

**POLICY 5.1812**

- 5-B** I recommend the Board approve the proposed revisions to Policy 5.1812, entitled "Operational Procedures for Incidents and Actions for Elementary Students."

[Contact: Elizabeth Decker, 434-3397; or Dave Benson, 752-1508.]

◆ **Development**

- At the first readings for development on June 17 and July 8, the School Board requested several amendments. Amendments based on the Board's discussion are described in the first part of the Executive Summary
- Upon approval on August 19, this Policy will be scheduled for final reading and recommendation for Adoption on September 30.

CONSENT ITEM

- After a year of implementation of the new discipline coding system, some inevitable "tweaks" and minor changes have become necessary. The Palm Beach County School District discipline committee, chaired by Elizabeth Decker, has recommended a few new incident codes and action codes in addition to some minor definition and matrix changes that will assist in more accurately reflecting events as they occur at schools.
- Additionally, during the development of the discipline policies and the preparation of the training materials for the end users, several corrections and changes occurred. As a result, some of the documents (both policies and end user materials) have some minor inconsistencies.
- A few of the discipline code definitions are slightly modified to provide a clearer understanding of these incidents and the corresponding actions to be taken.
- The Elementary matrix also need some "very minimal" updating to reflect some oversights in the original edition and clear up some inconsistencies as well as some recommended changes from the discipline committee.
- **A brief Executive Summary of the committee's and School Board's changes is presented as follows:**

### EXECUTIVE SUMMARY

This is a brief summary of the recommended changes including rationale for the changes to Policy 5.1812 – Operational Procedures for Incidents and Actions for Elementary Students – and Policy 5.1813 – Operational Procedures for Incidents and Actions for Secondary Students. (Once these policies are approved, then Policy 5.1811 – Student Code of Conduct Terms, will need to be updated to reflect the minor definitional changes and provide consistency between the policies.)

#### Additions to the Body of the Policy Text

In view of the Board's discussion on In-school Suspension, the following sentence has been added to the text at lines 25-28:

For incidents that do not require an Out-of-School Suspension, schools should utilize In-School Suspension (ISS) wherever possible as an alternative to an Out-of-School Suspension.

Code **06** (Written Communication to the Parent/Guardian) is not on the matrix. Instead of adding it to the Matrix, the following sentence has been added to the text of the Policy at lines 52-54:

Additionally, every reasonable effort should be made to inform the parent(s)/guardian(s) of discipline incidents involving their children.

The Board discussed expulsion for serious verbal assaults and sexual harassment; thus, an "A" has been added to the expulsion column of the matrix for codes **32** (Repetitive Bullying, Harassing, Intimidating, or Threatening Behaviors) and **45** (Sexual Harassment). However, it would be more appropriate to regulate length of expulsions in a separate Policy (5.1814) that is being proposed on that subject under the title "Severest Consequences for Violent Acts."

The Board discussed making expulsion under for Code **57** (Physical Aggression on a School Board Employee) and **96** (Battery on a School Board Employee) be without possibility of early reinstatement. However, it would be more appropriate to regulate length of expulsions in a separate Policy (5.1814) that is being proposed on that subject under the title "Severest Consequences for Violent Acts."

#### New Incident Codes

- Level 3 - # 57 – Physical Aggression on School Board Employee (volitional act; not accidental)  
Rationale: Discipline committee recommendation; some of the physically aggressive acts by students were coded as a Level 4 Battery on School Board Employee even though the staff member did not want to press charges against the student for battery. The Level 4 code mandates a recommendation for expulsion. Many of these events required serious disciplinary consequences, but did not rise to the level of a recommendation for expulsion. (See lines 507-14.)  
Example 1: Student pushes a teacher out of the way...teacher chooses not to press charges  
Example 2: 3<sup>rd</sup> grade student pushes a teacher; the teacher presses charges; but mandatory expulsion *may not* be the most appropriate option for this student.

- Level 3 - # 67 – Counterfeit / Misrepresented Document / Other Major Incident (Lines 573-82)  
Rationale: Discipline committee recommendation; several schools requested a Level 3 category to capture counterfeit money and other major incidents that didn't fit other categories.
- Level 4 - # 91 – Possession of a Handgun (Lines 742-47)  
Rationale: State requires reporting of handguns separately from firearms. A code for firearms currently exists. This code will allow schools to report weapons more accurately.

### **Revised Incident Codes**

- Level 1 - # 21 – Prohibited Items, non-criminal (Lines 290-96)  
Expanded definition to include unauthorized possession or use of over-the-counter *mild pain* medication (or the child's own prescription medication) without parent approval and school notification.  
Rationale: Discipline committee recommendation; Though very similar language currently exists in the Level 3 - # 71 *Unauthorized Possession or Misuse of Prescription Medication*, concerns were expressed about the mandatory 10-day suspension for legitimately using the over-the-counter medication (or the child's own prescription medication), yet circumventing the school's process for registering and dispensing medication. This addition allows Principals the discretion when evaluating an event of this type.
- Level 3 - # 71 – Unauthorized Possession or Misuse of Prescription Medication (Lines 592-98)  
Expanded definition to specify another person's prescription medication, or misuse of one's own; also clarifies relationship to mild over-the-counter pain medications listed in Code 21. This amendment focuses on deterring illegal possession/misuse of prescription medication that was not prescribed for the student, as well as unlawful or dangerous misuse of the student's own prescription medication.

### **New Action Codes**

- Prevention Consequences - # 13 – Parent/Guardian Contact by a Language Facilitator (NOTE: this code does NOT appear on the Matrix, because it is included within the "PC" column).  
Rationale: Provides a code for a parental contact by a language facilitator in the event of a language barrier.
- Early Intervention Consequences - # 25 – Referral to School CORE Team  
Rationale: A code added after the policy was approved to assist in providing services for students through the school CORE Team. (This was added to the Matrix.)

- Disciplinary Consequences - # 50 – Alternative to Suspension for Student Misconduct  
Rationale: A newly developed Alternative to Suspension program needs a separate code to distinguish it from the other Alternative to Suspension programs. (This was added to the Matrix.)
  
- Disciplinary Consequences - # 88 – Out of School Suspension for Days Held in Abeyance  
Rationale: The discipline committee recommended a suspension code to address additional suspension days for non-completion of alternative to suspension programs. (NOTE: This is **NOT on the Matrix**, because it does not arise from a new incident; it is connected to the original incident.)

### **Proposed Revisions to Elementary Matrix of Incidents and Actions**

- Many of the necessary minor adjustments to each of the matrices are comprised of oversights in the original policy as well as some recommended changes from the discipline committee. The majority of the adjustments address the addition of an “A” (Additional Actions) for some of the codes. The most significant change involves the elementary matrix consequences for Drug, Alcohol, and Tobacco violations. The original policy provided consequences (and alternatives to suspensions) identical to the secondary policy. However, the agencies involved in the Alternative to Suspension programs for Drugs, Alcohol, and Tobacco do not generally target younger children. Therefore, the consequences for the elementary matrix was adjusted as follows:
  - 1<sup>st</sup> Offense Drug or Alcohol** (Codes 71-75 ONLY) Students may be given an opportunity to attend a district approved alternative elementary program in addition the mandatory 5-day Out-of-School Suspension and mandatory counseling materials or parent conference.
  - Repeated Drug or Alcohol Violation** REQUIRE a 10-day Out-of-School suspension AND Recommendation for Expulsion.
  - 1<sup>st</sup> Offense Tobacco Violation** – REQUIRE a mandatory 1-day Out-of-School Suspension and mandatory counseling materials or parent conference.
  - 2<sup>nd</sup> Offense Tobacco Violation** – REQUIRE a mandatory 3-day Out-of-School Suspension and mandatory in-school intervention.
  - 3<sup>rd</sup> Offense Tobacco Violation** – Students may be given as opportunity to attend a district approved alternative elementary program in addition to the mandatory 5-day Out-of-School Suspension.
  - Repeated Tobacco Violations** REQUIRE a 10-day Out-of-School Suspensions.  
Rationale: The Alternative to Suspension program providers target secondary students and are not prepared to address younger children. The Prevention Center has materials for the schools to utilize for elementary students as an alternative to suspension. The focus is on interventions and “getting help” rather than on purely punitive measures such as suspensions.

**PROPOSED REVISED POLICY 5.1812**

***OPERATIONAL PROCEDURES FOR INCIDENTS AND ACTIONS  
FOR ELEMENTARY STUDENTS***

I. Overview

A. The matrix of incidents and actions which is found at the conclusion of this policy, is a tool administrators will utilize to issue consequences for misbehavior by secondary students. The purpose of the matrix is to create a consistent, district-wide disciplinary system by identifying specific actions that correspond to a given incident. Administrators will be able to reduce some of the subjectivity in their decision-making and reference a district Board Policy that requires minimum mandatory consequences. These district-required minimum actions will assist administrators in communicating with parents, students, staff, and school personnel regarding discipline issues.

B. If the matrix of incidents and actions is utilized effectively and consistently, the focus of the discipline data generated should shift from the consequences of students' behavior and move toward the behaviors that result in those consequences. For example, instead of focusing on the number of suspensions, we would begin to address the incidents that generate those suspensions. Schools would then explore opportunities to implement programs/ initiatives/ strategies and then would provide assistance for school staff. **For incidents that do not require an Out-of-School Suspension, schools should utilize In-School Suspension wherever possible as an alternative to an Out-of-School Suspension.**

C. The School Board recognizes that the matrix of incidents and actions must be construed to be consistent with the Individuals with Disability Education Act ("IDEA") and Section 504 of the Rehabilitation Act ("Section 504"). Therefore, students eligible for services under the IDEA or Section 504, will be disciplined in accordance with these Acts and are governed by those School Board Policies which specify that they apply to students covered under IDEA and 504.

II. Using the Matrix

A. When a student commits an infraction, the misbehavior is classified according to the definition(s) that best describe the event. The action(s) to be taken by the administrator are outlined in the matrix of incidents and actions. To identify the

42 appropriate action(s), locate the cells found at the intersection of the incident  
43 (rows) and action codes which are identified by the numbers at the top of the  
44 column. The actions represented by the codes are listed in the box to the right of  
45 the matrix. Minimum mandatory consequences (actions which MUST be imposed  
46 as a minimum consequence for first time offenses) are indicated by an "X."  
47 Additional consequences (those actions from which an administrator MAY  
48 ADDITIONALLY choose to impose for more serious or repeated actions) are  
49 indicated by an "A." Mandatory actions (those actions which MUST be imposed)  
50 are indicated by an "M." By providing a minimum mandatory consequence with  
51 additional options for all of the incidents, an administrator can address the  
52 severity of the incident with the actions imposed. Additionally, every  
53 reasonable effort should be made to inform the parent(s)/guardian(s) of  
54 discipline incidents involving their children.

