

**POLICY 5.1812**

- 5-A** 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**

**CONSENT ITEM**

- On September 30, the Board was ready to approve this Policy, except for the desire to research one issue: Do the principals want to retain the statement at the foot of the matrix that "*the Matrix provides MINIMUM Mandatory Actions for each incident. More severe consequences may be imposed at the discretion of the administrator*"? It is reported that representatives of the school administrators recently expressed overwhelming approval to maintain that statement. Dave Benson, who trains school administrators on using the matrix, plans to be available to explain the meaning of the statement at the Policy meeting on December 2.
  - Based on the Board's discussion at the Aug. 21st regular Board meeting, this version proposes to allow *possession of cellular phones*, while continuing the prohibition on their *use*. See lines 280-293. (Both use and *possession* of pagers/beepers must remain prohibited, per state law.)
  - 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.
  - This Policy is intended to coordinate with proposed new Policy 5.1814, "Most Severe Consequences for Violent Acts."
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- **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 August 21, Code 21, Level 1, "Articles Disruptive to School" may be revised to allow possession, but not use, of cell phones. (Lines 280-293.) Accordingly, in Code 21 "Prohibited Items, Non-Criminal," cell phones would be removed from the list of prohibited items. However, pages/beepers remain prohibited by state law.

Note: If students possess a cellular phone, it should be turned off and kept inside a book bag, purse, or similar container, and it may not be used (and may not be allowed to emit any ringtone or other noise) on school grounds or during any school-sponsored program or activity, including school transportation.

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, the length of expulsions is better regulated in a separate Policy (5.1814) that is being proposed on that subject under the title "Most Severe 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 "Most Severe 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 514-21.)

*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 580-89)  
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 749-54)  
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 297-303)  
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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56  
57 **III. Quick Glance Discipline Referral Incident Codes**

58  
59 **A. Level 1**

- 60  
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  
73  
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

86

87

88

B. Level 2

89

90

1. Disruptive/Physical/Verbal Incidents

91

a. Code 25 Bus Disruption

92

b. Code 26 Disobedience/ Insubordination

93

c. Code 27 Profane/Obscene Language

94

d. Code 28 Threat, Non-Criminal

95

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

96

f. Code 30 Repetitive Disruptive Behaviors

97

g. Code 31 Repetitive Disobedience/Open Defiance/ Insubordination

98

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

99

Behaviors

100

i. Code 33 Hazing

101

2. Property Incidents

102

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

103

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

104

105

3. Rules Violations Incidents and Other Serious Incidents

106

a. Code 39 Unserved Detention (Regular)

107

b. Code 40 Unserved Detention (Extended/Multiple)

108

c. Code 41 Unserved Detention (Saturday)

109

d. Code 42 Firecrackers/Poppers

110

e. Code 43 Forgery of a Document or Signature

111

f. Code 44 Gambling

112

g. Code 45 Sexual Harassment

113

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

114

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

115

**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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123

1. Crimes Against Persons Incidents

124

a. Code 50 Fighting

125

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

126

127

c. Code 52 Verbal Assault on a School Board Employee

128

128

- 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 88 Felony Suspension Act~~  
169  
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  
184

185 E. Other Incident Codes

- 186  
187 • **Code FS Felony Suspension Incident**  
188 • **Code PI Previous Incident**  
189  
190  
191 • Student Discipline Referral Incident Definitions  
192  
193 • Level 1  
194  
195 • Attendance Incidents  
196  
197 • Code 01 **Tardiness, Habitual**  
198 A consistent failure to be in a place of instruction at the  
199 assigned time  
200  
201 • 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.  
205  
206 • Code 03 **Out of Assigned Area**  
207 Out of assigned area without permission and/or in a restricted  
208 access area without permission.  
209  
210 • Code 04 **Leaving School Grounds Without Permission**  
211 Unauthorized leaving of the school grounds  
212  
213



- 255  
256 • Code 16                   **Disrespectful Language**  
257                   Written or verbal remarks or gestures that show a lack of  
258                   respect, rudeness, or are inappropriate. The use of words or  
259                   acts which demean, degrade, antagonize, or humiliate a person  
260                   or group of persons.
- 261  
262 • Code 17                   **Bullying/Harassment**  
263                   A person who uses power (physical, verbal, written, or  
264                   psychological) for any reason in a willful manner with the intent  
265                   of hurting or humiliating another individual for any reason  
266                   including but not limited to age, gender, race, nationality,  
267                   ethnicity, religion or sexual orientation.
- 268  
269 • Code 18                   **Confrontation**  
270                   A verbal confrontation, or the encouraging or inciting of a  
271                   confrontation that has the propensity to escalate into a fight.
- 272  
273 • Code 19                   **Lying/Misrepresentation**  
274                   Intentionally providing false or misleading information to, or  
275                   withholding valid information from, a school staff member.
- 276  
277 • Code 20                   **Articles Disruptive to School**  
278                   To possess, display or use anything that is disruptive to the  
279                   general peace and welfare to a school center, school bus, or a  
280                   school sponsored activity. (Note: If students possess a cellular  
281                   phone, it should be turned off and kept inside a book bag,  
282                   purse, or similar container, and it may not be used (and may not  
283                   be allowed to emit any ringtone or other noise) on school  
284                   grounds or during any school-sponsored program or activity,  
285                   including school transportation.) (Refer to **Level 3 and Level 4**  
286                   for weapons, drugs, alcohol, tobacco, obscene materials or  
287                   other articles which may require law enforcement intervention.)  
288
- 289 • Code 21                   **Prohibited items, Non-Criminal**  
290                   Possession and/or use of items or contraband designated by  
291                   the school as inappropriate materials such as portable paging  
292                   devices, beepers, ~~portable cellular telephones,~~ portable  
293                   cassette or CD players, electronic games, roller blades,  
294                   skateboards, magic cards, lighters, hats, etc. AND any other  
295                   items that cause distraction or damage to persons or property  
296                   or otherwise interfere with the learning process. Or

