

Instructions: Complete one report per event. Attach related reports together before submitting to the administrator. The person submitting the report should enter as much information as possible on the top half of the report (above line) and sign where indicated. The administrator (or designee) should complete the section below the line.

Student Name		Student Number	Grade	Circle all that apply: ESE 504 ESOL GIFTED	Incident Number
Incident Date	Period/Time	Incident reported by	Enrolled School	Bus Incident (if applicable) Bus Number _____ Driver _____	
Location (circle one): BS Bus stop CA Cafeteria CL Classroom PG Playground/track FT Field trip HA Hallway GY Gymnasium MC Media Center RE Restroom LK Locker OT Other TR Transportation/bus PL Parking lot OF Office SG School grounds/common area OG Off school grounds			Location Type (circle one): 1 School grounds/campus 2 School sponsored activity/off campus 3 School transportation (including bus stop)		Incident Context (circle one): 1 During school hours 2 Outside school hours, School sponsored activity 3 Outside school hours, Non-school sponsored activity
Number of students given referral for same incident _____	Offender (circle one): B Both student(s) <u>and</u> non-student(s) S Student(s) U Unknown N Non-student(s) Z Unsubstantiated bullying and harassment (UBL and UHR)		Refer to Law Enforcement (circle one): Not applicable Consult w/LEO, no action taken Consult w/LEO, case number _____		Weapon Discharged (circle one): N No Y Yes Z Not applicable
Reason for Event and Discipline Report (be specific): _____ _____ _____					
Teacher recommendation for consequence _____ _____					
Signature _____				Incident Setting (circle one): For the following SESIR incidents (TRE, BUL, HAR, UBL, UHR, SXH) or any incident that is bullying related R Remotely (electronically or any other means) P In Person	
Infraction Code(s) (see page 2) _____	Category (circle one): SESIR NONSESIR	Weapon (circle one): F Firearm M Multiple types (FHR) H Handgun O Other weapon K Knife R Rifle/shotgun Z Not applicable U Unknown weapon		Drug (circle one): M Marijuana/cannabis N Non-controlled substance O Other illicit drugs P Opioids Z Not applicable	Related Elements (circle one): Alcohol Vaping Disability incident Bullying Gang related Sexual orientation Hazing Hate crime Sex/Gender Drug Injury Religion None Race Weapon – W or W/O firearm
Action Code(s) (see page 2) _____	Start Date of Action _____ / _____ / _____	School-related arrest(s) For any student arrested for an activity on school grounds, during off-campus school activities, or on school transportation, or for arrests due to a referral by any school official, enter names of arrested person(s) _____			
End Date of Action _____ / _____ / _____	Parent/Guardian notified of infraction/incident: <input type="checkbox"/> In person <input type="checkbox"/> Phone <input type="checkbox"/> Mail on _____ / _____ / _____ <input type="checkbox"/> No witness(es) available				
Number of Days _____	Administrator Notes (Administrator consults with teacher if lesser consequence is applied) _____ <input type="checkbox"/> No discipline required				
Return Date _____ / _____ / _____	Administrator Name (Print) _____	Administrator Signature _____	Date _____		
Notice: I, the student, am aware that it is my responsibility to make up work missed while out of school on suspension. Trespassing Notice: I, the student, am aware that I may not be on ANY school campus or at ANY school sponsored activity regardless of location during the dates of my suspension.					
Student Signature _____ Date _____					