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57 **III. Quick Glance Discipline Referral Incident Codes**

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59 **A. Level 1**

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61 1. Attendance Incidents  
62 a. Code 01 Tardiness, Habitual  
63 b. Code 02 Truancy/Unexplained Absence  
64 c. Code 03 Out of Assigned Area  
65 d. Code 04 Leaving School Grounds Without Permission  
66  
67 2. Rules Violations Incidents  
68 a. Code 07 Dress Code Violations  
69 b. Code 08 Public Display of Affection  
70 c. Code 09 Cheating  
71 d. Code 10 Failure to Comply With Class/School Rules  
72 e. Code 11 Disobeying Rules on the School Bus  
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74 3. Disruptive Incidents  
75 a. Code 14 Disruptive Play  
76 b. Code 15 Disruptive Behavior  
77 c. Code 16 Disrespectful Language  
78 d. Code 17 Bullying/Harassment  
79 e. Code 18 Confrontation  
80 f. Code 19 Lying/Misrepresentation  
81 g. Code 20 Articles Disruptive to School  
82 h. Code 21 Prohibited Items, Non-Criminal, and Unauthorized Use of  
83 Medication  
84 i. Code 22 Unauthorized Sale/Distribution of Materials

85                   j. Code 23 Inappropriate Activity

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B. Level 2

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1. Disruptive/Physical/Verbal Incidents

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a. Code 25 Bus Disruption

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b. Code 26 Disobedience/ Insubordination

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c. Code 27 Profane/Obscene Language

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d. Code 28 Threat, Non-Criminal

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e. Code 29 Physical Aggression (Not Involving Law Enforcement)

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f. Code 30 Repetitive Disruptive Behaviors

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g. Code 31 Repetitive Disobedience/Open Defiance/ Insubordination

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h. Code 32 Repetitive Bullying, Harassing, Intimidating, or Threatening Behaviors

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i. Code 33 Hazing

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2. Property Incidents

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a. Code 35 Abuse of School Property/Minor Vandalism **(less than \$100)**

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b. Code 36 Petty Theft/Stealing (Less than Fifty Dollars (\$50))

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3. Rules Violations Incidents and Other Serious Incidents

107

a. Code 39 Unserved Detention (Regular)

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b. Code 40 Unserved Detention (Extended/Multiple)

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c. Code 41 Unserved Detention (Saturday)

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d. Code 42 Firecrackers/Poppers

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e. Code 43 Forgery of a Document or Signature

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f. Code 44 Gambling

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g. Code 45 Sexual Harassment

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h. Code 46 ~~Severe/Repetitive Inappropriate Activity~~ **Menacing Statement**

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i. Code 47 ~~Menacing Statements~~ **Severe or Repetitive Inappropriate Activity**

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4. Note: For ALL levels, any incident that is *hate-related and/or* gang-related should be coded in the appropriate "-related" category AND should be grounds to increase *disciplinary actions*.

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C. Level 3

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1. Crimes Against Persons Incidents

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a. Code 50 Fighting

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b. Code 51 Verbal Assault on a Student/Person (Non-School Board Employee)

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c. Code 52 Verbal Assault on a School Board Employee

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- 129 d. Code 53 Physical Battery on a Student/Person (Non-School Board  
130 Employee)
- 131 e. Code 54 To Attempt a Criminal Act Against a Person
- 132 f. Code 55 Extortion/Blackmail/Coercion
- 133 g. Code 56 Robbery
- 134 **h. Code 57 Physical Aggression on a School Board Employee**
- 135
- 136 2. Property Incidents
- 137 a. Code 60 Stealing More than Fifty Dollars (\$50)
- 138 b. Code 61 Vandalism More than One Hundred Dollars (\$100) (Includes  
139 Materials/Labor)
- 140 c. Code 62 Breaking and Entering/Burglary (Illegal Entry Into a Facility)
- 141 d. Code 63 Computer Misuse/Inappropriate Use of E-Mail/Internet
- 142 e. Code 64 Reckless Vehicle Use
- 143 f. Code 65 Motor Vehicle Theft
- 144 g. Code 66 Arson
- 145 **h. Code 67 Counterfeit / Misrepresented Document / Other Major**
- 146 **Incident**
- 147
- 148 3. Alcohol and Drug Incidents
- 149 a. Code 70 Possession/Use of Tobacco Products
- 150 b. Code 71 Unauthorized Possession or Misuse of Prescription Medications
- 151 c. Code 72 Use of Intoxicants
- 152 d. Code 73 Possession, Use, Manufacture, Sale, Storage, or Distribution of  
153 Alcohol or Intoxicating Beverages
- 154 e. Code 74 Possession, Use, Sale, Storage, or Distribution of Drug  
155 Paraphernalia
- 156 f. Code 75 Possession, Use, or Storage of Drugs or Imitation Drugs  
157 Represented as Drugs
- 158
- 159 4. Disorderly Conduct/Weapons Incidents
- 160 a. Code 80 Disruption of a School Function/Disorderly Conduct
- 161 b. Code 81 Trespassing
- 162 c. Code 82 False Fire Alarm/911 Call
- 163 d. Code 83 Bomb Threat
- 164 e. Code 84 Inappropriate, Lewd, or Obscene Act
- 165 f. Code 85 Sexual Misconduct
- 166 g. Code 86 Possession of a Knife
- 167 h. Code 87 Possession of Other Potentially Dangerous Items
- 168 ~~i. Code FS Felony Suspension Act~~
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- 170 D. Level 4 - Criminal Incidents
- 171 1. Code 89 Threat of Violence (High Level)



- 172 2. Code 90 Possession of a Firearm  
173 **3. Code 91 Possession of a Handgun**  
174 4. Code 92 Possession, Use, Sale, Storage, or Distribution ~~on~~ **of** an Explosive  
175 Device (Not Firecrackers/Poppers)  
176 5. Code 93 Sale, Possession With Intent to Sell or Distribution of Drugs,  
177 Imitation Drugs Represented as Drugs, or Prescription Medications  
178 6. Code 94 Aggravated Battery  
179 7. Code 95 Armed Robbery  
180 8. Code 96 Battery or Aggravated Battery on School Board Employee  
181 9. Code 97 Sexual Battery  
182 10. Code 98 Kidnapping or Abduction  
183 11. Code 99 Homicide  
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185 **E. Other Incident Codes**  
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187 **1. Code FS Felony Suspension Incident**

188 **2. Code PI Previous Incident**  
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191 II. Student Discipline Referral Incident Definitions  
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193 A. Level 1  
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195 1. Attendance Incidents  
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197 a. Code 01 **Tardiness, Habitual**

198 A consistent failure to be in a place of instruction at the  
199 assigned time

200  
201 b. Code 02 **Truancy/Unexplained Absence**

202 An absence from class or school that the reason or excuse is  
203 inadequate or does not meet the criteria for an excused  
204 absence.

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206 c. Code 03 **Out of Assigned Area**

207 Out of assigned area without permission and/or in a restricted  
208 access area without permission.

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210 d. Code 04 **Leaving School Grounds Without Permission**

211 Unauthorized leaving of the school grounds  
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- 214 2. Rules Violations Incidents  
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216 a. Code 07 **Dress Code Violations**  
217 To dress in a manner that violates the school's dress code  
218 policy and/or in a manner that would constitute a safety hazard.
- 219  
220 b. Code 08 **Public Display of Affection**  
221 Engaging in overtly amorous contact or language not appropriate in  
222 a school setting.
- 223  
224 c. Code 09 **Cheating (Copying Work of Another, Using Materials Not**  
225 **Authorized to Use)**  
226 Copying of anyone else's work or cheating on any test or  
227 assignment. Plagiarism.
- 228  
229 d. Code 10 **Failure to Comply with Class/School Rules**  
230 Violation of specific posted or written school or class rules that  
231 are not necessarily disruptive behaviors; examples: repeated  
232 gum chewing, repeatedly unprepared for class, etc.
- 233  
234 e. Code 11 **Disobeying Rules on the School Bus**  
235 Violation of the posted or written rules of conduct for the bus  
236 that are not necessarily disruptive behaviors; examples: not in  
237 assigned seat, eating or drinking on the bus, getting on or off  
238 the bus at the wrong bus stop. (Refer to Code 25 for disruptive  
239 behavior on the bus.)
- 240  
241 3. Disruptive Incidents  
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243 a. Code 14 **Disruptive Play**  
244 Non-confrontational activity that is not appropriate in a school  
245 setting and disruptive to the educational process. Engaging in  
246 rowdy, rough behavior that interferes with the safe and or  
247 purposeful order of a school. Examples: horseplay; chasing  
248 another student in the hallway or classroom, etc.
- 249  
250 b. Code 15 **Disrespectful Behavior**  
251 Behavior by its nature that disrupts the educational process, but  
252 is not criminal. Conduct that interferes with the process of  
253 teaching/learning, or disrupts the orderly environment of the  
254 classroom/learning environment.

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- c. Code 16 **Disrespectful Language**  
Written or verbal remarks or gestures that show a lack of respect, rudeness, or are inappropriate. The use of words or acts which demean, degrade, antagonize, or humiliate a person or group of persons.
  - d. Code 17 **Bullying/Harassment**  
A person who uses power (physical, verbal, written, or psychological) for any reason in a willful manner with the intent of hurting or humiliating another individual for any reason including but not limited to age, gender, race, nationality, ethnicity, religion or sexual orientation.
  - e. Code 18 **Confrontation**  
A verbal confrontation, or the encouraging or inciting of a confrontation that has the propensity to escalate into a fight.
  - f. Code 19 **Lying/Misrepresentation**  
Intentionally providing false or misleading information to, or withholding valid information from, a school staff member.
  - g. Code 20 **Articles Disruptive to School**  
To possess, display or use anything that is disruptive to the general peace and welfare to a school center, school bus, or a school sponsored activity. (Refer to **Level 3 and Level 4** for weapons, drugs, alcohol, tobacco, obscene materials or other articles which may require law enforcement intervention.)
  - h. Code 21 **Prohibited items, Non-Criminal**  
Possession and/or use of items or contraband designated by the school as inappropriate materials such as portable paging devices, beepers, portable cellular telephones, portable cassette or CD players, electronic games, roller blades, skateboards, magic cards, lighters, hats, etc. AND any other items that cause distraction or damage to persons or property or otherwise interfere with the learning process. Or **unauthorized possession or use of one's own prescription medication or over-the-counter mild pain medication including but not limited to items such as aspirin, Advil, Aleve, Midol, NoDoze, or herbal supplements, without parental approval AND school notification pursuant to Policy 5.321.** (Refer to **Level 3 and Level 4** for weapons,

298 drugs, alcohol, tobacco, obscene materials or other articles  
299 which may require law enforcement intervention.)

