The Pathway to Successful SESIR Reporting

LAKE COUNTY SCHOOLS

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SESIR TEAM

Joseph Mabry, Supervisor, Safety & Security
Duane Weeks, Chief Technology Officer
Carlos Celis, Admin Coordinator, Choice & Alt Ed
Ashley Rosa, Admin Coordinator, Student Info Services
Stephannie Wiley, IT, Student Information Analyst
Pam Beeler, Program Specialist, Choice & Alt Ed

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Informational & Instructional Technology

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July 2021

- Met with Superintendent and other departments involved
- Developed a Survey R Dashboard prototype with 2021 SESIR data to demonstrate how easy, ongoing analysis of SESIR data would be for the upcoming year

August 2021

- Required each school to identify a SESIR Contact
- Required each Discipline Officer to attend a co-led training during Pre-Planning: SESIR Updates from IT
- Created and shared out the 2022 SESIR At-A-Glance Tech Guide
- Created and shared out the 2022 SESIR Dashboard

August 2021 - June 2022

- SESIR Contacts received SESIR & Discipline formats Edit/Validation reports at least twice a week
- Monthly SESIR Virtual Labs to fix outstanding errors and answer questions the Tuesday before we transmitted Survey R & utilize our SESIR Hub resource
- Monthly Survey R progress communicated to Executive Leadership and School-based Administrators

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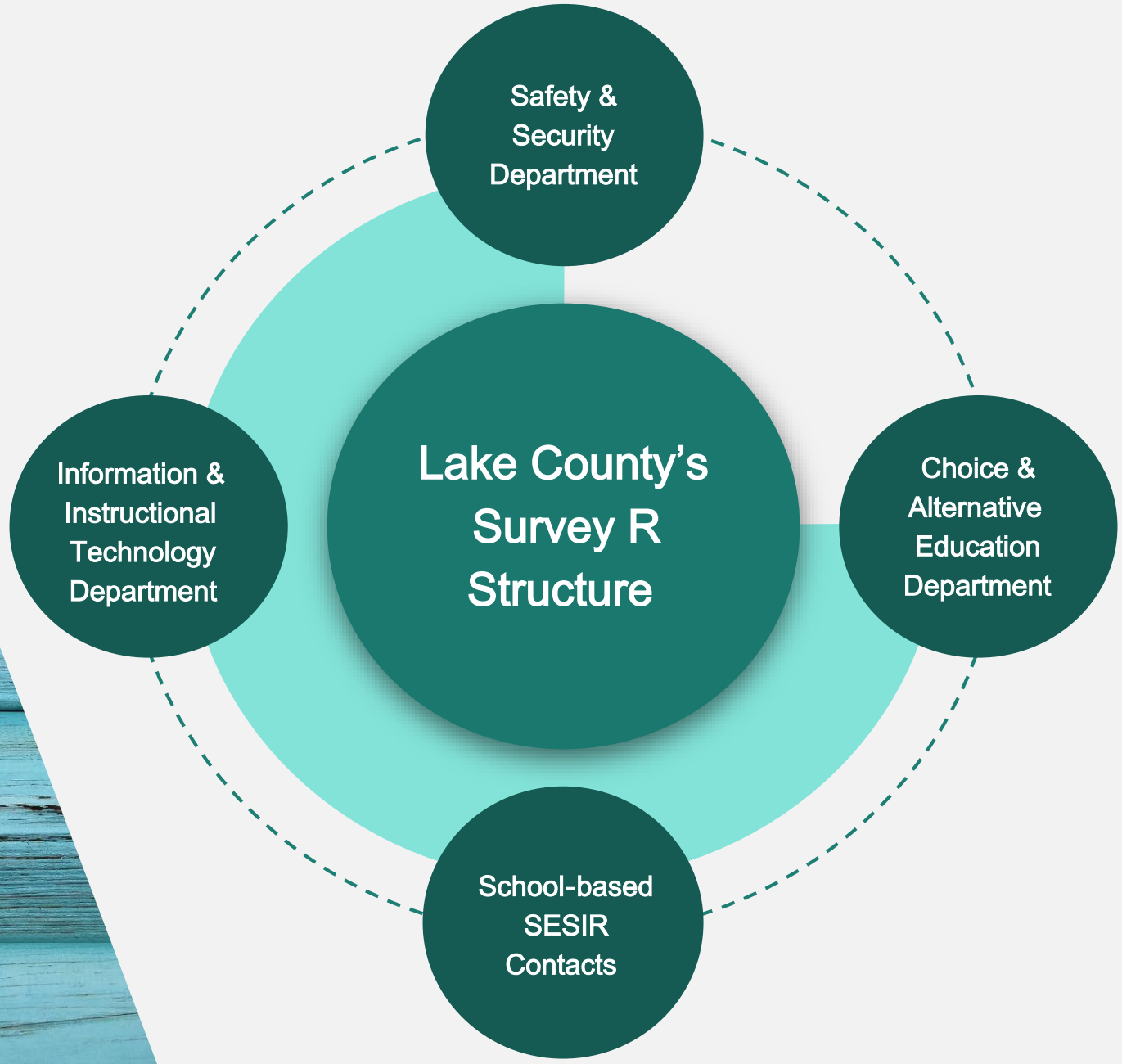
- Co-Led Training
- Clear Processes
- Monitoring Tools
- Support Cycle
- Strategic Communication



