

POLICY 5.1812

- 5-B** I recommend the Board approve the proposed revisions to Policy 5.182, entitled "Operational Procedures for Incidents and Actions for Elementary Students."

[Contact: Elizabeth Decker, 434-3397.]

- ◆ Development

CONSENT ITEM

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

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.

New Incident Codes

- Level 3 - # 57 – Physical Aggression on School Board Employee
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. 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.
Example 1: Student pushes a teacher out of the way...teacher chooses not to press charges

Example 2: 3rd grade student pushes a teacher; The teacher presses charges; Mandatory expulsion *may not* be the most appropriate option for this student.

- Level 3 - # 67 – Counterfeit / Misrepresented Document / Other Major Incident
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
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 Code

- Level 1 - # 21 – Prohibited Items, non-criminal
Expand definition to include unauthorized possession or use of over-the-counter *mild pain* 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 Use of Prescription Medication*, concerns were expressed about the mandatory 10-day suspension for legitimately using the over-the-counter medication, yet circumventing the school's process for medication. This addition allows Principals the discretion when evaluating an event of this type.

New Action Codes

- Prevention Consequences - # 13 – Parent/Guardian Contact by a Language Facilitator
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.
- 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.
- 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.

Proposed Revisions to Elementary and Secondary Matrices of Incidents and Actions

- Many of the necessary minor adjustments to each of the matrices are comprised of oversights in the original policy as well as some recommended changes from the discipline committee. The majority of the adjustments address the addition of an “A” (Additional Actions) for some of the codes. The most significant change involves the elementary matrix consequences for Drug, Alcohol, and Tobacco violations. The original policy provided consequences (and alternatives to suspensions) identical to the secondary policy. However, the agencies involved in the Alternative to Suspension programs for Drugs, Alcohol, and Tobacco do not generally target younger children. Therefore, the consequences for the elementary matrix was adjusted as follows:

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

Repeated Drug or Alcohol Violation REQUIRE a 10-day Out-of-School suspension AND Recommendation for Expulsion.

1st Offense Tobacco Violation – REQUIRE a mandatory 1-day Out-of-School Suspension and mandatory counseling materials.

2nd Offense Tobacco Violation – REQUIRE a mandatory 3-day Out-of-School Suspension and mandatory in-school intervention.

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

Repeated Tobacco Violations REQUIRE a 10-day Out-of-School Suspensions.

Rationale: The Alternative to Suspension program providers target secondary students and are not prepared to address younger children. The Prevention Center has materials for the schools to utilize for elementary students as an alternative to suspension. The focus is on interventions and “getting help” rather than on purely punitive measures such as suspensions.

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3 **PROPOSED REVISED POLICY 5.1812¹**
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5 ***OPERATIONAL PROCEDURES FOR INCIDENTS AND ACTIONS***
6 ***FOR ELEMENTARY STUDENTS***
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8 I. Overview
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10 A. The matrix of incidents and actions which is found at the conclusion of this policy,
11 is a tool administrators will utilize to issue consequences for misbehavior by
12 secondary students. The purpose of the matrix is to create a consistent, district-wide
13 disciplinary system by identifying specific actions that correspond to a given
14 incident. Administrators will be able to reduce some of the subjectivity in their
15 decision-making and reference a district policy that requires minimum mandatory
16 consequences. These district-required minimum actions will assist administrators in
17 communicating with parents, students, staff, and school personnel regarding
18 discipline issues.

19
20 B. If the matrix of incidents and actions is utilized effectively and consistently, the
21 focus of the discipline data generated should shift from the consequences of
22 students' behavior and move toward the behaviors that result in those
23 consequences. For example, instead of focusing on the number of suspensions, we
24 would begin to address the incidents that generate those suspensions. Schools
25 would then explore opportunities to implement programs/ initiatives/ strategies and
26 then would provide assistance for school staff.

27
28 II. Using the Matrix
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30 A. When a student commits an infraction, the misbehavior is classified according to the
31 definition(s) that best describe the event. The action(s) to be taken by the
32 administrator are outlined in the matrix of incidents and actions. To identify the
33 appropriate action(s), locate the cells found at the intersection of the incident (rows)
34 and action codes which are identified by the numbers at the top of the column. The
35 actions represented by the codes are listed in the box to the right of the matrix.

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

36 Minimum mandatory consequences (actions which MUST be imposed as a
37 minimum consequence for first time offenses) are indicated by an "X." Additional
38 consequences (those actions from which an administrator MAY ADDITIONALLY
39 choose to impose for more serious or repeated actions) are indicated by an "A."
40 Mandatory actions (those actions which MUST be imposed) are indicated by an
41 "M." By providing a minimum mandatory consequence with additional options for
42 all of the incidents, an administrator can address the severity of the incident with the
43 actions imposed.

44 45 46 **III. Quick Glance Discipline Referral Incident Codes**

47 48 A. Level 1

49 50 1. Attendance Incidents

- 51 a. Code 01 Tardiness, Habitual
- 52 b. Code 02 Truancy/Unexplained Absence
- 53 c. Code 03 Out of Assigned Area
- 54 d. Code 04 Leaving School Grounds Without Permission

55 56 2. Rules Violations Incidents

- 57 a. Code 07 Dress Code Violations
- 58 b. Code 08 Public Display of Affection
- 59 c. Code 09 Cheating
- 60 d. Code 10 Failure to Comply With Class/School Rules
- 61 e. Code 11 Disobeying Rules on the School Bus

62 63 3. Disruptive Incidents

- 64 a. Code 14 Disruptive Play
- 65 b. Code 15 Disruptive Behavior
- 66 c. Code 16 Disrespectful Language
- 67 d. Code 17 Bullying/Harassment
- 68 e. Code 18 Confrontation
- 69 f. Code 19 Lying/Misrepresentation
- 70 g. Code 20 Articles Disruptive to School
- 71 h. Code 21 Prohibited Items, Non-Criminal, and Unauthorized Use of
72 Medication
- 73 i. Code 22 Unauthorized Sale/Distribution of Materials
- 74 j. Code 23 Inappropriate Activity

75 76 B. Level 2

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- 78 1. Disruptive/Physical/Verbal Incidents
79 a. Code 25 Bus Disruption
80 b. Code 26 Disobedience/ Insubordination
81 c. Code 27 Profane/Obscene Language
82 d. Code 28 Threat, Non-Criminal
83 e. Code 29 Physical Aggression (Not Involving Law Enforcement)
84 f. Code 30 Repetitive Disruptive Behaviors
85 g. Code 31 Repetitive Disobedience/Open Defiance/ Insubordination
86 h. Code 32 Repetitive Bullying, Harassing, Intimidating, or Threatening
87 Behaviors
88 i. Code 33 Hazing
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90 2. Property Incidents
91 a. Code 35 Abuse of School Property/Minor Vandalism **(less than \$100)**
92 b. Code 36 Petty Theft/Stealing (Less than Fifty Dollars (\$50))
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94 3. Rules Violations Incidents and Other Serious Incidents
95 a. Code 39 Unserved Detention (Regular)
96 b. Code 40 Unserved Detention (Extended/Multiple)
97 c. Code 41 Unserved Detention (Saturday)
98 d. Code 42 Firecrackers/Poppers
99 e. Code 43 Forgery of a Document or Signature
100 f. Code 44 Gambling
101 g. Code 45 Sexual Harassment
102 h. Code 46 ~~Severe/Repetitive Inappropriate Activity~~ **Menacing Statement**
103 i. Code 47 ~~Menacing Statements~~ **Severe or Repetitive Inappropriate Activity**
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105 4. Note: For ALL levels, any incident that is *hate-related and/or* gang-related should
106 be coded in the appropriate "-related" category AND should be grounds to
107 increase *disciplinary actions*.

