THE FOLLOWING CHANGES ARE FOR FISCAL YEAR

08-09

Element Name:	Incident, Bullying-Related

Definition/Domain

A code indicating whether or not the incident was bullying-related.

CODE | DEFINITION

Y Yes, the incident was bullying-related.

N No, the incident was not bullying-related.

NOTE: The incident is bullying-related if the incident includes unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, 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.

If a student or other systematically and chronically inflicted physical hurt or psychological distress on one or more students which may have involved teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual or racial harassment, public humiliation, or destruction of property, then the incident should be reported as bullying related.

Note: If the bullying/harassment results in any SESIR Incidents do not code the incident as *Bullying/Harassment.* Instead, the incident should be coded appropriately with the related element coded as bullying-related.

Length: 1	**Grades and Programs Requiring This Data Element:**
Format: Alphabetic	All Programs Grades PK-12
Compatibility Requirement: Compatible	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	School Environmental Safety Incident Report DB9 42x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	
☐ **Migrant Tracking**	
Data Element Number: 138325	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ 7 ☐ 9

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Implementation Date:
Fiscal Year 1995-96
July 1, 1995

Element Name:	Student, Involved in Hate Crime

Definition/Domain

A code indicating whether or not the incident was hate-crime related.

CODE   DEFINITION

Y   Yes

N   No

NOTE: A student is involved in a hate crime if they cause physical injury, emotional suffering or property damage through intimidation, harassment, racial/ethnic slurs and bigoted epithets, vandalism, force or the threat of force, motivated all or in part by hostility to the victim's real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference or disability. The person was involved in creating an intimidating, hostile or offensive educational environment. The motivation (intent) behind the act is the key element in determining whether an incident is hate-related[2].

[1]Mental or Physical Disability means that the victim suffers from a condition of physical or mental incapacitation due to a developmental disability, organic brain damage, or mental illness, and has one or more physical or mental limitations that restrict the victim's ability to perform the normal activities of daily living (Section 775.085, F.S.).

[2]Florida Department of Law Enforcement's *Hate Crime Report Manual,* Annual Report/Hate Crimes in Florida/January 1 – December 31, 2003, definition of hate crimes.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	All Programs Grades PK-12
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Discipline/Referral Action DB9 19x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	
☐ **Migrant Tracking**	

Data Element Number:	
175210	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ 7 ☐ 9

Implementation Date: Fiscal Year 1995-96 July 1, 1995	

Element Name:	**Weapon, Description**

Definition/Domain

A one-character code to identify the type of weapon used in an incident.

CODE	DEFINITION
F	Firearm, Other*
H	Handgun
K	Knife
O	Other Weapon**
R	Rifle or Shotgun
U	Unknown Weapon
Z	Not Applicable

NOTE: See appendix P for additional information concerning weapon description.

*Code F - Firearm, Other, refers to any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of handguns and rifles/shotguns; any firearm muffler or firearm silencer; any destructive device, which includes (a) any explosive, incendiary, or poison gas—(1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile having an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) similar device; (b) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; (c) any combination or parts either designed or intended for use in converting any device into any destructive device, and from which a destructive device may be readily assembled. (Section 921(a) of Title 18 of the United States Code)

This definition does not apply to items such as toy guns, cap guns, bb guns, and pellet guns.

Code O - Other Weapons are objects that can become weapons when used for bodily harm, i.e., scissors, letter openers, air-powered "guns", etc.

Length: 1	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric	All Programs Grades PK-12
Compatibility Requirement: Compatible	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	School Environmental Safety Incident Report DB9 42x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	
☐ **Migrant Tracking**	
Data Element Number: 186975	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ 7 ☐ 9

