

POLICY 5.1813

5-C I recommend the Board adopt the proposed revisions to Policy 5.1813, entitled "Operational Procedures for Incidents and Actions for Secondary Students," including amendments based on the Board's initial development discussion on June 17.

[Contact: Elizabeth Decker, 434-3397.]

◆ **Further Development**

- At the first reading for development on June 17, the School Board approved the proposed Policy, with suggested amendments.
- Amendments based on the Board's discussion are included on lines 26-28 and 484.
- The Legal Department recommended bringing back this amended text to the Board for further development to verify appropriate inclusion of the Board's requests.
- Upon approved on July 8, this Policy will be scheduled for final reading and recommendation for Adoption on August 19, in time for the opening of school on August 14.

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 Secondary matrix also need some "very minimal" updating to reflect some oversights in the original edition and clear up some inconsistencies as well as some recommended changes from the discipline committee.

- The following is a brief summary of the recommended changes:

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.)

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 5.1813¹**
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5 ***OPERATIONAL PROCEDURES FOR INCIDENTS AND ACTIONS***
6 ***FOR SECONDARY 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. **In those schools with in-school**
27 **suspension programs (ISS), the Board's policy is that ISS should be used as the**
28 **suspension consequence for any incidents referring to "out of school suspension."**

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

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 and action codes which are identified by the numbers at the top of the column. The
37 actions represented by the codes are listed in the box to the right of the matrix.
38 Minimum mandatory consequences (actions which MUST be imposed as a
39 minimum consequence for first time offenses) are indicated by an "X." Additional
40 consequences (those actions from which an administrator MAY ADDITIONALLY
41 choose to impose for more serious or repeated actions) are indicated by an "A."
42 Mandatory actions (those actions which MUST be imposed) are indicated by an
43 "M." By providing a minimum mandatory consequence with additional options for
44 all of the incidents, an administrator can address the severity of the incident with the
45 actions imposed.

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

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50 A. Level 1

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52 1. Attendance Incidents

- 53 a. Code 01 Tardiness, Habitual
54 b. Code 02 Truancy/Unexplained Absence
55 c. Code 03 Out of Assigned Area
56 d. Code 04 Leaving School Grounds Without Permission
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58 2. Rules Violations Incidents

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

- 66 a. Code 14 Disruptive Play
67 b. Code 15 Disruptive Behavior
68 c. Code 16 Disrespectful Language
69 d. Code 17 Bullying/Harassment
70 e. Code 18 Confrontation
71 f. Code 19 Lying/Misrepresentation
72 g. Code 20 Articles Disruptive to School
73 h. Code 21 Prohibited Items, Non-Criminal, and Unauthorized Use of
74 Medication
75 i. Code 22 Unauthorized Sale/Distribution of Materials
76 j. Code 23 Inappropriate Activity
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78 B. Level 2
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- 80 1. Disruptive/Physical/Verbal Incidents
81 a. Code 25 Bus Disruption
82 b. Code 26 Disobedience/ Insubordination
83 c. Code 27 Profane/Obscene Language
84 d. Code 28 Threat, Non-Criminal
85 e. Code 29 Physical Aggression (Not Involving Law Enforcement)
86 f. Code 30 Repetitive Disruptive Behaviors
87 g. Code 31 Repetitive Disobedience/Open Defiance/ Insubordination
88 h. Code 32 Repetitive Bullying, Harassing, Intimidating, or Threatening
89 Behaviors
90 i. Code 33 Hazing
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92 2. Property Incidents
93 a. Code 35 Abuse of School Property/Minor Vandalism (**less than \$100**)
94 b. Code 36 Petty Theft/Stealing (Less than Fifty Dollars (\$50))
95
96 3. Rules Violations Incidents and Other Serious Incidents
97 a. Code 39 Unserved Detention (Regular)
98 b. Code 40 Unserved Detention (Extended/Multiple)
99 c. Code 41 Unserved Detention (Saturday)
100 d. Code 42 Firecrackers/Poppers
101 e. Code 43 Forgery of a Document or Signature
102 f. Code 44 Gambling
103 g. Code 45 Sexual Harassment
104 h. Code 46 ~~Severe/Repetitive Inappropriate Activity~~ **Menacing Statement**
105 i. Code 47 ~~Menacing Statements~~ **Severe or Repetitive Inappropriate Activity**
106
107 4. Note: For ALL levels, any incident that is *hate-related and/or* gang-related should
108 be coded in the appropriate "-related" category AND should be grounds to
109 increase *disciplinary actions*.
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111 C. Level 3
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- 113 1. Crimes Against Persons Incidents
114 a. Code 50 Fighting
115 b. Code 51 Verbal Assault on a Student/Person (Non-School Board Employee)
116 c. Code 52 Verbal Assault on a School Board Employee
117 d. Code 53 Physical Battery on a Student/Person (Non-School Board Employee)
118 e. Code 54 To Attempt a Criminal Act Against a Person
119 f. Code 55 Extortion/Blackmail/Coercion

- 120 g. Code 56 Robbery
121 **h. Code 57 Physical Aggression on a School Board Employee**
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- 123 2. Property Incidents
124 a. Code 60 Stealing More than Fifty Dollars (\$50)
125 b. Code 61 Vandalism More than One Hundred Dollars (\$100) (Includes
126 Materials/Labor)
127 c. Code 62 Breaking and Entering/Burglary (Illegal Entry Into a Facility)
128 d. Code 63 Computer Misuse/Inappropriate Use of E-Mail/Internet
129 e. Code 64 Reckless Vehicle Use
130 f. Code 65 Motor Vehicle Theft
131 g. Code 66 Arson
132 **h. Code 67 Counterfeit / Misrepresented Document / Other Major Incident**
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- 134 3. Alcohol and Drug Incidents
135 a. Code 70 Possession/Use of Tobacco Products
136 b. Code 71 Unauthorized Possession or Use of Prescription Medications
137 c. Code 72 Use of Intoxicants
138 d. Code 73 Possession, Use, Manufacture, Sale, Storage, or Distribution of
139 Alcohol or Intoxicating Beverages
140 e. Code 74 Possession, Use, Sale, Storage, or Distribution of Drug
141 Paraphernalia
142 f. Code 75 Possession, Use, or Storage of Drugs or Imitation Drugs
143 Represented as Drugs
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- 145 4. Disorderly Conduct/Weapons Incidents
146 a. Code 80 Disruption of a School Function/Disorderly Conduct
147 b. Code 81 Trespassing
148 c. Code 82 False Fire Alarm/911 Call
149 d. Code 83 Bomb Threat
150 e. Code 84 Inappropriate, Lewd, or Obscene Act
151 f. Code 85 Sexual Misconduct
152 g. Code 86 Possession of a Knife
153 h. Code 87 Possession of Other Potentially Dangerous Items
154 ~~i. Code 88 Felony Suspension Act~~
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- 156 D. Level 4
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- 158 1. Criminal Incidents
159 a. Code 89 Threat of Violence (High Level)
160 b. Code 90 Possession of a Firearm
161 **c. Code 91 Possession of a Handgun**