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109 C. Level 3
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- 111 1. Crimes Against Persons Incidents
112 a. Code 50 Fighting
113 b. Code 51 Verbal Assault on a Student/Person (Non-School Board Employee)
114 c. Code 52 Verbal Assault on a School Board Employee
115 d. Code 53 Physical Battery on a Student/Person (Non-School Board Employee)
116 e. Code 54 To Attempt a Criminal Act Against a Person
117 f. Code 55 Extortion/Blackmail/Coercion
118 g. Code 56 Robbery
119 **h. Code 57 Physical Aggression on a School Board Employee**

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2. Property Incidents
 - a. Code 60 Stealing More than Fifty Dollars (\$50)
 - b. Code 61 Vandalism More than One Hundred Dollars (\$100) (Includes Materials/Labor)
 - c. Code 62 Breaking and Entering/Burglary (Illegal Entry Into a Facility)
 - d. Code 63 Computer Misuse/Inappropriate Use of E-Mail/Internet
 - e. Code 64 Reckless Vehicle Use
 - f. Code 65 Motor Vehicle Theft
 - g. Code 66 Arson
 - h. Code 67 Counterfeit / Misrepresented Document / Other Major Incident**
 3. Alcohol and Drug Incidents
 - a. Code 70 Possession/Use of Tobacco Products
 - b. Code 71 Unauthorized Possession or Use of Prescription Medications
 - c. Code 72 Use of Intoxicants
 - d. Code 73 Possession, Use, Manufacture, Sale, Storage, or Distribution of Alcohol or Intoxicating Beverages
 - e. Code 74 Possession, Use, Sale, Storage, or Distribution of Drug Paraphernalia
 - f. Code 75 Possession, Use, or Storage of Drugs or Imitation Drugs Represented as Drugs
 4. Disorderly Conduct/Weapons Incidents
 - a. Code 80 Disruption of a School Function/Disorderly Conduct
 - b. Code 81 Trespassing
 - c. Code 82 False Fire Alarm/911 Call
 - d. Code 83 Bomb Threat
 - e. Code 84 Inappropriate, Lewd, or Obscene Act
 - f. Code 85 Sexual Misconduct
 - g. Code 86 Possession of a Knife
 - h. Code 87 Possession of Other Potentially Dangerous Items
 - ~~i. Code FS Felony Suspension Act~~
- D. Level 4
1. Criminal Incidents
 - a. Code 89 Threat of Violence (High Level)
 - b. Code 90 Possession of a Firearm
 - c. Code 91 Possession of a Handgun**
 - d. Code 92 Possession, Use, Sale, Storage, or Distribution ~~on~~ **of** an Explosive Device (Not Firecrackers/Poppers)

- 162 e. Code 93 Sale, Possession With Intent to Sell or Distribution of Drugs,
163 Imitation Drugs Represented as Drugs, or Prescription Medications
- 164 f. Code 94 Aggravated Battery
- 165 g. Code 95 Armed Robbery
- 166 h. Code 96 Battery or Aggravated Battery on School Board Employee
- 167 i. Code 97 Sexual Battery
- 168 j. Code 98 Kidnapping or Abduction
- 169 k. Code 99 Homicide
- 170 **l. Code FS Felony Suspension Incident**
- 171 **m. Code PI Previous Incident**

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173 IV. Student Discipline Referral Incident Definitions

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175 A. Level 1

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177 1. Attendance Incidents

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

180 A consistent failure to be in a place of instruction at the assigned
181 time

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

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

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

188 Out of assigned area without permission and/or in a restricted
189 access area without permission.

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

192 Unauthorized leaving of the school grounds

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195 2. Rules Violations Incidents

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197 a. Code 07 **Dress Code Violations**

198 To dress in a manner that violates the school's dress code policy
199 and/or in a manner that would constitute a safety hazard.

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201 b. Code 08 **Public Display of Affection**

202 Engaging in overtly amorous contact or language not appropriate in a
203 school setting.

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205 c. Code 09 **Cheating (Copying Work of Another, Using Materials Not**
206 **Authorized to Use)**
207 Copying of anyone else's work or cheating on any test or
208 assignment. Plagiarism.

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210 d. Code 10 **Failure to Comply with Class/School Rules**
211 Violation of specific posted or written school or class rules that
212 are not necessarily disruptive behaviors; examples: repeated gum
213 chewing, repeatedly unprepared for class, etc.

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215 e. Code 11 **Disobeying Rules on the School Bus**
216 Violation of the posted or written rules of conduct for the bus that
217 are not necessarily disruptive behaviors; examples: not in assigned
218 seat, eating or drinking on the bus, getting on or off the bus at the
219 wrong bus stop. (Refer to Code 25 for disruptive behavior on the
220 bus.)

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222 3. Disruptive Incidents

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224 a. Code 14 **Disruptive Play**
225 Non-confrontational activity that is not appropriate in a school
226 setting and disruptive to the educational process. Engaging in
227 rowdy, rough behavior that interferes with the safe and or
228 purposeful order of a school. Examples: horseplay; chasing
229 another student in the hallway or classroom, etc.

230
231 b. Code 15 **Disrespectful Behavior**
232 Behavior by its nature that disrupts the educational process, but is
233 not criminal. Conduct that interferes with the process of
234 teaching/learning, or disrupts the orderly environment of the
235 classroom/learning environment.

236
237 c. Code 16 **Disrespectful Language**
238 Written or verbal remarks or gestures that show a lack of respect,
239 rudeness, or are inappropriate. The use of words or acts which
240 demean, degrade, antagonize, or humiliate a person or group of
241 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.
 - e. Code 18 **Confrontation**
A verbal confrontation, or the encouraging or inciting of a confrontation that has the propensity to escalate into a fight.
 - f. Code 19 **Lying/Misrepresentation**
Intentionally providing false or misleading information to, or withholding valid information from, a school staff member.
 - g. Code 20 **Articles Disruptive to School**
To possess, display or use anything that is disruptive to the general peace and welfare to a school center, school bus, or a school sponsored activity. (Refer to **Level 3 and Level 4** for weapons, drugs, alcohol, tobacco, obscene materials or other articles which may require law enforcement intervention.)
 - h. Code 21 **Prohibited items, Non-Criminal**
Possession and/or use of items or contraband designated by the school as inappropriate materials such as portable paging devices, beepers, portable cellular telephones, portable cassette or CD players, electronic games, roller blades, skateboards, magic cards, lighters, hats, etc. AND any other items that cause distraction or damage to persons or property or otherwise interfere with the learning process. Unauthorized possession or use of over-the-counter mild pain medication including but not limited to items such as aspirin, Advil, Aleve, Midol, NoDoze, and herbal supplements without parental approval AND school notification pursuant to Policy 5.321. (Refer to **Level 3 and Level 4** for weapons, drugs, alcohol, tobacco, obscene materials or other articles which may require law enforcement intervention.)
 - i. Code 22 **Unauthorized Sale/Distribution of Materials (Non-Criminal)**
Unauthorized selling or distributing of materials; example: candy (**Note:** Items that are illegal or inappropriate, such as drugs,

283 weapons, pornography, etc., should be coded in a **Level 3**
284 **Category**.)

