School Environmental Safety Incident Reporting (SESIR) Administrative Guide 2025-2026



Office of District Operations

THE SCHOOL BOARD MIAMI-DADE COUNTY, FLORIDA

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School Environmental Safety Incident Reporting (SESIR)

What is SESIR?



SESIR stands for School Environmental Safety Incident Reporting. It's a system used in Florida to track and report specific incidents that threaten the safety and security of students, staff, or school property. This reporting helps schools, districts, and the state monitor and address safety issues in the school environment.

The School Environmental Safety Incident Reporting System collects data on 26 incidents of crime, violence, and disruptive behaviors that occur on school grounds, on school transportation, and at off- campus, school-sponsored events, during any 24-hour period, 365 days per year. Incidents are reported by schools to the districts which, in turn, provide the data to the Florida Department of Education.

What SESIR Incidents Must Be Reported?

Aggravated Battery	<u>Harassment</u>	Sexual Battery
Alcohol	Hazing	Sexual Harassment
Arson	<u>Homicide</u>	Sexual Offenses (Other)
Bullying	Kidnapping	Threat/Intimidation
Burglary	Grand Theft (\$750)	Tobacco
Disruption on Campus-Major	Other Major Incidents	Trespassing
Drug Sale/Distribution	Simple Battery	Criminal Mischief (\$1000)
Drug Use/Possession	Robbery	Weapons Possession
Fighting	Sexual Assault	

General Rule for Reporting a SESIR Incident

- ☐ Report the offense with the MOST serious rank order level (Refer to Code of Student Conduct).
- ☐ When considering in determining which of the multiple simultaneous incidents to report. Some considerations that go beyond the general rule:
- Report the incident that causes the most injury or the highest loss of property or monetary cost.

OVERVIEW - SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORTING (SESIR)

The School Environmental Safety Incident Reporting (SESIR) System currently collects data on 26 incidents of crime, violence, and disruptive behaviors that occur on school grounds, on school transportation, and during off-campus school-sponsored events, during any 24-hour period, 365 days per year. SESIR: 26 Incidents SESIR collects data on 26 incidents of crime, violence, and disruptive behaviors. SESIR: Locations SESIR collects data on 26 incidents during any 24-hour period, 365 days per year. **SESIR: Time Period** SESIR collects data on 26 incidents during any 24-hour period, 365 days per year. SESIR school-level data is sent to the DISTRICT (ITS) in a **SESIR: Data Reporting** REPORTED MONTHLY standardized format and in turn, the DISTRICT (ITS) sends data to the FDOE where it is compiled in an annual report. SESIR: Victim(s) / Whether or not the **perpetrator** or **victim** is **known** Offender(S) Whether or not students are involved – the offender could be a teacher, a parent/guardian, other SESIR: Reported to Law An official action was taken by a School Resource **Enforcement** Officer (SRO) or a local Law Enforcement Officer such □ a case number was assigned, a report was filed, an affidavit was filed, ☐ a referral to a civil citation or similar prearrest diversion □ 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."

SESIR: Incident / Offenders		SESIR focuses on the specific INCIDENT, not the offenders. SESIR is by Incident.
	Г	Discipline resulting from the SESIR incident is by student

What Are SESIR Related Elements?

For each SESIR incident, applicable "Related Elements" must also be reported to SESIR.

School districts must report a SESIR incidents to law enforcement if the incident includes one or more of the following related elements marked with a **red asterisk** (*):

*Alcohol-Related	*Gang-Related	*Injury-Related (Report to law enforcement ONLY for More Serious Injury)
Bullying-Related	*Hate Crime-Related	<u>Vaping-Related</u>
*Drug-Related	* <u>Hazing-Related</u>	*Weapon-Related

Reported to Law Enforcement

As of December 21, 2022, the Florida Department of Education requires that SESIR incidents requiring to be "REPORTED TO LAW ENFORCEMENT" (i.e. School Resource Officer (SRO) or a local Law Enforcement Officer) must be categorized as one of the following:

ARR	Arrest
DIV	Diversion (Civil Citation)
BAK	Involuntary Examination (Baker Act)

NL	No Law Enforcement Action
OTH L	Other Law Enforcement Action (JSD Prevention)
NR	Not Reported to Law Enforcement

All SESIR incidents except <u>bullying</u>, <u>harassment</u>, <u>tobacco</u> and <u>sexual harassment</u>, <u>MUST</u> be reported to law enforcement. In addition, all SESIR incidents that have a related element of alcohol, drug, gang, hate-crime, hazing, injury, or weapon MUST also be reported to law enforcement.

SESIR Incidents Ranking

Miami-Dade County Public Schools' Code of Student Conduct has behaviors ranging from Level I to Level V. The ranking of SESIR Incidents in the Districts' Code of Student Conduct begins with the Level I minor disruptive behaviors and Level V being the Most Serious and Violent Behaviors. The School Environmental Safety Incident Reporting ranks SESIR incidents in the reverse. Level I behaviors are the most serious and violent behavioral incidents and Level IV are the less serious behavioral incidents.

M-DCPS - COSC LEVEL II FDOE - SESIR LEVEL IV	M-DCPS - COSC LEVEL III FDOE - SESIR LEVEL III	M-DCPS - COSC LEVEL IV FDOE - SESIR LEVEL II	M-DCPS - COSC LEVEL V FDOE - SESIR LEVEL I
LESS SEVERE			MOST SEVERE
Alcohol	Criminal Mischief	Burglary	Aggravated Battery
Bullying Harassment	Disruption on Campus-Major	Drug Sale/ Distribution Excluding Alcohol	Arson
Tobacco	Drug Use/ Possession Excluding Alcohol	Robbery	<u>Homicide</u>
	<u>Fighting</u>	Sexual Assault	<u>Kidnapping</u>
	Grand Theft	Simple Battery	Sexual Battery
	Hazing	Weapons Possession	
	Other Major		
	Sexual Harassment		
	Sexual Offenses (Other)		
	Trespassing		
	Threat/ Intimidation		



SPECIAL NOTE: SESIR incidents with the law enforcement icon next to it, indicate the SESIR incidents that must have law enforcement consultation.

School Personnel - Incident Outcome

When a school staff member has committed or is alleged to have committed one of the following SESIR offenses at the school, an incident outcome needs to be reported. Below is a chart of the incident outcomes for school staff personnel.

SESIR offense categories include:

	Sexual Battery (including attempted)
	Sexual Assault (other than rape)
	Unsubstantiated Sexual Battery
П	Unsubstantiated Sexual Assault

CODE	INCIDENT OUTCOME
D	Duty reassignment prior to discipline or termination
N	School personnel not responsible
P	Determination pending
R	Resignation or retirement prior to final discipline or termination
W	School personnel responsible
Z	Not applicable



ALERT: Immediately contact Dr. Bridgette Tate-Wyche, Executive Director, at 305-995-4110 before creating a SESIR incident in the Districts' CICS – SPAR Application.

Hope Scholarship Notification – School District Obligations

The Hope Scholarship is for students in grades kindergarten through 12 who are enrolled in a Florida public school and have been subjected to an incident of:

Hope Scholarship Qualifying SESIR Incidents				
Batte	ery	Harassment	Hazing	Bullying
Kidn	apping	Simple Battery	Robbery	Sexual Offenses
Sexu	ıal Harassment	Sexual Assault	Sexual Battery	Threat or Intimidation
Figh	ting	Unsubstantiated Incide	ents	
Who	o Is Eligible?			
Any	public-school stud	dent in Florida who was	a victim of a qualifying	incident at:
V	A K-12 school			□Â □
V	A school-relate activity	d or school-sponsore	ed program or	* F
Y	Was riding in a stop	school bus or waiting	at a school bus	

The Hope Scholarship affords students who are victims of the above-mentioned the opportunity to transfer to another public school with capacity or to receive a scholarship to enroll in an approved private school.

Incidents reported may be investigated at the district level, however, there <u>does not have to be</u> <u>substantiation on the part of the district to offer a transfer</u> to another public school with capacity or the ability for the student to move to an eligible private school on scholarship.

Pursuant to section 1002.40(6), Florida Statutes, school district personnel in Florida have a responsibility to notify families of the Hope Scholarship Program. Incidents reported may be investigated at the district level, however, there does not have to be substantiation on the part of the district in order to offer a transfer to another public school with capacity or the ability for the student to move to an eligible private school on scholarship.

Additionally, Section 1006.09(6), Florida Statutes, requires that principals submit accurate School Environmental Safety Incident Reporting (SESIR) system and discipline data to the state using the Automated Student Information System. Each school principal must ensure that standardized forms prescribed by rule of the State Board of Education are used to report data concerning school safety and discipline to the department. The school principal must develop a plan to verify the accuracy of reported incidents. Therefore, beginning in the 2020-21 school year, the Department will begin collecting data from schools and districts on the number of Hope Scholarship Notification Forms given to families to pursue education in private schools.

