

POLICY 5.1813

- 5-C** I recommend the Board approve the proposed revisions to Policy 5.1813, entitled “Operational Procedures for Incidents and Actions for Secondary 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 Secondary 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: 3rd 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.)

41 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
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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

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88 B. Level 2

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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
102 2. Property Incidents
103 a. Code 35 Abuse of School Property/Minor Vandalism (**less than \$100**)
104 b. Code 36 Petty Theft/Stealing (Less than Fifty Dollars (\$50))
105
106 3. Rules Violations Incidents and Other Serious Incidents
107 a. Code 39 Unserved Detention (Regular)
108 b. Code 40 Unserved Detention (Extended/Multiple)
109 c. Code 41 Unserved Detention (Saturday)
110 d. Code 42 Firecrackers/Poppers
111 e. Code 43 Forgery of a Document or Signature
112 f. Code 44 Gambling
113 g. Code 45 Sexual Harassment
114 h. Code 46 ~~Severe/Repetitive Inappropriate Activity~~ **Menacing Statement**
115 i. Code 47 ~~Menacing Statements~~ **Severe or Repetitive Inappropriate**
116 **Activity**
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118 4. Note: For ALL levels, any incident that is *hate-related and/or* gang-related
119 should be coded in the appropriate "-related" category AND should be
120 grounds to increase *disciplinary actions*.

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122 C. Level 3

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124 1. Crimes Against Persons Incidents
125 a. Code 50 Fighting
126 b. Code 51 Verbal Assault on a Student/Person (Non-School Board
127 Employee)

- 128 c. Code 52 Verbal Assault on a School Board Employee
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**
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- 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**
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- 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
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- 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

186 **1. Code FS Felony Suspension Incident**

187 **2. Code PI Previous Incident**

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190 II. Student Discipline Referral Incident Definitions

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192 A. Level 1

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194 1. Attendance Incidents

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196 a. Code 01 **Tardiness, Habitual**

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

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

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

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

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

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

210 Unauthorized leaving of the school grounds
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- 213 2. Rules Violations Incidents
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215 a. Code 07 **Dress Code Violations**
216 To dress in a manner that violates the school's dress code
217 policy and/or in a manner that would constitute a safety hazard.
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219 b. Code 08 **Public Display of Affection**
220 Engaging in overtly amorous contact or language not appropriate in
221 a school setting.
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223 c. Code 09 **Cheating (Copying Work of Another, Using Materials Not**
224 **Authorized to Use)**
225 Copying of anyone else's work or cheating on any test or
226 assignment. Plagiarism.
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228 d. Code 10 **Failure to Comply with Class/School Rules**
229 Violation of specific posted or written school or class rules that
230 are not necessarily disruptive behaviors; examples: repeated
231 gum chewing, repeatedly unprepared for class, etc.
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233 e. Code 11 **Disobeying Rules on the School Bus**
234 Violation of the posted or written rules of conduct for the bus
235 that are not necessarily disruptive behaviors; examples: not in
236 assigned seat, eating or drinking on the bus, getting on or off
237 the bus at the wrong bus stop. (Refer to Code 25 for disruptive
238 behavior on the bus.)
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240 3. Disruptive Incidents
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242 a. Code 14 **Disruptive Play**
243 Non-confrontational activity that is not appropriate in a school
244 setting and disruptive to the educational process. Engaging in
245 rowdy, rough behavior that interferes with the safe and or
246 purposeful order of a school. Examples: horseplay; chasing
247 another student in the hallway or classroom, etc.
- 248
249 b. Code 15 **Disrespectful Behavior**
250 Behavior by its nature that disrupts the educational process, but
251 is not criminal. Conduct that interferes with the process of
252 teaching/learning, or disrupts the orderly environment of the
253 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.
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- 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.
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- e. Code 18 **Confrontation**
A verbal confrontation, or the encouraging or inciting of a confrontation that has the propensity to escalate into a fight.
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- f. Code 19 **Lying/Misrepresentation**
Intentionally providing false or misleading information to, or withholding valid information from, a school staff member.
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- 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.)
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- 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,

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

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

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

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311 B. Level 2

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313 1. Disruptive/Physical/Verbal Incidents

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

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

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

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

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

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

432
433 ~~i.h. Code 47~~ **Menacing Statements**
434 A medium level of threat which is a threat which could be
435 carried out, although it may not appear entirely realistic. The
436 threat is more direct and more concrete than a low level threat;
437 the wording in the threat suggests that the threatener has given
438 some thought to how the act will be carried out; there may be a
439 general indication of a possible place and time (though these
440 signs still fall well short of a detailed plan); There is no strong
441 indication that the threatener has taken preparatory steps,
442 although there may be some veiled reference or ambiguous or
443 inconclusive evidence pointing to the possibility; an illusion to a
444 book or movie that shows the planning of a violent act, or a
445 vague, general statement about the availability of weapons;
446 there may be a specific statement seeking to convey that the
447 threat is not empty: "I'm serious!" or "I really mean this!"