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286 j. Code 23 **Inappropriate Activity**
287 Any activity that cannot be added in another **Level 1** incident that
288 is disruptive and tends to interfere with the process of teaching
289 and learning.

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291 B. Level 2

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293 1. Disruptive/Physical/Verbal Incidents

294
295 a. Code 25 **Bus Disruption**
296 Behavior that disrupts and/or distracts the driver from safely
297 operating the school bus.

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299 b. Code 26 **Disobedient/Insubordination**
300
301 Failure to obey a reasonable instruction or request by a staff
302 member.

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304 c. Code 27 **Profane/Obscene Language (Use of Abusive Language, Obscene**
305 **Gestures)**
306 Abusive, profane, obscene, or vulgar language (verbal, written or
307 gestures) or conduct in the presence of another person.

308
309 d. Code 28 **Threat, Non-Criminal**
310 A statement which does not meet the criteria of a criminal assault.
311 A low level threat that poses a minimal risk to the victim and
312 public safety. The threat is vague and indirect; the information
313 contained within the threat is inconsistent, implausible or lacks
314 detail; the threat lacks realism; and the content of the threat
315 suggests the person is unlikely to carry it out. (Refer to Code 47 -
316 **Menacing Statement**; Codes 51 and 52, **Verbal Assault**, and Code
317 **89 Threat of Violence, High Level** for more serious threats)

318
319 e. Code 29 **Physical Aggression (Not Involving Law Enforcement)**
320 The intentional physical aggression of one party against another
321 person such as pushing, pulling, punching, or striking. Generally,
322 the physical act does not result in bodily harm and does not
323 require the intervention of a law enforcement officer. (Note: If a
324 physically aggressive act results in serious bodily injury and/or

325 requires the intervention of law enforcement, then the incident
326 should be coded as a **Battery**.)

327
328 f. Code 30 **Repetitive Disruptive Behaviors**
329 Repeated referrals for Level 1 disruptive behaviors including
330 disruptive play, disrespectful language, and any other repetitive
331 behaviors that create a disruptive learning environment.

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333 g. Code 31 **Repetitive Disobedience/Open Defiance/Insubordination**
334 Repeated referrals for disobedience, defiance and
335 insubordination.

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337 h. Code 32 **Repetitive Bullying, Harassing, Intimidating, or Threatening**
338 **Behavior**
339 Repeated referrals for Level 1 bullying, harassing, threatening,
340 and/or confrontational behavior.

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342 i. Code 33 **Hazing**
343 Hazing is considered to be any willful act done by a student for
344 the purpose of subjecting another student to humiliation,
345 intimidation, physical abuse, or threat of abuse, social or other
346 ostracism, shame, or disgrace. Permission, consent, or assumption
347 of the risk by a student subjected to hazing does not affect the
348 violation of this policy.

349
350 2. Property Incidents

351
352 a. Code 35 **Abuse of School Property/Minor Vandalism**
353 To use wrongly or improperly, or to maltreat any school
354 equipment or property. (**Note:** Significant damage or destruction
355 should be coded as **Code 61 Vandalism**.)

356
357 b. Code 36 **Petty Theft/Stealing (Less than Fifty Dollars (\$50))**
358 The unlawful taking, carrying, leading, or riding away of property
359 less than fifty dollars (\$50) in value from the possession, or
360 constructive possession, of another person. (Refer to **Code 60**
361 **Stealing More Than \$50** for more serious thefts.)

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363 3. Rules Violations and Other Serious Incidents

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365 a. Code 39 **Unserviced Detention (Regular)**
366 Unexcused absence from a scheduled Regular Detention.

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- b. Code 40 **Unservd Detention (Extended)**
Unexcused absence from a scheduled Extended Detention.
- c. Code 41 **Unservd Detention (Saturday)**
Unexcused absence from a scheduled Saturday Detention.
- d. Code 42 **Firecrackers/Poppers**
Possession, use, sale, storage, or distribution of firecrackers, poppers, or associated devices, as long as the object is NOT used as a weapon OR is NOT considered a weapon by Florida statutes. (Refer to #87 – Possession of Other Potentially Dangerous Items and # 92 – Possession, Use, Sale, Storage, or Distribution of an Explosive Device for more dangerous fireworks.)
- e. Code 43 **Forgery of a Document or Signature**
To fashion or reproduce the signature of another for fraudulent purpose.
- f. Code 44 **Gambling**
One who participates in games of chance or skill for money, profit or anything of value.
- g. Code 45 **Sexual Harassment (Undesired Sexual Behavior Towards Another)**
Unwanted or repeated verbal or physical sexual behavior that is offensive and objectionable to the recipient, causes discomfort or humiliation or creates a hostile environment. Sexual harassment shall include but not be limited to creating a hostile environment. Sexually harassing conduct which can include unwelcome sexual advances; and other verbal, nonverbal or physical behavior of a sexual nature by an individual that is sufficiently severe, persistent, or pervasive enough to create a hostile or abusive educational environment. (Note: In some cases, severe incidents of sexual harassment which includes physical contact may be considered a **Battery**; or with physical penetration, a **Sexual Battery**.)
- ~~h. Code 46 **Severe/Repetitive Inappropriate Activity**
Any Level 2 type activity that is disruptive and/or inappropriate in a school setting that does not fit into another Level 2 category.~~

409 i.h. Code 47 **Menacing Statements**

410 A medium level of threat which is a threat which could be carried
411 out, although it may not appear entirely realistic. The threat is
412 more direct and more concrete than a low level threat; the
413 wording in the threat suggests that the threatener has given some
414 thought to how the act will be carried out; there may be a general
415 indication of a possible place and time (though these signs still fall
416 well short of a detailed plan); There is no strong indication that the
417 threatener has taken preparatory steps, although there may be
418 some veiled reference or ambiguous or inconclusive evidence
419 pointing to the possibility; an allusion to a book or movie that
420 shows the planning of a violent act, or a vague, general statement
421 about the availability of weapons; there may be a specific
422 statement seeking to convey that the threat is not empty: "I'm
423 serious!" or "I really mean this!"

424 Code 47 Severe or Repetitive Inappropriate Activity

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

427
428 C. Level 3

429 1. Crimes Against Persons Incidents

430 a. Code 50 **Fighting**

431 Mutual participation in a hostile, physical encounter; mutual
432 participation in an altercation involving physical violence.