- 162 d. Code 92 Possession, Use, Sale, Storage, or Distribution ~~on~~ of an Explosive
- 163 Device (Not Firecrackers/Poppers)
- 164 e. Code 93 Sale, Possession With Intent to Sell or Distribution of Drugs,
- 165 Imitation Drugs Represented as Drugs, or Prescription Medications
- 166 f. Code 94 Aggravated Battery
- 167 g. Code 95 Armed Robbery
- 168 h. Code 96 Battery or Aggravated Battery on School Board Employee
- 169 i. Code 97 Sexual Battery
- 170 j. Code 98 Kidnapping or Abduction
- 171 k. Code 99 Homicide
- 172 **l. Code FS Felony Suspension Incident**
- 173 **m. Code PI Previous Incident**
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175 IV. Student Discipline Referral Incident Definitions

176 A. Level 1

177 1. Attendance Incidents

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

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

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

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

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

185 Out of assigned area without permission and/or in a restricted
186 access area without permission.

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

188 Unauthorized leaving of the school grounds

189 2. Rules Violations Incidents

190 a. Code 07 **Dress Code Violations**

191 To dress in a manner that violates the school's dress code policy
192 and/or in a manner that would constitute a safety hazard.
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- b. Code 08 **Public Display of Affection**
Engaging in overtly amorous contact or language not appropriate in a school setting.
 - c. Code 09 **Cheating (Copying Work of Another, Using Materials Not Authorized to Use)**
Copying of anyone else's work or cheating on any test or assignment. Plagiarism.
 - d. Code 10 **Failure to Comply with Class/School Rules**
Violation of specific posted or written school or class rules that are not necessarily disruptive behaviors; examples: repeated gum chewing, repeatedly unprepared for class, etc.
 - e. Code 11 **Disobeying Rules on the School Bus**
Violation of the posted or written rules of conduct for the bus that are not necessarily disruptive behaviors; examples: not in assigned seat, eating or drinking on the bus, getting on or off the bus at the wrong bus stop. (Refer to Code 25 for disruptive behavior on the bus.)
3. Disruptive Incidents
- a. Code 14 **Disruptive Play**
Non-confrontational activity that is not appropriate in a school setting and disruptive to the educational process. Engaging in rowdy, rough behavior that interferes with the safe and or purposeful order of a school. Examples: horseplay; chasing another student in the hallway or classroom, etc.
 - b. Code 15 **Disrespectful Behavior**
Behavior by its nature that disrupts the educational process, but is not criminal. Conduct that interferes with the process of teaching/learning, or disrupts the orderly environment of the classroom/learning environment.
 - 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

- 242 demean, degrade, antagonize, or humiliate a person or group of
243 persons.
- 244
- 245 d. Code 17 **Bullying/Harassment**
- 246 A person who uses power (physical, verbal, written, or
247 psychological) for any reason in a willful manner with the intent
248 of hurting or humiliating another individual for any reason
249 including but not limited to age, gender, race, nationality,
250 ethnicity, religion or sexual orientation.
- 251
- 252 e. Code 18 **Confrontation**
- 253 A verbal confrontation, or the encouraging or inciting of a
254 confrontation that has the propensity to escalate into a fight.
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- 256 f. Code 19 **Lying/Misrepresentation**
- 257 Intentionally providing false or misleading information to, or
258 withholding valid information from, a school staff member.
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- 260 g. Code 20 **Articles Disruptive to School**
- 261 To possess, display or use anything that is disruptive to the
262 general peace and welfare to a school center, school bus, or a
263 school sponsored activity. (Refer to **Level 3 and Level 4** for
264 weapons, drugs, alcohol, tobacco, obscene materials or other
265 articles which may require law enforcement intervention.)
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- 267 h. Code 21 **Prohibited items, Non-Criminal**
- 268 Possession and/or use of items or contraband designated by the
269 school as inappropriate materials such as portable paging devices,
270 beepers, portable cellular telephones, portable cassette or CD
271 players, electronic games, roller blades, skateboards, magic cards,
272 lighters, hats, etc. AND any other items that cause distraction or
273 damage to persons or property or otherwise interfere with the
274 learning process. Unauthorized possession or use of over-the-
275 counter mild pain medication including but not limited to items
276 such as aspirin, Advil, Aleve, Midol, NoDoze, and herbal
277 supplements without parental approval AND school notification
278 pursuant to Policy 5.321. (Refer to **Level 3 and Level 4** for
279 weapons, drugs, alcohol, tobacco, obscene materials or other
280 articles which may require law enforcement intervention.)
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- 282 i. Code 22 **Unauthorized Sale/Distribution of Materials (Non-Criminal)**

283 Unauthorized selling or distributing of materials; example: candy
284 (**Note:** Items that are illegal or inappropriate, such as drugs,
285 weapons, pornography, etc., should be coded in a **Level 3**
286 **Category.**)
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288 j. Code 23 **Inappropriate Activity**
289 Any activity that cannot be added in another **Level 1** incident that
290 is disruptive and tends to interfere with the process of teaching
291 and learning.
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293 B. Level 2

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295 1. Disruptive/Physical/Verbal Incidents
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297 a. Code 25 **Bus Disruption**
298 Behavior that disrupts and/or distracts the driver from safely
299 operating the school bus.