297 unauthorized possession or use of one's own prescription  
298 medication or over-the-counter mild pain medication  
299 including but not limited to items such as aspirin, Advil,  
300 Aleve, Midol, NoDoze, or herbal supplements, without  
301 parental approval AND school notification pursuant to  
302 Policy 5.321. (Refer to **Level 3 and Level 4** for weapons,  
303 drugs, alcohol, tobacco, obscene materials or other articles  
304 which may require law enforcement intervention.)  
305

306 Code 22 **Unauthorized Sale/Distribution of Materials (Non-Criminal)**

307 Unauthorized selling or distributing of materials; example:  
308 candy (**Note:** Items that are illegal or inappropriate, such as  
309 drugs, weapons, pornography, etc., should be coded in a **Level**  
310 **3 Category**.)

311

- 312 • Code 23 **Inappropriate Activity**

313 Any activity that cannot be added in another **Level 1** incident  
314 that is disruptive and tends to interfere with the process of  
315 teaching and learning.  
316

- 317 • Level 2

- 318
- 319 • Disruptive/Physical/Verbal Incidents

- 320
- 321 • Code 25 **Bus Disruption**

322 Behavior that disrupts and/or distracts the driver from safely  
323 operating the school bus.

- 324
- 325 • Code 26 **Disobedient/Insubordination**

326 Failure to obey a reasonable instruction or request by a staff  
327 member.  
328

- 329
- 330 • Code 27 **Profane/Obscene Language (Use of Abusive**  
331 **Language, Obscene Gestures)**

332 Abusive, profane, obscene, or vulgar language (verbal, written  
333 or gestures) or conduct in the presence of another person.  
334

- 335 • Code 28 **Threat, Non-Criminal**

336 A statement which does not meet the criteria of a criminal  
337 assault. A low level threat that poses a minimal risk to the victim  
338 and public safety. The threat is vague and indirect; the  
339 information contained within the threat is inconsistent,

340 implausible or lacks detail; the threat lacks realism; and the  
341 content of the threat suggests the person is unlikely to carry it  
342 out. (Refer to Code 47 - **Menacing Statement**; Codes 51 and  
343 52, **Verbal Assault**, and Code 89 **Threat of Violence, High**  
344 **Level** for more serious threats)

345  
346 • Code 29 **Physical Aggression (Not Involving Law Enforcement)**  
347 The intentional physical aggression of one party against  
348 another person such as pushing, pulling, punching, or striking.  
349 Generally, the physical act does not result in bodily harm and  
350 does not require the intervention of a law enforcement officer.  
351 (Note: If a physically aggressive act results in serious bodily  
352 injury and/or requires the intervention of law enforcement, then  
353 the incident should be coded as a **Battery**.)  
354

355 • Code 30 **Repetitive Disruptive Behaviors**  
356 Repeated referrals for Level 1 disruptive behaviors including  
357 disruptive play, disrespectful language, and any other repetitive  
358 behaviors that create a disruptive learning environment.  
359

360 • Code 31 **Repetitive Disobedience/Open Defiance/Insubordination**  
361 Repeated referrals for disobedience, defiance and  
362 insubordination.  
363

364 • Code 32 **Repetitive Bullying, Harassing, Intimidating, or**  
365 **Threatening Behavior**  
366 Repeated referrals for Level 1 bullying, harassing, threatening,  
367 and/or confrontational behavior.  
368

369 • Code 33 **Hazing**  
370 Hazing is considered to be any willful act done by a student for  
371 the purpose of subjecting another student to humiliation,  
372 intimidation, physical abuse, or threat of abuse, social or other  
373 ostracism, shame, or disgrace. Permission, consent, or  
374 assumption of the risk by a student subjected to hazing does  
375 not affect the violation of this policy.  
376

377 • Property Incidents  
378  
379 • Code 35 **Abuse of School Property/Minor Vandalism**  
380 To use wrongly or improperly, or to maltreat any school  
381 equipment or property. (**Note:** Significant damage or  
382 destruction should be coded as **Code 61 Vandalism**.)

- 383  
384 • Code 36           **Petty Theft/Stealing (Less than Fifty Dollars (\$50))**  
385                      The unlawful taking, carrying, leading, or riding away of  
386                      property less than fifty dollars (\$50) in value from the  
387                      possession, or constructive possession, of another person.  
388                      (Refer to **Code 60 Stealing More Than \$50** for more serious  
389                      thefts.)  
390
- 391 • Rules Violations and Other Serious Incidents  
392
- 393 • Code 39           **Unservd Detention (Regular)**  
394                      Unexcused absence from a scheduled Regular Detention.  
395
- 396 • Code 40           **Unservd Detention (Extended)**  
397                      Unexcused absence from a scheduled Extended Detention.  
398
- 399 • Code 41           **Unservd Detention (Saturday)**  
400                      Unexcused absence from a scheduled Saturday Detention.  
401
- 402 • Code 42           **Firecrackers/Poppers**  
403                      Possession, use, sale, storage, or distribution of firecrackers,  
404                      poppers, or associated devices, as long as the object is NOT  
405                      used as a weapon OR is NOT considered a weapon by Florida  
406                      statutes. [\(Refer to #87 – Possession of Other Potentially](#)  
407                      [Dangerous Items and # 92 – Possession, Use, Sale,](#)  
408                      [Storage, or Distribution of an Explosive Device for more](#)  
409                      [dangerous fireworks.\)](#)  
410
- 411 • Code 43           **Forgery of a Document or Signature**  
412                      To fashion or reproduce the signature of another for fraudulent  
413                      purpose.  
414
- 415 • Code 44           **Gambling**  
416                      One who participates in games of chance or skill for money,  
417                      profit or anything of value.  
418
- 419 Code 45           **Sexual Harassment (Undesired Sexual Behavior Towards Another)**  
420                      Unwanted or repeated verbal or physical sexual behavior that is  
421                      offensive and objectionable to the recipient, causes discomfort  
422                      or humiliation or creates a hostile environment. Sexual  
423                      harassment shall include but not be limited to creating a hostile  
424                      environment. Sexually harassing conduct which can include  
425                      unwelcome sexual advances; and other verbal, nonverbal or

