

THE Code Book

FOR STUDENT CONDUCT



Broward County Public Schools

2025- 2026

FALSE ADDRESS CAN LEAD TO ARREST

IMPORTANT NOTICE TO PARENTS

SUBJECT: RESIDENCY

Your child has the right to attend school in the boundary in which you, the parent, reside. It is the responsibility of the parent to provide proper and accurate documentation to the school to prove residency. **The school shall have the right to verify any information that is provided to them.** (SBBC Policy 5070, sec. VI(A), Enrollment and Withdrawal; §1001.41(1), General powers of district school board)

Submission of Fraudulent Documentation

In accordance with SBBC Policy 5070, any parent who submits fraudulent documentation to register a student gives cause for such student **to be withdrawn immediately** and referred for enrollment in the appropriate boundaried school.

False Information

Florida Statute §837.06 states: “Whoever knowingly makes a false statement in writing with intent to mislead a public servant in the performance of his or her official duty **shall be guilty of a misdemeanor of the second degree, punishable by law.**” Additionally, a person who knowingly makes a false declaration under penalties of perjury is **guilty of the crime of perjury by false written declaration, a felony of the third degree** under Florida Statute §92.525 and will be reported to the State’s Attorney’s office.

Potential Loss of Homestead Exemption

Florida Statute §196.031 requires that you reside on the property qualifying for Homestead Exemption.

Renting Homestead Exemption Property

Florida Statute §196.061 states that the rental of all or substantially all of a dwelling previously claimed to be a homestead for tax purposes shall constitute the abandonment of such dwelling as a homestead. **Homestead Exemption may be lost.**



Get Connected To

Housing • Food • Rent
Health • Seniors • Disabilities
Substance Use • Teen Concerns
Questions About Child Development
Mental Health • Suicide Prevention
Utilities • Child Care • Employment
Legal • Emotional Support
COVID-19 Support • LGBTQ
Financial Assistance

Dial 2-1-1

24 Hours a Day

Text Your ZIP Code to 898211



Broward

211-broward.org

HUMAN TRAFFICKING

School Safety Protocol



What is Human Trafficking?

Human trafficking, under both federal and Florida law, is defined as the transporting, soliciting, recruiting, harboring, providing, or obtaining of a person through force, fraud or coercion for the purpose of forced labor and/or commercial sex. Victims of human trafficking include men, women, boys, girls, and transgender individuals. Child human trafficking applies to persons under the age of 18. If the sex trafficking victim is under the age of 18, it is considered child human trafficking regardless of whether force, fraud and/or coercion exist.

Possible Warning Signs:

- Unexplained absences from school.
- Sudden changes in usual clothes, behavior, or relationships.
- Sudden increase in material possessions or more expensive clothes.
- Running away from home frequently.
- Appearing fearful, anxious, depressed, submissive, tense, nervous, or paranoid.
- Allowing other people to speak for him or her, especially with school authority figures.
- Describing an adult as a friend or boyfriend/girlfriend.
- Signs of physical and/or sexual abuse, physical restraint, other serious pain, or suffering.
- New branding and/or tattoos.
- Appearing to have been denied food, water, sleep, medical care, or other life necessities.
- Unable to show his or her own identification documents (e.g., state identification, driver's license, or passport).

What should I do if I see warning signs or suspect a child is a victim?

If you are a BCPS student:

- Speak with a trusted adult at school.
- Speak with the identified person who has a Child Trafficking Free Zone sign posted.
- Make a confidential or anonymous report by doing one of the following:
 - Contact FortifyFL at www.getfortifyfl.com online or download the app.
 - Call District Security Operations Center (DSOC) 24 hours a day, 7 days a week at 754-321-3500.
 - Submit a tip to SecurityTips@BrowardSchools.com.

If you are a BCPS Employee:

- Ensure the safety and wellbeing of the student.
- Contact the Florida Child Abuse Hotline via one of the following:
 - 1-800-962-2873.
 - Report online at <https://reportabuse.dcf.state.fl.us/Child/ChildForm.aspx>.
- Contact the National Human Trafficking Hotline at 1-888-373-7888.
- Notify the school administrator.

If you are a BCPS Parent/Caregiver:

- Contact the Florida Child Abuse Hotline via one of the following:
 - 1-800-962-2873.
 - Report online at <https://reportabuse.dcf.state.fl.us/Child/ChildForm.aspx>.
- Contact the National Human Trafficking Hotline at 1-888-373-7888.
- Notify the school administrator and/or the School Resource Officer for additional support.

What should I do if I suspect human trafficking in the community?

- Do not at any time attempt to confront a suspected trafficker directly or alert a victim to your suspicions.
- Call 911 for emergency situations – threats of violence, physical assault, and/or emergency medical needs.

For Resources and Training:

- Florida Department of Education/Human Trafficking at www.fldoe.org/schools/healthy-schools/human-trafficking.stml.
- Equity, Diversity & School Climate Department at www.browardschools.com/HumanTraffickingPrevention.

THE HOPE SCHOLARSHIP PROGRAM

WHAT IS THE HOPE SCHOLARSHIP PROGRAM?

- The Hope Scholarship Program is a state of Florida school choice program.
- The Hope Scholarship Program was established by the Florida legislature to provide parents/legal guardians of public school students (K-12), who allege they were victims of one of the fourteen qualifying incidents, the opportunity to:
 1. Transfer his/her child to another Broward County Public (BCPS) school with capacity (transportation not provided),
 2. Apply for a scholarship to the nonprofit Scholarship Funding Organization (SFO) Step Up for Students for the student to enroll in and attend an eligible private school (awarded on a first-come, first-served basis, contingent upon available funds), or
 3. Apply for a scholarship to SFO Step Up for Students for towards transportation to a public school outside of BCPS.

WHO IS ELIGIBLE FOR THE HOPE SCHOLARSHIP PROGRAM?

- Any BCPS student who alleges they were the victim of one of the qualifying incidents listed below that must have occurred at a K-12 public school, during any school related or school-sponsored program or activity, while riding the bus, or while waiting at the bus stop during the same school year.
- Qualifying incidents must be reported during the same school year in which they occurred.

Qualifying Incidents per Rule 6A-1.0017 SESIR*

- | | |
|-----------------------|-----------------------------|
| 1. Aggravated Battery | 8. Robbery |
| 2. Bullying | 9. Sexual Assault |
| 3. Fighting at School | 10. Sexual Battery |
| 4. Harassment | 11. Sexual Harassment |
| 5. Hazing | 12. Sexual Offenses - Other |
| 6. Kidnapping | 13. Threat or Intimidation |
| 7. Simple Battery | |

HOW DO I APPLY FOR HOPE?

- To begin the Hope Scholarship application process, a parent must contact the student's school and report the alleged Hope eligible incident to the Principal. The Principal will then provide the necessary documents.
- Parents choosing to apply for Hope are to do so within 15 days and must notify their home school if they choose to withdraw the child and/or go to a private school.

HOW LONG DOES IT TAKE TO RECEIVE A SCHOLARSHIP?

- Once the parent has completed the application and returned it to the Office of School Choice, the Office of School Choice will process the application within 48 hours of receipt.
- When applying for private scholarship funding, the SFO is responsible for determining eligibility and awarding funding. Contact the SFO for more information.

WHERE CAN I FIND MORE INFORMATION ABOUT HOPE?

- The Florida Department of Education's Hope FAQ webpage and the SFO websites.
- The BCPS School of Choice Hope webpage: www.browardschools.com/bcps-departments/school-choice123//
- Section 1002.40, F.S. or Rule 6A.6-0951, F.A.C.

NAVIGATING CURRICULUM AND INSTRUCTION THROUGH THE WORLD OF LIBRARY MEDIA

The media center in each school shall seek to serve the needs of that individual school by providing materials and services in type, level, and subject matter commensurate with the goals of the school and community being served.

Policy 5306 -- Acceptable use of Computer Network and Online Telecommunications (Section C, Part B) states that “Students, parents, faculty, and staff in Broward County Public Schools will have access to web-based educational resources in compliance with local, state and federal laws.” As such, the District provides online resources to ensure equitable access to information for teaching and learning to improve student performance and achievement.

Students can use Clever or Canvas to access age-appropriate materials that support their educational and social emotional needs through the following online resources: Follett Destiny Online Library Catalog, Britannica School Online Encyclopedia, Gale Online Databases and eBooks, ProQuest SIRS Databases, Sora by Overdrive, TeachingBooks.net, and TumbleBook Library.

Clever	Destiny
<div style="background-color: #0056b3; color: white; padding: 10px; border-radius: 10px; display: inline-block; width: 60px; text-align: center; font-size: 24px; margin-bottom: 10px;">Step 1</div> <div style="background-color: black; color: white; padding: 10px; margin-bottom: 10px;">From the Clever Launchpad Click the Canvas icon</div> 	<div style="background-color: #e67e22; color: white; padding: 10px; border-radius: 10px; display: inline-block; width: 60px; text-align: center; font-size: 24px; margin-bottom: 10px;">Step 1</div> <div style="background-color: black; color: white; padding: 10px; margin-bottom: 10px;">From the Clever Launchpad Click the Destiny icon</div> 
<div style="background-color: #0056b3; color: white; padding: 10px; border-radius: 10px; display: inline-block; width: 60px; text-align: center; font-size: 24px; margin-bottom: 10px;">Step 2</div> <div style="background-color: black; color: white; padding: 10px; margin-bottom: 10px;">Click on Resources from the blue global navigation on your Canvas Dashboard</div> 	<div style="background-color: #e67e22; color: white; padding: 10px; border-radius: 10px; display: inline-block; width: 60px; text-align: center; font-size: 24px; margin-bottom: 10px;">Step 2</div> <div style="background-color: black; color: white; padding: 10px; margin-bottom: 10px;">Choose your grade level then click on the plus button to expand and choose the school</div> 
<div style="background-color: #0056b3; color: white; padding: 10px; border-radius: 10px; display: inline-block; width: 60px; text-align: center; font-size: 24px; margin-bottom: 10px;">Step 3</div> <div style="background-color: black; color: white; padding: 10px; margin-bottom: 10px;">A new tab opens on the side, click on Library Media Resources</div> 	<div style="background-color: #e67e22; color: white; padding: 10px; border-radius: 10px; display: inline-block; width: 60px; text-align: center; font-size: 24px; margin-bottom: 10px;">Step 3</div> <div style="background-color: black; color: white; padding: 10px; margin-bottom: 10px;">Select the Log In button in the upper right</div> 
<div style="background-color: #0056b3; color: white; padding: 10px; border-radius: 10px; display: inline-block; width: 60px; text-align: center; font-size: 24px; margin-bottom: 10px;">Step 4</div> <div style="background-color: black; color: white; padding: 10px; margin-bottom: 10px;">Select either home or school access (Note: the home access provides a username and password on some databases, others do not need one.)</div> 	<div style="background-color: #e67e22; color: white; padding: 10px; border-radius: 10px; display: inline-block; width: 60px; text-align: center; font-size: 24px; margin-bottom: 10px;">Step 4</div> <div style="background-color: black; color: white; padding: 10px; margin-bottom: 10px;">Click the Broward Clever SSD icon</div> 
	<div style="background-color: #e67e22; color: white; padding: 10px; border-radius: 10px; display: inline-block; width: 60px; text-align: center; font-size: 24px; margin-bottom: 10px;">Step 5</div> <div style="background-color: black; color: white; padding: 10px; margin-bottom: 10px;">Click the Catalog tab then select Discoverer on the left tab</div> 
	<div style="background-color: #e67e22; color: white; padding: 10px; border-radius: 10px; display: inline-block; width: 60px; text-align: center; font-size: 24px; margin-bottom: 10px;">Step 6</div> <div style="background-color: black; color: white; padding: 10px; margin-bottom: 10px;">Next click the Library Media Resources button</div> 

Parents can support their child’s reading choice by browsing materials available in the school’s media center by going to the [Destiny homepage](#) and selecting the appropriate school to search through the catalog.

The [Parents Bill of Rights](#) supports parenting rights relating to a minor child’s education. BCPS provides parents the access as an observer to their child’s academic progress in Canvas. A copy of the steps for downloading and pairing as an observer in a Canvas course can be [downloaded using this link](#). Additionally, parents can access the [Online Resources Canvas](#) course which provides information on how a student can use the district’s online resources.

Note: To take advantage of the digital resources available through the Broward County Public Library, parents have the option to OPT-IN to the Digital Direct Card program for their student using their student ID, available in the Student Code of Conduct (Signature Forms) electronic booklet, at the beginning of the school year.

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Haitian-Creole Règleman sou Kondwit Elèv
 Spanish El Código de Conducta de Estudiantes
 Portuguese O Código de Conduta do Estudante

Florida Statute §1006.07 requires the District School Board to adopt a code of student conduct for elementary and secondary schools and distribute the appropriate code to all teachers, school personnel, students, and parents, at the beginning of every school year. Each code shall be organized and written in language that is understandable to students and parents and shall be discussed at the beginning of every school year in the student classes, School Advisory Council meetings, and Parent and Teacher Association or organization meetings. Each code shall be based on the rules governing student conduct and discipline adopted by the District School Board and shall be made available in the student handbook or similar publication. This policy shall serve as the foundation for the Code of Student Conduct each respective year.





Established 1915

BROWARD
County Public Schools

Code of Student Conduct

Summary of Changes

Overall restructuring and realignment of required components to promote clarity

Section IV: Rights and Responsibilities of Students - Updated Attendance information and Student Privacy Provisions

Section V: Knowledge and Observation of Rules of Conduct - Wireless Communication Devices

Appendix A: Policy Definitions

Appendix B: Health Insurance Portability and Accountability Act (HIPAA) Notice

Appendix C: Discipline Matrix

SBBC Policy 5090, Code of Student Conduct, lists the District's rules for students in Broward County Public Schools. The rules apply to all activities occurring on school grounds, on other sites being used for school activities, and on any vehicles authorized to transport students. Your signature below does not indicate that you agree or disagree with the rules, **but rather that you have reviewed the electronic copy of these rules** (<http://www.browardschools.com/codeofconduct>). Return this form to school within 3 days from the first day of school or from the date of enrollment. If you would prefer to complete all required forms electronically, please access the Back to School Toolkit from the Focus Parent Portal.

Parents need to be involved in the education of their children and have the responsibility to:

- Know that for school safety, schools are not required to provide supervision more than 30 minutes prior to the official starting time, nor are they required to provide supervision for more than 30 minutes after the official closing time (F.S. §1003.31 (2)).
- Know that for school safety, for students who ride a school bus, drivers are NOT permitted to let students off the bus except at the designated stop.
- Provide the school with the names of current emergency contact person(s) and/or telephone numbers on an annual basis and when there are changes.
- Notify the school of anything that may affect their child's ability to learn, to attend school regularly, or to take part in school activities.
- Be aware that medicine must be administered in accordance with SBBC Policies 6305 and 6305.1, as may be amended, and that consequences for transmittal and/or sale or attempted sale of over-the-counter medications and possession and/or use of unauthorized medications can be found in SBBC Policy 5100. SBBC Policy 6305 outlines the rules regarding over-the-counter and prescription drugs and SBBC Policy 5100 outlines the consequences for violating those rules. You may view the complete health and suspension and/or expulsion policies, as well as all School Board policies, on the Web at: <https://www.browardschools.com/school-board/school-board-policies>
- Be aware that parents have rights with regard to the privacy and confidentiality of student records that are maintained by schools as defined in Section IV of this booklet.
- Neither the School Board of Broward County nor its employees will be held liable for items that are prohibited and are lost, stolen, or confiscated; or for wireless communication devices or other personal technology that are lost, stolen, or confiscated.
- Be aware that confiscated items not claimed by the end of the school year will be donated to local charities.
- Recognize that they are responsible for their student's behavior on the way to and from school and at the bus stop. A safe and respectful learning environment is key to academic achievement; therefore any student's off campus actions that seriously affect a student's ability to learn or a staff member's ability to teach may be handled as a disciplinary infraction. For serious incidents that occur at bus stops and/or that are not on School Board property, parents should contact law enforcement directly. For bullying incidents, school officials should be notified and will investigate and/or provide assistance and intervention, as the principal/designee deems appropriate, which may include the use of the School Resource Officer.
- Ensure their child demonstrates legal, ethical, and responsible use of technology including networks, digital tools, the Internet, and software as defined throughout this handbook.
- Parents will continue to maintain responsibility for students who reach the age of majority, (18 years or older), for all educational and discipline purposes, with exceptions as provided by statute.

Note: Parental selection for each form within the Code of Student Conduct will be effective until a new form is submitted.

Student Name (PRINT)

Student Signature

Parent/Guardian Name (PRINT)

Parent/Guardian Signature

Date



SECTION I

Guiding Principles

Policy 5090: Code of Student Conduct
Adopted - 7/29/2025

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA, (SBBC), firmly believes a positive school culture promotes equal educational opportunities and establishes the framework for a safe learning environment. The Code of Student Conduct is grounded in a set of policies, rules, and laws by which order is established and maintained for the benefit of all. Discipline within a school must have the qualities of objectivity, consistency, and equity. Parents have a fundamental right to direct the upbringing, moral or religious training, education, and care of their children. However, it is the responsibility of all school personnel, students, parents, external stakeholders, and the greater community to ensure the school environment encourages a climate conducive to learning.

The Code of Student Conduct is intended to be an instructive policy based on interventions and supports for students. However, when consequences are warranted, they shall be implemented based on a system of progressive discipline. Minor incidents and first offenses have less serious consequences than major incidents and repeat offenses. Factors such as age, grade level, social, emotional, and intellectual development, and overall student rights and responsibilities shall also be considered. Disciplinary issues will be resolved by every means possible prior to exclusion from school. Equitable and reasonable procedures will be followed to assure students of their rights.

SBBC promotes parental involvement in schools and expects all stakeholders to demonstrate mutual respect for the rights of others. It is expected that all involved in teaching and learning fully accept their responsibilities to model and practice the District's eight character traits of Responsibility, Citizenship, Kindness, Honesty, Self-Control, Tolerance, Respect and Cooperation.



SECTION

II

Scope of Authority

For teaching and learning to take place, a safe and secure school environment is essential. This policy provides specific information on the rules that all students are expected to follow, as well as consequences for violations of these rules. The rules apply to all activities occurring on the grounds, other sites being used for school-sponsored activities, on any vehicle authorized to transport students to and from school, and during all school-sponsored activities and functions. The SBBC is not responsible for students, their conduct and/or activities, when attending non-school sponsored activities.

