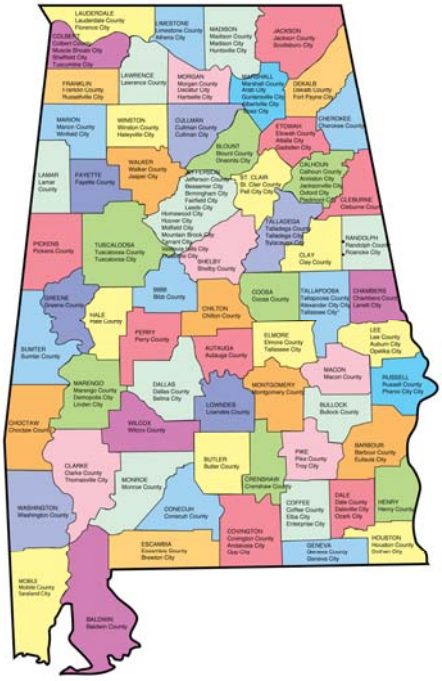
State Department of Education
School Incident Report (SIR)
Resource Guide
Overview and Major Reporting Elements



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School Incident Report (SIR)

Developing and maintaining a safe and disciplined school environment requires accurate and complete information; however, schools and school systems around the nation vary widely in how they collect and track data on incidents of student violence and discipline. In Alabama, the School Incident Report (SIR) program was initiated to meet state and federal reporting needs of these violations. It was also designed to give local education agencies (LEAs) comprehensive access to as much information and data as possible.

LEAs need accurate school safety and discipline data for:

- School improvement.
- Program evaluation and planning.
- Resource allocation.
- Mandated state and federal reporting requirements.

Without this accurate and consistent data to analyze, it is difficult for educators, parents, and communities to:

- Draw conclusions on the impact of any policy or program relating to safe schools.
- Determine which schools are accomplishing their goals.
- Evaluate progress.
- Allocate their funds in the areas of greatest need.
- Locate accurate data to apply for grants, complete applications, and seek additional revenues.

The Alabama School Incident Report (SIR) program provides the framework for all Alabama public schools and school systems to:

- Collect school safety and discipline information in a uniform manner.
- Prepare their annual accountability reports.
- Track and report offenses to the State Department of Education (SDE) that are violations of the law or represent a serious breach of local board of education policy.

The SIR program also streamlines the collection of specified data and contributes to paperwork reduction. This program is designed to:

- Provide documentation for the safety/discipline reporting needs of various entities within the SDE such as the Safe and Drug-Free Schools and Communities Program, Special Education Services, and Prevention and Support Services.
- Merge the Suspension/Expulsion Report and the Annual Crime and Violence Incident Report.

OVERVIEW AND MAJOR REPORTING ELEMENTS

The **SIR** is designed to collect data about the offense and the offender(s). It consists of three major elements: (1) general school/school system information, (2) participant information, and (3) incident information. The following concepts are critical in the development and implementation of the **SIR**:

- **Incidents that will be reported to the SDE through the SIR are offenses which:**

  Are a violation of the law.
  Represent a serious breach of the local board of education policies.

- **Incidents are those offenses considered severe enough to consider one of the following**:

  Report to law enforcement officials
  Out-of-school suspension
  Expulsion
  Placement in an alternative program
  Placement in an interim educational setting (special education only)
  Removal by Hearing Officer due to possibility of injury to self or others (special education only)
  Corporal Punishment
  In-School Suspension

- **All data will be collected based on a school year.**

  The report should be submitted to the State Department of Education (SDE) by June 15; however, it is recommended that LEAs update the report throughout the school year.

- **The incident identification number is unique in that it is one of the key fields that link the reports together.**

  The incident identification number identifies a specific incident or occurrence. This number is electronically assigned to an incident once required data is entered in the computer. An option is included in the computer program, which allows the incident to be coded as new or as a continuation of the previous incident. The computer will assign a single incident number to all reports involving a specific safety/disciplinary incident (even if the incident includes multiple offenses and/or multiple participants). ***Offenses taking place at the same time and in the same place, regardless of the number of participants or the number of offenses involved, must be identified as the same incident and, therefore, will share the same incident identification number.***

  The school system number and the school number are critical elements in the incident identification number as they document where the incident occurred. Also, these are the first two elements in the school incident identification number. The system number and the school number are the identification numbers assigned to the school and system by the SDE. These numbers can be found in the current edition of the SDE publication *Alabama*

Education Directory. Schools or school systems have received an identification number in correspondence from the State Superintendent of Education.

Once the school system number and the school number have been entered electronically, the incident identification number will automatically be assigned to each individual record for a given incident. The electronic program contains an add/delete option so that records may be added, deleted, or modified as necessary.

If the data are entered at the school level on paper, all reports comprising a specific incident must be identified/grouped together. (Example: Coded according to instructions from the central office.)

- **The SDE will collect data from schools/school systems on the following incidents:**

◆ ALCOHOL POSSESSION—SALE/TRANSFER—USE (18)	◆ KIDNAPPING (8)
◆ ARSON (9)	◆ LARCENY/THEFT/POSSESSION OF STOLEN PROPERTY (6)
◆ ASSAULT (4)	◆ MOTOR VEHICLE THEFT OR UNAUTHORIZED USE (7)
◆ BOMB THREAT (14)	◆ PROFANITY OR VULGARITY (28)
◆ BURGLARY/BREAKING AND ENTRY (5)	◆ ROBBERY (3)
◆ CRIMINAL MISCHIEF (VANDALISM) (16)	◆ SEXUAL BATTERY (2)
◆ DEFIANCE OF AUTHORITY (23)	◆ SEXUAL HARASSMENT (12)
◆ DISOBEDIENCE—PERSISTENT, WILLFUL (27)	◆ SEXUAL OFFENSE (13)
◆ DISORDERLY CONDUCT (OTHER THAN THOSE LISTED) (22)	◆ THREATS/INTIMIDATION (OTHER THAN BOMB) (15)
◆ DISRUPTIVE DEMONSTRATIONS (24)	◆ TOBACCO PRODUCTS POSSESSION—SALE/TRANSFER—USE (19)
◆ DRUGS OTHER THAN ALCOHOL AND TOBACCO POSSESSION—SALE/TRANSFER—USE (10)	◆ TRESPASSING (20)
◆ ELECTRONIC PAGER/UNAUTHORIZED COMMUNICATION DEVICE (31)	◆ TRUANCY/UNAUTHORIZED ABSENCE (30)
◆ FIGHTING (21)	◆ WEAPON (17) POSSESSION—SALE/TRANSFER—USE FIREARM HANDGUN RIFLE/SHOTGUN FIREARM COMPONENT OR ATTACHMENT EXPLOSIVES, INCENDIARY, OR POISON GAS KNIFE OTHER/UNKNOWN
◆ FIRE ALARM, TAMPERING WITH OR SETTING OFF (25)	
◆ GAMBLING (29)	
◆ HARASSMENT [Note: Bullying reported here] (11)	
◆ HOMICIDE (ON SCHOOL CAMPUS) (1)	◆ OTHER OFFENSES RESULTING IN A SDE-DEFINED DISCIPLINARY ACTION (32)
◆ INCITING OTHER STUDENTS TO CREATE A DISTURBANCE (26)	

Numbers to the right of the incident type indicate ranking order.

Refer to the Glossary for additional information about each incident type.

- **Incidents resulting in an SDE-defined disciplinary action must be reported.**

  An SDE-defined disciplinary action for a participant in a given incident should initiate the development of an incident report. This includes a report for all participants (i.e., victim, perpetrator, unknown). SDE-defined disciplinary actions include an official report made to law enforcement officials, out-of-school suspension, expulsion, corporal punishment, placement in an alternative program, in-school suspension, or interim educational placement of a special education student **(unilateral removal of a special education student who might injure self or others)**.

- **Incidents on campus which result in an SDE-defined disciplinary action are to be reported.**

  All incidents resulting in an SDE-defined disciplinary action and occurring on a school campus, 365 days a year and 24 hours a day, are to be reported even if a student is not involved or the offender is unknown. Incidents from career/technical programs should be included if these programs are designed for Grades K-12.

- **Incidents on transportation provided by the local education agency which result in an SDE-defined disciplinary action are to be reported.**

  All incidents resulting in an SDE-defined disciplinary action and occurring on transportation provided by the local board of education are to be reported. This includes bus transportation to and from school or school-related activities. It also includes transportation services provided by the local education agency regardless of whether the vehicle is publicly or privately owned. **Incidents are not to be reported at bus stops unless they occur when the bus is at the stop.**

- **Incidents at off campus, school-sponsored events which result in an SDE-defined disciplinary action are to be reported when a student is involved.**

  All incidents resulting in an SDE-defined disciplinary action and occurring at a school-sponsored event off campus are to be reported if a student is involved either as a victim or perpetrator. ***If a student is not involved, do not report the incident to the SDE***. If two schools are involved in an off-campus activity, the host school (the school sponsoring the off-campus event or activity) is responsible for reporting the incident under its school number. The host school will report any student incident participant from another school as a nonstudent. If the student's offense results in an SDE-defined disciplinary action at the student's home school (the school where the student is enrolled), the student's home school also must submit an incident report. The home school (the school where the student is enrolled) will report incidents involving students who participated in a district, regional, or state activity and whose conduct resulted in an SDE-defined disciplinary action.