426 physical behavior of a sexual nature by an individual that is  
427 sufficiently severe, persistent, or pervasive enough to create a  
428 hostile or abusive educational environment. (Note: In some  
429 cases, severe incidents of sexual harassment which includes  
430 physical contact may be considered a **Battery**; or with physical  
431 penetration, a **Sexual Battery**.)  
432

433 ~~h.Code 46~~ **Severe/Repetitive Inappropriate Activity**

434 ~~Any Level 2-type activity that is disruptive and/or inappropriate~~  
435 ~~in a school setting that does not fit into another Level 2~~  
436 ~~category.~~  
437

438 ~~i.Code 47~~ **Menacing Statements**

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

453 **Code 47 Severe or Repetitive Inappropriate Activity**

454 Any Level 2-type activity that is disruptive and/or  
455 inappropriate in a school setting that does not fit into  
456 another Level 2 category.

457  
458 Level 3  
459 Crimes Against Persons Incidents

460 Code 50 **Fighting**

461 Mutual participation in a hostile, physical encounter; mutual  
462 participation in an altercation involving physical violence.  
463

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

465 Any intentional, unlawful threat, by word or act, to do violence to  
466 another person, coupled with an apparent ability to do so, and

467 doing some act that creates a well-founded fear in another  
468 person that violence is imminent.

469  
470 **Code 52 Verbal Assault on School Board Employee**  
471 Any intentional, unlawful threat, by word or act, to do violence to  
472 a school board employee, coupled with an apparent ability to do  
473 so, and doing some act that creates a well-founded fear in  
474 another person that violence is imminent.

475  
476 **Code 53 Physical Battery on a Student/Person (Non-School Board Employee)**  
477 The willful and unlawful use of force or violence upon the  
478 person of another. Three primary elements must be present for  
479 a Battery to occur: (1) there must be an aggressor, who (2)  
480 intended to cause physical harm (or actual contact against the  
481 other's will) to (3) an another person. Includes an attack with a  
482 weapon that fits the aforementioned description. (**Note:** This  
483 category should be used only when the attack is serious  
484 enough to warrant contacting law enforcement.)  
485

486 **Code 54 To Attempt a Criminal Act Against a Person**  
487 Any person who attempts to commit, or who solicits another to  
488 commit, or who agrees, conspires, combines, or confederates  
489 with another person or persons to commit the offense of a  
490 Battery, Robbery, Homicide, Kidnapping, or Sexual Battery  
491 against another person or persons, and in such attempt does  
492 any act toward the commission of such offense, but fails in the  
493 perpetration or is intercepted or prevented in the execution of  
494 the offense. (Fla. Stat. § 774.04)  
495

496 **Code 55 Extortion/Blackmail/Coercion**  
497 The use or threat or intimidation to obtain anything of value  
498 from another person, including, but not limited to, money.  
499 (**Note:** Minor offenses that do NOT require law enforcement  
500 should be coded as **Code 17 Bullying** or **Code 32 Repetitive**  
501 **Bullying, Harassing, Intimidating, or Threatening Behavior.**)  
502

503 **Code 56 Robbery**  
504 The taking or attempting to take anything of value that is owned  
505 by another person or organization, under confrontational  
506 circumstances by force or threat of force or violence and/or by  
507 putting the victim in fear. A key difference between robbery and  
508 larceny is that a threat of battery is involved in robbery.

509  
510 [h. Code 57 Physical Aggression on a School Board Employee](#)



A *volitional* physically-aggressive act such as pushing, pulling, or striking toward a School Board employee. Generally, the physical act does not result in injury. Law enforcement should be notified; criminal charges may or 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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Property Incidents

**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.

**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.)

**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.

**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.

554 Accessing or entering unauthorized internet sites; Distributing  
555 inappropriate electronic messages.

556  
557 **Code 64 Reckless Vehicle Use**  
558 The use of any motorized or self-propelled vehicle on school  
559 grounds in a reckless manner or so as to threaten the health,  
560 safety, welfare of others, or to disrupt the educational process.

561  
562 **Code 65 Motor Vehicle Theft**  
563 The theft or attempted theft of a motor vehicle. *Examples:* theft  
564 of a car, truck, motorcycle, golf cart, dune buggy, RV or  
565 anything that is self-propelled.

566  
567 **Code 66 Arson**  
568 To willfully and unlawfully, or while in the commission of any  
569 felony, by fire or explosion, damage or cause to be damaged:  
570 any dwelling, whether occupied or not, or its contents; any  
571 structure, or contents thereof, where persons are normally  
572 present; and any other structure that the person knew or had  
573 reasonable grounds to believe was occupied by a human being  
574 (Fla. Stat. § 806.01(1)(a)-(c)).