Pursuant to F.S. §1006.09, this Code of Student Conduct also applies to students who commit felonies or delinquent acts which would be felonies if committed by an adult, off SBBC owned property or whose off-campus conduct creates a substantial disruption to the school environment. Off-campus conduct and conduct outside of school time that violates the District's Code of Student Conduct may also be the basis for discipline up to expulsion if it is accomplished through electronic means and substantially disrupts the educational process or orderly operation of a school. Off-campus conduct that poses a threat or danger to the safety of other students, staff, School Board members, or other members of the District community, or school property may constitute behavior that has a substantial adverse impact on the educational environment requiring disciplinary action and/or administrative assignment to another District school under the authority of the District school superintendent (F.S. §1006.08). Furthermore, any offending student may be administratively reassigned to another District school in accordance with F.S. §1006.13(6) to protect a victim and/or the sibling of a victim from further victimization for incidents occurring on or off SBBC owned property.

Students should be advised that violations of the Code of Student Conduct may also be violations of Florida law. Thus, students may be subject to school/district level disciplinary actions as well as discipline imposed by local law enforcement authorities. School Resource Officers/Deputies (SRO/SRD) and other law enforcement authorities have the power to conduct investigations independent of those conducted by school personnel for the same incident. Furthermore, the sanctions imposed by the school district for misconduct are separate and distinct from the consequences that may be imposed following the arrest and prosecution of a student for a violation of law originating from the same incident. Please keep in mind that failure of law enforcement to act does not prevent SBBC from taking appropriate actions consistent with this Code of Student Conduct or with Florida law.

Disciplinary incidents which require it, shall be reported to the Florida Department of Education (FLDOE) in accordance with Rule 6A-1.0017, F.A.C. pertaining to School Environmental Safety Incident Reporting (SESIR) requirements through the approved reporting tool provided by the SBBC. All SESIR level incidents shall be addressed by school-based administrators only. Per Rule 6A-1.0017, each public-school principal, including charter school principals or equivalent, must ensure that all persons at the school responsible for SESIR information participate in the training set forth in subsection (10) of this rule and must ensure that SESIR data is accurately and timely reported. For additional guidance regarding the SESIR definitions and the appropriate Florida Statutes, please refer to <http://www.fldoe.org/safe-schools/sesir-discipline-data/>.



SECTION

III

Parental Rights

SBBC supports parents' fundamental rights to make decisions regarding the upbringing and control of their children. School district personnel shall encourage all students to discuss issues relating to their well-being with their parent. The school district may not adopt procedures or student support forms that prohibit school district personnel from notifying a parent about their student's mental, emotional, or physical health or well-being, or change in related services or monitoring, or encourage or have the effect of encouraging a student to withhold such information unless a reasonably prudent person would believe the disclosure would result in abuse, abandonment, or neglect, as those terms are defined in F.S. §39.01. (F.S. §1001.42).

Florida law supports the active involvement of parents until the student graduates from school (F.S. §§743.07, 1003.21, 1003.24). It is presumed that students are dependent students (as defined by the regulations supporting the Family Educational Rights and Privacy Act at 34 C.F.R §99.31(a)(8) and by Internal Revenue Code §152). When a student reaches the age of majority (18 years of age), the parent shall continue to perform the parental functions of a dependent student, including but not limited to, providing excusal of absences and tardiness, signing permission slips for early release, field trips, other activities, as necessary. School Board Policy 5070 Enrollment and Withdrawal governs processes and procedures related to registering, withdrawal, and termination of school enrollment for all students, regardless of age.

The term "parent" refers to either or both parents, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of a parent (F.S. §1000.21(6)).

A. SCHOOL SAFETY

1. Parents of public-school students have a right to access reported SESIR incidents (those reported pursuant to F.S. §1006.07(9)), receive timely notification of threats to school safety, and the following unlawful acts, and significant emergencies occurring on school grounds, during school transportation, or during school-sponsored activities:
 - a. Weapons possession or use when there is intended harm toward another person, hostage, and active assailant situations.
 - b. Murder, homicide, or manslaughter.
 - c. Sex offenses, including rape, sexual assault, or sexual misconduct with a student by school personnel.
 - d. Natural emergencies, including hurricanes, tornadoes, and severe storms.
 - e. Exposure as a result of a man-made emergency.
2. F.S. §1006.07(4)(b)5.(c) requires each public school, including charter schools, to implement a mobile panic alert system capable of connecting diverse emergency services technologies to ensure real-time coordination between multiple first responder agencies. Such system, known as "Alyssa's Alert," integrates with local public safety answering point infrastructure to transmit 911 calls and mobile activations. All schools will utilize SaferWatch as their "Alyssa's Alert" mobile panic alert system. SaferWatch is available on all district-owned devices and all stakeholders are encouraged to download it to their personal devices as well. Schools will also utilize SaferWatch in their lockdown drills.

B. Involuntary Examinations and Mental Health

The Superintendent will annually report to the FLDOE the number of involuntary examinations, as defined in F.S. §394.455, which are initiated at a school, on school transportation, or at a school sponsored activity (F.S. §1006.07(10)).

1. A reasonable attempt to notify parents of public-school students by the school principal/designee shall be made before a student is removed from school, school-sponsored transportation, or a school-sponsored activity and taken to a receiving facility for an involuntary examination pursuant to F.S. §394.463. A "reasonable attempt to notify" means the exercise of reasonable diligence and care by the principal/designee to make contact with the student's parent,

guardian, or other known emergency contact whom the student's parent or guardian has authorized to receive notification of an involuntary examination. At a minimum, the principal/designee must take the following actions:

- a. Use available methods of communication to contact the student's parent, guardian, or other known emergency contact, including but not limited to, telephone calls, text messages, e-mails, and voicemail messages following the decision to initiate an involuntary examination of the student.
- b. Document the method and number of attempts made to contact the student's parent, guardian, or other known emergency contact, and the outcome of each attempt.
- c. A principal/designee who successfully notifies any other known emergency contact may share only the information necessary to alert such contact that the parent or caregiver must be contacted. All such information must be in compliance with Federal and State law.
- d. The principal/designee may delay the required notification for no more than 24 hours after the student is removed if:
 - i. the principal/designee deems the delay to be in the student's best interest and if a report has been submitted to the central abuse hotline, pursuant to F.S. §39.201, based upon knowledge or suspicion of abuse, abandonment, or neglect; or
 - ii. the principal/designee reasonably believes that such delay is necessary to avoid jeopardizing the health and safety of the student.
- e. Before a principal/designee contacts a law enforcement officer, he or she must verify that de-escalation strategies have been utilized and outreach to a mobile response team has been initiated unless the principal/designee reasonably believes that any delay in removing the student will increase the likelihood of harm to the student or others. This requirement does not supersede the authority of a law enforcement officer to act under F.S. §394.463.



SECTION

IV

**Rights and Responsibilities
of Students**

Students have the right to attend school daily and learn in a safe, orderly, and distraction free learning environment. They also have the right to free speech, student publications, assembly, participation in school programs and activities, and a right to privacy. Furthermore, students have a right to use appropriate online communications and information systems, the Internet, and networks to increase their access to information and resources, obtain information, create intellectual products, collaborate, and communicate for educational purposes, and to do so without the fear that their products or their personal reputation will be violated, misrepresented, tampered with, destroyed, or stolen.

To enhance the learning experience for all students, below is a list of responsibilities and behavioral expectations to increase the probability of student success in school:

- Treat others with respect and honesty.
- Come prepared for class by bringing the necessary school supplies.
- Listen and follow instructions from school/district-staff.
- Complete all assigned classwork and homework.
- Use class time wisely to complete work and get assistance from your teacher(s).
- Take home and return all paperwork.
- Follow all rules and regulations during school and at school-sponsored events/activities.
- Take care of and return all textbooks, library books, and school-owned materials loaned to you.
- Act responsibly on campus, school-sponsored transportation, field trips, and at all school-sponsored events, regardless of locations.
- Understand the difference between appropriate and unacceptable uses of online communications and information systems, the Internet, and networks.
- Use online communications and information systems, the Internet, and networks in a responsible, efficient, ethical, and legal manner in accordance with their educational mission.
- Recognize that the use of online communications and information systems, the Internet and networks is a privilege that can be withdrawn if used in an unacceptable or illegal manner.

A. Attendance

1. SBBC stresses the importance that all students attend school regularly and remain in school until they graduate from high school. However, a child who attains the age of 16 years old during the school year is not subject to compulsory school attendance beyond the date upon which they attain that age if the child files a formal declaration of intent to terminate school enrollment with the District's School Board in accordance with School Board Policy 5070. The declaration must acknowledge that terminating school enrollment is likely to reduce earning potential and must be signed by the child and the child's parent. The school district must notify the child's parent of receipt of the child's declaration of intent to terminate school enrollment (F.S. §1003.21). Declaration of Intent Forms are available at each school's administration office. Students who drop out of school are not eligible to receive a driver's license or driver's permit or will have their license or permit revoked (F.S. §322.091).
2. The parent of a child of compulsory school age is responsible for the child's daily school attendance. (F.S. §1003.24). School staff, parents, students, and appropriate State agencies are expected to work together to ensure that laws are obeyed including, but not limited to, referral to the State designated agency for possible court action for extended absence or truancy (F.S. §1003.27). School Board Policy 5040 outlines the rules that apply to attendance and attendance procedures. Florida law supports the active involvement of parents until the student graduates from school (F.S. §§743.07, 1003.21, 1003.26).
3. **Non-attendance and early signs of truancy**
 - a. It is important to be in school every day. If a child is not in school, they may be showing early signs of truancy through a pattern of non-attendance. A student may be establishing a pattern of non-attendance when they have an accumulation of tardiness, early sign-outs, and/or unexcused absences that exceed 5 school days

in one marking period or 10 school days in 2 marking periods. If the school's collaborative problem-solving team (CPST) finds that a pattern of non-attendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies (F.S. §1003.26(1)(b)).

- b. A student who is subject to compulsory school attendance under F.S. §§1003.21(1) and (2)(a) and is not exempt under F.S. §§1003.21(3) or 1003.24, or by meeting the criteria for any other exemption specified by law or rules of the State Board of Education (F.S. §1003.01(8)) may be identified as an "habitual truant" if he or she has 15 unexcused absences within 90 school days with or without the knowledge or justifiable consent of the child's parent.
- c. Parents and students may verify absences at any time at school or at home by contacting the school or by accessing electronic attendance records through the student information system (SIS).
- d. If, after an accumulation of absences as noted above, the principal/designee determines that the reasons for time out of school are invalid, the principal/designee shall refer the student to CPST to determine if early patterns of truancy are developing and provide appropriate interventions. The State Attorney's Office may also be notified due to non-compliance with compulsory school attendance laws (F.S. §1003.26(1)(b)). However, if the principal/designee determine that the reasons for the absences are valid and there are no early signs of truancy, the parent must provide a note, to be kept on file at the school that provides the reasons for those absences. No further action will be taken.

4. Broward Truancy Intervention Program (BTIP)

- a. *For Elementary Only*, BTIP is a partnership between the Broward State Attorney's Office and the SBBC. The program is designed to prevent excessive absences through parent notification and accountability, school interventions, and daily monitoring of attendance. Parents are expected to communicate with school personnel regarding absences. Parents who do not comply are referred to the State Attorney's Office for failure to comply with F.S. §1003.27 which provides that a parent commits a misdemeanor of the second degree, punishable as provided by law, if the parent refuses or fails to have a child attend school regularly or refuses to participate in meetings concerning the child's truancy.
- b. *For Secondary Only*, the truancy prevention program for secondary grade levels aligns with Florida Statute §§ 1003.21, 1003.24, and 1003.27. This involves several phases including early identification and intervention, attendance monitoring, and regular parental communication. Phase 1 includes contacting parents for unexcused absences and making referrals to School Social Workers. Phase 2 involves the Attendance Team implementing interventions like mentoring and counseling. Phase 3 escalates to filing complaints with the Florida Department of Highway Safety and Motor Vehicles and other alternatives to withdrawal procedures for chronic truants. This comprehensive approach ensures thorough documentation and promotes educational success and student well-being.

5 Reporting an absence

- a. Parents must report all school absences within two (2) school days of the absence, or the absence will be unexcused, unless otherwise excused by the school principal due to extenuating circumstances. When making the absence report, a reason for the absence must be provided along with the date(s) of the absence. Parents can find absence reporting options on each school's website. On the website, under **CONTACT**, select **REPORT AN ABSENCE**, parents can choose their preferred absence reporting method:
 - i. Online Form which provides a confirmation email that includes the date and time of submission;
 - ii. Voicemail; or
 - iii. Handwritten note from parent delivered to the front office

- b. School staff members may ask for a written medical excuse. Failure to provide a written note from a licensed practicing physician pertaining to the absences shall result in those absences being unexcused (F.S. §1003.24(4)).
- c. For High School Only, absences for shared-time students must be reported to both schools.
- d. Excused absence criteria
 - i. When it is necessary to be out of school, absences may be excused for one of the eight reasons listed below. Please note that all absences will be considered unexcused until properly reported by the parent. Some situations require written documentation from a physician or public health unit. Excused absences include:
 - A. Illness of the student. If the child is expected to miss at least 15 school days due to illness, a medical condition, for social/emotional reasons, or who would miss excessive days intermittently throughout the school year for the same reasons and could benefit from supplemental instruction, parents should consult with the Hospital/Homebound contact person at the school.
 - B. Illness of an immediate family member.
 - C. Death in the family.
 - D. Religious instruction or holidays of the student's specific faith.
 - E. Required court appearance or subpoena by a law enforcement agency.
 - F. Special event. Examples of special events include important public functions, education enrichment activities, conferences, State/national competitions, college/university campus tour/visit, as well as exceptional cases of family need.
 - G. Scheduled doctor, dentist appointments, or treatment for autism spectrum disorder by a licensed health care practitioner or certified behavior analyst. (F.S. §1003.21(2)(b)).
 - H. Communicable disease. Students having or suspected of having a communicable disease or infestation that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. §1003.22). Examples of communicable diseases and infestations include, but are not limited to fleas, head lice, ringworm, impetigo, and scabies. Students are allowed a maximum of five (5) school days excused absence for each infestation of head lice.
 - ii. Students on field trips, students who attend alternative-to-suspension programs, or in-school suspension programs are not considered absent.

e. Unexcused absences

- i. It is the responsibility of the school principal to ensure that parents are contacted after each unexcused absence and to ensure that there are specific, appropriate interventions as a result of each unexcused absence. Parents may receive phone calls, text messages, emails, and/or letters to inform them of their student's unexcused absences. These notifications are generated from official attendance records. Absences are only excused for the reasons listed above.
 - A. Students without a completed Certificate of Immunization indicating compliance with the current required schedule of immunizations will not be allowed to attend classes until the certificate is provided or a waiver is obtained. Students who receive the first shot in a series of immunizations but who are late obtaining subsequent shots will be given a grace period of 3 school days after which they will be excluded from school and the resulting absences will be considered unexcused.
 - B. For secondary students, 14-18 years of age, who have 15 unexcused absences within 90 school

days, drop out of school and have a driver's license or learner's permit will have their driving privileges suspended by the Division of Highway Safety and Motor Vehicles or will not be issued a license or permit if they apply for one. Additional information about procedures and waivers is available from school administration or school counseling offices.

f. Suspensions

- i. Students who have been assigned an out-of-school suspension and choose not to participate at the alternative to external suspension (AES) program will be considered externally suspended.
- ii. Students who have been assigned an out-of-school suspension and do not attend all of the assigned days in the AES program, will be considered externally suspended for the day(s) they do not attend.

g. Tardiness

- i. Tardiness is defined as a student not being in the classroom when classes are scheduled to begin. Tardiness is disruptive to the learning environment and can have a negative impact on student achievement. Tardiness may also count toward establishing a pattern of non-attendance that may indicate early signs of truancy.
- ii. A tardy is excused for the same reasons that an absence is excused. In extenuating circumstances, principals and/or their designee may also excuse a tardy for reasons other than those stated if documentation is provided. Parents must follow the same process to excuse a tardy as they do to excuse an absence.
- iii. A student who has an excused tardy should report directly to class after first checking in at the designated check-in area of the school.
- iv. Excessive tardiness will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance.
- v. Tardiness to any class without documentation may be considered unexcused.

h. Early sign outs

- i. When a student is signed out early on an ongoing basis, their academic performance may be negatively impacted. The school system strongly encourages parents to ensure their student is in school for the full school day every day. Signing out early may count toward establishing a pattern of non-attendance that may indicate early signs of truancy.
- ii. All schools will establish procedures for early release that ensure that all students are treated consistently.
- iii. Students shall not be released within the final 30 minutes of the school day unless the principal/designee determines that it is an emergency, or the student has a medical/dental appointment that cannot be reasonably scheduled at another time.
- iv. Excessive early sign outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance.

Make-up work: School Board Policy 4000: Student Progression Plan contains all relevant information regarding the earning of grades and credits for make-up work, related to absences, field trips and suspensions.

B. RIGHT TO FREE SPEECH, STUDENT PUBLICATIONS, AND DISTRIBUTION OF MATERIALS

The Constitution of the United States of America guarantees to its citizens the right to express ideas freely. A basic education should prepare students to do that in responsible ways. Per 20 U.S.C. §7904, nothing in this policy prevents or denies a student's participation in constitutionally protected prayer in public elementary and secondary schools.

1. Pledge of Allegiance

The Pledge of Allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle, and high school in the State. Each student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart. When the pledge is given, unexcused students must show full respect of the flag by standing at attention and men removing the headdress, except when such headdress is worn for religious purposes (F.S. §1003.44).

2. Moment of Silence

Pursuant to F.S. §1003.45, District schools will observe a moment of silence for 1-2 minutes. This moment of silence will occur during first period or at the beginning of the school day. In accordance with statute, the District will not make suggestions as to the nature of any reflection in which a student may engage during the moment of silence. Families are encouraged to discuss the moment of silence with their child(ren) and to make suggestions as to the best use of this time.

3. Printed, written, and electronic media

- a. No printed, written materials, or electronic media may be distributed in schools or on school grounds without the permission of the principal, or designee
 - i. A principal or designee must either approve or reject a request from a student to distribute materials within 24 hours, excluding non-school days, of the request by the student.
 - A. Any request to distribute materials not acted upon within 24 hours, excluding non-school days, by the principal or designee is deemed approved.
 1. For approved materials, the principal or designee may assign reasonable restrictions with regard to time, place, and manner of distribution.
 2. For approved materials, the publication shall contain this phrase: **"THE OPINIONS AND/OR ACTIVITIES ARE NOT ENDORSED OR SPONSORED BY THE SCHOOL BOARD."**
 - B. If material is denied distribution, the principal or designee must state to the student(s) the specific reasons why such material was denied distribution.
 - C. If the material is denied distribution as likely to cause a substantial disruption or material interference, the principal or designee must state to the student the specific reasons why a disruption is likely to occur as a result of the distribution and why such disruption would be substantial.
 - D. Any student who would like to appeal a decision made under this section has the right to appeal such decision as specified in Section X of this policy.
 - ii. The following materials will not be allowed on school property or distributed in schools if the material can reasonably be interpreted as:
 - A. Obscene or pornographic;
 - B. Libelous or slanderous;
 - C. Likely to create a substantial disruption of, or material interference with, normal school activity or appropriate discipline in the operation of the school. Material will not be deemed to fall within this subsection only because students, faculty or staff may disagree with or find the contents of the material offensive;
 - D. Profane, vulgar, or lewd language; or

- E. Selling a commercial product or attempting to make a commercial profit from the sale of products.
- b. Notices of student non-curricular group meetings posted on general-purpose student bulletin boards do not represent the viewpoint of the SBBC and/or the administration. The School Board is only offering physical space to such groups and does not promote, endorse, or otherwise sponsor such materials. Students are encouraged to be sensitive to other viewpoints and beliefs when posting such notices.
- c. Students may not hand out/circulate petitions or surveys during class time.

