

**POLICY 5.1813**

- 5-B** 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**

**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. (Both use and possession of pagers/beepers must remain prohibited, per state law.). See lines 279-292.
  - 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 279-292.) (Accordingly, under Code 21 "Prohibited Items, Non-Criminal," cell phones would be removed from the list of prohibited items. However, pagers/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). The length of the expulsion, however, would be 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 513-20.)  
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 579-88)  
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 748-53)  
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 297-302)  
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 598-606)  
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.)

1                                    **PROPOSED REVISED POLICY 5.1813**  
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3                                    ***OPERATIONAL PROCEDURES FOR INCIDENTS AND ACTIONS***  
4                                    ***FOR SECONDARY STUDENTS***  
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6  
7 I. Overview  
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9            A. The matrix of incidents and actions which is found at the conclusion of this policy,  
10 is a tool administrators will utilize to issue consequences for misbehavior by  
11 secondary students. The purpose of the matrix is to create a consistent, district-  
12 wide disciplinary system by identifying specific actions that correspond to a given  
13 incident. Administrators will be able to reduce some of the subjectivity in their  
14 decision-making and reference a ~~district~~ Board Policy that requires minimum  
15 mandatory consequences. These district-required minimum actions will assist  
16 administrators in communicating with parents, students, staff, and school  
17 personnel regarding discipline issues.

18  
19            B. If the matrix of incidents and actions is utilized effectively and consistently, the  
20 focus of the discipline data generated should shift from the consequences of  
21 students' behavior and move toward the behaviors that result in those  
22 consequences. For example, instead of focusing on the number of suspensions,  
23 we would begin to address the incidents that generate those suspensions.  
24 Schools would then explore opportunities to implement programs/ initiatives/  
25 strategies and then would provide assistance for school staff. **For incidents that**  
26 **do not require an Out-of-School Suspension, schools should utilize In-**  
27 **School Suspension wherever possible as an alternative to an Out-of-**  
28 **School Suspension.**

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

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37 II. Using the Matrix  
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39            A. When a student commits an infraction, the misbehavior is classified according to  
40 the definition(s) that best describe the event. The action(s) to be taken by the

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  
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  
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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**  
117  
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**  
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**  
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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~~  
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  
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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.
- 218  
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.
- 227  
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.
- 232  
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.)
- 239  
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.  
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- 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. (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.) (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

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 i. 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 j. 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 B. Level 2

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319 1. Disruptive/Physical/Verbal Incidents

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321 a. Code 25 **Bus Disruption**

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

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325 b. Code 26 **Disobedient/Insubordination**

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327 Failure to obey a reasonable instruction or request by a staff  
328 member.  
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330 c. Code 27 **Profane/Obscene Language (Use of Abusive Language,**  
331 **Obscene Gestures)**

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

335 d. 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 e. 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 f. 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 g. Code 31 **Repetitive Disobedience/Open Defiance/Insubordination**

361 Repeated referrals for disobedience, defiance and  
362 insubordination.  
363

364 h. Code 32 **Repetitive Bullying, Harassing, Intimidating, or Threatening**  
365 **Behavior**

366 Repeated referrals for Level 1 bullying, harassing, threatening,  
367 and/or confrontational behavior.  
368

369 i. 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 2. Property Incidents  
378

379 a. 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           b. 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           3. Rules Violations and Other Serious Incidents  
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393           a. Code 39 **Unserviced Detention (Regular)**  
394           Unexcused absence from a scheduled Regular Detention.  
395

396           b. Code 40 **Unserviced Detention (Extended)**  
397           Unexcused absence from a scheduled Extended Detention.  
398

399           c. Code 41 **Unserviced Detention (Saturday)**  
400           Unexcused absence from a scheduled Saturday Detention.  
401

402           d. 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           e. Code 43 **Forgery of a Document or Signature**  
412           To fashion or reproduce the signature of another for fraudulent  
413           purpose.  
414

415           f. Code 44 **Gambling**  
416           One who participates in games of chance or skill for money,  
417           profit or anything of value.  
418

419           g. Code 45 **Sexual Harassment (Undesired Sexual Behavior Towards**  
420           **Another)**

421           Unwanted or repeated verbal or physical sexual behavior that is  
422           offensive and objectionable to the recipient, causes discomfort  
423           or humiliation or creates a hostile environment. Sexual  
424           harassment shall include but not be limited to creating a hostile  
425           environment. Sexually harassing conduct which can include  
426           unwelcome sexual advances; and other verbal, nonverbal or  
427           physical behavior of a sexual nature by an individual that is

428 sufficiently severe, persistent, or pervasive enough to create a  
429 hostile or abusive educational environment. (Note: In some  
430 cases, severe incidents of sexual harassment which includes  
431 physical contact may be considered a **Battery**; or with physical  
432 penetration, a **Sexual Battery**.)  
433

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

435 ~~Any Level 2-type activity that is disruptive and/or inappropriate~~  
436 ~~in a school setting that does not fit into another Level 2~~  
437 ~~category.~~  
438

439 ~~i.h.~~ Code 47 **Menacing Statements**

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

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

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

458  
459 C. Level 3

460 1. Crimes Against Persons Incidents

461 a. Code 50 **Fighting**

462 Mutual participation in a hostile, physical encounter; mutual  
463 participation in an altercation involving physical violence.  
464

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

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

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

471  
472 c. Code 52 **Verbal Assault on School Board Employee**

473 Any intentional, unlawful threat, by word or act, to do violence to  
474 a school board employee, coupled with an apparent ability to do  
475 so, and doing some act that creates a well-founded fear in  
476 another person that violence is imminent.