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

452
453 C. Level 3
454 1. Crimes Against Persons Incidents
455 a. Code 50 **Fighting**
456 Mutual participation in a hostile, physical encounter; mutual
457 participation in an altercation involving physical violence.
458
459 b. Code 51 **Verbal Assault on a Student/Person (Non-School Board**
460 **Employee)**
461 Any intentional, unlawful threat, by word or act, to do violence to
462 another person, coupled with an apparent ability to do so, and
463 doing some act that creates a well-founded fear in another
464 person that violence is imminent.
465
466 c. Code 52 **Verbal Assault on School Board Employee**
467 Any intentional, unlawful threat, by word or act, to do violence to
468 a school board employee, coupled with an apparent ability to do

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

471
472 d. Code 53 **Physical Battery on a Student/Person (Non-School Board**
473 **Employee)**

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

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

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

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

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

500 g. Code 56 **Robbery**

501 The taking or attempting to take anything of value that is owned
502 by another person or organization, under confrontational
503 circumstances by force or threat of force or violence and/or by
504 putting the victim in fear. A key difference between robbery and
505 larceny is that a threat of battery is involved in robbery.
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507 **h. Code 57 Physical Aggression on a School Board Employee**

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

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

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**

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

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

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

564 g. Code 66 **Arson**

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

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

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

584 3. Alcohol, Tobacco, and Drug Incidents

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

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

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

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

- 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.

- 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.

- 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).

- 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.

- 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,

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

691
692 h. Code 87 **Possession of Other Potentially Dangerous Items**

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

707 ~~FS~~ ~~**Felony Suspension Act**~~

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

714 D. Level 4 - Criminal Incidents

715
716 1. Code 89 **Threat of Violence, High Level**

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

724 2. Code 90 **Possession of a Firearm**

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

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

741
742 **3. Code 91 Possession of a Handgun**
743 **Possession or sale of a handgun on school property,**
744 **school-sponsored transportation, or during a school-**
745 **sponsored activity. (NOTE: If a handgun is used during**
746 **an incident, that incident should be coded including an**
747 **appropriate corresponding weapons-related entry.)**
748

749 **3. 4. Code 92 Possession, Use, Sale, Storage, or Distribution of an**
750 **Explosive Device (Not Firecrackers, Poppers)**

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

761 **4. 5. Code 93 Sale, Possession With Intent to Sell or Distribute, or**
762 **Distribution of Drugs, Imitation Drugs Represented as Drugs, or**
763 **Prescription Medications**

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

772
773 **5. 6. Code 94 Aggravated Battery**

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

780
781 6. 7. Code 95 **Armed Robbery**

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

789
790 7. 8. Code 96 **Battery or Aggravated Battery on a School Board**
791 **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 8. 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 9. 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 10. 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

830 III. Quick Glance Discipline Reform Action Codes

831
832 A. Prevention Consequences

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

849
850 B. Early Intervention Consequences

- 851
852 1. Code 20 Silent Lunch/Lunch Detention
853 2. Code 21 School Service Work (During School Hours)
854 3. Code 22 Temporary Removal From the Classroom
855 4. Code 23 Loss of Privileges (During School Hours)
856 5. Code 24 Alternative Classroom Placement (Short-Term)
857 **6. Code 25 Referral to School CORE Team**

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859 C. Bus Related Consequences

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1. Code 30 Bus, Assigned Seat
2. Code 31 Bus, Probation
3. Code 32 Bus, Suspension

D. Disciplinary Consequences

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

E. District-Imposed Consequences

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

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

905 G. **PROGRESSIVE DISCIPLINE**

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

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

912
913 A. **Prevention Consequences**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

972
973
974 B. Early Intervention Consequences

975
976 1. Code 20 **Silent Lunch/Lunch Detention**

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

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

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

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

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

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

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

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

1001 5. Code 24 **Alternative Classroom Placement (Short-Term)**

1002 The temporary removal of a student from their regular classroom to
1003 an different CLASSROOM. The student will be given the
1004 opportunity to complete their regular classwork in the alternative
1005 setting.
1006