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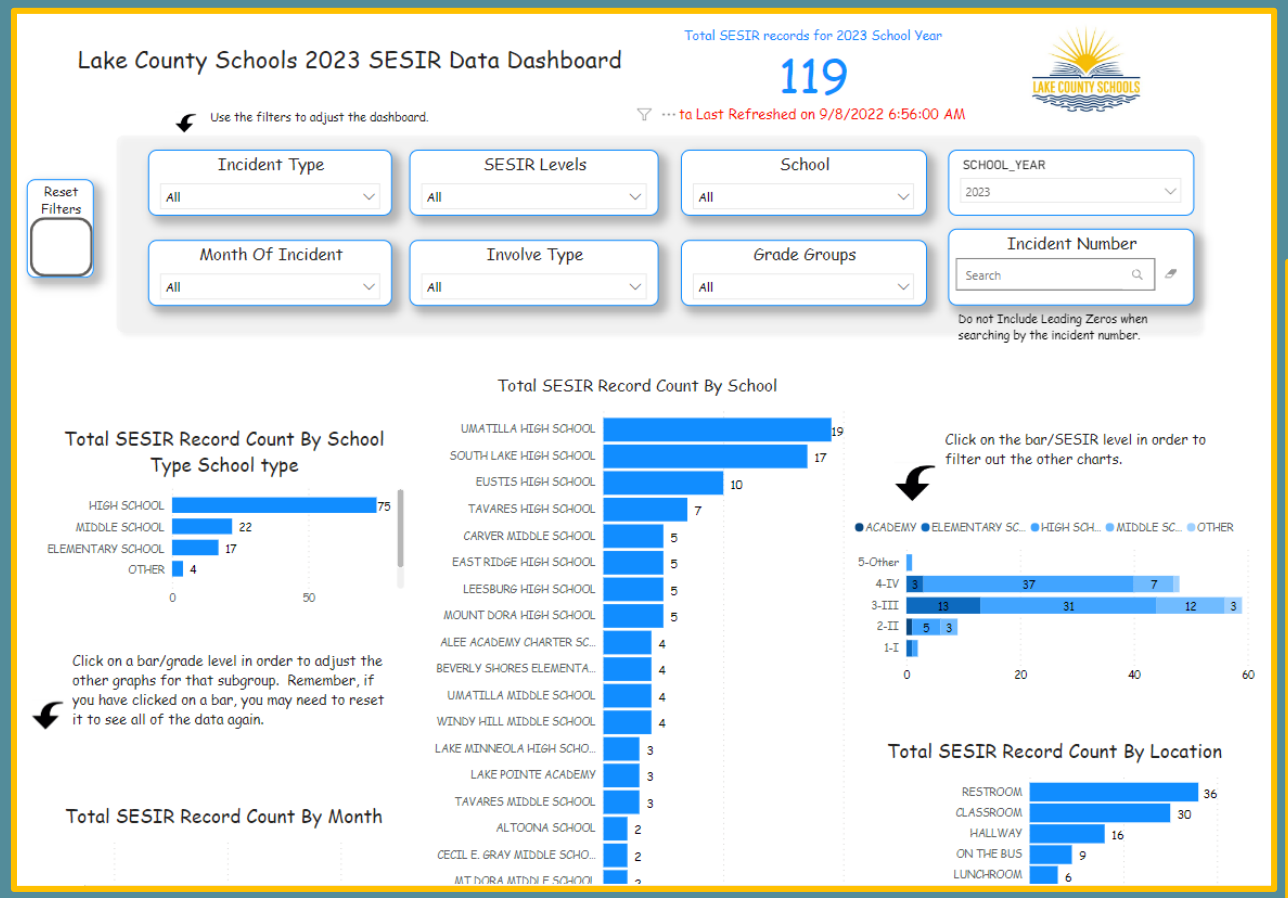
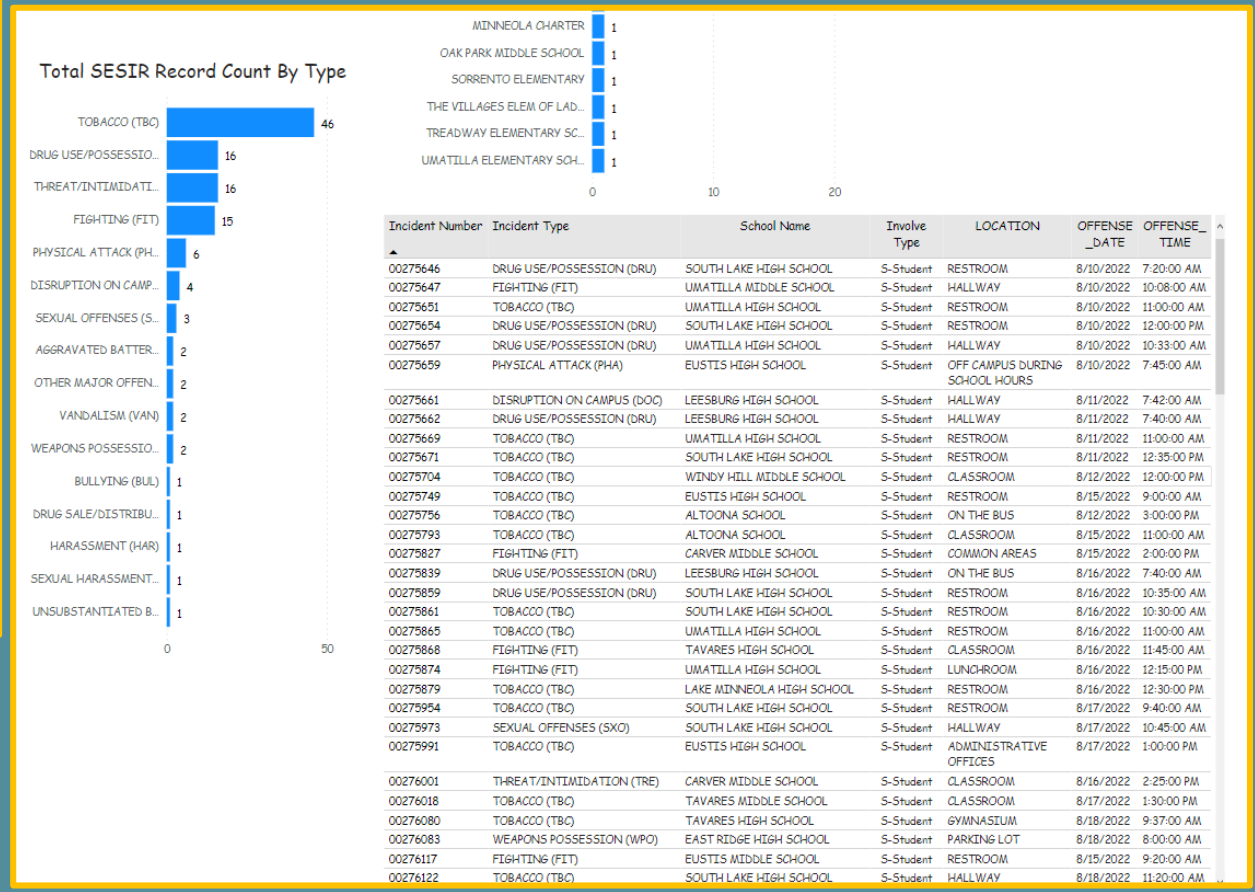
SESIR 2022-2023 Dashboard