477  
478 d. Code 53 **Physical Battery on a Student/Person (Non-School Board  
479 Employee)**

480 The willful and unlawful use of force or violence upon the  
481 person of another. Three primary elements must be present for  
482 a Battery to occur: (1) there must be an aggressor, who (2)  
483 intended to cause physical harm (or actual contact against the  
484 other's will) to (3) an another person. Includes an attack with a  
485 weapon that fits the aforementioned description. (**Note:** *This*  
486 *category should be used only when the attack is serious*  
487 *enough to warrant contacting law enforcement.*)  
488

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

490 Any person who attempts to commit, or who solicits another to  
491 commit, or who agrees, conspires, combines, or confederates  
492 with another person or persons to commit the offense of a  
493 Battery, Robbery, Homicide, Kidnapping, or Sexual Battery  
494 against another person or persons, and in such attempt does  
495 any act toward the commission of such offense, but fails in the  
496 perpetration or is intercepted or prevented in the execution of  
497 the offense. (Fla. Stat. § 774.04)  
498

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

500 The use or threat or intimidation to obtain anything of value  
501 from another person, including, but not limited to, money.  
502 (**Note:** Minor offenses that do NOT require law enforcement  
503 should be coded as **Code 17 Bullying** or **Code 32 Repetitive**  
504 **Bullying, Harassing, Intimidating, or Threatening Behavior.**)  
505

506 g. Code 56 **Robbery**

507 The taking or attempting to take anything of value that is owned  
508 by another person or organization, under confrontational  
509 circumstances by force or threat of force or violence and/or by  
510 putting the victim in fear. A key difference between robbery and  
511 larceny is that a threat of battery is involved in robbery.  
512



513 **h. Code 57 Physical Aggression on a School Board Employee**  
514 **A *volitional* physically-aggressive act such as pushing,**  
515 **pulling, or striking toward a School Board employee.**  
516 **Generally, the physical act does not result in injury. Law**  
517 **enforcement should be notified; criminal charges may or**  
518 **may not be filed. (NOTE: IF A RECOMMENDATION FOR**  
519 **EXPULSION IS PROPOSED, then the Level 4 code # 96,**  
520 **Battery on SBE, should be used.)**

521  
522  
523  
524 2. Property Incidents  
525

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

527 The unlawful taking or concealing the property of another  
528 person, without threat, violence or bodily harm, with the intent to  
529 prevent or deprive the rightful owner of its use. This includes  
530 taking of property or taking property from a vehicle on school  
531 property.  
532

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

535 The willful and/or malicious destruction, damage, or defacement  
536 of public or private property, real or personal, without the  
537 consent of the owner or the person having custody or control of  
538 it. This category, which includes graffiti, should be coded when  
539 the amount of damage to the property, including materials and  
540 labor, exceeds one hundred dollars (\$100) to repair, remove,  
541 and/or replace. (**NOTE:** If the damage to the property, including  
542 materials and labor, is less than one hundred dollars (\$100). to  
543 repair, then the event should be coded as **Code 35 Abuse of**  
544 **School Property/Minor Vandalism** unless Law Enforcement  
545 files charges.)  
546

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

548 The unlawful entry with or without force into a building,  
549 conveyance, or other structure, or remaining behind, with the  
550 intent to commit a crime to property.  
551

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

553 The inappropriate use of a computer, including, but not limited  
554 to, breaking into restricted accounts or networks, modifying, or  
555 destroying files without permission, illegally copying software,  
556 and entering or distributing or printing unauthorized files.

557 Accessing or entering unauthorized internet sites; Distributing  
558 inappropriate electronic messages.

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

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

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

578  
579 **h. Code 67 Counterfeit / Misrepresented Document / Other Major**  
580 **Incident**  
581 To fashion or reproduce a document, money, or other items  
582 with the intent to defraud; includes counterfeit money or  
583 documents; Also, any Level 3-type incident that is inappropriate  
584 in a school setting and does not fit into another Level 3  
585 category. Included in this category is culpable negligence,  
586 exposing another person to personal injury. (NOTE: Any  
587 incident in this category REQUIRES law enforcement  
588 intervention.)

589  
590 3. Alcohol, Tobacco, and Drug Incidents

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

596  
597 b. Code 71 **Unauthorized Possession or Misuse of Prescription**  
598 **Medication**  
599 To possess, use, store, or be under the influence of another  
600 person's any—substance which requires a physician's

601 prescription; or to misuse one's own prescription medication; or  
602 to posses, store, or use any over-the-counter medication (other  
603 than those listed in Code 21) without parental approval and  
604 school notification.

605  
606 c. Code 72 **Use of Intoxicants**

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

610  
611 d. Code 73 **Possession, Use, Manufacture, Sale, Storage, or**  
612 **Distribution of Alcohol or Intoxicating Beverages**

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

618  
619 e. Code 74 **Possession, Use, Sale, Storage, or Distribution of Drug**  
620 **Paraphernalia**

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

626  
627 f. Code 75 **Possession, Use, or Storage of Drugs or Imitation Drugs**  
628 **Represented as Drugs**

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

638  
639  
640 4. Disorderly Conduct/Weapons

641  
642 a. Code 80 **Disruption of a School Function/Disorderly Conduct**

643 Any act which substantially disrupts the orderly conduct of a  
644 school function, behavior which substantially disrupts the

645 orderly learning environment or poses a threat to the health,  
646 safety, and/or welfare of students, staff, or others. An incident of  
647 this type is mandatory to be reported to law enforcement and is  
648 likely to result in an arrest.

