SERT Focus Group/Need Analysis Results
Thursday, October 31, 2019

Participants: Camille Batory, Felice Heppern, Denny Hart, Tracy Crawford, Lavonne Walker, Craig Kinsley, Sergeant David Bailey, Sergeant Ross Partee, Kelly Ward.

Facilitator: Dr. Christina Jacobs

Needs Identified

Communication
- Need clarification on which staff members are responsible for communicating with parents related to SERT outcomes and which staff members are responsible for making various types of referrals to community agencies.
- Need a script for administrators for when students are being placed at ACE via a recommendation by SERT.
- Need for template for written correspondence given to parents when students are being referred to SERT or ACE.
- Would be helpful for administrators to receive specific feedback about the factors considered during a student's SERT review and the types of documentation that were helpful and were missing.

Procedures
- Need clarification on the exact types of documentation that should be submitted with SERT referral packets.
- Need to have administrator training on how to prepare SERT packets.
- Administrator review and approval of packet preparation should occur prior to forwarding the SERT referral for district review.
- Need to re-evaluate if it is more effective to have administrators present the case to SERT via phone or in-person.
    o Consider sending a survey to administrators for feedback.
- Need clarification on guidance related to Manifestation Determination Reviews for off-campus felonies or students with >10 days of classroom removals.

Disciplinary Infractions
- Would be helpful to have clearly outlined progressive discipline flowcharts.
- Would be helpful to have explicit guidance about evidence-based interventions for specific types of behaviors.
- Would like to be able to refer students for tobacco citations when students are found vaping.
- Need additional guidance about 10-day suspensions and fighting.
- Need additional guidance about which off-campus felonies should be referred to SERT.
- What about discipline codes for:
    o Distribution of substances found to have THC in it?
    o Use of nicotine-dispensing device?
    o OSS option for "Tobacco Under 17"

Law Enforcement Involvement
- Timing of law enforcement reports and SERT packet submissions. At times, it is not feasible to have law enforcement reports available/completed prior to SERT packet submissions.
    - Consider having a note placed in SERT packet that the law enforcement report is pending, with law enforcement contact information in the event that further details are needed.

Programming
- Need to generate resource to describe ACE behavioral program.
    - Consider presenting resource at principal/assistant principal meetings.