Incident Number	Incident Type	School Name	Involve Type	LOCATION	OFFENSE_DATE	OFFENSE_TIME
00275646	DRUG USE/POSSESSION (DRU)	SOUTH LAKE HIGH SCHOOL	S-Student	RESTROOM	8/10/2022	7:20:00 AM
00275647	FIGHTING (FIT)	UMATILLA MIDDLE SCHOOL	S-Student	HALLWAY	8/10/2022	10:08:00 AM
00275651	TOBACCO (TBC)	UMATILLA HIGH SCHOOL	S-Student	RESTROOM	8/10/2022	11:00:00 AM
00275654	DRUG USE/POSSESSION (DRU)	SOUTH LAKE HIGH SCHOOL	S-Student	RESTROOM	8/10/2022	12:00:00 PM
00275657	DRUG USE/POSSESSION (DRU)	UMATILLA HIGH SCHOOL	S-Student	HALLWAY	8/10/2022	10:33:00 AM
00275659	PHYSICAL ATTACK (PHA)	EUSTIS HIGH SCHOOL	S-Student	OFF CAMPUS DURING SCHOOL HOURS	8/10/2022	7:45:00 AM
00275661	DISRUPTION ON CAMPUS (DOC)	LEESBURG HIGH SCHOOL	S-Student	HALLWAY	8/11/2022	7:42:00 AM
00275662	DRUG USE/POSSESSION (DRU)	LEESBURG HIGH SCHOOL	S-Student	HALLWAY	8/11/2022	7:40:00 AM
00275669	TOBACCO (TBC)	UMATILLA HIGH SCHOOL	S-Student	RESTROOM	8/11/2022	11:00:00 AM
00275671	TOBACCO (TBC)	SOUTH LAKE HIGH SCHOOL	S-Student	RESTROOM	8/11/2022	12:35:00 PM
00275704	TOBACCO (TBC)	WINDY HILL MIDDLE SCHOOL	S-Student	CLASSROOM	8/12/2022	12:00:00 PM
00275749	TOBACCO (TBC)	EUSTIS HIGH SCHOOL	S-Student	RESTROOM	8/15/2022	9:00:00 AM
00275756	TOBACCO (TBC)	ALTOONA SCHOOL	S-Student	ON THE BUS	8/12/2022	3:00:00 PM
00275793	TOBACCO (TBC)	ALTOONA SCHOOL	S-Student	CLASSROOM	8/15/2022	11:00:00 AM
00275827	FIGHTING (FIT)	CARVER MIDDLE SCHOOL	S-Student	COMMON AREAS	8/15/2022	2:00:00 PM
00275839	DRUG USE/POSSESSION (DRU)	LEESBURG HIGH SCHOOL	S-Student	ON THE BUS	8/16/2022	7:40:00 AM
00275859	DRUG USE/POSSESSION (DRU)	SOUTH LAKE HIGH SCHOOL	S-Student	RESTROOM	8/16/2022	10:35:00 AM
00275861	TOBACCO (TBC)	SOUTH LAKE HIGH SCHOOL	S-Student	RESTROOM	8/16/2022	10:30:00 AM
00275865	TOBACCO (TBC)	UMATILLA HIGH SCHOOL	S-Student	RESTROOM	8/16/2022	11:00:00 AM
00275868	FIGHTING (FIT)	TAVARES HIGH SCHOOL	S-Student	CLASSROOM	8/16/2022	11:45:00 AM
00275874	FIGHTING (FIT)	UMATILLA HIGH SCHOOL	S-Student	LUNCHROOM	8/16/2022	12:15:00 PM
00275879	TOBACCO (TBC)	LAKE MINNEOLA HIGH SCHOOL	S-Student	RESTROOM	8/16/2022	12:30:00 PM
00275954	TOBACCO (TBC)	SOUTH LAKE HIGH SCHOOL	S-Student	RESTROOM	8/17/2022	9:40:00 AM
00275973	SEXUAL OFFENSES (SXO)	SOUTH LAKE HIGH SCHOOL	S-Student	HALLWAY	8/17/2022	10:45:00 AM
00275991	TOBACCO (TBC)	EUSTIS HIGH SCHOOL	S-Student	ADMINISTRATIVE OFFICES	8/17/2022	1:00:00 PM
00276001	THREAT/INTIMIDATION (TRE)	CARVER MIDDLE SCHOOL	S-Student	CLASSROOM	8/16/2022	2:25:00 PM
00276018	TOBACCO (TBC)	TAVARES MIDDLE SCHOOL	S-Student	CLASSROOM	8/17/2022	1:30:00 PM
00276080	TOBACCO (TBC)	TAVARES HIGH SCHOOL	S-Student	GYMNASIUM	8/18/2022	9:37:00 AM
00276083	WEAPONS POSSESSION (WPO)	EAST RIDGE HIGH SCHOOL	S-Student	PARKING LOT	8/18/2022	8:00:00 AM
00276117	FIGHTING (FIT)	EUSTIS MIDDLE SCHOOL	S-Student	RESTROOM	8/15/2022	9:20:00 AM
00276122	TOBACCO (TBC)	SOUTH LAKE HIGH SCHOOL	S-Student	HALLWAY	8/18/2022	11:20:00 AM