433
434 b. Code 51 **Verbal Assault on a Student/Person (Non-School Board**
435 **Employee)**

436 Any intentional, unlawful threat, by word or act, to do violence to
437 another person, coupled with an apparent ability to do so, and
438 doing some act that creates a well-founded fear in another person
439 that violence is imminent.

440
441 c. Code 52 **Verbal Assault on School Board Employee**

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

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447 d. Code 53 **Physical Battery on a Student/Person (Non-School Board**
448 **Employee)**

449 The willful and unlawful use of force or violence upon the person
450 of another. Three primary elements must be present for a Battery
451 to occur: (1) there must be an aggressor, who (2) intended to
452 cause physical harm, to (3) an another person. Includes an attack
453 with a weapon that fits the aforementioned description. (**Note:**
454 *This category should be used only when the attack is serious*
455 *enough to warrant contacting law enforcement.*)
456

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

458 Any person who attempts to commit, or who solicits another to
459 commit, or who agrees, conspires, combines, or confederates with
460 another person or persons to commit the offense of a Battery,
461 Robbery, Homicide, Kidnapping, or Sexual Battery against
462 another person or persons, and in such attempt does any act
463 toward the commission of such offense, but fails in the
464 perpetration or is intercepted or prevented in the execution of the
465 offense. (Florida Statutes § 774.04)
466

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

468 The use or threat or intimidation to obtain anything of value from
469 another person, including, but not limited to, money. (**Note:**
470 Minor offenses that do NOT require law enforcement should be
471 coded as **Code 17 Bullying** or **Code 32 Repetitive Bullying,**
472 **Harassing, Intimidating, or Threatening Behavior.**)
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474 g. Code 56 **Robbery**

475 The taking or attempting to take anything of value that is owned
476 by another person or organization, under confrontational
477 circumstances by force or threat of force or violence and/or by
478 putting the victim in fear. A key difference between robbery and
479 larceny is that a threat of battery is involved in robbery.
480

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

482 **A physically aggressive act such as pushing, pulling, or striking**
483 **toward a School Board employee. Generally, the physical act**
484 **does not result in injury. Law enforcement should be notified;**
485 **criminal charges may or may not be filed. (NOTE: IF A**
486 **RECOMMENDATION FOR EXPULSION IS PROPOSED, then the**
487 **Level 4 code # 96, Battery on SBE, should be used.**
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489 2. Property Incidents
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- a. Code 60 **Stealing More than Fifty Dollars (\$50)**
The unlawful taking or concealing the property of another person, without threat, violence or bodily harm, with the intent to prevent or deprive the rightful owner of its use. This includes taking of property or taking property from a vehicle on school property.
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- b. Code 61 **Vandalism More than One Hundred Dollars (\$100) (Includes Materials and Labor)**
The willful and/or malicious destruction, damage, or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it. This category, which includes graffiti, should be coded when the amount of damage to the property, including materials and labor, exceeds one hundred dollars (\$100) to repair, remove, and/or replace. (**NOTE:** If the damage to the property, including materials and labor, is less than one hundred dollars (\$100). to repair, then the event should be coded as **Code 35 Abuse of School Property/Minor Vandalism** unless Law Enforcement files charges.)
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- c. Code 62 **Breaking and Entering/Burglary (Illegal Entry into a Facility)**
The unlawful entry with or without force into a building or other structure, remaining behind or conveyance with the intent to commit a crime to property.
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- d. Code 63 **Computer Misuse/Inappropriate Use of E-mail/Internet**
The inappropriate use of a computer, including, but not limited to, breaking into restricted accounts or networks, modifying, or destroying files without permission, illegally copying software, and entering or distributing or printing unauthorized files. Accessing or entering unauthorized internet sites; Distributing inappropriate electronic messages.
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- e. Code 64 **Reckless Vehicle Use**
The use of any motorized or self-propelled vehicle on school grounds in a reckless manner or so as to threaten the health, safety, welfare of others, or to disrupt the educational process.
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- f. Code 65 **Motor Vehicle Theft**
The theft or attempted theft of a motor vehicle. *Examples:* theft of a car, truck, motorcycle, golf cart, dune buggy, RV or anything that is self-propelled.

- 533 g. Code 66 **Arson**
534 To willfully and unlawfully, or while in the commission of any
535 felony, by fire or explosion, damage or cause to be damaged: any
536 dwelling, whether occupied or not, or its contents; any structure,
537 or contents thereof, where persons are normally present; and any
538 other structure that the person knew or had reasonable grounds to
539 believe was occupied by a human being (Florida Statutes §
540 806.01(1)(a)-(c)).
541
542 **h. Code 67 Counterfeit / Misrepresented Document / Other Major Incident**
543 **To fashion or reproduce a document, money, or other items**
544 **with the intent to defraud; includes counterfeit money or**
545 **documents; Also, any Level 3-type incident that is inappropriate**
546 **in a school setting and does not fit into another Level 3 category.**
547 **Included in this category is culpable negligence, exposing**
548 **another person to personal injury. (NOTE: Any incident in this**
549 **category REQUIRES law enforcement intervention.)**
550
551 3. Alcohol, Tobacco, and Drug Incidents
552 a. Code 70 **Possession/Use of Tobacco Products**
553 Possession, use, sale, storage, or distribution of tobacco products
554 on school district property. Tobacco products include, but are not
555 limited to, cigarettes, cigars, snuff, dip, pipe tobacco, and chewing
556 tobacco.
557
558 b. Code 71 **Unauthorized Possession or Use of Prescription Medication**
559 To possess, use, store, or be under the influence of any substance
560 which requires a physician’s prescription, or any over-the-counter
561 medication without parental approval and school notification.
562
563 c. Code 72 **Use of Intoxicants**
564 The inhaling or ingestion of intoxicants, including but not limited
565 to, glue, solvents, butane, and whip crème, for the purpose of
566 obtaining a mood-modifying experience.
567
568 d. Code 73 **Possession, Use, Manufacture, Sale, Storage, or Distribution of**
569 **Alcohol or Intoxicating Beverages**
570 The violation of laws or ordinances prohibiting the manufacture,
571 sale, purchase, transportation, possession or use of intoxicating
572 alcoholic beverages. Use should be reported only if the person is
573 caught in the act of using, or is discovered to have used in the
574 course of the investigation.

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e. Code 74 **Possession, Use, Sale, Storage, or Distribution of Drug Paraphernalia**
To possess, use, sale, store, or distribute any equipment, device, or equipment used for the purpose of preparing or taking drugs, including, but not limited to, items listed in Florida Statute § 893.145, and items which may be determined to be drug paraphernalia under the criteria set out in Florida Statute § 893.146.

f. Code 75 **Possession, Use, or Storage of Drugs or Imitation Drugs Represented as Drugs**
To store, possess, purchase, use, or be under the influence of any mood-modifying substance and/or dangerous substance listed in Chapter 893, Florida Statutes, including, but not limited to, marijuana, hallucinogens, inhalants, as well as any substance represented to be an illegal substance, such as “designer drugs,” or caffeine pills, tablets, or caplets, or any substance which is represented to be any such substance while on school property or jurisdiction of the School District of Palm Beach County.

