

APPENDIX P  
DEFINITIONS FOR INCIDENT REPORTING

INCIDENTS THAT ARE EXPECTED TO BE REPORTED TO SESIR AND LAW ENFORCEMENT

CODE

DEFINITION

ALC

**ALCOHOL** (possession, use or sale) - Possession, sale, purchase, or use of alcoholic beverages. Use should be reported only if the person is caught in the act of using or is discovered to have used in the course of an investigation.

**Examples:** Student testing positive for alcohol by law enforcement. Student possessing, using, or selling alcohol. Student smelling strongly of alcohol and showing signs of possible intoxication such as: slurred speech, red or glassy eyes, or unsteady on his/her feet.

**Non-Examples:** Student being suspected of using alcohol without evidence.

Law enforcement should be called if someone in authority observes a student, who appears to be intoxicated, getting out of a car after he/she was just seen driving it, or getting into the driver's seat.

ARS

**ARSON** (intentionally setting a fire on/with school property) - To damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents.

**Examples:** Student or other deliberately burning school textbooks.

**Non-Examples:** Student or other unintentionally starting a fire, such as a trash can fire started from a discarded cigarette.

BAT

**BATTERY** (physical attack/harm) - The physical use of force or violence by an individual against another.

**Examples:** Student or other engaging in a fight with another and continuing to hit/beat that person even after that person stops fighting or is no longer able to fight back.

**Non-Examples:** Student or other actively engaging in a fight with another. Student or other striking back when hit by an aggressor and becoming engaged in a fight with the aggressor. (Refer to *Fighting* code as a possible SESIR code)

To distinguish from *Fighting*, report an incident as *Battery* only when the force or violence is carried out against a person who is not fighting back.

APPENDIX P (Continued)  
DEFINITIONS FOR INCIDENT REPORTING (Continued)

CODE

DEFINITION

**BRK**

**BREAKING AND ENTERING/BURGLARY** (illegal entry into a facility) - The unlawful entry with force, or unauthorized presence in a building or other structure, or conveyance with evidence, of the intent to damage or remove property or harm a person(s).

**Examples:** Student or other breaking and entering into: a school building during athletic events, a school bus, or a residential garage that is being used for a school-sponsored event such as housing a school float. Student or other willfully remaining within a building after it has been secured and committing a crime, such as vandalism or theft.

**Non-Examples:** Student or other entering an unlocked gym, without permission, and using the basketball court. Student or other wandering the halls, after hours, after entering through an unlocked door.

If entry was by force, resulting in facility damage, the incident should be coded as Breaking and Entering/Burglary.

**DOC**

**DISORDERLY CONDUCT** (significantly disrupts all or portions of the campus activities, school sponsored events and school bus transportation)- Disruptive behavior that poses a serious threat to the learning environment, health, safety, and/or welfare of others.

**Examples:** Student or other making a bomb threat. Student engaging in disruptive behavior that causes the bus driver to stop the bus to ensure the safety of the group. Student or other causing an incident that results in closing the cafeteria. Student or other inciting a riot. Student or other pulling a fire alarm. Student or other deliberately crashing the school computer system. Student or other causing an incident that prevents other students from proceeding to the next class or prevents egress.

**Non-Examples:** Student defying authority. Student disobeying or showing disrespect to others. Student or other using obscene or inappropriate language or gestures.

Incidents that affect a single classroom during a single class period should not be reported in SESIR.

Although schools may consider the non-examples as *Disorderly Conduct*, for SESIR purposes, they are not. However, schools may want to document these types of incidents on their local student discipline referral form.

Bomb threats and false bomb reports as defined in Section 790.162,163 Florida Statutes, are considered felony offenses and require expulsion for at least one year and referral for prosecution. Bomb threats fall under the zero tolerance policy (Section 1006.13, Florida Statutes).