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301 b. Code 26 **Disobedient/Insubordination**
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303 Failure to obey a reasonable instruction or request by a staff
304 member.
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306 c. Code 27 **Profane/Obscene Language (Use of Abusive Language, Obscene**
307 **Gestures)**
308 Abusive, profane, obscene, or vulgar language (verbal, written or
309 gestures) or conduct in the presence of another person.
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311 d. Code 28 **Threat, Non-Criminal**
312 A statement which does not meet the criteria of a criminal assault.
313 A low level threat that poses a minimal risk to the victim and
314 public safety. The threat is vague and indirect; the information
315 contained within the threat is inconsistent, implausible or lacks
316 detail; the threat lacks realism; and the content of the threat
317 suggests the person is unlikely to carry it out. (Refer to Code 47 -
318 **Menacing Statement**; Codes 51 and 52, **Verbal Assault**, and Code
319 **89 Threat of Violence, High Level** for more serious threats)
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321 e. Code 29 **Physical Aggression (Not Involving Law Enforcement)**
322 The intentional physical aggression of one party against another
323 person such as pushing, pulling, punching, or striking. Generally,
324 the physical act does not result in bodily harm and does not

325 require the intervention of a law enforcement officer. (Note: If a
326 physically aggressive act results in serious bodily injury and/or
327 requires the intervention of law enforcement, then the incident
328 should be coded as a **Battery**.)
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330 f. Code 30 **Repetitive Disruptive Behaviors**
331 Repeated referrals for Level 1 disruptive behaviors including
332 disruptive play, disrespectful language, and any other repetitive
333 behaviors that create a disruptive learning environment.
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335 g. Code 31 **Repetitive Disobedience/Open Defiance/Insubordination**
336 Repeated referrals for disobedience, defiance and
337 insubordination.
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339 h. Code 32 **Repetitive Bullying, Harassing, Intimidating, or Threatening**
340 **Behavior**
341 Repeated referrals for Level 1 bullying, harassing, threatening,
342 and/or confrontational behavior.
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344 i. Code 33 **Hazing**
345 Hazing is considered to be any willful act done by a student for
346 the purpose of subjecting another student to humiliation,
347 intimidation, physical abuse, or threat of abuse, social or other
348 ostracism, shame, or disgrace. Permission, consent, or assumption
349 of the risk by a student subjected to hazing does not affect the
350 violation of this policy.
351

352 2. Property Incidents 353

354 a. Code 35 **Abuse of School Property/Minor Vandalism**
355 To use wrongly or improperly, or to maltreat any school
356 equipment or property. (**Note:** Significant damage or destruction
357 should be coded as **Code 61 Vandalism**.)
358

359 b. Code 36 **Petty Theft/Stealing (Less than Fifty Dollars (\$50))**
360 The unlawful taking, carrying, leading, or riding away of property
361 less than fifty dollars (\$50) in value from the possession, or
362 constructive possession, of another person. (Refer to **Code 60**
363 **Stealing More Than \$50** for more serious thefts.)
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365 3. Rules Violations and Other Serious Incidents 366

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- a. Code 39 **Unservd Detention (Regular)**
Unexcused absence from a scheduled Regular Detention.
 - 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](#)

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

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411 i.h. Code 47 **Menacing Statements**
412 A medium level of threat which is a threat which could be carried
413 out, although it may not appear entirely realistic. The threat is
414 more direct and more concrete than a low level threat; the
415 wording in the threat suggests that the threatener has given some
416 thought to how the act will be carried out; there may be a general
417 indication of a possible place and time (though these signs still fall
418 well short of a detailed plan); There is no strong indication that the
419 threatener has taken preparatory steps, although there may be
420 some veiled reference or ambiguous or inconclusive evidence
421 pointing to the possibility; an allusion to a book or movie that
422 shows the planning of a violent act, or a vague, general statement
423 about the availability of weapons; there may be a specific
424 statement seeking to convey that the threat is not empty: "I'm
425 serious!" or "I really mean this!"

426 Code 47 Severe or Repetitive Inappropriate Activity
427 Any Level 2-type activity that is disruptive and/or inappropriate
428 in a school setting that does not fit into another Level 2 category.

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430 C. Level 3
431 1. Crimes Against Persons Incidents
432 a. Code 50 **Fighting**
433 Mutual participation in a hostile, physical encounter; mutual
434 participation in an altercation involving physical violence.
435
436 b. Code 51 **Verbal Assault on a Student/Person (Non-School Board**
437 **Employee)**
438 Any intentional, unlawful threat, by word or act, to do violence to
439 another person, coupled with an apparent ability to do so, and
440 doing some act that creates a well-founded fear in another person
441 that violence is imminent.
442
443 c. Code 52 **Verbal Assault on School Board Employee**
444 Any intentional, unlawful threat, by word or act, to do violence to
445 a school board employee, coupled with an apparent ability to do
446 so, and doing some act that creates a well-founded fear in another
447 person that violence is imminent.
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- d. Code 53 **Physical Battery on a Student/Person (Non-School Board Employee)**
The willful and unlawful use of force or violence upon the person of another. Three primary elements must be present for a Battery to occur: (1) there must be an aggressor, who (2) intended to cause physical harm, to (3) an another person. Includes an attack with a weapon that fits the aforementioned description. (**Note:** *This* category should be used only when the attack is serious enough to warrant contacting law enforcement.)
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- e. Code 54 **To Attempt a Criminal Act Against a Person**
Any person who attempts to commit, or who solicits another to commit, or who agrees, conspires, combines, or confederates with another person or persons to commit the offense of a Battery, Robbery, Homicide, Kidnapping, or Sexual Battery against another person or persons, and in such attempt does any act toward the commission of such offense, but fails in the perpetration or is intercepted or prevented in the execution of the offense. (Florida Statutes § 774.04)
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- f. Code 55 **Extortion/Blackmail/Coercion**
The use or threat or intimidation to obtain anything of value from another person, including, but not limited to, money. (**Note:** Minor offenses that do NOT require law enforcement should be coded as **Code 17 Bullying** or **Code 32 Repetitive Bullying, Harassing, Intimidating, or Threatening Behavior.**)
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- g. Code 56 **Robbery**
The taking or attempting to take anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. A key difference between robbery and larceny is that a threat of battery is involved in robbery.
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- h. Code 57 Physical Aggression on a School Board Employee**
A volitional, physically-aggressive act such as pushing, pulling, or striking toward a School Board employee. Generally, the physical act does not result in injury. Law enforcement should be notified; criminal charges may or may not be filed. (NOTE: IF A RECOMMENDATION FOR EXPULSION IS PROPOSED, then the Level 4 code # 96, Battery on SBE, should be used.