The presence of alcohol, drugs, and weapons should always be reported and, when appropriate, coded if the incident is gang-related or appears to be motivated by hate.

This category refers to factors that were present or contributed to the incident but were not the main offense. Secondary factors include alcohol, drugs, gangs, hate crimes, and weapon(s). Therefore, if any of these elements were present during the incident but were not the main offense committed during the incident, they should be reported as secondary-related factors. (Example: If alcohol is the main offense, code *Alcohol* as the incident type. If the presence of alcohol is a contributing factor but not the main offense, code *Alcohol* as a secondary-related factor.)

- **Incident types are ranked and reported according to the most serious offense.**

  If a participant is found to have committed several offenses in a single incident, the most serious offense will be reported as the incident type. In selecting the incident type to report, refer to the following Ranking List.

  The general rule is that *the incident that caused either the most injury or the highest loss of property or monetary cost is to be reported*.

Ranking List of Incident Types

This list should be used when classifying an incident using the **SIR** system. Incidents (ordered from most serious to least serious) include the following:

◆ HOMICIDE ◆ SEXUAL BATTERY (INCLUDING RAPE) ◆ ROBBERY ◆ ASSAULT ◆ BURGLARY (BREAKING AND ENTERING) ◆ LARCENY/THEFT/POSSESSION OF STOLEN PROPERTY ◆ MOTOR VEHICLE THEFT OR AN UNAUTHORIZED USE OF A MOTOR VEHICLE ◆ KIDNAPPING ◆ ARSON ◆ DRUGS (OTHER THAN ALCOHOL OR TOBACCO) ◆ HARASSMENT [Note: Bullying reported here] ◆ SEXUAL HARASSMENT ◆ SEX OFFENSES (NONFORCIBLE) ◆ BOMB THREATS ◆ THREATS/INTIMIDATION (OTHER THAN BOMB) ◆ CRIMINAL MISCHIEF (VANDALISM)	◆ WEAPON ◆ ALCOHOL (LIQUOR LAW VIOLATIONS) ◆ TOBACCO PRODUCT ◆ TRESPASSING ◆ FIGHTING ◆ DISORDERLY CONDUCT (OTHER THAN THOSE LISTED) ◆ DEFIANCE OF AUTHORITY ◆ DISRUPTIVE DEMONSTRATIONS ◆ FIRE ALARM (TAMPERING WITH OR SETTING OFF) ◆ INCITING OTHER STUDENTS TO CREATE A DISTURBANCE ◆ DISOBEDIENCE —PERSISTENT, WILLFUL ◆ PROFANITY OR VULGARITY ◆ GAMBLING ◆ TRUANCY/UNAUTHORIZED ABSENCE ◆ ELECTRONIC PAGER/UNAUTHORIZED ELECTRONIC COMMUNICATION DEVICE ◆ OTHER MAJOR OFFENSES RESULTING IN AN SDE-DEFINED DISCIPLINARY ACTION

Discipline Dispositions

Incident, Locally Defined
An offense that is a violation of local board of education policy but did not result in a State Department of Education (SDE)-defined disciplinary action. This would **not** be reported to the SDE but would remain at the local level.

Incident, Reported to Law Enforcement Officials
The incident is reported to law enforcement officials if the School Resource Officer or some other appropriate official takes some official action on the incident such as filing a report, filing an affidavit, making an arrest, or if local law enforcement is called in whether an arrest is made or not.

Other Offenses Resulting in an SDE-Defined Disciplinary Action
Any offenses which were not enumerated in the **SIR** which were a violation of local board of education policy and resulted in one or more SDE-defined disciplinary action(s). (Example: *Forgery*.)

SIR 1 Out-of-School Suspension – For all students, this includes instances in which a student is temporarily removed from his/her regular school for disciplinary purposes to another setting (e.g., home). It does not include suspension for less than one complete day, alternative school program, and/or reassignment to another education program or class where the student will receive instruction under the supervision of the local education agency. **For students with disabilities**, this includes both removals in which no IEP services are provided because the removal is ten days or less as well as removals in which the child continues to receive services according to his/her IEP while suspended. Reporting should be in whole days only.

SIR 2 Alternative Program/School **-** This disposition area is generally used for regular education students. **For students with disabilities**, instances of discipline action (except for drugs, weapons, and/or serious bodily injury) leading to assignment to an alternative program or school should also be coded here. Students with disabilities that are placed in an interim alternative educational setting (e.g., alternative school/program) for instances of drugs, weapons, and/or serious bodily injury should not be reported in this disposition area (See SIR 6).

SIR 3 Expulsion – This disposition area is generally used for regular education students. This is an action authorized by the local board of education whereby the student is usually removed from the school or school system for an extended period of time. Only the local board of education may expel a student. In order to return to school, the student must follow the local board of education procedures. When reporting, do not include students who have been recommended for expulsion but have not been expelled because of disability, an intervening court order, delays in the process, or any other reason. Expulsion does not mean moving a student from a regular program in one school to a regular program in another school.

SIR 4 Expulsion (Services Provided) **-** This disposition area is generally used **for students with disabilities** when an action is taken by the local education agency to remove a student from his/her regular school for disciplinary purposes for one year or less in accordance with local

educational agency policy, and the student continues to receive special education services. Include removals resulting from violations of the *Gun-Free Schools Act* that are modified to less than 365 days.

SIR 5 Removal by a Hearing Officer – For regular education students this disposition area is used in those instances in which a local due process officer orders the removal of a student from his/her current educational placement to an appropriate alternative educational setting. **For students with disabilities**, this disposition area is used only in those instances in which an SDE-assigned impartial due process hearing officer (as a result of a request to the SDE for a due process hearing) orders the removal of a student from his/her current educational placement to an appropriate alternative educational setting for not more than 45 school days based on the hearing officer's determination that maintaining the child's current placement is substantially likely to result in injury to the child or others.

SIR 6 IAES (Interim Alternative Education Setting) – **For students with disabilities**, this disposition area is used in instances in which school personnel order the removal of a student with disabilities from his/her current educational placement to an appropriate interim alternative educational setting for not more than 45 school days. The IEP team is responsible for determining the interim alternative educational setting. ONLY CODE students removed for instances of drugs, weapons, and/or serious bodily injury. Removals DO NOT include decisions by the IEP team to change a student's educational placement. This would be a change in LRE placement, not a disciplinary removal.

SIR 7 Corporal Punishment

SIR 8 Permanent Expulsion – (Regular education use only)

SIR 9 – DO NOT USE

SIR 10 - DO NOT USE

SIR 11 In-School Suspension – **For students with disabilities**, this disposition is used in instances in which a student is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision.

SIR 12 Pending Due Process Hearing – This disposition is used as a temporary disposition in any instance where the student is awaiting the completion of a due process hearing by the **local** board of education and a final disposition given. For example, this would be used as a temporary disposition for violations related to the *Gun-Free Schools Act.*

INSTRUCTIONS

INSTRUCTIONS

Local schools should enter School Incident Report **(SIR)** information electronically. It is recommended that a local school administrator be designated to complete the **SIR**. The **SIR** information will be submitted to the SDE electronically by the local education agency.

I. Report:

A. All offenses that result in one or more of the following SDE-defined disciplinary action(s):

1. Out-of-school suspension
2. Expulsion
3. An official report made to law enforcement
4. Placement in an alternative program
5. Placement in an interim alternative education setting (Special Education only)
6. Unilateral removal of a special education student who might injure self or others
7. Corporal punishment
8. In-school Suspension

An SDE-defined disciplinary action should initiate the development of an incident report.

B. Incidents that result in an SDE-defined disciplinary action and occur:

1. Twenty-four hours a day, 365 days a year (based on a school year not calendar or fiscal).
2. On campus (even if a student is not involved or the offender is unknown).
3. Off campus at school-sponsored activities if a student is involved as a victim or perpetrator.

   a. If a student is not involved, do not report the incident to the SDE.

   b. If two schools are involved in an off-campus activity, the host school (the school sponsoring the off-campus event or activity) is responsible for reporting the incident under its school number. The host school will report any student incident participants from another school as nonstudents.

(1) **Exception**: If the student's offense resulted in an SDE-defined disciplinary action at the student's home school (the school where the student is enrolled), the student's home school should also submit an incident report. This would result in two reports, one at the reporting school and one at the student's home school.

Note: If an incident occurs between students from different schools on a bus that is shared between the two schools in the same system, then both schools should report the incident with a student and non-student participant.

(2) The home school (school where the student is enrolled) should report offenses that result in an SDE-defined disciplinary action and involve the student who participated in a district, regional, or state event.

4. Report incidents on transportation provided by the local board of education, including bus transportation to and from school or school-related activities. This includes transportation services provided by the local board of education regardless of whether the vehicle is publicly or privately owned. Do not report incidents at bus stops unless the bus is at the stop.