SCM Code	Student Service Code Description
HN	Hope Scholarship Notification

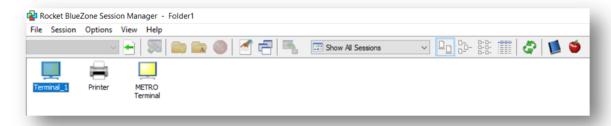
Step-by-Step Guidance on How to Report SESIR Incident into the SPAR System in CICS

The following section will provide you with guidance on how to report a SESIR incident and also how to report the disciplinary action/corrective action that was taken if a the SESIR incident involved a student.

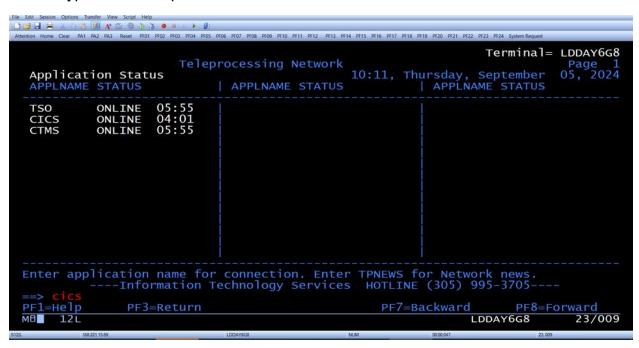
Step-by-Step Guidance on How to Report SESIR Incident:

How to Login into SPAR – School Police Application in CICS

1. Log into the Mainframe from BlueZone



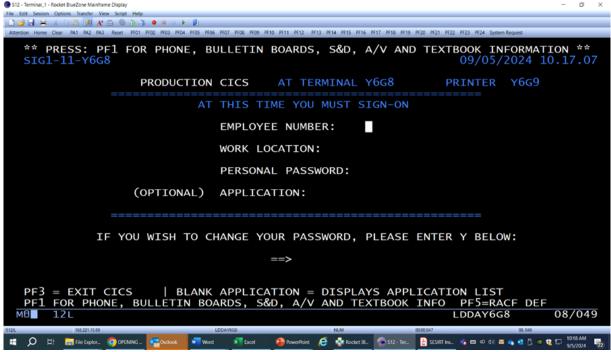
2. Type CICS and press ENTER



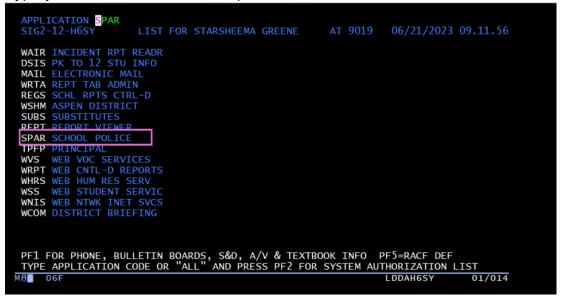


How to Login into SPAR - School Police Application in CICS

- 3. Type your "Employee Number": TAB
- 4. Type your "Work Location": TAB



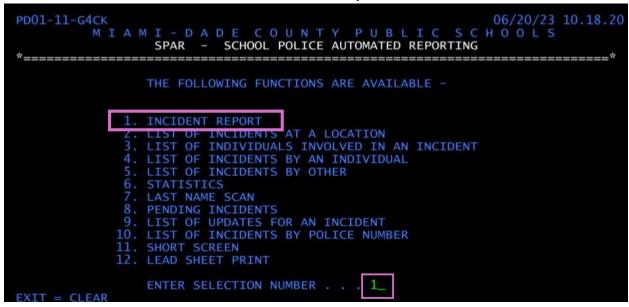
Type your "Personal Password: press ENTER

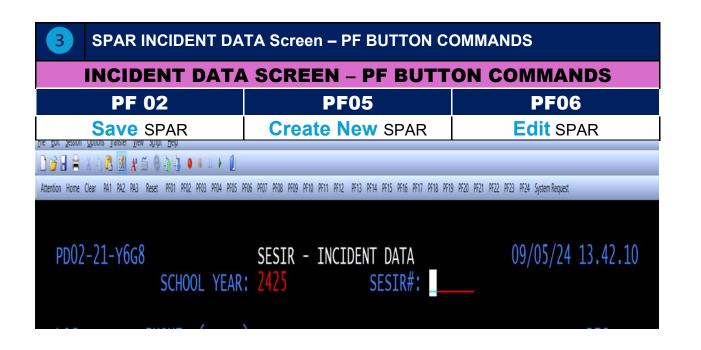


6. Next to the Application Field TYPE SPAR

2 Creating a SESIR Incident – CICS "SPAR" Application

1. Enter Selection Number 1 for "1. Incident Report"





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SESIR – INCIDENT DATA – ENTERING LOCATION NUMBER

S12 - Terminal_1 - Rocket BlueZone Mainframe Display				- 0 X
File Edit Session Options Transfer View Script Help				
	_			
Attention Home Clear RA1 RA2 RA3 Reset PF01 PF02 PF03	PF04 PF05 PF06 PF07 PF08 PF09 PF10 PF11	PF12 PF13 PF14 PF15 PF16 PF17 PI	F18 PF19 PF20 PF21 PF22 PF23 PF24 System	n Request
PD02-21-V668	SESTR - TN	ICTDENT DATA	09/05	/24 13.42.10
PD02-21-Y6G8 SCHOOL	VEAD: 2425	SESTP#•	03/03	/24 13.42.10
3CH00L	1EAR. 2423	SESIK#.		
LOC: PHONE: (REG:
LOC: PHONE: (/			REG
BUILDING AREA: SITE:	BOOM:			
SIIE:	ROOM:			
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REPORTED BY: EMP#: _ POSITION:	NAME:	10115 . (DA	JE://_
POSITION:	PF	IONE: () .		ME:
POLICE CASE#:	POLICE JURIS	5: SCH: _	PLANT SECURIT	Y#:
OFFICER ASSAULTED: _				
INCIDENT TYPE:		DATE		TIME:
PERSONNEL INVEST: _	INVOLVEMENT:	LOC ST	ATUS: FALSE	ALARM: _
CASE STATUS:/	/ PERSONNE	L OUTCOME _		
INV OFFICER:			DATE ASSIGNED:	
RELATED:REL. ELEMEN	T _ BULL BASIS	_ WEAPON TYL	$PE: \ _ \ DRUG \ TYPE$	
WEAPON REL/	DISCH _			
INJURY REL: _		CONDITION: _		
DOLLARS LOST: LO	c :	PERSONAL: _	TOTAL:	
DOLLARS RECOVERED: LO	c :	PERSONAL: _	TOTAL:	
PROPERTY TYPE: _				
EXIT = CLEAR			R	RESET = PF24
MB 12L				8 03/052
				<u> </u>
S12/L 168.221.15.69	LDDAY6G8	NUM	00:00:000	03.052

FIELD	DESCRIPTION/NOTES					
LOC:	Enter your school's 4-digit location number in this field if the incident occurred physically at your school-site . (i.e. Brownsville MS the location number is 6031).					
	Special Note: The chart below provides you with guidance as to what location number is to be utilized when reporting a SESIR incident.					
	What Location Number	er Do I Utilize for a SES	IR Incident?			
	Site "1"	Site "2"	Site "3"			
	Sch/On Campus	School Sponsored Activity Off Campus	School Sponsored Transportation			
	School's 4-Digit Location Code	LOC: 9001	LOC: 9001			

S12 - Terminal_1 - Rocket BlueZone Mainframe Display			- 0 X
File Edit Session Options Transfer View Script Help			
Attention Home Clear PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05	PF06 PF07 PF08 PF09 PF10 PF11 PF12 PF13	PF14 PF15 PF16 PF17 PF18 PF19 PF20	PF21 PF22 PF23 PF24 System Request
PD02-21-Y6G8 SCHOOL YEAR	SESIR - INCIDEN : 2425		09/05/24 13.42.10
LOC: PHONE: (BUILDING AREA: SITE: R			
REPORTED BY: EMP#: POSITION: POLICE CASE#:	_ NAME: PHONE: POLICE JURIS:	() _ SCH: _ PL	DATE://_ TIME: ANT SECURITY#:
OFFICER ASSAULTED: _			
INCIDENT TYPE: PERSONNEL INVEST: _ I		DATE:	/ / TIME:
PERSONNEL INVEST: _ I	NVOLVEMENT:	LOC STATUS:	FALSE ALARM: _
CASE STATUS: / /	PERSONNEL OUT	COME	
INV OFFICER:		DATE	ASSIGNED: / /
RELATED:REL. ELEMENT _	BULL BASIS _ W	/EAPON TYPE:	DRUG TYPE:
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INJURY REL: _		TTTON:	
DOLLARS LOST: LOC :	PER	SONAL:	TOTAL:
DOLLARS RECOVERED: LOC :	PER	SONAL:	TOTAL:
PROPERTY TYPE:			TOTAL:
PROPERTY TIPE			
EVIT - CLEAR			RESET = PF24
EXIT = CLEAR			
M8 12L			LDDAY6G8 03/052
S12)L 168 221.15.69	LDDAY6G8	NUM 00:00	03.052

FIELD	DESCRIPTION/NOTES						
Building							
Area:	SPAR Values:	SESIR EQUIVALENT:					
	01 - Classroom 02 - Cafeteria 03 - Hallway/Breezeway 04 - Office 05 - Bath / Restroom 06 - Parking Lot 07 - Playground / Field 08 - Auditorium 09 - Gymnasium / PE 10 - Library / Med Cte 11 - Bus Ramp 12 - Other 13 - Locker Room 14 - Common Areas	P – The offense was committed in person.					
	R – Remote	R – The offense was committed remotely (electronically or					
		through any other means).					