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Choice & Alternative Education Department

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The Choice & Alternative Education Department has a Google Site located within Lake County Schools' internal site (*Inside Lake*)

SESIR page on the site includes:

- Links to statutes and administrative rule
- Links to FLDOE website SESIR information (Appendix P: Definitions for Incident Reporting, Interactive SESIR Poster, etc.)
- SESIR Virtual Hub
- Internal documents created to support schools

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SESIR & Student Discipline Verification Report

[redacted] School

August Report: August 10, 2022 - August 31, 2022

According to Section 1006.07(9), Florida Statutes, the superintendent is responsible for school environmental safety incident reporting including ensuring the accuracy and timely reporting of incidents related to school safety and discipline. Failure to comply is subject to the penalties specified by law.

The information below outlines areas for verification of offenses recorded in Skwyard. Please review with the appropriate discipline officer and make necessary corrections, if any, in Skyward. If you need assistance, please contact Pam Beeler at 352-742-6983 or Carlos Celis at 352-742-6980.

Incident #	Offense Date	Location	Time of Incident	Offense	Discipline Officer	Description for Verification	Contact Person	Corrected (Verified by District)
276385	8/19/22	Hallway	3:05	Fighting		• I see there are three people involved with this incident number; however, two are for the SESIR fighting and one is for Other Serious Misconduct. If all people were involved in the same incident, they should all receive the same offense.	Pam Beeler	Ok 9/7/22

The above document is in a folder designated for each school. On a weekly basis, two people from the Choice and Alternative Education Department reviews the SESIR Dashboard identifying possible errors. Errors may include:

- Multiple people involved in the same incident where the school has entered multiple incident numbers instead of just one incident number that involves multiple students.
- School may have entered an offense that may not match the SESIR definition in the Code of Student Conduct & Policy Guide. An email is sent to the District's Safety and Security Supervisor for a review of the incident described in the Student Information System. If the incident needs to be reviewed by the school, an email is sent to the discipline officer.
- Various other aspects that need attention by the school.

The Administrator Coordinator emails the discipline officer(s) with a link to the Hub on the right. The school will be able to see information to assist in making corrections to an incident with support from our department. School administrators and data clerks have access to their school's folder.

Hub for SESIR Discipline Verification Reports

Instructions: Click on your school's Hub link below to access your SESIR Student Discipline Verification Reports provided by the Choice & Alternative Education Department.