C. The most serious offense committed by a specific individual in a given incident. When identifying the offense to be reported, refer to the Ranking List in the Glossary of this document, or to the Ranking List Screen in the electronic program, or to the numbers located to the right of the incident type on the printed form. The general rule is to report the offense that caused the most injury or the highest loss of property or monetary cost.

II. Enter the general school/system information:

A. School name

The school name appears on the printed form and not on the computer program.

B. School number

1. This is a unique four-digit identification number assigned to a school by the SDE.

2. Enter the school number.

C. System number

1. This is a unique three-digit identification number assigned to a school system by the SDE.

2. Enter the system number.

3. The system number appears in the computer program only and is not included on the printed form.

   The system number and the school number that have been assigned to each system and each school may be found in the most recent *Alabama Education Directory* published annually by the SDE. Newly established schools systems and schools should have received an identification number in correspondence from the State Superintendent of Education.

   It will be necessary to enter the system and school identification numbers in the electronic program only once. When these numbers have been entered, the computer will automatically assign an incident number in sequential order. An option is included in the computer program that will allow the incident to be coded as new or a continuation of the previous incident. All records that are part of the same incident will be automatically assigned the same incident number by the computer program.

D. Incident date

1. Enter the date the incident actually occurred.

2. The date should be entered using the mm/dd/yyyy form of entry (mm is a two-digit month, dd is a two-digit day, and yyyy is a four-digit year).

III. Identify the participant (student, nonstudent, unknown):

Student, nonstudent, or unknown participant information should be entered on separate forms. Complete a separate **SIR** for every student involved in an incident.

A. Student

A student is an individual who is enrolled in the school reporting the incident at the time the incident occurred.

1. Identify the student's status:

   a. Victim

      A student who was the target of the incident but did not contribute to the major offense (Example: A student was assaulted but did not fight back.)

   b. Perpetrator

      A student who instigated the incident or contributed to its continuation

c. Unknown

When it is not clear if the student was a perpetrator or a victim, ***unknown*** should be marked.

2. Enter the student demographics:

a. Name (last, first, and middle initial)

b. Social security number or locally assigned number

If the social security number is unavailable, a temporary number is assigned as follows:

(1) The number must be nine numeric digits (the same number of digits as the social security number).

(2) Reading left to right, position 1 must be a 9.

(3) Position 2 must be the last digit of the calendar year.

(4) Positions 3, 4, and 5 represent the unique three-digit system number assigned by the SDE.

(5) Positions 6, 7, 8, and 9 represent a sequential number beginning with 0001 each January 1.

c. Date of birth

d. Grade level

e. Gender (male/female)

f. Race or ethnicity

White, Black, Hispanic, Asian/Pacific Islander, American Indian/Alaskan Native, not reported

g. Special education student

If a student is identified and enrolled in a special education program within the district, the primary exceptionality that is reported to the SDE with the Child Count Report should be indicated on the SIR.

3. Check the applicable disciplinary action and duration.

a. Leave this section blank if there is no SDE-defined disciplinary action taken. **(Example: Victim who committed no offense.)**

b. Mark the final actions if more than one SDE-defined disciplinary action is taken against a student. (Example: Suspension and then Expulsion.) (**Note: Mark law enforcement in addition to other actions when law enforcement is notified.)**

c. Out-of-School Suspension

   Out-of-school suspension is the temporary removal of a student from a school.

   (1) Check this category if the disciplinary action resulted in an out-of-school suspension.

   (2) Enter the length of the suspension or the number of suspension days.

   (3) Report the duration of all out-of-school suspension of one day or more.

d. Placed in an alternative program

   Placement in an alternative program is clearly distinguishable from the student's regular school placement. <u>It does not include in-school suspension</u>.

e. Placement in an interim alternative educational setting is an option for special education reporting only. Refer to the Glossary for complete definition.

f. Expulsion

   Expulsion is an action authorized by the local board of education whereby the student is removed from the school or school system for an extended period of time. Only the local board of education may expel students. In order to return to the school or return to the school system, the student must follow the local board of education specified procedures. Expulsion does not mean moving a student from a regular program to a regular program in another school.

   (1) Check if the disciplinary action resulted in expulsion.

   (2) Indicate the duration of the expulsion as follows:

      (a) Less than a calendar year

      (b) Calendar year or more

      (c) Permanently

(3) Do not include reports for students who have committed a serious offense but have not been officially expelled because of disability, intervening court order, delays in the process, or any other reason until action is taken.

g. Reported to law enforcement officials

The incident is reported to law enforcement officials if the school resource officer or some other appropriate official takes **official action** on the incident such as filing a report, filing an affidavit, or making an arrest, or if local law enforcement is called in whether an arrest is made or not.

h. In-School Suspension

Use this disposition in instances in which a student is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision.

i. Enter the total number of students involved in the incident. Include the number of all students who were involved in the incident, victims and perpetrators.

j. Indicate if educational services were provided during the disciplinary period.

B. Nonstudent

A nonstudent is an individual who is not enrolled in the school. This may be a student from another school, a local education agency employee, parent, guardian, other person having control of the student, or an unknown individual.

1. Complete a single nonstudent report that includes information about all nonstudents involved in a given incident.

2. Students and nonstudents should be reported on separate forms.

3. Do not report to the SDE school-sponsored, off campus activities involving only nonstudents.

4. Identify the status of all nonstudents.

a. Victim

An individual who was the target of the incident but did not contribute to the major offense. (Example: A nonstudent was assaulted but did not fight back.)

b. Perpetrator

An individual who instigated the incident or contributed to its continuation

c. Unknown

When it is not clear if the participant was a perpetrator or a victim, ***unknown*** should be marked.

d. Identify the participant.

(1) Parent, guardian, or other person having control of the student

(2) Local education employee

(3) Other

e. Indicate if reported to law enforcement officials.

The incident is reported to law enforcement if the school resource officer or some other appropriate official takes official action regarding the incident such as filing a report, filing a complaint/petition, filing an affidavit, or making an arrest, or if local law enforcement is called whether an arrest is made or not.

f. Enter the approximate number of nonstudents involved in the incident.

C. Unknown

1. Mark this category if the participant is unknown. (Example: Vandalism.)

2. Check if an official report was made to law enforcement officials.

IV. Identify the incident type:

A. Mark one incident type per report.

1. If the participant is a victim and did not commit an offense, leave the disciplinary action blank.

2. Report the most serious offense as the incident type when a participant is involved in more than one offense in a single incident.

B. In selecting which incident type to report, refer to the Ranking List and consider the amount of personal injury and monetary cost. The number located to the right of the incident type on this printed form indicates the ranking order.

Alphabetical List

- ALCOHOL
  POSSESSION—SALE/TRANSFER—USE (18)
- ARSON (9)
- ASSAULT (4)
- BOMB THREAT (14)
- BURGLARY/BREAKING AND ENTRY (5)
- CRIMINAL MISCHIEF (VANDALISM) (16)
- DEFIANCE OF AUTHORITY (23)
- DISOBEDIENCE—PERSISTENT, WILLFUL (27)
- DISORDERLY CONDUCT (OTHER THAN THOSE LISTED) (22)
- DISRUPTIVE DEMONSTRATIONS (24)
- DRUGS OTHER THAN ALCOHOL AND TOBACCO
  POSSESSION—SALE/TRANSFER—USE (10)
- ELECTRONIC PAGER/UNAUTHORIZED
  COMMUNICATION DEVICE (31)
- FIGHTING (21)
- FIRE ALARM, TAMPERING WITH OR SETTING OFF (25)
- GAMBLING (29)
- HARASSMENT [Note: Bullying reported here] (11)
- HOMICIDE (ON SCHOOL CAMPUS (1)
- INCITING OTHER STUDENTS TO CREATE A
  DISTURBANCE (26)
- KIDNAPPING (8)
- LARCENY/THEFT/POSSESSION OF STOLEN PROPERTY (6)
- MOTOR VEHICLE THEFT OR UNAUTHORIZED USE (7)
- PROFANITY OR VULGARITY (28)
- ROBBERY (3)
- SEXUAL BATTERY (2)
- SEXUAL HARASSMENT (12)
- SEXUAL OFFENSE (13)
- THREATS/INTIMIDATION (OTHER THAN BOMB) (15)
- TOBACCO PRODUCTS
  POSSESSION—SALE/TRANSFER—USE (19)
- TRESPASSING (20)
- TRUANCY/UNAUTHORIZED ABSENCE (30)
- WEAPON (17)
  POSSESSION—SALE/TRANSFER—USE
  FIREARM
  HANDGUN
  RIFLE/SHOTGUN
  FIREARM COMPONENT OR ATTACHMENT
  EXPLOSIVES, INCENDIARY, OR POISON GAS
  KNIFE
  OTHER/UNKNOWN
- OTHER OFFENSES RESULTING IN A SDE-DEFINED
  DISCIPLINARY ACTION (32)

Numbers to the right of the incident type indicate ranking order.