300  
301 i. Code 22 **Unauthorized Sale/Distribution of Materials (Non-Criminal)**  
302 Unauthorized selling or distributing of materials; example:  
303 candy (**Note:** Items that are illegal or inappropriate, such as  
304 drugs, weapons, pornography, etc., should be coded in a **Level**  
305 **3 Category.**)

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307 j. Code 23 **Inappropriate Activity**  
308 Any activity that cannot be added in another **Level 1** incident  
309 that is disruptive and tends to interfere with the process of  
310 teaching and learning.

311  
312 B. Level 2

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314 1. Disruptive/Physical/Verbal Incidents

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316 a. Code 25 **Bus Disruption**  
317 Behavior that disrupts and/or distracts the driver from safely  
318 operating the school bus.

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320 b. Code 26 **Disobedient/Insubordination**  
321  
322 Failure to obey a reasonable instruction or request by a staff  
323 member.

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325 c. Code 27 **Profane/Obscene Language (Use of Abusive Language,**  
326 **Obscene Gestures)**  
327 Abusive, profane, obscene, or vulgar language (verbal, written  
328 or gestures) or conduct in the presence of another person.

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330 d. Code 28 **Threat, Non-Criminal**  
331 A statement which does not meet the criteria of a criminal  
332 assault. A low level threat that poses a minimal risk to the victim  
333 and public safety. The threat is vague and indirect; the  
334 information contained within the threat is inconsistent,  
335 implausible or lacks detail; the threat lacks realism; and the  
336 content of the threat suggests the person is unlikely to carry it  
337 out. (Refer to Code 47 - **Menacing Statement**; Codes 51 and  
338 52, **Verbal Assault**, and Code 89 **Threat of Violence, High**  
339 **Level** for more serious threats)

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- 341 e. Code 29 **Physical Aggression (Not Involving Law Enforcement)**  
342 The intentional physical aggression of one party against  
343 another person such as pushing, pulling, punching, or striking.  
344 Generally, the physical act does not result in bodily harm and  
345 does not require the intervention of a law enforcement officer.  
346 (Note: If a physically aggressive act results in serious bodily  
347 injury and/or requires the intervention of law enforcement, then  
348 the incident should be coded as a **Battery**.)  
349
- 350 f. Code 30 **Repetitive Disruptive Behaviors**  
351 Repeated referrals for Level 1 disruptive behaviors including  
352 disruptive play, disrespectful language, and any other repetitive  
353 behaviors that create a disruptive learning environment.  
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- 355 g. Code 31 **Repetitive Disobedience/Open Defiance/Insubordination**  
356 Repeated referrals for disobedience, defiance and  
357 insubordination.  
358
- 359 h. Code 32 **Repetitive Bullying, Harassing, Intimidating, or Threatening**  
360 **Behavior**  
361 Repeated referrals for Level 1 bullying, harassing, threatening,  
362 and/or confrontational behavior.  
363
- 364 i. Code 33 **Hazing**  
365 Hazing is considered to be any willful act done by a student for  
366 the purpose of subjecting another student to humiliation,  
367 intimidation, physical abuse, or threat of abuse, social or other  
368 ostracism, shame, or disgrace. Permission, consent, or  
369 assumption of the risk by a student subjected to hazing does  
370 not affect the violation of this policy.  
371
- 372 2. Property Incidents  
373
- 374 a. Code 35 **Abuse of School Property/Minor Vandalism**  
375 To use wrongly or improperly, or to maltreat any school  
376 equipment or property. (**Note:** Significant damage or  
377 destruction should be coded as **Code 61 Vandalism**.)  
378
- 379 b. Code 36 **Petty Theft/Stealing (Less than Fifty Dollars (\$50))**  
380 The unlawful taking, carrying, leading, or riding away of  
381 property less than fifty dollars (\$50) in value from the  
382 possession, or constructive possession, of another person.  
383 (Refer to **Code 60 Stealing More Than \$50** for more serious  
384 thefts.)

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3. Rules Violations and Other Serious Incidents

- a. Code 39 **Unserviced Detention (Regular)**  
Unexcused absence from a scheduled Regular Detention.
- b. Code 40 **Unserviced Detention (Extended)**  
Unexcused absence from a scheduled Extended Detention.
- c. Code 41 **Unserviced Detention (Saturday)**  
Unexcused absence from a scheduled Saturday Detention.
- d. Code 42 **Firecrackers/Poppers**  
Possession, use, sale, storage, or distribution of firecrackers, poppers, or associated devices, as long as the object is NOT used as a weapon OR is NOT considered a weapon by Florida statutes. (Refer to #87 – Possession of Other Potentially Dangerous Items and # 92 – Possession, Use, Sale, Storage, or Distribution of an Explosive Device for more dangerous fireworks.)
- e. Code 43 **Forgery of a Document or Signature**  
To fashion or reproduce the signature of another for fraudulent purpose.
- f. Code 44 **Gambling**  
One who participates in games of chance or skill for money, profit or anything of value.
- g. Code 45 **Sexual Harassment (Undesired Sexual Behavior Towards Another)**  
Unwanted or repeated verbal or physical sexual behavior that is offensive and objectionable to the recipient, causes discomfort or humiliation or creates a hostile environment. Sexual harassment shall include but not be limited to creating a hostile environment. Sexually harassing conduct which can include unwelcome sexual advances; and other verbal, nonverbal or physical behavior of a sexual nature by an individual that is sufficiently severe, persistent, or pervasive enough to create a hostile or abusive educational environment. (Note: In some cases, severe incidents of sexual harassment which includes physical contact may be considered a **Battery**; or with physical penetration, a **Sexual Battery**.)

429                    ~~h. Code 46    **Severe/Repetitive Inappropriate Activity**~~  
430                    ~~Any Level 2-type activity that is disruptive and/or inappropriate~~  
431                    ~~in a school setting that does not fit into another Level 2~~  
432                    ~~category.~~

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434                    ~~i.h. Code 47~~ **Menacing Statements**  
435                    A medium level of threat which is a threat which could be  
436                    carried out, although it may not appear entirely realistic. The  
437                    threat is more direct and more concrete than a low level threat;  
438                    the wording in the threat suggests that the threatener has given  
439                    some thought to how the act will be carried out; there may be a  
440                    general indication of a possible place and time (though these  
441                    signs still fall well short of a detailed plan); There is no strong  
442                    indication that the threatener has taken preparatory steps,  
443                    although there may be some veiled reference or ambiguous or  
444                    inconclusive evidence pointing to the possibility; an allusion to a  
445                    book or movie that shows the planning of a violent act, or a  
446                    vague, general statement about the availability of weapons;  
447                    there may be a specific statement seeking to convey that the  
448                    threat is not empty: "I'm serious!" or "I really mean this!"

449                    **Code 47    Severe or Repetitive Inappropriate Activity**  
450                    **Any Level 2-type activity that is disruptive and/or**  
451                    **inappropriate in a school setting that does not fit into**  
452                    **another Level 2 category.**

453  
454                    C. Level 3  
455                    1. Crimes Against Persons Incidents  
456                    a. Code 50    **Fighting**  
457                    Mutual participation in a hostile, physical encounter; mutual  
458                    participation in an altercation involving physical violence.  
459  
460                    b. Code 51    **Verbal Assault on a Student/Person (Non-School Board**  
461                    **Employee)**  
462                    Any intentional, unlawful threat, by word or act, to do violence to  
463                    another person, coupled with an apparent ability to do so, and  
464                    doing some act that creates a well-founded fear in another  
465                    person that violence is imminent.  
466  
467                    c. Code 52    **Verbal Assault on School Board Employee**  
468                    Any intentional, unlawful threat, by word or act, to do violence to  
469                    a school board employee, coupled with an apparent ability to do

470 so, and doing some act that creates a well-founded fear in  
471 another person that violence is imminent.

472  
473 d. Code 53 **Physical Battery on a Student/Person (Non-School Board**  
474 **Employee)**

475 The willful and unlawful use of force or violence upon the  
476 person of another. Three primary elements must be present for  
477 a Battery to occur: (1) there must be an aggressor, who (2)  
478 intended to cause physical harm (or actual contact against the  
479 other's will) to (3) an another person. Includes an attack with a  
480 weapon that fits the aforementioned description. (**Note: This**  
481 **category should be used only when the attack is serious**  
482 **enough to warrant contacting law enforcement.**)

483  
484 e. Code 54 **To Attempt a Criminal Act Against a Person**

485 Any person who attempts to commit, or who solicits another to  
486 commit, or who agrees, conspires, combines, or confederates  
487 with another person or persons to commit the offense of a  
488 Battery, Robbery, Homicide, Kidnapping, or Sexual Battery  
489 against another person or persons, and in such attempt does  
490 any act toward the commission of such offense, but fails in the  
491 perpetration or is intercepted or prevented in the execution of  
492 the offense. (Fla. Stat. § 774.04)

493  
494 f. Code 55 **Extortion/Blackmail/Coercion**

495 The use or threat or intimidation to obtain anything of value  
496 from another person, including, but not limited to, money.  
497 (**Note: Minor offenses that do NOT require law enforcement**  
498 **should be coded as Code 17 Bullying or Code 32 Repetitive**  
499 **Bullying, Harassing, Intimidating, or Threatening Behavior.**)

500  
501 g. Code 56 **Robbery**

502 The taking or attempting to take anything of value that is owned  
503 by another person or organization, under confrontational  
504 circumstances by force or threat of force or violence and/or by  
505 putting the victim in fear. A key difference between robbery and  
506 larceny is that a threat of battery is involved in robbery.