6 SESIR – INCIDENT DATA – ENTERING SITE

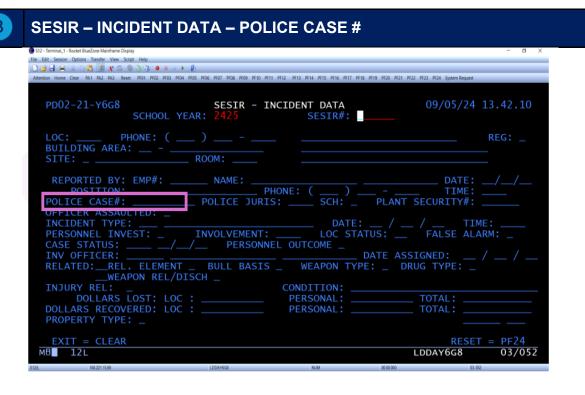
S12 - Terminal_1 - Rocket BlueZone Mainframe Display					-	0 X
File Edit Session Options Transfer View Script Help						
Attention Home Clear PA1 PA2 PA3 Reset PF01 PF02 PF03	PFO4 PF05 PF06 PF07 PF08 PF09 PF10 PF11	PF12 PF13 PF14 PF15 PF16 PF1	7 PF18 PF19 PF20 PF21 PF22	PF23 PF24 System Request		
PD02-21-Y6G8	SESTR - TO	CIDENT DATA		09/05/24	13.42	10
SCHOOL	YEAR: 2425	SESTD# ·		03/03/27	13.72.	10
SCHOOL	TEAR: 2723	SESIK#.				
LOC: PHONE: (REG:	
PUTI DING AREA.						
SITE:	ROOM:					
31121	TOO!!!					
REPORTED BY: EMP#:	NAME:			DATE:		
REPORTED BY: EMP#: _ POSITION:	PI	HONE: (-	TIME:		
POLICE CASE#:	POLTCE JURTS	S: SCH:	PLANT S	SECURITY#:		
OFFICER ASSAULTED:						
INCIDENT TYPE:		DΔΤ	F: /	/ TTMI		
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CASE STATUS:	/ PERSONNI	EL OUTCOME		THESE HEAT		
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INV OFFICER:	IT RIII RASTS	WEAPON T	YPE: DRI	IG TYPE		
WEAPON REL/	DISCH	_ WEAT OIL	II E I E DICC			
		CONDITION:				
INJURY REL: _ DOLLARS LOST: LO	oc :	PERSONAL:		TOTAL:		
DOLLARS RECOVERED: LO)C:	PERSONAL:		TOTAL:		
PROPERTY TYPE:		I ENDONAL!				
THOI LINIT THE _						
EXIT = CLEAR				RESET	= PF2	4
MB 12L				DDAY6G8	03/	052
	I POLICE AND A STATE OF THE STA					
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1. Enter the site number that corresponds with where the SESIR incident took place.

FIELD	DESCRIPTION/NOTES						
SITE:							
	What is the SITE number?						
	Site "1" Site "2" Site "3"						
	Sch/On Campus	School Sponsored Activity Off Campus	School Sponsored Transportation				

7 SESIR - IN	CIDENT DATA – RI	EPORTED B	Y: EMP#:	
S12 - Terminal_1 - Rocket BlueZone Mainframe Display File Edit Session Options Transfer View Script Hel				- a x
	PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF09 PF10 PF1	1 PF12 PF13 PF14 PF15 PF16 PF17	PF18 PF19 PF20 PF21 PF22 PF23 PF24	System Request
PD02-21-Y6G8	SESIR - II HOOL YEAR: 2425	NCIDENT DATA SESIR#:	09/	05/24 13.42.10
	E: ()			REG: _
BUILDING AREA: _ SITE:				
POSITION:	POLICE JURI:			DATE:/ TIME: ITY#:
INCIDENT TYPE: _	: _ INVOLVEMENT:	DATE	:/_/_	TIME:
CASE STATUS:	// PERSONN	EL OUTCOME _		
<pre>INV OFFICER: RELATED:REL. E</pre>	LEMENT _ BULL BASIS REL/DISCH _		_ DATE ASSIGNED YPE: _ DRUG TY	: / /
INJURY REL: _	T: LOC :		TOTA	
DOLLARS RECOVERE	D: LOC :			
PROPERTY TYPE: _				
EXIT = CLEAR				RESET = PF24
M8 12L			LDDAY	
S12/L 168.221.15.69	LDDAY6G8	NUM	00:00:000	03.052

1. The employee # of the school-site administrator entering the SESIR Incident should be entered in this field



1.Enter the **case number**, if any, was provided by the local agency that wrote a report

9	SESIR – INCIDEN	IT DATA – IN	NCIDENT 1	ГҮРЕ	
	ocket BlueZone Mainframe Display Options Transfer View Script Help				- a ×
	X -13 🔁 🗷 A* 🕾 🐵 -13 +13 +14				
Attention Home (Dear PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04	PF0S PF06 PF07 PF08 PF09 PF10 PF1	1 PF12 PF13 PF14 PF15 PF16 PF17 F	PF18 PF19 PF20 PF21 PF22 PF23 PF24 System Request	
PD02	-21-Y6G8 SCHOOL YE	SESIR - II AR: 2425	NCIDENT DATA SESIR#:	09/05/24	13.42.10
BUIL	PHONE: (DING AREA: :				REG: _
POLI	ORTED BY: EMP#: POSITION: CE CASE#: CER ASSAULTED:	NAME: PI POLICE JURI:	HONE: ()	DATE: TIME: PLANT SECURITY#:	_/_/_
INCI PERS	DENT TYPE: ONNEL INVEST: _	INVOLVEMENT:	DATE	: / / TI ATUS: FALSE AL	ME: ARM: _
		/ PERSONN			, ,
RELA [®]	OFFICER: TED:REL. ELEMENT WEAPON REL/DI	<pre>_ BULL BASIS</pre>	_ WEAPON TY	DATE ASSIGNED: PE: _ DRUG TYPE: _	/ _ / _
INJU	RY REL:				
DOL I				TOTAL: TOTAL:	
	ERTY TYPE: _		PERSUNAL	TOTAL:	
	T = CLEAR				T = PF24
	12L			LDDAY6G8	
512/L	168.221.15.69	LDDAY6G8	NUM	00:00:000 03.	0.2

1. Enter the SESIR 3-character incident code associated with the SESIR Incident. As a reminder if you have a SESIR incident that has multiple SESIR scenarios always select the SESIR Incident that is the most serious or caused the most injury.

BAT	Aggravated Battery	HAR	<u>Harassment</u>	SXB	Sexual Battery
ALC	Alcohol	HAZ	<u>Hazing</u>	SXH	Sexual Harassment
ARS	Arson	НОМ	<u>Homicide</u>	sxo	Sexual Offenses (Other)
BUL	Bullying	KID	Kidnapping	TRE	Threat/Intimidation
BRK	Burglary	STL	Grand Theft (\$750)	ТВС	Tobacco
DOC	<u>Disruption on Campus-</u> <u>Major</u>	OMC	Other Major Incidents	TRS	Trespassing
DRD	Drug Sale/Distribution	PHA	Simple Battery	VAN	Criminal Mischief (\$1000)
DRU	Drug Use/Possession	ROB	Robbery	WPO	Weapons Possession
FIT	<u>Fighting</u>	SXA	Sexual Assault		

A

DO NOT enter any of the following SESIR incidents in the SPAR Application in CIS if you have not also consulted with the Office of Civil Rights Compliance (305) 995-1580 for the SESIR incidents listed below.

A	SXA – Sexual Assault	A	SXH – Sexual Harassment
A	SXB – Sexual Battery	A	SXO – Sexual Offenses (Other)

If the Office of Civil Rights Compliance determines that one of the above incidents also meets the definition of Title IX, the school site administrator cannot take any disciplinary action or enter the incident in the SPAR system to generate a SESIR # on the student offender and/or enter the incident in SESIR, until the investigation is completed by the CRC.



