

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

School Environmental Safety Incident Reporting



Developmental Research School
at the University of Florida

- 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.

School Environmental Safety Incident Reporting



Developmental Research School
at the University of Florida

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 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

School Environmental Safety Incident Reporting



Developmental Research School
at the University of Florida

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 INCLUDE CONSULTATION WITH LAW ENFORCEMENT

ALCOHOL (ALC)-LEVEL IV
(possession, use, or sale) Possession, use, or sale of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.

♦ **ARSON (ARS)- LEVEL I**
(intentionally setting a fire on 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. The attack must be serious enough to warrant consulting law enforcement and result in more serious bodily injury. (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 chemical intoxication. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.

♦ **HAZING (HAZ)- LEVEL III**
Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. "Hazing" includes, but is not limited to: (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or (b) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

* **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.

♦ **PHYSICAL ATTACK (PHA)- LEVEL II**
Physical attack refers to an actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual.

♦ **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(s) value must be \$300 or more to report in SESIR.)

♦ **SEXUAL ASSAULT (SXA)- LEVEL II**
An incident that includes a threat of: rape, fondling, indecent liberties, child molestation, or sodomy. Both male and female students can be victims of sexual assault. The threat must include all of the following elements: 1) intent; 2) fear; and 3) capability.

* **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) (S XO)- LEVEL III**
(lewdness, indecent exposure) 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/personal 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 a 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. Examples: 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 INCLUDE CONSULTATION WITH LAW ENFORCEMENT

♦ **BULLYING (BUL)- LEVEL IV**
(intimidating behaviors) Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; 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 1) physical restraint or 2) 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.)

♦ **HARASSMENT (HAR)-LEVEL IV**
(insulting behaviors) Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

♦ **SEXUAL HARASSMENT (SXH)- LEVEL III**
(undesired sexual behavior) Unwanted 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 or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 18.

REPORTING GUIDELINES

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, a civil citation was issued, 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; (S) Other SESIR Defined; (M) Mechanical Restraint; (R) Physical Restraint and (L) Seclusion. 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).

REPORTING REQUIREMENTS FOR VIOLENT INCIDENTS
The U.S. Department of Education (US ED) has mandated reporting requirements for SESIR which include 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"). "Violent Incidents if they Result in Bodily Injury" are Arson, Bullying, Breaking and Entering, Disruption on Campus-Major, Fighting, Harassment, Hazing, Other Major Offenses, Physical Attack, Robbery, and Sexual Harassment. (A large diamond ♦ precedes "Violent Incidents if they Result in Bodily Injury").

When reporting any of the above violent SESIR incidents, districts must also complete the "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 US ED reporting requirements. For more information, please refer to the current 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	Hate Crime-Related
Bullying-Related	Hazing-Related
Drug-Related	Injury-Related
Gang-Related	Weapon-Related

Definitions for all Related Elements may be found in the document current 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 the "Weapon, Description" data element.

KEY:
* "Violent Incidents" that **must** be reported in the data element "Injury-Related"
♦ "Violent Incidents if they Result in Bodily Injury" that **must** be reported in the data element "Injury-Related"

For more information/to contact us go to: www.fldoe.org/safeschools/sesir
On-line SESIR Training is available at www.SESIR.org

(Revised 2014)