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

578 To fashion or reproduce a document, money, or other items  
579 with the intent to defraud; includes counterfeit money or  
580 documents; Also, any Level 3-type incident that is inappropriate  
581 in a school setting and does not fit into another Level 3  
582 category. Included in this category is culpable negligence,  
583 exposing another person to personal injury. (NOTE: Any  
584 incident in this category REQUIRES law enforcement  
585 intervention.)  
586

587 Alcohol, Tobacco, and Drug Incidents

588 **Code 70 Possession/Use of Tobacco Products**  
589 Possession, use, sale, storage, or distribution of tobacco  
590 products on school district property. Tobacco products include,  
591 but are not limited to, cigarettes, cigars, snuff, dip, pipe tobacco,  
592 and chewing tobacco.

593  
594 **Code 71 Unauthorized Possession or Misuse of Prescription Medication**  
595 To possess, use, store, or be under the influence of another  
596 person's any—substance which requires a physician's  
597 prescription; or to misuse one's own prescription medication; or

598 to possess, store, or use any over-the-counter medication (other  
599 than those listed in Code 21) without parental approval and  
600 school notification.  
601

602 **Code 72 Use of Intoxicants**

603 The inhaling or ingestion of intoxicants, including but not limited  
604 to, glue, solvents, butane, and whip crème, for the purpose of  
605 obtaining a mood-modifying experience.  
606

607 **Code 73 Possession, Use, Manufacture, Sale, Storage, or Distribution of**  
608 **Alcohol or Intoxicating Beverages**

609 The violation of laws or ordinances prohibiting the manufacture,  
610 sale, purchase, transportation, possession or use of intoxicating  
611 alcoholic beverages. Use should be reported only if the person  
612 is caught in the act of using, or is discovered to have used in  
613 the course of the investigation.  
614

615 **Code 74 Possession, Use, Sale, Storage, or Distribution of Drug**  
616 **Paraphernalia**

617 To possess, use, sale, store, or distribute any equipment,  
618 device, or equipment used for the purpose of preparing or  
619 taking drugs, including, but not limited to, items listed in Fla.  
620 Stat. § 893.145, and items which may be determined to be drug  
621 paraphernalia under the criteria set out in Fla. Stat. § 893.146.  
622

623 **Code 75 Possession, Use, or Storage of Drugs or Imitation Drugs**  
624 **Represented as Drugs**

625 To store, possess, purchase, use, or be under the influence of  
626 any mood-modifying substance and/or dangerous substance  
627 listed in Chapter 893, Fla. Stat., including, but not limited to,  
628 marijuana, hallucinogens, inhalants, as well as any substance  
629 represented to be an illegal substance, such as “designer  
630 drugs,” or caffeine pills, tablets, or caplets, or any substance  
631 which is represented to be any such substance while on school  
632 property or jurisdiction of the School District of Palm Beach  
633 County.  
634

635  
636 **Disorderly Conduct/Weapons**  
637

638 **Code 80 Disruption of a School Function/Disorderly Conduct**

639 Any act which substantially disrupts the orderly conduct of a  
640 school function, behavior which substantially disrupts the  
641 orderly learning environment or poses a threat to the health,

642 safety, and/or welfare of students, staff, or others. An incident of  
643 this type is mandatory to be reported to law enforcement and is  
644 likely to result in an arrest.  
645

646 Code 81 **Trespassing**

647 To enter or remain on a public school campus, school board  
648 facility, or at a school function without authorization or invitation  
649 and with no lawful purpose for entry, including students under  
650 suspension or expulsion. To enter or remain on a public school  
651 campus, school board facility, or at a school district sponsored  
652 activity without authorization after being directed to leave by the  
653 chief administrator/designee of the facility, campus, or function.  
654

655 Code 82 **False Fire/911 Call**

656 Whoever, without reasonable cause, by outcry or the ringing of  
657 bells, or otherwise makes or circulates, or causes to be made or  
658 circulated, a false alarm of fire or 911 call.  
659

660 Code 83 **Bomb Threat**

661 Intentionally making a false report to any person, including  
662 school personnel, concerning the placement of any bomb,  
663 dynamite, explosive, or arson-causing device.  
664

665 Code 84 **Inappropriate, Lewd or Obscene Act**

666 The use of oral or written language, electronic messages,  
667 pictures, objects, gestures, or engaging in any physical act  
668 considered to be offensive, socially unacceptable, or not  
669 suitable for an educational setting. Included in this category are  
670 indecent exposure (exposure of private body parts to the sight  
671 of another person in a lewd or indecent manner in a public  
672 place), and obscenity (conduct which by the community  
673 standards is deemed to corrupt public morals by its indecency  
674 and/or lewdness such as phone calls or other communication;  
675 unlawful manufacture, publishing, selling, buying or possessing  
676 materials such as literature or photographs).  
677

678 Code 85 **Sexual Misconduct**

679 Engaging in a sex act or physical conduct of a sexual nature;  
680 the unlawful sexual intercourse, sexual contact or other  
681 unlawful behavior or conduct intended to result in sexual  
682 gratification without force or threat and where the victim is  
683 capable of giving consent.  
684

685 Code 86 **Possession of a Knife**

686 The possession of any knife that may inflict harm on another  
687 person, or could be used to intimidate another person,  
688 including, but not limited to, fixed blade knives, folding knives,  
689 switch blade knives, razor knives, box cutters. (**Note:** If a  
690 weapon is used during an incident, that incident should be  
691 coded including an appropriate corresponding weapons-related  
692 entry AND disciplinary action may increase substantially.)