649  
650 b. Code 81 **Trespassing**

651 To enter or remain on a public school campus, school board  
652 facility, or at a school function without authorization or invitation  
653 and with no lawful purpose for entry, including students under  
654 suspension or expulsion. To enter or remain on a public school  
655 campus, school board facility, or at a school district sponsored  
656 activity without authorization after being directed to leave by the  
657 chief administrator/designee of the facility, campus, or function.  
658

659 c. Code 82 **False Fire/911 Call**

660 Whoever, without reasonable cause, by outcry or the ringing of  
661 bells, or otherwise makes or circulates, or causes to be made or  
662 circulated, a false alarm of fire or 911 call.  
663

664 d. Code 83 **Bomb Threat**

665 Intentionally making a false report to any person, including  
666 school personnel, concerning the placement of any bomb,  
667 dynamite, explosive, or arson-causing device.  
668

669 e. Code 84 **Inappropriate, Lewd or Obscene Act**

670 The use of oral or written language, electronic messages,  
671 pictures, objects, gestures, or engaging in any physical act  
672 considered to be offensive, socially unacceptable, or not  
673 suitable for an educational setting. Included in this category are  
674 indecent exposure (exposure of private body parts to the sight  
675 of another person in a lewd or indecent manner in a public  
676 place), and obscenity (conduct which by the community  
677 standards is deemed to corrupt public morals by its indecency  
678 and/or lewdness such as phone calls or other communication;  
679 unlawful manufacture, publishing, selling, buying or possessing  
680 materials such as literature or photographs).  
681

682 f. Code 85 **Sexual Misconduct**

683 Engaging in a sex act or physical conduct of a sexual nature;  
684 the unlawful sexual intercourse, sexual contact or other  
685 unlawful behavior or conduct intended to result in sexual  
686 gratification without force or threat and where the victim is  
687 capable of giving consent.  
688

689 g. Code 86 **Possession of a Knife**  
690 The possession of any knife that may inflict harm on another  
691 person, or could be used to intimidate another person,  
692 including, but not limited to, fixed blade knives, folding knives,  
693 switch blade knives, razor knives, box cutters. (**Note:** If a  
694 weapon is used during an incident, that incident should be  
695 coded including an appropriate corresponding weapons-related  
696 entry AND disciplinary action may increase substantially.)

697  
698 h. Code 87 **Possession of Other Potentially Dangerous Items**  
699 Any instrument or object, other than firearms, handguns, or  
700 knives, that could be deliberately used to inflict harm on another  
701 person, or could be used to intimidate any person. Included in  
702 this category are BB-guns and toy or replica guns represented  
703 as real guns. Also, included in this category are the possession  
704 or storage of items which are prohibited at school, including, but  
705 not limited to ammunition clips, bullets or cartridges, flammable  
706 liquids, combustible materials, matches, lighters, poisonous  
707 substances, mace, pepper spray, and any other items which  
708 may result in injury. (**Note:** If a weapon is used during an  
709 incident, that incident should be coded including an appropriate  
710 corresponding weapons-related entry AND disciplinary action  
711 may increase substantially.)  
712

713 ~~FS~~ **Felony Suspension Act**

714 ~~This incident code should be used for a student who has been~~  
715 ~~felony suspended per Florida Statute, and is assigned to an~~  
716 ~~alternative program until the student is adjudicated. If the~~  
717 ~~student is adjudicated guilty, the principal may recommend~~  
718 ~~expulsion.~~  
719

720 D. Level 4 - Criminal Incidents

721  
722 1. Code 89 **Threat of Violence, High Level**  
723 High level of threat is a threat that appears to pose an imminent  
724 and serious danger to the safety of others; the threat is direct,  
725 specific, and plausible; the threat suggests concrete steps have  
726 been taken toward carrying it out, for example, statements  
727 indicating that the threatener has acquired or practiced with a  
728 weapon or has had the victim under surveillance.  
729

730 2. Code 90 **Possession of a Firearm**  
731 Possession or sale of any firearm on school property, school  
732 sponsored transportation or during a school sponsored activity.

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

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

754  
755 **3. 4. Code 92 Possession, Use, Sale, Storage, or Distribution of an**  
756 **Explosive Device (Not Firecrackers, Poppers)**

757 An explosive is any chemical compound or mixture that has the  
758 property of yielding readily to combustion or oxidation upon  
759 application of heat, flame, or shock, including but not limited to  
760 dynamite, nitroglycerin, trinitrotoluene, or ammonium nitrate  
761 when combined with other ingredients to form an explosive  
762 mixture, blasting caps, and detonators (Fla. Stat. §790.001(5)).  
763 **Note:** If an explosive device is used during an incident, that  
764 incident should be coded including an appropriate  
765 corresponding weapons-related entry.)  
766

767 **4. 5. Code 93 Sale, Possession With Intent to Sell or Distribute, or**  
768 **Distribution of Drugs, Imitation Drugs Represented as Drugs, or**  
769 **Prescription Medications**