V. Enter the incident location:

A. On Campus

This category refers to the incident that occurred on the grounds of a facility operated by the local education agency.

B. Off Campus

This category refers to the incident that did not occur on the grounds of a facility operated by the local education agency.

C. Transportation

This category includes transportation services provided by the local board of education for pupils to and from school or school-related activities. It includes

transportation services provided by the local board of education regardless of whether the vehicle is publicly or privately owned. Report incidents at bus stop if the incident occurs when the bus is at the stop.

VI. Enter the incident time:

A. School Hours

This category includes regularly scheduled hours of the school day, including transportation provided by the local board of education to and from school.

B. Nonschool Hours

This category includes hours outside the regularly scheduled school day.

C. Unknown

This category should be used when the time the incident occurred is not known.

VII. Identify the activity sponsor:

A. School

This category includes any activity sponsored by the school, whether it is on campus or off campus.

B. Nonschool

This category includes those activities not sponsored by the school.

Local administrators are cautioned to exercise astute administrative judgment, particularly at the elementary level, when classifying offenses or behavior into incident types. When classifying an incident, age and developmentally appropriate behavior must be taken into consideration. It is recommended that a local administrator use the following ranking list as a guide to categorize the classification of the incident type:

Ranking List

◆ HOMICIDE ◆ SEXUAL BATTERY (INCLUDING RAPE) ◆ ROBBERY ◆ ASSAULT ◆ BURGLARY (BREAKING AND ENTERING) ◆ LARCENY/THEFT/POSSESSION OF STOLEN PROPERTY ◆ MOTOR VEHICLE THEFT OR AN UNAUTHORIZED USE OF A MOTOR VEHICLE ◆ KIDNAPPING ◆ ARSON ◆ DRUGS (OTHER THAN ALCOHOL OR TOBACCO) ◆ HARASSMENT [Note: Bullying reported here] ◆ SEXUAL HARASSMENT ◆ SEX OFFENSES (NONFORCIBLE) ◆ BOMB THREATS ◆ THREATS/INTIMIDATION (OTHER THAN BOMB) ◆ CRIMINAL MISCHIEF (VANDALISM)	◆ WEAPON ◆ ALCOHOL (LIQUOR LAW VIOLATIONS) ◆ TOBACCO PRODUCT ◆ TRESPASSING ◆ FIGHTING ◆ DISORDERLY CONDUCT (OTHER THAN THOSE LISTED) ◆ DEFIANCE OF AUTHORITY ◆ DISRUPTIVE DEMONSTRATIONS ◆ FIRE ALARM (TAMPERING WITH OR SETTING OFF) ◆ INCITING OTHER STUDENTS TO CREATE A DISTURBANCE ◆ DISOBEDIENCE —PERSISTENT, WILLFUL ◆ PROFANITY OR VULGARITY ◆ GAMBLING ◆ TRUANCY/UNAUTHORIZED ABSENCE ◆ ELECTRONIC PAGER/UNAUTHORIZED ELECTRONIC COMMUNICATION DEVICE ◆ OTHER MAJOR OFFENSES RESULTING IN AN SDE-DEFINED DISCIPLINARY ACTION

VIII. Identify the secondary-related factors as follows:

A secondary-related factor refers to an element that was present or contributed to the incident but was not the main offense committed.

A. Mark all secondary-related factors that apply.

1. Mark all secondary-related factors that are present in an incident.

2. Leave this section blank if these related factors were not present during the incident. (Example: If alcohol is the main offense, code *Alcohol* as the incident type. If the presence of alcohol is not the main offense but is a contributing factor, code *Alcohol* as a secondary-related factor. Do not mark in both places.)

3. Refer to the Glossary for specific definitions.

IX. Identify the person reporting the incident:

The following list identifies the code for an incident reporter:

A. Student

An individual who is enrolled in a K-12 school reporting district at the time of the incident

B. Teacher

A professional instructor at the school where the incident occurred

C. Administrator

Administrative officer of the school where the incident occurred

D. School Staff

Other employees of the school where the incident occurred

E. Police

School-based law enforcement personnel such as a school resource officer

F. Nonschool personnel

An individual who is not associated with the school in any manner

FREQUENTLY ASKED QUESTIONS

FREQUENTLY ASKED QUESTIONS

1. **What is the school system's responsibility in reporting safety and disciplinary incidents for the current school year?**

   - To automate incident reporting from the local system to the SDE, the SDE provided an electronic program for this reporting.

   - To identify and implement the method of collecting incident data at the school level to include:

     --The current electronic **SIR** program.

2. **Can a record be completed without an SDE-defined disciplinary action?**

   - **No!** An SDE-defined disciplinary action in a given incident should initiate the development of an incident report for victims and perpetrators. In instances where the participant is the victim and did not commit an offense, you should indicate the offense.

3. **What if a system has defined incidents beyond those that are SDE-defined? Should these reports be transmitted to the SDE?**

   - Incident reports for system-defined offenses that result in an SDE-defined disciplinary action are to be transmitted to the SDE.

4. **What incidents are to be submitted?**

   - All offenses that result in an SDE-defined disciplinary action (e.g., an official report filed with local law enforcement officials, out-of-school suspension, expulsion, placement in an alternative program, placement in an interim alternative educational setting, removal by hearing officer, in-school suspension, or corporal punishment) are to be reported. All incident participants should be reported if the incident results in one or more SDE-defined disciplinary actions. The reports should include **all incidents** that result in an SDE-defined disciplinary action and occur as follows:

     - Twenty-four hours a day, 365 days a year.
     - On school grounds (even if a student is not involved or the offender is unknown).
     - Off campus, at school, or at school system sponsored activities if the incident involves a student as victim or perpetrator.
     - On transportation provided by the local educational agency including bus and school-related activities. Do not report transportation to and from school or incidents at bus stop unless the incidents occur when the bus is at the stop.

5. **Who will assign incident numbers?**

   - The numbers will be assigned electronically once the required data elements are entered. It is necessary to identify/group together all records for a specific incident.

6. **Should a report be entered for a student who has committed a serious offense and has been recommended for expulsion, but for whom no official expulsion action has been taken**?

   - Yes. Include reports for students who have committed a serious offense but have not been officially expelled because of disability, intervening court order, delays in the process, or any other reason until a final action is taken. Every SIR offense must have a SIR disposition.

7. **How should someone code an off-campus incident that occurs at a school-sponsored activity involving two or more schools? Which school is responsible for reporting?**

   - If the offense involves students (victims/perpetrators) from two schools at a school-sponsored activity but not on the campus of either school, the host school will report the incident. The host school will report student(s) from another school who participated in the incident as a nonstudent. (Example: A football game played on school board property results in an incident between students from the two participating schools. The host school would report the incident.) However, if the student's offense results in an SDE-defined disciplinary action at the student's home school (the school where the student is enrolled), the home school must also report the incident. Incidents occurring at district, regional, or state activities will be reported by the student's home school (the school where the student is enrolled).

8. **If a given student(s) or nonstudent(s) involved in an incident possesses multiple weapons, how should this be reported?**

   - If an individual involved in an incident possesses multiple weapons and one is a firearm, always code as *Firearm*. If a knife and other types of weapons (not a firearm) are used in an offense, code as *Knife*.

9. **How should an incident that occurs at a state, district, or regional event be reported?**

   - If an incident occurs at a state, district, or regional event, the home school (the school enrolling the student at the time of the incident) will report the incident.

10. **If a student skips school and commits a crime, does a school have to report the crime?**

    - Not necessarily. The key for reporting is whether the offense results in an SDE-defined disciplinary action.

11. If several offenses occur during one incident, how many are reported?

- **If a student or nonstudent commits several offenses in the same incident, report the most serious offense. Report the most serious offense committed by a specific individual in a given incident.** When identifying the offense to be reported, refer to the Ranking List in the Glossary of this document or to the numbers located to the right of the incident type on the printed form. The general rule is to report the offense that caused the most injury or the highest loss of property or monetary cost.

12. Can different incidents or SDE-defined actions be reported for participants on the same SIR report?

- **No!** The SDE-defined actions or the incident types reported must be the same for each **SIR** report. (If different SDE-defined actions are taken or if different incident types are committed, a separate incident report should be made.)

GLOSSARY

GLOSSARY

The following definitions have been selected/developed from a variety of sources and are designed to provide uniformity in reporting to the SDE. ***This document is not intended for use as a legal reference***. Where appropriate, the term he/she is used to include both genders.

Alcohol (liquor law violations; possession, use, sale/transfer)
The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol. This would include being intoxicated or under the influence of alcohol at school, school-sponsored events, and on school-sponsored transportation. Use should be reported if individuals are caught in the act of using, are tested and use found by an officer during/after arrest, or discovered in the course of investigating the incident to have used alcohol. Sale/transfer includes, but is not limited to, giving away, furnishing, and distributing.