507  
508 **h. Code 57 Physical Aggression on a School Board Employee**

509 **A *volitional* physically-aggressive act such as pushing,**  
510 **pulling, or striking toward a School Board employee.**  
511 **Generally, the physical act does not result in injury. Law**  
512 **enforcement should be notified; criminal charges may or**  
513 **may not be filed. (NOTE: IF A RECOMMENDATION FOR**



EXPULSION IS PROPOSED, then the Level 4 code # 96, Battery on SBE, should be used.)

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2. Property Incidents

a. Code 60 **Stealing More than Fifty Dollars (\$50)**

The unlawful taking or concealing the property of another person, without threat, violence or bodily harm, with the intent to prevent or deprive the rightful owner of its use. This includes taking of property or taking property from a vehicle on school property.

b. Code 61 **Vandalism More than One Hundred Dollars (\$100) (Includes Materials and Labor)**

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, which includes graffiti, should be coded when the amount of damage to the property, including materials and labor, exceeds one hundred dollars (\$100) to repair, remove, and/or replace. (**NOTE:** If the damage to the property, including materials and labor, is less than one hundred dollars (\$100). to repair, then the event should be coded as **Code 35 Abuse of School Property/Minor Vandalism** unless Law Enforcement files charges.)

c. Code 62 **Breaking and Entering/Burglary (Illegal Entry into a Facility)**

The unlawful entry with or without force into a building, conveyance, or other structure, or remaining behind, with the intent to commit a crime to property.

d. Code 63 **Computer Misuse/Inappropriate Use of E-mail/Internet**

The inappropriate use of a computer, including, but not limited to, breaking into restricted accounts or networks, modifying, or destroying files without permission, illegally copying software, and entering or distributing or printing unauthorized files. Accessing or entering unauthorized internet sites; Distributing inappropriate electronic messages.

e. Code 64 **Reckless Vehicle Use**

556 The use of any motorized or self-propelled vehicle on school  
557 grounds in a reckless manner or so as to threaten the health,  
558 safety, welfare of others, or to disrupt the educational process.  
559

560 f. Code 65 **Motor Vehicle Theft**

561 The theft or attempted theft of a motor vehicle. *Examples:* theft  
562 of a car, truck, motorcycle, golf cart, dune buggy, RV or  
563 anything that is self-propelled.  
564

565 g. Code 66 **Arson**

566 To willfully and unlawfully, or while in the commission of any  
567 felony, by fire or explosion, damage or cause to be damaged:  
568 any dwelling, whether occupied or not, or its contents; any  
569 structure, or contents thereof, where persons are normally  
570 present; and any other structure that the person knew or had  
571 reasonable grounds to believe was occupied by a human being  
572 (Fla. Stat. § 806.01(1)(a)-(c)).  
573

574 **h. Code 67 Counterfeit / Misrepresented Document / Other Major**  
575 **Incident**

576 To fashion or reproduce a document, money, or other items  
577 with the intent to defraud; includes counterfeit money or  
578 documents; Also, any Level 3-type incident that is inappropriate  
579 in a school setting and does not fit into another Level 3  
580 category. Included in this category is culpable negligence,  
581 exposing another person to personal injury. (NOTE: Any  
582 incident in this category REQUIRES law enforcement  
583 intervention.)  
584

585 3. Alcohol, Tobacco, and Drug Incidents

586 a. Code 70 **Possession/Use of Tobacco Products**

587 Possession, use, sale, storage, or distribution of tobacco  
588 products on school district property. Tobacco products include,  
589 but are not limited to, cigarettes, cigars, snuff, dip, pipe tobacco,  
590 and chewing tobacco.  
591

592 b. Code 71 **Unauthorized Possession or Misuse of Prescription**  
593 **Medication**

594 To possess, use, store, or be under the influence of another  
595 person's any—substance which requires a physician's  
596 prescription; or to misuse one's own prescription medication; or  
597 to posses, store, or use any over-the-counter medication (other  
598 than those listed in Code 21) without parental approval and  
599 school notification.

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- c. Code 72 **Use of Intoxicants**  
The inhaling or ingestion of intoxicants, including but not limited to, glue, solvents, butane, and whip crème, for the purpose of obtaining a mood-modifying experience.
  
- d. Code 73 **Possession, Use, Manufacture, Sale, Storage, or Distribution of Alcohol or Intoxicating Beverages**  
The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages. Use should be reported only if the person is caught in the act of using, or is discovered to have used in the course of the investigation.
  
- e. Code 74 **Possession, Use, Sale, Storage, or Distribution of Drug Paraphernalia**  
To possess, use, sale, store, or distribute any equipment, device, or equipment used for the purpose of preparing or taking drugs, including, but not limited to, items listed in Fla. Stat. § 893.145, and items which may be determined to be drug paraphernalia under the criteria set out in Fla. Stat. § 893.146.
  
- f. Code 75 **Possession, Use, or Storage of Drugs or Imitation Drugs Represented as Drugs**  
To store, possess, purchase, use, or be under the influence of any mood-modifying substance and/or dangerous substance listed in Chapter 893, Fla. Stat., including, but not limited to, marijuana, hallucinogens, inhalants, as well as any substance represented to be an illegal substance, such as “designer drugs,” or caffeine pills, tablets, or caplets, or any substance which is represented to be any such substance while on school property or jurisdiction of the School District of Palm Beach County.

4. Disorderly Conduct/Weapons

- a. Code 80 **Disruption of a School Function/Disorderly Conduct**  
Any act 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. An incident of this type is mandatory to be reported to law enforcement and is likely to result in an arrest.

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- b. Code 81 **Trespassing**  
To enter or remain on a public school campus, school board facility, or at a school function without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion. To enter or remain on a public school campus, school board facility, or at a school district sponsored activity without authorization after being directed to leave by the chief administrator/designee of the facility, campus, or function.
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- c. Code 82 **False Fire/911 Call**  
Whoever, without reasonable cause, by outcry or the ringing of bells, or otherwise makes or circulates, or causes to be made or circulated, a false alarm of fire or 911 call.
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- d. Code 83 **Bomb Threat**  
Intentionally making a false report to any person, including school personnel, concerning the placement of any bomb, dynamite, explosive, or arson-causing device.
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- e. Code 84 **Inappropriate, Lewd or Obscene Act**  
The use of oral or written language, electronic messages, pictures, objects, gestures, or engaging in any physical act considered to be offensive, socially unacceptable, or not suitable for an educational setting. Included in this category are 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 the 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).
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- f. Code 85 **Sexual Misconduct**  
Engaging in a sex act or physical conduct of a sexual nature; the unlawful sexual intercourse, sexual contact or other unlawful behavior or conduct intended to result in sexual gratification without force or threat and where the victim is capable of giving consent.
- 684  
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- g. Code 86 **Possession of a Knife**  
The possession of any knife that may inflict harm on another person, or could be used to intimidate another person, including, but not limited to, fixed blade knives, folding knives,

688 switch blade knives, razor knives, box cutters. (**Note:** If a  
689 weapon is used during an incident, that incident should be  
690 coded including an appropriate corresponding weapons-related  
691 entry AND disciplinary action may increase substantially.)

692  
693 h. Code 87 **Possession of Other Potentially Dangerous Items**  
694 Any instrument or object, other than firearms, handguns, or  
695 knives, that could be deliberately used to inflict harm on another  
696 person, or could be used to intimidate any person. Included in  
697 this category are BB-guns and toy or replica guns represented  
698 as real guns. Also, included in this category are the possession  
699 or storage of items which are prohibited at school, including, but  
700 not limited to ammunition clips, bullets or cartridges, flammable  
701 liquids, combustible materials, matches, lighters, poisonous  
702 substances, mace, pepper spray, and any other items which  
703 may result in injury. (**Note:** If a weapon is used during an  
704 incident, that incident should be coded including an appropriate  
705 corresponding weapons-related entry AND disciplinary action  
706 may increase substantially.)

707  
708 ~~FS **Felony Suspension Act**~~  
709 ~~This incident code should be used for a student who has been~~  
710 ~~felony suspended per Florida Statute, and is assigned to an~~  
711 ~~alternative program until the student is adjudicated. If the~~  
712 ~~student is adjudicated guilty, the principal may recommend~~  
713 ~~expulsion.~~

714  
715 D. Level 4 - Criminal Incidents

716  
717 1. Code 89 **Threat of Violence, High Level**  
718 High level of threat is a threat that appears to pose an imminent  
719 and serious danger to the safety of others; the threat is direct,  
720 specific, and plausible; the threat suggests concrete steps have  
721 been taken toward carrying it out, for example, statements  
722 indicating that the threatener has acquired or practiced with a  
723 weapon or has had the victim under surveillance.