4. School sponsored publications

School sponsored publications are important components of school-based instructional programs. All school publications shall be consistent with the educational curriculum and the cultural values of the school community and appropriate for the school setting. In this regard, considerable latitude shall be provided to individual school leadership to plan and develop school publications.

- a. The contents of all school publications must meet the district's journalism standards, which prohibit obscenity, profanity, libelous or slanderous material, vulgar or lewd language, or material that may cause substantial disruption of normal school activities. All school sponsored publications must include the following statement: The opinions expressed in this publication are not necessarily those of [insert name of school] or The School Board of Broward County Public Schools, Florida.
- b. Approval for publication shall be based on:
 - i. Consistency with the educational curriculum of the SBBC;
 - ii. Reasonable school community standards and cultural values; and
 - iii. The overall purpose of the publication in relation to the academic curriculum and school setting.
 - iv. The principal or designee(s) shall retain final authority to approve the design and content of all school publications prior to publication or posting. Any advertisements in school-sponsored publications must adhere to SBBC Policy 6300- Advertising. Publications include, but are not limited to, items such as school newspapers, yearbooks, student newspapers, and publications put out by the PTA, Booster Clubs, and the like.

5. Social media use

SBBC realizes that part of 21st Century learning is adapting to the changing methods of communication. The importance of teachers, students and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st Century learning. As such, educational standards are now requiring the use of online educational tools to demonstrate proficiency. To address related issues, SBBC has developed the following guidelines to provide direction for students when using or accessing BCPS tools, networks, online supports and resources to engage in social media activities.

- a. Social Media refers to the use of web-based and mobile technologies that enable all SBBC's internal and external stakeholders to connect, collaborate, and form virtual communities via the computer and/or Internet. For some, social media is used mainly for social purposes, but for others, these sites and technologies are used as tools to teach and to connect with the community.
- b. F.S. §501.1736(2)(a) prohibits a minor who is younger than 14 years of age from entering into a contract with a social media platform to become an account holder. Schools can discipline students if their speech, including online postings, disrupts school operations or constitutes a violation of Federal or State laws or SBBC policies.
- c. When using social media as part of a club, organization, or school-sponsored activity, the following guidelines are expected:
 - i. Be Honest/Truthful: Always be transparent about who you are and who you represent. How you represent

yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

- ii. Maintain confidentiality: Do not post any confidential or proprietary information regarding yourself and/or others.
- iii. Students can reveal some information about themselves (ethnicity, political beliefs, stance on issues, interests) but should not offer any confidential information (place of residence, phone number, discretely identifiable information, common 'hang-out' locations). Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your parents and teachers, if applicable.
- iv. Know You Are Always "On": You must assume that your social media usage is visible to the world. Be sure to manage what and with whom you are sharing. Keep in mind that while we all have occasional frustrations, social media are not the best venues in which to air frustration as those comments are available to everyone.
- v. Be Respectful: Avoid remarks that are off topic or offensive. Always demonstrate respect for others' points of view, even when they're not offering the same in return. Never bully or pick fights, and do not respond to abusive comments. If you are sharing a negative experience, please try to do so in a constructive way.
- vi. Think Ahead: Be smart about protecting yourself, your privacy, and the privacy of others, and confidential or personal information. What you publish online is widely accessible and will be around for a long time so consider the content and consequences carefully. Show good judgment as future employment and/or academic opportunities may be adversely affected by your posts and comments.
- vii. The Internet is not anonymous, nor does it forget: Everything written on the Web can be easily traced back to its author. Information is backed up often and repeatedly, and posts in one forum are usually replicated in others through trackbacks and reposts or references. Social media venues including wikis, blogs, photo, and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
- viii. Avoid "hazardous" materials: Do not post or link to any materials that are inflammatory, defamatory, harassing, or indecent.
- ix. Your online behavior should reflect honesty, respect, and consideration.
- x. When bringing your own technology to school make sure that you follow the guidelines set out in the SBBC Personally Owned Device Guidelines.
- xi. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom will be inappropriate online.
- xii. Linking to other websites to support your thoughts and ideas is recommended when appropriate. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- xiii. Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts, images, designs, etc. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
- xiv. Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons' attribution.
- xv. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.

- xvi. If you come across inappropriate material that makes you feel uncomfortable, or is not respectful, tell a school staff member right away.
- d. Students who do not abide by these guidelines may lose their opportunity to take part in the project and/or access to future use of SBBC online tools. In addition, disciplinary or legal action may apply.
- e. As outlined in Section II: Scope of Authority, students who utilize social media and/or other online tools/resources to bully, threaten, and/or otherwise disrupt the educational process or orderly operations of a school may be subject to discipline under the Code of Student Conduct, even if the action takes place off school property or after school hours.

6. Student activities and assembly

Students have the opportunity to take part in extracurricular activities, assemblies, and school approved organization without discrimination, as defined by applicable laws. School activities give students a chance to interact in positive ways. They can learn from each other how to work together harmoniously for common goals. Students have the right to elect officers for student government, consult with faculty advisors of school-approved clubs/groups, and attend educational field trips (non-educational field trips such as end-of-the-year celebrations, Grad Bash, etc. are a privilege).

Students have a responsibility to keep their extracurricular activities from interfering with their academic work and to know and follow the rules for the activities they choose. Students also have a responsibility to ensure that their actions as members of school clubs and groups meet the standards that have been set by the school administration. Students have a responsibility to educate themselves as to the qualities needed for leadership and choose officers who have those qualities. Students who hold office have a responsibility to learn how to do their jobs, support the goals of the group that elected them, and to treat other members of the group fairly.

Students who participate in field trips, social and/or extracurricular activities that are school-approved and/or sponsored by school clubs or groups, have a responsibility to follow the rules set forth in the Code of Student Conduct, School Board Policy 6310, and where applicable, by the conferences, conventions or contests they may attend.

- a. Extra-curricular activities. Many students take part in school-related activities that are extracurricular (take place outside of school hours), social, and interscholastic (engage in competition with other schools). Students must attend half of the classes on the day of an activity in which they want to take part unless they have been excused or exempted from class by the school administration in advance. Students are expected to have prior approval from the school administration for many activities related to school-approved and school-sponsored clubs and groups. They need approval to:
 - i. Present a program or an assembly.
 - ii. Create and hold meetings for clubs or organizations on campus.
 - iii. Collect funds as prescribed by School Board policy. Items cannot be sold for personal gain such as food, jewelry, T-shirts, etc.
 - iv. Have a school-related fundraising project on or off school grounds. Fundraising drives among students initiated by outside organizations such as the Salvation Army, United Way, Girl Scouts, etc., are not permitted in the schools.
 - v. Hold a demonstration.
 - vi. Have a guest speaker and/or vendor on campus.
- b. Field trips and interscholastic extra-curricular activities. Field trips and interscholastic extracurricular activities can be an integral part of the learning process in many areas of education. All students are guaranteed the right to be

afforded an equal opportunity to participate in all school sponsored social and/or extracurricular activities when the student is otherwise qualified to participate. Reasonable accommodations must be made to allow all qualified students to attend and participate in a safe and equitable manner.

- i. Under special conditions, students may be denied participation in educational or non-educational field trips and educational school-sponsored activities (See School Board Policy 6310).
- ii. To attend a field trip or participate in an interscholastic extra-curricular activity:
 - A. Students must have parental consent, meet academic eligibility requirements, and maintain satisfactory conduct in school and in the community to participate in interscholastic, extracurricular activities.
 - B. To participate in Interscholastic Extracurricular Activities, students must meet and maintain specific eligibility requirements and standards. These requirements and standards are maintained by the Department of Athletics and Student Activities at <https://www.browardschools.com/bcps-departments/athletics/high-school-athletics-bcaa>.
 - C. Since representing a school either as an elected school officer or in extracurricular activities is both an honor and a privilege, students must also meet requirements established by their club, school, instructional services, and/or the Board to serve as representatives of their school.
 - D. In addition to the eligibility requirements and standards set forth by the Department of Athletics and Student Activities, students who are suspended from school, expelled, administratively reassigned to a behavior intervention program, or those convicted of, or found to have committed, a felony or a delinquent act that would have been a felony if committed by an adult, regardless of whether adjudication is withheld are ineligible to participate in Interscholastic/Extracurricular activities sponsored by the Middle School Athletic Association (MSAA) and/or Florida High School Athletic Association (FHSA) during the term of their suspension, expulsion, or behavior intervention assignment.
 - E. A student may not participate in MSAA or FHSA sanctioned activities if the student participated in that same sport at another school during that school year, unless the student meets the criteria in s. 1006.15(3)(i), F.S.
 - F. A student's eligibility to participate in any interscholastic or intrascholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to s. 1006.20(2)(b).

7. STUDENT PRIVACY

Students have the right and responsibility to learn how the information in their school records is gathered, how it is used, and what it means. Students have the right to expect that schools will keep their records safe, secure, and private. Students who are eighteen (18) years or older have the right to see their own school records. Students have the right to personal privacy and have the responsibility of respecting the rights of others. Information about another person must be treated with respect and privacy.

a. **COLLECTION, USE, AND DISCLOSURE OF SOCIAL SECURITY NUMBERS OF STUDENTS**

Pursuant to F.S. §119.071(5), SBBC collects, uses, and/or discloses Social Security numbers (SSNs) as mandated or authorized by law and as otherwise authorized in writing by the parent or adult/emancipated student (authorized by F.S. §119.071(5)(a) 6.c. Students are not required to provide their social security number as a condition of enrollment or graduation. Social Security numbers are kept confidential and are exempt from public inspection in accordance with F.S. §119.071(5)(a)5. Our District collects, uses, and/or discloses the Social Security numbers of students and/or parents for the following purposes:

- i. Compensation or financial assistance provided from State or Federal funds and administered by the FLDOE. (Authorized by F.S. §1009.90 et seq.)

- ii. Criminal history, Level 1 and Level 2 background screenings, including youth mentoring and volunteer applicants. (Required by F.S. §119.071(5)(a)2,6b).
- iii. Employment documents utilized in hiring student workers. (Authorized by F.S. §119.071(5)(a)6).
- iv. Enrollment & Salary Reduction Authorization Form (Benefits Department) for employee and dependent (student) if the student is being added to the Benefits plan. (Authorized by F.S. §119.071(5)(a)6.f).
- v. Financial aid, including the Free Application for Federal Student Aid (FAFSA), Florida Pre-Paid form, grants (including Pell Grants for vocational schools), 1098T tax form (Tuition Payment Statement) for vocational students, etc. (Authorized by F.S. §119.071(5)(a)6.b).
- vi. Information received from the FLDOE to locate missing Florida school children. (Required by Rule 6A-6.083, F.A.C. and F.S. §119.071(5)(a)6).
- vii. Information sharing pursuant to the Interagency Agreement between SBBC, the Department of Juvenile Justice, Circuit 17, the Broward County Chiefs of Police Association, Inc., the Seventeenth Judicial Circuit In and For Broward County, Florida, the Florida Department of Children and Families, the State Attorney of the Seventeenth Circuit In and For Broward County, and the Sheriff of Broward County, Florida. (Authorized by FERPA regulations found at 34 CFR §99.31(a)(5)).
- viii. Reports from the Department of Motor Vehicles of each student whose driver's license is suspended for excessive unexcused absences and reports to the Department of non-enrollment or non-attendance upon the part of a student who is required to attend some school. (Required by F.S. §§322.091(5), 1003.27, and 119.071(5)(a)6).
- ix. Reports on students required to be submitted to the Florida Department of Education. (Authorized by F.S. §119.071(5)(a)2,6).
- x. SBBC's management information system and school district databases (Required to request by F.S. §§1008.386 and authorized by 119.071(5)(a)6).
- xi. Selected state and national test documents, as part of the student identification and test security process. (Authorized by F.S. §119.071(5)(a)6.b).
- xii. Student registration and student identification numbers. (Authorized to request by F.S. §§1008.386 and 119.071 (5)(a)(6). Pursuant to F.S. §1008.386, SSNs are not required for enrollment or graduation. (Authorized by F.A.C. Rule 6A-10.0381 for adult students.)
- xiii. The collection and/or disclosure are imperative and necessary for the performance of the School District's duties and responsibilities as prescribed by law, including but not limited to child abuse reports to the Department of Children and Families (student victim and subjects of report); password identification to the School District's network, reports to Federal and State agencies who conduct discrimination investigations; and information pertaining to Social Security Assistance, court orders and subpoenas, and military purposes. (Authorized by F.S. §119.071(5)(a)(2); required by F.A.C. Rule 65C-29.002, F.S. §§39.201 and 119.071(5)(a)6.b).
- xiv. The disclosure is made to a commercial entity for the permissible uses set forth in the federal Driver's Privacy Protection Act of 1994, 18 U.S.C. §2721 et seq; the Fair Credit Reporting Act, 15 U.S.C. §1681 et seq.; or the Financial Services Modernization Act of 1999, 15 U.S.C. §6801 et seq., provided that the authorized commercial entity complies with the requirements of paragraph 5 in F.S. §119.071. (Authorized by F.S. §119.071(5)(a)6).
- xv. The disclosure is made to prevent and combat terrorism, to comply with the USA Patriot Act of 2001, Pub. L. No. 107-56, or Presidential Executive Order 13224. (Required by 31 U.S.C. §5318 and F.S. §119.071(5)(a)6).

- xvi. To determine eligibility for the school lunch program. (Required by 42 U.S.C. §1758, 7 C.F.R. §245.6a, and F.S. §119.071(5)(a)6).
- xvii. Tort claims and tort notices of claims against SBBC. (Required by F.S. §§768.28(6) and F.S. §119.071(5)(a)6).
- xviii. Transcripts, applications, and other records sent to the school officials of educational institutions, schools, colleges, and universities. (Authorized by FERPA, 34 C.F.R. §99.31(2)).
- xix. Written verification from employer for vocational education, student follow up (Required by F.A.C. Rule 6A-10.0341).
- xx. Written verification from employer for vocational education, student follow up (Required by F.A.C. Rule 6A-10.0341).

b. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the accuracy and privacy of students' education records. FERPA, F.S. §§1002.22 and 1002.221 and School Board Policy 1480 (Student Records: Confidentiality and Family Educational Rights) afford parents, guardians or eligible students (students over 18 years of age or attending a post-secondary institution) certain rights with respect to the student's education records maintained by the District. These rights are:

- i. **The right to inspect and review a student's education records within 30 days of the day the District receives a request for access.** Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. When the education records contain information about more than one student, parents may review the information related only to his or her child. E-mails not maintained in a student's file folders kept by the schools or District departments are not education records. In addition, records created and maintained solely by Special Investigative Unit (SIU) are not education records.
- ii. **The right to request the amendment of a student's education records.** Parents or eligible students may ask SBBC to amend a record that they believe is inaccurate, misleading, or in violation of the student's privacy rights. They should write the school principal, clearly identify the part of the record they want changed and specify the reasons for the request. If the District decides not to amend the record as requested, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing within a reasonable period of time regarding the request for amendment. Additional information regarding the hearing procedures will be provided when the parent or eligible student is notified of the right to a hearing. NOTE: Substantive decision-making processes, which include but are not limited to Behavioral Threat Assessments, student discipline and grades are not subject to the amendment process.
- iii. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** FERPA permits disclosure without consent in many situations, including:
 - A. to SBBC school officials¹ with a legitimate educational interest²;
 - B. to contracted outside agencies and organizations, whose personnel perform their duties in a "school official" role and who are prohibited from re-disclosing personally identifiable information from education records, except as required or permitted by law;

¹**School official** is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health and medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special function that would normally be performed by SBBC personnel (such as an attorney, auditor, medical consultant or therapist); a clerical or paraprofessional staff member assisting another school official in performing his or her professional duties.

²**Legitimate educational interest** exists when a school official needs to review an education record in order to fulfill his or her professional responsibility.

- C. to school officials of other institutions for the purposes of student transfer or student enrollment;
- D. to authorized Federal, State, and local officials, including educational authorities, and for audits or evaluations of Federal and State supported programs;
- E. to comply with judicial orders or lawfully issued subpoenas; the parent/guardians/majority age student will be notified in advance of SBBC's intent to comply in ten (10) days so the parent or majority age student may seek protective action, except where the law prohibits or does not require said notification;
- F. to appropriate parties in connection with a health or safety emergency; and,
- G. to an agency caseworker or representative of a State or local child welfare agency, or tribal organization, when the agency is legally responsible for the care and protection of the student.
- H. Additional requirements and conditions may apply to non-consensual disclosures. See School Board Policy 1480 for a full listing of FERPA-permitted disclosures for which prior written consent is not required.

iv. Types of Directory Information

- A. Directory Information is personally identifiable information that would not generally be considered harmful or an invasion of privacy if disclosed. Pursuant to FERPA, SBBC may disclose – in its discretion – directory information of a student in any grade level, if the parent or student aged 18 or over did not “opt out” of the disclosure. SBBC designates the following as “directory information”: student's name, parent's name, residential address, telephone number(s), date of birth, place of birth, major field of study, participation in school-sponsored activities and sports, height and weight of athletic team members, jersey number and team position of athletic team members, school grade level, dates of school attendance, degrees and awards*, the name of the most recent previous school or program attended and room number.
- B. *Note: Degrees and awards include exemplary work (including artwork), recognitions of all types, and graduation status (i.e., a list of graduating students), and excludes Grade Point Average (GPA).

v. PURPOSES OF DISCLOSURE OF DIRECTORY INFORMATION

SBBC reserves the right to release Directory Information only:

- A. to colleges, universities, or other institutes of higher education in which the student is enrolled, may seek enrollment, or may be recruited,
- B. or athletic events, school publications, instructional materials, and other school communication tools (including, but not limited to, yearbooks, athletic programs, graduation programs, recruitment brochures, theatrical programs, school and District websites, social media, and postings and displays throughout the school facility),
- C. to Broward County health officials for purposes of communicating with parents to address conditions of public health importance as determined by Florida Department of Health (64D-3, F.A.C.), including information to meet or to prepare for a potential or confirmed health threat, and/or
- D. to class reunion committees (and the like) for purposes of class reunion activities.

vi. Opt Out Procedure

- A. Parents/guardians of students in any grade level (or eligible students, those over the age of 18 or attending a post-secondary institution) may opt out of (refuse to permit) the release of any or all of the above Directory Information. On the FERPA Opt Out Notification Form provided in the Code of Student Conduct Handbook, parents/guardians or eligible student must indicate the types of Directory Information they do not want disclosed. The FERPA Opt Out Notification Form must be submitted to the

school principal annually. Regarding former students, SBBC shall continue to honor any valid request to opt out of the disclosure of directory information made while a student was in attendance, unless the former student rescinds the opt out request (34 C.F.R. § 99.37(b)) and/or the former student submits a new FERPA Opt Out Notification Form.