SESIR - INCIDENT DATA - DATE & TIME

S12 - Terminal_1 - Rocket BlueZone Mainframe Display				- o ×
File Edit Session Options Transfer View Script Help				
Attention Home Clear PA1 PA2 PA3 Reset PF01 PF02 PI	03 PF04 PF05 PF06 PF07 PF08 PF09 PF10 PF11	PF12 PF13 PF14 PF15 PF16 PF17 PF18	PF19 PF20 PF21 PF22 PF23 PF24 System Req.	uest
PD02-21-Y6G8 SCHOOL	SESIR - IN L YEAR: 2425	SESIR#:	09/05/2	24 13.42.10
LOC: PHONE: BUILDING AREA: SITE:				
REPORTED BY: EMP#: POSITION: POLICE CASE#:	POLICE JURIS	:: SCH: _	PLANT SECURITY#	#:
OFFICER ASSAULTED: . INCIDENT TYPE: PERSONNEL INVEST: _		DATE	/ /	TME.
INCIDENT TYPE:	TAIN OLIVEMENT.	DATE:	///	IME:
PERSONNEL INVEST: _	INVOLVEMENT:	LOC STA	TUS: FALSE A	ALARM: _
CASE STATUS:	_// PERSONNE	L OUTCOME _		
INV OFFICER:			DATE ASSIGNED: _	
RELATED:REL. ELEMI WEAPON REI	L/DISCH			
INJURY REL: _ DOLLARS LOST:		CONDITION:		
DOLLARS LOST:	LOC :	PERSONAL:	TOTAL: _	
DOLLARS RECOVERED:	LOC :	PERSONAL:	TOTAL: _	
PROPERTY TYPE: _				
EXIT = CLEAR			RES	SET = PF24
M8 ■ 12L			LDDAY6G8	03/052
S12/L 160 221 15 (9)	LDDAY6G8	NUM	00:00:000	03.052

1. ENTER the Date in which the SESIR Incident Occurred



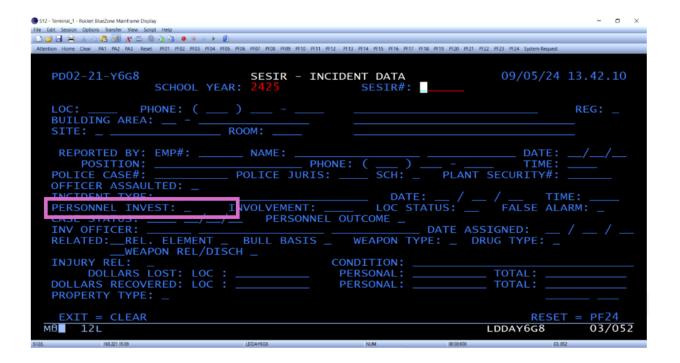
Special Note: Once disciplinary/corrective action codes have been added to the SESIR Incident in the Student Case Management System Screen in DSIS, the date cannot be edited.

2. **ENTER** the Time in **MILITARY** Time.

	12-Hour (AM-PM) Clock	24-Hour Military Time
0	12:00 AM (Midnight)	00:00 or 24:00
(1)	1:00 AM	01:00
(1)	2:00 AM	02:00
(1)	3:00 AM	03:00
(1)	4:00 AM	04:00
(1)	5:00 AM	05:00
(1)	6:00 AM	06:00
(1)	7:00 AM	07:00
(1)	8:00 AM	08:00
(1)	9:00 AM	09:00
()	10:00 AM	10:00
0	11:00AM	11:00

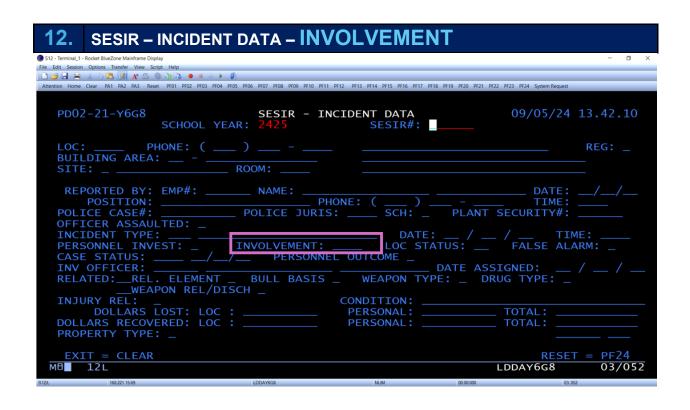
	12-Hour	24-Hour
	(AM-PM) Clock	Military Time
0	12:00 PM (Noon)	12:00
\odot	1:00 PM	13:00
0	2:00 PM	14:00
()	3:00 PM	15:00
()	4:00 PM	16:00
0	5:00 PM	17:00
0	6:00 PM	18:00
()	7:00 PM	19:00
()	8:00 PM	20:00
()	9:00 PM	21:00
()	10:00 PM	22:00
()	11:00 PM	23:00

11. SESIR - INCIDENT DATA - PERSONNEL INVEST:





Special Note: Personnel Invest: Enter "N" ONLY





Special Note: The 1st letter MUST be the OFFENDER

S	Student	P	Personnel (Employee)	NS	Non-Student
SS	Student on Student	PS	Personnel on Student	NSS	Non-Student on Student
SP	Student on Personnel	PP	Personnel on Personnel	NSP	Non-Student on Personnel
SNS	Student on Non- Student	PNS	Personnel on Non- Student		

В	Both Student and Non-Student	UNK	Unknown
0	Out-of-District Student	Z	Use only for: UBL, UHR, USA, USB

13. SESIR - INCIDENT DATA - LOC STATUS	
File Edit Session Options Transfer View Script Help	
Attention Home Clear PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF09 PF10 PF11 PF12 PF13 PF14 PF15 PF16 PF17 PF18 PF17 PF18 PF18 PF18 PF18 PF18 PF18 PF18 PF18	9 PF20 PF21 PF22 PF23 PF24 System Request
PD02-21-Y6G8 SESIR - INCIDENT DATA SCHOOL YEAR: 2425 SESIR#:	09/05/24 13.42.10
LOC: PHONE: ()	REG.
BUTI DING AREA: -	KES: _
BUILDING AREA: ROOM:	
REPORTED BY: EMP#: NAME: PHONE: () POLICE CASE#: POLICE JURIS: SCH: _ OFFICER ASSAULTED: _ INCIDENT TYPE: DATE: PERSONNEL INVEST: INVOLVEMENT: LOC STATU CASE STATUS: /_/ PERSONNEL OUTCOME INV OFFICER: DA RELATED: REL. ELEMENT BULL BASIS WEAPON TYPE: WEAPON REL/DISCH	DATE://_ TIME: PLANT SECURITY#: TIME: FALSE ALARM: TE ASSIGNED: / /
INJURY REL: _ CONDITION: DOLLARS LOST: LOC : PERSONAL:	
DOLLARS LOST: LOC : PERSONAL:	
DOLLARS RECOVERED: LOC : PERSONAL:	
PROPERTY TYPE: _	
EXIT = CLEAR	$\frac{\text{RESET} = PF24}{\text{LDDAY6G8}}$

1. Enter the location status code

LO	LOCATION STATUS CODES					
DC	Day School	NA	Non-School Activity	OA	Other Activity	
NC	Night School					
SC	School Closed					

14. SESIR - INCIDENT DATA - CASE STATUS
St2 - Terminal 1 - Rocket BlueZone Mainframe Display File Edit Session Options Transfer View Script Help □ → A 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
PD02-21-Y6G8
LOC: PHONE: () REG:
REPORTED BY: EMP#: NAME:
INCIDENT TYPE: DATE: / / TIME: PERSONNEL INVEST: INVOLVEMENT: LOC STATUS: FALSE ALARM: _ CASE STATUS: / _/ PERSONNEL OUTCOME _
INV OFFICER: DATE ASSIGNED: / / RELATED:REL. ELEMENT _ BULL BASIS _ WEAPON TYPE: _ DRUG TYPE:WEAPON REL/DISCH _ INJURY REL: CONDITION:
INJURY REL: _ CONDITION: DOLLARS LOST: LOC : _ PERSONAL: _ TOTAL: DOLLARS RECOVERED: LOC : _ PERSONAL: _ TOTAL:
EXIT = CLEAR RESET = PF24 MB 12L LDDAY6G8 03/052
S126. 168.221.15.69 LDDAY6G8 NJM 00.00.000 03.059

CASE	CASE STATUS CODES					
ARR*	Arrest	BAK	Baker Act	NL	No Law Enforcement Action	
DIV	Exceptionally Cleared (Diverted)	OTHL	Other Law Enforcement Action	NR	Not Reported to Law Enforcement	
UNF*	Unfounded. Anything coded UNF, does not get reported to SESIR.					

