SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT (SESIR)
2007 DEFINITIONS AND GUIDELINES

. CODE	RANK ORDER LEVEL[1]	INCIDENT	SESIR DEFINITION	EXAMPLES/NON-EXAMPLES	ADDITIONAL GUIDELINES
ALC	**IV**	**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. ***Non-Examples***: • Student suspected of using alcohol without evidence. • Student smelled of alcohol who after investigation, was found to be diabetic.	Law enforcement should be notified if someone in authority observes a student who exhibits signs of possible intoxication. Particular attention should be given to possible intoxication and driving situations. Law enforcement should be notified when someone who appears to be intoxicated is observed getting into the driver's seat, or getting out of a car after being seen driving it. A trained law enforcement officer should conduct the assessment if possible. Since some medical conditions present similar signs as intoxication, it is important that a thorough assessment is completed.
ARS	**I**	**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.	NOTE: Report all fires to authorities so they can be investigated for intent. Report only intentionally-set fires to SESIR.

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BAT	**I**	**BATTERY*** (physical attack/harm)	The physical use of force or violence by an individual against another.	***Examples:*** • Student hitting another with a heavy object over the head. • Student jabbing a pen into another's arm. • Student or other engaging in a mutual physical altercation 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 delivering a single poke to the chest. • Student or other delivers a single, non-injuring strike to the arm of another. • Student or other actively engaging in a fight with each other (refer to *Fighting* code as a possible SESIR code). • 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.

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BHA	**IV**	**BULLYING/ HARASSMENT** (unwanted and repeated undesired behavior)	Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, 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.	***Examples:*** • Student uses a picture phone to take a picture of a student using the bathroom at school and places it on the Internet. • Student spreads nasty rumors at school about another person, in conversation, in a note, or through e-mail or instant messaging. • Student repeatedly teases another person in a mean way, calling him/her inappropriate names, making fun of his/her appearance, or the way he/she talks, dresses, or acts. ***Non-Examples:*** • Student calls another student an inappropriate name once.	If the bullying/harassment results in any of the ~~following~~ SESIR incidents~~—*Arson, Battery, Breaking and Entering, Disruption on Campus: Major, Fighting, Homicide, Kidnapping, Larceny/Theft, Robbery, Sexual Battery, Sexual Harassment, Sexual Offenses, Threat/Intimidation, Vandalism, Weapons Possession, or Other Major*— do not code the incident as *Bullying/Harassment*. Instead~~, the incident should be coded appropriately with the related element coded as bullying-related.

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BRK	**II**	**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.
				• 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*.

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DOC	**III**	**DISRUPTION ON CAMPUS-MAJOR** ***(formerly DISORDERLY CONDUCT)*** (significantly disrupts all or portions of the campus activities, school-sponsored events or school bus transportation)	Disruptive behavior that poses a serious threat to the learning environment, health, safety, 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***: • Disruption of a single classroom. • Student defying authority. • Student disobeying or showing disrespect to others. • Student or other using obscene or inappropriate language or gestures. • Student not sitting in seat and/or talking loudly while school bus is moving.	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 *Disruption on Campus* 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(2)(b), Florida Statutes).

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DRD	**II**	**DRUG SALE/ DISTRIBUTION - EXCLUDING ALCOHOL*** (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.	***Examples***: • Student passing a marijuana cigarette around in the school bathroom. • Student giving prescription drugs prescribed for someone else to another. • Student selling cocaine to another. • Student or other misrepresenting substances as illegal drugs. ***Non-Examples***: • Students taking medication prescribed for themselves. • Student smoking a marijuana cigarette alone (refer to *Drug Use/ Possession, (DRD.)* • Student found with a single marijuana cigarette in backpack (refer to *Drug Use/ Possession, DRU).*	***Related Element:*** Complete the drug description (M or O) for all drug sale/distribution incidents. If the incident involves both marijuana (m) and illicit drugs (o), select the description which represents the most serious offense.
DRU	**III**	**DRUG USE/ POSSESSION- EXCLUDING ALCOHOL*** (illegal drug possession or use)	The use, or possession, of any drug, narcotic, or controlled substance.	***Examples***: • Student or other possessing or being under the influence of illegal drugs at school, at school-sponsored events, or on school transportation. • 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	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.

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DRU	**III**	**DRUG USE/ POSSESSION- EXCLUDING ALCOHOL*** (illegal drug possession or use)		***Non-Examples***: • Student possessing or using over-the-counter medications in dosage prescribed. • Student using inhalers for asthmatic condition. • Student giving an aspirin or other over-the-counter medication to another in dosage prescribed. • Student possessing drug paraphernalia.	***Related Element:*** Complete the drug description (M or O) for all drug use/possession incidents. If the incident involves both marijuana (m) and illicit drugs (o), select the description which represents the most serious offense. Drug paraphernalia should not be reported under DRUG USE/POSSESSION. It should be reported only under OTHER MAJOR INCIDENTS.