- B. Note: Opt out choices on the FERPA Opt Out Notification Form will be effective until the parent or student (age 18 or older) submits a new form.

vii. **Disclosure to Military, Armed Forces, and Postsecondary Institutions**

SBBC is required to disclose, upon request, student name, address, and telephone number of 11th and 12th grade students to the armed services, military recruiters, and/or postsecondary institutions without prior written consent, unless the parent/guardian or eligible student opts out of disclosure. On the Every Student Succeeds Act (ESSA) Opt Out Form provided in the Code of Student Conduct Handbook, parents/guardians and eligible students must indicate the categories they wish not be disclosed. The ESSA Opt Out Form must be submitted to the school principal annually.

- viii. ***The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.*** The name and address of the office that administers FERPA is **Student Privacy Policy Office • U. S. Department of Education • 400 Maryland Avenue, S.W. • Washington, DC 20202**. If you wish to discuss and try to resolve any FERPA concerns before contacting the Student Privacy Policy Office, you may contact the SBBC Privacy Officer at 754-321-1914.

ix. **NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF STUDENT PERSONALLY IDENTIFIABLE INFORMATION (PII) COLLECTED FOR ONLINE EDUCATIONAL SERVICES**

Pursuant to 6A-1.09550, F.A.C., Student Online Personal Information Protection, section 3 (Review and Approval of Online Educational Services), a list of approved online educational services required for students and/or parents/guardians to use is posted on SBBC's Academic Division's website at www.browardschools.com/approvedsoftware, as well as each school's website. These postings also notify parents/guardians and eligible students of how PII will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any, via the posted SBBC Agreement, as well as the Supplier Terms and Conditions.

- (x) For additional information refer to School Board Policy 1480. This policy outlines the privacy rights of parents and students with respect to students' education records. You may view the complete student records policy and all SBBC policies at www.browardschools.com/policies.

c. **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) NOTICE**

Pursuant to the Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. §1232h; 34 C.F.R. § 98), parents, guardians, or eligible students (over the age of 18 or emancipated) have certain rights pertaining to surveys, analysis, evaluation, the collection, and use of information for marketing purposes, and certain physical exams.

i. **PPRA Rights**

- A. **The right to give prior written consent before** students are required to submit to surveys concerning "protected information," if the survey is funded in whole or in part by a program of the U.S. Department of Education. "Protected information" includes:
1. Political affiliations or beliefs of the student or the student's parent;
 2. Mental or psychological problems of the student or the student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom survey respondents have close family relationships;

6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Pursuant to F.S. §1002.222, the District will not collect, obtain, or retain information on political affiliation, voting history, religious affiliation or biometric information of a student or a parent or sibling of the student. "Biometric information" means information collected from the electronic measurement or evaluation of any physical or behavioral characteristics that are attributable to a single person, including fingerprint characteristics, hand characteristics, eye characteristics, vocal characteristics, and any other physical characteristics used for the purpose of electronically identifying that person with a high degree of certainty.

- B. **The right to receive notice and an opportunity to opt a student out** of participation in any other protected information survey, regardless of funding. The right to receive notice and an opportunity to opt a student out of any non-emergency invasive physical exam or screening required as a condition of school attendance administered by the school or its agent, and not necessary to protect the immediate health and safety of a student.
- C. **The right to receive notice and an opportunity to opt a student out** of activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. This does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students and educational institutions.
- D. **The right to inspect, upon request and prior to administration or use** (a) protected information surveys of students, and surveys created by a third party, (b) instruments used to collect personal information from students for any marketing, sales, or other distribution purposes, and (c) instructional material used as part of the educational curriculum.
- E. These rights transfer from the parents/guardians to a student who is 18 years old or an emancipated minor under Florida law.

F. Privacy and Notification

1. The District will ensure that student privacy is protected in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.
2. (The District will directly notify parents of their PPRA rights at least annually at the start of each school year and after any substantive changes. Direct notification includes, but is not limited to, the Code Book of Student Conduct, mail, e-mail, in- person, or by acknowledgment form. The District will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted above and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and will be provided an opportunity to opt their child out of such activities and surveys and to review any pertinent surveys.
3. Those who believe their rights have been violated may file a complaint with the Student Privacy

Policy Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202. If you wish to discuss and try to resolve any PPRA concerns before contacting the Student Privacy Policy Office, you may contact the SBBC Privacy Officer at 754-321-1914.

G. PPRA Procedures

1. To inspect surveys, instruments used to collect personal information, and instructional materials, parents/guardians must submit their requests in writing to the school. Such inspection must be conducted in-person under the supervision of designated staff and at the location designated by the school principal.
2. Prior to the administration of protected information surveys, principals or designated District staff will provide direct notification (including but not limited to mail, e-mail, in-person, or by acknowledgement form) to parents, guardians, or eligible students and provide the required consent forms. All completed forms must be returned to the child's school.
3. Principals or designated staff will directly send parents opt out forms for any instruments used to collect personal information for marketing, sales, or distribution purposes. All completed forms must be returned to the child's school.
4. All surveys containing protected information and all instruments used to collect personal information for marketing, sales, or distribution will be administered in a manner that protects students' privacy.
5. Parents will be provided reasonable advance notification of (a) the administration of protected information surveys of students, (b) the collection, disclosure, or use of personal information from students for marketing, sales, or distribution, and (c) any non-emergency, invasive physical examination, or screening. Notification of items (a), (b), and (c) shall occur at the beginning of the school year if the dates of surveys and activities have been identified, or after the school year starts if the dates are not available earlier, as long as parents have the opportunity to opt their child out.

d. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) NOTICE.

The full HIPAA notice is available in Appendix B of this policy.



SECTION

V

**Knowledge and Observation
of Rules of Conduct**

It is important for students to know their rights and responsibilities, which include obeying teachers and all other school employees, obeying each individual rule as defined by the school and this Code of Student Conduct, and obeying bus drivers. This also includes adherence to all SBBC safety and security protocols, including but not limited to weapons detection systems, handheld metal detectors, and specifically trained animals in search of firearms and ammunition on School Board property (School Board Policies 2010 & 2030). The rationale, procedures, and rules for the use of weapons detection systems, handheld metal detectors, and specially trained animals are contained within the aforementioned policies. These policies apply to all students. Students are subject to disciplinary consequences inclusive of confiscation, suspension, assignment to a behavior intervention program, expulsion, and/or consultation with law enforcement in accordance with the Discipline Matrix for items found to be in their possession which violate the Code of Student Conduct.

A. Dress Code

Appropriate dress and grooming can help to create a positive learning environment. Other attire may be allowed for special school activities with approval of the school administration. Possible consequences for violating the dress code are found in the Discipline Matrix. Changes in clothing trends will not override the dress code policy. All students are expected to honor their responsibilities and dress in a way that respects the rights of others. This is applicable to students while on school campus, on school transportation, or at a school-sponsored event.

1. Students shall wear their current, unaltered, and official school issued identification (ID) badge, clearly visible on the front of their person and worn using either a lanyard around their neck or a click on the upper portion of their shirt. ID badges shall be worn at all times while on school grounds and on school-sponsored transportation. ID badges for students in grades 6-12 shall include the telephone numbers for the national and statewide crisis and suicide hotlines (F.S. §1008.386(3)).
2. Footwear must be worn at all times. Parents should ensure that the shoes worn by their children do not impede their safety while at school. Bedroom slippers are not allowed.
3. Students in grades K-5 may not wear backless, sling-backs, or open-toed footwear.
4. Students in grades 6-12 are permitted to wear backless, sling-back, or open-toed footwear.
5. Special clothing, including footwear, may be required for safety reasons in certain programs or activities such as physical education, home economics, career/technical education, and science.
6. Revealing clothing or clothing that exposes the torso is not allowed. Examples include but are not limited to tank tops or spaghetti straps without overblouses, long shirts, or jackets; see-through garments; mini-skirts or mini-dresses; halters; backless dresses; jackets, shirts, or blouses tied at the midriff; and bare midriff outfits.
7. Clothing which is not worn appropriately, is not properly fastened, or has tears that are *indecent will not be permitted. All trousers, including oversized or low-hanging trousers, must be worn and secured at waist level.
8. Garments including, but not limited to, pajamas, boxer shorts, bloomers, and bustiers, which were traditionally designed as undergarments, sleepwear, or beachwear, may not be worn as outer garments. Other clothing not allowed are leggings without overblouses or long shirts that reach mid-thigh, tights, bodysuits, or hosiery, and bicycle racing attire unless they are worn underneath dresses, skirts, or shorts of appropriate length.
9. Clothing that exposes the upper thigh is not allowed. Shorts that extend to at least mid-thigh, such as walking shorts, Bermuda shorts, and split skirts (culottes) are permitted. For Pre-K through 3, shorter shorts may be worn since these are standard attire for these ages.
10. Clothing, jewelry, buttons, haircuts, or other items or markings which are, *suggestive, *revealing, or *indecent, associated with gangs or cults, encourage the use of drugs, alcohol, or violence, or are discriminatory/hate-related are not allowed. *Indecent, suggestive, and revealing refer to exposure of private body parts and/or pictures or words with a sexual connotation.
11. Head coverings including, but not limited to, caps and hats are not allowed unless they are necessary for safety

in programs such as home economics, technology education, vocational education, and athletics or are worn for religious or medical reasons. Bandanas are not allowed. Hats that do not violate any of the rules set forth in the dress code are allowed to be worn outdoors for physical education and recess as a safety precaution from sun damage. Note: Exceptions may be granted to head coverings at the principal's/designee's discretion based upon extenuating circumstances for a particular student.

12. Curlers and other hair grooming aids are not allowed. Personal grooming including, but not limited to, combing, brushing, and/or spraying hair, and applying cosmetics is allowed only in restrooms and/or designated areas.
13. Sunglasses may not be worn indoors unless a doctor's authorization is on file. Sunglasses are allowed to be worn outdoors for physical education and recess as a safety precaution from sun damage.
14. Any articles of clothing or jewelry that may cause injury including but not limited to items with spikes or sharp objects, wallet chains, and heavy link chains are not allowed.
15. Pursuant to F.S. §1006.07(2)(g), wearing clothing or accessories that depict a firearm or weapon or express an opinion regarding a right guaranteed by the Second Amendment of the United States Constitution is not grounds for disciplinary action or referral to the criminal justice or juvenile justice system. However, a student who wears clothing or accessory that causes a substantial disruption to student learning shall be issued a consequence as outlined in the Discipline Matrix.
16. It is not a violation of this policy or the Mandatory Unified School Dress policy if a student wears a button, armband, or other accessory to exercise the right to freedom of speech as guaranteed by the First Amendment and applicable SBBC policies. Any buttons, armbands, or other accessories must comply with the standards set forth in policy.
17. In schools with a Mandatory Unified School Dress program, parents/guardians may request exemptions for their students from participation following procedures outlined in School Board Policy 5309 Mandatory Unified School Dress.
18. Violators of the Mandatory Unified School Dress policy (SBBC Policy 5309) shall be subject to the same penalties as violators of the dress code policy.

B. Technology Usage

Computers, networks, and online communications and information systems such as the Internet and e-mail are commonplace in our classrooms and media centers. Digital curriculum and resources for students provided by SBBC are accessible via the Internet. While these systems deliver a huge number of resources to our classrooms, their ability to serve students and teachers depends on the responsible and ethical use of every device and system.

1. Use of the school district's technology and/or software for any unauthorized purpose is prohibited as outlined in School Board Policy 5306: School and District Technology Usage and may result in students' losing their opportunity to take part in projects and/or access to future use of SBBC online tools. In addition, disciplinary or legal action may apply. This includes the unauthorized use of a computer/technology, including but not limited to:
 - a. Accessing or breaking into restricted accounts or networks,
 - b. Creating, modifying or destroying files/records without permission,
 - c. Copying software,
 - d. Entering, distributing or printing unauthorized files/records,
 - e. Uploading to the internet and/or sharing or distributing, offensive or inappropriate material, including video, and
 - f. Any other misuse or violation of the SBBC Policy 5306.

C. Use of Wireless Communication Devices

1. Sole possession of a wireless communication device is not a violation of the Code of Student Conduct. Wireless communication devices include, but are not limited to cellular/mobile phones, smart watches, personal digital assistants, tablets, and other two-way communication devices.
2. A student may possess a wireless communication device while on school property or in attendance at a school function; however, elementary and middle school students may not use a wireless communication device during the school day. High school students may not use a wireless communication device during the school day, except when expressly directed by a teacher solely for educational purposes. A high school teacher shall designate an area for wireless communication devices during instructional time (F.S. §1006.07(2)(f)). All wireless communication devices shall be turned off or placed on airplane mode. Instructional time is defined as time from the beginning bell until the end of the school day.
3. Each school's principal shall designate locations within the school buildings where a student may use their wireless communication device with the express permission of a school administrator (F.S. §1006.07(2)(f)).
4. Students with an individualized education plan (IEP) or Section 504 Accommodation Plan issued under s. 504 of the Rehabilitation Act of 1973 shall be allowed to use their wireless communication device during the school day, in accordance with the accommodations outlined in their IEP or Section 504 Accommodation Plan. (F.S. §1006.07(2)).
5. Students with an individualized education plan (IEP) or Section 504 Accommodation Plan issued under s. 504 of the Rehabilitation Act of 1973 shall be allowed to use their wireless communication device during the school day, in accordance with the accommodations outlined in their IEP or Section 504 Accommodation Plan. (F.S. §1006.07(2)(f)). Any use by a student outside the accommodations provided in their IEP or Section 504 Plan is prohibited and the student may be subject to disciplinary action in accordance with this policy.
6. Due to school safety concerns, headphones, earbuds, or other accessories are prohibited during the school day, unless otherwise determined as a necessary accommodation by an IEP/504 Accommodation Plan team and specified in said plan.
7. A rule violation occurs when students use their wireless communication device during the instructional day and they are subject to disciplinary action under the cell phone violation code in the Discipline Matrix; however, when used to properly report any situation that can compromise the safety of students, staff, or property, students will not be subject to additional disciplinary action for infractions such as inciting a disturbance or major campus disruption. In such an event, proper reporting includes but is not limited to photographs and/or videos that are reported immediately to school administration. Additional means to properly report include:
 - a. Call the District Security Operations Center (DSOC), 24 hours a day, 7 days a week at 754-321-3500
 - b. Send an email to securitytips@browardschools.com
 - c. Submit a tip online via [FortifyFL at GetFortifyFL.com](https://www.getfortifyfl.com)
 - d. Submit a tip through SaferWatch at www.saferwatchapp.com/browardschools/.

NOTE: Simply sharing the information on social media or through messaging apps with friends is not considered a means to properly report and solely sharing in this manner may result in disciplinary action.

8. The improper use of a wireless communication device during the school day, in attendance at a school function, or on school transportation is a violation of this policy. Improper use is defined as one that disrupts the educational environment or interferes with the safety of students, staff, or property. Pursuant to F.S. §1006.07(2)(f), the SBBC is required to provide notice that students who use wireless communication devices in the commission of a criminal act while on school property or in attendance at a school function may face school disciplinary action and/or criminal penalties.

9. Progressive discipline will apply for repeated violations as outlined in the Discipline Matrix. Repeated violations of this policy will result in the confiscation of the wireless communication device and the device will be released only to the parent.
10. Schools are not responsible if a student's wireless communication device is lost or stolen while in school, in attendance at a school function or while on school transportation.
11. Possession of an electronic device is prohibited during all school, District, State, and National testing. Possession of an electronic device during testing that reproduces, transmits, calculates, or records is cause for invalidation of the test. Possession during testing is defined as within arm's reach, even if the electronic device is not visible. For example, students [shall] not have cellular phones in their pockets, clipped to their belts, at their desks, or anywhere they can be easily accessed during testing.
 - a. During testing, the test administrator will direct students on the appropriate storage of electronic devices.
 - b. It is strongly advised that students do not bring a cell phone or any other prohibited electronic device to any testing environment, including but not limited to Florida Assessment for Student Thinking (FAST), End-of-Course (EOC), Advanced Placement, AICE/Cambridge, International Baccalaureate, PSAT, SAT, and/or ACT exams. If an electronic device makes any noise, or a student is seen using it at any time – including breaks – the student may be dismissed immediately, scores may be canceled, and the device may be confiscated.

D. Possession, use (including being under the influence), purchase, sale (including intent to sell, attempted sale, actual sale), and/or transmittal of alcohol, drugs, tobacco, nicotine products, medications (over the counter and prescription), and other mood-altering substances

1. Students may be subject to disciplinary action for the following behaviors related to the possession, use (including being under the influence), purchase, sale (including intent to sell, attempted sale, actual sale), and/or transmittal of alcohol, drugs (including drug paraphernalia), tobacco, nicotine products, medications (over-the-counter and prescription) and/or other mood-altering substances, including those delivered through e-cigarettes, vapor devices, or similar. Specific information on consequences and interventions for incidents under this section can be found in School Board Policy 5100 Suspension and Expulsion. Students are prohibited from possessing, using, purchasing, selling, and/or transmitting:
 - a. Prescription medication/treatment and over the counter (OTC) medications:
 - i. Prescription medication/treatment and OTC medication require an Authorization for Medication/Treatment Form. The healthcare provider and parent/guardian must complete this form.
 - ii. Students with special health conditions, e.g., asthma, diabetes, and hypersensitivity, regardless of grade, may carry medication on self, only if approved by their physician and noted on the Authorization for Medication/Treatment Form.
 - iii. For Grades 9-12 only, self-carry and self-administration of selected OTC medication requires that an **Authorization for Over the Counter (OTC) Medication with Parental Approval Form** be completed and signed by the parent/guardian and student annually. Please refer to SBBC Policy 6305: Administration of Medications/Treatments for the list of approved self-carry and self-administration OTC medications.
 - iv. All prescription medications and over-the-counter medications, excluding the select authorized OTC medications identified in SBBC Policy 6305: Administration of Medications/Treatments, must be transported to the school by the parent/guardian in the original sealed container along with the appropriate authorization form signed by the appropriate parties. Therefore, students are prohibited from possessing any medication while on school grounds, participating in school-sponsored activities, or on school transportation without appropriate authorization.