770 To sell or distribute any mood-modifying substance and/or  
771 dangerous **substance listed in Chapter 893, Fla. Stat.,**  
772 **including, but not limited to marijuana, hallucinogens,**  
773 **inhalants, as well as any substance represented to be an illegal**  
774 **substance, such as "designer drugs." or caffeine pills, tablets,**  
775 **or caplets, or any substance which is represented to be any**

776 such substance while on school district property, school  
777 transportation, or at a school related function.  
778

779 5. 6. Code 94 **Aggravated Battery**  
780 Intentionally or knowingly causing great bodily harm, permanent  
781 disability, or permanent disfigurement or using a deadly weapon  
782 while committing a battery. A battery is the actual and  
783 intentional touching or striking of another person against his or  
784 her will or intentionally causing bodily harm to an individual (Fla.  
785 Stat. §§ 784.03 & 784.045).  
786

787 6. 7. Code 95 **Armed Robbery**  
788 The taking of money or other property which may be the subject  
789 of larceny from the person or custody of another, with intent to  
790 either permanently or temporarily deprive the person or the  
791 owner of the money or other property, when in the course of the  
792 taking there is the use of force, violence, assault, or putting in  
793 fear; with the use of a firearm or other deadly weapon (Fla. Stat.  
794 § 812.13(1) & (2)(a)).  
795

796 7. 8. Code 96 **Battery or Aggravated Battery on a School Board**  
797 **Employee**  
798 A battery or aggravated battery, as defined above, on any  
799 person that the student knows, or has reason to know, is an  
800 elected official or school district employee, whether it is  
801 committed on school property, on school sponsored  
802 transportation, during a school sponsored activity or while the  
803 elected official or employee is on official school business. (Fla.  
804 Stat. § ~~234.06~~ 230.23015).  
805

806 8. 9. Code 97 **Sexual Battery (Attempted or Actual Forcible Penetration)**  
807 Forced oral, anal, or vaginal penetration by, or union with, the  
808 sexual organ of another or the anal or vaginal penetration of  
809 another by any other object. (Fla. Stat. § 794.011(1)(h)).  
810

811 9. 10. Code 98 **Kidnapping or Abduction**  
812 Forcibly, secretly, or by threat, confining, abducting, or  
813 imprisoning another person against their will and without lawful  
814 authority.  
815

816 10. 11. Code 99 **Homicide - Murder**  
817 The unlawful killing of a human being (Fla. Stat. § 782.04); and  
818 manslaughter - the killing of a human being by the act,

819 procurement, or culpable negligence of another, without lawful  
820 justification (Fla. Stat. § 782.07).

821  
822 **E. Other Incident Codes**

823 **1. FS Felony Suspension Incident**

824 This incident code should be used for a student who has been  
825 felony suspended per Fla. Stat. § 232.26(2) and SBER 6A-  
826 1.0956, and is assigned to an alternative program until the  
827 student is adjudicated. If the student is adjudicated guilty, the  
828 principal may recommend expulsion.

829  
830 **2. PI Previous Incident**

831 This incident code is to be used ONLY when coding an action  
832 in the current school year for an incident occurring in the  
833 previous school year.

834  
835  
836 **III. Quick Glance Discipline Reform Action Codes**

837  
838 **A. Prevention Consequences**

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

855  
856 **B. Early Intervention Consequences**

- 857  
858 1. Code 20 Silent Lunch/Lunch Detention  
859 2. Code 21 School Service Work (During School Hours)  
860 3. Code 22 Temporary Removal From the Classroom  
861 4. Code 23 Loss of Privileges (During School Hours)



- 862 5. Code 24 Alternative Classroom Placement (Short-Term)
- 863 [6. Code 25 Referral to School CORE Team](#)
- 864
- 865 C. Bus Related Consequences
- 866
- 867 1. Code 30 Bus, Assigned Seat
- 868 2. Code 31 Bus, Probation
- 869 3. Code 32 Bus, Suspension
- 870
- 871 D. Disciplinary Consequences
- 872
- 873 1. Code 40 School Service Work (Before/After School/Non-School Day)
- 874 2. Code 41 Detention (Regular/Traditional)
- 875 3. Code 42 Detention (Extended)
- 876 4. Code 43 Saturday School/Detention
- 877 5. Code 44 Confiscation
- 878 6. Code 45 Loss of Extra-Curricular Privileges
- 879 7. Code 46 Restitution
- 880 8. Code 47\* Tobacco/Alcohol/Drug Alternative
- 881 9. Code 48\* Days Held in Abeyance
- 882 [10. Code 50 Student Misconduct, Alternative to Suspension Program](#)
- 883 ~~10-11.~~ Code 60 In-School Intervention Program
- 884 ~~11-12.~~ Code 65 In-School Alternative to Suspension
- 885 ~~12-13.~~ Code 81 Out of School Suspension, Short Term (One (1) to Two (2)
- 886 Days)
- 887 ~~13-14.~~ Code 83 Out of School Suspension, Short-Term (Three (3) to Five (5)
- 888 Days)
- 889 ~~14-15.~~ Code 86 Out of School Suspension, Long-Term (Six (6) to Ten (10) Days)
- 890 [16.88. Out of School Suspension for Days Held in Abeyance](#)
- 891 ~~15-17.~~ Code 90 Out of School Suspension, Mandatory Ten (10) Days
- 892
- 893 E. District-Imposed Consequences
- 894
- 895 1. Code 91 Long-Term Suspension (District Approved)
- 896 2. Code 92 Assignment to Special Program/Alternative School/ Alternative
- 897 Program (District-Placed)
- 898 3. Code 95 [Alternative Placement Pending Expulsion](#)
- 899 [4. Code 96 Alternative Placement in Lieu of Expulsion](#)
- 900 ~~4-5.~~ Code 98 Honoring an Expulsion from Another District
- 901 ~~5-6.~~ Code 99 Expulsion
- 902 [7. Code BA Baker Act](#)
- 903 [8. Code FA Future Action](#)
- 904 [9. Code FS Felony Suspension Action](#)