1007 6. Code 25 Referral to School CORE Team

1008 The referral to the school's CORE team for possible
1009 interventions.
1010

1011 C. Bus Related Consequences

1012 1. Code 30 **Bus, Assigned Seat**

1013 The temporary or permanent assignment to a specified seat on the
1014 school bus.
1015

1016 2. Code 31 **Bus, Probation**

1017 An alternative to a Bus Suspension. A student placed on Bus
1018 Probation will, very likely, be suspended from the school bus if
1019 another bus violation occurs.
1020

1021 3. Code 32 **Bus, Suspension**

1022 Suspension of bus riding privileges for a specified period of time.
1023 (Consequences for violations of transportation policies, rules, or
1024 standards of conduct are not limited to the suspension of bus riding
1025 privileges. Other sanctions, up to and including out of school
1026 suspension and expulsion may be imposed when warranted).
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1030 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**

1071 Out-of-school suspension days issued, but not enforced if an
1072 alternative plan is completed. *Examples:* Tobacco, alcohol, or drug
1073 education classes.
1074

1075 **10. Code 50 Student Misconduct, Alternative to Suspension Program**

1076 **A program designated to educate the student about anger**
1077 **management and to deter future student misconduct.**
1078 **Generally, this is used as an alternative to an out-of-school**
1079 **suspension and to reduce the number of days of a student**
1080 **suspension.**
1081

1082 10. **11.** Code 60 **In-School Intervention Program**

1083 A school-designed program or class that requires the student to
1084 rehabilitate their misbehavior through any of the following:
1085 counseling services, conflict resolution, skill building, social and/or
1086 emotional skill building, etc. The on-campus program should be one
1087 (1) to five (5) days in length.
1088

1089 11. **12.** Code 65 **In-School Alternative to Suspension**

1090 An alternative to an out-of-school suspension that prevents a
1091 student from attending all or some classes. During the period of an
1092 alternative to suspension, the student is assigned to a
1093 self-contained alternative classroom.
1094

1095 12. **13.** Code 81 **Out of School Suspension, Short-Term (One (1) to Two (2)**
1096 **Days)**

1097 The temporary removal of a student from school for a period of one
1098 (1) to two (2) days. During the out-of-school suspension, the
1099 student is prohibited from attendance at school or any
1100 school-related functions. **Note:** Fla. Stat. § 232.26(1) establishes
1101 that no secondary or elementary school student may be suspended
1102 out of school for unexcused tardies, lateness, absence, or truancy.
1103

1104 13. **14.** Code 83 **Out of School Suspension, Short-Term (Three (3) to Five (5)**
1105 **Days)**

1106 The temporary removal of a student from school for a period of ~~one~~
1107 ~~(4)~~ **three (3)** to five (5) days. During the out of school suspension,
1108 the student is prohibited from attendance at school or any
1109 school-related functions. **Note:** Fla. Stat. § 232.26(1) establishes
1110 that no secondary or elementary school student may be suspended
1111 out of school for unexcused tardies, lateness, absence, or truancy.
1112

1113 14. Code 86 **Out of School Suspension, Long-Term (Six (6) to Ten (10)**
1114 **Days)**

1115 The temporary removal of a student from school for a period of six
1116 (6) to ten (10) days. During the out of school suspension, the
1117 student is prohibited from attendance at school or any
1118 school-related functions. **Note:** Fla. Stat. § 232.26(1) establishes
1119 that no secondary or elementary school student may be suspended
1120 out of school for unexcused tardies, lateness, absence, or truancy.

1121
1122 **15. Code 88 Out of School Suspension for Days Held in Abeyance**

1123 **An out-of-school suspension code specifically designated to**
1124 **address additional suspension days due to non-completion of**
1125 **an Alternative to Suspension program. This out-of-school**
1126 **suspension is a temporary removal of a student from school for**
1127 **a period of days equal to the days held in abeyance for the**
1128 **particular event. During the out-of-school suspension, the**
1129 **student is prohibited from attendance at school or any school-**
1130 **related functions. Note: Fla. Stat. § 232.26(1) establishes that**
1131 **no secondary or elementary school student may be suspended**
1132 **out of school for unexcused tardiness, lateness, absence, or**
1133 **truancy.**

1134
1135 **45-16. Code 90 Out of School Suspension, Mandatory Ten (10) Days**

1136 The temporary removal of a student from school for a mandatory
1137 period of ten (10) days. During the out of school suspension, the
1138 student is prohibited from attendance at school or any
1139 school-related functions. **Note:** Fla. Stat. § 232.26(1) establishes
1140 that no secondary or elementary school student may be suspended
1141 out of school for unexcused tardies, lateness, absence, or truancy.