- 491 2. Property Incidents
492
493 a. Code 60 **Stealing More than Fifty Dollars (\$50)**
494 The unlawful taking or concealing the property of another person,
495 without threat, violence or bodily harm, with the intent to prevent
496 or deprive the rightful owner of its use. This includes taking of
497 property or taking property from a vehicle on school property.
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499 b. Code 61 **Vandalism More than One Hundred Dollars (\$100) (Includes**
500 **Materials and Labor)**
501 The willful and/or malicious destruction, damage, or defacement
502 of public or private property, real or personal, without the consent
503 of the owner or the person having custody or control of it. This
504 category, which includes graffiti, should be coded when the
505 amount of damage to the property, including materials and labor,
506 exceeds one hundred dollars (\$100) to repair, remove, and/or
507 replace. (**NOTE:** If the damage to the property, including materials
508 and labor, is less than one hundred dollars (\$100). to repair, then
509 the event should be coded as **Code 35 Abuse of School**
510 **Property/Minor Vandalism** unless Law Enforcement files charges.)
511
512 c. Code 62 **Breaking and Entering/Burglary (Illegal Entry into a Facility)**
513 The unlawful entry with or without force into a building or other
514 structure, remaining behind or conveyance with the intent to
515 commit a crime to property.
516
517 d. Code 63 **Computer Misuse/Inappropriate Use of E-mail/Internet**
518 The inappropriate use of a computer, including, but not limited
519 to, breaking into restricted accounts or networks, modifying, or
520 destroying files without permission, illegally copying software,
521 and entering or distributing or printing unauthorized files.
522 Accessing or entering unauthorized internet sites; Distributing
523 inappropriate electronic messages.
524
525 e. Code 64 **Reckless Vehicle Use**
526 The use of any motorized or self-propelled vehicle on school
527 grounds in a reckless manner or so as to threaten the health,
528 safety, welfare of others, or to disrupt the educational process.
529
530 f. Code 65 **Motor Vehicle Theft**

531 The theft or attempted theft of a motor vehicle. *Examples:* theft of
532 a car, truck, motorcycle, golf cart, dune buggy, RV or anything
533 that is self-propelled.
534

535 g. Code 66 **Arson**

536 To willfully and unlawfully, or while in the commission of any
537 felony, by fire or explosion, damage or cause to be damaged: any
538 dwelling, whether occupied or not, or its contents; any structure,
539 or contents thereof, where persons are normally present; and any
540 other structure that the person knew or had reasonable grounds to
541 believe was occupied by a human being (Florida Statutes §
542 806.01(1)(a)-(c)).
543

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

545 **To fashion or reproduce a document, money, or other items**
546 **with the intent to defraud; includes counterfeit money or**
547 **documents; Also, any Level 3-type incident that is inappropriate**
548 **in a school setting and does not fit into another Level 3 category.**
549 **Included in this category is culpable negligence, exposing**
550 **another person to personal injury. (NOTE: Any incident in this**
551 **category REQUIRES law enforcement intervention.)**
552

553 3. Alcohol, Tobacco, and Drug Incidents

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

555 Possession, use, sale, storage, or distribution of tobacco products
556 on school district property. Tobacco products include, but are not
557 limited to, cigarettes, cigars, snuff, dip, pipe tobacco, and chewing
558 tobacco.
559

560 b. Code 71 **Unauthorized Possession or Use of Prescription Medication**

561 To possess, use, store, or be under the influence of any substance
562 which requires a physician's prescription, or any over-the-counter
563 medication without parental approval and school notification.
564

565 c. Code 72 **Use of Intoxicants**

566 The inhaling or ingestion of intoxicants, including but not limited
567 to, glue, solvents, butane, and whip crème, for the purpose of
568 obtaining a mood-modifying experience.
569

570 d. Code 73 **Possession, Use, Manufacture, Sale, Storage, or Distribution of**
571 **Alcohol or Intoxicating Beverages**

572 The violation of laws or ordinances prohibiting the manufacture,
573 sale, purchase, transportation, possession or use of intoxicating
574 alcoholic beverages. Use should be reported only if the person is
575 caught in the act of using, or is discovered to have used in the
576 course of the investigation.
577

578 e. Code 74 **Possession, Use, Sale, Storage, or Distribution of Drug**
579 **Paraphernalia**

580 To possess, use, sale, store, or distribute any equipment, device,
581 or equipment used for the purpose of preparing or taking drugs,
582 including, but not limited to, items listed in Florida Statute §
583 893.145, and items which may be determined to be drug
584 paraphernalia under the criteria set out in Florida Statute §
585 893.146.
586

587 f. Code 75 **Possession, Use, or Storage of Drugs or Imitation Drugs**
588 **Represented as Drugs**

589 To store, possess, purchase, use, or be under the influence of any
590 mood-modifying substance and/or dangerous substance listed in
591 Chapter 893, Florida Statutes, including, but not limited to,
592 marijuana, hallucinogens, inhalants, as well as any substance
593 represented to be an illegal substance, such as “designer drugs,”
594 or caffeine pills, tablets, or caplets, or any substance which is
595 represented to be any such substance while on school property or
596 jurisdiction of the School District of Palm Beach County.
597

598
599 4. Disorderly Conduct/Weapons
600

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

602 Any act which substantially disrupts the orderly conduct of a
603 school function, behavior which substantially disrupts the orderly
604 learning environment or poses a threat to the health, safety, and/or
605 welfare of students, staff, or others. An incident of this type is
606 mandatory to be reported to law enforcement and is likely to
607 result in an arrest.
608

609 b. Code 81 **Trespassing**

610 To enter or remain on a public school campus, school board
611 facility, or at a school function without authorization or invitation
612 and with no lawful purpose for entry, including students under
613 suspension or expulsion. To enter or remain on a public school