905 10. Code RF Refer to Courts or Juvenile Authorities

906  
907 F. Note: For all levels, any incident that is hate-related and/or gang-related should  
908 be coded in the appropriate "-related" category AND should be grounds to  
909 increase disciplinary actions.

910  
911 G. PROGRESSIVE DISCIPLINE

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

916  
917 **IV. Student Discipline Referral Action Definitions**

918  
919 A. Prevention Consequences

920  
921  
922 1. Code 01 **Conference with Student/Warning**

923 Administrative conference with student and warning about stated  
924 incident.

925  
926 2. Code 02 **Referred to School Guidance Counselor**

927 Counseling the student by the guidance counselor to assist the  
928 student in developing or utilizing the necessary skills to address the  
929 stated incident.

930  
931 3. Code 03 **Referral for Mediation**

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

933  
934 4. Code 04 **Behavior Contract or Plan**

935 A written/verbal contract or plan for the student with stated goals,  
936 objectives, and outcomes for the student to develop the necessary  
937 skills to address the stated incident.

938  
939 5. Code 05 **Staffing (ESE/CORE/504/Other)**

940 Student recommended to the necessary department/group for  
941 staffing and development of a course of action (interventions) for  
942 the student.

943  
944 6. Code 06 **Written Communication to Custodial Parent/Guardian (Other  
945 than a Copy of the Referral)**

946 Letter, notes, and/or other written communication to custodial  
947 parent/guardian.

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7. Code 07 **Daily/Weekly Report**  
A progress report and/or assignment sheet which gives the student and parent the opportunity to track the student's academic and behavioral progress in each of his/her classes for a specified period of time.
  8. Code 08 **Schedule Change (Change of Regular Classes)**  
A permanent change in the student's regular class schedule.
  9. Code 09 **Custodial Parent/Guardian Contact**  
Contacting custodial parent/ guardian either by telephone, in person, or by some other means to inform them of the stated incident.
  10. Code 10 **Custodial Parent/Guardian Conference with Administrator/Teacher(s) at School**  
Administrative conference with a custodial parent/guardian of the student.
  11. Code 11 **Custodial Parent/Guardian Attends Class With Child**  
Custodial parent/guardian shadows child and/or attends class with their child at school for an agreed upon time during the child's school day.
  12. Code 12 **Voluntary Restitution/Self-Designed Action(s)**  
Student designs and implements a plan to correct errors made, apologizes, replace/repair property.
  13. Code 13 **Parent/Guardian Contact by a Language Facilitator Contact by a language facilitator of a parent/guardian**

980 B. Early Intervention Consequences

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989
1. Code 20 **Silent Lunch/Lunch Detention**  
A separate facility and/or seating arrangement for the student during a regularly scheduled lunch period. Additionally, the administrator may request some cafeteria clean-up assistance from the student such as sweeping, wiping tables, and/or assisting with other clean-up activities.
  2. Code 21 **School Service Work (During School Hours)**

990 Work assistance provided by the student to any staff member  
991 during school hours including, but not limited to, campus or hallway  
992 clean-up. (Refer to **Code 40 School Service Work Before/After**  
993 **School/ Non-School Day** detail.)  
994

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

996 The temporary removal of a student from the traditional learning  
997 environment to a separate, individual learning environment for a  
998 short period of time (generally less than one hour).  
999

1000 4. Code 23 **Loss of Privileges (During School Hours)**

1001 The loss of a privilege(s) during school hours such as assemblies,  
1002 field trips, and incentive activities. (Note: If the activity is  
1003 academically oriented, the student MUST be given an alternative  
1004 assignment with an opportunity to receive the same information and  
1005 grade.)  
1006

1007 5. Code 24 **Alternative Classroom Placement (Short-Term)**

1008 The temporary removal of a student from their regular classroom to  
1009 an different CLASSROOM. The student will be given the  
1010 opportunity to complete their regular classwork in the alternative  
1011 setting.  
1012

1013 6. Code 25 Referral to School CORE Team

1014 The referral to the school's CORE team for possible  
1015 interventions.  
1016

1017 C. Bus Related Consequences

1018  
1019 1. Code 30 **Bus, Assigned Seat**

1020 The temporary or permanent assignment to a specified seat on the  
1021 school bus.  
1022

1023 2. Code 31 **Bus, Probation**

1024 An alternative to a Bus Suspension. A student placed on Bus  
1025 Probation will, very likely, be suspended from the school bus if  
1026 another bus violation occurs.  
1027

1028 3. Code 32 **Bus, Suspension**

1029 Suspension of bus riding privileges for a specified period of time.  
1030 (Consequences for violations of transportation policies, rules, or  
1031 standards of conduct are not limited to the suspension of bus riding  
1032 privileges. Other sanctions, up to and including out of school  
1033 suspension and expulsion may be imposed when warranted).