4. Disorderly Conduct/Weapons

a. Code 80 **Disruption of a School Function/Disorderly Conduct**
Any act which substantially disrupts the orderly conduct of a school function, behavior which substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others. An incident of this type is mandatory to be reported to law enforcement and is likely to result in an arrest.

b. Code 81 **Trespassing**
To enter or remain on a public school campus, school board facility, or at a school function without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion. To enter or remain on a public school campus, school board facility, or at a school district sponsored activity without authorization after being directed to leave by the chief administrator/designee of the facility, campus, or function.

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

617 Whoever, without reasonable cause, by outcry or the ringing of
618 bells, or otherwise makes or circulates, or causes to be made or
619 circulated, a false alarm of fire or 911 call.

620
621 d. Code 83 **Bomb Threat**
622 Intentionally making a false report to any person, including school
623 personnel, concerning the placement of any bomb, dynamite,
624 explosive, or arson-causing device.

625
626 e. Code 84 **Inappropriate, Lewd or Obscene Act**
627 The use of oral or written language, electronic messages, pictures,
628 objects, gestures, or engaging in any physical act considered to be
629 offensive, socially unacceptable, or not suitable for an educational
630 setting. Included in this category are indecent exposure (exposure
631 of private body parts to the sight of another person in a lewd or
632 indecent manner in a public place), and obscenity (conduct which
633 by the community standards is deemed to corrupt public morals
634 by its indecency and/or lewdness such as phone calls or other
635 communication; unlawful manufacture, publishing, selling,
636 buying or possessing materials such as literature or photographs).

637
638 f. Code 85 **Sexual Misconduct**
639 Engaging in a sex act or physical conduct of a sexual nature; the
640 unlawful sexual intercourse, sexual contact or other unlawful
641 behavior or conduct intended to result in sexual gratification
642 without force or threat and where the victim is capable of giving
643 consent.

644
645 g. Code 86 **Possession of a Knife**
646 The possession of any knife that may inflict harm on another
647 person, or could be used to intimidate another person, including,
648 but not limited to, fixed blade knives, folding knives, switch blade
649 knives, razor knives, box cutters. (**Note:** If a weapon is used
650 during an incident, that incident should be coded including an
651 appropriate corresponding weapons-related entry AND
652 disciplinary action may increase substantially.)

653
654 h. Code 87 **Possession of Other Potentially Dangerous Items**
655 Any instrument or object, other than firearms, handguns, or
656 knives, that could be deliberately used to inflict harm on another
657 person, or could be used to intimidate any person. Included in
658 this category are BB-guns and toy or replica guns represented as

659 real guns. Also, included in this category are the possession or
660 storage of items which are prohibited at school, including, but not
661 limited to ammunition clips, bullets or cartridges, flammable
662 liquids, combustible materials, matches, lighters, poisonous
663 substances, mace, pepper spray, and any other items which may
664 result in injury. (**Note:** If a weapon is used during an incident, that
665 incident should be coded including an appropriate corresponding
666 weapons-related entry AND disciplinary action may increase
667 substantially.)
668

669 FS **Felony Suspension Act**

670 This incident code should be used for a student who has been
671 felony suspended per Florida Statute, and is assigned to an
672 alternative program until the student is adjudicated. If the student
673 is adjudicated guilty, the principal may recommend expulsion.

674 D. Level 4

675
676 1. Criminal Incidents

677
678 a. Code [9089](#) **Threat of Violence, High Level**

679 High level of threat is a threat that appears to pose an imminent
680 and serious danger to the safety of others; the threat is direct,
681 specific, and plausible; the threat suggests concrete steps have
682 been taken toward carrying it out, for example, statements
683 indicating that the threatener has acquired or practiced with a
684 weapon or has had the victim under surveillance.
685

686 b. Code [9490](#) **Possession of a Firearm**

687 Possession or sale of any firearm on school property, school
688 sponsored transportation or during a school sponsored activity. A
689 firearm is any weapon (including a starter gun) which will, is
690 designed to, or may readily be converted to expel a projectile by
691 the action of an explosive; the frame or receiver of any such
692 weapon; any firearm muffler or firearm silencer; any destructive
693 device; or any machine gun. The term firearm does not include an
694 antique firearm unless the antique firearm is used in the
695 commission of a crime. (**Note:** Florida Statute § 790.001(6)). A
696 destructive device is any bomb, grenade, mine, rocket, missile,
697 pipe bomb, or similar device containing some type of explosive
698 that is designed to explode and is capable of causing bodily harm
699 or property damage (Florida Statute § 790.001(4)). (Note: If a

700 weapon is used during an incident, that incident should be coded
701 including an appropriate corresponding weapons-related entry.)

702
703 **c. Code 91 Possession of a Handgun**

704 **Possession or sale of a handgun on school property, school-**
705 **sponsored transportation, or during a school-sponsored activity.**
706 **(NOTE: If a handgun is used during an incident, that incident**
707 **should be coded including an appropriate corresponding**
708 **weapons-related entry.)**

709
710 **d. Code 92 Possession, Use, Sale, Storage, or Distribution of an Explosive**
711 **Device (Not Firecrackers, Poppers)**

712 An explosive is any chemical compound or mixture that has the
713 property of yielding readily to combustion or oxidation upon
714 application of heat, flame, or shock, including but not limited to
715 dynamite, nitroglycerin, trinitrotoluene, or ammonium nitrate
716 when combined with other ingredients to form an explosive
717 mixture, blasting caps, and detonators (Florida Statute
718 §790.001(5)). **Note:** If an explosive device is used during an
719 incident, that incident should be coded including an appropriate
720 corresponding weapons-related entry.)

721
722 **d. e. Code 93 Sale, Possession With Intent to Sell or Distribute, or**
723 **Distribution of Drugs, Imitation Drugs Represented as Drugs, or**
724 **Prescription Medications**

725 To sell or distribute any mood-modifying substance and/or
726 dangerous **substance listed in Chapter 893, Fla. Stat., including,**
727 **but not limited to marijuana, hallucinogens,** inhalants, as well as
728 any substance represented to be an illegal substance, such as
729 "designer drugs." or caffeine pills, tablets, or caplets, or any
730 substance which is represented to be any such substance while on
731 school district property, school transportation, or at a school
732 related function.

733
734 **e. f. Code 94 Aggravated Battery**

735 Intentionally or knowingly causing great bodily harm, permanent
736 disability, or permanent disfigurement or using a deadly weapon
737 while committing a battery. A battery is the actual and intentional
738 touching or striking of another person against his or her will or
739 intentionally causing bodily harm to an individual (Florida Statute
740 §§ 784.03 & 784.045).