- 614 campus, school board facility, or at a school district sponsored
615 activity without authorization after being directed to leave by the
616 chief administrator/designee of the facility, campus, or function.
617
- 618 c. Code 82 **False Fire/911 Call**
619 Whoever, without reasonable cause, by outcry or the ringing of
620 bells, or otherwise makes or circulates, or causes to be made or
621 circulated, a false alarm of fire or 911 call.
622
- 623 d. Code 83 **Bomb Threat**
624 Intentionally making a false report to any person, including school
625 personnel, concerning the placement of any bomb, dynamite,
626 explosive, or arson-causing device.
627
- 628 e. Code 84 **Inappropriate, Lewd or Obscene Act**
629 The use of oral or written language, electronic messages, pictures,
630 objects, gestures, or engaging in any physical act considered to be
631 offensive, socially unacceptable, or not suitable for an educational
632 setting. Included in this category are indecent exposure (exposure
633 of private body parts to the sight of another person in a lewd or
634 indecent manner in a public place), and obscenity (conduct which
635 by the community standards is deemed to corrupt public morals
636 by its indecency and/or lewdness such as phone calls or other
637 communication; unlawful manufacture, publishing, selling,
638 buying or possessing materials such as literature or photographs).
639
- 640 f. Code 85 **Sexual Misconduct**
641 Engaging in a sex act or physical conduct of a sexual nature; the
642 unlawful sexual intercourse, sexual contact or other unlawful
643 behavior or conduct intended to result in sexual gratification
644 without force or threat and where the victim is capable of giving
645 consent.
646
- 647 g. Code 86 **Possession of a Knife**
648 The possession of any knife that may inflict harm on another
649 person, or could be used to intimidate another person, including,
650 but not limited to, fixed blade knives, folding knives, switch blade
651 knives, razor knives, box cutters. (**Note:** If a weapon is used
652 during an incident, that incident should be coded including an
653 appropriate corresponding weapons-related entry AND
654 disciplinary action may increase substantially.)
655

656 h. Code 87 **Possession of Other Potentially Dangerous Items**
657 Any instrument or object, other than firearms, handguns, or
658 knives, that could be deliberately used to inflict harm on another
659 person, or could be used to intimidate any person. Included in
660 this category are BB-guns and toy or replica guns represented as
661 real guns. Also, included in this category are the possession or
662 storage of items which are prohibited at school, including, but not
663 limited to ammunition clips, bullets or cartridges, flammable
664 liquids, combustible materials, matches, lighters, poisonous
665 substances, mace, pepper spray, and any other items which may
666 result in injury. (**Note:** If a weapon is used during an incident, that
667 incident should be coded including an appropriate corresponding
668 weapons-related entry AND disciplinary action may increase
669 substantially.)
670

671 FS **Felony Suspension Act**
672 This incident code should be used for a student who has been
673 felony suspended per Florida Statute, and is assigned to an
674 alternative program until the student is adjudicated. If the student
675 is adjudicated guilty, the principal may recommend expulsion.
676

D. Level 4

677
678 1. Criminal Incidents

679
680 a. Code 9089 **Threat of Violence, High Level**
681 High level of threat is a threat that appears to pose an imminent
682 and serious danger to the safety of others; the threat is direct,
683 specific, and plausible; the threat suggests concrete steps have
684 been taken toward carrying it out, for example, statements
685 indicating that the threatener has acquired or practiced with a
686 weapon or has had the victim under surveillance.
687

688 b. Code 9490 **Possession of a Firearm**
689 Possession or sale of any firearm on school property, school
690 sponsored transportation or during a school sponsored activity. A
691 firearm is any weapon (including a starter gun) which will, is
692 designed to, or may readily be converted to expel a projectile by
693 the action of an explosive; the frame or receiver of any such
694 weapon; any firearm muffler or firearm silencer; any destructive
695 device; or any machine gun. The term firearm does not include an
696 antique firearm unless the antique firearm is used in the
697 commission of a crime. (**Note:** Florida Statute § 790.001(6)). A

698 destructive device is any bomb, grenade, mine, rocket, missile,
699 pipe bomb, or similar device containing some type of explosive
700 that is designed to explode and is capable of causing bodily harm
701 or property damage (Florida Statute § 790.001(4)). (Note: If a
702 weapon is used during an incident, that incident should be coded
703 including an appropriate corresponding weapons-related entry.)

704
705 **c. Code 91 Possession of a Handgun**
706 **Possession or sale of a handgun on school property, school-**
707 **sponsored transportation, or during a school-sponsored activity.**
708 **(NOTE: If a handgun is used during an incident, that incident**
709 **should be coded including an appropriate corresponding**
710 **weapons-related entry.)**

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

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

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

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

735
736 **f. Code 94 Aggravated Battery**

737 Intentionally or knowingly causing great bodily harm, permanent
738 disability, or permanent disfigurement or using a deadly weapon
739 while committing a battery. A battery is the actual and intentional

740 touching or striking of another person against his or her will or
741 intentionally causing bodily harm to an individual (Florida Statute
742 §§ 784.03 & 784.045).
743

744 f. g. Code 95 **Armed Robbery**

745 The taking of money or other property which may be the subject
746 of larceny from the person or custody of another, with intent to
747 either permanently or temporarily deprive the person or the
748 owner of the money or other property, when in the course of the
749 taking there is the use of force, violence, assault, or putting in fear;
750 with the use of a firearm or other deadly weapon (Florida Statute
751 §§ 812.13(1) & (2)(a)).
752

753 g. h. Code 96 **Battery or Aggravated Battery on a School Board Employee**

754 A battery or aggravated battery, as defined above, on any elected
755 official or school district employee whether it is committed on
756 school property, on school sponsored transportation, during a
757 school sponsored activity or while the elected official or
758 employee is on official school business. (Florida Statute § 231.06).
759

760
761 h. i. Code 97 **Sexual Battery (Attempted or Actual Forcible Penetration)**

762 Forced oral, anal, or vaginal penetration by, or union with, the
763 sexual organ of another or the anal or vaginal penetration of
764 another by any other object. (Florida Statute § 794.011(1)(h))
765

766 i. j. Code 98 **Kidnapping or Abduction**

767 Forcibly, secretly, or by threat, confining, abducting, or
768 imprisoning another person against their will and without lawful
769 authority.
770

771 j. k. Code 99 **Homicide - Murder**

772 The unlawful killing of a human being (Florida Statute § 782.04);
773 and manslaughter - the killing of a human being by the act,
774 procurement, or culpable negligence of another, without lawful
775 justification (Florida Statute § 782.07).
776