Purpose: SESIR Rule 6A-1.0017, Florida Administrative Code, states that each public school principal, including charter school principals or equivalent, must ensure that all persons at the school responsible for SESIR information participate in the training set forth in the rule and must ensure that SESIR data is accurately and timely reported. Section 1006.07(9), Florida Statutes, states that the superintendent is responsible for school environmental safety incident reporting including ensuring the accuracy and timely reporting of incidents related to school safety and discipline. Failure to comply is subject to the penalties specified by law.

Resources

- *Bullying and Harassment* - Bullying and Harassment SOP, Flowchart, Bullying and Harassment Investigator Checklist, and Recording Incidents in Skyward for Unsubstantiated Bullying
- *Discipline Data* (Electronic Referral Process) (SESIR) - Behavior and Action Codes for Student Discipline Referral & Offense Report, Look For in SESIR Discipline Data in Skyward, Other SESIR Defined, FL-DOE Appendix P: Definitions for Incident Reporting, FL-DOE Interactive SESIR Poster, Discipline/Resultant Action Code, SESIR Rule, and FL-DOE Rank Order for SESIR Offenses.

Elementary Schools	Middle Schools	High Schools
Astatula Elementary	Carver Middle	East Ridge High
Beverly Shores Elementary	East Ridge Middle	Eustis High
Clermont Elementary	Eustis Middle	Lake Minneola High
Cypress Ridge Elementary	Gray Middle	Leesburg High
Eustis Elementary	Mt. Dora Middle	Mt. Dora High
Eustis Heights Elementary	Oak Park Middle	South Lake High
Fruitland Park Elementary	Tavares Middle	Tavares High
Grassy Lake Elementary	Umatilla Middle	Umatilla High
Groveland Elementary	Windy Hill Middle	
Lake Hills School		
Leesburg Elementary		
Lost Lake Elementary		**Combination Schools**
Pine Ridge Elementary		Lake Pointe Academy
Rimes Early Learning Center		Lake Success Academy
Sawgrass Bay Elementary		
Seminole Springs Elementary		
Sorrento Elementary		
Tavares Elementary		
Treadway Elementary		
Triangle Elementary		
Umatilla Elementary		
Villages of Lady Lake Elementary		

