

School Environmental Safety Incident Reporting

SESIR Codes and Definitions

The following SESIR definitions were developed to enable school districts to correctly code data used to report incidents that are against the law or represent serious breaches of the code of student conduct. This includes those incidents considered severe enough to require the involvement of a School Resource Officer (SRO) or incidents to be “Reported to Law Enforcement.” ➤ The following definitions are not meant to match the *Uniform Crime Report*, nor are they intended to be an additional reporting system for law enforcement. When interpreting student behavior for SESIR reporting, consideration should be given to both developmental age-appropriate behavior and to those students with an Individual Educational Plan (IEP) or a 504 Plan.

INCIDENTS THAT **MUST** BE REPORTED TO SESIR AND **ARE EXPECTED** TO BE “REPORTED TO LAW ENFORCEMENT” ➤

◆ **ALCOHOL (ALC)-LEVEL IV**

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

◆ **ARSON (ARS)-LEVEL I**

(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.

★ **BATTERY (BAT)-LEVEL I**

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

◆ **BREAKING AND ENTERING/BURGLARY (BRK)-LEVEL II**

(illegal entry into a facility) 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).

◆ **DISRUPTION ON CAMPUS—MAJOR (DOC)-LEVEL III**

(major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation) Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. **Example:** Bomb threat, inciting a riot, initiating a false fire alarm. (Do not use this code for students defying authority, disobeying or showing disrespect to others, using inappropriate language or gestures, or classroom disruption.)

◆ **DRUG SALE/DISTRIBUTION EXCLUDING ALCOHOL (DRD)-LEVEL II**

(illegal sale or distribution of drugs) The manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance.

◆ **DRUG USE/POSSESSION EXCLUDING ALCOHOL (DRU)-LEVEL III**

(illegal drug possession or use) The use or possession of any drug, narcotic, controlled substance, or any substance when used for hallucinogenic purposes.

★ **HOMICIDE (HOM)-LEVEL I**

(murder, manslaughter) The unjustified killing of one human being by another.

★ **KIDNAPPING (KID)-LEVEL I**

(abduction of an individual) Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.

◆ **ROBBERY (ROB)-LEVEL II**

(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.

◆ **LARCENY/THEFT (STL)-LEVEL III**

(taking of property from a person, building, or a vehicle) The unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm. (The item must be \$300 or more to report in SESIR.)

★ **SEXUAL BATTERY (SXB)-LEVEL I**

(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.

◆ **SEXUAL OFFENSES (OTHER) (SXO)-LEVEL III**

Other sexual contact, including intercourse, without force or threat of force. Subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner. (Law enforcement must be notified to investigate.)

◆ **THREAT/INTIMIDATION (TRE)-LEVEL III**

(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.

◆ **TRESPASSING (TRS)-LEVEL II**

(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.

◆ **VANDALISM (VAN)-LEVEL III**

(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. (Damage must be \$1000 or more to report in SESIR.)

◆ **WEAPONS POSSESSION (WPO)-LEVEL II**

(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 of serious harm. (Possession of common pocketknife is exempted from state zero tolerance expulsion requirement 1006.07(2) F.S.; however, law enforcement should be notified of any weapon or knife, including pocketknives, for investigation.)

◆ **OTHER MAJOR (OMC)-LEVEL III**

(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. **Example:** Student producing or knowingly using counterfeit money; participating in gambling activities, possessing child pornography, or possessing drug paraphernalia.

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

◆ **BULLYING/HARASSMENT (BHA)-LEVEL IV**

(intimidating or hostile behaviors) Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing acts, by an adult or student that are severe or pervasive enough to create an intimidating, hostile or offensive educational environment, to cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation.

◆ **FIGHTING (FIT)-LEVEL III**

(mutual combat, mutual altercation) When two or more persons mutually participate in use of force or physical violence that requires either a) physical restraint or b) results in injury requiring first aid or medical attention. (Do not report to SESIR lower level fights such as pushing, shoving, or altercations that stop upon verbal command. Use local codes.)

◆ **SEXUAL HARASSMENT (SXH)-LEVEL III**

(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.

◆ **TOBACCO (TBC)-LEVEL IV**

(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.