741

742 f. g. Code 95 **Armed Robbery**
743 The taking of money or other property which may be the subject
744 of larceny from the person or custody of another, with intent to
745 either permanently or temporarily deprive the person or the
746 owner of the money or other property, when in the course of the
747 taking there is the use of force, violence, assault, or putting in fear;
748 with the use of a firearm or other deadly weapon (Florida Statute
749 §§ 812.13(1) & (2)(a)).
750

751 g. h. Code 96 **Battery or Aggravated Battery on a School Board Employee**
752 A battery or aggravated battery, as defined above, on any elected
753 official or school district employee whether it is committed on
754 school property, on school sponsored transportation, during a
755 school sponsored activity or while the elected official or
756 employee is on official school business. (Florida Statute § 231.06).
757
758

759 h. i. Code 97 **Sexual Battery (Attempted or Actual Forcible Penetration)**
760 Forced oral, anal, or vaginal penetration by, or union with, the
761 sexual organ of another or the anal or vaginal penetration of
762 another by any other object. (Florida Statute § 794.011(1)(h))
763

764 i. j. Code 98 **Kidnapping or Abduction**
765 Forcibly, secretly, or by threat, confining, abducting, or
766 imprisoning another person against their will and without lawful
767 authority.
768

769 j. k. Code 99 **Homicide - Murder**
770 The unlawful killing of a human being (Florida Statute § 782.04);
771 and manslaughter - the killing of a human being by the act,
772 procurement, or culpable negligence of another, without lawful
773 justification (Florida Statute § 782.07).
774

775 V. Quick Glance Discipline Reform Action Codes

776 A. Prevention Consequences

- 777
778
779 1. Code 01 Conference with Student/Warning
780 2. Code 02 Referred to School Guidance Counselor
781 3. Code 03 Referral for Mediation
782 4. Code 04 Behavior Contract or Plan
783 5. Code 05 Staffing (ESE/~~CORE~~/504/Other)

- 784 6. Code 06 Written Communication to Custodial Parent/Guardian (Other than a
785 Copy of the Referral)
786 7. Code 07 Daily/Weekly Report
787 8. Code 08 Schedule Change (Change of Regular Classes)
788 9. Code 09 Custodial Parent/Guardian Contact
789 10. Code 10 Custodial Parent/Guardian Conference with Administrator/ Teacher(s)
790 at School
791 11. Code 11 Custodial Parent/Guardian Attends Class with Child
792 12. Code 12 Voluntary Restitution/Self-Designed Action(s)
793 13. Code 13 Parent/Guardian Contact by a Language Facilitator
794

795 B. Early Intervention Consequences
796

- 797 1. Code 20 Silent Lunch/Lunch Detention
798 2. Code 21 School Service Work (During School Hours)
799 3. Code 22 Temporary Removal From the Classroom
800 4. Code 23 Loss of Privileges (During School Hours)
801 5. Code 24 Alternative Classroom Placement (Short-Term)
802 6. Code 25 Referral to School CORE Team
803

804 C. Bus Related Consequences
805
806

- 807 1. Code 30 Bus, Assigned Seat
808 2. Code 31 Bus, Probation
809 3. Code 32 Bus, Suspension
810

811 D. Disciplinary Consequences
812

- 813 1. Code 40 School Service Work (Before/After School/Non-School Day)
814 2. Code 41 Detention (Regular/Traditional)
815 3. Code 42 Detention (Extended)
816 4. Code 43 Saturday School/Detention
817 5. Code 44 Confiscation
818 6. Code 45 Loss of Extra-Curricular Privileges
819 7. Code 46 Restitution
820 8. Code 47* Tobacco/Alcohol/Drug Alternative
821 9. Code 48* Days Held in Abeyance
822 10. Code 50 Student Misconduct, Alternative to Suspension Program
823 ~~10.11.~~ Code 60 In-School Intervention Program
824 ~~11.12.~~ Code 65 In-School Alternative to Suspension
825 ~~12.13.~~ Code 81 Out of School Suspension, Short Term (One (1) to Two (2) Days)
826 ~~13.14.~~ Code 83 Out of School Suspension, Short-Term (Three (3) to Five (5) Days)

827 [14.15.](#) Code 86 Out of School Suspension, Long-Term (Six (6) to Ten (10) Days)
828 [16.88.](#) Out of School Suspension for Days Held in Abeyance
829 [15-17.](#) Code 90 Out of School Suspension, Mandatory Ten (10) Days
830

831 E. District-Imposed Consequences
832

- 833 1. Code 91 Long-Term Suspension (District Approved)
834 2. Code 92 Assignment to Special Program/Alternative School/ Alternative
835 Program (District-Placed)
836 3. Code 95 [Alternative Placement Pending Expulsion](#)
837 [4. Code 96 Alternative Placement in Lieu of Expulsion](#)
838 [4.5.](#) Code 98 Honoring an Expulsion from Another District
839 [5-6.](#) Code 99 Expulsion
840 [7. Code BA Baker Act](#)
841 [8. Code FA Future Action](#)
842 [9. Code FS Felony Suspension Action](#)
843 [10. Code RF Refer to Courts or Juvenile Authorities](#)
844

845 F. Note: For all levels, any incident that is hate-related and/or gang-related should be
846 coded in the appropriate "-related" category AND should be grounds to increase
847 disciplinary actions.
848

849 G. PROGRESSIVE DISCIPLINE

850 When deciding what disciplinary action should be taken, the principal/designee
851 shall consider the student's age, exceptionality, previous conduct, probability of a
852 recurring violation, intent, attitude, and severity of the offense and, whenever
853 possible, shall impose disciplinary action in a progressive manner.
854

855 VI. **Student Discipline Referral Action Definitions**
856

857 A. Prevention Consequences
858

- 859
860 1. Code 01 **Conference with Student/Warning**
861 Administrative conference with student and warning about stated
862 incident.
863
864 2. Code 02 **Referred to School Guidance Counselor**
865 Counseling the student by the guidance counselor to assist the
866 student in developing or utilizing the necessary skills to address the
867 stated incident.
868
869 3. Code 03 **Referral for Mediation**

- 870 Referral to mediation (peer or adult) for stated incident.
871
- 872 4. Code 04 **Behavior Contract or Plan**
873 A written/verbal contract or plan for the student with stated goals,
874 objectives, and outcomes for the student to develop the necessary
875 skills to address the stated incident.
876
- 877 5. Code 05 **Staffing (ESE/CORE/504/Other)**
878 Student recommended to the necessary department/group for staffing
879 and development of a course of action (interventions) for the student.
880
- 881 6. Code 06 **Written Communication to Custodial Parent/Guardian (Other than a**
882 **Copy of the Referral)**
883 Letter, notes, and/or other written communication to custodial
884 parent/guardian.
885
- 886 7. Code 07 **Daily/Weekly Report**
887 A progress report and/or assignment sheet which gives the student
888 and parent the opportunity to track the student's academic and
889 behavioral progress in each of his/her classes for a specified period of
890 time.
891
- 892 8. Code 08 **Schedule Change (Change of Regular Classes)**
893 A permanent change in the student's regular class schedule.
894
- 895 9. Code 09 **Custodial Parent/Guardian Contact**
896 Contacting custodial parent/ guardian either by telephone, in person,
897 or by some other means to inform them of the stated incident.
898
- 899 10. Code 10 **Custodial Parent/Guardian Conference with Administrator/**
900 **Teacher(s) at School**
901 Administrative conference with a custodial parent/guardian of the
902 student.
903
- 904 11. Code 11 **Custodial Parent/Guardian Attends Class With Child**
905 Custodial parent/guardian shadows child and/or attends class with
906 their child at school for an agreed upon time during the child's school
907 day.
908
- 909 12. Code 12 **Voluntary Restitution/Self-Designed Action(s)**
910 Student designs and implements a plan to correct errors made,
911 apologizes, replace/repair property.