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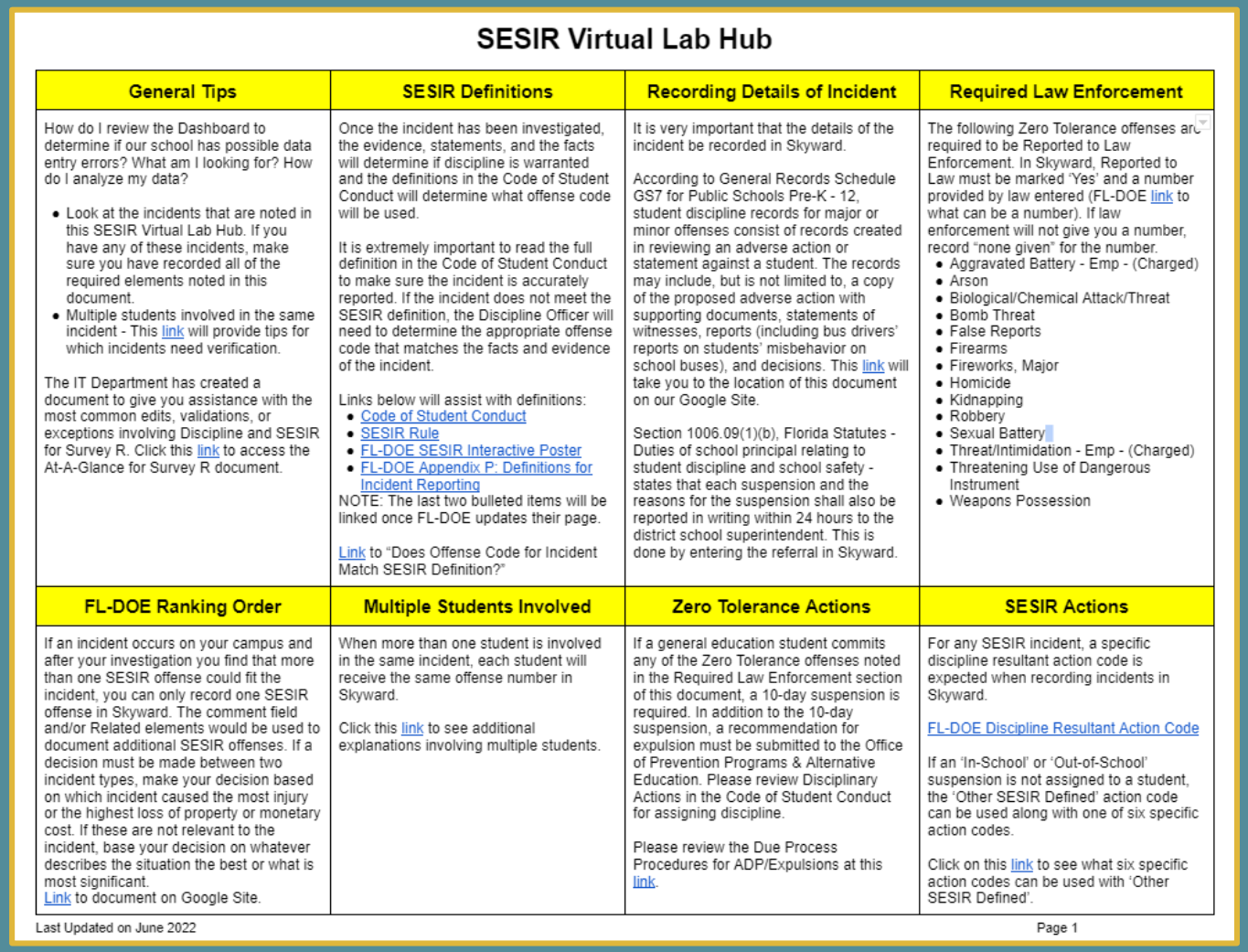
SESIR Virtual Lab Hub



SESIR Virtual Lab Hub

General Tips	SESIR Definitions	Recording Details of Incident	Required Law Enforcement
How do I review the Dashboard to determine if our school has possible data entry errors? What am I looking for? How do I analyze my data? • Look at the incidents that are noted in this SESIR Virtual Lab Hub. If you have any of these incidents, make sure you have recorded all of the required elements noted in this document. • Multiple students involved in the same incident - This link will provide tips for which incidents need verification. The IT Department has created a document to give you assistance with the most common edits, validations, or exceptions involving Discipline and SESIR for Survey R. Click this link to access the At-A-Glance for Survey R document.	Once the incident has been investigated, the evidence, statements, and the facts will determine if discipline is warranted and the definitions in the Code of Student Conduct will determine what offense code will be used. It is extremely important to read the full definition in the Code of Student Conduct to make sure the incident is accurately reported. If the incident does not meet the SESIR definition, the Discipline Officer will need to determine the appropriate offense code that matches the facts and evidence of the incident. Links below will assist with definitions: • Code of Student Conduct • SESIR Rule • FL-DOE SESIR Interactive Poster • FL-DOE Appendix P: Definitions for Incident Reporting NOTE: The last two bulleted items will be linked once FL-DOE updates their page. Link to "Does Offense Code for Incident Match SESIR Definition?"	It is very important that the details of the incident be recorded in Skyward. According to General Records Schedule GS7 for Public Schools Pre-K - 12, student discipline records for major or minor offenses consist of records created in reviewing an adverse action or statement against a student. The records may include, but is not limited to, a copy of the proposed adverse action with supporting documents, statements of witnesses, reports (including bus drivers' reports on students' misbehavior on school buses), and decisions. This link will take you to the location of this document on our Google Site. Section 1006.09(1)(b), Florida Statutes - Duties of school principal relating to student discipline and school safety - states that each suspension and the reasons for the suspension shall also be reported in writing within 24 hours to the district school superintendent. This is done by entering the referral in Skyward.	