EVENT AND DISCIPLINE REPORT

SESIR INFRACTION CODES	NON SESIR INFRACTION CODES	NON SESIR ACTION/INTERVENTION CODES
Expected to include consultation with Law Enforcement		
ALC SESIR-Alcohol Possession and/or Use	Z01 Tardiness, Habitual	Z01 Restorative Conference with Student/Warning
ARS SESIR-Arson	Z02 Truancy/Unexplained Absence	Z02 Refer to School Counselor, HSL, or SW
BAT SESIR-Aggravated Battery	Z03 Out of Assigned Area	Z03 Referral for Mediation
BRK SESIR-Burglary	Z04 Leaving School Grounds without Permission	Z04 Behavior Plan-Elementary Only
DOC SESIR-Disrupt. on Campus-Major (disorderly conduct)	Z07 Dress Code Violation	Z05 Staffing (ESE/504/Other)
DRD SESIR-Drug Sale/Distribution (excluding alcohol)	Z08 Public Display of Affection	Z06 Written Communication to Parent/Guardian
DRU SESIR-Drug Poss. and/or Use (excluding alcohol)	Z09 Cheating	Z07 Daily/Weekly Report
HAR SESIR-Harassment	Z10 Failure to Comply with Class Rules	Z08 Schedule Change (regular class)
HAZ SESIR-Hazing	Z11 Disobey Rules on School Bus	Z09 Parent/Guardian Contact
HOM SESIR-Homicide	Z12 Misuse of Electronic Devices	Z10 Parent/Guardian Conference with Admin/Teacher
KID SESIR-Kidnapping	Z14 Disruptive Play	Z11 Parent/Guardian Attend Class w/Child
PHA SESIR-Physical Attack	Z15 Disruptive Behavior	Z12 Letter of Apology
ROB SESIR-Robbery	Z16 Disruptive Language (see district protocol)	Z13 Parent/Guardian Pickup
OMC SESIR-Other Major Unclassified Offenses	Z17 Intimidation/Threat (no law enforcement)	Z14 Time in Office
	Z18 Verbal Confrontation	Z15 In-School Suspension (non-SESIR only)
	Z19 Lying/Misrepresentation/False Report	Z16 Out of School Suspension (non-SESIR only) (see district protocol)
STL SESIR-Larceny/Theft/Motor Vehicle Theft	Z20 Articles Disruptive to School	Z20 Silent Lunch or Lunch Detention
SXA Sexual Assault	Z21 Prohibited Items-Non-Criminal/Unauthorized Medicines	Z21 School Service Work (school hours)
SXB SESIR-Sexual Battery	Z22 Unauthorized Sale/Distribution of Materials	Z22 Temporary Removal from Classroom
SXO SESIR-Sexual Offenses (other)	Z23 Inappropriate Activity	Z23 Loss of Privileges (school hours)
TRS SESIR-Trespassing	Z25 Bus Disruption	Z24 Temporary Classroom Change (short)
TRE SESIR-Threat/Intimidation	Z26 Disobedience/Insubordination	Z25 Referral to SWST/CARE
VAN SESIR-Vandalism	Z27 Profane/Obscene Language	Z30 Bus, Assigned Seat
WPO SESIR-Weapons Possession	Z29 Physical Aggression/Pushing/Shoving (non-SESIR)	Z31 Bus, Probation
	Z30 Repetitive Disruptive Behavior	Z32 Bus, Suspension
May not require consultation with Law Enforcement		
BUL SESIR-Bullying (ZBH required, form 297-16-SSS)	Z31 Repetitive Disobedience/ Defiance/Insubordination	Z39 Violation of Behavior Contract
FIT SESIR-Fighting (serious-mutual fight/altercation only)	Z34 Disruption to School Campus	Z40 School Service Work (before/after school)
SXH SESIR-Sexual Harassment (ZBH required, Form 297-16-SSS)	Z35 Property Damage (under \$1000)	Z41 Detention
TBC SESIR-Tobacco Possession and/or Use	Z36 Petty Theft or Stealing (under \$300)	Z42 Detention (extended/multiple)
UBL SESIR-Unsubstantiated Bullying (ZBH required, Form 297-16-SSS)	Z39 Unserved Detention (regular)	Z43 Saturday School
UHR SESIR-Unsubstantiated Harassment (ZBY required, Form 297-16-SSS)	Z40 Unserved Detention (extended/multiple)	Z44 Confiscation
	Z41 Unserved Detention (Saturday)	Z45 Loss of Extra Curricular Privileges
	Z42 Firecrackers/Poppers	Z46 Restitution
	Z43 Forgery of a Document or Signature	Z48 Days Held in Abeyance
	Z44 Computer Misuse	Z49 Violation of Settlement Agreement
	Z46 Menacing Statements, Non-criminal	Z51 Removal from Classroom with Instruction (school hours only)
	Z47 Severe/Repetitive Inappropriate Activity	Z52 Violation of Second Chance Agreement: Secondary Only
	Z48 Possession of Pocket Knife (under 4")	Z92 Assign Specific Program/Alt School/Program
	Z55 Social Media Disruption	ZAR Arrest (school related)
	ZEC E-Cig/VAPE Use and/or Possession	ZBA Baker Act
	ZFS Off Campus Felony Arrest	ZBH Bullying/Harassment Investigation Fm 297-16-SSS
	SESIR ACTION//INTERVENTION CODES	ZCC Civil Citation
	H DOE Suspension Extended, Pending Hearing (Alt. Ed. Approval Only)	ZFS First Step Referral
	I DOE Suspension, In-School	ZNO No Discipline Required
	O DOE Suspension, Out-of-School	ZRF Referral (court/juvenile)
	P DOE Placement in Alt. Educational Setting	ZRS Restorative Strategies
	R DOE Physical Restraint	ZTA Threat Assessment
	S DOE Other SESIR Defined	ZTC Teen Court
	U DOE Change in Placement (students with disabilities only)	ZXX Other Local Action
		ZBC Behavior Contract: Secondary Only
		ZSC Second Chance Agreement
		ZSA Settlement Agreement