15. SESIR – INCIDENT	DATA – P	ERSONNEL	OUTCOME
S12 - Terminal_1 - Rocket BlueZone Mainframe Display File Edit Session Options Transfer View Script Help			- o x
The cost session options framework view script resp	0		
Attention Home Clear PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 P	F05 PF06 PF07 PF08 PF09 PF10	PF11 PF12 PF13 PF14 PF15 PF16 PF17 PF	8 PF19 PF20 PF21 PF22 PF23 PF24 System Request
		INCIDENT DATA SESIR#:	09/05/24 13.42.10
LOC: PHONE: (_)		REG: _
BUILDING AREA: SITE:	ROOM:		
	NAME: _ POLICE JUR	PHONE: () _	DATE://_ TIME: PLANT SECURITY#:
OFFICER ASSAULTED: _		DATE	/ / TIME:
PERSONNEL INVEST:	TNVOLVEMENT	· LOC STA	/ / TIME: NTUS: FALSE ALARM: _
CASE STATUS:/	/ PERSON	NEL OUTCOME _	DATE ASSIGNED: / /
INV OFFICER:			DATE ASSIGNED: / /
RELATED:REL. ELEMENT _	_ BULL BASI	S _ WEAPON TYP	PE: _ DRUG TYPE: _
WEAPON REL/DI			
INJURY REL: _		CONDITION: _	TOTAL:
			TOTAL:
PROPERTY TYPE: _		PERSONAL	TOTAL:
TROTERT FILE:			
EXIT = CLEAR			RESET = PF24
M8 ■ 12L			LDDAY6G8 03/052
S124 168 221 15 69	I DDAYRCS	NI M	00.000000000000000000000000000000000000

A

Special Note: Personnel Outcome: Enter "Z" ONLY

16.		ENT DATA – RELA	ATED	ELEMENT
File Edit Session Opti	t BlueZone Maintrame Display ions Transfer View Script Help PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04	-	PF14 PF15 PF16 PF	17 PF18 PF19 PF20 PF21 PF22 PF23 PF24 System Request
		SESIR - INCIDE	NT DA 1	. Enter the RELATED ELEMENT code if applicable.
BUILDI SITE:	ING AREA:			pecial Note: If there is no ELATED ELEMENT leave this
POLICE OFFICE	OSITION:		(<u>sc</u> s	ection blank.
CASE S		INVOLVEMENT:/ PERSONNEL OU'BULL BASIS	TCOME	
INJURY DOLLAR	weapon Rel/D.	CONI : PEI	DITIC	
EXIT MB 12	= CLEAR 2L 168 221 15 60	LDDAY663	NUM	0090000 03,652

A	Alcohol-Related	D	Drug-Related	Н	Hazing-Related
В	Bullying Related	G	Gang-Related	V	Vaping-Related

17. SESIR – INCIDENT DATA – BULL BASIS	
512 - Terminal_1 - Rocket BlueZone Maisframe Display File Edit Session Options Transfer View Script Help	- 8 X
□ → □ □ □ □ □ □ □ □	17 8C49 DC19 BC30 DC31 BC32 BC32 Sustam Barruart
PD02-21-Y6G8 SESIR - INCIDENT DATA SCHOOL YEAR: 2425 SESIR#	Enter the Bullying (BULL) on the Basis code if
LOC: PHONE: () BUILDING AREA:	applicable.
SITE: ROOM:	Special Notes:
REPORTED BY: EMP#: NAME: PHONE: (POLICE CASE#: POLICE JURIS: SCH: OFFICER ASSAULTED: DA PERSONNEL INVEST: INVOLVEMENT: LOC CASE STATUS: /_/ PERSONNEL OUTCOME INV OFFICER: PERSONNEL OUTCOME	☐ If there is no Bullying on the Basis leave this section blank.
RELATED:REL. ELEMENT BULL BASIS NEAPONWEAPON REL/DISCH CONDITION: DOLLARS LOST: LOC : PERSONAL: DOLLARS RECOVERED: LOC : PERSONAL: PROPERTY TYPE: _	If the Bullying on the Basis of is for RELIGION you must select the Religion code.
EXIT = CLEAR MB■ 12L	

BULL	BULL BASIS CODES					
R	Race	0	Sexual Orientation	S	Sex	
D	Disability	Z	Not a BUL/HAR incident	N	BUL/HAR not on the basis of religion	

BULL	BULL BASIS CODES – RELGION BASIS					
A	Atheism/Agnosticis m	Н	Hindu	P	Protestant	
В	Buddhist		Islamic	K	Sikh	
C	Catholic	J	Jewish	W	Jehovah's Witness	
E	Eastern Orthodox	M	Mormon	X	Other Religion	
G	Multiple Regions, Groups	0	Other Christian			

18. SESIR – II	NCIDENT DATA – WEAR	PON TYPE		
S12 - Terminal_1 - Rocket BlueZone Mainframe Display File Edit Session Options Transfer View Script Display A	Help		18 PF19 PF20 PF21 PF22 PF23 PF24 S	- U X
If the SESIR incident involved a weapon, enter the "WEAPON	SESIR - INC.	SESIR#:		05/24 13.42.10
TYPE" code.	E: () ROOM: P#: NAME:		[REG: _ DATE://
	POLICE JURIS: D: INVOLVEMENT:	SCH: DATE:	PLANT SECUR	TIME:
	LEMENT _ BULL BASIS _ REL/DISCH _	WEAPON TYPE	PATE ASSIGNED: DRUG TYPE	PE: _ / _ / _
	T: LOC :		TOTAI	RESET = PF24
S12/L 168.221.15.69	LDDAY6G8	NUM	LDDAY	6G8 03/052

WEA	WEAPON TYPE CODES				
F	Firearm, Other (Not a handgun refer to Weapon Description in SESIR)	0	Other Weapons (i.e. Tasers, etc)		
Н	Handgun	S	Rifle/Shotgun		
K	Knife	U	Unknown Weapon (Still reported as weapon related)		
M	Multiple Types of Firearms	Z	Not applicable. No Weapon. (UBL, UHR, USA, USB)		

19. SESIR – INCIDENT DATA – DRUG TYPE	
This cont Session Options Transfer View Script Help □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	
Attention Home Clear PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF09 PF10 PF11 PF12 PF13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF	22 PF23 PF24 System Request
PD02-21-Y6G8 SESIR - INCIDENT DATA SCHOOL YEAR: 2425 SESIR#:	09/05/24 13.42.10
LOC: PHONE: ()	REG: _
BUILDING AREA:	
SITE: ROOM:	
REPORTED BY: EMP#: NAME: POSITION: PHONE: () POLICE CASE#: POLICE JURIS: SCH: _ PLANT OFFICER ASSAULTED:	DATE://_ TIME: SECURITY#:
	_ / TIME:
INCIDENT TYPE: DATE: / PERSONNEL INVEST: INVOLVEMENT: LOC STATUS:	FALSE ALARM: _
CASE STATUS:// PERSONNEL OUTCOME _	1 /
INV OFFICER: DATE ASS RELATED:REL. ELEMENT _ BULL BASIS _ WEAPON TYPE: _ DR WEAPON REL/DISCH _	
INJURY REL: CONDITION: DOLLARS LOST: LOC : PERSONAL:	TOTAL
DOLLARS LOST: LOC : PERSONAL: DOLLARS RECOVERED: LOC : PERSONAL:	_ IOTAL:
PROPERTY TYPE: PERSONAL:	TOTAL.
EXIT = CLEAR	$ \frac{\text{RESET} = PF24}{\text{LDDAY6G8}} $
S12/L 168/221/1569 LDDAY6G8 NJM 0000:000	03, 052

DRU	G TYPE CODES		
1	Controlled Substance	7	Opioids
2	Not a controlled substance, but used as a drug (i.e. Sharpie, marker, inhalants)	0	No Drugs
3	Marijuana	SES	SIR Link: <u>Drug</u>
		Des	<u>cription</u>

19. SESIR – INCIDENT DATA – WEAPON REL/DISCH (Weapon Related/Discharge)

File Edit Session Options Transfer View Script Help Attention Home Clear PA1 PA2 PA3 Reset PF01 PF0;		PF12 PF13 PF14 PF15 PF16 PF17	PF18 PF19 PF20 PF21 PF22 PF23 (PF24 System Request	
PD02-21-Y6G8 SCHO	SESIR - IN OL YEAR: 2425	CIDENT DATA SESIR#:	0	9/05/24 13.42.10	
BUILDING AREA:	_() ROOM:				
POLICE CASE#:	: NAME: PH POLICE JURIS	ONE: () : SCH: _	 PLANT_SEC	_ DATE:/_/_ TIME: URITY#:	
CASE STATUS:	INVOLVEMENT: / PERSONNE	I OUTCOME			
INV OFFICER: RELATED: _ REL _ FLE WEAPON R	MENT RULL BASIS EL/DISCH _	WEAPON TY	_ DATE ASSIGN	ED: / / TYPE: _	
DOLLARS LOST:	LOC :	PERSONAL: _	T0	TAL:	
EXIT = CLEAR MB∎ 12L				RESET = PF24 AY6G8 03/052	
S12/L 168.221.15.69	LDDAY6G8	NUM	00.00.000	03, 052	