724  
725 2. Code 90 **Possession of a Firearm**  
726 Possession or sale of any firearm on school property, school  
727 sponsored transportation or during a school sponsored activity.  
728 A firearm is any weapon (including a starter gun) which will, is  
729 designed to, or may readily be converted to expel a projectile by  
730 the action of an explosive; the frame or receiver of any such  
731 weapon; any firearm muffler or firearm silencer; any destructive

732 device; or any machine gun. The term firearm does not include  
733 an antique firearm unless the antique firearm is used in the  
734 commission of a crime. (**Note:** Fla. Stat. § 790.001(6)). A  
735 destructive device is any bomb, grenade, mine, rocket, missile,  
736 pipe bomb, or similar device containing some type of explosive  
737 that is designed to explode and is capable of causing bodily  
738 harm or property damage (Fla. Stat. § 790.001(4)). (Note: If a  
739 weapon is used during an incident, that incident should be  
740 coded including an appropriate corresponding weapons-related  
741 entry.)  
742

743 **3. Code 91 Possession of a Handgun**  
744 **Possession or sale of a handgun on school property,**  
745 **school-sponsored transportation, or during a school-**  
746 **sponsored activity. (NOTE: If a handgun is used during**  
747 **an incident, that incident should be coded including an**  
748 **appropriate corresponding weapons-related entry.)**  
749

750 **3. 4. Code 92 Possession, Use, Sale, Storage, or Distribution of an**  
751 **Explosive Device (Not Firecrackers, Poppers)**

752 An explosive is any chemical compound or mixture that has the  
753 property of yielding readily to combustion or oxidation upon  
754 application of heat, flame, or shock, including but not limited to  
755 dynamite, nitroglycerin, trinitrotoluene, or ammonium nitrate  
756 when combined with other ingredients to form an explosive  
757 mixture, blasting caps, and detonators (Fla. Stat. §790.001(5)).  
758 **Note:** If an explosive device is used during an incident, that  
759 incident should be coded including an appropriate  
760 corresponding weapons-related entry.)  
761

762 **4. 5. Code 93 Sale, Possession With Intent to Sell or Distribute, or**  
763 **Distribution of Drugs, Imitation Drugs Represented as Drugs, or**  
764 **Prescription Medications**

765 To sell or distribute any mood-modifying substance and/or  
766 dangerous **substance listed in Chapter 893, Fla. Stat.,**  
767 **including, but not limited to marijuana, hallucinogens,**  
768 **inhalants, as well as any substance represented to be an illegal**  
769 **substance, such as "designer drugs." or caffeine pills, tablets,**  
770 **or caplets, or any substance which is represented to be any**  
771 **such substance while on school district property, school**  
772 **transportation, or at a school related function.**

773  
774 **5. 6. Code 94 Aggravated Battery**

775 Intentionally or knowingly causing great bodily harm, permanent  
776 disability, or permanent disfigurement or using a deadly weapon  
777 while committing a battery. A battery is the actual and  
778 intentional touching or striking of another person against his or  
779 her will or intentionally causing bodily harm to an individual (Fla.  
780 Stat. §§ 784.03 & 784.045).

781  
782 6. 7. Code 95 **Armed Robbery**

783 The taking of money or other property which may be the subject  
784 of larceny from the person or custody of another, with intent to  
785 either permanently or temporarily deprive the person or the  
786 owner of the money or other property, when in the course of the  
787 taking there is the use of force, violence, assault, or putting in  
788 fear; with the use of a firearm or other deadly weapon (Fla. Stat.  
789 § 812.13(1) & (2)(a)).

790  
791 7. 8. Code 96 **Battery or Aggravated Battery on a School Board**  
792 **Employee**

793 A battery or aggravated battery, as defined above, on any  
794 person that the student knows, or has reason to know, is an  
795 elected official or school district employee, whether it is  
796 committed on school property, on school sponsored  
797 transportation, during a school sponsored activity or while the  
798 elected official or employee is on official school business. (Fla.  
799 Stat. § ~~231.06~~ 230.23015).

800  
801 8. 9. Code 97 **Sexual Battery (Attempted or Actual Forcible Penetration)**

802 Forced oral, anal, or vaginal penetration by, or union with, the  
803 sexual organ of another or the anal or vaginal penetration of  
804 another by any other object. (Fla. Stat. § 794.011(1)(h)).

805  
806 9. 10. Code 98 **Kidnapping or Abduction**

807 Forcibly, secretly, or by threat, confining, abducting, or  
808 imprisoning another person against their will and without lawful  
809 authority.

810  
811 10. 11. Code 99 **Homicide - Murder**

812 The unlawful killing of a human being (Fla. Stat. § 782.04); and  
813 manslaughter - the killing of a human being by the act,  
814 procurement, or culpable negligence of another, without lawful  
815 justification (Fla. Stat. § 782.07).

816  
817 **E. Other Incident Codes**

818                    **1. FS      Felony Suspension Incident**  
819                    This incident code should be used for a student who has been  
820                    felony suspended per Fla. Stat. § 232.26(2) and SBER 6A-  
821                    1.0956, and is assigned to an alternative program until the  
822                    student is adjudicated. If the student is adjudicated guilty, the  
823                    principal may recommend expulsion.

824  
825                    **2. PI      Previous Incident**  
826                    This incident code is to be used ONLY when coding an action  
827                    in the current school year for an incident occurring in the  
828                    previous school year.

830  
831 III. Quick Glance Discipline Reform Action Codes

832  
833 A. Prevention Consequences

- 834  
835                    1. Code 01 Conference with Student/Warning  
836                    2. Code 02 Referred to School Guidance Counselor  
837                    3. Code 03 Referral for Mediation  
838                    4. Code 04 Behavior Contract or Plan  
839                    5. Code 05 Staffing (ESE/**CORE**/504/Other)  
840                    6. Code 06 Written Communication to Custodial Parent/Guardian (Other than a  
841                    Copy of the Referral)  
842                    7. Code 07 Daily/Weekly Report  
843                    8. Code 08 Schedule Change (Change of Regular Classes)  
844                    9. Code 09 Custodial Parent/Guardian Contact  
845                    10. Code 10 Custodial Parent/Guardian Conference with Administrator/  
846                    Teacher(s) at School  
847                    11. Code 11 Custodial Parent/Guardian Attends Class with Child  
848                    12. Code 12 Voluntary Restitution/Self-Designed Action(s)  
849                    **13. Code 13 Parent/Guardian Contact by a Language Facilitator**

850  
851 B. Early Intervention Consequences

- 852  
853                    1. Code 20 Silent Lunch/Lunch Detention  
854                    2. Code 21 School Service Work (During School Hours)  
855                    3. Code 22 Temporary Removal From the Classroom  
856                    4. Code 23 Loss of Privileges (During School Hours)  
857                    5. Code 24 Alternative Classroom Placement (Short-Term)  
858                    **6. Code 25 Referral to School CORE Team**

859  
860 C. Bus Related Consequences



- 861  
862 1. Code 30 Bus, Assigned Seat  
863 2. Code 31 Bus, Probation  
864 3. Code 32 Bus, Suspension  
865

866 D. Disciplinary Consequences

- 867  
868 1. Code 40 School Service Work (Before/After School/Non-School Day)  
869 2. Code 41 Detention (Regular/Traditional)  
870 3. Code 42 Detention (Extended)  
871 4. Code 43 Saturday School/Detention  
872 5. Code 44 Confiscation  
873 6. Code 45 Loss of Extra-Curricular Privileges  
874 7. Code 46 Restitution  
875 8. Code 47\* Tobacco/Alcohol/Drug Alternative  
876 9. Code 48\* Days Held in Abeyance  
877 10. Code 50 Student Misconduct, Alternative to Suspension Program  
878 ~~40-11.~~ Code 60 In-School Intervention Program  
879 ~~44-12.~~ Code 65 In-School Alternative to Suspension  
880 ~~42-13.~~ Code 81 Out of School Suspension, Short Term (One (1) to Two (2)  
881 Days)  
882 ~~43-14.~~ Code 83 Out of School Suspension, Short-Term (Three (3) to Five (5)  
883 Days)  
884 ~~44-15.~~ Code 86 Out of School Suspension, Long-Term (Six (6) to Ten (10) Days)  
885 16.88. Out of School Suspension for Days Held in Abeyance  
886 ~~45-17.~~ Code 90 Out of School Suspension, Mandatory Ten (10) Days  
887

888 E. District-Imposed Consequences

- 889  
890 1. Code 91 Long-Term Suspension (District Approved)  
891 2. Code 92 Assignment to Special Program/Alternative School/ Alternative  
892 Program (District-Placed)  
893 3. Code 95 Alternative Placement Pending Expulsion  
894 4. Code 96 Alternative Placement in Lieu of Expulsion  
895 ~~4-5.~~ Code 98 Honoring an Expulsion from Another District  
896 ~~5-6.~~ Code 99 Expulsion  
897 7. Code BA Baker Act  
898 8. Code FA Future Action  
899 9. Code FS Felony Suspension Action  
900 10. Code RF Refer to Courts or Juvenile Authorities  
901

902 F. Note: For all levels, any incident that is hate-related and/or gang-related should  
903 be coded in the appropriate "-related" category AND should be grounds to  
904 increase disciplinary actions.  
905

906 G. **PROGRESSIVE DISCIPLINE**

907 When deciding what disciplinary action should be taken, the principal/designee  
908 shall consider the student's age, exceptionality, previous conduct, probability of a  
909 recurring violation, intent, attitude, and severity of the offense and, whenever  
910 possible, shall impose disciplinary action in a progressive manner.  
911

912 **IV. Student Discipline Referral Action Definitions**

913  
914 A. **Prevention Consequences**

915  
916  
917 1. Code 01 **Conference with Student/Warning**  
918 Administrative conference with student and warning about stated  
919 incident.  
920

921 2. Code 02 **Referred to School Guidance Counselor**  
922 Counseling the student by the guidance counselor to assist the  
923 student in developing or utilizing the necessary skills to address the  
924 stated incident.  
925

926 3. Code 03 **Referral for Mediation**  
927 Referral to mediation (peer or adult) for stated incident.  
928

929 4. Code 04 **Behavior Contract or Plan**  
930 A written/verbal contract or plan for the student with stated goals,  
931 objectives, and outcomes for the student to develop the necessary  
932 skills to address the stated incident.  
933

934 5. Code 05 **Staffing (ESE/CORE/504/Other)**  
935 Student recommended to the necessary department/group for  
936 staffing and development of a course of action (interventions) for  
937 the student.  
938

939 6. Code 06 **Written Communication to Custodial Parent/Guardian (Other**  
940 **than a Copy of the Referral)**  
941 Letter, notes, and/or other written communication to custodial  
942 parent/guardian.  
943

944 7. Code 07 **Daily/Weekly Report**

945 A progress report and/or assignment sheet which gives the student  
946 and parent the opportunity to track the student's academic and  
947 behavioral progress in each of his/her classes for a specified period  
948 of time.  
949

950 8. Code 08 **Schedule Change (Change of Regular Classes)**

951 A permanent change in the student's regular class schedule.  
952

953 9. Code 09 **Custodial Parent/Guardian Contact**

954 Contacting custodial parent/ guardian either by telephone, in  
955 person, or by some other means to inform them of the stated  
956 incident.  
957

958 10. Code 10 **Custodial Parent/Guardian Conference with Administrator/  
959 Teacher(s) at School**

960 Administrative conference with a custodial parent/guardian of the  
961 student.  
962

963 11. Code 11 **Custodial Parent/Guardian Attends Class With Child**

964 Custodial parent/guardian shadows child and/or attends class with  
965 their child at school for an agreed upon time during the child's  
966 school day.  
967