777 V. Quick Glance Discipline Reform Action Codes

778 A. Prevention Consequences

779
780 1. Code 01 Conference with Student/Warning
781

- 782 2. Code 02 Referred to School Guidance Counselor
783 3. Code 03 Referral for Mediation
784 4. Code 04 Behavior Contract or Plan
785 5. Code 05 Staffing (ESE/~~CORE~~/504/Other)
786 6. Code 06 Written Communication to Custodial Parent/Guardian (Other than a
787 Copy of the Referral)
788 7. Code 07 Daily/Weekly Report
789 8. Code 08 Schedule Change (Change of Regular Classes)
790 9. Code 09 Custodial Parent/Guardian Contact
791 10. Code 10 Custodial Parent/Guardian Conference with Administrator/ Teacher(s)
792 at School
793 11. Code 11 Custodial Parent/Guardian Attends Class with Child
794 12. Code 12 Voluntary Restitution/Self-Designed Action(s)
795 13. Code 13 Parent/Guardian Contact by a Language Facilitator
796
797 B. Early Intervention Consequences
798
799 1. Code 20 Silent Lunch/Lunch Detention
800 2. Code 21 School Service Work (During School Hours)
801 3. Code 22 Temporary Removal From the Classroom
802 4. Code 23 Loss of Privileges (During School Hours)
803 5. Code 24 Alternative Classroom Placement (Short-Term)
804 6. Code 25 Referral to School CORE Team
805
806 C. Bus Related Consequences
807
808
809 1. Code 30 Bus, Assigned Seat
810 2. Code 31 Bus, Probation
811 3. Code 32 Bus, Suspension
812
813 D. Disciplinary Consequences
814
815 1. Code 40 School Service Work (Before/After School/Non-School Day)
816 2. Code 41 Detention (Regular/Traditional)
817 3. Code 42 Detention (Extended)
818 4. Code 43 Saturday School/Detention
819 5. Code 44 Confiscation
820 6. Code 45 Loss of Extra-Curricular Privileges
821 7. Code 46 Restitution
822 8. Code 47* Tobacco/Alcohol/Drug Alternative
823 9. Code 48* Days Held in Abeyance
824 10. Code 50 Student Misconduct, Alternative to Suspension Program

- 825 ~~10-11.~~ Code 60 In-School Intervention Program
826 ~~11-12.~~ Code 65 In-School Alternative to Suspension
827 ~~12-13.~~ Code 81 Out of School Suspension, Short Term (One (1) to Two (2) Days)
828 ~~13-14.~~ Code 83 Out of School Suspension, Short-Term (Three (3) to Five (5) Days)
829 ~~14-15.~~ Code 86 Out of School Suspension, Long-Term (Six (6) to Ten (10) Days)
830 [16.88. Out of School Suspension for Days Held in Abeyance](#)
831 ~~15-17.~~ Code 90 Out of School Suspension, Mandatory Ten (10) Days
832

833 E. District-Imposed Consequences

- 834
835 1. Code 91 Long-Term Suspension (District Approved)
836 2. Code 92 Assignment to Special Program/Alternative School/ Alternative
837 Program (District-Placed)
838 3. Code 95 [Alternative Placement Pending Expulsion](#)
839 [4. Code 96 Alternative Placement in Lieu of Expulsion](#)
840 ~~4.5.~~ Code 98 Honoring an Expulsion from Another District
841 ~~5.6.~~ Code 99 Expulsion
842 [7. Code BA Baker Act](#)
843 [8. Code FA Future Action](#)
844 [9. Code FS Felony Suspension Action](#)
845 [10. Code RF Refer to Courts or Juvenile Authorities](#)
846

- 847 F. Note: For all levels, any incident that is hate-related and/or gang-related should be
848 coded in the appropriate "-related" category AND should be grounds to increase
849 disciplinary actions.
850

851 G. PROGRESSIVE DISCIPLINE

852 When deciding what disciplinary action should be taken, the principal/designee
853 shall consider the student's age, exceptionality, previous conduct, probability of a
854 recurring violation, intent, attitude, and severity of the offense and, whenever
855 possible, shall impose disciplinary action in a progressive manner.
856

857 VI. Student Discipline Referral Action Definitions

858
859 A. Prevention Consequences

- 860
861
862 1. Code 01 **Conference with Student/Warning**
863 Administrative conference with student and warning about stated
864 incident.
865
866 2. Code 02 **Referred to School Guidance Counselor**

- 867 Counseling the student by the guidance counselor to assist the
868 student in developing or utilizing the necessary skills to address the
869 stated incident.
870
- 871 3. Code 03 **Referral for Mediation**
872 Referral to mediation (peer or adult) for stated incident.
873
- 874 4. Code 04 **Behavior Contract or Plan**
875 A written/verbal contract or plan for the student with stated goals,
876 objectives, and outcomes for the student to develop the necessary
877 skills to address the stated incident.
878
- 879 5. Code 05 **Staffing (ESE/CORE/504/Other)**
880 Student recommended to the necessary department/group for staffing
881 and development of a course of action (interventions) for the student.
882
- 883 6. Code 06 **Written Communication to Custodial Parent/Guardian (Other than a**
884 **Copy of the Referral)**
885 Letter, notes, and/or other written communication to custodial
886 parent/guardian.
887
- 888 7. Code 07 **Daily/Weekly Report**
889 A progress report and/or assignment sheet which gives the student
890 and parent the opportunity to track the student's academic and
891 behavioral progress in each of his/her classes for a specified period of
892 time.
893
- 894 8. Code 08 **Schedule Change (Change of Regular Classes)**
895 A permanent change in the student's regular class schedule.
896
- 897 9. Code 09 **Custodial Parent/Guardian Contact**
898 Contacting custodial parent/ guardian either by telephone, in person,
899 or by some other means to inform them of the stated incident.
900
- 901 10. Code 10 **Custodial Parent/Guardian Conference with Administrator/**
902 **Teacher(s) at School**
903 Administrative conference with a custodial parent/guardian of the
904 student.
905
- 906 11. Code 11 **Custodial Parent/Guardian Attends Class With Child**

907 Custodial parent/guardian shadows child and/or attends class with
908 their child at school for an agreed upon time during the child's school
909 day.

910
911 12. Code 12 **Voluntary Restitution/Self-Designed Action(s)**
912 Student designs and implements a plan to correct errors made,
913 apologizes, replace/repair property.