Alcohol-Related Incident (secondary-related factor)
Report in this category if individuals involved in the incident are caught in the act of using; are tested and use found by an officer during/after arrest; are discovered in the course of investigating the incident to have used alcohol; or if the incident is somehow related to possession, use, or sale/transfer of alcohol. Only report *Alcohol-Related* if alcohol was present or used during the incident, but was not the main offense committed during the incident. (Example: A homicide occurred and there is evidence that the students had been drinking based on testing or investigation of a police officer at the scene.) Code the primary incident description as *Homicide* and the secondary-related factor as *Alcohol*.

Arrest
See *Law Enforcement Officials, Reports to.*

Arson (setting a fire on/in school property)
An individual commits the offense of arson if he/she intentionally damages a building or structure or puts a building or structure at risk of damage by starting or maintaining a fire or causing an explosion. (Examples: Firecrackers, fireworks, and trashcan fires would be included in this category if they were contributing factors to a damaging fire.) Without a fire, firecrackers and fireworks are included in the *Weapon* category. This category does not include the simple act of lighting a match.

Assault
An actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. When one individual physically attacks or "beats up on" another individual. Includes an attack with a weapon or one that causes serious bodily harm to the victim. **This category should be used only when the attack is very serious**. **Administrators need to consider age and developmentally appropriate behavior before using this category**. This category refers to an individual who harms another person as follows:

- With intent to disfigure another person seriously and permanently or to destroy, amputate, or disable permanently a member or organ of his/her body, he/she causes such an injury to any person.

- Under circumstances manifesting extreme indifference to the value of human life, he/she recklessly engages in conduct that creates a grave risk of death to another person and thereby causes serious physical injury to any person.

- In the course of and in furtherance of the commission or attempted commission of arson, burglary, escape, kidnapping, rape, robbery, sodomy, or any other felony clearly dangerous to human life, or of immediate flight therefrom, he/she causes a serious physical injury to another person.

- While driving under the influence of alcohol or a controlled substance, or any combination thereof, he/she causes serious bodily injury to the person of another with a motor vehicle.

- With intent to cause physical injury to another person, he/she causes serious physical injury to any person by means of a deadly weapon or an instrument.

- With intent to cause serious physical injury to a teacher or to an employee of a public education institution during or as a result of the performance of his or her duty, he/she causes physical injury to any person.

- For purposes other than lawful medical or therapeutic treatment, he/she intentionally causes stupor, unconsciousness, or other physical or mental impairment or injury to another person by administering to him or her, without his or her consent, a drug, substance, or preparation capable of producing the intended harm.

- With intent to cause physical injury to another person, he/she causes physical injury to any person.

- With intent to prevent a peace officer, emergency medical personnel, or a firefighter from performing a lawful duty, he/she intends to cause serious physical injury and he/she causes serious physical injury to any person.

- He/she recklessly causes physical injury to another person by means of a deadly weapon or dangerous instrument.

Authority, Defiance of
See *Defiance of Authority*.

Beeper/Cell Phone
Record under *Electronic Pagers/Unauthorized Communication Device*.

Bomb
An explosive weapon detonated by impact, proximity to an object, a timing mechanism, or other predetermined means. This includes any of various weapons detonated to release destructive material such as smoke or gas. If the offense involved the actual placement of a bomb or one sent through the mail, regardless of whether the bomb explodes or not, code the offense as *Assault*. See also *Weapon*.

Bomb Threat
To unlawfully place any person in fear of bodily harm by threat of explosives by any means of communication regardless as to whether or not a bomb actually exists. Report under *Bomb Threat*.

Brass Knuckles
A weapon worn on the hand for the purpose(s) of offense or defense so made that in hitting with the fist considerable damage is inflicted. Report to the SDE only if the incident resulted in a state-defined disciplinary action. See *Weapon* and *Assault*.

Burglary
The unlawful entry into a building or other structure with the intent to commit a crime. This applies to school buildings or activities related to a school function. A person commits burglary if he/she knowingly enters or remains unlawfully in a building with intent to commit theft or a felony therein and, if in effecting entry or while in the building or immediate flight therefrom, he/she or another participant in the crime:

- Is armed with explosives or a deadly weapon.
- Causes physical injury to any person who is not a participant in the crime.
- Uses or threatens the immediate use of a dangerous instrument.
- Knowingly enters or remains unlawfully in a building with intent to commit a crime therein.

Communication Devices (Unauthorized)
Record under *Electronic Pagers/Unauthorized Communication Device.*

Computer Records, Destruction
The destruction of computer records by an individual who has no right to do so or any reasonable grounds to believe that he/she has such a right.
See *Criminal Mischief (Vandalism)* and other applicable topics in this Glossary.

Contraband
Any property which is unlawful or in violation of board policy to produce or possess. See *Other Offense(s) Resulting in an SDE-Defined Disciplinary Action, Drugs, Alcohol, Tobacco, Weapons* and other applicable topics in this Glossary.

Corporal Punishment
The administration of physical punishment to a part of the body. (This must be in accordance with local board of education policy and Alabama state law.)

Crime-Related (Hate)
See *Hate Crime-Related.*

Criminal Mischief (Vandalism)
The individual inflicts damage to property and has no right to do so or any reasonable grounds to believe that he/she has such a right. This includes graffiti.
(Examples: Carving initials in school furniture, destroying computer records.)

Date
All dates are reported using the mm/dd/yyyy form of entry where mm is a two-digit month, dd is a two-digit day, and yyyy is a four-digit year.

Defiance of Authority
Willful disobedience of a direct order of instruction from a school board employee or others having legal authority. A contemptuous opposition or disregard of an order of instruction from a school board employee or others having legal authority (policeman, fireman) openly expressed in words or actions. This conduct substantially disrupts the orderly conduct of a school function or is behavior that substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others.

Disciplinary Action
Sanctions imposed against incident participants as a result of an offense. SDE-defined disciplinary actions are as follows: out-of-school suspension, expulsion, an official report(s) made to law enforcement officials, placement in alternative programs or interim alternative educational setting (special education only), or assignment to in-school suspension programs. See specific topic in this Glossary for additional information.

Disobedience, Willful Persistent
See *Persistent, Willful Disobedience.*

Disorderly Conduct (serious class or campus disruption, etc.).
Any act which substantially disrupts the orderly conduct of a school function or which substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others. If the action results in a more serious incident, report in the more serious incident category. This category does not include fights. This category includes an individual who:

- Makes unreasonable noise.
- In a public place uses abusive or obscene language or makes an obscene gesture.
- Without lawful authority, disturbs any lawful assembly or meeting of persons.

- Obstructs vehicular or pedestrian traffic or a transportation facility.

- Congregates with other persons in a public place and refuses to comply with a lawful order.

See also *Defiance of Authority, Persistent, Willful Disobedience, Disruptive Demonstrations, Inciting Other Students to Create a Disturbance, Profanity or Vulgarity,* and other applicable topics in the Glossary.

Disruptive Demonstrations
Demonstrations consist of five or more participants who, in a course of a demonstration, are likely to cause substantial harm or serious inconvenience, annoyance, or alarm, and intentionally refuse or fail to disperse when ordered to do so by an authorized school official, peace officer, or other public servant lawfully engaged in executing or enforcing the law. The demonstration substantially disrupts the orderly conduct of a school function or substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others.

Drugs Excluding Alcohol and Tobacco (illegal drug possession, sale or use/under the influence)
The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of or possessing drugs or substances represented as drugs on school transportation, at school-sponsored events, or on school property. Use should be reported if incident participant(s) are caught in the act of using, are tested and use found by officer during/after arrest, or are discovered to have used in the course of investigating the incident. Category includes over-the-counter medications if abused by the student. Category does not include alcohol or tobacco.

Drug-Related (secondary-related factor)
The incident is drug-related if there is evidence that those involved in the incident were under the influence of drugs at the time of the incident based on testing or investigation done by police as a result of the incident; or drugs were in the possession of individuals involved in the incident; or if the incident is somehow related to possession, use, or sale of drugs. Report if drugs were present or used during the incident but were not the main offense committed during the incident. (Example: A homicide occurred during the attempted sale of drugs. Code the primary incident as *Homicide*, the secondary-related factor as *Drugs or Drug-Related*.)

Electronic Pagers/Unauthorized Communication Device
This category includes the use or possession of any electronic communication device that is a violation of local board policy or legislation.

Emergency Medical Personnel, Interference With
Record under *Disorderly Conduct* if the individual interfered with or refused to follow a lawful order of medical personnel and this action resulted in substantial disruption in the orderly conduct of a school function; or the orderly learning environment; or posed a threat to the health,

safety, and/or welfare of the students, staff, and others. See also *Assault* and other applicable topics in this Glossary.

Expulsion
An action authorized by the local board of education whereby the student is usually removed from the school or school system for an extended period of time. Only the local board of education may expel a student. In order to return to school, the student must follow the local board of education procedures. When reporting, do not include students who have been recommended for expulsion but have not been expelled because of disability, an intervening court order, delays in the process, or any other reason. Expulsion does not mean moving a student from a regular program in one school to a regular program in another school.