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FIT	**III**	**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/combat 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. • Student or other engaging in a fight which is resolved without injury or need for physical restraint. Note: Schools may want to document **lower levels of fighting** such as the non-examples listed here on their local student discipline referral form.	**SERIOUS incidents** involving mutual participation should be reported as *Fighting*, without regard to who was the original aggressor, unless the guidelines for reporting the incident as a *Battery* apply. Fighting should be reported to SESIR if at least ***one*** of the following occurs: 1. *Verbal intervention does not stop the fighting and physical restraint is required. For guidance as to who should intervene by using physical restraint, staff should follow local school board policies and procedures*. 2. *Someone is injured, requiring immediate first aid or subsequent medical attention as a result of the fight.*

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HOM	**I**	**HOMICIDE*** (murder, manslaughter)	The unjustified killing of one human being by another.	***Examples***: • Student or other person, known or unknown, committing any homicide on school campus, at school-sponsored events, or on school transportation. ***Non-Examples***: • Student or other accidentally dying. • Student or other committing suicide.	
KID	**I**	**KIDNAPPING** * (abduction of an individual)	Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.	***Examples***: • 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. ***Non-Examples***: • Student running away with her boyfriend after being picked up from school by him.	
OMC	**III**	**OTHER MAJOR*** (major incidents that do not fit within the other definitions) continued on next page	Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified.	***Examples:*** • Student produces or knowingly uses counterfeit money. • Student participates in gambling activities, i.e., throwing quarters for money.	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

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OMC	**III**	**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.	• Student possesses pornographic materials depicting others under the age of 18. • Student possessing drug paraphernalia. ***Non-Examples***: • Student violating probation. • Student or other committing crimes off-campus.	entering into an off-campus home or building or arrests for violation of probation. ***These are not to be reported as SESIR incidents.*** Note: Drug paraphernalia should be reported only under OTHER MAJOR incidents. Do not code as drug-related under Related Elements.
ROB	**II**	**ROBBERY*** (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.	***Examples***: • Student or other snatching a gold chain off someone's neck. • Student or other extorting lunch money. • Student or other engaging in "carjacking". ***Non-Examples***: Student or other taking money from an unattended purse (refer to *Larceny/ Theft* as a possible SESIR code).	.

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STL	**III**	**LARCENY/THEFT*** (taking of property from a person, building, or vehicle)	The unauthorized taking, carrying, riding away, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm.	***Examples***: • Student or other embezzling public funds. • Student or other stealing an item worth $300 or more. • Student finding a checkbook, signing owner's name, and making a purchase. • Student or other stealing a car or motorcycle.	The item must be $300 or more to report in SESIR. However, it is important for schools to document these types of incidents on their local student discipline referral form.

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SXB	**I**	**SEXUAL BATTERY*** (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.	***Examples***: • Student or other raping someone. • Student or other attempting to rape someone. ***Non-Examples:*** • Students engaging in consensual sex acts. (Consensual sex is not *Sexual Battery.* Refer to *Sexual Offenses (Other*) as a possible SESIR code).	
SXH	**III**	**SEXUAL HARASSMENT**** (undesired sexual behavior) Continued on next page	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	***Examples:*** • 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.	In some cases, severe incidents of sexual harassment, which include violent physical contact, may be considered a *Battery,* or *Sexual Battery,* if there is physical penetration.

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SXH	**III**	**SEXUAL HARASSMENT**** (undesired sexual behavior)	environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation {State Board of Education Rule 6A-19.008(1)}. An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.	• 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 images 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. ***Non-Examples:*** • Students engaging in consensual sex (refer to *Sexual Offense (Other)* 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.	Unwanted kissing becomes sufficiently pervasive to report when an individual kisses several others or when an individual kisses another several times.

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SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT (SESIR)
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CODE	RANK ORDER LEVEL[1]	INCIDENT	SESIR DEFINITION	EXAMPLES/NON-EXAMPLES	ADDITIONAL GUIDELINES
SXO	**III**	**SEXUAL OFFENSES (OTHER)*** continued on next page	1) Other sexual contact, including intercourse, without force or threat of force~~, and where the victim is under 16,~~ 2) subjecting an individual to lewd sexual gestures or comments or sexual activity, or 3) exposing private body parts in a lewd manner.	**Examples** • Student or other participating in sexual activity in front of a student. • Student or other intentionally exposing genitals. • Two or more students engaging in sexual activity. • Student or other soliciting or encouraging a person to commit a sexual act. • Student or other touching the buttocks of another in lewd, lascivious manner.	1. Sexual activity between students should be reported to law enforcement immediately so investigation can be conducted regarding illegal conduct. (Refer to Section 800.04-07, Florida Statutes). 2. Consideration should be given to developmentally age-appropriate behaviors in coding sexual offenses for students. Young children and students with exceptionalities may expose themselves without conscious sexual intent.