1142
1143 E. District Imposed Consequences

1144
1145 1. Code 91 **Long-Term Suspension (District Approved and Entered)**

1146 Fla. Stat. § 230.33 permits the superintendent to extend a
1147 suspension beyond ten (10) school days if the student is being
1148 recommended for expulsion.

1149
1150 2. Code 92 **Assignment to Special Program/Alternative School/ Alternative**
1151 **Program (District-Placed)**

1152 The assignment by the district to an alternative school for a
1153 specified period of time. (**Note:** The number of days must be
1154 specified in the duration code.)

1155
1156 3. Code 95 **Alternative Placement Pending Expulsion**

1157 The assignment by the district to an alternative school
1158 pending an expulsion. (NOTE: This is likely a change of
1159 placement rather than a number of days.)
1160

1161 4. Code 96 Alternative Placement in Lieu of Expulsion

1162 The assignment by the district to an alternative school in lieu of an
1163 expulsion. (**Note:** This is likely a change of placement rather than a
1164 number of days.)
1165

1166 4.5. Code 98 Honoring an Expulsion from another District

1167 Process by which a student who is pending expulsion, has been
1168 expelled, or has withdrawn in lieu of expulsion from another school
1169 district or private school is reviewed prior to attending school in
1170 Palm Beach County School District.
1171

1172 5.6. Code 99 Expulsion

1173 The removal of the right and obligation of a student to attend public
1174 school for a specified period of time. An expulsion may be imposed
1175 for a period up to, but not to exceed the current school year, the
1176 following school year, and the intervening summer school.
1177

1178 6.7. Code FS Felony Suspension Action

1179 Action code when a principal determines to felony suspend a
1180 student pending adjudication.
1181

1182 8. Code BA Baker Act

1183 9. Code FA Future Action

1184 10. Code RF Refer to Courts or Juvenile Authorities.
1185
1186
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; ___/___/___

SECONDARY 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

1st Offense Drug or Alcohol (Codes 71-75 ONLY): MUST provide students with an opportunity to exchange 5 days of the mandatory 10-day Out-of-School Suspension for the District-approved alternative program. ~~Students may be given an opportunity to attend a district approved alternative program.~~

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

1st Offense Tobacco Violation — ~~Students may be given an opportunity to attend a district approved alternative elementary program.~~ MUST provide students with an opportunity to exchange 7 days of the mandatory 10-day Out-of-School Suspension for the District-approved alternative program.

2nd Offense Tobacco Violation – ~~Students may be given an opportunity to attend a district approved second alternative elementary program.~~ MUST provide students with an opportunity to exchange 5 days of the mandatory 10-day Out-of-School Suspension for the District-approved alternative program.

3rd Offense Tobacco Violation — ~~Students may be given an opportunity to attend a district approved third alternative elementary program.~~

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 - Secondary

<u>LEVEL 1</u>
Code
ATTENDANCE INCIDENTS
01 Tardiness, Habitual
02 Truancy/Unexplained Absence
03 Out of Assigned Area
04 Leaving School Grounds Without Permission
RULES VIOLATIONS INCIDENTS
07 Dress Code Violations
08 Public Display of Affection
09 Cheating
10 Failure To Comply With Class/School Rules
11 Disobeying Rules on the School Bus
DISRUPTIVE INCIDENTS
14 Disruptive Play
15 Disruptive Behavior
16 Disrespectful Language
17 Bullying/Harassment
18 Confrontation
19 Lying/Misrepresentation
20 Articles Disruptive to School
21 Prohibited Items, Non-Criminal
22 Unauthorized Sale/Distribution of Materials
23 Inappropriate Activity
<u>LEVEL 2</u>
DISRUPTIVE/PHYSICAL/VERBAL INCIDENTS
25 Bus Disruption
26 Disobedience/Insubordination
27 Profane/Obscene Language
28 Threat (Non-Criminal)
29 Physical Aggression (Not Involving Law Enforcement)
30 Repetitive Disruptive Behaviors
31 Repetitive Disobedience(Open Defiance/ Insubordination
32 Repetitive Bullying, Harassing, Intimidating, or Threatening Behaviors
33 Hazing
PROPERTY INCIDENTS
35 Abuse of School Property/Minor Vandalism Less Than \$100
36 Petty Theft/Stealing Less Than \$50
RULES VIOLATIONS INCIDENTS AND OTHER SERIOUS INCIDENTS
39 Unserved Detention (Regular)
40 Unserved Detention (Extended/Multiple)
41 Unserved Detention (Saturday)
42 Firecrackers/Poppers
43 Forgery of a Document or Signature
44 Gambling
45 Sexual Harassment
46 Menacing Statements
47 Severe/Repetitive Inappropriate Activity