APPENDIX F

FLORIDA PUBLIC COMMUNITY COLLEGE AND STATE UNIVERSITY REPORTING NUMBERS

COMMUNITY COLLEGES REPORTING NUMBERS		STATE UNIVERSITIES REPORTING NUMBERS	
C901	Brevard Community College	U970	Florida Agricultural and Mechanical University
C902	Broward Community College		
C903	Central Florida Community College	U971	Florida Atlantic University
C904	Chipola Community College	U972	Florida International University
C905	Daytona Beach Community College	U973	Florida State University
C906	Edison Community College	U974	University of Central Florida
C907	Florida Junior College at Jacksonville	U975	University of Florida
C908	Florida Keys Community College	U976	University of North Florida
C909	Gulf Coast Community College	U977	University of South Florida
C910	Hillsborough Community College	U978	University of West Florida
C911	Indian River State College	U979	Florida Gulf Coast University
C912	Lake City Community College	U980	New College of Florida
C913	Lake-Sumter Community College		
C914	Manatee Community College		
C915	Miami-Date Community College		
C916	North Florida Community College		
C917	Northwest Florida State College		
C918	Palm Beach Community College		
C919	Pasco-Hernando Community College		
C920	Pensacola Community College		
C921	Polk Community College		
C922	St. Johns River Community College		
C923	St. Petersburg Community College		
C924	Santa Fe Community College		
C925	Seminole Community College		
C926	South Florida Community College		
C927	Tallahassee Community College		
C928	Valencia Community College		

APPENDIX P (Continued)

DEFINITIONS FOR INCIDENT REPORTING (Continued)

<u>PRELIMINARY RANK ORDERING OF INCIDENT TYPES FOR SCHOOL REPORTING</u>
<u>MOST SERIOUS TO LEAST SERIOUS</u>

INCIDENT TYPE
LEVEL I
Arson*
Battery*
Homicide*
Kidnapping*
Sexual Battery*
LEVEL II
Breaking & Entering/Burglary*
Drug Sale/Distribution-Excluding Alcohol*
Robbery*
Weapon Possession*
LEVEL III
Drug Use/Possession-Excluding Alcohol*
Disruption On Campus-Major*
Fighting**
Larceny/Theft*
Other Major Incidents*
Sexual Harassment**
Sexual Offenses (Other)*
Threat/Intimidation*
Trespassing*
Vandalism*
LEVEL IV
Alcohol*
Bullying/Harassment**
Tobacco**

General Rule: If a decision must be made, the incident that caused the most injury or the highest loss of property or monetary cost should be reported.

*Incidents that must be reported to SESIR and ARE EXPECTED to be reported to law enforcement.   An incident should be coded as Reported to Law Enforcement if an official action was taken by a School Resource Officer (SRO) or local Law Enforcement Officer such as: a case number was assigned, a report was filed, an affidavit was filed, an investigation was conducted and found to be an incident reportable to SESIR OR an arrest was made. The presence of, or consultation with, a law enforcement officer or SRO is not sufficient for an incident to be coded as **"*Reported to Law Enforcement.*"**

**Incidents that must be reported to SESIR, but MAY NOT NEED to be reported to law enforcement.

Source: Florida Department of Law Enforcement, Uniform Crime Reporting System

➡️ **58.   If Survey Period Code is 1 or 5 and if Graduation Option code = 7, then Exceptionality, Primary on the Exceptional Student record must be C, F-K, M, O-P, S, V, or W. Exceptionality, Primary may also be L if Exceptionality, Other is C, F-K, M, O-P, S, V, or W. If Survey Period Code is 2, 3 or 4 and if there is a matching Student Course Schedule record and if Graduation Option code = 7, then Exceptionality, Primary on the Exceptional Student record must be C, F-K, M, O-P, S, V, or W. Exceptionality, Primary may also be L if Exceptionality, Other is C, F-K, M, O-P, S, V, or W. The match should use District Number, Current Enrollment; Student Number Identifier, Florida; Year/Fiscal Year and Survey Period Code. -state validation-**

EXAMPLE

The third Student Demographic record listed below would cause a message to be generated because the correct relationship does not exist between Graduation Option and Exceptionality, Primary. The fourth Student Demographic record listed below would cause a message to be generated because the correct relationship does not exist between Graduation Option; Exceptionality, Primary; and Exceptionality, Other.