- v. Students found to be in violation of SBBC Policy 6305: Administration of Medications/Treatments shall be subject to the disciplinary action outlined in the Discipline Matrix and SBBC Policy 5100. Students violating SBBC Policy 6305: Administration of Medications/Treatments, by possessing or using their own prescription medication, as governed by this policy, and is in violation of SBBC Policy 6305 on school grounds, on school transportation, or at a school-sponsored activity, shall be issued a 10-day suspension. However, upon verification of prescription by the school principal/administrative designee, the recommendation for a behavior intervention program assignment may be withheld by the school.
- b. Students violating SBBC Policy 6305.1: Medical Marijuana/Low THC Cannabis Use to Qualified Students in Schools, by possessing or using their own substance as governed by this policy, in violation of SBBC Policy 6305.1, on school grounds or at a school-sponsored activity, shall be issued a 10-day suspension. However, upon verification of prescription by the school principal/administrative designee, the recommendation for a behavior intervention program assignment may be withheld by the school.
- c. Possession, use (including being under the influence), purchase, sale (including intent to sell, attempted sale, and actual sale), and/or transmittal of the following is strictly prohibited:
 - i. Alcohol (including all beverages containing alcohol and those held out to be or represented as an alcoholic beverage)
 - ii. Cannabis and derivatives of such including but not limited to:
 - A. CBD
 - B. (B) Hemp
 - C. (C) Marijuana (leaf, liquid, synthetic)
 - D. (D) THC
 - iii. Drugs and other controlled substances deemed illegal by Chapter 893, Florida Statute
 - iv. Drug paraphernalia
 - v. E-Cigarettes/Vapor Devices (including components of such)
 - vi. Mood altering substances
 - vii. Nicotine/Synthetic Nicotine
 - viii. Prescription medication
 - A. Prescription medication not prescribed for the student who is in possession of the medication
 - B. Any prescription medication not authorized by School Board Policy 6305
 - ix. Tobacco/Tobacco Products
 - x. Unauthorized substances
- 2. Pursuant to F.S. §1006.09(9), each principal shall post, in a place readily seen by students, a notice stating that a student's locker or other storage area may be subject to search based upon reasonable suspicion of possession of prohibited, unauthorized or illegal materials/objects, or substances and may also result in a search of person, possessions, locker and/or vehicle.
 - a. Any personal property brought on school grounds may be inspected by drug-sniffing dogs for, drugs, or other prohibited substances. Personal property that may be inspected includes but is not limited to cars parked on school grounds, desks, backpacks, lockers, book bags, and gym bags.
 - b. Reasonable suspicion of improper conduct is not required to use drug-sniffing dogs to inspect personal property. Drug-sniffing dogs will not be used to inspect students for alcohol, drugs, or other prohibited substances.

3. School personnel shall report to the principal/designee the suspected unlawful use, possession, transmittal, sale or attempted sale by a student of any drugs, tobacco or tobacco related products, nicotine, e-cigarette, vapor devices or similar, over-the-counter or prescription substances, except those authorized under SBBC Policy 6305 (Administration of Medication/Treatments), and including any alcoholic beverage or inhalant, and shall be exempt from the civil liability when making such reports.
4. If a student has been suspended or expelled for a prior drug offense by any in-State or out-of-State public, private, charter or research school, then the disposition of this offense shall constitute a second offense and the procedures for second offenses shall apply.
5. Pursuant to F.S. §1006.07(7), if an immediate mental health or substance abuse crisis is suspected, school personnel shall follow policies established by the threat assessment team to engage behavioral health crisis resources.
6. A student who is assigned a Substance Probation Contract (SPC), will be in breach of that PSC, if that student commits another substance violation for any other drug or substance, not including nicotine, synthetic nicotine, or paraphernalia, during the term of the current PSC. The student will be issued a ten-day suspension with a recommendation for a Behavior Intervention Program assignment for the subsequent violation.



SECTION

V

**Respect for Persons and
Property**

Students shall be treated with respect and honesty; to learn in a safe, orderly, and distraction-free environment, and to have their property and rights respected. To honor these rights, students have the responsibility to treat school property and the property of others with respect; to act in a way that does not interfere with the rights of others; to act in a way that is not harmful to the health and safety of others, and to provide information on any potentially dangerous situations to a staff member or through one of the anonymous tip lines provided by the District at www.browardschools.com/securitytips.

Students are expected to honor their responsibilities and behave in ways that respect the rights of all persons and property. Consequences for unacceptable behaviors are found in the Discipline Matrix. Violations of this section include:

A. Disruptive Incidents (including but not limited to):

1. Taking, possessing, displaying, distributing, and/or transmitting pictures using an electronic device during the school day. Note: Use of a camera telephone may result in additional consequences (beyond confiscation) if used to take pictures that are pornographic or obscene or to break rules or laws.
2. Disturbing the class or school by being disrespectful or rude, refusing to obey any staff member, failing to follow classroom rules, running in the halls, throwing objects, possessing or igniting fireworks or firearms, fighting, gambling, or bringing distracting items to school. Examples of distracting items include but are not limited to in-line skates/roller blades/heelies (sneakers with wheels), toys, playing cards, games, cigarette lighters, radios, audio recorders, or laser pointers/pens and other laser devices.
3. Using scooters and inline skates/rollerblades/heelies in the school building or on school property.
4. Behaving inappropriately on field trips.
5. Possessing and/or transmitting pornographic/obscene material.
6. Misrepresenting oneself by cheating, copying, plagiarizing, counterfeiting, using false identification, or making false reports by posing as a parent to excuse absences or tardiness, sign a report card, etc.
7. Unauthorized possession or use of school/county documents or forms.
8. Conducting, recruiting, or participating in youth gang-like activities on campus including but not limited to using gang-related or cult-related gestures, language, and/or signs.
9. Unauthorized presence on school property.
10. Endangering the lives of students and staff by causing major campus disruptions with behaviors including but not limited to setting off unfounded fire alarms, making false 9-1-1 calls, making false hoax/bomb threats, and/or swatting.
11. Gambling.
12. **For Secondary Students Only**, parking a motorized vehicle on school grounds without an official permit or in unauthorized areas.

B. Acts Against Persons (including but not limited to):

1. Bullying and/or harassment as defined in School Board Policy 5900.
 - a. Sexual harassment is a form of sex discrimination that violates the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, amended 2020 and SBBC Policies 4001.1 and 5900. Sexual violence is a physical act of aggression that includes a sexual act of sexual purpose. Sexual violence is also a violation of these same statutes and may also represent a criminal law violation. The school district prohibits any form of sexual harassment and sexual violence. Allegations of student-to-student sexual harassment will be investigated in the same manner prescribed by Anti-Bullying Policy 5900. The department of EEO/ADA compliance (Title IX District Coordinator)

provides guidance and assistance to school-based Investigative Designees (ID)/Title IX coordinators.

- i. Sexual harassment and sexual violence are unlawful and will be grounds for disciplinary action. Students who believe they have been victims of sexual harassment or sexual violence should report the alleged act immediately to a teacher and/or school administrator. Because sexual harassment can take on many forms, it is further described in the definitions found in the Appendix A.
2. Cyberbullying as defined in School Board Policy 5900.
3. Taking part in physical acts of a sexual nature, engaging in sexual harassment, or offending others by indecent exposure.
4. Using insulting, abusive, profane, racially, or sexually offensive written or oral language, or making obscene remarks or gestures.
5. Abusing another student or staff member including, but not limited to, verbal abuse, actual or threatened physical harm, extortion, destruction of personal property, intentionally making a false accusation, or intentionally providing misinformation.
6. Discrimination.
 - a. The School Board of Broward County, Florida, prohibits any policy or procedure that results in discrimination, as defined by applicable laws, in its education programs or admissions to education programs. The SBBC also provides equal access to the Boy Scouts, Girl Scouts, and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & the District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.
 - b. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) School Board Policy 4001.1, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA) prohibits discrimination against any students with regard to access to programs, services, and activities on the basis of disability. If any student feels he or she has been discriminated against because of such disabilities or perception of a disability, there are specific procedures to report such offenses. See School Board Policy 5900 for the steps to report such offenses.
 - c. If any student feels that he or she has been discriminated against or harassed, there are specific procedures to report such offenses outlined in School Board Policy 5900.
7. Hazing.
8. Threatening, stalking, hitting, or hurting another student, teacher, or other school personnel.
9. Intentionally making a false accusation that jeopardizes the professional reputation, employment, or certification of a teacher or other member of a school staff.
10. Committing a hate crime.
11. Fighting.
12. Threatening or hurting a person with or without a weapon.
13. Committing theft.
14. Committing robbery.
15. Committing extortion.

16. Committing sexual assault, battery, or harassment.
17. Kidnapping or abduction.
18. Homicide.

C. Property Incidents (including but not limited to):

1. Damaging, destroying, or vandalizing school property.
2. Misusing technology.
3. Starting a fire (arson).
4. Breaking and entering/burglary.

D. Other Major Incident (including but not limited to):

1. Having and/or hiding a weapon.
2. Endangering the lives of students and staff by failing to report a threat of violence against others.
3. Committing other criminal acts.



SECTION

VII

Bus Behavior

Misconduct by any student while riding school sponsored transportation represents a serious threat to the safety of all occupants of the bus as well as other motorists, pedestrians, and members of the community. All rules that apply to the school grounds and school activities also apply to school sponsored transportation. Parents are responsible for their student's behavior on the way to and from school using means other than school-sponsored transportation and while their child is at the bus stop. While the District is not responsible for incidents that occur at a bus stop or en route to and from school using means other than school-sponsored transportation (e.g., walking, biking, riding in a personal car), a student, parent, or witness may file an incident report by contacting local law enforcement and/or the students' assigned school if it is known. They may also contact the DSOC in one of the following ways:

- Call the DSOC, 24 hours a day, 7 days a week at 754-321-3500
- Send an email to securitytips@browardschools.com
- Submit a tip online via [FortifyFL at GetFortifyFL.com](https://FortifyFL.com)
- Submit a tip through SaferWatch at www.saferwatchapp.com/browardschools/.

Upon receipt of an incident report, the District/school may investigate and provide assistance and interventions as deemed appropriate. The principal/designee will log all reports and interventions in the current SIS. School sponsored transportation violations are listed below and consequences for each level of violation are contained within the discipline matrix.

A. Level One Violations

1. Eating or drinking on the bus
2. Failing to sit in the seat assigned by the bus operator.

B. Level Two Violations

1. Disrupting, distracting, or disobeying a bus operator.
2. Failing to utilize required safety equipment on the bus.
3. Getting out of the seat while the bus is in motion.
4. Loud talking, inappropriate remarks, or spitting out of the bus window at other students, pedestrians, or motorists.

C. Level Three Violations

1. Placing head, arms, or legs outside the window of the bus.
2. Opening a school bus emergency door and/or exiting the bus when the bus is stopped, unless directed by the school bus operator in an emergency or during an evacuation drill.
3. Threats against the bus operator, bus attendant, or passengers on the bus.
4. Use of profanity.
5. Committing battery and/or fighting on the bus.
6. Committing a sexual offense (misconduct, harassment, battery) and/or inappropriate touching of another student while on the bus.
7. Smoking/vaping on the bus.
8. Opening a school bus emergency exit door while the bus is in motion.
9. Throwing objects out of the window of the bus, which may or may not cause injury to persons or physical damage.
10. Throwing objects at a bus after leaving the bus, which may or may not cause injury to persons or physical damage.
11. Criminal mischief of seats or other bus equipment.
12. Boarding or attempting to board a bus route other than the student's assigned bus route or attempting to leave the school bus at other than the student's assigned bus stop without permission of the school principal or designee.



SECTION

VIII

**Interventions and
Consequences**

The District will make every reasonable effort to correct student misbehavior through school-based resources at the lowest possible level, and to support students in learning the skills necessary to enhance a positive school environment and avoid negative behavior. Most disciplinary issues should be addressed at the classroom level by teachers. Additionally, students exhibiting serious or chronic behavior issues will be referred to the school's CPST for the development of multi-tiered interventions to address targeted behavior problems.

- A. Pursuant to F.S. §1006.08 and F.S. §1003.31, students who commit violent or disruptive behaviors that may pose a threat to the safety of school staff or students shall be assigned to an alternative educational program and/or referred to mental health services identified by the school district. Pursuant to F.S. §1006.07(7), referral to mental health services shall be in consultation with the threat assessment team.
- B. In all instances, school discipline should be reasonable, timely, fair, age-appropriate, and should match the severity of the student's misbehavior. Any disciplinary or prosecutorial action taken against a student who violates this policy must be based on particular circumstances of the student's misconduct.
 - 1. For IDEA-eligible ESE students and students determined to be disabled under Section 504 of the Rehabilitation Act of 1973, suspensions, expulsions, and other disciplinary measures shall follow applicable laws, SBBC policies, and provisions of the Individual Education Plan (IEP) or Section 504 Accommodation Plan.
- C. It will not be necessary to use each consequence or to use consequences in the order listed below. However, as provided in the Discipline Matrix, certain rule violations do require specific consequences. The District's Discipline Matrix is attached and also available on the District's website at: <https://www.browardschools.com/codeofconduct>.
 - 1. Parent contact/conference (mandatory for all offenses). If the initial meeting with the parent(s) does not resolve the behavioral issues or identify potential remedies:
 - a. Referral to School-based Collaborative Problem Solving (CPTS)/Response to Intervention (RtI) Team. The CPTS/RtI Team must attempt and document the attempts to communicate in writing and/or by telephone with the parents regarding the behavioral issues; and
 - b. Consider evaluating the student for alternative education programs or behavior contracts.
 - 2. Referral to the Behavioral Threat Management Team
 - 3. Confiscation (when applicable)
 - 4. Restitution (when applicable)
 - 5. Referral for support services (School Counselor, School Social Worker, Family Counselor)
 - 6. School-based attendance contract
 - 7. School-based behavior contract
 - 8. Interventions Making Positive Adjustment Change (IMPAC) Alternative to External Suspension (AES)
 - 9. Substance Probation Contract
 - 10. Alternative Probation Contract
 - 11. Verbal Warning or Written Reprimand
 - 12. School/Community Service Work
 - 13. Before/After School Detention
 - 14. Multiple Before/After School Detentions (2-3) or Saturday Detention
 - 15. Timeout

16. Loss of Extra-Curricular Activities (1-5 days)
17. Refer to Fire Starter Program
18. SESIR Incident Reporting Required
19. Recommendation for Expulsion (Mandatory)
20. Recommendation for District-assigned Behavior Intervention Program (Mandatory)
21. Consultation with law enforcement
22. Notification to regional office and District Security Operations Center (DSOC)
23. In-school suspension (less than 1 day to 5 days)
24. Out of school suspension (1-10 days)
25. Bus suspension (1-10 days)
26. Bus expulsion for the remainder of the school year
27. Loss of all school-sanctioned activities for 1 calendar year
28. Referral to Community Youth Support Service Programs (as available and appropriate)
29. Issue HOPE Scholarship Initial Notification Form to Eligible Party(ies)
- 30. For Secondary Only**, warning, notification, or towing for motor vehicle violations:
 - a. First offense: Warning
 - b. Second offense: Parent notification
 - c. Third offense: Tow vehicle

D. Consequences of Serious Misbehavior Leading to Suspension and/or Expulsion

School Board Policy 5100: Suspension and Expulsion provides more specific information governing incidents that require suspension, expulsion, or administrative assignment to a District Behavior Intervention Program. This policy can be viewed at www.browardschools.com/policies.

1. The Code of Student Conduct includes provisions for action that must be taken if there are serious problems involving weapons, drugs (including alcohol), mood-altering substances, steroids, and criminal acts. Specific action, outlined in SBBC Policy 5100, will be taken as a result of these violations, except in instances of self-defense.
 - a. If the principal determines that the student used an action, instrument or object in self-defense, the student may not be suspended or expelled. Self-defense is when a student is unable to leave the area of a “pending attack” and must use any action that is necessary to protect oneself from serious bodily harm using only the amount of force necessary to get away from the attack and immediately seek help from the nearest adult. Provocation and/or retaliatory actions are NOT considered self-defense and will be considered as mutual participation and subject to appropriate disciplinary actions. Provocation/retaliation is considered:
 - i. Provoking another student using actions or words (verbal or written), to engage in an altercation and striking back after being struck.
 - ii. Willingly entering the area of a “pending attack” and involving oneself in the confrontation.
 - iii. Continuing to strike or hit after being able to get away.
 - iv. Choosing not to leave the area after being able to get away.
 - v. Returning to the confrontation after getting away.
 - b. Florida Statutes §§776.012, 776.013 and 776.032, commonly known as the Florida Stand Your Ground law, are not applicable to charges of violations of the Code of Student Conduct and/or SBBC Policy 5100.

2. In accordance with Florida Statutes §1001.32(2), District school boards have the authority to exercise any power except as expressly prohibited by the State constitution or general law to develop, implement, interpret, or prescribe law or policy or describe the procedure or practice requirements of such rule.
3. All violations under SBBC Policy 5100 will involve the following steps:
 - a. Principal involvement.
 - b. Immediate parent contact.
 - c. Suspension from school grounds, all classes, and all school activities.
 - d. Referral to Broward District Schools Police and local law enforcement, when specified in the Discipline Matrix and School Board Policy 5100.
 - i. All necessary steps will be taken to protect a victim from further victimization for incidents set forth in this policy, incidents that require mandatory assignment to a behavior intervention program or expulsion (See Section V of SBBC Policy 5100) or involve acts of bullying. Such actions may include assignment of the student (perpetrator) to a different school from that where the offense occurred. Only the superintendent/designee may assign a student to another school after completion of the mandatory requirements for a District-assignment behavior intervention program or expulsion assignment or after compliance with the bullying complaint procedures. Should the district make such a reassignment, transportation will be provided by the District. All “no contact orders” entered by a court and provided to a school’s administrator shall be acknowledged and implemented to the extent possible. Students who return to school under a no contact order are responsible for following the terms outlined in the order. Failure to do so will result in a consultation with law enforcement and may result in an administrative assignment to an alternate school location. Transportation is not provided by the District when there is a court order for no contact requiring reassignment of the student to another school unless there is transportation available at no additional cost to the District.

4. Out-of-School Suspension

Out-of-School Suspension occurs when a student is removed from school and school-related activities on or off school grounds by the school’s administration. Students who receive an out-of-school suspension shall be offered a short-term behavior intervention program in a District-approved behavior intervention program school.

- a. Students shall be suspended and may be recommended for a behavior intervention or expulsion assignment when they:
 - i. Commit repeated violations of harassment.
 - ii. Commit violations of fighting (mutual combat).
 - iii. Commit criminal mischief/damage to property (equal to or greater than \$1,000).
 - iv. Commit any act on campus or off campus that substantially disrupts the orderly conduct of the school/school activities.
 - v. Commit grand theft (equal to or greater than \$750).
 - vi. Commit burglary – unlawful breaking/entering.
 - vii. Commit a simple battery.
 - viii. Commit a sexual assault.
 - ix. Commit sexting.
 - x. Commit sexual harassment.
 - xi. Commit sexual misconduct (sexual offense).
 - xii. Commit a false accusation against school staff.
 - xiii. Commit a false fire alarm/911 call.
 - xiv. Commit trespassing.