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D. Disciplinary Consequences

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**

1077 Out-of-school suspension days issued, but not enforced if an  
1078 alternative plan is completed. *Examples:* Tobacco, alcohol, or drug  
1079 education classes.  
1080

1081 **10. Code 50 Student Misconduct, Alternative to Suspension Program**

1082 **A program designated to educate the student about anger**  
1083 **management and to deter future student misconduct.**  
1084 **Generally, this is used as an alternative to an out-of-school**  
1085 **suspension and to reduce the number of days of a student**  
1086 **suspension.**  
1087

1088 10. **11.** Code 60 **In-School Intervention Program**

1089 A school-designed program or class that requires the student to  
1090 rehabilitate their misbehavior through any of the following:  
1091 counseling services, conflict resolution, skill building, social and/or  
1092 emotional skill building, etc. The on-campus program should be one  
1093 (1) to five (5) days in length.  
1094

1095 11. **12.** Code 65 **In-School Alternative to Suspension**

1096 An alternative to an out-of-school suspension that prevents a  
1097 student from attending all or some classes. During the period of an  
1098 alternative to suspension, the student is assigned to a  
1099 self-contained alternative classroom.  
1100

1101 12. **13.** Code 81 **Out of School Suspension, Short-Term (One (1) to Two (2)**  
1102 **Days)**

1103 The temporary removal of a student from school for a period of one  
1104 (1) to two (2) days. During the out-of-school suspension, the  
1105 student is prohibited from attendance at school or any  
1106 school-related functions. **Note:** Fla. Stat. § 232.26(1) establishes  
1107 that no secondary or elementary school student may be suspended  
1108 out of school for unexcused tardies, lateness, absence, or truancy.  
1109

1110 13. **14.** Code 83 **Out of School Suspension, Short-Term (Three (3) to Five (5)**  
1111 **Days)**

1112 The temporary removal of a student from school for a period of ~~one~~  
1113 ~~(4) three (3)~~ to five (5) days. During the out of school suspension,  
1114 the 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 14. Code 86 **Out of School Suspension, Long-Term (Six (6) to Ten (10)**  
1120 **Days)**

1121 The temporary removal of a student from school for a period of six  
1122 (6) to ten (10) days. During the out of school suspension, the  
1123 student is prohibited from attendance at school or any  
1124 school-related functions. **Note:** Fla. Stat. § 232.26(1) establishes  
1125 that no secondary or elementary school student may be suspended  
1126 out of school for unexcused tardies, lateness, absence, or truancy.  
1127

1128 **15. Code 88 Out of School Suspension for Days Held in Abeyance**

1129 **An out-of-school suspension code specifically designated to**  
1130 **address additional suspension days due to non-completion of**  
1131 **an Alternative to Suspension program. This out-of-school**  
1132 **suspension is a temporary removal of a student from school for**  
1133 **a period of days equal to the days held in abeyance for the**  
1134 **particular event. During the out-of-school suspension, the**  
1135 **student is prohibited from attendance at school or any school-**  
1136 **related functions. Note: Fla. Stat. § 232.26(1) establishes that**  
1137 **no secondary or elementary school student may be suspended**  
1138 **out of school for unexcused tardiness, lateness, absence, or**  
1139 **truancy.**  
1140

1141 **45-16. Code 90 Out of School Suspension, Mandatory Ten (10) Days**

1142 The temporary removal of a student from school for a mandatory  
1143 period of ten (10) days. During the out of school suspension, the  
1144 student is prohibited from attendance at school or any  
1145 school-related functions. **Note:** Fla. Stat. § 232.26(1) establishes  
1146 that no secondary or elementary school student may be suspended  
1147 out of school for unexcused tardies, lateness, absence, or truancy.  
1148

1149 E. District Imposed Consequences

1150

1151 1. Code 91 **Long-Term Suspension (District Approved and Entered)**

1152 Fla. Stat. § 230.33 permits the superintendent to extend a  
1153 suspension beyond ten (10) school days if the student is being  
1154 recommended for expulsion.  
1155

1156 2. Code 92 **Assignment to Special Program/Alternative School/ Alternative**  
1157 **Program (District-Placed)**

1158 The assignment by the district to an alternative school for a  
1159 specified period of time. (**Note:** The number of days must be  
1160 specified in the duration code.)  
1161

1162 3. Code 95 **Alternative Placement Pending Expulsion**

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

1167 4. Code 96 Alternative Placement in Lieu of Expulsion

1168 The assignment by the district to an alternative school in lieu of an  
1169 expulsion. (**Note:** This is likely a change of placement rather than a  
1170 number of days.)  
1171

1172 4.5. Code 98 Honoring an Expulsion from another District

1173 Process by which a student who is pending expulsion, has been  
1174 expelled, or has withdrawn in lieu of expulsion from another school  
1175 district or private school is reviewed prior to attending school in  
1176 Palm Beach County School District.  
1177

1178 5.6. Code 99 Expulsion

1179 The removal of the right and obligation of a student to attend public  
1180 school for a specified period of time. An expulsion may be imposed  
1181 for a period up to, but not to exceed the current school year, the  
1182 following school year, and the intervening summer school.  
1183

1184 6.7. Code FS Felony Suspension Action

1185 Action code when a principal determines to felony suspend a  
1186 student pending adjudication.  
1187

1188 8. Code BA Baker Act

1189 9. Code FA Future Action

1190 10. Code RF Refer to Courts or Juvenile Authorities.  
1191  
1192

1193  
1194 STATUTORY AUTHORITY: §§ SPECIFIC RULEMAKING AUTHORITY: §§ 1001.41(2)  
1195 [230.22(2)]; 1001.42(22) [230.23(22)]; 1001.43(1)  
1196 [230.23005(1)], 1006.07 [230.23(6)], Fla. Stat.  
1197

1198 LAWS IMPLEMENTED: §§ 1001.43(1) [230.23005(1)]; 1003.31(1), (3) [232.25(1),  
1199 (3)]; 1006.07 [230.23(6)]; 1006.09 [232.26], 1006.13(4),  
1200 [230.23015], Fla. Stat.  
1201

1202 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

1<sup>st</sup> 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

1<sup>st</sup> 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.