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

916
917
918 B. Early Intervention Consequences

919
920 1. Code 20 **Silent Lunch/Lunch Detention**
921 A separate facility and/or seating arrangement for the student during a
922 regularly scheduled lunch period. Additionally, the administrator may
923 request some cafeteria clean-up assistance from the student such as
924 sweeping, wiping tables, and/or assisting with other clean-up
925 activities.

926
927 2. Code 21 **School Service Work (During School Hours)**
928 Work assistance provided by the student to any staff member during
929 school hours including, but not limited to, campus or hallway
930 clean-up. (Refer to **Code 40 School Service Work Before/After**
931 **School/ Non-School Day** detail.)

932
933 3. Code 22 **Temporary Removal From the Classroom**
934 The temporary removal of a student from the traditional learning
935 environment to a separate, individual learning environment for a
936 short period of time (generally less than one hour).

937
938 4. Code 23 **Loss of Privileges (During School Hours)**
939 The loss of a privilege(s) during school hours such as assemblies, field
940 trips, and incentive activities. (Note: If the activity is academically
941 oriented, the student MUST be given an alternative assignment with
942 an opportunity to receive the same information and grade.)

943
944 5. Code 24 **Alternative Classroom Placement (Short-Term)**
945 The temporary removal of a student from their regular classroom to an
946 different CLASSROOM. The student will be given the opportunity to
947 complete their regular classwork in the alternative setting.

948

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

950 **The referral to the school's CORE team for possible interventions.**

951
952 C. Bus Related Consequences

953
954 1. Code 30 **Bus, Assigned Seat**

955 The temporary or permanent assignment to a specified seat on the
956 school bus.

957
958 2. Code 31 **Bus, Probation**

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

962
963 3. Code 32 **Bus, Suspension**

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

969
970
971 D. Disciplinary Consequences

972
973 1. Code 40 **School Service Work (Before/After School/Non-School Day)**

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

979
980 2. Code 41 **Detention (Regular/Traditional)**

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

983
984 3. Code 42 **Detention (Extended)**

985 Required attendance for an extended monitored period of time before
986 or after school hours.

987
988 4. Code 43 **Saturday School/Detention**

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

990
991 5. Code 44 **Confiscation**

992 The confiscating of an item(s) not permitted on school grounds.
993 Depending on the item(s), the item(s) could be turned over to law
994 enforcement, held until parent/guardian came to retrieve it, or
995 returned to the student after a specified period of time.
996

997 6. Code 45 **Loss of Extra-Curricular Privileges**

998 The loss of an extra-curricular privilege such as attending events not
999 during school hours, removal from an athletic team or club, and/or
1000 exclusion from a specified activity.
1001

1002 7. Code 46 **Restitution**

1003 Repayment for damages or loss.
1004

1005 8. Code 47 **Tobacco/Alcohol/Drug Alternative**

1006 A program designed to educate the student about tobacco, alcohol,
1007 and/or drugs and to deter future use. Generally, this is used as an
1008 alternative to an out of school suspension and/or to shorten the length
1009 of the suspension.
1010

1011 9. Code 48 **Days Held in Abeyance**

1012 Out-of-school suspension days issued, but not enforced if an
1013 alternative plan is completed. *Examples:* Tobacco, alcohol, or drug
1014 education classes.
1015

1016 **10. Code 50 Student Misconduct, Alternative to Suspension Program**

1017 **A program designated to education the student about anger**
1018 **management and to deter future student misconduct. Generally,**
1019 **this is used as an alternative to an out-of-school suspension and to**
1020 **reduce the number of days of a student suspension.**
1021

1022 10. 11. Code 60 **In-School Intervention Program**

1023 A school-designed program or class that requires the student to
1024 rehabilitate their misbehavior through any of the following:
1025 counseling services, conflict resolution. skill building, social and/or
1026 emotional skill building, etc. The on-campus program should be one
1027 (1) to five (5) days in length.
1028

1029 11. 12. Code 65 **In-School Alternative to Suspension**

1030 An alternative to an out-of-school suspension that prevents a student
1031 from attending all or some classes. During the period of an alternative
1032 to suspension, the student is assigned to a self-contained alternative
1033 classroom.

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12. 13. Code 81 **Out of School Suspension, Short-Term (One (1) to Two (2) Days)**
The temporary removal of a student from school for a period of one (1) to two (2) days. During the out-of-school suspension, the student is prohibited from attendance at school or any school-related functions. **Note:** Florida Statute § 232.26(1) establishes that no secondary or elementary school student may be suspended out of school for unexcused tardies, lateness, absence, or truancy.

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

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

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

15-16. Code 90 **Out of School Suspension, Mandatory Ten (10) Days**
The temporary removal of a student from school for a mandatory period of ten (10) days. During the out of school suspension, the student is prohibited from attendance at school or any school-related functions. **Note:** Florida Statute § 232.26(1) establishes that no

1076 secondary or elementary school student may be suspended out of
1077 school for unexcused tardies, lateness, absence, or truancy.
1078

1079 E. District Imposed Consequences
1080

1081 1. Code 91 **Long-Term Suspension (District Approved and Entered)**

1082 Florida Statute § 230.33 permits the superintendent to extend a
1083 suspension beyond ten (10) school days if the student is being
1084 recommended for expulsion.
1085

1086 2. Code 92 **Assignment to Special Program/Alternative School/ Alternative**
1087 **Program (District-Placed)**

1088 The assignment by the district to an alternative school for a specified
1089 period of time. (**Note:** The number of days must be specified in the
1090 duration code.)
1091

1092 3. Code 95 **Alternative Placement Pending Expulsion**

1093 **The assignment by the district to an alternative school pending an**
1094 **expulsion. (NOTE: This is likely a change of placement rather than a**
1095 **number of days.)**
1096

1097 **4. Code 96 Alternative Placement in Lieu of Expulsion**

1098 The assignment by the district to an alternative school in lieu of an
1099 expulsion. (**Note:** This is likely a change of placement rather than a
1100 number of days.)
1101

1102 **4.5. Code 98 Honoring an Expulsion from another District**

1103 Process by which a student who is pending expulsion, has been
1104 expelled, or has withdrawn in lieu of expulsion from another school
1105 district or private school is reviewed prior to attending school in Palm
1106 Beach County School District.
1107

1108 **5.6. Code 99 Expulsion**

1109 The removal of the right and obligation of a student to attend public
1110 school for a specified period of time. An expulsion may be imposed
1111 for a period up to, but not to exceed the current school year, the
1112 following school year, and the intervening summer school.
1113

1114 **6.7. Code FS Felony Suspension Action**

1115 Action code when a principal determines to felony suspend a student
1116 pending adjudication.
1117

1118 **8. Code BA Baker Act**

1119 9. Code FA Future Action

1120

1121 10. Code RF Refer to Courts or Juvenile Authorities.