- xv. Commit threat/intimidation.
 - A. If the SESIR definition is met, consideration of the following shall occur in order to determine the appropriate incident type:
 - 1. Threat/Intimidation Very High Level – For instances where the SESIR definition is met, the Behavioral Threat Assessment (BTA) risk level has yielded an outcome level of high, and the threat involves the potential or actual use of a weapon, the student shall be issued a 10-day suspension and recommended for expulsion or a behavior intervention assignment.
 - 2. Threat/Intimidation High Level - For instances where the SESIR definition is met, the BTA risk level is determined to be high, but there is no weapon involved, the school shall follow the Discipline Matrix.
 - 3. Additionally, the SESIR Threat/Intimidation incident type may not be applied in instances when the SESIR definition has not been met. To meet the SESIR Threat/Intimidation definition, the threat must include the following three (3) elements: intent, fear, and capability.
- xvi. Possesses/displays/uses/sells/transmits a Class B weapon, which includes laser pens/pointers and other laser devices used in a manner that could potentially harm or injure another individual.
 - A. If through investigation, a student is found to only possess Mace/Pepper Spray in a container with maximum capacity of 2 ounces or less and it has verified and determined by a school administrator that the item was possessed only, and not displayed, used, or transmitted, the student shall not be subjected to disciplinary action. However, if a student displays, uses, sells, or transmits the item, the student shall be subject to discipline for possession/display/use/sale/transmittal of a Class B weapon.
 - B. A student shall be subjected to disciplinary action in accordance with the discipline matrix for possession of a Class B Weapon, unless it is determined through an investigation that the Class B Weapon was unknowingly/inadvertently possessed and upon discovery/awareness, the student “immediately” reported, relinquished, or delivered the Class B Weapon to a staff member without incident. This may apply only to incidents with a behavioral threat assessment outcome that indicates there is no threat or indication of intended harm.
- xvii. Commits fire starting*
 - A. *Note: The school administrator shall refer the student for participation in a local Fire Starter Program. The suspension shall be reduced by 3 days upon parent/guardian agreement to participate in said program. Failure on the part of the student to successfully complete the program may result in the reissuance of the 3 days.
- xviii. Conducts, recruits, or participates on campus in a formal or informal manner in order to foster youth gang or gang-like activity. This activity may include an association or group of three (3) or more persons who engage in a pattern of youth or street gang or gang-like activity and have a common name or common identifying clothing, jewelry, buttons, colors, signs, symbols, or markings with the intent to threaten and/or present a danger to public order and safety.
- xix. Electronic device – the use of an electronic device to possess, display, or transmit offensive images, images that depict nudity or sexual content, video voyeurism, or the use of an electronic device to capture said images, or any other images of people which violates reasonable expectation of privacy. This includes images generated using artificial intelligence (AI) commonly known as “deep fakes.” Deep fakes are defined as an image or video of another person in which their face or body has been digitally altered so that they appear to be someone else, that is used maliciously, or to spread false information.
 - A. Display of offensive images will not result in disciplinary consequences if it is determined that the student immediately reported or delivered the offensive image(s) to a staff member.
- xx. Other Major - Other Serious Incident/Delinquent Act - any serious, harmful incident resulting in the need for law enforcement consultation not already set forth by SESIR guidelines or policy, which occur on SBBC property, during school events or activities, or on school transportation.

xxi. Uses the school district's technology and/or software for any unauthorized purpose. This includes the unauthorized use of a computer/technology, including, but not limited to, accessing or breaking into restricted accounts or networks, creating, modifying or destroying files/records without permission, copying software, entering, distributing or printing unauthorized files/records, uploading to the internet and/or sharing or distributing, offensive or inappropriate material, including video, and any other misuse or violation of SBBC Policy 5306: School and District Technology Use, Section VI.

xxii. Commits extortion

xxiii. Non-School - Other Serious Incident/Delinquent Act - Suspension proceedings, pursuant to Rule 6A-1.0956, F.A.C., may be initiated against any enrolled student who is formally charged with a felony, or with a delinquent act which would be a felony if committed by an adult, by a proper prosecuting attorney for an incident which allegedly occurred on property other than public school property, if that incident is shown, in an administrative hearing with notice provided to the parents of the student by the principal of the school, to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled. (F.S. §1006.09(2)).

5. Behavior Intervention Program Assignment

A behavior intervention program assignment is when, by action of the Superintendent, or designee, a student is removed from their school and school-related activities on or off school grounds. A behavior intervention program assignment is for a minimum of one academic quarter and continues until the student meets exit criteria of the assigned behavior intervention program. Transitions from a behavior intervention program assignment to a traditional school are considered at the end of each academic quarter for elementary students (Grades K-5) and each semester for secondary students (Grades 6-12). When a student is administratively assigned to a District Behavior Intervention Program for a violation of the Code of Student Conduct, and their parents refuse to have their child participate, the student will be prohibited from attending any Broward County Public School for the remainder of the current school year plus one additional academic year.

- a. Students found to have committed the following offenses on school property, school-sponsored transportation, or during a school-sponsored activity shall receive the most severe consequences provided in this policy which shall be mandatory suspension and administrative assignment to the Behavior Intervention Program, a referral to local law enforcement, and a referral for counseling services, as appropriate.
 - i. Aggravated Battery
 - ii. Arson or Attempted Arson
 - iii. Bullying (Grades 3-12)
 - iv. Hazing (F.S. §1006.135)
 - v. Kidnapping or Abduction/False Imprisonment
 - vi. Repeated violations of the Code of Student Conduct (see discipline matrix)
 - vii. Robbery or Attempted Robbery
 - viii. Sexual Battery (Rape) or Attempted Sexual Battery (Rape)
 - ix. Simple Battery on School Board Employee, Sports Official, Law Enforcement Officers, Firefighters, Emergency Medical Care Providers, Public Transit Employees or Agents, or Other Specified Officers (F.S. §§1006.13(5), 784.081, and 784.07).
 - x. Violation of an Alternative Probation Contract or Substance Probation Contract
- b. Workback Opportunities for Offenses Mandating an Administrative Assignment to a Behavior Intervention Program or Expulsion
 - i. Success within all workback programs shall be based upon the requirements of the District-assigned Behavior Intervention program and workback agreements as determined by the District case managers.
 - ii. **Substance workback** shall mean that the student is eligible to return to a regular school program upon successful

completion of the State-certified rehabilitation or treatment program as determined by the District substance abuse case manager.

- iii. Upon successful completion of the District-assigned behavior intervention program, the student shall transition back to the regular school program, except when indicated otherwise in this policy. In the case of a student with a disability, a return to their regular school program may be a change in placement that would require action by the IEP/504 Team.

6. Expulsion

An expulsion occurs when, by action of the School Board, a student is removed from school and school-related activities on or off school grounds. Students who are expelled may be eligible to receive continuing education services in a District-assigned behavior intervention program. Students who engage in the continuing education services in a District-assigned behavior intervention program may be eligible to transition back to a traditional school after a minimum of one calendar year from the date of assignment to the program, if they meet the established exit criteria of the program. Students who do not engage in the continuing education services in a District-assigned behavior intervention program will be expelled for the remainder of the current school year plus one additional school year. If a student committing any of the offenses in this subsection is a student who has a disability, the District school board shall comply with applicable State Board of Education rules (F.S. §1006.13(3)).

- a. The term of the expulsion shall commence with the date of the School Board's final order.
- b. The term of exclusion from school shall not exceed the remainder of the current school year plus the subsequent school year. Students who enroll in the District-assigned behavior intervention program may qualify for an early completion transition no earlier than one calendar year from the date of the offense. Early completion requires regular school attendance, successful completion of the District-assigned behavior intervention program level system, and compliance with referred services, as applicable. Transitions from a District-assigned behavior intervention program assignment to a traditional school are considered at the end of each academic quarter for elementary students (Grades K-5) and each semester for secondary students (Grades 6-12).
- c. A District expulsion case manager shall monitor/verify that the student has successfully completed the assigned behavior intervention program and facilitate the student's transition and re-entry into the regular school program, except where otherwise indicated in this policy.
- d. All expulsions shall be entered into the student information system and such documentation forwarded to any school upon request for the purpose of student admission.
- e. Per F.S. §1006.13, District school boards may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion.

f. OFFENSES LEADING TO MANDATORY EXPULSION

Pursuant to F.S. §1006.13(3), students in grades K-12 found to have committed one of the following offenses involving any student, staff, school, and/or on school property, school transportation, or at a school-sponsored activity will be expelled, with or without continuing educational services, from the student's regular school for a period not less than one (1) full year, will be referred to the criminal justice or juvenile justice system and referred to mental health services identified by the school district pursuant to F.S. §1006.04 and F.S. §1006.07(7), for evaluation and treatment as appropriate.

- i. Weapons Class A - Bringing a firearm or weapon, as defined in Chapter 790, including possessing, displaying, using, selling, or transmitting a firearm.
 - A. Per 790.161, a person who willfully and unlawfully makes, possesses, throws, projects, places, discharges, or attempts to make, possess, throw, project, place, or discharge any destructive device.
 - B. Per 790.1615, a person who perpetrates any unlawful throwing, projecting, placing, or discharging of any destructive device or bomb that results in any bodily harm, to any person, regardless of intent or lack of intent

to cause such harm.

- C. Any object or item which can be classified as a weapon in accordance with this policy shall be conclusively determined to be a weapon and not considered to be an instrument or object other than a weapon as defined in this policy. Students are prohibited from possessing or using an object defined as a weapon within this policy at school, on school property, or at school sponsored events. Students may not be subject to mandatory suspension and expulsion proceedings when the principal determines the student used an instrument or object, which is not otherwise defined as a weapon within this policy, in self-defense.
 - D. A student shall be subjected to mandatory expulsion for possession of a Class A Weapon, unless it is determined through the Pre-Expulsion conference that the Class A Weapon was unknowingly/inadvertently possessed and upon discovery/awareness, the student “immediately” reported, relinquished, or delivered the Class A Weapon to a staff member without incident. This may apply only to incidents with a behavioral threat assessment outcome that indicates there is no threat or indication of intended harm.
- ii. Threat to Kill/Mass Shooting – Per F.S. §836.10, any person who sends, posts, or transmits, or procures the sending, posting, or transmission of, a writing or other record, including an electronic record, in any manner in which it may be viewed by another person, when in such writing or record the person makes a threat to kill or do bodily harm to another, or conduct a mass shooting or act of terrorism.
 - A. Electronic record is defined as any record created, modified, archived, received, or distributed electronically which contains any combination of text, graphics, video, audio, or pictorial represented in digital form. This does not include a telephone call.
 - B. Per F.S. §790.162, it is unlawful for any person to threaten to throw, project, place, or discharge any destructive device with intent to do bodily harm to any person or with intent to do damage to any property of any person.
 - iii. False Report/Hoax - Per F.S. §790.163, it is unlawful for any person to make a false report/hoax, with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, other deadly explosive, or a weapon of mass destruction as defined in F.S. §790.166, or concerning the use of firearms in a violent manner against a person or persons, and/or in accordance with F.S. §790.164 concerning any act of arson or other violence to property.
 - A. Per F.S. §790.165, “hoax bomb” means any device or object that by its design, construction, content, or characteristics appear to be, or to contain, or is represented to be or to contain, a destructive device or explosive as defined in said chapter, but is, in fact, an inoperative facsimile or imitation of such a destructive device or explosive, or contains no destructive device or explosive as was represented.

iv. Homicide

g. Expulsion from any in-state or out-of-state school

At the time of initial registration for school from any in-State or out-of-State public, private, charter or research school, the student shall disclose previous school expulsions, arrests resulting in a charge, juvenile justice actions, and referrals to mental health services.

- i. Expulsion, dismissal, or administrative assignment to an alternative school for behavior of a student from any in-State or out-of-State public, private, charter, or research school will be honored by the School Board of Broward County, Florida if the act committed is one that would be grounds for expulsion or mandatory assignment to a behavior intervention program under this policy.
- ii. If a student who has been expelled, dismissed, or administratively assigned to an alternative school for behavior in another district, charter school or private school wishes admission, he/she shall be placed in an appropriate behavior intervention program, or a program designated by the Superintendent/designee for a period of time to commensurate with the terms of the original expulsion, dismissal, or assignment. The student shall also be referred to mental health services identified by the school district pursuant to F.S. §1012.584(4), when appropriate.

- iii. Note: Per F.S. §1006.07(1)(b), upon receipt of an out-of-district final order of expulsion, the order shall be recorded in the records of the receiving school district and the expelled student shall be advised of the final order of expulsion.

7. Zero Tolerance

Pursuant to F.S. §1006.13, District school boards shall promote a safe and supportive learning environment in schools by protecting students and staff from conduct that poses a threat to school safety. All incidents of threat shall be taken seriously and will be evaluated by a threat management team in accordance with School Board Policy 4380. A threat assessment team may use alternatives to expulsion or referral to law enforcement agencies to address disruptive behavior through restitution, civil citation, teen court, neighborhood restorative justice, or similar programs. Zero tolerance policies may not be rigorously applied to petty acts of misconduct. Zero tolerance policies must apply equally to all students regardless of their economic status, race, or disability. The threat assessment team shall consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act which would pose a threat to school safety.

The District shall enter into agreements with the county sheriff's office and local police department specifying guidelines for ensuring that acts that pose a threat to school safety, whether committed by a student or adult, are reported to a law enforcement agency. The agreements must include the role of school resource officers, if applicable, in handling reported incidents and a procedure requiring school personnel to consult with school resource officers concerning appropriate delinquent acts and crimes.

The school principal shall notify all school personnel as to their responsibilities regarding incident reporting, which acts which pose a threat to school safety and crimes are properly reported to the school principal/designee, and that the disposition of the incident is properly documented.

Notwithstanding, any student who is attending a public school and is adjudicated guilty of or delinquent for, or is found to have committed, regardless of whether adjudication is withheld, or pleads guilty or nolo contendere to, a felony violation of as defined by F.S. §1006.13(6)(a) and, before or at the time of such adjudication, withholding of adjudication, or plea, the offender was attending a school attended by the victim or a sibling of the victim of the offense, the Department of Juvenile Justice shall notify the appropriate District school board of the adjudication or plea, the requirements in this paragraph, and whether the offender is prohibited from attending that school or riding on a school bus whenever the victim or a sibling of the victim is attending the same school or riding on the same school bus, except as provided pursuant to a written disposition order under F.S. §985.455(2). Upon receipt of such notice, the District school board shall take appropriate action.

E. The Hope Scholarship Program

1. Pursuant to F.S. §1002.40, the Hope Scholarship is for students in grades kindergarten through 12 who are enrolled in a Florida public school and have been subjected to an incident of battery; harassment; hazing; bullying; kidnapping; simple battery; robbery; sexual offenses, sexual harassment, sexual assault, or sexual battery; threat or intimidation; or fighting at school to have the opportunity to transfer to another public school with capacity or to receive a scholarship to enroll in an approved private school. Incidents reported may be investigated at the district level, however, there does not have to be substantiation on the part of the district to offer a transfer to another public school with capacity or the ability for the student to move to an eligible private school on scholarship. School district personnel in Florida have a responsibility to notify families of the Hope Scholarship Program.
2. Upon receipt of a report of an incident, the school principal (or designee), is required to notify the parents of the reported incident and to investigate the incident to determine if it must be reported in SESIR, as required by F.S. §1006.09(6). Additionally, within 24 hours after receipt of the report, the principal or his/her designee shall provide a copy of the report to the parent of the alleged offender and to the superintendent.

3. After the investigation is completed, or within 15 days after the incident was reported to the principal, whichever comes first, the school district must notify the parent of the reported victim of their opportunity to transfer their child to another school under the Hope Scholarship Program.
4. Parents who wish to transfer their student to another public school must email their completed HOPE Scholarship Notification Form to schoolchoice@browardschools.com. For more information on how to apply for a private school scholarship, please visit www.floridaschoolchoice.org. Parents are required to inform the school district when the parent withdraws a student to attend a private school under this program.
5. Additional information on the HOPE Scholarship program can be found at <https://www.fldoe.org/schools/school-choice/k-12-scholarship-programs/hope/>.

The background features a stylized city skyline with various building silhouettes in shades of gray. Diagonal rays of light emanate from behind the buildings. In the foreground, there is a silhouette of a beach with several palm trees. A signature, "C. de la H.", is visible on the right side of the beach.

SECTION

IX

Anti-Bullying

SBBC believes that all persons are entitled to an educational setting that is safe, secure, equitable, and free from bullying or harassment of any kind. SBBC will not tolerate bullying, harassment, or discrimination of any kind, and violations of School Board Policy 5900: Anti-Bullying shall be just cause for disciplinary action as outlined in the Discipline Matrix.

School Board Policy 5900 outlines expectations, stakeholder responsibilities, procedures for reporting allegations of bullying and/or harassment, requirements for responding to allegations of bullying and/or harassment, investigative procedures, and more. This policy, and all policies, can be viewed at www.browardschools.com/policies.



SECTION

X

**Right to Appeal Disciplinary Infractions
and Administrative Consequences,
Grievance Procedures**

There may be times when students do not agree with a violation of the Code of Student Conduct for which they have been disciplined and/or the corresponding administrative consequences. Students may speak with school staff first who will allow the student the opportunity to address the concern. Students may also request the presence of a third party, such as a counselor, assistant principal, other staff person, translator, or interpreter. Parent(s), and/or their attorney also have the right to be included. If a discussion does not resolve the concern, the student and/or parent(s) may request an appeal meeting. When requesting the appeal, the student and/or parent(s) must submit a request for an appeal within five (5) school days from the initial disciplinary notification. The request for an appeal must include a statement indicating what happened, when it happened, who was involved, and a detailed explanation for why the parent(s) or student feels the Code of Student Conduct, administrative consequences, and/or disciplinary infraction does not align with School Board policy or the discipline matrix.