APPENDIX P  
DEFINITIONS FOR INCIDENT REPORTING

**INCIDENTS THAT ARE EXPECTED TO BE REPORTED TO SESIR AND LAW ENFORCEMENT**

<b><u>CODE</u></b>	<b><u>DEFINITION</u></b>
<b>DRG</b>	<p><b><u>DRUGS - EXCLUDING ALCOHOL</u></b> (illegal drug possession, sale or use) - The use, cultivation, manufacture, distribution, sale, purchase, or possession, of any drug, narcotic, controlled substance, or substance represented to be a drug, narcotic, or controlled substance.</p> <p><b>Examples:</b> Student or other possessing or being under the influence of illegal drugs at school, at school-sponsored events, or on school transportation. Student or other misrepresenting substances as illegal drugs. Student possessing prescription drugs that are not prescribed for him/her. Student observed swallowing pills from a container with prescription or illegal pills that belong to someone else.</p> <p><b>Non-Examples:</b> Student using or possessing over-the-counter medications. Student giving an aspirin or other over the counter medication to another.</p> <p>Behavioral evidence alone should not be used as a basis for reporting drug use. Although a student giving another an over the counter medication may violate school code, it is not reported as a SESIR incident.</p>
<b>HOM</b>	<p><b><u>HOMICIDE</u></b> (murder, manslaughter) - The killing of one human being by another.</p> <p><b>Examples:</b> Student or other person, known or unknown, committing any homicide on school campus, at school-sponsored events, or on school transportation.</p> <p><b>Non-Examples:</b> Student or other accidentally dying. Student or other committing suicide.</p>
<b>KID</b>	<p><b><u>KIDNAPPING</u></b> (abduction of an individual) - Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.</p> <p><b>Examples:</b> Student or other holding another person for ransom or reward, as a shield, or as a hostage. Non-custodial caregiver, with a restraining order, picking up a student.</p> <p><b>Non-Examples:</b> Student running away with her boyfriend after being picked up from school by him.</p>

APPENDIX P (Continued)  
DEFINITIONS FOR INCIDENT REPORTING (Continued)

<u>CODE</u>	<u>DEFINITION</u>
<b>MVT</b>	<p><b><u>MOTOR VEHICLE THEFT</u></b> (actual or attempted taking of a vehicle) - Unauthorized use, taking, or attempted taking, of a motor vehicle.</p> <p><b>Examples:</b> Student or other taking a car, truck, motorcycle, golf cart, dune buggy, RV or anything that is self-propelled and motorized. Student or other observed hot wiring another's car without permission.</p> <p><b>Non-Examples:</b> Parent reporting a car being stolen after seeing an unknown person driving his/her son's car during school hours only to discover later that the son loaned his car to a friend.</p>
<b>ROB</b>	<p><b><u>ROBBERY</u></b> (using force to take something from another) - The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force or threat of force or violence and/or by putting the victim in fear.</p> <p><b>Examples</b> Student or other snatching a gold chain off someone's neck. Student or other extorting lunch money. Student or other engaging in "Carjacking."</p> <p><b>Non-Examples:</b> Student or other taking money from an unattended purse. (Refer to <i>Theft</i> code as a possible SESIR code)</p>
<b>STL</b>	<p><b><u>LARCENY/THEFT</u></b> (taking of property from person, building, or a vehicle) - The unauthorized taking, carrying, riding away, or concealing the property of another person, without threat, violence, or bodily harm.</p> <p><b>Examples:</b> Student or other embezzling public funds. Student or other stealing an item worth \$50 or more.</p> <p><b>Non-Examples:</b> Student or other borrowing an item without permission. Student or other committing robbery (code as <i>Robbery</i> instead). Student or other stealing an item less than \$50.</p> <p>The item must be \$50 or more to report in SESIR. However, schools may want to document these types of incidents on their <u>local</u> student discipline referral form.</p>
<b>SXB</b>	<p><b><u>SEXUAL BATTERY</u></b> (attempted or actual) - Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object.</p> <p><b>Examples:</b> Student or other raping someone. Student or other attempting to rape someone.</p> <p><b>Non-Examples:</b> Students engaging in consensual sex acts. (Consensual sex is not Sexual Battery. Refer to <i>Sexual Offense</i> (Other) as a possible SESIR code).</p>

APPENDIX P (Continued)  
DEFINITIONS FOR INCIDENT REPORTING (Continued)