968 12. Code 12 **Voluntary Restitution/Self-Designed Action(s)**

969 Student designs and implements a plan to correct errors made,  
970 apologizes, replace/repair property.

971 **13. Code 13 Parent/Guardian Contact by a Language Facilitator**  
972 **Contact by a language facilitator of a parent/guardian**  
973

974  
975 B. Early Intervention Consequences  
976

977 1. Code 20 **Silent Lunch/Lunch Detention**

978 A separate facility and/or seating arrangement for the student  
979 during a regularly scheduled lunch period. Additionally, the  
980 administrator may request some cafeteria clean-up assistance from  
981 the student such as sweeping, wiping tables, and/or assisting with  
982 other clean-up activities.  
983

984 2. Code 21 **School Service Work (During School Hours)**

985 Work assistance provided by the student to any staff member  
986 during school hours including, but not limited to, campus or hallway

987 clean-up. (Refer to **Code 40 School Service Work Before/After**  
988 **School/ Non-School Day** detail.)  
989

990 3. Code 22 **Temporary Removal From the Classroom**

991 The temporary removal of a student from the traditional learning  
992 environment to a separate, individual learning environment **for a**  
993 **short period of time (generally less than one hour).**  
994

995 4. Code 23 **Loss of Privileges (During School Hours)**

996 The loss of a privilege(s) during school hours such as assemblies,  
997 field trips, and incentive activities. (Note: If the activity is  
998 academically oriented, the student MUST be given an alternative  
999 assignment with an opportunity to receive the same information and  
1000 grade.)  
1001

1002 5. Code 24 **Alternative Classroom Placement (Short-Term)**

1003 The temporary removal of a student from their regular classroom to  
1004 an different CLASSROOM. The student will be given the  
1005 opportunity to complete their regular classwork in the alternative  
1006 setting.  
1007

1008 **6. Code 25 Referral to School CORE Team**

1009 **The referral to the school's CORE team for possible**  
1010 **interventions.**  
1011

1012 C. Bus Related Consequences

1013  
1014 1. Code 30 **Bus, Assigned Seat**

1015 The temporary or permanent assignment to a specified seat on the  
1016 school bus.  
1017

1018 2. Code 31 **Bus, Probation**

1019 An alternative to a Bus Suspension. A student placed on Bus  
1020 Probation will, very likely, be suspended from the school bus if  
1021 another bus violation occurs.  
1022

1023 3. Code 32 **Bus, Suspension**

1024 Suspension of bus riding privileges for a specified period of time.  
1025 (Consequences for violations of transportation policies, rules, or  
1026 standards of conduct are not limited to the suspension of bus riding  
1027 privileges. Other sanctions, up to and including out of school  
1028 suspension and expulsion may be imposed when warranted).  
1029  
1030

1031 D. Disciplinary Consequences

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1. Code 40 **School Service Work (Before/After School/Non-School Day)**  
The assignment of a student to work detail before or after school hours. Generally, this is used in lieu of a detention and the student is paired with a staff member to perform the duties as determined. (NOTE: Refer to **Code 21 School Service Work (During School Hours)** work detail.)
2. Code 41 **Detention (Regular/Traditional)**  
Required attendance for a monitored period of time (generally an hour after school) not during school hours.
3. Code 42 **Detention (Extended)**  
Required attendance for an extended monitored period of time before or after school hours.
4. Code 43 **Saturday School/Detention**  
Required attendance for a monitored period of time on a Saturday.
5. Code 44 **Confiscation**  
The confiscating of an item(s) not permitted on school grounds. Depending on the item(s), the item(s) could be turned over to law enforcement, held until parent/guardian came to retrieve it, or returned to the student after a specified period of time.
6. Code 45 **Loss of Extra-Curricular Privileges**  
The loss of an extra-curricular privilege such as attending events not during school hours, removal from an athletic team or club, and/or exclusion from a specified activity.
7. Code 46 **Restitution**  
Repayment for damages or loss.
8. Code 47 **Tobacco/Alcohol/Drug Alternative**  
A program designed to educate the student about tobacco, alcohol, and/or drugs and to deter future use. Generally, this is used as an alternative to an out of school suspension and/or to shorten the length of the suspension.
9. Code 48 **Days Held in Abeyance**

1072 Out-of-school suspension days issued, but not enforced if an  
1073 alternative plan is completed. *Examples:* Tobacco, alcohol, or drug  
1074 education classes.  
1075

1076 **10. Code 50 Student Misconduct, Alternative to Suspension Program**

1077 **A program designated to educate the student about anger**  
1078 **management and to deter future student misconduct.**  
1079 **Generally, this is used as an alternative to an out-of-school**  
1080 **suspension and to reduce the number of days of a student**  
1081 **suspension.**  
1082

1083 10. **11.** Code 60 **In-School Intervention Program**

1084 A school-designed program or class that requires the student to  
1085 rehabilitate their misbehavior through any of the following:  
1086 counseling services, conflict resolution, skill building, social and/or  
1087 emotional skill building, etc. The on-campus program should be one  
1088 (1) to five (5) days in length.  
1089

1090 11. **12.** Code 65 **In-School Alternative to Suspension**

1091 An alternative to an out-of-school suspension that prevents a  
1092 student from attending all or some classes. During the period of an  
1093 alternative to suspension, the student is assigned to a  
1094 self-contained alternative classroom.  
1095

1096 12. **13.** Code 81 **Out of School Suspension, Short-Term (One (1) to Two (2)**  
1097 **Days)**

1098 The temporary removal of a student from school for a period of one  
1099 (1) to two (2) days. During the out-of-school suspension, the  
1100 student is prohibited from attendance at school or any  
1101 school-related functions. **Note:** Fla. Stat. § 232.26(1) establishes  
1102 that no secondary or elementary school student may be suspended  
1103 out of school for unexcused tardies, lateness, absence, or truancy.  
1104

1105 13. **14.** Code 83 **Out of School Suspension, Short-Term (Three (3) to Five (5)**  
1106 **Days)**

1107 The temporary removal of a student from school for a period of ~~one~~  
1108 ~~(4)~~ **three (3)** to five (5) days. During the out of school suspension,  
1109 the student is prohibited from attendance at school or any  
1110 school-related functions. **Note:** Fla. Stat. § 232.26(1) establishes  
1111 that no secondary or elementary school student may be suspended  
1112 out of school for unexcused tardies, lateness, absence, or truancy.  
1113

1114 14. Code 86 **Out of School Suspension, Long-Term (Six (6) to Ten (10)**  
1115 **Days)**

1116 The temporary removal of a student from school for a period of six  
1117 (6) to ten (10) days. During the out of school suspension, the  
1118 student is prohibited from attendance at school or any  
1119 school-related functions. **Note:** Fla. Stat. § 232.26(1) establishes  
1120 that no secondary or elementary school student may be suspended  
1121 out of school for unexcused tardies, lateness, absence, or truancy.  
1122

1123 **15. Code 88 Out of School Suspension for Days Held in Abeyance**

1124 **An out-of-school suspension code specifically designated to**  
1125 **address additional suspension days due to non-completion of**  
1126 **an Alternative to Suspension program. This out-of-school**  
1127 **suspension is a temporary removal of a student from school for**  
1128 **a period of days equal to the days held in abeyance for the**  
1129 **particular event. During the out-of-school suspension, the**  
1130 **student is prohibited from attendance at school or any school-**  
1131 **related functions. Note: Fla. Stat. § 232.26(1) establishes that**  
1132 **no secondary or elementary school student may be suspended**  
1133 **out of school for unexcused tardiness, lateness, absence, or**  
1134 **truancy.**  
1135

1136 **45-16. Code 90 Out of School Suspension, Mandatory Ten (10) Days**

1137 The temporary removal of a student from school for a mandatory  
1138 period of ten (10) days. During the out of school suspension, the  
1139 student is prohibited from attendance at school or any  
1140 school-related functions. **Note:** Fla. Stat. § 232.26(1) establishes  
1141 that no secondary or elementary school student may be suspended  
1142 out of school for unexcused tardies, lateness, absence, or truancy.  
1143

1144 E. District Imposed Consequences  
1145

1146 1. Code 91 **Long-Term Suspension (District Approved and Entered)**

1147 Fla. Stat. § 230.33 permits the superintendent to extend a  
1148 suspension beyond ten (10) school days if the student is being  
1149 recommended for expulsion.  
1150

1151 2. Code 92 **Assignment to Special Program/Alternative School/ Alternative**  
1152 **Program (District-Placed)**

1153 The assignment by the district to an alternative school for a  
1154 specified period of time. (**Note:** The number of days must be  
1155 specified in the duration code.)  
1156

1157 3. Code 95 **Alternative Placement Pending Expulsion**

1158 The assignment by the district to an alternative school  
1159 pending an expulsion. (NOTE: This is likely a change of  
1160 placement rather than a number of days.)  
1161

1162 4. Code 96 Alternative Placement in Lieu of Expulsion

1163 The assignment by the district to an alternative school in lieu of an  
1164 expulsion. (**Note:** This is likely a change of placement rather than a  
1165 number of days.)  
1166

1167 4.5. Code 98 Honoring an Expulsion from another District

1168 Process by which a student who is pending expulsion, has been  
1169 expelled, or has withdrawn in lieu of expulsion from another school  
1170 district or private school is reviewed prior to attending school in  
1171 Palm Beach County School District.  
1172

1173 5.6. Code 99 Expulsion

1174 The removal of the right and obligation of a student to attend public  
1175 school for a specified period of time. An expulsion may be imposed  
1176 for a period up to, but not to exceed the current school year, the  
1177 following school year, and the intervening summer school.  
1178

1179 6.7. Code FS Felony Suspension Action

1180 Action code when a principal determines to felony suspend a  
1181 student pending adjudication.  
1182

1183 8. Code BA Baker Act

1184 9. Code FA Future Action

1185  
1186 10. Code RF Refer to Courts or Juvenile Authorities.  
1187

1188 STATUTORY AUTHORITY: §§ 230.22(2); 230.23(6); 230.23(22); 230.23005(1),  
1189 Fla. Stat.

1190 LAWS IMPLEMENTED: §§ 230.23(6); 230.23005(1); 230.23015; 232.25(3);  
1191 232.26. Fla. Stat.

1192 HISTORY: 05/16/01; \_\_\_/\_\_\_/\_\_\_



**ELEMENTARY QUICK GLANCE Discipline Referral ACTION Codes****PREVENTION CONSEQUENCES**

- 01 Conference with Student/Warning
- 02 Referred to School Guidance Counselor
- 03 Referred for Mediation
- 04 Behavior Contract or Plan
- 05 Staffing (ESE/CORE/504/Other)
- 06 Written Communication to Custodial Parent/Guardian (Other Than a Copy of the Referral)
- 07 Daily/Weekly Report
- 08 Schedule Change (Change of Regular Classes)
- 09 Custodial Parent/Guardian Contact
- 10 Custodial Parent/Guardian Conference With Administrator/ Teacher(s) at School
- 11 Custodial Parent/Guardian Attends Class with Child
- 12 Voluntary Restitution/Self-Designed Action(s)
- 13 Parent/Guardian Contact by a Language Facilitator

