



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

Single School Culture © Initiatives
1790 NW Spanish River Boulevard
Boca Raton, FL 33431

Ph: 561-982-0900 Fax: 561-982-0943
www.palmbeachschools.org

KEITH OSWALD
ASSISTANT SUPERINTENDENT

JANIS ANDREWS, Ed.D.
Chief Academic Officer


September 11, 2012
BULLETIN # P-14363-CLS/SSCI

Contact Persons:

June Eassa, PX 48881
P.J. D'Aoust, PX 48824

Information Only

TO: All Principals

FROM: Janis Andrews, Ed.D., Chief Academic Officer 

SUBJECT: CODING OF DISCIPLINE INCIDENTS AND ACTIONS BULLYING, HARASSMENT, AND PHYSICAL RESTRAINTS

Last year school center administrators were made aware of changes that the Florida Department of Education required in reporting student discipline incidents and consequences. Those changes included the reporting of *Bullying, Harassment, and Physical Restraints*. (Bulletin # P-14125-CAO/SLE – January 6, 2012)

All bullying and harassment incidences that are coded within our Mainframe System must be coded based on one of the four following areas: Sex (S), Race (R), Disability (D), or Other (O).

As a follow-up to information provided last year, we also **must** report **all** physical restraints to the state through our Mainframe System; this is in **addition** to the restraints that you presently report on the FLDOE website for Exceptional Student Education (ESE) students.

The **Incident Code of 00 (non-incident)** and the **Action Code of PR (physical restraint)** were added last year.

In an effort to explain how to capture this data, please see the examples below:

- An ESE student has an episode on campus and needs to be restrained by trained staff that is **NOT** going to lead to disciplinary action, the FLDOE paperwork is completed **AND** the following is added to the A24 screen of the student, an **Incident Code of 00** and an **Action Code of PR**.
- An ESE or General Education student has a situation on campus that requires the student be restrained by trained staff and the student **WILL** receive some type of disciplinary actions that will be coded in the Mainframe System. Administrator and/or designee will code appropriate Incident and Action Codes **AND** add an **Action Code of PR**.

Questions should be directed to any of the contact persons listed above.

EWG:JA:KO:PD:JE:gv 

Approved: _____
E. Wayne Gent, Superintendent

The School District of Palm Beach County – Rated “A” by the Florida Department of Education 2005 - 2012
“Home of Florida's first LEED Gold Certified School”
www.palmbeachschools.org

The School District of Palm Beach County is an Equal Education Opportunity Provider and Employer