<u>CODE</u>	<u>DEFINITION</u>
TRE	<p><b><u>THREAT/INTIMIDATION</u></b> (instilling fear in others) - A threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: (1) intent--an intention that the threat is heard or seen by the person who is the object of the threat; (2) fear--a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and (3) capability--the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.</p> <p><b>Examples:</b> Student or other stalking another. Student telling another he/she could kill or knows people who could kill their kind. Student or other violating a restraining order.</p> <p><b>Non-Examples:</b> Student or other engaging in mutual combat with another. Student or other actually using force or violence against another. (Refer to <i>Battery</i> or <i>Fighting</i> code as possible SESIR code)</p> <p>Any threat of violence towards the school, targeted groups, or individuals that <u>does not contain</u> the <u>three elements</u> of <u>intent</u>, <u>fear</u>, and <u>capability</u>, but does result in school disciplinary action <u>and</u> a police investigation, should be coded as <i>Disorderly Conduct</i> (DOC) or as <i>Other Major Incident</i> (OMC) depending on the level of disruption to the campus. <b>NOTE:</b> Bullying is a minor form of aggression that can be a precursor to violence. Schools may want to collect information on bullying at the local level, but bullying should not be reported to SESIR unless it rises to the level of <i>Threat/Intimidation</i>.</p>
TRS	<p><b><u>TRESPASSING</u></b> (illegal entry onto campus) - To enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus without authorization or invitation and with no lawful purpose for entry.</p> <p><b>Examples:</b> Any unauthorized person entering the campus. Any unauthorized person remaining on property after being directed to leave by the chief administrator or designee.</p> <p><b>Non-Examples:</b> Parent entering the building to pick up his/her child without getting clearance through the office first. Person searching for a phone at a school facility after his/her car has broken down.</p>
VAN	<p><b><u>VANDALISM</u></b> (destruction, damage, or defacement of school or personal property) - The intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it.</p> <p><b>Examples:</b> Student or other defacing with graffiti. Student or other keying or scratching a car. Student or other trashing a room resulting in damages of \$100 dollars or more.</p> <p><b>Non-Examples:</b> Student or other accidentally damaging chemistry lab equipment. Student or other causing damages under \$100.</p> <p>The amount of damage must be \$100 or more to be reported in SESIR, including time and labor.</p>

APPENDIX P (Continued)  
DEFINITIONS FOR INCIDENT REPORTING (Continued)

CODE

DEFINITION

**WPO**

**WEAPONS POSSESSION** (possession of firearms and other instruments which can cause harm) - Possession of any instrument or object (as defined by Section 790.001, Florida Statutes, or district code of conduct) that can inflict serious harm on another person or that can place a person in reasonable fear or

**Examples:** Student or other possessing a firearm or knife.

**Non-Examples:** Student possessing items not covered under law or district policy such as pointed instruments, pens, or pencils. Student possessing a cutting tool that is being used in art, shop or other class.

Offenses in this category fall under the zero tolerance policy (Section 1006.13, Florida Statutes) which invoke the most severe consequences. Students found committing this offense are to be expelled for one year and referred for criminal prosecution.

**OMC**

**OTHER MAJOR** (major incidents that do not fit within the other definitions) - Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified.

**Examples:** Student or other forging the principal's name on a document.

**Non-Examples:** Student violating probation. Student or other committing crimes off-campus.

Sometimes arrests are made on school campuses for incidents that occurred off campus or for circumstances that are not school-related. These non-examples include arrests for breaking and entering into an off-campus home or building or arrests for violation of probation. **These are not to be reported as SESIR incidents.**

**INCIDENTS THAT MUST BE REPORTED TO SESIR, BUT MAY NOT NEED TO BE REPORTED TO LAW ENFORCEMENT**

**FIT**

**FIGHTING** (mutual combat, mutual altercation) - When two or more persons mutually participate in use of force or physical violence that requires physical restraint or results in injury.

**Examples:** Student or other engaging in a fight/combats with another and physical restraint is necessary to stop it. Student becoming engaged in a fight which results in the need for first aid or medical attention for one or both of the participants.

**Non-Examples:** Student engaging in "horseplay." Student verbally confronting another student/teacher. Student or other engaging in pushing and shoving who is easily separated or stopped.