694 Code 87      **Possession of Other Potentially Dangerous Items**

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

709 ~~FS~~ ~~**Felony Suspension Act**~~

710 ~~\_\_\_\_\_ This incident code should be used for a student who has been~~  
711 ~~felony suspended per Florida Statute, and is assigned to an~~  
712 ~~alternative program until the student is adjudicated. If the~~  
713 ~~student is adjudicated guilty, the principal may recommend~~  
714 ~~expulsion.~~

716 Level 4 - Criminal Incidents

718 Code 89      **Threat of Violence, High Level**

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

726 Code 90      **Possession of a Firearm**

727 Possession or sale of any firearm on school property, school  
728 sponsored transportation or during a school sponsored activity.  
729 A firearm is any weapon (including a starter gun) which will, is

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

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

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

753 An explosive is any chemical compound or mixture that has the  
754 property of yielding readily to combustion or oxidation upon  
755 application of heat, flame, or shock, including but not limited to  
756 dynamite, nitroglycerin, trinitrotoluene, or ammonium nitrate  
757 when combined with other ingredients to form an explosive  
758 mixture, blasting caps, and detonators (Fla. Stat. §790.001(5)).  
759 **Note:** If an explosive device is used during an incident, that  
760 incident should be coded including an appropriate  
761 corresponding weapons-related entry.)  
762

763 **5. Code 93 Sale, Possession With Intent to Sell or Distribute, or Distribution of**  
764 **Drugs, Imitation Drugs Represented as Drugs, or 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 **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 **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 **8. Code 96 Battery or Aggravated Battery on a School Board Employee**

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

799  
800 **9. Code 97 Sexual Battery (Attempted or Actual Forcible Penetration)**

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

804  
805 **10. Code 98 Kidnapping or Abduction**

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

809  
810 **11. Code 99 Homicide - Murder**

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

815  
816 **E. Other Incident Codes**

817 **1. FS Felony Suspension Incident**

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

## 824 2. PI Previous Incident

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

### 829 • Quick Glance Discipline Reform Action Codes

830  
831  
832 Prevention Consequences

- 833  
834 Code 01 Conference with Student/Warning  
835 Code 02 Referred to School Guidance Counselor  
836 Code 03 Referral for Mediation  
837 Code 04 Behavior Contract or Plan  
838 Code 05 Staffing (ESE/~~CORE~~/504/Other)  
839 Code 06 Written Communication to Custodial Parent/Guardian (Other than a Copy of  
840 the Referral)  
841 Code 07 Daily/Weekly Report  
842 Code 08 Schedule Change (Change of Regular Classes)  
843 Code 09 Custodial Parent/Guardian Contact  
844 Code 10 Custodial Parent/Guardian Conference with Administrator/ Teacher(s) at  
845 School  
846 Code 11 Custodial Parent/Guardian Attends Class with Child  
847 Code 12 Voluntary Restitution/Self-Designed Action(s)  
848 [Code 13 Parent/Guardian Contact by a Language Facilitator](#)  
849

850 Early Intervention Consequences

- 851  
852 Code 20 Silent Lunch/Lunch Detention  
853 Code 21 School Service Work (During School Hours)  
854 Code 22 Temporary Removal From the Classroom  
855 Code 23 Loss of Privileges (During School Hours)  
856 Code 24 Alternative Classroom Placement (Short-Term)  
857 [Code 25 Referral to School CORE Team](#)  
858

859 Bus Related Consequences

860



- 861 Code 30 Bus, Assigned Seat  
862 Code 31 Bus, Probation  
863 Code 32 Bus, Suspension  
864  
865 Disciplinary Consequences  
866  
867 Code 40 School Service Work (Before/After School/Non-School Day)  
868 Code 41 Detention (Regular/Traditional)  
869 Code 42 Detention (Extended)  
870 Code 43 Saturday School/Detention  
871 Code 44 Confiscation  
872 Code 45 Loss of Extra-Curricular Privileges  
873 Code 46 Restitution  
874 Code 47\* Tobacco/Alcohol/Drug Alternative  
875 Code 48\* Days Held in Abeyance  
876 [Code 50 Student Misconduct, Alternative to Suspension Program](#)  
877 ~~10~~-Code 60 In-School Intervention Program  
878 ~~11~~-Code 65 In-School Alternative to Suspension  
879 ~~12~~-Code 81 Out of School Suspension, Short Term (One (1) to Two (2) Days)  
880 ~~13~~-Code 83 Out of School Suspension, Short-Term (Three (3) to Five (5) Days)  
881 ~~14~~-Code 86 Out of School Suspension, Long-Term (Six (6) to Ten (10) Days)  
882 [88. Out of School Suspension for Days Held in Abeyance](#)  
883 ~~15~~-Code 90 Out of School Suspension, Mandatory Ten (10) Days  
884  
885 District-Imposed Consequences  
886  
887 Code 91 Long-Term Suspension (District Approved)  
888 Code 92 Assignment to Special Program/Alternative School/ Alternative Program  
889 (District-Placed)  
890 Code 95 [Alternative Placement Pending Expulsion](#)  
891 [Code 96 Alternative Placement in Lieu of Expulsion](#)  
892 ~~4~~-Code 98 Honoring an Expulsion from Another District  
893 ~~5~~-Code 99 Expulsion  
894 [Code BA Baker Act](#)  
895 [Code FA Future Action](#)  
896 [Code FS Felony Suspension Action](#)  
897 [Code RF Refer to Courts or Juvenile Authorities](#)  
898  
899 Note: For all levels, any incident that is hate-related and/or gang-related should be  
900 coded in the appropriate "-related" category AND should be grounds to increase  
901 disciplinary actions.  
902  
903 PROGRESSIVE DISCIPLINE