Fighting
Mutual participation in a fight involving physical violence where there are at least two participants, but no one main offender and no major injury. Fighting does not include verbal confrontations, tussles, or other minor confrontations. This conduct creates a substantial **risk** of serious physical injury to another person. **Administrators need to consider age and developmentally appropriate behavior before using this category**. See also *Assault*, *Harassment*, and/or other applicable terms.

Fire
See *Arson*.

Fire Alarm (False)
Rendering a false fire alarm occurs when a person knowingly causes a false fire report to be transmitted to or within an official or volunteer fire department or to any other governmental agency. This action also substantially disrupts the orderly conduct of a school function or substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others.

Firearms
A firearm is any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapons, any firearm muffler, or firearm silencer; any destructive device; or any machine gun. A destructive device is any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage. Includes firearms of any kind (loaded or unloaded). Includes, but is not limited to, hand, zip, pistol, rifle, shotgun, starter gun, flare gun. See *Weapon*.

Firefighters, Interference With
Record under *Disorderly Conduct* if the participant obstructed the fire truck and/or firemen or refused to follow a lawful order of the firemen and this action resulted in substantial disruption in the orderly conduct of a school function or the orderly learning environment or posed a threat to the health, safety, and/or welfare of the students, staff, and others. See also *Assault*.

Fireworks
Record firecrackers and fireworks in the *Arson* category if they are contributing factors to a damaging fire. Without a fire, firecrackers and fireworks are included in the *Weapon* category. See *Weapon* and other applicable topics in the Glossary.

Forgery
A person commits the act of forgery if, with purpose to defraud or injure anyone or with knowledge that he is facilitating a fraud or injury to be perpetrated by anyone, the person:

- Alters any writing of another without his authority.

- Makes, completes, executes, authenticates, issues, or transfers any writing so that it purports to be the act of another who did not authorize that act, or to have been executed at a time or place or in a numbered sequence other than was in fact the case, or to be a copy of an original when or if such original existed.

- Utters any writing, which he knows to be forged in a manner, specified in the above paragraphs.

Record under *Other Incidents Resulting in an SDE-Defined Disciplinary Action.*

Gambling
To bet on the outcome of a game, contest, or other event; play a game of chance for stakes; or take a risk in the hopes of gaining an advantage.

Gang
A gang is a somewhat organized group of some duration, sometimes characterized by turf concerns, symbols, special dress, and colors. Its members and others recognize or perceive the group as a gang.

Gang-related (secondary-related factor)
The incident is gang-related if it is gang-motivated, if gang membership caused the incident, or gang activity was a contributing factor to actions that happened during the incident. Report an incident as *Gang-Related* only if you are sure that gang membership contributed to that incident. See definition of *Gang*. (Example: An incident of vandalism or robbery might be a part of an initiation into a gang, or a fight might be caused by gang rivalry.)

Graffiti
The damaging of school property by crude writing or drawing. Record under *Criminal Mischief (Vandalism).*

Guns
See *Weapon, Firearms*, and other applicable topics in this Glossary.

Harassment (Note: Bullying should be reported here.)
A continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in the model policy adopted by the department or by a local board. To constitute harassment, a pattern of behavior may do any of the following:

a. Place a student in reasonable fear of harm to his or her person or damage to his or her property.

b. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.

c. Have the effect of substantially disrupting or interfering with the orderly operation of the school.

d. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.

e. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

(Act 2009-571, §3.)

A person commits the act of harassment if with intent to harass, annoy, intimidate, or alarm another person, either socially, physically, or emotionally, he/she:

- Strikes, shoves, kicks, or otherwise touches a person or subjects him to physical contact.

- Directs abusive or obscene language or makes an obscene gesture towards another person.

A person commits the crime of harassing communication if, with intent to harass or alarm another person, he/she:

- Communicates with a person, anonymously or otherwise, by telephone, telegraph, mail, or any other form of written or electronic communication in a manner likely to harass or cause alarm.

- Makes a telephone call, whether or not a conversation ensues, with no purpose of legitimate communication.

- Telephones another person and addresses to or about such other person any lewd or obscene words or language.

This includes a threat, verbal or nonverbal, made with intent to carry out the threat that would cause a reasonable person who is the target of the threat to fear for his or her safety. Bullying would be reported under this category.

(Acts 1977, No. 607, p. 812, §5530; Acts 1978, No. 770, p. 1110, §1; Acts 1979, No. 79-471, p. 862, §1; Acts 1996, No. 96-767, p. 1353, §1; Acts 1997, No. 97-552, p. 989, §1.)

See also *Sexual Harassment*.

Hate Crime-Related (secondary-related factor)
The incident is hate crime-related if it is motivated by hate due to some characteristics or perceived characteristics of the victim (see list below). Any act or attempted act to cause physical injury, emotional suffering, or property damage through intimidation, harassment, racial/ethnic slurs and bigoted epithets, vandalism, force, or the threat of force, motivated all or in part by hostility to the victims real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability. These actions create an intimidating, hostile, or offensive educational environment.

Homicide (on school campus)
Homicide refers to murder and no negligent manslaughter, killing of one human being by another, killing a person through negligence.

Incident Context
This includes the location and time of the incident and the activity sponsor.

Location
On campus: On the grounds of a local education agency-operated facility.

Off campus: Not on the grounds of a local education agency-operated facility.

Transportation
Transportation services provided by the local board of education for pupils to and from school or school-related activities. This includes transportation services provided by the local board of education regardless of whether the vehicle is publicly or privately owned. Incidents occurring at bus stops are not recorded unless they occur when the bus is at the stop.

Time
School Hours: Regularly scheduled hours of the school day, including transportation provided by the local board of education to and from school.

Nonschool Hours: Hours outside the regularly scheduled hours and transportation to and from a school-sponsored activity.

Unknown: The time the incident occurred is not known.

Activity Sponsor
School: Any activity that is sponsored by the school whether it is on campus or off campus.

Nonschool: Those activities that are not sponsored by the school.

Incident Date
The calendar date the offense occurred (mm/dd/yyyy).

Incident, Drug-Related (secondary-related factor)
The incident is drug-related if there is evidence that those involved in the incident were under the influence of drugs at the time of the incident based on testing or investigation done by police as a result of the incident; or drugs were in the possession of individuals involved in the incident; or if the incident is somehow related to possession, use, or sale of drugs. Report if drugs were present or used during the incident but were not the main offense committed during the incident.

Incident, Gang-Related (secondary-related factor)
The incident is gang-related if it is gang-motivated, if gang membership caused the incident, or gang activity was a contributing factor to actions that happened during the incident. Report an incident as gang-related only if you are sure that gang membership contributed to that incident. See definition of *Gang*. (Example: An incident of vandalism or robbery might be a part of an initiation into a gang or a fight might be caused by gang rivalry.)

Incident, Hate Crime-Related (secondary-related factor)
The incident is hate crime-related if it is motivated by hate due to some characteristics or perceived characteristics of the victim (see list below). Any act, or attempted act, to cause physical injury, emotional suffering, or property damage through intimidation, harassment, racial/ethnic slurs and bigoted epithets, vandalism, force, or the threat of force, motivated all or in part by hostility to the victims real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability. These actions create an intimidating, hostile, or offensive educational environment.

Incident, Locally Defined
An offense that is a violation of local board of education policy but did not result in an SDE-defined disciplinary action. This would not be reported to the SDE but would remain at the local level.

Incident Location
An element indicating where the incident occurred.

On campus: On the grounds of a local education agency-operated facility.

Off campus: Not located on the grounds of a local education agency-operated facility.

Transportation: Transportation services provided by the local board of education for transporting pupils to and from school or school-related activities. This includes transportation services provided by the local board of education regardless if the vehicle is privately or publicly owned. Does not include incidents that occur when the bus is not at the bus stop.

Incident Number
A unique number which identifies a specific incident or occurrence. This number is automatically assigned electronically to an incident once required data is entered in the computer. The computer program is designed with an option that will be used to identify the incident as new or the continuation of the previous incident. This allows a single incident number to be assigned to all reports involving a specific incident (even if the incident included multiple offenses and participants). The key is that offenses that take place at the same time and in the same place, regardless of the number of participants or number of offenses involved, be identified as a part of the same incident. If the data is being entered at the school level on paper, all reports comprising a specific incident must be identified/grouped together. (Example: Coded, etc., according to instructions from the local education agency prior to forwarding to support personnel for entering in the computer.) Incident numbers are automatically recorded electronically in the following manner:

Positions 1, 2, and 3 represent the unique, SDE-assigned, three-digit system number.
Positions 4, 5, 6, and 7 represent the unique, SDE-assigned, four-digit school number.
Positions 8, 9, 10, and 11 represent a sequential case number beginning with 0001.

Incident, Participants
An element that identifies the type of offender involved in the incident.

Student: An individual who is enrolled in the reporting school at the time the incident occurred.

Nonstudent: An individual who is not a student in the school reporting the incident, a student from another school, local education agency employees, parents, guardians, other persons having control of the student.

Unknown: Those participants who have not been identified. (Example: Vandalism.)