APPENDIX P (Continued)  
DEFINITIONS FOR INCIDENT REPORTING (Continued)

<u>CODE</u>	<u>DEFINITION</u>
FIT (cont'd)	<p>Student or other engaging in a fight which is resolved without injury or need for physical restraint.</p> <p><b>Note:</b> Schools may want to document lower levels of fighting such as the non-examples listed here on their <u>local</u> student discipline referral form. SERIOUS incidents involving mutual participation should be reported as <i>Fighting</i>, without regard to who was the original aggressor, unless the guidelines for reporting the incident as a <i>Battery</i> apply. Fighting should be reported to SESIR if at least <i>one</i> of the following occurs: (1) <i>Verbal intervention does not stop the fighting and physical restraint is required.</i> (2) <i>Someone is injured, requiring immediate first aid or subsequent medical attention as a result of the fight</i></p> <p>For guidance as to who should intervene by using physical restraint, staff should follow their local school board policies and procedures.</p>
SXH	<p><b>SEXUAL HARASSMENT</b> (undesired sexual behavior) - Unwanted and repeated verbal or physical behavior with sexual connotations 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. {6A-19.008(1) SBE Rule}. An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.</p> <p><b>Examples:</b> Student or other causing unwanted and ongoing episodes of leering, pinching, grabbing. Student or other making repeated suggestive comments, jokes, or actions of a sexual nature. Student or other pressuring one to engage in sexual activity. Teacher threatening to lower a student's grade if sexual favors are not given. Student or other repeatedly showing a photograph, poster or other visual image of nudity, lewd or sexual activity. Student or other pressuring another student for sexual favors by threatening to prevent him/her from participating in a school activity.</p> <p><b>Non-Examples:</b> Students engaging in consensual sex. (Refer to <i>Sexual Offense (Other)</i> code as a possible SESIR code) Student unintentionally brushing up against another in the hallway. A single incident of a kiss that may be unwanted.</p> <p>In some cases, severe incidents of sexual harassment, which include violent physical contact, may be considered a <i>Battery</i>, or <i>Sexual Battery</i>, if there is physical penetration. Unwanted kissing becomes sufficiently pervasive to report when an individual kisses several others or when an individual kisses another several times.</p>

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

**APPENDIX P (Continued)**  
**DEFINITIONS FOR INCIDENT REPORTING (Continued)**

<u>CODE</u>	<u>DEFINITION</u>
1) <b>SXO</b>	<p><b><u>SEX OFFENSES (Other)</u></b> – 1) Other sexual contact, including intercourse, without force or threat of force, and where victim is capable of giving consent. 2) Subjecting an individual to lewd, sexual gestures, or exposing private body parts.</p> <p><b>Examples:</b> Student or other exposing private body parts. Student or other making obscene remarks (conduct, which by community standards, is deemed to corrupt public morals by its indecency and/or lewdness) Student engaging in consensual sex on school property Student streaking or mooning.</p> <p><b>Non-Examples:</b> Students kissing consensually. Student swearing. A kindergarten child relieving himself publicly.</p>
<b>TBC</b>	<p><b><u>TOBACCO</u></b> (cigarettes or other forms of tobacco) - The possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 18.</p> <p><b>Examples:</b> A 17-year-old student possessing cigarettes.</p> <p><b>Non-Examples:</b> An 18-year-old student smoking a cigar on campus.</p> <p>Although district codes of student conduct may make it against the <u>district</u> code for students age 18 and older to be smoking on school campus, it still is not in violation of the state statute and should <u>not</u> be reported in SESIR.</p> <p>Tobacco incidents should be coded as “Reported to Law Enforcement” any time a civil citation is written, whether it is by a law enforcement officer or the “designee.” (See Section 569.12, Florida Statutes)</p>

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

<b>Implementation Date:</b> Fiscal Year 1995-96 July 1, 1995
--

**APPENDIX P (Continued)  
DEFINITIONS FOR INCIDENT REPORTING (Continued)**

PRELIMINARY RANK ORDERING OF INCIDENT TYPES FOR SCHOOL REPORTING  
MOST SERIOUS TO LEAST SERIOUS

<b>INCIDENT TYPE</b>
<b>LEVEL I</b>
Homicide
Sexual Battery
Kidnapping
Robbery
Battery
<b>LEVEL II</b>
Arson
Vandalism
Motor Vehicle Theft
Larceny/Theft
Breaking & Entering
Trespassing
<b>LEVEL III</b>
Threat/Intimidation
Weapon Possession
Disorderly Conduct
Other Major Incidents
Sexual Harassment
Sexual Offenses (Other)
Fighting
<b>LEVEL IV</b>
Drugs
Alcohol
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.

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