Student Demographic records

District Number, Current Enrollment	School Number, Current Enrollment	Survey Period Code	Year	Student Number Identifier, Florida	Graduation Option
37	0001	3	0304	3712345678	7
37	0001	2	0304	3712345679	7
* 37	0001	5	0304	3712345681	7
* 37	0001	3	0304	3712345680	7

Exceptional Student records

District Number, Current Enrollment	School Number, Current Enrollment	Survey Period Code	Year	Student Number Identifier, Florida	Exceptionality, Primary	Exceptionality, Other
37	0001	3	0304	3712345678	W	E
37	0001	2	0304	3712345679	F	J
37	0001	5	0304	3712345681	T	C
37	0001	3	0304	3712345680	L	

DISTRICT RESPONSIBILITY

The district must correct the Student Demographic or Exceptional Student records so that the appropriate relationship exists between Graduation Option; Exceptionality, Primary; and Exceptionality, Other.

31.   For surveys 2 and 3, each Student Discipline/Referral Action record must have a matching Student Demographic record based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and School Year unless School Number/Current Enrollment is N998 or N999. For survey 5, each Student Discipline/Referral Action record must have a matching Student Demographic and Student End of Year Status record based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and School Year unless School Number/Current Enrollment is N998 or N999. -state validation 3-

EXAMPLE

The first two records below would not pass this edit because they do not have matching Student Demographic records. The third record below would pass this edit because there is a matching Student Demographic Information record.

Student Discipline/Referral Action

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	School Year
* 01	012345678X	5	****
* 01	012345692X	2	****
01	012384567X	2	****

Student Demographic Information

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	School Year
01	012384567X	2	****

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must delete the Student Discipline/Referral Action records or add matching Student Demographic Information records .

40. Deleted 7/16/08. ~~If Incident, Type code is DRD, then Incident, Drug-Related code must be Y. -record rejected-~~

~~EXAMPLE~~

~~The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Type is DRD and Incident, Drug-Related is not coded Y.~~

~~District Number, Reporting District~~	~~School Number, Where Incident Occurred~~	~~Incident, Identifier~~	~~Incident, Type~~	~~Incident, Drug-Related~~
~~01~~	~~0271~~	~~AS000001~~	~~DRD~~	~~Y~~
~~01~~	~~0271~~	~~DO000002~~	~~DRD~~	~~Y~~
~~* 01~~	~~0271~~	~~SH000003~~	~~DRD~~	~~N~~

~~**DISTRICT RESPONSIBILITY**~~

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Incident, Type and Incident, Drug-Related and resubmit the record.~~

41. ~~Deleted 7/16/08.~~ ~~If Incident, Type code is equal to ALC, then Incident, Alcohol-Related code must be Y.~~ ~~-record rejected-~~

~~**EXAMPLE**~~

~~The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Type is ALC and Incident, Alcohol-Related is not coded Y.~~

~~District Number, Reporting District~~	~~School Number, Where Incident Occurred~~	~~Incident, Identifier~~	~~Incident, Type~~	~~Incident, Alcohol-Related~~
~~01~~	~~0271~~	~~AS000001~~	~~ALC~~	~~Y~~
~~01~~	~~0271~~	~~DO000002~~	~~ALC~~	~~Y~~
~~*~01~~	~~0271~~	~~SH000003~~	~~ALC~~	~~N~~

~~**DISTRICT RESPONSIBILITY**~~

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Incident, Type and Incident, Alcohol-Related and resubmit the record.~~

65.   If Survey Period Code equals 2 or 3, for each Teacher Course record with a Scheduling Method equal to C, M or A there must exist at least one other Teacher Course record with the same Scheduling Method (at least 2 C's, 2 M's or 2 A's) based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Period Number; Classroom Identification/FISH Number; Survey Period Code and Fiscal Year. -exception report-

Example:

The first and second Teacher Course records listed below would pass this edit. The third record listed below would not pass this edit because another Teacher Course record based on the indicated fields of the edit does not exist.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Term	Period Number	Classroom Identification/ FISH Number	Scheduling Method	Survey Period Code	Fiscal Year
62	0151	3	0106	12345A123451234512345	C	3	****
62	0151	3	0106	12345A123451234512345	C	3	****
* 62	0151	3	0106	23456A234562345623456	C	3	****

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must verify whether the Teacher Course record is valid, and, if so, whether a matching Teacher Course record is needed based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Period Number; Classroom Identification/FISH Number, Survey Period Code and Fiscal Year.