912 13. Code 13 Parent/Guardian Contact by a Language Facilitator
913 Contact by a language facilitator of a parent/guardian

914
915
916 B. Early Intervention Consequences

917
918 1. Code 20 **Silent Lunch/Lunch Detention**

919 A separate facility and/or seating arrangement for the student during a
920 regularly scheduled lunch period. Additionally, the administrator may
921 request some cafeteria clean-up assistance from the student such as
922 sweeping, wiping tables, and/or assisting with other clean-up
923 activities.

924
925 2. Code 21 **School Service Work (During School Hours)**

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

930
931 3. Code 22 **Temporary Removal From the Classroom**

932 The temporary removal of a student from the traditional learning
933 environment to a separate, individual learning environment for a
934 short period of time (generally less than one hour).

935
936 4. Code 23 **Loss of Privileges (During School Hours)**

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

941
942 5. Code 24 **Alternative Classroom Placement (Short-Term)**

943 The temporary removal of a student from their regular classroom to an
944 different CLASSROOM. The student will be given the opportunity to
945 complete their regular classwork in the alternative setting.

946
947 6. Code 25 Referral to School CORE Team
948 The referral to the school's CORE team for possible interventions.

949
950 C. Bus Related Consequences

951
952 1. Code 30 **Bus, Assigned Seat**

953 The temporary or permanent assignment to a specified seat on the
954 school bus.

955
956 2. Code 31 **Bus, Probation**

957 An alternative to a Bus Suspension. A student placed on Bus
958 Probation will, very likely, be suspended from the school bus if
959 another bus violation occurs.

960
961 3. Code 32 **Bus, Suspension**

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

967
968
969 D. Disciplinary Consequences

970
971 1. Code 40 **School Service Work (Before/After School/Non-School Day)**

972 The assignment of a student to work detail before or after school
973 hours. Generally, this is used in lieu of a detention and the student is
974 paired with a staff member to perform the duties as determined.
975 (NOTE: Refer to **Code 21 School Service Work (During School Hours**
976 **work detail.)**

977
978 2. Code 41 **Detention (Regular/Traditional)**

979 Required attendance for a monitored period of time (generally an
980 hour after school) not during school hours.

981
982 3. Code 42 **Detention (Extended)**

983 Required attendance for an extended monitored period of time before
984 or after school hours.

985
986 4. Code 43 **Saturday School/Detention**

987 Required attendance for a monitored period of time on a Saturday.

988
989 5. Code 44 **Confiscation**

990 The confiscating of an item(s) not permitted on school grounds.
991 Depending on the item(s), the item(s) could be turned over to law
992 enforcement, held until parent/guardian came to retrieve it, or
993 returned to the student after a specified period of time.

994
995 6. Code 45 **Loss of Extra-Curricular Privileges**

- 996 The loss of an extra-curricular privilege such as attending events not
997 during school hours, removal from an athletic team or club, and/or
998 exclusion from a specified activity.
999
- 1000 7. Code 46 **Restitution**
1001 Repayment for damages or loss.
1002
- 1003 8. Code 47 **Tobacco/Alcohol/Drug Alternative**
1004 A program designed to educate the student about tobacco, alcohol,
1005 and/or drugs and to deter future use. Generally, this is used as an
1006 alternative to an out of school suspension and/or to shorten the length
1007 of the suspension.
1008
- 1009 9. Code 48 **Days Held in Abeyance**
1010 Out-of-school suspension days issued, but not enforced if an
1011 alternative plan is completed. *Examples:* Tobacco, alcohol, or drug
1012 education classes.
1013
- 1014 **10. Code 50 Student Misconduct, Alternative to Suspension Program**
1015 **A program designated to education the student about anger**
1016 **management and to deter future student misconduct. Generally,**
1017 **this is used as an alternative to an out-of-school suspension and to**
1018 **reduce the number of days of a student suspension.**
1019
- 1020 10. **11.** Code 60 **In-School Intervention Program**
1021 A school-designed program or class that requires the student to
1022 rehabilitate their misbehavior through any of the following:
1023 counseling services, conflict resolution. skill building, social and/or
1024 emotional skill building, etc. The on-campus program should be one
1025 (1) to five (5) days in length.
1026
- 1027 11. **12.** Code 65 **In-School Alternative to Suspension**
1028 An alternative to an out-of-school suspension that prevents a student
1029 from attending all or some classes. During the period of an alternative
1030 to suspension, the student is assigned to a self-contained alternative
1031 classroom.
1032
- 1033 12. **13.** Code 81 **Out of School Suspension, Short-Term (One (1) to Two (2) Days)**
1034 The temporary removal of a student from school for a period of one
1035 (1) to two (2) days. During the out-of-school suspension, the student is
1036 prohibited from attendance at school or any school-related functions.
1037 **Note:** Florida Statute § 232.26(1) establishes that no secondary or

1038 elementary school student may be suspended out of school for
 1039 unexcused tardies, lateness, absence, or truancy.

1040
 1041 13. 14. Code 83 **Out of School Suspension, Short-Term (Three (3) to Five (5) Days)**
 1042 The temporary removal of a student from school for a period of ~~one~~
 1043 ~~(4)-three (3)~~ to five (5) days. During the out of school suspension, the
 1044 student is prohibited from attendance at school or any school-related
 1045 functions. **Note:** Florida Statute § 232.26(1) establishes that no
 1046 secondary or elementary school student may be suspended out of
 1047 school for unexcused tardies, lateness, absence, or truancy.

1048
 1049 14. Code 86 **Out of School Suspension, Long-Term (Six (6) to Ten (10) Days)**
 1050 The temporary removal of a student from school for a period of six (6)
 1051 to ten (10) days. During the out of school suspension, the student is
 1052 prohibited from attendance at school or any school-related functions.
 1053 **Note:** Florida Statute § 232.26(1) establishes that no secondary or
 1054 elementary school student may be suspended out of school for
 1055 unexcused tardies, lateness, absence, or truancy.

1056
 1057 **15. Code 88 Out of School Suspension for Days Held in Abeyance**
 1058 **An out-of-school suspension code specifically designated to address**
 1059 **additional suspension days due to non-completion of an Alternative**
 1060 **to Suspension program. This out-of-school suspension is a temporary**
 1061 **removal of a student from school for a period of days equal to the**
 1062 **days held in abeyance for the particular event. During the out-of-**
 1063 **school suspension, the student is prohibited from attendance at**
 1064 **school or any school-related functions. Note: Fla. Stat. § 232.26(1)**
 1065 **establishes that no secondary or elementary school student may be**
 1066 **suspended out of school for unexcused tardiness, lateness, absence,**
 1067 **or truancy.**

1068
 1069 ~~15-16.~~ Code 90 **Out of School Suspension, Mandatory Ten (10) Days**
 1070 The temporary removal of a student from school for a mandatory
 1071 period of ten (10) days. During the out of school suspension, the
 1072 student is prohibited from attendance at school or any school-related
 1073 functions. **Note:** Florida Statute § 232.26(1) establishes that no
 1074 secondary or elementary school student may be suspended out of
 1075 school for unexcused tardies, lateness, absence, or truancy.