REPORTING GUIDELINES

➤ **INCIDENTS THAT MUST BE REPORTED TO SESIR AND ARE EXPECTED TO BE REPORTED TO LAW ENFORCEMENT**—“Reported to Law Enforcement,” means that an official action was taken by a School Resource Officer (SRO) or a 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, notification of, or consultation with a Law Enforcement Officer or SRO, is not sufficient for an incident to be coded as “Reported to Law Enforcement.”

LEVELS I - IV = PRELIMINARY RANK ORDERING OF INCIDENT TYPES FOR SCHOOL REPORTING—(Level I Incidents are the Most Serious, and Level IV Incidents are the Least Serious). **General Rule:** When multiple incidents occur at the same time and place, code the incident that is the most serious incident. The incident that caused the most injury or the highest loss of property or monetary cost should be the one reported. The particular context of the incidents should also be considered when determining the level of seriousness. If school personnel determine that an incident ranked at a lower level is more serious than another incident which is ranked higher according to this guide, school personnel should report the incident they judge to be more serious. Any Related Elements that apply **MUST** also be reported.

DISCIPLINARY ACTIONS FOR SESIR INCIDENTS

The following disciplinary actions are the **only** actions that should be reported for SESIR incidents. (C) Corporal Punishment; (I) In-School Suspension; (O) Out-of-School Suspension; (H) Suspension Extended, Pending Hearing; (E) Expulsion without Services; (F) Expulsion with Services; (P) Alternative Placement; (U) Change in Placement (not to exceed 45 days) following a drug, weapon, or serious bodily injury offense for students with disabilities only, and (S) Other SESIR Defined. These disciplinary actions may also be used for less serious local incidents with the exception of (S) Other SESIR Defined and (U) Change in Placement. **NOTE:** Districts are reminded to update code (H) Suspension Extended, Pending Hearing to (E), (F), or (P) for Survey 5 (based on the final outcome of the School Board Hearing).

NEW REPORTING REQUIREMENTS FOR VIOLENT INCIDENTS

The U.S. Department of Education (US DOE) has mandated new reporting requirements for SESIR which includes reporting of “Violent Incidents with Physical Injury” and “Violent Incidents without Physical Injury.” SESIR has identified “**Violent Incidents**” as Kidnapping, Homicide, Battery, and Sexual Battery. (A large star ★ precedes “Violent Incidents” on the poster). “**Violent Incidents if they Result in Bodily Injury**” are Arson, Bullying/Harassment, Breaking and Entering, Disruption on Campus-Major, Fighting, Other Major Offenses, Robbery, and Sexual Harassment. (A large Diamond ◆ precedes “Violent Incidents if they Result in Bodily Injury” on the poster).

Additionally, a **new** related element, “Injury-Related” was added to SESIR. When reporting any of the above violent SESIR incidents, districts must also complete the new “Injury-Related” element. The “Injury-Related” element is broken down into three separate codes: More Serious, Less Serious, or No Serious Bodily Injury. This allows DOE to meet new USDOE reporting requirements. For more information on these changes, please refer to the 2008-09 SESIR Definitions and Guidelines, and Appendix P, Definitions for Incident Reporting.

RELATED ELEMENTS:

FOR EACH SESIR INCIDENT, APPLICABLE “RELATED ELEMENTS” MUST ALSO BE REPORTED TO SESIR:

- Alcohol-Related
- Bullying-Related
- Drug-Related
- Gang-Related (REVISED)
- Hate Crime-Related (REVISED)
- Injury-Related (NEW)
- Weapon-Related

Definitions for all Related Elements (including the NEW Injury-Related Element) may be found in the document *2008-09 SESIR Definitions and Guidelines*, and the *DOE Information Data Base Requirements, Automated Student Information System, Automated Student Data Elements*. Every Weapon Possession Incident should be coded as Weapon-Related and should include a description of the “Weapon, Type” used.

KEY:

- Incidents that must be reported to SESIR and are expected to be reported to law enforcement
- ★ “Violent Incidents” that must be reported in the new related element “Injury-Related”
- ◆ “Violent Incidents if they Result in Bodily Harm” that must be reported in the new related element “Injury-Related”