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

909 • **Student Discipline Referral Action Definitions**

910 Prevention Consequences

911  
912  
913  
914 **Code 01 Conference with Student/Warning**

915 Administrative conference with student and warning about stated  
916 incident.  
917

918 **Code 02 Referred to School Guidance Counselor**

919 Counseling the student by the guidance counselor to assist the  
920 student in developing or utilizing the necessary skills to address the  
921 stated incident.  
922

923 **Code 03 Referral for Mediation**

924 Referral to mediation (peer or adult) for stated incident.  
925

926 **Code 04 Behavior Contract or Plan**

927 A written/verbal contract or plan for the student with stated goals,  
928 objectives, and outcomes for the student to develop the necessary  
929 skills to address the stated incident.  
930

931 **Code 05 Staffing (ESE/CORE/504/Other)**

932 Student recommended to the necessary department/group for  
933 staffing and development of a course of action (interventions) for  
934 the student.  
935

936 **Code 06 Written Communication to Custodial Parent/Guardian (Other than a**  
937 **Copy of the Referral)**

938 Letter, notes, and/or other written communication to custodial  
939 parent/guardian.  
940

941 **Code 07 Daily/Weekly Report**

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

947 **Code 08 Schedule Change (Change of Regular Classes)**

- 948 A permanent change in the student's regular class schedule.  
949
- 950 **Code 09 Custodial Parent/Guardian Contact**  
951 Contacting custodial parent/ guardian either by telephone, in  
952 person, or by some other means to inform them of the stated  
953 incident.  
954
- 955 **Code 10 Custodial Parent/Guardian Conference with Administrator/  
956 Teacher(s) at School**  
957 Administrative conference with a custodial parent/guardian of the  
958 student.  
959
- 960 **Code 11 Custodial Parent/Guardian Attends Class With Child**  
961 Custodial parent/guardian shadows child and/or attends class with  
962 their child at school for an agreed upon time during the child's  
963 school day.  
964
- 965 **Code 12 Voluntary Restitution/Self-Designed Action(s)**  
966 Student designs and implements a plan to correct errors made,  
967 apologizes, replace/repair property.
- 968 **13. Code 13 Parent/Guardian Contact by a Language Facilitator**  
969 **Contact by a language facilitator of a parent/guardian**  
970  
971
- 972 Early Intervention Consequences  
973
- 974 **Code 20 Silent Lunch/Lunch Detention**  
975 A separate facility and/or seating arrangement for the student  
976 during a regularly scheduled lunch period. Additionally, the  
977 administrator may request some cafeteria clean-up assistance from  
978 the student such as sweeping, wiping tables, and/or assisting with  
979 other clean-up activities.  
980
- 981 **Code 21 School Service Work (During School Hours)**  
982 Work assistance provided by the student to any staff member  
983 during school hours including, but not limited to, campus or hallway  
984 clean-up. (Refer to **Code 40 School Service Work Before/After  
985 School/ Non-School Day** detail.)  
986
- 987 **Code 22 Temporary Removal From the Classroom**  
988 The temporary removal of a student from the traditional learning  
989 environment to a separate, individual learning environment **for a  
990 short period of time (generally less than one hour).**  
991

992 Code 23 **Loss of Privileges (During School Hours)**  
993 The loss of a privilege(s) during school hours such as assemblies,  
994 field trips, and incentive activities. (Note: If the activity is  
995 academically oriented, the student MUST be given an alternative  
996 assignment with an opportunity to receive the same information and  
997 grade.)  
998

999 Code 24 **Alternative Classroom Placement (Short-Term)**  
1000 The temporary removal of a student from their regular classroom to  
1001 an different CLASSROOM. The student will be given the  
1002 opportunity to complete their regular classwork in the alternative  
1003 setting.  
1004

1005 [6. Code 25 Referral to School CORE Team](#)  
1006 [The referral to the school's CORE team for possible](#)  
1007 [interventions.](#)  
1008

1009 Bus Related Consequences  
1010

1011 Code 30 **Bus, Assigned Seat**  
1012 The temporary or permanent assignment to a specified seat on the  
1013 school bus.  
1014

1015 Code 31 **Bus, Probation**  
1016 An alternative to a Bus Suspension. A student placed on Bus  
1017 Probation will, very likely, be suspended from the school bus if  
1018 another bus violation occurs.  
1019

1020 Code 32 **Bus, Suspension**  
1021 Suspension of bus riding privileges for a specified period of time.  
1022 (Consequences for violations of transportation policies, rules, or  
1023 standards of conduct are not limited to the suspension of bus riding  
1024 privileges. Other sanctions, up to and including out of school  
1025 suspension and expulsion may be imposed when warranted).  
1026

1027  
1028 Disciplinary Consequences  
1029

1030 Code 40 **School Service Work (Before/After School/Non-School Day)**  
1031 The assignment of a student to work detail before or after school  
1032 hours. Generally, this is used in lieu of a detention and the student  
1033 is paired with a staff member to perform the duties as determined.  
1034 (NOTE: Refer to **Code 21 School Service Work (During School**  
1035 **Hours** work detail.)