2<sup>nd</sup> 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.

~~3<sup>rd</sup> 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:

- 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 - Secondary**

| <b>Code</b> | <b><u>LEVEL 1</u></b>   |
|-------------|---|
|             | <b>ATTENDANCE INCIDENTS</b>   |
| 01          | Tardiness, Habitual   |
| 02          | Truancy/Unexplained Absence   |
| 03          | Out of Assigned Area  |
| 04          | Leaving School Grounds Without Permission                                 |
|             | <b>RULES VIOLATIONS INCIDENTS</b>   |
| 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  |
|             | <b>DISRUPTIVE INCIDENTS</b>   |
| 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  |
|             | <b><u>LEVEL 2</u></b>   |
|             | <b>DISRUPTIVE/PHYSICAL/VERBAL INCIDENTS</b>                               |
| 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/<br>Insubordination                 |
| 32          | Repetitive Bullying, Harassing, Intimidating, or<br>Threatening Behaviors |
| 33          | Hazing  |
|             | <b>PROPERTY INCIDENTS</b>   |
| 35          | Abuse of School Property/Minor Vandalism Less<br>Than \$100               |
| 36          | Petty Theft/Stealing Less Than \$50                                       |
|             | <b>RULES VIOLATIONS INCIDENTS AND OTHER<br/>SERIOUS INCIDENTS</b>         |
| 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                                  |

| <b>Code</b> | <b><u>LEVEL 3</u></b>  |
|-------------|--|
|             | <b>CRIMES AGAINST PERSONS INCIDENTS</b>  |
| 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>  |
|             | <b>PROPERTY INCIDENTS</b>  |
| 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<br/>Incident</u>                    |
|             | <b>ALCOHOL AND DRUGS INCIDENTS</b>   |
| 70          | Tobacco Products (Possession/Use)  |
| 71          | Prescription Medications (Unauthorized Possession/ <u>Misuse</u> )                         |
| 72          | Intoxicants (Use)  |
| 73          | Alcohol/Intoxicating Beverages (Possession/Use/<br>Manufacture/Sale/ Storage/Distribution) |
| 74          | Drug Paraphernalia (Possession/Use/Sale/Storage/<br>Distribution )                         |
| 75          | Drugs/Imitation Drugs (Possession/Use /Storage)  |
|             | <b>DISORDERLY CONDUCT/WEAPONS INCIDENTS</b>  |
| 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)   |
|             | <b><u>LEVEL 4 - CRIMINAL INCIDENTS</u></b>   |
| 89          | Threat of Violence, High Level   |
| 90          | Firearm (Possession)   |
| 91          | <u>Possession of a Handgun</u>   |
| 92          | Explosive Device (Possession/Use/Sale/Storage/<br>Distribution)                            |
| 93          | Drugs/Imitation Drugs/Prescription Medications (Sale/Intent<br>to Sell/Distribution)       |
| 94          | Aggravated Battery   |
| 95          | Armed Robbery  |
| 96          | Battery/Aggravated Battery on SBE  |
| 97          | Sexual Battery   |
| 98          | Kidnapping/Abduction   |
| 99          | Homicide   |
|             | <b><u>OTHER INCIDENT CODES</u></b>   |
| FS          | <u>Felony Suspension</u>   |
| PI          | <u>Previous Incident</u>   |