1076
 1077 E. District Imposed Consequences

1078
 1079 1. Code 91 **Long-Term Suspension (District Approved and Entered)**

1080 Florida Statute § 230.33 permits the superintendent to extend a
1081 suspension beyond ten (10) school days if the student is being
1082 recommended for expulsion.
1083

1084 2. Code 92 **Assignment to Special Program/Alternative School/ Alternative**
1085 **Program (District-Placed)**

1086 The assignment by the district to an alternative school for a specified
1087 period of time. (**Note:** The number of days must be specified in the
1088 duration code.)
1089

1090 3. Code 95 **Alternative Placement Pending Expulsion**
1091 **The assignment by the district to an alternative school pending an**
1092 **expulsion. (NOTE: This is likely a change of placement rather than a**
1093 **number of days.)**
1094

1095 **4. Code 96 Alternative Placement in Lieu of Expulsion**

1096 The assignment by the district to an alternative school in lieu of an
1097 expulsion. (**Note:** This is likely a change of placement rather than a
1098 number of days.)
1099

1100 **4.5. Code 98 Honoring an Expulsion from another District**

1101 Process by which a student who is pending expulsion, has been
1102 expelled, or has withdrawn in lieu of expulsion from another school
1103 district or private school is reviewed prior to attending school in Palm
1104 Beach County School District.
1105

1106 **5.6. Code 99 Expulsion**

1107 The removal of the right and obligation of a student to attend public
1108 school for a specified period of time. An expulsion may be imposed
1109 for a period up to, but not to exceed the current school year, the
1110 following school year, and the intervening summer school.
1111

1112 **6.7. Code FS Felony Suspension Action**

1113 Action code when a principal determines to felony suspend a student
1114 pending adjudication.
1115

1116 **8. Code BA Baker Act**

1117 **9. Code FA Future Action**

1118
1119 **10. Code RF Refer to Courts or Juvenile Authorities.**
1120

1121 STATUTORY AUTHORITY: §§ 230.22(2); 230.23(6); 230.23(22); 230.23005(1), Fla.
1122 Stat.
1123 LAWS IMPLEMENTED: §§ 230.23(6); 230.23005(1), Fla. Stat.
1124 HISTORY: 05/16/01

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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 School/Non-School Day)
- 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)
- 90 Out of School Suspension, Mandatory 10 Days
- FS Felony Suspension

DISTRICT-IMPOSED CONSEQUENCES

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

OTHER ACTION CODES

FS Felony Suspension

BA Baker Act

FA Future Action

RF Refer to Courts or Juvenile Authorities

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

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

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

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

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

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

NOTE: For ALL Levels, any incident that is *hate-related* and/or *gang-related* should be coded in the appropriate “-related” category AND should be grounds to increase disciplinary action.

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

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

QUICK GLANCE Discipline Referral INCIDENT Codes

LEVEL 1	LEVEL 3
<p>Code</p> <p>ATTENDANCE INCIDENTS</p> <p>01 Tardiness, Habitual 02 Truancy/Unexplained Absence 03 Out of Assigned Area 04 Leaving School Grounds Without Permission</p> <p>RULES VIOLATIONS INCIDENTS</p> <p>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</p> <p>DISRUPTIVE INCIDENTS</p> <p>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</p> <p>LEVEL 2</p> <p>DISRUPTIVE/PHYSICAL VERBAL INCIDENTS</p> <p>25 Bus Disruption 26 Disobedience/Insubordination 27 Profane/Obscene Language 28 Threat (Non-Criminal) 29 Physical Aggression (Not Involving Law Enforcement) 30 Repetitive Disruptive Behaviors 31 Repetitive Disobedience(Open Defiance/ Insubordination 32 Repetitive Bullying, Harassing, Intimidating, or Threatening Behaviors 33 Hazing</p> <p>PROPERTY INCIDENTS</p> <p>35 Abuse of School Property/Minor Vandalism Less Than \$100 36 Petty Theft/Stealing Less Than \$50</p> <p>RULES VIOLATIONS INCIDENTS AND OTHER SERIOUS INCIDENTS</p> <p>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</p>	<p>Code</p> <p>CRIMES AGAINST PERSONS INCIDENTS</p> <p>50 Fighting 51 Verbal Assault on a Student! Person (Non-SBE) 52 Verbal Assault on a School Board Employee</p> <p>53 Physical Battery on a Student/Person 54 To Attempt a Criminal Act Against a Person 55 Extortion/Blackmail/Coercion 56 Robbery <u>57 Physical Aggression on School Board Employee</u></p> <p>PROPERTY INCIDENTS</p> <p>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 <u>67 Counterfeit / Misrepresented Document / Other Major Incident</u></p> <p>ALCOHOL AND DRUGS INCIDENTS</p> <p>70 Tobacco Products (Possession/Use) 71 Prescription Medications (Unauthorized Possession/Use) 72 Intoxicants (Use) 73 Alcohol/Intoxicating Beverages (Possession/Use/ Manufacture/Sale/ Storage/Distribution) 74 Drug Paraphernalia (Possession/Use/Sale/Storage/ Distribution) 75 Drugs/Imitation Drugs (Possession/Use /Storage)</p> <p>DISORDERLY CONDUCT/WEAPONS INCIDENTS</p> <p>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)</p> <p align="center">LEVEL 4</p> <p>CRIMINAL INCIDENTS</p> <p>89 Threat of Violence, High Level 90 Firearm (Possession) <u>91 Possession of a Handgun</u> 92 Explosive Device (Possession/Use/Sale/Storage/ Distribution) 93 Drugs/Imitation Drugs/Prescription Medications (Sale/Intent to Sell/Distribution) 94 Aggravated Battery 95 Armed Robbery 96 Battery/Aggravated Battery on SBE 97 Sexual Battery 98 Kidnapping/Abduction 99 Homicide</p>

* 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.

MATRIX/INCIDENTS AND ACTIONS ELEMENTARY SCHOOLS (EXCEPT AS NOTED FOR IDEA/504)**School District of Palm Beach County**

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

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

M* Drug or Alcohol Violation

1st Offense (Codes 71-75 ONLY): Students may be given an opportunity to attend a District-approved alternative elementary program.

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

Tobacco Violation

1st Offense – Students may be given an opportunity to attend a district-approved alternative elementary program.

2nd Offense – Students may be given an opportunity to attend a district-approved 2nd alternative elementary program.

3rd Offense - Students may be given an opportunity to attend a district-approved 3rd alternative elementary 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 action(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.

PC Prevention Consequences
EC Early Intervention Consequences
BC Bus Consequences
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
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

The Matrix provides MINIMUM Mandatory Actions for each incident. More severe consequences may be imposed at the discretion of the administrator.

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

Attorney

Date