A. Suspension appeals for District Schools

1. Level 1 Appeal: The principal or the administrator with the most knowledge of the incident shall schedule a meeting with the parent/guardian within five (5) school days of receiving the written request. Following the meeting, the Principal shall provide a written decision parent/guardian within five (5) school days. All appeal documentation must be filed and maintained in the student's educational record.
2. Level 2 Appeal: If a parent/guardian or student is unsatisfied with the outcome of the level 1 appeal, within five (5) school days from receipt of the school's written response, the parent(s)/student may request a second level of appeal in writing to their school's Regional Superintendent's Office. The request for a Level 2 appeal must include the school's written decision, original statement indicating what happened, when it happened, who was involved, and the detailed explanation of why the parent/guardian and/or student feels the Code of Student Conduct, administrative consequences, and/or disciplinary infraction does not align with School Board policy, or the disciplinary matrix.
 - a. Upon receipt of such request, the Regional Superintendent, or designee, shall schedule a meeting with the parent/guardian and/or student within five (5) school days of receiving the written request for a Level 2 appeal. Following the meeting, a written decision will be provided to the parent/guardian and/or student within five (5) school days. Failure on the part of the parent/guardian or student to attend the scheduled meeting will result in the appeal being abandoned and the appeals process will be concluded.
3. Level 3 Appeal: For SBBC public schools ONLY. If the parent(s)/student are unsatisfied with the decision of the Regional Superintendent or designee, they can file a third and final level appeal in writing to the Superintendent's Office/designee within five (5) school days of receipt of the outcome from the Regional Office. This letter of appeal must include all correspondence from all previous appeals.
 - a. Upon receipt of the request for appeal, the Superintendent/designee will schedule a final meeting with the parent to attempt to resolve the matter. After the date of this meeting, the Superintendent/designee has five (5) school days to send a written response. The decision of the Superintendent/designee shall be final.
4. A student shall serve his or her suspension during the pendency of any appeals. If the student is successful in his or her appeal, the student's record shall be corrected to remove all indications of the suspension, and the absences shall be reflected as "excused," for the period in question.
 - a. For more serious incidents requiring a mandatory recommendation for an administrative assignment to a District behavior intervention program or expulsion, students will not be allowed to return to the school where the offense occurred. Instead, they will be eligible to receive their continuing education services at a District behavior intervention program site throughout the appeals process.
 - i. Upon specific circumstances, this provision may not apply to students with disabilities with an IEP or Section 504 Accommodation plan. At all times, all local, state, and federal laws will be followed.

B. Suspension appeals for Charter Schools Adopting the SBBC Code of Student Conduct

1. Level 1 Appeal: The principal or the administrator with the most knowledge of the incident shall schedule a meeting with the parent/guardian within five (5) school days of receiving the written request. Following the meeting, the Principal shall provide a written decision parent/guardian within five (5) school days. All appeal documentation must

be filed and maintained in the student's educational record.

2. Level 2 Appeal: If a parent/guardian or student is unsatisfied with the outcome of the Level 1 appeal, within five (5) school days from receipt of the school's written response, the parent(s)/student may request, in writing, a meeting with the Charter School's Governing Board. The letter asking for the appointment must include a copy of the first written statement and the school's response, if one was received. The decision of the Charter School's Governing Board shall be final.

C. Reporting discrimination and/or harassment offenses

1. If any District school student feels that he or she has been discriminated against or harassed, he or she may contact the Executive Director of Benefits and EEO Compliance in the Department of Equal Educational Opportunities, 600 Southeast Third Avenue, 14th Floor, Fort Lauderdale, Florida 33301, Phone: 754-321-2150. Teletype Machine (TTY): 754-321-2158. Email: EEO@Browardschools.com. Complaints relating to discrimination may also be addressed to the Office for Civil Rights, 61 Forsyth Street, S.W., Suite 19T70, Atlanta, GA 30303, or the State or Federal Office for Civil Rights.

D. Reporting section 504 discrimination

1. The steps below have been developed to comply with the law for resolution of individual complaints under Section 504/ADA. Persons aggrieved by District school actions are not required by law to exhaust the District's grievance procedures before filing a complaint at the Federal or State level.
2. The following steps should be followed if resolution on Section 504/ADA issues is not achieved through informal discussion with appropriate school personnel. All meetings, discussions, etc. should be documented. Appropriate school personnel could include teachers, the Section 504 liaison, counselors, school administrator, etc.
 - a. If informal discussions do not resolve the issue, the student/parent/guardian may obtain a Grievance Filing Form from the principal. The completed form should be submitted to the school principal.
 - b. Within fifteen (15) school days of receipt of the written grievance, the school principal shall provide the grievant with a Grievance Resolution Notice that upholds, modifies, or denies the resolution sought.
 - c. If the student/parent/guardian is not satisfied with the response issued in Step 2, he/she may file a complaint with the Superintendent of Schools and request an impartial hearing. When requested, school personnel may need to participate in the hearing process. The request for an impartial hearing would be submitted to: Director, Equal Educational Opportunities/ADA Compliance Department. This office can be reached by phone at 754-321-2150, by email at eeo@browardschools.com, or by U.S. Mail at Equal Educational Opportunities/ADA Compliance, 600 SE Third Ave, 14th Floor, Fort Lauderdale, FL 33301. As a party to the hearing, grievant(s) will be provided with full disclosure of their rights, including their impartial hearing rights, responsibilities and hearing procedures. The Department of Equal Educational Opportunities (EEO) will conduct an investigation and make a determination as to whether probable cause exists that the student was, in fact, discriminated against. A determination of probable cause will include specific recommendations for corrective actions. Parent/Guardian may request Grievance documents from the school-based §504 Liaison or from the District 504/ADA Specialist at (754) 321-8464.

Policy Custodian: School Culture and Student Support

Former Policy Number: 5.8

Policy Status: Active

Authority: F.S. §§120.52(6), 120.54, 120.81(1)(a), 1001.41(1) and (2), 1001.42(28), 1001.43, 1001.51, 1006.07(2)

Laws Implemented: F.S. §§ 1002.22, 1002.221, 1002.40, 1003.31, 1003.32, 1006.07, 1006.08, 1006.09, 1006.13

Florida Administrative Code Rule, 6A-1.0017

History: Adopted: 4/19/11

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The background features a stylized city skyline in shades of gray, with rays of light emanating from behind the buildings. In the foreground, there is a silhouette of a landscape with several palm trees. The entire scene is set against a light gray background.

APPENDIX

A

Chia Ng

Definitions

1. **Aggravated Battery** is defined as a battery where the attacker intentionally or knowingly causes more serious injury as defined in Rule 6A-1.0017(8)(g), F.A.C., such as: great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant. Note: This is applicable to battery on School Board of Broward County employees, sports officials, or other specified officials as listed in F.S. §§784.07 and 1006.13(5), battery on a law enforcement officer, firefighter, emergency medical care provider, and others as listed in F.S. §784.07. If the incident involves a Class A or Class B Weapon, said incident shall be documented as weapon-related, per SESIR guidelines.
2. **Alcohol related incident** is defined as the possession, sale, purchase, transmittal, distribution, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to the use, or is discovered to have used in the course of an investigation. Note: Alcohol incidents must not be reported to FLDOE as drug related per SESIR guidelines.
3. **Alternative Probation Contract (APC)** is a one-year probationary contract that, if violated, will result in a recommendation for an administrative assignment to a District behavior intervention program. The one-year period begins from the date of the qualifying incident. If the student transfers to another District or Charter school during the term of the APC, the terms of the contract still apply. Refer to the discipline matrix for qualifying incidents.
4. **Arson** is defined as intentionally setting a fire or to intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents. Fires that are not intentional, that are caused by accident, or do not cause damage are not required to be reported in SESIR.
5. **Bullying** (which includes cyberbullying) is defined in School Board Policy 5900.
6. **Burglary** is defined as illegal entry into a facility. The unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.
7. **Cheating**
 - a. **Major Cheating** is defined as an act of academic dishonesty by a student who engages in unauthorized use, possession, coordination, promotion, marketing, sharing, distribution, publication, or duplication of tests/exams such as mid-terms, finals, end of course, or other standardized assessments. Cheating, Major also includes but is not limited to changing, giving, facilitating academic dishonesty, seeking to buy, buying grades, selling grades, facilitating the transaction, sale, or purchase of grades or examples, paying someone to change grades, access to exams, or grades or to securing answers to an exam in any manner.
 - b. **Minor Cheating** is defined as an act of academic dishonesty by a student who chooses to submit work that is not their own.
8. **Class Cut (Skipping)** is defined as deliberate/willful refusal to attend an assigned class at the designated/required time
9. **Criminal Mischief (Equal to or greater than \$1,000)** is defined as willfully and maliciously injuring or damaging by any means any real or personal property belonging to another, including, but not limited to, the placement of graffiti thereon or other acts of vandalism thereto.
10. **Days** shall be construed to be school days (as determined by the applicable school calendar) whenever mentioned in this policy.
11. **Detention, Unserved**, is defined as an unexcused absence from an assigned detention. Discriminatory Comments/Actions are defined as the use of discriminatory words, phrases, social media, actions/retaliation, gestures, symbols or images that slander/demean or is reasonably foreseeable to have a negative impact upon an individual, or community of people/group.
12. **Discriminatory Comments/Actions** are defined as the use of discriminatory words, phrases, social media, actions/retaliation, gestures, symbols or images that slander/demean or is reasonably foreseeable to have a negative impact upon an individual, or community of people/group.
13. **Disruption on Campus-Major** is defined as a major disruption of all or a significant portion of campus activities, school-sponsored events, or school bus transportation. Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others.
14. **Dress Code Violation** is defined as dressing or accessorizing in a manner that violates the Dress Code section of the Code of Student Conduct or a school's approved unified dress policy, or by dressing or accessorizing in a manner that is dangerous to the health and/or safety of oneself or others or in a manner that causes a substantial disruption to the learning environment.

15. **Drug Sale, Attempted Sale, Distribution or Transmittal** is defined as the illegal sale or distribution of drugs. The manufacture, cultivation, sale, distribution, or transmittal of any drug, leaf marijuana, narcotic, controlled substance, or substance represented to be a drug, narcotic, or controlled substance. This includes drug possession with intent to sell.
16. **Fighting-Major (Mutual Combat)** is defined as mutual combat or mutual altercation. The mutual participation of two or more persons using force or physical violence that results in injury requiring professional medical attention.
17. **Fighting-Medium** is defined as mutual participation of two or more persons using force or physical violence (i.e., punching, slapping, kicking, striking, etc.) that may require physical intervention and/or results in injury requiring first aid.
18. **Grand Theft (Equal to or greater than \$750)** is defined as the unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm. The item(s) value must be worth \$750 or more.
19. **Harassment** is defined in School Board Policy 5900.
20. **Hazing** is defined as any action or situation that endangers the mental or physical health or safety of a student at a school with any grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. Hazing includes, but is not limited to pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.
21. **Homicide** is defined as the unjustified killing of one human being by another.
22. **Inciting a Disturbance** is defined as the encouragement or contribution to any fight, disruption, and/or any violation of the Code of Student Conduct, that is reasonably foreseeable to negatively impact a student's ability to learn, a teacher's ability to teach, or negatively impact the school community, school transportation or school-sponsored event. The incident is also applicable when off campus conduct creates a nexus between the school community impacting a student's ability to learn, a teacher's ability to teach, or resulting in a disruption on school campus, school transportation or school-sponsored event. Encouragement/contribution includes, but is not limited to knowingly recording, displaying, posting an incident via an electronic device/social media, or through handwritten or verbal communication.
23. **Injury**
 - a. **Minor** is defined as an injury, which solely requires first aid.
 - b. **Serious** is defined as an injury, which requires treatment, by professional medical personnel or injury which involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty (18 U.S.C. 1365(h)(3)).
24. **Kidnapping** is defined as forcibly, secretly, or by threat, confining, abducting, or imprisoning another person against his or her will and without lawful authority.
25. **Larceny/Theft (Less than \$750)** is defined as the unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm. The item(s) value must be less than \$750.
26. **Leaving school grounds without permission** is defined as unauthorized leaving of the school grounds or school-sponsored event during the regular school day or during a school-sponsored event for which the parent has not given written authorization for the student to attend.
27. **Majority Age Student** is any student who is 18 years or older.
28. **Mistreatment of Peers** is defined as words or actions made directly or indirectly towards another that cause harm/hurt feelings that may or may not have minimal effect of interfering with the student's educational performance, opportunities, or benefits. This includes electronic statements.
29. **Mood-Altering Substance** is defined as any substance that is or may be detrimental to the user or to others, including, but not limited to, alcohol or alcoholic beverages, leaf marijuana (less than 20 grams), hallucinogens/chemical intoxication, inhalants, over-the-counter medication taken in excess of the manufacturer's recommended dosage limit.
30. **Non-School - Other Serious Incident/Delinquent Act** is defined as an act, off school property, which would be a felony if committed by an adult. (F.S. §1006.09(2)).
31. **Other Major - Other Serious Incident/Delinquent Act** is defined as any person who commits any serious, harmful incident resulting in the need for law enforcement consultation not already set forth by SESIR guidelines or policy, which occurs on SBBC property, during school events or activities, or on school transportation.

- 32. Out of Assigned Area** means willfully entering an area of campus not on a student's assigned schedule, other than a common resource area, without permission. These areas include but are not limited to athletic facilities, classrooms, offices, and restrooms/changing facilities. For this to apply to restrooms/changing facilities, students must first be asked by school personnel to leave and refuse to do so (F.S. §553.865(9)(a)).
- 33. Over the Counter (OTC) Medications** are medications that may be sold directly to a consumer without a prescription from a physician or licensed healthcare provider.
- 34. Parent** is defined as either or both parents of a student, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of the parent. (F.S. §1000.21(6)).
- 35. Petty Offenses or Petty Acts of Misconduct - Acts that are not a threat to school safety and do not require consultation with law enforcement.** (F.S. §1006.13(2)(c)). **They include, but are not limited to:**
- Willful disobedience;
 - Defiance of the authority of a member of the staff;
 - Use of profane or obscene language; or
 - Repeated exhibitions of behavior that interferes with the teacher's ability to communicate effectively;
 - Incidents as outlined by the Discipline Matrix.
- 36. Possession** is defined as the knowing, intentional, deliberate, or inadvertent control of any article, object, substance, asset, or property.
- 37. Robbery** is defined as the use of force to take something from another. The taking or attempted taking of money or other property from the person or custody of another, with the intent to permanently or temporarily deprive the person or owner of the money or other property under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.
- 38. Self-defense** is when a student is unable to leave the area of a "pending attack" and must use any action that is necessary to protect oneself from serious bodily harm using only the amount of force necessary to get away from the attack and immediately seek help from the nearest adult. Provocation and/or retaliatory actions are NOT considered self-defense and will be considered as mutual participation and subject to appropriate disciplinary actions. Provocation/retaliation is considered:
- Provoking another student using actions or words (verbal or written), to engage in an altercation and striking back after being struck.
 - Willingly entering the area of a "pending attack" and involving oneself in the confrontation.
 - Continuing to strike or hit after being able to get away.
 - Choosing not to leave the area after being able to get away.
 - Returning to the confrontation after getting away.
- 39. Sexual Assault** is defined as an incident that includes actual fondling, actual indecent liberties, or actual child molestation or threatened rape. Both males and females can be victims of sexual assault.
- 40. Sexual Battery (Rape)** is defined as forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or foreign object. Both males and females can be victims of sexual battery.
- 41. Sexual Harassment** is defined as the unwelcomed conduct of sexual nature, such as sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassing conduct can include verbal or nonverbal actions, including graphic and written statements, and may include statements made through computers, cellphones, and other devices connected to the internet.
- 42. Sexual Misconduct / Sexual Offenses (Other)** is defined as lewdness or indecent exposure. Other sexual contact, including intercourse, without force or threat of force. Includes subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner.
- 43. Simple Battery** is defined as an actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual.
- 44. Simple Battery on School Board Employee, Sports Official, Law Enforcement Officers, Firefighters, Emergency Medical Care Providers, Public Transit Employees or Agents, or Other Specified Officers** (F.S. §§1006.13(5), 784.081, and 784.07)

is the actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual.

45. **Substance Probation Contract (SPC)** is a one-year probationary contract that, if violated, will result in a recommendation for an administrative assignment to a District behavior intervention program. The one-year period begins from the date of the qualifying incident. If the student transfers to another District or Charter school during the term of the SPC, the terms of the contract still apply. Refer to the discipline matrix for qualifying incidents.
46. **Tardiness, Habitual** is defined as consistent/repeated (5 times in a marking period) failure to be in the required place of instruction at the assigned time.
47. **Threat/Intimidation** is defined instilling fear in others. An incident where there was no physical contact between the offender and victim, but the victim reasonably believed that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal and verbal threats of physical harm which are made in person, electronically or through any other means. Threat/intimidation must include the elements of intent, fear, and capability.
48. **Tobacco** is defined as cigarettes or other forms of tobacco/nicotine. The possession, sale, purchase, distribution, or use, transmittal of tobacco or nicotine products on schoolgrounds, at school-sponsored events, or on school transportation by any person under the age of 21. Tobacco incidents will not be reported to FLDOE as drug related per SESIR guidelines.
49. **Transmittal** is defined as the transfer of an object, thing, electronic message or image, or substance from one person to another. Transmittal does not occur when the person immediately returns the item back to the person who gave it to them or if it is immediately delivered to a teacher or school administrator.
50. **Trespassing** means to enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus, without authorization or invitation and with no lawful purpose for entry. Only incidents involving a student currently under suspension or expulsion, or incidents where any offender (student or non-student) was previously issued an official trespass warning by school officials, or where any offender was arrested for trespass are required to be reported to SESIR. Trespass incidents that did not have a prior official warning, did not result in arrest, or did not involve students under suspension or expulsion should be reported as locally defined incidents according to district policies.
51. **Unauthorized Substance** is defined as any narcotic, controlled substance, or when said drug/substance is used for chemical intoxication. Use means the person is caught in the act of using, admits to using or is discovered to have used in the course of an investigation. This includes any:
 - a. substance/drug deemed illegal under Chapter 893.
 - b. drug or controlled substance that constitute a felony under Florida statute.
 - c. types of cannabis, including, but not limited to, marijuana and hemp, and derivatives of such, including, but not limited to THC and CBD products.
 - d. prescription medication not prescribed for the student who is in possession of the medication, or any prescription medication not authorized by SBBC Policy 6305.
52. **Under the Influence** is defined as any student who attends a school or school-sponsored event subsequent to having used or ingested any mood-altering substance or unauthorized substance as defined within SBBC Policy 5100: Suspension and Expulsion.
53. **Vandalism (Less than \$1,000)** is defined as destruction, damage, or defacement of school property. The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it.
54. **Violent Behavior** is defined as the use of physical force that causes damage, injury, violates or abuses another person or property.
55. **Weapons**
 - a. Class A Weapons include any firearm, instrument, or object that can inflict serious harm on another person or can place a person in reasonable fear of serious harm. Possession of a firearm or any instrument or object as defined by Section 790.001, F.S., that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm. This category includes, but is not limited to:
 - i. Firearm, (whether operable or inoperable, loaded or unloaded) including, but not limited to, handgun, zip gun,

pistol, rifle, shotgun, and starter gun, but excluding a BB gun, hard pellet gun, or airsoft gun.

1. Note that a student who wields or threatens with a BB gun, hard pellet gun, or airsoft gun is considered in possession of a weapon under Rule 6A-1.0017, F.A.C. These incidents shall be handled in accordance with possession of a Class A weapon under this policy and SBBC Policy 5100.