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 | <u>25</u> | 32 | 40 | 41 | 42 | 43 | 44       | 45 | 46 | 47 | 48 | <u>50</u> | 60 | 65 | 81       | 83       | 86       | 90 | FS | DI | EX       | RL       |
|----|--|----|----|----|-----------|----|----|----|----|----|----------|----|----|----|----|-----------|----|----|----------|----------|----------|----|----|----|----------|----------|
| 01 | Tardiness, Habitual                          | X  | A  |    | <u>A</u>  |    |    | A  | A  | A  |          | A  |    |    |    |           | A  | A  |          |          |          |    |    |    |          |          |
| 02 | Truancy/Unexplained Absence                  | X  | A  |    | <u>A</u>  |    |    | 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  |    | <u>A</u>  |    | 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  |    | <u>A</u>  |    | A  | A  | A  | A  |          | A  |    |    |    |           | A  | A  |          |          |          |    |    |    |          |          |
| 16 | Disrespectful Language                       | X  | A  |    | <u>A</u>  |    | A  | A  | A  | A  |          | A  |    |    |    |           | A  | A  |          |          |          |    |    |    |          |          |
| 17 | Bullying/Harassment                          | X  | A  |    | <u>M</u>  |    | A  | A  | A  | A  |          | A  |    |    |    |           | A  | A  | A        | <u>A</u> |          |    |    |    |          |          |
| 18 | Confrontation                                | X  | A  |    | <u>A</u>  |    | A  | A  | A  | A  |          | A  |    |    |    |           | A  | A  |          |          |          |    |    |    |          |          |
| 19 | Lying/Misrepresentation                      | X  | A  |    | <u>A</u>  |    | 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  |    | <u>A</u>  |    | 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  |    | <u>A</u>  |    | A  | A  | A  | A  |          | A  |    |    |    |           | A  | A  | A        | A        |          |    |    |    |          |          |
| 27 | Profane/Obscene Language                     | A  |    |    | <u>A</u>  |    |    | X  | A  | A  |          | A  |    |    |    |           | A  | A  | A        | A        | A        |    |    |    |          | A        |
| 28 | Threat (Non-Criminal)                        | X  | A  |    | <u>M</u>  |    | A  | A  | A  | A  |          | A  |    |    |    |           | A  | A  |          |          |          |    |    |    |          |          |
| 29 | Physical Aggression                          | A  |    |    | <u>M</u>  |    |    |    | A  | A  |          | A  |    |    |    |           | A  | A  | <u>X</u> | <u>A</u> | A        |    |    |    |          | <u>A</u> |
| 30 | Rep. Disruptive Behaviors                    | A  |    |    | <u>M</u>  |    |    |    | A  | A  |          |    |    |    |    |           | A  | A  | <u>X</u> | <u>A</u> | A        |    |    |    |          | A        |
| 31 | Rep. Disobedience/Defiance/Insubordination   | A  |    |    | <u>M</u>  |    |    |    | A  | A  |          |    |    |    |    | <u>A</u>  | A  | A  |          | <u>X</u> | <u>A</u> |    |    |    |          | A        |
| 32 | Rep. Bullying/Harassment/Intimidating/Threat | A  |    |    | <u>M</u>  |    |    |    | A  | A  |          |    |    |    |    | <u>A</u>  | A  | A  |          | <u>X</u> | <u>A</u> |    |    |    | <u>A</u> | A        |
| 33 | Hazing                                       | A  |    |    | <u>M</u>  |    |    |    | A  | A  |          |    |    |    |    | <u>A</u>  | A  | A  |          | <u>X</u> | <u>A</u> |    |    |    |          | A        |
| 35 | Abuse Property/Minor Vandalism               | A  |    |    | <u>M</u>  |    | X  | A  | A  | A  |          | A  |    |    | A  | <u>A</u>  | A  | A  | A        | A        |          |    |    |    |          | A        |
| 36 | Petty Theft/Stealing Less Than \$50          | A  |    |    | <u>M</u>  |    |    | X  | A  | A  | <u>M</u> | A  | A  |    | A  |           | A  | A  | A        | A        |          |    |    |    |          | A        |
| 39 | Unserved Detention (Regular)                 | A  |    |    | <u>A</u>  |    | A  |    | X  | A  |          |    |    |    |    |           |    |    |          |          |          |    |    |    |          |          |
| 40 | Unserved Detention (Extended/Multiple)       | A  |    |    | <u>A</u>  |    | A  |    |    | A  |          |    |    |    |    |           | X  | A  | A        | A        |          |    |    |    |          |          |
| 41 | Unserved Saturday Detention/School           | A  |    |    | <u>A</u>  |    | A  |    |    |    |          |    |    |    |    |           | X  | A  | A        | A        |          |    |    |    |          |          |
| 42 | Firecrackers/Poppers                         | A  |    |    | <u>M</u>  |    |    |    |    | X  | M        |    |    |    |    |           | A  | A  | A        | A        |          |    |    |    |          | A        |
| 43 | Forgery of a Document/Signature              | A  |    |    | <u>M</u>  |    |    |    | X  | A  |          | A  |    |    |    |           | A  | A  | A        | A        |          |    |    |    |          | A        |
| 44 | Gambling                                     | A  |    |    | <u>M</u>  |    |    | X  | A  | A  |          | A  |    |    | A  |           | A  | A  | A        | A        |          |    |    |    |          | A        |
| 45 | Sexual Harassment                            | A  |    |    | <u>M</u>  |    |    | X  | A  | A  |          |    |    |    |    | <u>A</u>  | A  | A  | A        | A        | A        |    |    |    | <u>A</u> | A        |
| 46 | Menacing Statements                          | A  |    |    | <u>M</u>  |    |    |    | A  | A  |          |    |    |    |    | <u>A</u>  | A  | A  |          | <u>X</u> | <u>A</u> |    |    |    |          | A        |
| 47 | Severe/Rep Inappropriate Activity            | A  |    |    | <u>M</u>  |    |    |    |    | A  |          |    |    |    |    | <u>A</u>  | A  | A  | A        | <u>X</u> | <u>A</u> |    |    |    |          | A        |
|    |  | PC | EC | BC | <u>25</u> | 32 | 40 | 41 | 42 | 43 | 44       | 45 | 46 | 47 | 48 | <u>50</u> | 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   | <b>Physical Aggression on an S. B. Employee</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> |
| 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   | <b>Counterfeit/Misrepresented Document / Other Major Incident</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        |    |    | 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        |
| 9190 | Possession of a Firearm   | A        |    |    | A        |    |    |    |    |    | M  |    |    |    |    |          |    |    |    |    |          | M        | A        | M        |          | M        |
| 91   | <b>Possession of a Handgun</b>                                    | 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