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SXO	**III**	**SEXUAL OFFENSES (OTHER)***		***Non-Examples***: • Students kissing consensually. • Student swearing. • A kindergarten child relieving himself publicly. • A first grade student hugging another. • Student inadvertently touching breasts or buttocks of another.	3. Consult school district student services or psychologist for assessing acting-out sexual behaviors that might be indicators of abuse, and use the findings to help determine whether to report the incident as a SESIR incident. Obtain input: • When the principal is unable to determine if the behavior involving young children is of a sexual nature beyond developmentally-appropriate age expectations, or • where the incident is serious enough to require further investigation, or • when students in special education are involved.

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TBC	**IV**	**TOBACCO**** (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	***Examples:*** • A student under 18 possessing and/or smoking cigarettes. • A student using smokeless tobacco. ***Non-Examples:*** • An 18-year-old student smoking a cigar on campus. *Although district codes of student conduct may make it against the district 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 not be reported in SESIR.*	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).
TRE	**III**	**THREAT/ INTIMIDATION*** (instilling fear in others) continued on next page	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;	***Examples:*** • Student or other willfully and repeatedly following another or stalking with intent to cause the person to fear for his/her safety.	Any threat of violence towards the school, targeted groups, or individuals that does not contain the three elements of intent, fear, and capability, but does result in school disciplinary action and a police investigation, should be coded as *Disruption on Campus: Major (DOC)* if it causes a significant campus disruption.

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TRE	**III**	**<u>THREAT/ INTIMIDATION*</u>** (instilling fear in others) continued on next page	**(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.	• Student or other who willfully and repeatedly uses e-mail to cause another to fear for his/her safety or cause substantial emotional distress (cyberstalking). • Student or other making repeated, malicious, credible threats in person or by telephone causing the person to fear for his/her safety. • Student telling another he/she could kill or knows people who could kill him/her. • Student or other violating a restraining order. ***Non-Examples:*** • Student or other engaging in mutual combat with another. (Refer to *Battery* or *Fighting* as possible SESIR codes).	A person following another without the intent or result of putting the person in fear of death or bodily injury is a less serious behavior than a person who willfully, maliciously, and repeatedly follows, harasses, and makes a credible threat with intent to place that person in reasonable fear of death or bodily injury (aggravated stalking). (See 784.048(3), Florida Statutes). .

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TRE	**III**	**THREAT/ INTIMIDATION*** (instilling fear in others)		• Student or other actually using force or violence against another (refer to *Battery* or *Fighting* code as possible SESIR codes). • Student waving to another student in the hallway, waiting after class to talk to him/her, and calling to ask him/her out.	
TRS	**III**	**TRESPASSING*** (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.	***Examples:*** • Any unauthorized person entering the campus. • Any unauthorized person remaining on property after being directed to leave by the chief administrator or designee. ***Non-Examples:*** • Parent entering the building to pick up his/her child without first getting clearance through the office. • Person searching for a phone at a school facility after his/her car has broken down.	

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VAN	**III**	**VANDALISM*** (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.	***Examples:*** • Student or other defacing with graffiti. • Student or other keying or scratching a car. • Student or other trashing a room resulting in damages of $1,000 dollars or more. ***Non-Examples:*** • Student or other accidentally damaging chemistry lab equipment. • Student or other causing damages under $1,000.	The amount of damage must be $1,000 or more to be reported in SESIR, including time and labor. Previous amount of damage threshold through 2004-2005 was $100. It is important for schools to document lower-level vandalism incidents on their local student discipline referral form.
WPO	**II**	**WEAPONS POSSESSION*** (possession of firearms and other instruments which can cause harm) Continued on next page	Possession of any instrument or object (as defined by Section 790.001(13), 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.	***Examples:*** • Student or other possessing a firearm or knife. • Student or other using a knife, pocketknife, or other sharp or pointed implement to harm another. ***Non-Examples***: • Student, after investigation, found to possess a common pocketknife or eating utensil with no intent to harm.	Offenses in this category fall under the zero tolerance policy (Section 1006.13 (2) (b), Florida Statutes). Students found committing this offense are to be expelled for one year (not one school year) and referred for criminal prosecution. Effective January 7, 2003, the Legislature amended Section 1006.07(2)(f), Florida Statutes, to remove reference to a knife, and instead references "a weapon as defined in Chapter 790…" In 2006, the Legislature amended the weapons definition in Chapter 790 by adding

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