**EARLY INTERVENTION CONSEQUENCES**

- 20 Silent Lunch/Lunch Detention
- 21 School Service Work (During School Hours)
- 22 Temporary Removal from Classroom
- 23 Loss of Privileges (During School Hours)
- 24 Temporary Classroom Change (Short-Term)
- 25 Referral to School CORE Team

**BUS-RELATED CONSEQUENCES**

- 30 Bus, Assigned Seat
- 31 Bus, Probation
- 32 Bus, Suspension

**DISCIPLINARY CONSEQUENCES**

- 40 School Service Work (Before/After
- 41 Detention (Regular/Traditional)
- 42 Detention (Extended or Multiple)
- 43 Saturday School/Detention
- 44 Confiscation
- 45 Loss of Extra-Curricular Privileges
- 46 Restitution
- 47 Tobacco/Alcohol/Drug Alternative
- 48 Days Held in Abeyance
- 50 Student Misconduct, Alternative to Suspension Program
- 60 In-School Intervention Program
- 65 In-School Alternative to Suspension
- 81 Out of School Suspension, Short-Term (1-2 days)
- 83 Out of School Suspension, Short-Term (3-5 days)
- 86 Out of School Suspension, Long-Term (6-10 days)
- 88 Out of School Suspension for Days Held in Abeyance
- 90 Out of School Suspension, Mandatory 10 Days

**DISTRICT-IMPOSED CONSEQUENCES**

- 91 Long-Term Suspension (District Approved)
- 92 Assignment to Special Program/Alternative School/ Alternative Program (District-Placed)
- 95 Alternative Placement **Pending Expulsion**
- 96 **Alternative Placement in Lieu of Expulsion**
- 98 Honoring an Expulsion From Another District
- 99 Expulsion

**OTHER ACTION CODES**

- FS Felony Suspension
- BA Baker Act
- FA Future Action
- RF Refer to Courts or Juvenile Authorities

1<sup>st</sup> Offense Drug or Alcohol (Codes 71-75 ONLY): Students may be given an opportunity to attend a district-approved alternative elementary program **in addition to the mandatory 5-day Out-of-School Suspension, and mandatory counseling materials or parent conference.**

Repeated Drug or Alcohol Violation: REQUIRE a 10-day out-of-school suspension AND Recommendation for Expulsion

1<sup>st</sup> Offense Tobacco Violation — Students may be given an opportunity to attend a district-approved alternative elementary program. **REQUIRE a mandatory 1-day Out-of-School Suspension, and mandatory counseling materials or parent conference.**

2<sup>nd</sup> Offense Tobacco Violation – Students may be given an opportunity to attend a district-approved second alternative elementary program. **REQUIRE a mandatory 3-day Out-of-School Suspension and mandatory in-school intervention.**

3<sup>rd</sup> Offense Tobacco Violation - Students may be given an opportunity to attend a district-approved third alternative elementary program **in addition to the mandatory 5-day Out-of-School Suspension.**

Repeated Tobacco Violations REQUIRE a 10-day out-of-school suspension.

**NOTE:** For ALL levels, any incident that is *Hate-related* and/or *Gang-related* should be coded in the appropriate "*-related*" category AND should be grounds to increase disciplinary actions.

**PROGRESSIVE DISCIPLINE:** When deciding what disciplinary action should be taken, the principal/designee shall consider the following and, whenever possible, shall impose disciplinary action in a progressive manner:

- √ Age
- √ Exceptionality
- √ Previous Conduct
- √ Intent
- √ Attitude
- √ Severity of the Offense
- √ Probability of a Recurring Violation

**QUICK GLANCE Discipline Referral INCIDENT Codes - Elementary**

<u>LEVEL 1</u>	<u>LEVEL 3</u>
<b>Code</b>	<b>Code</b>
<b>ATTENDANCE INCIDENTS</b>	<b>CRIMES AGAINST PERSONS INCIDENTS</b>
01 Tardiness, Habitual	<b>50</b> Fighting
02 Truancy/Unexplained Absence	<b>51</b> Verbal Assault on a Student! Person (Non-SBE)
03 Out of Assigned Area	<b>52</b> Verbal Assault on a School Board Employee
04 Leaving School Grounds Without Permission	<b>53</b> Physical Battery on a Student/Person
<b>RULES VIOLATIONS INCIDENTS</b>	<b>54</b> To Attempt a Criminal Act Against a Person
07 Dress Code Violations	<b>55</b> Extortion/Blackmail/Coercion
08 Public Display of Affection	<b>56</b> Robbery
09 Cheating	<b>57</b> <u>Physical Aggression on School Board Employee</u>
10 Failure To Comply With Class/School Rules	<b>PROPERTY INCIDENTS</b>
11 Disobeying Rules on the School Bus	<b>60</b> Stealing More Than \$50
<b>DISRUPTIVE INCIDENTS</b>	<b>61</b> Vandalism More Than \$100
14 Disruptive Play	<b>62</b> Breaking & Entering/Burglary
15 Disruptive Behavior	<b>63</b> Computer Misuse
16 Disrespectful Language	<b>64</b> Reckless Vehicle Use
17 Bullying/Harassment	<b>65</b> Motor Vehicle Theft
18 Confrontation	<b>66</b> Arson
19 Lying/Misrepresentation	<b>67</b> <u>Counterfeit / Misrepresented Document / Other Major Incident</u>
20 Articles Disruptive to School	<b>ALCOHOL AND DRUGS INCIDENTS</b>
21 Prohibited Items, Non-Criminal	<b>70</b> Tobacco Products (Possession/Use)
22 Unauthorized Sale/Distribution of Materials	<b>71</b> Prescription Medications (Unauthorized Possession/Misuse)
23 Inappropriate Activity	<b>72</b> Intoxicants (Use)
<b>LEVEL 2</b>	<b>73</b> Alcohol/Intoxicating Beverages (Possession/Use/ Manufacture/Sale/ Storage/Distribution)
<b>DISRUPTIVE/PHYSICAU VERBAL INCIDENTS</b>	<b>74</b> Drug Paraphernalia (Possession/Use/Sale/Storage/ Distribution )
25 Bus Disruption	<b>75</b> Drugs/Imitation Drugs (Possession/Use /Storage)
26 Disobedience/Insubordination	<b>DISORDERLY CONDUCT/WEAPONS INCIDENTS</b>
27 Profane/Obscene Language	<b>80</b> Disruption of a School/Disorderly Conduct
28 Threat (Non-Criminal)	<b>81</b> Trespassing
29 Physical Aggression (Not Involving Law Enforcement)	<b>82</b> False Fire Alarm/911 Call
30 Repetitive Disruptive Behaviors	<b>83</b> Bomb Threat
31 Repetitive Disobedience(Open Defiance/ Insubordination)	<b>84</b> Inappropriate, Lewd, or Obscene Act
32 Repetitive Bullying, Harassing, Intimidating, or Threatening Behaviors	<b>85</b> Sexual Misconduct
33 Hazing	<b>86</b> Knife (Possession)
<b>PROPERTY INCIDENTS</b>	<b>87</b> Other Potentially Dangerous Items (Possession)
35 Abuse of School Property/Minor Vandalism Less Than \$100	<b>LEVEL 4 - CRIMINAL INCIDENTS</b>
36 Petty Theft/Stealing Less Than \$50	<b>89</b> Threat of Violence, High Level
<b>RULES VIOLATIONS INCIDENTS AND OTHER SERIOUS INCIDENTS</b>	<b>90</b> Firearm (Possession)
39 Unserved Detention (Regular)	<b>91</b> <u>Possession of a Handgun</u>
40 Unserved Detention (Extended/Multiple)	<b>92</b> Explosive Device (Possession/Use/Sale/Storage/ Distribution)
41 Unserved Detention (Saturday)	<b>93</b> Drugs/Imitation Drugs/Prescription Medications (Sale/Intent to Sell/Distribution)
42 Firecrackers/Poppers	<b>94</b> Aggravated Battery
43 Forgery of a Document or Signature	<b>95</b> Armed Robbery
<b>44</b> Gambling	<b>96</b> Battery/Aggravated Battery on SBE
<b>45</b> Sexual Harassment	<b>97</b> Sexual Battery
46 Menacing Statements	<b>98</b> Kidnapping/Abduction
47 Severe/Repetitive Inappropriate Activity	<b>99</b> Homicide
	<b>OTHER INCIDENT CODES</b>
	<u>ES</u> Felony Suspension Incident <u>PI</u> Previous Incident

A) \* For ALL levels, any incident that *is hate-related* and/or *gang-related* should be coded in the appropriate *"-related"* category AND should be grounds to increase disciplinary actions.

B) All bold face numbers indicate reportable to FDOE.

