The Pathway to Successful SESIR Reporting
SESIR TEAM

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Pam Beeler, Program Specialist, Choice & Alt Ed
Informational & Instructional Technology
● 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

● 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

● 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
- Co-Led Training
- Clear Processes
- Monitoring Tools
- Support Cycle
- Strategic Communication
SESIR 2022-2023 Dashboard

Lake County Schools 2023 SESIR Data Dashboard

Total SESIR records for 2023 School Year
119

Use the filters to adjust the dashboard:
- Incident Type
- SESIR Levels
- School
- SCHOOL YEAR
- Month Of Incident
- Involve Type
- Grade Groups
- Incident Number

Click on the bar or pie chart to view the details.

Total SESIR Record Count By School Type School Type

Click on a bar/number to display the details.

Total SESIR Record Count By Location

SlidesMania
Choice & Alternative Education Department
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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**School Environmental Safety Incident Reporting (SESIR)**

SESIR incidents can occur 365 days/24 hours! SESIR incidents can involve students, non-students, or unknown offenders.

- **Florida Student Discipline Code** (Updated 8-16-2021) and Environmental Safety Incident Reporting (SESIR) Raw
- **Incident Reporting Website** - Click school board icons relating to student discipline and school safety
- **District ( walkthrough) Office of Safe Schools**
- FLDOE incidents must be reported. Pre-Risks (CDS) incidents that meet the required (e.g. environment include all Zero Tolerance offenses. Anxieties, Recognized Serious and Critical/High Risk) Class/Code: Georgia Safe School Information (Appendix P: Definitions for Incident Reporting, Interactive SESIR Poster, etc.)
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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.
**SESIR Virtual Lab Hub**

**General Tips**

How do I review the Dashboard to determine if my 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 tip 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 Disciplinary and SESIR for Survey R. Click this link to access the All-in-One Guidance for Survey R document.

<table>
<thead>
<tr>
<th>FL-DOE Ranking Order</th>
<th>Multiple Students Involved</th>
<th>Zero Tolerance Actions</th>
<th>SESIR Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 related elements would be used to document additional SESIR offenses. If a decision must be made between two or more offenses, you should list the elements in the comment field of the offense that best describes the situation. Be specific about what was most significant. Click this link to see additional explanations involving multiple students.</td>
<td>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.</td>
<td>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 &amp; Alternative Education. Please review Disciplinary Actions in the Code of Student Conduct for assigning discipline.</td>
<td>For any SESIR incident, a specific discipline-related action code is assigned when recording incidents in Skyward. FL-DOE Discipline Resultant Action Code. For an in-School or &quot;Out-of-School suspension is not assigned to a student, then the &quot;Other SESIR Defined&quot; action code can be used along with one of six specific action codes. Click on this link to see what specific action codes can be used with &quot;Other SESIR Defined.&quot;</td>
</tr>
</tbody>
</table>
Safety & Security Department
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.
<table>
<thead>
<tr>
<th>Type</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEMENTARY</td>
<td>21</td>
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<tr>
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<tr>
<td>HIGH</td>
<td>8</td>
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<tr>
<td>CHARTER</td>
<td>11</td>
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<tr>
<td>SPECIALTY</td>
<td>7</td>
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