<u>LEVEL 3</u>
Code
CRIMES AGAINST PERSONS INCIDENTS
50 Fighting
51 Verbal Assault on a Student! Person (Non-SBE)
52 Verbal Assault on a School Board Employee
53 Physical Battery on a Student/Person
54 To Attempt a Criminal Act Against a Person
55 Extortion/Blackmail/Coercion
56 Robbery
57 <u>Physical Aggression on School Board Employee</u>
PROPERTY INCIDENTS
60 Stealing More Than \$50
61 Vandalism More Than \$100
62 Breaking & Entering/Burglary
63 Computer Misuse
64 Reckless Vehicle Use
65 Motor Vehicle Theft
66 Arson
67 <u>Counterfeit / Misrepresented Document / Other Major Incident</u>
ALCOHOL AND DRUGS INCIDENTS
70 Tobacco Products (Possession/Use)
71 Prescription Medications (Unauthorized Possession/ <u>Misuse</u>)
72 Intoxicants (Use)
73 Alcohol/Intoxicating Beverages (Possession/Use/ Manufacture/Sale/ Storage/Distribution)
74 Drug Paraphernalia (Possession/Use/Sale/Storage/ Distribution)
75 Drugs/Imitation Drugs (Possession/Use /Storage)
DISORDERLY CONDUCT/WEAPONS INCIDENTS
80 Disruption of a School/Disorderly Conduct
81 Trespassing
82 False Fire Alarm/911 Call
83 Bomb Threat
84 Inappropriate, Lewd, or Obscene Act
85 Sexual Misconduct
86 Knife (Possession)
87 Other Potentially Dangerous Items (Possession)
<u>LEVEL 4 - CRIMINAL INCIDENTS</u>
89 Threat of Violence, High Level
90 Firearm (Possession)
91 <u>Possession of a Handgun</u>
92 Explosive Device (Possession/Use/Sale/Storage/ Distribution)
93 Drugs/Imitation Drugs/Prescription Medications (Sale/Intent to Sell/Distribution)
94 Aggravated Battery
95 Armed Robbery
96 Battery/Aggravated Battery on SBE
97 Sexual Battery
98 Kidnapping/Abduction
99 Homicide
<u>OTHER INCIDENT CODES</u>
ES Felony Suspension
PI 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 SECONDARY 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	A								
02	Truancy/Unexplained Absence	X	A		A			A	A	A		A					A	A								
03	Out of Assigned Area	X	A					A	A	A		A					A	A								
04	Leaving School Grounds w/o Permission	X	A					A	A	A		A					A	A		A						
07	Dress Code Violation	X	A				A	A	A	A		A					A	A								
08	Public Display of Affection	X	A				A	A	A	A		A					A	A								
09	Cheating	X	A		A		A	A	A	A		A					A	A								
10	Failure to Comply With Rules	X	A				A	A	A	A		A					A	A								
11	Disobeying Rules on Bus	X	A	A		A	A	A	A	A		A					A	A								
14	Disruptive Play	X	A				A	A	A	A		A					A	A								
15	Disruptive Behavior	X	A		A		A	A	A	A		A					A	A								
16	Disrespectful Language	X	A		A		A	A	A	A		A					A	A								
17	Bullying/Harassment	X	A		M		A	A	A	A		A					A	A	A	A						
18	Confrontation	X	A		A		A	A	A	A		A					A	A								
19	Lying/Misrepresentation	X	A		A		A	A	A	A	M	A					A	A								
20	Articles Disruptive to School	X	A				A	A	A	A	M	A					A	A								
21	Prohibited Items (Non-Criminal)	X	A				A	A	A	A	M	A					A	A								
22	Unauthorized Materials (Non-Criminal)	X	A				A	A	A	A		A					A	A								
23	Inappropriate Activity	X	A		A		A	A	A	A		A					A	A								
25	Bus Disruption	X	A	A		A	A	A	A	A		A					A	A	A	A						
26	Disobedience/Insubordination	X	A		A		A	A	A	A		A					A	A	A	A						
27	Profane/Obscene Language	A			A			X	A	A		A					A	A	A	A	A					A
28	Threat (Non-Criminal)	X	A		M		A	A	A	A		A					A	A								
29	Physical Aggression	A			M				A	A		A					A	A	X	A	A					A
30	Rep. Disruptive Behaviors	A			M				A	A							A	A		X	A					A
31	Rep. Disobedience/Defiance/Insubordination	A			M				A	A						A	A	A		X	A					A
32	Rep. Bullying/Harassment/Intimidating/Threat	A			M				A	A						A	A	A		X	A				A	A