WEA	WEAPON RELELATED/DISCHARGE				
1	One non-firearm	4	At least one firearm not discharged		
2	Two or more non-firearms	5	Two or more firearms discharged		
3	At least one firearm	6	Two or more firearms not discharged		
	discharged				
SES	SESIR Link: Weapon Discharged				

20. SESIR – INCIDENT DATA – INJURY REL (INJURY RELATED)						
Tree Colf Sensor Options Transfer View Scott Hillip Sensor Option Fig. Sensor Option Fi	F16 F617 FF18 F619 F620 F621 F622 F624 System Request					
PD02-21-Y6G8 SCHOOL YEAR: 2425 LOC: PHONE: () BUILDING AREA: SITE: ROOM: REPORTED BY: EMP#: NAME: PHONE: (_	Related Code that is associated with the SESIR incident if applicable. DATE:					
INJURY RELATED CODES	- 00.00.000 0.000					
L Less Serious M More Se	erious					
SESIR Link: INJURY RELATED	SESIR Link: INJURY RELATED					

21. SESIR – INCIDENT DATA – DOLLARS RECOVER	RED
■ \$12 - Terminal_1 - Rocket BlueZone Mainframe Display File Edit Session Options Transfer View Script Help	- a x
□ 🎯 🚽 🗎 🤾 🚵 🧾 🥂 😭 🔞 😘 🦠 🔸 🕮 🕦 😘 🔸 🕮 🕩 👢 Attention Home Clear PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF09 PF10 PF11 PF12 PF13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF23 PF24	System Request
PD02-21-Y6G8 SESIR - INCIDENT DATA SCHOOL YEAR: 2425 SESIR#: LOC: PHONE: () BUILDING AREA: SITE: _ ROOM: REPORTED BY: EMP#: _ NAME: POSITION: _ PHONE: () POLICE CASE#: _ POLICE JURIS: _ SCH: _ PLANT SECU OFFICER ASSAULTED: _ DATE: _ / _ / PERSONNEL INVEST: _ INVOLVEMENT: _ LOC STATUS: _ FA CASE STATUS: _ /_ / PERSONNEL OUTCOME _ INV OFFICER: _ DATE ASSIGNE RELATED: _REL. ELEMENT _ BULL BASIS _ WEAPON TYPE: _ DRUG T WEAPON REL/DISCH _ INJURY REL: _ CONDITION: _ PERSONAL: _ TOT. PROPERTY TYPE EXIT = CLEAR	Enter here, in whole dollars the total amount of stolen items
MB 12L LDDA	

DOLLARS RECOVERED CODES

STL \$750 or Greater	VAN	\$1,000 or Greater
22. SESIR – INCIDENT DATA – F	PROPER	RTY TYPE (Not a SESIR Field)
S12 - Terminal_1 - Rocket BlueZone Mainframe Display File Edit Session Options Transfer View Script Help		- a x
Li 🎯 🚽 X → 🐧 💋 A* ⊆ 0 → 4. 0 → 10 → 10 → 10 → 10 → 10 → 10 → 10 →	910 PF11 PF12 PF13	PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF23 PF24 System Request
PD02-21-Y6G8 SESIR - SCHOOL YEAR: 2425	- INCIDE	NT DATA 09/05/24 13.42.10 SESIR#:
LOC: PHONE: () BUILDING AREA: ROOM:		
POLICE CASE#: POLICE JU	JRIS:	DATE:// TIME: SCH: _ PLANT SECURITY#:
INCIDENT TYPE: INVOLVEMEN PERSONNEL INVEST: INVOLVEMEN CASE STATUS: // PERSO	NT:	DATE: / / TIME: LOC STATUS: FALSE ALARM: _ TCOME _ DATE ASSIGNED: / /
RELATED:REL. ELEMENT _ BULL BAS WEAPON REL/DISCH _	SIS _	WEAPON TYPE: _ DRUG TYPE: _
INJURY REL: _ DOLLARS LOST: LOC : BOLLARS RECOVERED: LOC : PROPERTY TYPE: _	PE	DITION: RSONAL: TOTAL: RSONAL: TOTAL:
EXIT = CLEAR MB 12L		RESET = PF24 LDDAY6G8 03/052

SPECIAL NOTE: This field is not a SESIR field but required for some categories.

PRO	PROPERTY TYPE CODES					
C	Clothing	J	Jewelry			
D	Currency/Checks	L	Livestock			
E	Office Equipment/Computers	M	Miscellaneous			
F	Firearm	Т	TV/Radio/Stereo/CD/VCRT			
G	Consumable Goods/Foods					



Once you have completed entering all the required SESIR fields on this first page/screen do the following:

□ **Press PF02** – **SAVE** (This will save your entries and move you to the second page of the /screen which is the **Incident: Narrative**.

23. SESIR: INCIDENT NARRATIVE

This is the section that the school-site administrator will enter the narrative describing the SESIR incident.

Best Practice: Type in a concise narrative of the incident with **ONLY pertinent information**.

PD02-22-G4CK	IN	CIDENT NARRATIVE		06/20/23 15.12.39
SCH00I	YEAR: 2425	SPA	R#: F50000	
NARRATIVE: IN THIS PAGE WRITES. EXAMPLES:	TE A CONCISE NAR	RATIVE OF INCIDE	NT WITH ONLY	PERTINENT DETAIL
JOHNNY SLAPPED SI	JSIE IN THE FACE			
JOHN TREATENED TO	BEAT UP MIKE AFTER	SCHOOL.		
EXIT = CLEAR HELP = PF1	SAVE = PF2	PREV PG = PF7	NEXT PG = PF	RESET = PF24

24. SESIR: INDIVIDUALS INVOLVED DATA PART 1

1. To access the PERSON Screen – Select PF09

Attention Home Clear PA1 PA2 PA3 Reset	PF01 PF02 PF03 PF	4 PF05 PF06 PF07 PF08 PF09 P	PF10 PF11 PF12 PF13 PF14 PF15	PF16 PF17 PF18 PF19 PF20 PF21 PF2	2 PF23 PF24 System Request
P011: NO MORE REC	ORDS				
PD04-41-G4CK				06/20	0/23 14.51.32
SPAR	- LIST O	F INDIVIDUALS	INVOLVED IN A	N INCIDENT	

- 2. To ADD a new person Select PF05
- Enter <u>student identification number</u> for <u>STUDENT</u>. Select <u>PF02</u> (SAVE), the student's information will automatically populate.
 Enter the <u>employee number</u> for <u>EMPLOYEE</u>. Select <u>PF02</u> (SAVE), the student's information will automatically populate.

PD07-71-G4CK	SPAR - INDIV	IDUAL INVOLVE	D PART 1	06/20/23 15.03.18
SCHOOL Y	EAR: 2425	INCIDENT	ID: F50000	
ID: NAME:	DCPS RELATION	1: _		
HOME: ()	WORK:	()	EXT: _	
CURRENT LOCATION: _ CURRENT LOCATION WH				
SUBJECT TYPE: _ REFERRED TO COURT:	(Y/N)	AR	RESTED/DIVER	TED: _ (Y/N/D)
SEX: _ BI DATE OF EMPLOYMENT: ALIAS 1:				
EXIT = CLEAR	SAVE = PF	2 NEXT	PAGE = PF8	NAME SCAN = PF14

Student (Choosing "S" here, along with the valid Student ID and Subject Type "O," is what will populate the SESIR into the Student Case Management System (SCM) in DSIS. Employee Other

SUB	SUBJECT TYPE:					
0	Offender (Selecting "O" here, along with a valid Student ID and a DCPS relation "S," is what will populate the SESIR into the Student Case Management System (SCM) in DSIS.					
V	Victim	W	Witness			
I	Involved Other	R	Reporting Party			

24. SESIR: INDIVIDUALS INVOLVED DATA PART 1

PD07-71-G4CK	SPAR - INDIVID	DUAL INVOLVED PART 1	06/20/23 15.03.18
SCHOOL Y	EAR: 2425	INCIDENT ID: F50000	
ID: NAME:			
номе: ()	WORK: () EXT: _	_
CURRENT LOCATION: _ CURRENT LOCATION WH		RRED:	
SUBJECT TYPE: REFERRED TO COURT:		ARRESTED/DIVER	TED: _ (Y/N/D)
DATE OF EMPLOYMENT:		JUVENILE: _ (
EXIT = CLEAR	SAVE = PF2	NEXT PAGE = PF8	NAME SCAN = PF14

ARF	ARRESTED/DIVERTED:					
Y	Arrested	D	Diverted (Civil Citation Program)			
N	Neither					

REF	ERRED TO COURT:		
Y	If arrested, referral arrest, or	N	All other
	given Promise to Appear		

JUV	ENILE:		
Y	17 years of age or younger	N	18 years of age or older



Once you have completed entering all the required SESIR information for this screen:

□ Press PF02 – to move onto the second screen of INDIVIDUAL INVOLVED.

```
PD07-72-G4CK SPAR - INDIVIDUAL INVOLVED PART 2 06/20/23 15.07.10

SCHOOL YEAR: 2425 INCIDENT ID:

ID: NAME:

INCIDENT RELATED TO THE FOLLOWING: (INDICATE WITH AN "X")

INVOLVED IN GANG/BULLYING: _ INVOLVED IN HATE CRIME: _ USED ALCOHOL: _

USED WEAPON TYPE: _ USED DRUG TYPE: _

PARENT/GUARDIAN INFORMATION

NAME:
HOME PHONE: RELATION:
WORK PHONE:

EXIT = CLEAR SAVE = PF2 PREV PAGE = PF7
```

25. SESIR: INDIVIDUALS INVOLVED DATA PART 2

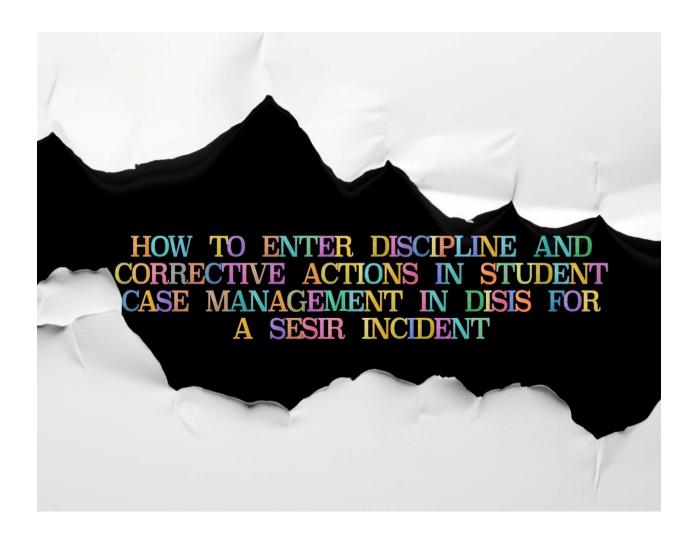
ALERT: DO NOT fill out any of the following field if it does not relate to your SESIR Incident.

INVOLVED IN GANG/BULLYING	INVOLVED IN HATE CRIME	USE ALCOHOL
X/Y = YES	X = YES	X = YES

_	SPAR Values: USED WEAPON TYPE					
	should ONLY be filled out for the SESIR incident.	perso	n(s) being reported as the offender(s) in			
F	Firearm, Other (not a handgun, refer to Weapon Description in SESIR) Other Weapon (i.e. Tasers)					
Н	Handgun	S	Rifle/Shotgun			
K	Knife	U	Unknown Weapon (Still reported as a weapon related)			
M	Multiple Types of Firearms	Z	Not applicable. No Weapon. (UBL, UHR, USA, USB)			

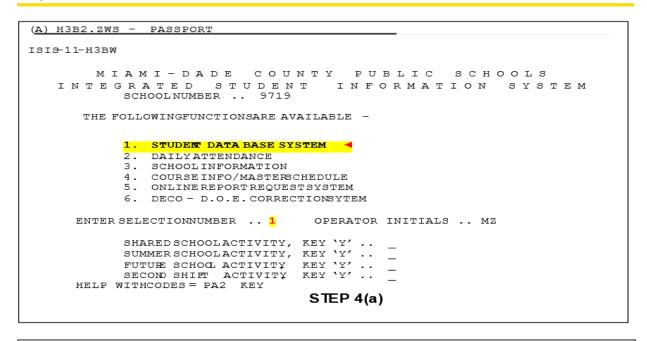
SPA	SPAR Values: USED DRUG TYPE						
	This should ONLY be filled out for the person(s) being reported as the offender(s) in this SESIR incident.						
1	Controlled Substance	2	Not a controlled substance, but used as a drug (i.e. Sharpie Marker, Inhalants, etc)				
3	Marijuana	7	Opioids				
0	0 No Drugs						

Once you have completed entering all required SESIR information Press PF02 to SAVE





TECHNICAL ASSISTANCE IN INPUTTING CORRECTIVE/ DISCIPLINE ACTION CODES INTO A SESIR INCIDENT IN DSIS



(A) H3B2.ZWS - PASSPORT

SI01-11-H3BW

STUDENT DATA BASE SYS SYSTEM

> SCHOOL NUMBER .. 9719 DEPARTMENTOF SPECIAL PROGRAMS

1. STUDENT INFORMATIN MENU

- 2. ACADEMICINFORMATIONMENU
 3. STUDENTTESTINGMENU
- A. ATHLETICINFORMATIONMENU

ENTER SELECTION NUMBER

STEP 4(b)



TIP: To toggle from one screen to another click the Pause | Break key on the keyboard.

Pause **Break**

(A) H3B2.ZWS - PASSPORT SI43-11-H3BW SCHOOL NUMBER .. 9719 DEPARTMENTOF SPECIAL PROGRAMS 1. LAST NAME SCAN 2. NEW STUDENTWITHOUTID PF2 STUDENTINFORMATION ENTRIES / WITHDRAWALS / CHANGES 4. CATEGORICAIUPDATEMENU C. STUDENT PRINT REQUESTS 5. STUDENT CASE MANAGEMENT D. ENTRIES AFTER NOSHOW 3. COURSETRANSFER/CREDIEVALUATION E. SCAN-TRON APPLICATIONS 5. STUDENTCASE MANAGEMENT PF5

4. STUDENTBUS INFORMATION 5. TEMPORARYSTUDENTENTRIES 6. MAGNETRANDOM SELECTIONSMENU

- A. STUDENT SERVICES/EXCEPTIONAL ED SPECIAL PROGRAMSINFORMATION
- B. SHARED/ SUMMER/ FUTURE ENTRIES/ WITHDRAWALS/ CHANGES
- F. FLORIDAID CHANGE SCREEN
- T. STUDENTTRANSFERMENU
- ENTER SELECTION NUMBER 5

STEP 4(c)

(A) H3B2.ZWS - PASSPORT SM01-11-H3BW STUDENT CASE MANAGEMENTSYSTEM APPLICATIONS MENU SCHOOL NUMBER 9719 DEPARTMENTOF SPECIAL PROGRAMS 1. CASE INFORMATIONUPDATE 2. CATEGORICALUPDATE OF CASE INFORMATION 3. DISPLA STUDENT CASE INFORMATION 4. DISPLAYSPAR INCIDENTS ENTER SELECTIM ... 3 * ISIS STUDENTSERVICES= PF14 * HELP WITH CODES = PA2 * RETURN TO MENU = CLEAR KEY STEP 4(d)



PF6

TIP: To toggle from one screen to another click the Pause | Break key on the keyboard.



```
(A) H3B2.ZWS - PASSPORT
A499 - PRESSENTER FOR NEXT PAGE
SM05-51-H3BW
                   STUDENT CASE MANAGEMENT INFORMATION
                 NAME: DOE, JOHN MICHAEL GRAIE 12 HR ROD
STUDENTID 9999999
                                                               PAGE
0013
      SCM# 5555555
                              PAR/ADUM CONT. BY INITIATOR-THIS/OTHERBEHAV.
      02/12/03 13:30 EXCESSIVEABSENCES- UNEXCUSED
0014
                                                         LOC: 1 CNTX: 1
0015
      02/12/03 13:30 CONFERENCE STUDENT
                                                     BY: A ROBERTS
      02/12/03 13:30
02/12/03 13:30
                      CONFERENCE- PARENT
                                                     BY: A ROBERTS
0016
0017
                                                     BY: A ROBERTS
                     REFERRED TO STUDENT SERVICES
                   ACADEMICADVISEMENT
--LOOF INC: 7791-003-----CURSCHOOL 7791 AT TIME OF INC
     02/12/03 13:30
0018
0019 > SPAR# G22222STUDENT
0020 >08/09/02 11:20 TRESPASSING
                                                        LOC: 1 CNTX: 1
                                        * INFORMATIONHAS BEEN ARCHIVED
* STUDENTHAS ISIS STUDENTSERVICES
                                        > SOURCE:SPAR/ISISSYSTEMS
                                        * RETURNTO MENU = CLEARKEY
                                        % EMP/STUFROM DIFF LOCS P/N
PA2 = PRINT SCMS INFO
                                  STEP 4(e)
```

(A) H3B2.ZWS - PASSPORT SM01-11-H3BW STUDENTCASE MANAGEMENTSYSTEM APPLICATIONS MENU SCHOOL NUMBER 9719 DEPARTMENTOF SPECIAL PROGRAMS 1. CASE INFORMATION PDATE 2. CATEGORICAL UPDATE OF CASE INFORMATION 3. DISPLAYSTUDENTCASE INFORMATION 4. DISPLAYSPAR INCIDENTS ENTER SELECTION... I * ISIS STUDENTSERVICES= PF14 * HELP WITH CODES = PA2 * RETURN TO MENU = CLEAR KEY STEP 5(a)



TIP: To toggle from one screen to another click the Pause | Break key on the keyboard.



