Survey Periods

G-1. Where can Survey Dates and Timelines for 2009-10 and 2010-11 data submission be found?

The following are surveys specific to SESIR and Discipline Reporting. Schools are expected to supply data to their information services staff (MIS) prior to the following dates to allow adequate time for submission.

Survey Dates
2009-2010

Survey 2:
Survey Week: October 12-16, 2009
Due Date: October 30, 2009
State Processing: October 19-November 13, 2009
Final Update/Amendment Date: March 31, 2010

Survey 3:
Survey Week: February 8-12, 2010
Due Date: February 26, 2010
State Processing: February 15-March 12, 2010
Final Update/Amendment Date: July 31, 2010

Survey 5:
Due date: August 6, 2010
State processing: August 2 - September 3, 2010
Final Update/Amendment Date: February 28, 2011

Survey Dates
2010-2011

Survey 2:
Survey Week: October 11-15, 2010
Due Date: October 29, 2010
State Processing: October 18-November 12, 2010
Final Update/Amendment Date: March 31, 2011

Survey 3:
Survey Week: February 7-11, 2011
Due Date: February 25, 2011
State Processing: February 14-March 11, 2011
Final Update/Amendment Date: July 31, 2011

Survey 5:
Due date: August 5, 2011
State processing: August 1 - September 2, 2011
Final Update/Amendment Date: February 29, 2012

APPENDIX A
SESIR Web Links

The following websites provide access to SESIR documents online:

The 2010-11 School Environmental Safety Incident Reporting (SESIR) System Definitions and Guidelines
This document serves as a guide to SESIR incidents and their definitions, as well as providing districts with examples and non-examples for each of the 23 incidents.

http://www.fldoe.org/safeschools/discipline.asp

Appendix P, Definitions for Incident Reporting, FDOE Information Data Base Requirements, Automated Student Information System, Automated Student Data Elements
Appendix P provides updated definitions for reporting SESIR incident data, as well as Preliminary Rank Ordering of Incident Types for School Reporting (from Most Serious to Least Serious Levels).

http://www.fldoe.org/eias/dataweb/database_1011/appendp.pdf

2010-11 SESIR Posters
Districts began receiving copies of the 2010-11 SESIR Posters in June 2010. The following link provides school personnel with an online copy of the current poster.

http://www.fldoe.org/safeschools/discipline.asp

Discipline/Referral Action Codes, FDOE Information Database Requirements, Volume I: Automated Student Information System, Automated Student Data Elements
The Student Discipline/Referral Action Codes and their definitions include one-digit codes used by districts to report types of disciplinary actions administered for SESIR incidents.

http://www.fldoe.org/eias/dataweb/database_1011/st81_1.pdf

2006-2007 *Statewide Report on School Safety and Discipline*
This report summarizes the most recent 2004-2007 SESIR incidents of crime and violence and discipline data reported to FDOE by school districts. Both state and district-level data is included.

http://www.fldoe.org/safeschools/discipline.asp

2006-2007 *Florida School Environmental Safety Incident Reporting (SESIR) System Incidents and Resultant Disciplinary Actions Report*
This report summarizes the data collected through the SESIR system and the school discipline/referral action files.

http://www.fldoe.org/safeschools/discipline.asp

2010-11 SESIR Updates Presented at the Florida Association of Management Information Systems (FAMIS) Summer Conference
In June of each year, the Office of Education Information and Accountability Services (EIAS) posts the SESIR presentation from the FDOE Information Database Workshop on the Internet, which includes changes to system elements and SESIR guidelines.

http://www.stjohns.k12.fl.us/famis/SESIR.ppt

Education Information and Accountability Services (EIAS) website
This Website provides districts with a direct link to the Education Information and Accountability Services, Automated Student Information System.

http://www.fldoe.org/eias/dataweb/student_1011.asp

Summary of Changes for 2010-11
This is a summary of changes to the *Automated Student Information System* for the 2010-11 school year. It provides a list of all data element names and descriptions of changes (including those related to SESIR) and may be viewed at:

http://www.fldoe.org/eias/dataweb/database_1011/10stusum.pdf

Reporting Formats for 2010-11 Student Discipline/Referral Action
This link includes changes made to the Student Discipline/Referral Action format:

http://www.fldoe.org/eias/dataweb/database_1011/1011sdra.asp

Reporting Formats for 2010-11 School Environmental Safety Incident Report
The following link provides a list of fields that make up the SESIR Reporting format:

http://www.fldoe.org/eias/dataweb/database_1011/1011ses.asp

Chapter 1006.13, Florida Statutes, Policy of Zero Tolerance for Crime and Victimization
Senate Bill 1540 was signed into law on May 27, 2009, by Governor Charlie Crist, amending Chapter 1006.13, Florida Statutes, and it clarifies that district zero-tolerance policies do not require the reporting of petty misconduct and certain misdemeanors to law enforcement. This law can be viewed at the following link:

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1006/Sections/1006.13.html