

# School Environmental Safety Incident Reporting



Developmental Research School  
at the University of Florida

## Purpose

School Environmental Safety Incident Reporting (SESIR) grew out of the public's concern that children be safe in the school environment. The most fundamental reason for using SESIR is to make schools safer for children. The benefits of a safe school – promotes academic success, responsible citizenship, and personal growth and it contributes to future productive employment of its students.

The SESIR system was initiated to enable schools to track incidents and analyze patterns of violent, criminal or disruptive activity. The intent is to track complete and objective data to design interventions and improve the learning environment.

## Scope

SESIR forms are to be completed in an appropriate time frame without delay by all P.K. Yonge faculty/staff responsible for student discipline reporting.

## Procedure

SESIR standardizes the definitions of serious crimes and violent acts in schools. SESIR annual reports also provide relevant incident and discipline data to the Department of Education and school advisory committees.

Reports must be made for the 26 serious incidents of crime, violence, and disruptive behaviors as identified below that occur on school grounds, on school transportation, and at off-campus, school-sponsored events (during any 24-hour period, 365 days per year). Consultation with law enforcement is expected where applicable. All reports will be submitted to the State at the required times.

SESIR incidents are reported:

- whether the perpetrator or victim is known
- whether or not students are involved – the offender could be a teacher, a parent, etc.

See SESIR Definitions and Guidelines for Incidents and Related Elements.

## Serious SESIR Crimes and Incidents

Incidents that must be reported to SESIR and are expected to include consultation with law enforcement:

- Alcohol
- Arson
- Battery
- Breaking & Entering/Burglary
- Disruption on Campus-Major
- Drug Sale/Distribution
- Drug Use/Possession
- Hazing
- Homicide
- Kidnapping
- Larceny/Theft
- Other Major Incidents
- Physical Attack
- Robbery
- Sexual Assault

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- Sexual Battery
- Sexual Offenses-Other
- Threat/Intimidation
- Trespassing
- Vandalism
- Weapons Possession

Incidents that must be reported to SESIR but may not need to include consultation with law enforcement include:

- Bullying
- Fighting
- Harassment
- Sexual Harassment
- Tobacco

When a SESIR incident occurs, it is important to track whether certain “related elements” were involved. The related elements that must be reported to SESIR include:

- Alcohol-related
- Bullying-related
- Drug-related
- Gang-related
- Hate-related
- Hazing-related
- Injury-related
- Weapon-related

Reported to Law Enforcement means: 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
- a civil citation was issued
- an investigation was conducted and found to be an incident reportable to SESIR
- an arrest was made

The presence of, notification of, or consultation with a Law Enforcement Officer or SRO, is not enough for an incident to be coded as "Reported to Law Enforcement."

Less serious incidents may be recorded and reported for the district; they should not be reported to DOE as SESIR incidents. See SESIR Definitions and Guidelines for Incidents and Related Elements. While all SESIR incidents are serious, not all incidents are necessarily illegal or criminal.

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## **Good Judgment**

When determining whether an offense rises to the SESIR level of seriousness, consider the offender's intent, if possible (i.e., if a fire is set by accident rather than by intent, it does not qualify as Arson). When interpreting student behavior for SESIR reporting, consideration should be given to both developmental and age-appropriate behavior.

Your judgment is particularly important regarding young children or those with significant developmental disabilities (as indicated by having an individual education plan: an IEP or a 504 plan).

## **SESIR by Incident/Discipline by Student**

SESIR focuses on the specific incident, not the offenders. If ten students are involved in one episode of vandalism at the school, from a SESIR perspective, that would be reported as one incident. Therefore, for accurate SESIR reporting, be sure to remember that SESIR is by incident. Discipline resulting from the SESIR incident, on the other hand, is by student. Each student involved in the vandalism incident would most likely have a discipline action filed - one SESIR report for the incident, and a discipline action filed for each student involved.

## **Training**

The P.K. Yonge principal shall designate an administrator to complete and submit SESIR reports. That administrator, and those responsible for completing student incident reports must complete SESIR Training through the [sesir.org](http://sesir.org) webpage.

## **See Florida Statutes:**

F.S. 1001.54(3) Duties of Principals

F.S. 1006.09(6) Duties of school principal relating to student discipline and school safety

F. S. 1001.212(8) Office of Safe Schools

F. S. 1006.07(9) District school board duties relating to student discipline and school safety

**PK**  
Yonge

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INCIDENTS THAT **MUST** BE REPORTED TO SESIR AND **ARE EXPECTED**  
TO INCLUDE CONSULTATION WITH LAW ENFORCEMENT