- Selection 1. Case Information Update is the selection for adding or deleting entries into a SCM or SPAR.
- Selection 3. Display Student Case Information is the selection to view the student's Student Case Management history.

(A) H3B2.ZWS - PASSPORT

SM02-21-H3BW

ADD CASE INFORMATION

SCHOOL NUMBER 9719 DEPARTMENTOF SPECIAL PROGRAMS

BY SELECTING ONE OF THE FOLLOWING OPTIONS, YOU WILL BE ABLE TO ADD STUDENT REFERRALOR STUDENTSERVICE INFORMATION.

1. STUDENTREFERRALINFORMATION
2. STUDENT SERVICE INFORMATIO

ENTER SELECTION... 2

ACTIVITYSCHOOL...

* HELP WITH CODES = PA2

* RETURN TO MENU = CLEAR KEY

STEP 5(c)



TIP: To toggle from one screen to another click the Pause | Break key on the keyboard.

Pause Break

<u>Selection 1. Case Information Update</u> is the selection for adding or deleting entries into a SCM or SPAR.

<u>Selection 3. Display Student Case Information</u> is the selection to view the student's Student Case Management history.

(A) H3B2.ZWS - PASSPORT							
SM04-41-H3BW STUDENTSERVICESFORM INFORMATION							
EMPLOYEENO:	NAME:						
STUDENTID:	NAME:						
scm# or spar#	DATE TIME /	SERVICE CODES					
* HELP WITH CODES = PA2 DUP CHARACTER= * * HELP WITH SCM#/SPAR#(SCMS DISPLAY) = PF14 * RETURN TO MENU = CLEAR KEY STEP 5(d)							

-	TIPS:

The following TIPS will assist school-site administrators with reconciling the associated temporary SCM with the SPAR that populated into the SCM System in DSIS.

- □ Print the DSIS screen(s) in the SCM System in DSIS that contains the temporary SCM before reconciling the temporary SCM with the associated SPAR.
 - o In case you make a mistake reconciling, you will have a printed copy of what happened with the student that will allow you to correct any errors.
 - Write the employee numbers of the individuals that are associated with the corrective/discipline or interventions in the printed copy of the SCM screen from DSIS that has the SCM associated with the SPAR.

Write <u>all of the SCM codes</u> associated with the corrective/discipline action descriptions (i.e. Parent Conference (C6); Student Conference (C7)) on the printed copy of the SCM screen from DSIS that has the SCM associated with the SPAR

Enter the exact date, time, referral code as it appears in the temporary SCM associated v	vith the
SPAR into the SPAR one employee at a time.	

☐ Click enter when you have entered all information one employee at a time.



EXAMPLE- INPUTTING CORRECTIVE/DISCIPLINE ACTIONS INTO THE SESIR INCIDENT IN THE STUDENT CASE MANAGEMENT SYTEM IN DSIS

A499 - PRESS ENTER FOR NEXT PAGE							
SM05-51-Y6G8 STU	IDENT CASE MANAGEN	MENT INFORMATION	09/20/ <u>24 12.01.43</u>				
STUDENT ID 2222222	NAME: DO	E, JOHN	GRADE 07 HR SHE PAGE 1				
SEX: M	SCHOOL 5555						
LINE #	5555 - 019		-				
0001 SCM# 180679B	0001 SCM# 180679B PAR/ADULT CONT. BY INITIATOR-THIS/OTHER BEHAV.						
0002 09/20/24 15:15 P	POLICE INVOLVEMENT	LOC	C: 1 CNTX: 1				
0003 09/20/24 17:22	EXPULSION (RECOMM	1ENDED)	BY: M. HERNANDEZ				
0004 09/20/24 17:22	CONFERENCE - STDT/	PARENT/TEACH	BY: M. HERNANDEZ				
0005 09/20/24 17:22	LETTER TO PARENT		BY: M. HERNANDEZ				
0006 09/20/24 17:22	REPRIMAND		BY: S. SMITH				
LOC OF INC: 6031-018CUR SCHOOL 6031 AT TIME OF INC							
0008 > SPAR# D00940	STUDENT WEA	PON: NO WEAPON (JSED				
0009 >09/20/22 15:20	NARCOTICS - USE	DRUG: NO DRUGS	LOC: 1 CNTX: 1				
* INFORMATION HAS BEEN ARCHIVED							
* STUDENT HAS ISIS S	TUDENT SERVICES		> SOURCE: SPAR/ISIS SYSTEMS				
TYPE LINE NUMBER TO	D DELETE		* RETURN TO MENU = CLEAR KEY				
OR SCM NUMBER TO	DELETE 180679B		% EMP/STU FROM DIFF LOCS_P/N				

SM04-41-Y6G8 STUDENT SERVICES FORM INFORMATION 09/20/24 11.28.13 TIP: EMPLOYEE NO: 111111 NAME: M. HERNANDEZ Start with the 1st Employee listed in the SCM. STUDENT ID: 2222222 NAME: DOE, JOHN 1. Enter Employee # 2. Enter Student ID# SERVICE 3. Press Enter SCM# OR SPAR# DATE CODES TIME 4. Type the same date & time appearing in the D00492 09/20/24 17:22 C6 Electronic SCM entry that is associated 09/20/24 17:22 **C7** with the SESIR # - (i.e. Dates/Times, Codes 09/20/24 17:22 L1 One Employee at a time) _/_/_ _:_ 5. Press Enter when completed. _/_/_:_ 6. Repeat the process if there is another _/_/_ _:_ employee associated to this SCM * HELP WITH CODES = PA2 DUP CHARACTER = ' * HELP WITH SCM#/SPAR# (SCMS DISPLAY) = PF14 * RETURN TO MENU = CLEAR KEY



DELETING A TEMPORARY SCM ASSOCIATED WITH A SESIR AFTER RECONCILIATION HAS BEEN COMPLETED (3Q) – SEXUAL HARASSMENT CASES

SM01-12-Y6G8

CASE INFORMATION UPDATE MENU

10/03/22 13.52.48

SCHOOL NUMBER 0000 SAMPLE K-8 PREPARATORY ACADEMY

BY SELECTING ONE OF THE FOLLOWING OPTIONS, YOU WILL BE ABLE TO ADD, CHANGE OR DELETE CASE INFORMATION.

A = ADD INFORMATION C = CHANGE INFORMATION

D = DELETE INFORMATION

OPTION REQUESTED..... D

STEP 2: TYPE "D" – DELETE INFORMATION AND PRESS "ENTER"

* HELP WITH CODES = PA2

* RETURN TO MENU = CLEAR KEY



TIP: To toggle from one screen to another click the Pause | Break key on the keyboard.



 SM05-51-Y6G8
 DELETE CASE MANAGEMENT INFORMATION
 10/03/22

 13.59.08
 STUDENT ID 1111111
 NAME: GRADE HR PAGE

 SEX:
 SCHOOL

STEP 3: TYPE "STUDENT I.D. # AND PRESS "ENTER"

> SOURCE: SPAR/ISIS SYSTEMS
* RETURN TO MENU = CLEAR KEY
% EMP/STU FROM DIFF LOCS

A501 - ALL INFORMATION FOR THIS STUDENT DISPLAYED SM05-51-Y6G8 DELETE CASE MANAGEMENT INFORMATION 09/20/24 14.02.18 STUDENT ID 1111111 NAME: SAMPLE, JOHN GRADE 12 HR VAQ PAGE 1 SEX: M SCHOOL 7777 LINE# ----- STUDENT SERVICES ------0001 SCM# 555555B PAR/ADULT CONT. BY INITIATOR-THIS/OTHER BEHAV. 0002 09/20/24 09:00 POLICE INVOLVEMENT 0003 09/20/24 09:15 PARENT/GUARDIAN CONFERENCE BY: A SMITH 0004 09/20/24 09:15 CONFERENCE - STUDENT BY: A SMITH 0005 09/20/24 09:15 COUNSELING RELATED TO INFRACT BY: M. HERNANDEZ * INFORMATION HAS BEEN ARCHIVED > SOURCE: SPAR/ISIS SYSTEMS TYPE LINE NUMBER TO DELETE ____ * RETURN TO MENU = CLEAR KEY OR SCM NUMBER TO DELETE _____B % EMP/STU FROM DIFF LOCS_P/1

STEP 4: DELETING LINE NUMBER		DELETING ENTIRE SCM
	□ Tab to the field titled LINE NUMBER TO DELETE	□ Tab to the field titled OR SCM NUMBER TO DELETE ○ Type Line number ○ Press "ENTER" ○ Press "PF12" to complete deletion
	In this example you would select either Line 0001 – 0005. You can only delete one line at a time.	In this example you would type 555555B to delete the entire SCM.

Steps to Report A SESIR Incident