1122

1123 STATUTORY AUTHORITY: §§ 230.22(2); 230.23(6); 230.23(22); 230.23005(1), Fla.
1124 Stat.

1125 LAWS IMPLEMENTED: §§ 230.23(6); 230.23005(1), Fla. Stat.

1126 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): MUST provide students with an opportunity to exchange 5 days of the mandatory 10-day Out-of-School Suspension for the District-approved alternative program. Students may be given an opportunity to attend a district-approved alternative program.~~

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

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

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

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

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

NOTE: For ALL Levels, any incident that is *hate-related* and/or *gang-related* should be coded in the appropriate “-related” category AND should be grounds to increase disciplinary 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 SECONDARY 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	A								
02	Truancy/Unexplained Absence	X	A				A	A	A		A				A	A								
03	Out of Assigned Area	X	A				A	A	A		A				A	A								
04	Leaving School Grounds w/o Permission	X	A				A	A	A		A				A	A		A						
07	Dress Code Violation	X	A			A	A	A	A		A				A	A								
08	Public Display of Affection	X	A			A	A	A	A		A				A	A								
09	Cheating	X	A			A	A	A	A		A				A	A								
10	Failure to Comply With Rules	X	A			A	A	A	A		A				A	A								
11	Disobeying Rules on Bus	X	A	A	A	A	A	A	A		A				A	A								
14	Disruptive Play	X	A			A	A	A	A		A				A	A								
15	Disruptive Behavior	X	A			A	A	A	A		A				A	A								
16	Disrespectful Language	X	A			A	A	A	A		A				A	A								
17	Bullying/Harassment	M	A			A	A	A	A		A				A	A		A						
18	Confrontation	X	A			A	A	A	A		A				A	A								
19	Lying/Misrepresentation	X	A			A	A	A	A	M	A				A	A								
20	Articles Disruptive to School	X	A			A	A	A	A	M	A				A	A								
21	Prohibited Items (Non-Criminal)	X	A			A	A	A	A	M	A				A	A								
22	Unauthorized Materials (Non-Criminal)	X	A			A	A	A	A		A				A	A								
23	Inappropriate Activity	X	A			A	A	A	A		A				A	A								
25	Bus Disruption	X	A	A	A	A	A	A	A		A				A	A	A	A						
26	Disobedience/Insubordination	X	A			A	A	A	A		A				A	A	A	A						
27	Profane/Obscene Language						X	A	A		A				A	A	A	A	A					A
28	Threat (Non-Criminal)	X	A			A	A	A	A		A				A	A								
29	Physical Aggression	M						A	A		A				A	A	X	A	A					A
30	Rep. Disruptive Behaviors	M							A	A					A	A		X	A					A
31	Rep. Disobedience/Defiance/Insubordination	M							A	A					A	A		X	A					A
32	Rep. Bullying/Harassment/Intimidating/Threat	M							A	A					A	A		X	A					A
33	Hazing	M							A	A					A	A		X	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		M	A			A	A	A	A	A						A
39	Unserved Detention (Regular)	A			A	X	X	A																
40	Unserved Detention (Extended/Multiple)	A			A			A							X	A	A	A						
41	Unserved Saturday Detention/School	A			A										X	A	A	A						
42	Firecrackers/Poppers	M							X	M					A	A	A	A						A
43	Forgery of a Document/Signature	M					X	A	A		A				A	A	A	A						A
44	Gambling	M				X	A	A			A			A	A	A	A	A						A
45	Sexual Harassment	M				X	A	A							A	A	A	A	A			A		A
46	Severe/Rep Inappropriate Activity	M					X	A							A	A	A	A	A			A		A
47	Menacing Statements (Non-Criminal)	M				A	A	A							A		X	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

	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																X	A	A	A	A		A	
51	Verbal Assault to Student/Person	A																X	A	A	A	A		M	
52	Verbal Assault on SBE	A																	X	A	A	A		M	
53	Physical Battery to Student/Person	A																	X	A	A	A		M	
54	To Attempt Criminal Act Against a Person	A																		M	A	A		M	
55	Extortion/Blackmail/Coercion	A																		M	A	A		M	
56	Robbery	A																		M	A	A		M	
57	Physical Aggression on an SBE	A																	X	A	A	A		M	
60	Stealing More Than \$50											A		A				X	A	A	A	A		M	
61	Vandalism More Than \$100											A		A				X	A	A	A	A		M	
62	Breaking and Entering/Burglary											A		A						M	A	A		M	
63	Computer Misuse											A		A				X	A	A	A	A		A	
64	Reckless Vehicle Use																			M	A	A		M	
65	Motor Vehicle Theft											A		A						M	A	A		M	
66	Arson																			M	A	M		M	
67	Counterfeit/Misrepresented Document / Other Major Incident	A																	X	A	A	A		M	
70	Tobacco Products (Possession/Use)									M	A		M*	M*	A	A	A	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																			M	A	A		M	
81	Trespassing																	X	A	A	A			M	
82	False Fire Alarm/911 Call																			M	A	A		M	
83	Bomb Threat																			M	A	M		M	
84	Inappropriate, Lewd, or Obscene Act																	X	A	A	A	A		M	
85	Sexual Misconduct																			M	A	A		M	
86	Knife (Possession)									M								X	A	A	A	A		M	
87	Other Potentially Dangerous Items (Possession)									M								X	A	A	A	A		M	
89	Felony Suspension																				A	A	M		
9089	Threat of Violence (High-Level)																			M	A	M		M	
9490	Firearm									M											M	A	M		M
91	Possession of a Handgun									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	

99	Homicide																				M	A	M		M
		PC	EC	BC	32	40	41	42	43	44	45	46	47	48	60	65	81	83	86	90	DI	EX	FS	RL	

(M) Mandatory Action (X) Minimum Mandatory Action (A) Additional Actions

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.

- 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 5.1813 and finds it legally sufficient for development by the Board.

Attorney

Date