- 1036  
1037 Code 41 **Detention (Regular/Traditional)**  
1038 Required attendance for a monitored period of time (generally an  
1039 hour after school) not during school hours.  
1040  
1041 Code 42 **Detention (Extended)**  
1042 Required attendance for an extended monitored period of time  
1043 before or after school hours.  
1044  
1045 Code 43 **Saturday School/Detention**  
1046 Required attendance for a monitored period of time on a Saturday.  
1047  
1048 Code 44 **Confiscation**  
1049 The confiscating of an item(s) not permitted on school grounds.  
1050 Depending on the item(s), the item(s) could be turned over to law  
1051 enforcement, held until parent/guardian came to retrieve it, or  
1052 returned to the student after a specified period of time.  
1053  
1054 Code 45 **Loss of Extra-Curricular Privileges**  
1055 The loss of an extra-curricular privilege such as attending events  
1056 not during school hours, removal from an athletic team or club,  
1057 and/or exclusion from a specified activity.  
1058  
1059 Code 46 **Restitution**  
1060 Repayment for damages or loss.  
1061  
1062 Code 47 **Tobacco/Alcohol/Drug Alternative**  
1063 A program designed to educate the student about tobacco, alcohol,  
1064 and/or drugs and to deter future use. Generally, this is used as an  
1065 alternative to an out of school suspension and/or to shorten the  
1066 length of the suspension.  
1067  
1068 Code 48 **Days Held in Abeyance**  
1069 Out-of-school suspension days issued, but not enforced if an  
1070 alternative plan is completed. *Examples:* Tobacco, alcohol, or drug  
1071 education classes.

1072  
1073 **10. Code 50 Student Misconduct, Alternative to Suspension Program**  
1074 **A program designated to educate the student about anger**  
1075 **management and to deter future student misconduct.**  
1076 **Generally, this is used as an alternative to an out-of-school**  
1077 **suspension and to reduce the number of days of a student**  
1078 **suspension.**  
1079

1080 11. Code 60 **In-School Intervention Program**

1081 A school-designed program or class that requires the student to  
1082 rehabilitate their misbehavior through any of the following:  
1083 counseling services, conflict resolution. skill building, social and/or  
1084 emotional skill building, etc. The on-campus program should be one  
1085 (1) to five (5) days in length.  
1086

1087 12. Code 65 **In-School Alternative to Suspension**

1088 An alternative to an out-of-school suspension that prevents a  
1089 student from attending all or some classes. During the period of an  
1090 alternative to suspension, the student is assigned to a  
1091 self-contained alternative classroom.  
1092

1093 13. Code 81 **Out of School Suspension, Short-Term (One (1) to Two (2)**  
1094 **Days)**

1095 The temporary removal of a student from school for a period of one  
1096 (1) to two (2) days. During the out-of-school suspension, the  
1097 student is prohibited from attendance at school or any  
1098 school-related functions. **Note:** Fla. Stat. § 232.26(1) establishes  
1099 that no secondary or elementary school student may be suspended  
1100 out of school for unexcused tardies, lateness, absence, or truancy.  
1101

1102 14. Code 83 **Out of School Suspension, Short-Term (Three (3) to Five (5)**  
1103 **Days)**

1104 The temporary removal of a student from school for a period of ~~one~~  
1105 ~~(4)-three (3)~~ to five (5) days. During the out of school suspension,  
1106 the student is prohibited from attendance at school or any  
1107 school-related functions. **Note:** Fla. Stat. § 232.26(1) establishes  
1108 that no secondary or elementary school student may be suspended  
1109 out of school for unexcused tardies, lateness, absence, or truancy.  
1110

1111 Code 86 **Out of School Suspension, Long-Term (Six (6) to Ten (10) Days)**

1112 The temporary removal of a student from school for a period of six  
1113 (6) to ten (10) days. During the out of school suspension, the  
1114 student is prohibited from attendance at school or any  
1115 school-related functions. **Note:** Fla. Stat. § 232.26(1) establishes  
1116 that no secondary or elementary school student may be suspended  
1117 out of school for unexcused tardies, lateness, absence, or truancy.  
1118

1119 • Code 88 Out of School Suspension for Days Held in Abeyance

1120 An out-of-school suspension code specifically designated to  
1121 address additional suspension days due to non-completion of  
1122 an Alternative to Suspension program. This out-of-school  
1123 suspension is a temporary removal of a student from school for

1124 a period of days equal to the days held in abeyance for the  
1125 particular event. During the out-of-school suspension, the  
1126 student is prohibited from attendance at school or any school-  
1127 related functions. Note: Fla. Stat. § 232.26(1) establishes that  
1128 no secondary or elementary school student may be suspended  
1129 out of school for unexcused tardiness, lateness, absence, or  
1130 truancy.  
1131

1132 ~~45~~-Code 90 **Out of School Suspension, Mandatory Ten (10) Days**

1133 The temporary removal of a student from school for a mandatory  
1134 period of ten (10) days. During the out of school suspension, the  
1135 student is prohibited from attendance at school or any  
1136 school-related functions. **Note:** Fla. Stat. § 232.26(1) establishes  
1137 that no secondary or elementary school student may be suspended  
1138 out of school for unexcused tardies, lateness, absence, or truancy.  
1139

1140 District Imposed Consequences

1141  
1142 Code 91 **Long-Term Suspension (District Approved and Entered)**

1143 Fla. Stat. § 230.33 permits the superintendent to extend a  
1144 suspension beyond ten (10) school days if the student is being  
1145 recommended for expulsion.  
1146

1147 Code 92 **Assignment to Special Program/Alternative School/ Alternative**  
1148 **Program (District-Placed)**

1149 The assignment by the district to an alternative school for a  
1150 specified period of time. (**Note:** The number of days must be  
1151 specified in the duration code.)  
1152

1153 Code 95 Alternative Placement Pending Expulsion

1154 The assignment by the district to an alternative school  
1155 pending an expulsion. (NOTE: This is likely a change of  
1156 placement rather than a number of days.)  
1157

1158 Code 96 Alternative Placement in Lieu of Expulsion

1159 The assignment by the district to an alternative school in lieu of an  
1160 expulsion. (**Note:** This is likely a change of placement rather than a  
1161 number of days.)  
1162

1163 ~~4~~-Code 98 **Honoring an Expulsion from another District**

1164 Process by which a student who is pending expulsion, has been  
1165 expelled, or has withdrawn in lieu of expulsion from another school  
1166 district or private school is reviewed prior to attending school in  
1167 Palm Beach County School District.