33	Hazing	A			M				A	A						A	A	A		X	A					A
35	Abuse Property/Minor Vandalism	A			M		X	A	A	A		A			A	A	A	A	A	A						A
36	Petty Theft/Stealing Less Than \$50	A			M			X	A	A	M	A	A		A		A	A	A	A						A
39	Unserved Detention (Regular)	A			A		A		X	A																
40	Unserved Detention (Extended/Multiple)	A			A		A			A							X	A	A	A						
41	Unserved Saturday Detention/School	A			A		A										X	A	A	A						
42	Firecrackers/Poppers	A			M					X	M						A	A	A	A						A
43	Forgery of a Document/Signature	A			M				X	A		A					A	A	A	A						A
44	Gambling	A			M			X	A	A		A			A		A	A	A	A						A
45	Sexual Harassment	A			M			X	A	A						A	A	A	A	A	A				A	A
46	Menacing Statements	A			M				A	A						A	A	A		X	A					A
47	Severe/Rep Inappropriate Activity	A			M					A						A	A	A	A	X	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			M											A				X	A	A	A	A		A
51	Verbal Assault to Student/Person	A			A											A				X	A	A	A	A		M
52	Verbal Assault on SBE	A			A											A						X	A	A	A	M
53	Physical Battery to Student/Person	A			A											A						X	A	A	A	M
54	To Attempt Criminal Act Against a Person	A			A											A							M	A	A	M
55	Extortion/Blackmail/Coercion	A			A											A							M	A	A	M
56	Robbery	A			A											A							M	A	A	M
57	Physical Aggression on an S. B. Employee	A			A											A						X	A	A	A	M
60	Stealing More Than \$50	A			A								A		A					X	A	A	A	A		M
61	Vandalism More Than \$100	A			A								A		A					X	A	A	A	A		M
62	Breaking and Entering/Burglary	A			A								A		A								M	A	A	M
63	Computer Misuse	A			A								A		A					X	A	A	A	A		A
64	Reckless Vehicle Use	A			A																		M	A	A	M
65	Motor Vehicle Theft	A			A								A		A								M	A	A	M
66	Arson	A			A																		M	A	M	M
67	Counterfeit/Misrepresented Document / Other Major Incident	A			A																	X	A	A	A	M
70	Tobacco Products (Possession/Use)	A			M						M	A			M*	M*		A	A	A	A	A	M*	A	A	A
71	Prescription Medication (Possession/Use)	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			A											A							M	A	A	M
81	Trespassing	A			A											A					X	A	A	A	A	M
82	False Fire Alarm/911 Call	A			A											A							M	A	A	M
83	Bomb Threat	A			A											A							M	A	M	M
84	Inappropriate, Lewd, or Obscene Act	A			A											A				X	A	A	A	A		M
85	Sexual Misconduct	A			A											A							M	A	A	M
86	Knife (Possession)	A			A						M					A				X	A	A	A	A		M
87	Other Potentially Dangerous Items (Possession)	A			A						M					A				X	A	A	A	A		M
89	Felony Suspension	A			A																			A	A	M
9089	Threat of Violence (High-Level)	A			A																		M	A	M	M
9490	Possession of a Firearm	A			A						M												M	A	M	M
91	Possession of a 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 S. B. Employee	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) - MUST provide students with an opportunity to exchange 5 days of the Out-of-School Suspension for the district-approved alternative program.
 Repeated REQUIRE a 10-day Out-of-School Suspension AND Recommendation for Expulsion.

Tobacco Violation

1st Offense – MUST provide students with an opportunity to exchange 7 days of the Out-of-School Suspension for the district-approved alternative program.
 2nd Offense – MUST provide students with an opportunity to exchange 5 days of Out-of-School Suspension for the district-approved alternative program.
 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 5.1813 and finds it legally sufficient for development by the Board.

Attorney

Date