The following Zero Tolerance offenses are required to be Reported to Law Enforcement. In Skyward, Reported to Law must be marked 'Yes' and a number provided by law entered (FL-DOE link to what can be a number). If law enforcement will not give you a number, record "none given" for the number. • Aggravated Battery - Emp - (Charged) • Arson • Biological/Chemical Attack/Threat • Bomb Threat • False Reports • Firearms • Fireworks, Major • Homicide • Kidnapping • Robbery • Sexual Battery • Threat/Intimidation - Emp - (Charged) • Threatening Use of Dangerous Instrument • Weapons Possession
FL-DOE Ranking Order	**Multiple Students Involved**	**Zero Tolerance Actions**	**SESIR Actions**
If an incident occurs on your campus and after your investigation you find that more than one SESIR offense could fit the incident, you can only record one SESIR offense in Skyward. The comment field and/or Related elements would be used to document additional SESIR offenses. If a decision must be made between two incident types, make your decision based on which incident caused the most injury or the highest loss of property or monetary cost. If these are not relevant to the incident, base your decision on whatever describes the situation the best or what is most significant. Link to document on Google Site.	When more than one student is involved in the same incident, each student will receive the same offense number in Skyward. Click this link to see additional explanations involving multiple students.	If a general education student commits any of the Zero Tolerance offenses noted in the Required Law Enforcement section of this document, a 10-day suspension is required. In addition to the 10-day suspension, a recommendation for expulsion must be submitted to the Office of Prevention Programs & Alternative Education. Please review Disciplinary Actions in the Code of Student Conduct for assigning discipline. Please review the Due Process Procedures for ADP/Expulsions at this link.	For any SESIR incident, a specific discipline resultant action code is expected when recording incidents in Skyward. FL-DOE Discipline Resultant Action Code If an 'In-School' or 'Out-of-School' suspension is not assigned to a student, the 'Other SESIR Defined' action code can be used along with one of six specific action codes. Click on this link to see what six specific action codes can be used with 'Other SESIR Defined'.