- 1168  
1169 ~~5.~~Code 99 **Expulsion**  
1170 The removal of the right and obligation of a student to attend public  
1171 school for a specified period of time. An expulsion may be imposed  
1172 for a period up to, but not to exceed the current school year, the  
1173 following school year, and the intervening summer school.  
1174  
1175 ~~6.~~Code FS **Felony Suspension Action**  
1176 Action code when a principal determines to felony suspend a  
1177 student pending adjudication.  
1178  
1179 8. Code BA Baker Act  
1180 9. Code FA Future Action  
1181  
1182 10. Code RF Refer to Courts or Juvenile Authorities.  
1183  
1184 STATUTORY AUTHORITY: §§ SPECIFIC RULEMAKING AUTHORITY: §§ 1001.41(2)  
1185 [230.22(2)]; 1001.42(22) [230.23(22)]; 1001.43(1)  
1186 [230.23005(1)], 1006.07 [230.23(6)], Fla. Stat.  
1187  
1188 LAWS IMPLEMENTED: §§ 1001.43(1) [230.23005(1)]; 1003.31(1), (3) [232.25(1),  
1189 (3)]; 1006.07 [230.23(6)]; 1006.09 [232.26], 1006.13(4),  
1190 [230.23015], Fla. Stat.  
1191  
1192 HISTORY: 05/16/01;  / /03



**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:

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

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

<b>LEVEL 1</b>	<b>LEVEL 3</b>
<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>FS</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				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		<u>M</u>		A	A	A			A					A	A	X	A	A	A	A	A		A
51	Verbal Assault to Student/Person	A	A		<u>M</u>		A	A	A			A					A	A	X	A	A	A	A	A		M
52	Verbal Assault on S. Board Employee	A	A		<u>M</u>		A	A	A			A					A	A		X	A	A	A	A		M
53	Physical Battery to Student/Person	A	A		<u>M</u>		A	A	A			A					A	A		X	A	A	A	A		M
54	To Attempt Criminal Act Against a Person	A	A		<u>M</u>		A	A	A			A					A	A		X	A	A	A	A		M
55	Extortion/Blackmail/Coercion	A	A		<u>M</u>		A	A	A			A					A	A	X	A	A	A	A	A		M
56	Robbery	A	A		<u>M</u>		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			<u>M</u>							A	A						X	A	A	A	A	A		M
61	Vandalism More Than \$100	A			<u>M</u>							A	A						X	A	A	A	A	A		M
62	Breaking and Entering/Burglary	A			<u>M</u>							A	A						X	A	A	A	A	A		M
63	Computer Misuse	A			<u>M</u>							A	A						X	A	A	A	A	A		<b>A</b>
64	Reckless Vehicle Use																									
65	Motor Vehicle Theft																									
66	Arson	A			<u>M</u>																	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>M</b>
70	Tobacco Products (Possession/Use)	A			<u>M</u>						M	A		M*	M*		A	A	<b>AM*</b>	A	A	M	A	A		A
71	Prescription Medication (Possession/Misuse)	A			<u>M</u>						M			M*	M*					M*			A	A		M
72	Intoxicants (Possession/Use)	A			<u>M</u>						M			M*	M*					M*			A	A		M
73	Alcohol (Possession/Use)	A			<u>M</u>						M			M*	M*					M*			A	A		M
74	Drug Paraphernalia (Possession/Use)	A			<u>M</u>						M			M*	M*					M*			A	A		M
75	Drugs/Imitation Drugs (Possession/Use)	A			<u>M</u>						M			M*	M*					M*			A	A		M
80	Disruption of School/Disorderly Conduct	A			<u>M</u>														X	A	A	A	A	A		M
81	Trespassing	A			<u>M</u>														X	A	A	A	A			M
82	False Fire Alarm/911 Call	A			<u>M</u>															X	A	A	<b>A</b>	<b>A</b>		M
83	Bomb Threat	A			<u>M</u>																	M	A	M		M
84	Inappropriate, Lewd, or Obscene Act	A			<u>M</u>														X	A	A	A	A	<b>A</b>		M
85	Sexual Misconduct	A			<u>M</u>														X	A	A	A	A	<b>A</b>		M
86	Knife (Possession)	A			<u>M</u>						M								X	A	A	A	A	A		M
87	Other Potentially Dangerous Items (Possession)	A			<u>M</u>						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			<u>A</u>						M											M	A	M		M
9190	<b>Possession of a Firearm</b>	A			<u>A</u>						M											M	A	M		M
91	Possession of a Firearm Handgun	A			<u>A</u>						M											M	A	M		M
92	Explosive Device	A			<u>A</u>						M											M	A	M		M
93	Drugs/Imitation/Prescription (Sale/Distribution)	A			<u>A</u>						M											M	A	M		M
94	Aggravated Battery	A			<u>A</u>																	M	A	M		M
95	Armed Robbery	A			<u>A</u>																	M	A	M		M
96	Battery/Aggravated Battery on SBE	A			<u>A</u>																	M	A	M		M
97	Sexual Battery	A			<u>A</u>																	M	A	M		M
98	Kidnapping/Abduction	A			<u>A</u>																	M	A	M		M
99	Homicide	A			<u>A</u>																	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