Incident, Reporting
It is recommended that a local school administrator be designated to complete the **SIR**. This would normally be the school administrator primarily responsible for student discipline. Support personnel may enter the data in the computer once all **SIR** elements have been identified. If reporting on paper, all reports involving a given incident must be identified/grouped together. (Example: Stapled, coded, etc., and submitted in accordance with instructions from the local education agency.)

Incident, Reported to Law Enforcement Officials
The incident is reported to law enforcement officials if the School Resource Officer or some other appropriate official takes some official action on the incident such as filing a report, filing an affidavit, making an arrest, or if local law enforcement is called in whether an arrest is made or not.

Incident, Responsibility for Reporting
It is recommended that a local **school administrator** be designated to complete the **SIR**. This would normally be the school administrator(s) with primary responsibility for student discipline. Support personnel may enter the data in the computer once all **SIR** elements have been identified. If reporting on paper, all reports involving a given incident must be identified/grouped together. (Example: Stapled, coded, etc., and submitted in accordance with instructions from the local education agency.)

Incident Type
The incident type identifies the type offense committed and is a major reporting element in the **SIR**. Incident types include the following:

Alcohol; arson; assault; bomb threats; burglary; criminal mischief (vandalism); defiance of authority; disobedience (persistent, willful); disorderly conduct (other than those listed); disruptive demonstrations; drugs (other than alcohol and tobacco); electronic pagers/unauthorized communication device; fighting; fire alarm (tampering with or setting off); gambling; harassment; homicide; inciting other students to create a disturbance; kidnapping; larceny; motor vehicle theft or unauthorized use of a motor vehicle; profanity or vulgarity; robbery; sexual battery; sexual harassment; sexual offense; threats/intimidation; tobacco product; trespassing; truancy/unauthorized absence; weapon; other incidents resulting in an SDE-defined disciplinary action and whether these incidents involved alcohol, drugs, weapons, and whether they were gang-related or motivated by hate. Refer to the Glossary for additional information about each incident type.

Incident, Weapon-Related (secondary-related factor)
This includes incidents where any of those involved in the incident possessed or used a weapon during the incident or if the incident was somehow related to possession, use, or sale/transfer of weapons. **Do not report in this category if the main offense during the incident is possession, use, or sale of weapons**. Report in this category if a weapon or weapons were present or used during the incident but were not the main offense committed during the incident.

Inciting Other Students to Create a Disturbance
Leading, encouraging, or assisting in a major disturbance which results in one or more of the following:

Destruction/damage to property and/or injury to others; a disruption of the normal routine operations and orderly conduct of the school/school function; a substantial disruption of the orderly learning environment which poses a threat to the health, safety, and/or welfare of students, staff, or others.

Indecent Exposure
A person commits the act of indecent exposure if he/she exposes his/her genitals or her breasts under circumstances in which he/she knows his/her conduct is likely to cause affront or alarm in any public place or on private premises or another so near thereto as to be seen from such private premises. See *Sexual Offense* and other applicable topics in the Glossary.

In-school Suspension (ISS)
Instances in which a child is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision. In-school Suspension (ISS) is an alternative setting that removes students from the classroom for a period of time while still allowing students to attend school and complete their work. Generally, a student assigned to in-school suspension spends the entire day in the designated ISS location, completing work submitted in advance by the student's teachers, while being monitored by school staff.

Interim Alternative Educational Setting (IAES)
For students with disabilities, this disposition area is used in instances in which school personnel order the removal of a student with disabilities from his/her current educational placement to an appropriate interim alternative educational setting for not more than 45 school days. The IEP team is responsible for determining the interim alternative educational setting. ONLY CODE students removed for instances of drugs, weapons, and/or serious bodily injury. Removals DO NOT include decisions by the IEP team to change a student's educational placement. This would be a change in LRE placement, not a disciplinary removal.

Kidnapping
The unlawful seizure, transportation, and/or detention of a person against his/her will or of a minor without the consent of his/her custodial parent(s) or legal guardian.

Knife
This category includes using a knife, possession of a knife, and intention of use to inflict harm on another person or to intimidate any person. If multiple weapons were used and one (or more) is a firearm, always code the weapons as *Weapon-Firearm.* If a knife and other types of weapons (but no firearm) are used in the incident, code as *Weapon-Knife*.

Language, Obscene
Language that is offensive to accepted standards of decency or modesty. See *Profanity or Vulgarity* and other applicable topics in this Glossary.

Larceny/Theft/Possession of Stolen Property (personal or school property or from a vehicle on school property)
The unlawful taking, carrying, leading, riding, or driving away of another's property with intent to convert it or deprive the owner thereof. The essential elements of a larceny are an actual or constructive taking away of the goods or property of another without the consent and against the will of the owner and with a felonious intent. A key difference between robbery and larceny is

that a threat or assault is involved in a robbery. This category includes theft of such things as a car stereo, speakers, or hubcaps. See also *Robbery* and other applicable topics in this Glossary. (Examples: Pocket picking, purse or backpack snatching if left unattended or if no force is used to take it from the owner, theft from a building, theft from a machine or device which is operated or activated by the use of a coin or token, and all other types of larcenies.)

Law Enforcement Officials, Reports to
The incident is reported to law enforcement if some official action is taken on the incident such as filing a complaint/petition, filing an affidavit, or making an arrest, or if local law enforcement is called in whether an arrest is made or not.

Motor Vehicle Theft (including attempted)
Theft or attempted theft of a motor vehicle. (Examples: Theft of a car, truck, motorcycle, or anything that is self-propelled.)

Nonstudent
An individual that is not enrolled in the reporting school at the time of the incident. It includes a student from another school, local education agency employees, parents, guardians, and others having control of the student, and other individuals. School-sponsored, off-campus activities involving only nonstudents should not be reported to the SDE.

Nonschool-Sponsored Activity
A nonschool-sponsored activity is an activity not sponsored by the school.

Obscene Language
See *Profanity or Vulgarity* and other applicable topics in the Glossary.

Obscene Gesture(s)
Gestures that are offensive to accepted standards of decency or modesty; conduct. See *Disorderly Conduct, Harassment, Sexual Harassment,* and other applicable topics in this Glossary.

Operator Initials
Operator initials are used to distinguish records entered at different computers in the same school. After the initials are entered in the computer once, the computer will copy these initials to each succeeding record. Since the initials are used to distinguish computers, be certain that each computer used to input **SIR** data in a given school is assigned different initials. When more than one computer is used to record incidents, all information for a given incident must be entered on the same computer. This will enable the computer to assign the correct incident number. Failure to follow this instruction will result in an inflated number of incidents for a given school and school system.

Other Offenses Resulting in an SDE-Defined Disciplinary Action
Any offenses which were not enumerated in the **SIR** which were a violation of local board of education policy and resulted in one or more SDE-defined disciplinary action(s). (Example: *Forgery.)*

Peace Officers, Interference With
Interference with a peace officer is an offense that causes serious physical injury and occurs when an individual harms another person by preventing a peace officer from performing a lawful duty. See *Assault, Disorderly Conduct*, and other applicable topics in this Glossary.

Persistent, Willful Disobedience
Reoccurring, intentional violation of the code of student conduct as determined by the school administrator which substantially disrupts the orderly conduct of a school function, behavior which substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others.

Pipe
This offense includes possession, use, or intention of use of a pipe (any length of metal not being used for the purpose it was normally intended) to inflict harm on another person or to intimidate any person resulting in any of the SDE-defined disciplinary actions.

Possession of Stolen Goods
Record under the category *Larceny/Theft/Possession of Stolen Property*.

Profanity or Vulgarity
The use of obscene, abusive, vulgar, or irreverent language on the school grounds or at a school-related activity. This act substantially disrupts the orderly conduct of a school function; disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others.

Ranking List: The following Ranking List of incident types was adapted from the *Florida Department of Law Enforcement, Uniform Crime Reporting System*. This list should be used when classifying an incident using the **SIR** system. Incidents (ordered from most serious to least serious) include the following:

Homicide; sexual battery (including rape); robbery; assault; burglary (breaking and entering); larceny/theft/possession of stolen property; motor vehicle theft; kidnapping; arson; drugs (other than alcohol or tobacco); harassment, sexual harassment; sex offenses (nonforcible); bomb threats; threats/intimidation (other than bomb); criminal mischief (vandalism); weapon; alcohol (liquor law violations); tobacco; trespassing; fighting; disorderly conduct; defiance of authority; disruptive demonstrations; fire alarm (tampering with or setting off); inciting other students to create a disturbance; persistent, willful disobedience; profanity or vulgarity; gambling; truancy (unauthorized absence); electronic pager/unauthorized electronic communication device; or other major offenses resulting in an SDE-defined disciplinary action. **General rule**: If a decision must be made, the incident that caused the most injury or the highest loss of property or monetary cost should be reported.

Rape
See *Sexual Battery* and other applicable topics in this Glossary.