Last Updated on June 2022

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The SESIR Virtual Lab Hub was created when the State began the monthly Survey R reporting process. This document will assist schools with information and links to FL-DOE resources as well as Lake County Schools resources.

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Safety & Security Department

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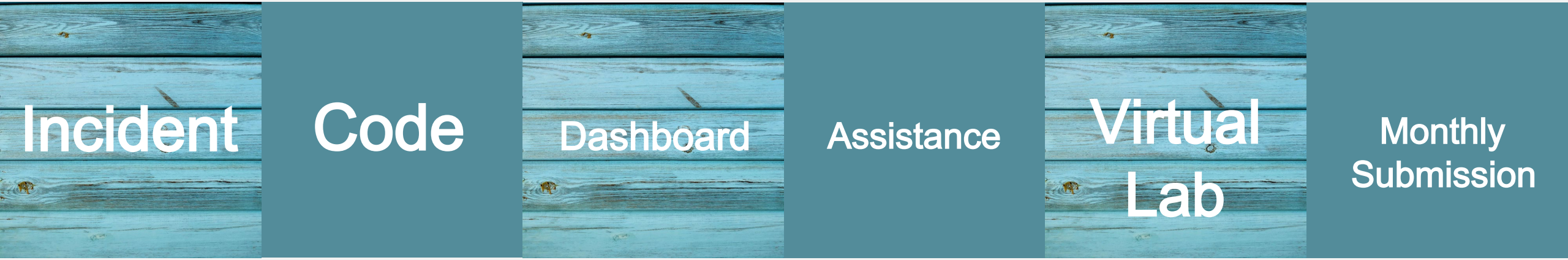
From Incident to State Reporting



Situation occurs with one or multiple students.

School discipline officer codes incident based on Code of Conduct.

SESIR dashboard populates and is monitored by all three departments.

E-mail, dialogue, discussion between school and district departments prior to VL.

Virtual lab for schools with errors with all three district departments.

All district departments verify and approve data to be submitted for Survey R.

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Schools

ELEMENTARY	MIDDLE	HIGH
21	9	8

CHARTER		SPECIALTY
11		7

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