**MATRIX/INCIDENTS AND ACTIONS ELEMENTARY SCHOOLS (EXCEPT AS NOTED FOR IDEA/504)**

**School District of Palm Beach County**

*Action Codes 06, 13, & 88 are omitted on purpose: see Executive Summary*

	INCIDENTS	PC	EC	BC	25	32	40	41	42	43	44	45	46	47	48	50	60	65	81	83	86	90	FS	DI	EX	RL
01	Tardiness, Habitual	X	A		A			A	A			A					A	A								
02	Truancy/Unexplained Absence	X	A		A			A	A			A					A	A								
03	Out of Assigned Area	X	A					A	A			A					A	A								
04	Leaving School Grounds w/o Permission	X	A					A	A			A					A	A	A							
07	Dress Code Violation	X	A					A	A			A					A	A								
08	Public Display of Affection	X	A					A	A			A					A	A								
09	Cheating	X	A		A			A	A			A					A	A								
10	Failure to Comply With Rules	X	A				A	A	A			A					A	A								
11	Disobeying Rules on Bus	X	A	A		A	A	A	A			A					A	A								
14	Disruptive Play	X	A				A	A	A			A					A	A								
15	Disruptive Behavior	X	A		A		A	A	A			A					A	A								
16	Disrespectful Language	X	A		A		A	A	A			A					A	A								
17	Bullying/Harassment	X	A		M		A	A	A			A					A	A	A							
18	Confrontation	X	A		A		A	A	A			A					A	A								
19	Lying/Misrepresentation	X	A				A	A	A			A					A	A								
20	Articles Disruptive to School	X	A				A	A	A		M	A					A	A								
21	Prohibited Items (Non-Criminal)	X	A				A	A	A		M	A					A	A								
22	Unauthorized Materials (Non-Criminal)	X	A				A	A	A		M	A					A	A								
23	Inappropriate Activity	X	A		A		A	A	A			A					A	A								
25	Bus Disruption	X	A	A		A	A	A	A			A					A	A								
26	Disobedience/Insubordination	X	A		A		A	A	A			A					A	A								
27	Profane/Obscene Language	X	A		A		A	A	A			A					A	A								
28	Threat (Non-Criminal)	X	A		M		A	A	A			A					A	A								
29	Physical Aggression	A	X		M		A	A	A								A	A	A	A						A
30	Rep. Disruptive Behaviors	A	X		M		A	A	A								A	A	A	A						
31	Rep. Disobedience/Defiance/Insubordination	A	X		M		A	A	A								A	A	A	A						
32	Rep. Bullying/Harassment/Intimidating/Threat	A	X		M		A	A	A								A	A	A	A					A	A
33	Hazing	A	X		M		A	A	A								A	A	A							A
35	Abuse Property/Minor Vandalism	X	A		M		A	A	A			A			A		A	A	A	A						
36	Petty Theft/Stealing Less Than \$50	X	A		M			A	A		M	A	A		A		A	A	A	A						A
39	Unserved Detention (Regular)	A			A		A		X																	
40	Unserved Detention (Extended/Multiple)	A			A		A										X	A	A	A						
41	Unserved Saturday Detention/School																									
42	Firecrackers/Poppers	X	A		M		A	A	A		M	A					A	A	A	A						A
43	Forgery of a Document/Signature	X			M		A	A	A			A					A	A	A	A						A
44	Gambling	X			M		A	A	A			A					A	A	A	A						A
45	Sexual Harassment	X			M			A	A			A					A	A	A	A	A				A	A
46	Menacing Statements (Non-Criminal)	A	X		M		A	A	A			A					A	A	A	A	A					A
47	Severe/Rep Inappropriate Activity	A	X		M		A	A	A			A					A	A	A	A	A	A				A
		PC	EC	BC	25	32	40	41	42	43	44	45	46	47	48	50	60	65	81	83	86	90	FS	DI	EX	RL

(M) Mandatory Action (X) Minimum Mandatory Action (A) Additional Actions. The Matrix provides MINIMUM MANDATORY Actions for each incident. More severe consequences may be imposed at the discretion of the administrator.

	INCIDENTS	PC	EC	BC	25	32	40	41	42	43	44	45	46	47	48	50	60	65	81	83	86	90	DI	EX	FS	RL
50	Fighting	A	A		M		A	A	A			A					A	A	X	A	A	A	A	A		A
51	Verbal Assault to Student/Person	A	A		M		A	A	A			A					A	A	X	A	A	A	A	A		M
52	Verbal Assault on S. Board Employee	A	A		M		A	A	A			A					A	A		X	A	A	A	A		M
53	Physical Battery to Student/Person	A	A		M		A	A	A			A					A	A		X	A	A	A	A		M
54	To Attempt Criminal Act Against a Person	A	A		M		A	A	A			A					A	A		X	A	A	A	A		M
55	Extortion/Blackmail/Coercion	A	A		M		A	A	A			A					A	A	X	A	A	A	A	A		M
56	Robbery	A	A		M		A	A	A			A					A	A	X	A	A	A	A	A		M
57	<b>Physical Aggression on S.B. Employee</b>	<b>A</b>	<b>A</b>		<b>M</b>		<b>A</b>	<b>A</b>	<b>A</b>			<b>A</b>					<b>A</b>	<b>A</b>		<b>X</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>M</b>
60	Stealing More Than \$50	A			M							A	A		A				X	A	A	A	A	A		M
61	Vandalism More Than \$100	A			M							A	A		A				X	A	A	A	A	A		M
62	Breaking and Entering/Burglary	A			M							A	A		A				X	A	A	A	A	A		M
63	Computer Misuse	A			M							A	A		A				X	A	A	A	A	A		A
64	Reckless Vehicle Use																									
65	Motor Vehicle Theft																									
66	Arson	A			M																	M	A	M		M
67	<b>Counterfeit/Misrepresented Document/Other Major Incident</b>	<b>A</b>	<b>A</b>		<b>M</b>		<b>A</b>	<b>A</b>	<b>A</b>			<b>A</b>					<b>A</b>	<b>A</b>		<b>X</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>M</b>
70	Tobacco Products (Possession/Use)	A			M						M	A		M*	M*		A	A	AM*	A	A	M	A	A		A
71	Prescription Medication (Possession/Misuse)	A			M						M			M*	M*					M*			A	A		M
72	Intoxicants (Possession/Use)	A			M						M			M*	M*					M*			A	A		M
73	Alcohol (Possession/Use)	A			M						M			M*	M*					M*			A	A		M
74	Drug Paraphernalia (Possession/Use)	A			M						M			M*	M*					M*			A	A		M
75	Drugs/Imitation Drugs (Possession/Use)	A			M						M			M*	M*					M*			A	A		M
80	Disruption of School/Disorderly Conduct	A			M														X	A	A	A	A	A		M
81	Trespassing	A			M														X	A	A	A	A			M
82	False Fire Alarm/911 Call	A			M															X	A	A	A	A	A	M
83	Bomb Threat	A			M																	M	A	M		M
84	Inappropriate, Lewd, or Obscene Act	A			M														X	A	A	A	A	A	A	M
85	Sexual Misconduct	A			M														X	A	A	A	A	A	A	M
86	Knife (Possession)	A			M						M								X	A	A	A	A	A		M
87	Other Potentially Dangerous Items (Possession)	A			M						M								X	A	A	A	A	A		M
89	<b>Felony Suspension</b>																						<b>A</b>	<b>A</b>	<b>M</b>	
9089	Threat of Violence (High-Level)	A			A						M											M	A	M		M
9190	<b>Possession of a Firearm</b>	A			A						M											M	A	M		M
91	Possession of a Firearm Handgun	A			A						M											M	A	M		M
92	Explosive Device	A			A						M											M	A	M		M
93	Drugs/Imitation/Prescription (Sale/Distribution)	A			A						M											M	A	M		M
94	Aggravated Battery	A			A																	M	A	M		M
95	Armed Robbery	A			A																	M	A	M		M
96	Battery/Aggravated Battery on SBE	A			A																	M	A	M		M
97	Sexual Battery	A			A																	M	A	M		M
98	Kidnapping/Abduction	A			A																	M	A	M		M
99	Homicide	A			A																	M	A	M		M
		PC	EC	BC	25	32	40	41	42	43	44	45	46	47	48	50	60	65	81	83	86	90	DI	EX	FS	RL

(M) Mandatory Action (X) Minimum Mandatory Action (A) Additional Actions. The Matrix provides MINIMUM Mandatory Actions for each incident. More severe consequences may be imposed at the discretion of the administrator.

**M\* Drug or Alcohol Violation**

1st Offense (Codes 71-75 ONLY): Students may be given an opportunity to attend a District-approved alternative elementary program **in addition to the mandatory 5-day Out-of-School Suspension, and mandatory counseling materials or a parent conference.**

Repeated: **REQUIRE a 10-day** Out-of-School Suspension and Recommendation for Expulsion.

**Tobacco Violation**

1st Offense – Students may be given an opportunity to attend a district-approved alternative elementary program. **REQUIRE a mandatory 1-day Out-of-School Suspension, and mandatory counseling materials or a parent conference.**

2nd Offense – Students may be given an opportunity to attend a district-approved 2nd alternative elementary program. **REQUIRE a mandatory 3-day Out-of-School Suspension, and mandatory counseling materials or a parent conference.**

3rd Offense - Students may be given an opportunity to attend a district-approved 3rd alternative elementary **program in addition to the mandatory 5-day Out-of-School Suspension.**

Repeated REQUIRE a 10-day Out-of-School Suspension.

**DIRECTIONS:** When a student has committed an infraction, the misbehavior is to be classified according to the definition(s) that best describes the event. The minimum actions(s) that must be taken by Administrators/Disciplinarians are outlined in the Matrix of Incidents and Actions. (NOTE: If a school does not provide one of the prescribed minimum actions, then the next most appropriate action should be taken.) To identify the most appropriate action(s), locate the cells found at the intersection of the incident (rows) and the Action codes (columns). The Action codes correspond with the consequences listed in the box below. The Matrix provides MINIMUM Mandatory Actions for each incident. More severe consequences may be imposed at the discretion of the administrator.

**PC** Prevention Consequences

**EC** Early Intervention Consequences

**BC** Bus Consequences

**25** CORE Team Referral

**32** Bus Suspension

**40** School Service Work

**41** Detention (Regular)

**42** Detention (Extended)

**43** Detention (Saturday)

**44** Confiscation

**45** Loss of Extra-Curricular Privileges

**47\*** Tobacco/Alcohol/Drug Alternative

**48\*** Days Held in Abeyance

**50** Student Misconduct Alternative Program

**60** In-School Intervention Program

**65** In-School Alternative to Suspension

**81** Out-of-School Suspension, 1-2 Days

**83** Out-of-School Suspension, 3-5 Days

**86** Out-of-School Suspension, 6-10 Days

**90** Out-of-School Suspension, Mandatory 10 days

**DI** Other District-Imposed Actions

**EX** Recommendation for Expulsion

**FS** Felony Suspension

**RL** Reported to Law Enforcement

Legal Signoff

The Legal Department has reviewed proposed Policy 5.1812 and finds it legally sufficient for development by the Board.

\_\_\_\_\_  
Attorney

\_\_\_\_\_  
Date