Removal by a Hearing Officer
For regular education students, this disposition area is used in those instances in which an LEA due process officer orders the removal of a student from his/her current educational placement to an appropriate alternative educational setting. **For students with disabilities**, this disposition area is used in those instances in which an SDE assigned impartial due process hearing officer (as a result of a request to the SDE for a due process hearing) orders the removal of a student from his/her current educational placement to an appropriate alternative educational setting for not more than 45 school days based on the hearing officer's determination that maintaining the child's current placement is substantially likely to result in injury to the child or others.

Reported to Law Enforcement
The incident is reported to law enforcement if the School Resource Officer or some other appropriate official takes some official action on the incident such as filing a report, filing a complaint/petition, filing an affidavit or making an arrest, or if local law enforcement is called in whether an arrest is made or not.

Robbery (using force)
The taking or attempting to take anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. *A key difference between robbery and larceny is that a threat or assault is involved in a robbery.*

School Employee, Assault On
This category refers to an individual who, with intent to cause serious physical injury to a teacher or to an employee of a public education institution during or as a result of the performance of his or her duty, causes physical injury to any person. See *Assault* and other applicable topics in this Glossary.

School Hours
Regularly scheduled hours of the school day including transportation provided by the local board of education to and from school.

School Number
The SDE-assigned school identification number.

Sexual Battery (forcible sex offenses, includes attempted)
Oral, anal, or vaginal penetration by, or union with, the sexual organ of another, or the anal or vaginal penetration of another by any other object, or attempts forcibly and/or against the person's will or not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth, or because of temporary or permanent mental incapacity. Includes rape, fondling which includes touching of private body parts of another person (either through human contact or using an object), indecent liberties, child molestation, sodomy.

Sexual Harassment

- **To discriminate** against a student in any course or program of study in any educational institution in the evaluation of academic achievement or in providing benefits, privileges, and placement services on the basis of that student's submission or rejection of sexual advances or requests for sexual favors by administrators, staff, teachers, students, or other school board employees.
- To create or allow to exist an **atmosphere** of sexual harassment, defined as deliberate, repeated, and unsolicited physical actions, gestures, or verbal or written comments of a sexual nature, when such conduct has the purpose or effect of interfering with a student's academic performance or creating an intimidating, hostile, or offensive learning environment.

Keys to Definition: Unwanted, repeated, verbal, or physical sexual behavior that is offensive and objectionable to the recipient, causes discomfort or humiliation, and interferes with school performance. (Examples: Behaviors such as leering, pinching, grabbing, suggestive comments or jokes, pressure to engage in sexual activity, and the following: using the computer to leave sexual messages or playing sex computer games; rating an individual on a scale from 1 to 10; pulling underwear up at the waist so it goes between the buttocks ("Wedgies"); making kissing sounds or smacking sounds; licking the lips suggestively; pulling down someone's pants ("Spiking"); howling, catcalls, and whistles; touching (breasts, buttocks, etc.); making verbal comments (about parts of the body, clothing, etc.); spreading sexual rumors; telling sexual or dirty jokes; massaging the neck and shoulders; and touching oneself sexually in front of others.

Sexual Offense (lewd behavior, indecent exposure)

This includes sexual intercourse, sexual contact, or other unlawful behavior or conduct intended to result in sexual gratification without force or threat of force and where the victim is capable of giving consent. Includes indecent exposure (exposure of private body parts to the sight of another person in a lewd or indecent manner in a public place) and obscenity (conduct which by community standards is deemed to corrupt public morals by its indecency and/or lewdness such as phone calls or other communication; unlawful manufacture, publishing, selling, buying, or possessing materials such as literature or photographs).

Social Security/Temporary Assigned Number

The social security number is the unique identifying number assigned by the Social Security Administration to the student. The temporary assigned number is assigned locally.

If the social security number is unavailable, a temporary number is assigned as follows:

- The number must be nine numeric digits (the same number of digits as the social security number).

- Reading left to right, position 1 must be a 9.

- Position 2 must be the last digit of the calendar year. (Example: This is 2008; therefore, position 2 is 8.)

- Positions 3, 4, and 5 represent the unique 3-digit system number assigned by the SDE.

- Positions 6, 7, 8, and 9 represent a sequential number beginning with 0001 each January 1.

Student
A student is an individual who is enrolled in Grades K-12 in the reporting school at the time of the incident. Career/Technical schools should report the incident using their SDE-assigned number. If a student from another school is involved in an incident, the reporting school should record that student as a nonstudent. See also *Nonstudent*.

Suspension, Out of School
Temporary removal of a student from a school and the school program. It does not include suspension for less than one complete day, alternative school placement, reassignment to another education program or class where the student will receive instruction under the supervision of the local education agency.

System Number
The SDE-assigned number for the school system.

Teacher, Assault On
Record under *Assault* if an individual with intent to cause serious physical injury to a teacher or to an employee of a public education institution during or as a result of the performance of his or her duty, causes physical injury to any person.

Theft of Property
A person commits the crime of theft of property if he/she:

- Knowingly obtains or exerts unauthorized control over the property of another with intent to deprive the owner of his property.

- Knowingly obtains by deception control over the property of another with intent to deprive the owner of his property.

See *Larceny/Theft/Possession of Stolen Property* and other applicable topics in this Glossary.

Threat/Intimidation (physical or verbal threat or intimidation)
To unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack. See applicable topics in this Glossary.

Tobacco (possession, use)
The possession, use, distribution, or sale/transfer of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school or other school-sponsored transportation.

Transportation (sponsored by the local board of education)
Any transportation provided by local boards of education for pupils traveling to and from school or to and from school-related activities. This includes transportation services provided by the local board of education regardless of whether the vehicle is publicly or privately owned. Incidents are not to be reported at bus stops unless they occur when the bus is at the stop.

Trespassing (school property or school function)
To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion, and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by chief administrator or designee of the facility, campus, or function. A person commits the offense of trespass if he/she knowingly enters or remains unlawfully in a building or upon real property that is fenced or enclosed in a manner designed to exclude intruders.

Truancy/Unauthorized Absence
Any unexcused absence as determined by the local school administrator. Included in this category is skipping and/or cutting class.

Other Offense(s) Resulting in SDE-Defined Disciplinary Action
Any offense(s) that were not enumerated in the **SIR Manual** but resulted in an SDE-defined disciplinary action.

Vandalism (destruction of school or personal property)
The willful and/or malicious destruction, damage, or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it. This category includes graffiti. Record under *Criminal Mischief (Vandalism).* (Examples: Destroying school computer records, carving initials or words in desk top, or spray painting on walls.)

Weapons (secondary-related factors)
This includes incidents where any of those involved in the incident possessed or used a weapon during the incident or if the incident was somehow related to possession, use, or sale of weapons. Code the type of weapon used. **DO NOT** report in this category if the main offense during the incident is possession, use, or sale of weapons. Only report weapon-related if a weapon or weapons were present or used during the incident but were not the main offense committed during the incident.

Weapon (includes firearms and other weapons)
An individual is involved in the use of weapons if he/she possessed or used a weapon during the incident or if the incident is the result of or occurred during the possession, use, or sale/transfer of weapons. For reporting purposes, this category includes firearm, knife, or other/unknown weapon(s). This category includes firearms that are defined as follows:

- Any weapon (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any weapon described above.
- Any firearm muffler or firearm silencer.
- Any destructive device which includes:

-Explosive, incendiary, or poison gas.

An explosive is any chemical compound or mixture that has the property of yielding readily to combustion or oxidation upon application of heat, flame, or shock including, but not limited to, dynamite, nitroglycerin, trinitrotoluene, or ammonium nitrate when combined with other ingredients to form an explosive mixture, blasting caps, and detonators. This category does not include Class-C common fireworks. It does include the following:

- A bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device.

- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.

- Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled. This does not include antique firearms or Class-C common fireworks.

-Other/Unknown Weapons.

Possession, use, or intention of use of any instrument or object to inflict harm on another person, or to intimidate any person. Included in this category are all types of knives, chains (any not being used for the purpose for which it was normally intended and capable of harming an individual), pipe (any length of metal not being used for the purpose for which it was normally intended), razor blades or similar instruments with sharp cutting edges, ice picks, dirks, other pointed instruments (including pencils or pens), numchuks, brass knuckles, Chinese stars, billy clubs, tear gas gun, electrical weapons or device (stun gun), BB or pellet gun, explosives, or propellants. These are reported to the SDE if the offense resulted in one of the SDE-defined disciplinary actions. (Examples: Any type of firearms might include toy guns if they are authentic replicas or are used in a threatening manner, firecrackers, fireworks, M80's, and mace and pepper gas.) If multiple weapons were used and one (or more) is a firearm, always code the weapons as *Firearm*. If a knife and other types of weapons (but no firearm) are used in an incident, code as *Knife*.

No person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of disability, sex, race, religion, national origin, color, or age. Ref: Sec. 1983, Civil Rights Act, 42 U.S.C.; Title VI and VII, Civil Rights Act of 1964; Rehabilitation Act of 1973, Sec. 504; Age Discrimination in Employment Act; Equal Pay Act of 1963; Title IX of the Education Amendment of 1972: Title IX Coordinator, P.O. Box 302101, Montgomery, Alabama 36130-2101 or call (334) 242-8165.