- ii. Explosive propellants or destructive devices (operable or inoperable), including bombs
- iii. Dirk
- iv. Brass knuckles and/or metallic knuckles includes, but is not limited to, any device or instrument made of metal or other materials, designed to fit around the knuckles/fingers
- v. Billy club
- vi. Tear gas
- vii. Electric weapon or device including, but not limited to, stun gun and taser gun.
- viii. Slungshot - is a striking weapon consisting of weight or other hard object affixed on a flexible handle or strap
- ix. Chemical weapons or devices in a container with the capacity to hold more than 2 ounces of the chemical
- x. Flare gun
- xi. Ice pick
- xii. Knife – Any knife that may inflict harm on another person, or could be used to intimidate/threaten another person, including, but not limited to, fixed blade knives, regardless of size, switch blade knives, razor blades, or box cutters (except as authorized pursuant to F.S. 790.115(2)(a)), but excluding blunt-bladed table knives and common pocketknives, defined as a folded knife with a blade of 3 ¾ inches or less with no weapon-like characteristics. (see Class B weapons/items for other knives)

1. Note that a student who wields or threatens with a common pocketknife is considered in possession of a weapon under Rule 6A-1.0017, F.A.C. These incidents shall be treated consistent with possession of a Class A weapon under this policy and SBBC Policy 5100.

b. Class B Weapons include but are not limited to the following:

- i. Chains (i.e., household, industrial)
- ii. Pipe - a hollow cylinder or tube made of metal, wood, plastic, or similar material
- iii. Other pointed instruments or sharp objects, other than school supplies (i.e., pencil, compass)
- iv. Nunchakus, Chinese stars
- v. Chemical weapon or device such as pepper spray or mace in a container with the capacity to hold two (2) ounces or less of the chemical*
 - 1. *This does not apply to pepper spray/mace with the capacity to hold less than two (2) ounces if it was only possessed and not displayed, used, sold, or transmitted
- vi. Ammunition and any component thereof, including, but not limited to bullets, shotgun shells, bullet casings and magazine clips
- vii. Slingshot - a hand-held and hand-powered device consisting of a frame with attached rubber strap/straps, used for shooting objects
- viii. Flammable liquids or combustible materials
- ix. Projectile Device* - including, but not limited to, BB guns, hard pellet guns, and paint ball guns
- x. All knives (other than a plastic eating utensil, manufactured for single use and disposal) made of any substance not categorized as Class A weapon
 - 1. At the principal's discretion, a blunt-bladed, round-tipped knife, which is prohibited, shall not be categorized as a Class B weapon on the first offense, if all the following circumstances are met:
 - a. the item is used for the consumption of food as an eating utensil; and
 - b. the item presents no threat to the environment.
 - 2. A plastic eating utensil (manufactured for single use and disposal) shall neither be categorized, nor consequenced, as a weapon/item under this School Board Policy or School Board Policy 5100: Suspension and Expulsion.
- xi. Any instrument, tool, object, or substance used in a threatening manner toward another person.

Pursuant to F.S. §1006.07(2)(g), simulating a firearm or weapon while playing is not grounds for disciplinary action or referral to the criminal justice or juvenile justice system unless simulating a firearm or weapon while playing substantially disrupts student learning, causes bodily harm to another person, or places another person in reasonable fear of bodily harm; however, this behavior shall not be classified as a Class B Weapon.

- c. Simulating a firearm or weapon while playing includes, but is not limited to:
 - i. Brandishing a partially consumed pastry or other food item to simulate a firearm or weapon
 - ii. Possessing a toy firearm or weapon that is 2 inches or less in overall length
 - iii. Possessing a toy firearm or weapon made of plastic snap-together building blocks
 - iv. Using a finger or hand to simulate a firearm or weapon
 - v. Vocalizing an imaginary firearm or weapon
 - vi. Drawing a picture, or possessing an image, of a firearm or weapon
 - vii. Using a pencil, pen, or other writing or drawing utensil to simulate a firearm or weapon



APPENDIX

B

Health Insurance Portability and Accountability Act (HIPAA) Notice

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) NOTICE

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA'S NOTICE OF PRIVACY PRACTICES RELATED TO STUDENTS & FAMILY MEDICAL/MENTAL HEALTH RECORDS PROTECTED BY HIPAA

This notice describes how medical information about you and/or your child may be used and disclosed and how you can get access to this information.

PLEASE REVIEW IT CAREFULLY

The effective date of this notice shall be August 11, 2025.

THE SCHOOL BOARD OF BROWARD COUNTY (SBBC) DUTIES UNDER HIPAA

All medical and health records are protected by Florida Statute, the Family Educational Rights and Privacy Act (FERPA) or HIPAA, depending on the health care provider, the creator of the records, and the entity in possession of the records. Copies of medical records or health-related records submitted to schools (for example, by physicians) become education records (protected by FERPA) when the school is in possession of them. HIPAA, a Federal law, requires entities covered by this law, including school districts in some limited situations, to maintain the privacy of all mental and physical health records. These records are referred to as "protected health information" (PHI).

HOW THE SCHOOL DISTRICT USES AND SHARES YOUR AND YOUR CHILD'S PROTECTED HEALTH INFORMATION (PHI)

PHI includes demographic and medical information about the past, present, or future physical or mental health of an individual. Demographic information may include your and your child's name, address, telephone number, Social Security number, and any other means of identifying you and/or your child as a specific person.

If a school or District department conducts any transactions electronically in connection with health care (for example, Medicaid billing), the information transmitted is covered by HIPAA.

Your or your child's PHI may be used or shared by the school district for purposes of medical and/or mental health treatment, payment for services, and health care operations. (Health care operations are activities compatible and directly related to treatment and payment, including day-to-day office business, administrative, and customer service activities.) Health care professionals may use this information in the clinics, schools, and/or hospitals to take care of you or your child.

It is important for you to be aware that this law allows the school district to share your and your child's PHI without your consent under the following circumstances:

- a. To another health care provider for purposes of your or your child's treatment.
- b. To insurance companies, Medicaid, or local, State, or Federal agencies to pay for the services provided to you or your child.
- c. To report abuse of children, adults, or disabled persons.
- d. For investigations related to a missing child and/or child abuse.
- e. For internal investigations and audits by the school district or any grant funding body.
- f. For investigations and audits by the State's Inspector General, Department of Education, or Auditor General.
- g. For public health purposes including vital statistics, disease reporting, and regulation of health professionals.
- h. For medical examiner investigations.

- i. For research approved by the school district.
- j. To respond to court orders and/or subpoenas (SBBC will make reasonable efforts to provide notice to you for an opportunity to seek a protective order).
- k. For judicial and administrative proceedings.
- l. When and as required

Unless specified above, the school district will not share your and/or your child's PHI unless you provide written authorization. This authorization will have an expiration date. Additionally, you may revoke the authorization in writing at any time. Certain uses and sharing of psychotherapy (counseling) notes may also require your written authorization, except when required by a subpoena or court order. Uses and disclosures of PHI for marketing purposes as well as disclosures that constitute a sale of PHI require written authorization.

INDIVIDUAL RIGHTS

1. **You have the right to request the school district to restrict the use of your and/or your child's PHI and with whom it may be shared.** You have the right to request restrictions or limitations on the PHI used and disclosed for treatment, payment, or health care operations. You also have the right to request a limit on the PHI the school district Plan discloses to someone involved in your care or the payment of your care, like a family member or friend. To request a restriction, you must make your request in writing to the department providing the service, or you may send the request to the SBBC Privacy Officer at 600 S.E. 3rd Avenue, 11th Floor, Fort Lauderdale, FL 33301. In your request, you must tell us (1) what information you want to limit; (2) whether you want to limit our use, disclosure, or both; and (3) to whom you want the limits to apply. The school district will consider any of your requests but is not required to agree to them.
2. **You have the right to request confidential communications.** The school district may mail or call you with appointment reminders or regarding your responsibility to pay for services. We will make contact with you in the manner and at the address or telephone number you select. You may provide an address other than your residence where you can receive mail and where you may be contacted. You will be asked to put your contact information in writing.
3. **You have the right to review and receive a copy of your PHI, except as limited by law.** Your review of the PHI will be supervised and will be at a time and place that is convenient to you and a representative of the school district. You may be denied access as specified by law. This might occur if your child consented to care, and the parent's consent was not required by law or if your child is receiving care at the direction of a court or a person appointed by the court. If access is denied, you have the right to request a review by a licensed health care professional who is not involved in the decision to deny access. The licensed health care professional will be designated by the school district. If you request a copy, you may be charged a reasonable fee. We will provide you access to the PHI in the form and format requested by you if it is readily producible in such form and format, or if not, in a readable hard copy form. We will provide access (review and/or copy) requested within 30 days or notify you of a one-time 30-day extension, if necessary, and the reason for the extension and the date by which the information will be provided.
4. **You have the right to correct your and/or your child's PHI.** Your request to correct your or your child's PHI must be in writing and provide a reason to support your requested correction. If your correction is accepted, the school district will make the correction and tell you and others who need to know about the correction. The school district may deny your request, in whole or part, if it finds the PHI:
 - a. Was not created by the school district.
 - b. Does not qualify as PHI.
 - c. Is by law not available for your review.
 - d. Is accurate and complete.
5. **You have the right to receive a list of the individuals and/or agencies with which the school district has shared**

your PHI. All requests for this list (also known as an accounting of disclosures) must state a time period that may not include a date earlier than six (6) years prior to the date of the request. The first list you request within a 12-month period will be provided free of charge. For additional lists, we may charge you for the costs of providing the list. The list will not include:

- a. Information shared to carry out treatment, payment, or health care operations.
- b. Information shared with you.
- c. Information incidental to otherwise permitted or required disclosures, pursuant to applicable regulations.
- d. Information you authorized to be shared.
- e. Information shared with individuals involved with your care.
- f. Information disclosed for national security or intelligence purposes.
- g. Information disclosed to correctional institutions or law enforcement officials when the disclosure was permitted without authorization.
- h. Information in a limited data set (which is PHI that excludes certain direct identifiers, such as name, address, social security number, etc.).

6. You have the right to be notified of a breach. If a breach of your unsecured PHI occurs, meaning your private information was disclosed without the required authorization, you have a right to be notified.

7. You have a right to a paper copy of this notice upon request. To obtain a paper copy, contact the school or District department providing the service.

The law requires the school district to give this Notice of Privacy Practices to you. The school district is required to do what the notice currently in effect says it will do. SBBC is required to provide you with notice of its legal duties and privacy practices with respect to PHI, and to notify affected individuals following a breach of unsecured PHI. SBBC reserves the right to change the terms of this notice and to make the new provisions effective for all PHI that it maintains. If the school district changes how it handles your or your child's PHI records, you will be informed. The most current notice will be posted on the SBBC website, <https://www.browardschools.com/programs-and-services/privacy-information/privacy-information>.

FOR FURTHER INFORMATION

Requests for further information about the matters covered in this notice may be directed to the SBBC Privacy Officer, Risk Management Department, who can be reached at 754-321-1914.

COMPLAINTS

If you believe your HIPAA privacy rights have been violated, you may file a complaint with the SBBC Privacy Officer at 600 S.E. 3rd Avenue, 11th Floor, Fort Lauderdale, FL 33301/ Telephone (754) 321-1914. You may also file a complaint online with the U.S. Department of Health and Human Services, Office for Civil Rights Complaint Portal at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or mailing to: US Department of Health and Human Services; 200 Independence Avenue, SW; Room 509F HHH Bldg., Washington, DC 20201, or by phone at 1-800-368-1019, TDD: 1-800-537-7697. Please be advised the SBBC will not retaliate against you or your child for filing a complaint.

This Notice of Privacy Practices shall be in effect until a new Notice is approved and posted.

The background of the page features a stylized, monochromatic illustration. In the upper half, a city skyline is depicted with various rectangular buildings of different heights. Behind the skyline, a series of diagonal rays emanate from the top left corner, creating a sunburst effect. In the lower half, a row of palm trees is silhouetted against a light background. The entire scene is rendered in shades of gray.

APPENDIX

C

Administrative Discipline Matrix

Administrative Discipline Matrix

The Administrative Discipline Matrix sets forth the guidelines for assessing consequences for violations of School Board policies. In accordance with Rule 6A-1.0017, F.A.C., school administrators have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix if they determine that there are mitigating or aggravating circumstances. In circumstances that do not involve drugs/substances or incidents that rise to expulsion or behavior intervention through progressive discipline, principals may deviate by one level when applying consequences per the Discipline Matrix. For incidents associated with drugs/substances and those with progressive discipline that rise to a recommendation for expulsion or behavior intervention, the school principal must seek approval from the Superintendent, or designee to deviate from the prescribed consequences. In these circumstances, consideration of the offenders' capacity to understand his or her behavior and the inappropriateness of his or her actions as well as the offender's age, development, and disability shall be considered (Rule 6A-1.0017, F.A.C.).

Per F.S. §1006.13, the threat assessment team shall consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act, which would pose a threat to school safety. Refer to School Board Policy 4380: Behavioral Threat Management for more information related to threats.

A threat assessment team may use alternatives to expulsion or referral to law enforcement agencies unless the use of such alternatives poses a threat to school safety.

A Recommendation for the Behavior Intervention Program (BIP) via the Expulsion Abeyance Office applies when elementary level student (Grades K-5) commits an offense for which a secondary student would receive a mandatory expulsion under SBBC Policy 5100.

All SESIR level incidents shall be addressed by school-based administrators only. SESIR guidelines require reporting to the FLDOE.

It is prohibited to issue an AES or an out of school suspension (OSS) in lieu of an in-school suspension (ISS) when the Discipline Matrix prescribes such an action. Documentation in the Student Information System and parent contact is required for all violations requiring administrative action. Discipline for ESE/504 students with disabilities shall be in accordance with State and Federal laws and SBBC policies. For incidents resulting in out-of-school suspension, AES shall be offered when appropriate and available (F.S. §1006.09(1)(a)).

Interventions and consequences for students are listed in the matrices below. Parent contact is required for all incidents. Additionally, the interventions and consequences may include but are not limited to:

• Parent Conference	• Verbal Warning
• Referral to collaborative problem-solving team (CPST)	• Written reprimand
• Referral to School-based Threat Management Team (SBTMT)	• School/ community service work
• Referral for support services (i.e., School Counselor, School Social Worker, Family Therapist)	• Detention (before school, afterschool, or Saturday)
• School-based attendance contract	• Time out
• School-based behavior contract	• Loss of extra-curricular activities (Up to 30 days)
• Alternative Probationary Contract (APC)	• Confiscation and/or restitution
• Substance Probationary Contract (SPC)	• In-school suspension
• Interventions Making Positive Adjustment Change (IMPAC) Program referral	• Out-of-school suspension with Alternative to External Suspension (AES)
• Referral to community programs, as available and applicable	• Expulsion
• School Environmental Safety Incident Reporting (SESIR)	• Bus suspension
• Administrative assignment to a District-assigned behavior intervention program	• Loss of all school-sanctioned activities for 1 calendar year
• Consultation with law enforcement	• Hope

**Administrative Discipline Matrix
Kindergarten-Grade 2**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident	5th Incident
23	Aggravated Battery	Out of School Suspension 10 Days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship to the victim - Refer to Community Youth Support				
A1	Alcohol Use, Possession, Purchase	Out of School Suspension 4 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 8 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required		
A3	Alcohol Sale, Attempted Sale, Transmittal	Out of School Suspension 4 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 8 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - Consult Law Enforcement - CPST Referral - SESIR Reporting Required	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required		

**Administrative Discipline Matrix
Kindergarten-Grade 2**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident	5th Incident
AA	Alcohol Under the influence	Out of School Suspension 4 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 8 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - Consult Law Enforcement - CPST Referral - SESIR Reporting Required	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required		
13	Arson	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Restitution - Referral to Fire Starter Program - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - SESIR Reporting Required - Behavior Threat Assessment Protocol				
ZN	Battery Low Level	Time Out - Parent Contact/Conference	Internal Suspension less than a day - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-2 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - School Behavior Contract	Internal Suspension 1-2 days - Parent Contact/Conference - CPST Referral	
ZA	Bullying	Out of School Suspension 6-9 days - Parent Contact/Conference - Alternative Probationary Notice - Consult Law Enforcement - SESIR Reporting Required - CPST Referral	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Consult Law Enforcement - SESIR Reporting Required			

**Administrative Discipline Matrix
Kindergarten-Grade 2**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident	5th Incident
36	Burglary	Out of School Suspension 1-2 days (offer AES) - Parent Contact/ Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Restitution	Out of School Suspension 3-5 days (offer AES) - Parent Contact/ Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement Restitution	Out of School Suspension 6-9 days (offer AES) - Parent Contact/ Conference - CPST Referral - Restitution - Complete Immediate Notification Form for Regional Office and DSOC - Alternative Probationary Notice - Consult Law Enforcement	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/ Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required	
Z7	Bus Level One	Verbal Warning/Written Reprimand - Parent Contact/ Conference	Verbal Warning/Written Reprimand - Parent Contact/ Conference	Bus Suspension 3-5 days - Parent Contact/ Conference	Bus Expulsion for the Remainder of the Year - Parent Contact/ Conference	
Z8	Bus Level Two	Verbal Warning/Written Reprimand - Parent Contact/ Conference - Consult with BTA Chair	Bus Suspension 3-5 days - Parent Contact/ Conference - Consult with BTA Chair	Bus Expulsion for the Remainder of the Year - Parent Contact/ Conference - Consult with BTA Chair		
Z9	Bus Level Three	Bus Suspension 6-9 days - Parent Contact/ Conference - Consult with BTA Chair	Bus Suspension 10 days - Parent Contact/ Conference - Consult with BTA Chair	Bus Expulsion for the Remainder of the Year - Parent Contact/ Conference - Consult with BTA Chair		
ZY	Cell Phone Violation	Verbal Warning/Written Reprimand - Parent Contact/ Conference - Confiscation	Time out - Parent Contact/ Conference - Confiscation	One Detention - Parent Contact/ Conference - Confiscation	One Detention - Parent Contact/ Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	
ZB	Cheating Major	One Detention - Parent Contact/ Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	One Detention - Parent Contact/ Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	One Detention - Parent Contact/ Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	One Detention - Parent Contact/ Conference - CPST Referral	
ZL	Class Cutting	Verbal Warning/Written Reprimand - Parent Contact/ Conference	Time out - Parent Contact/ Conference	Time out - Parent Contact/ Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Time out - Parent Contact/ Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	

**Administrative Discipline Matrix
Kindergarten-Grade 2**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident	5th Incident
V5	Criminal Mischief greater \$1,000	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) [CN] Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) [CN] Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 6 days (offer AES) - Parent Contact/Conference - CPST Referral - Confiscation - Restitution - Complete Immediate Notification Form for Regional Office and DSOC - Alternative Probationary Notice - SESIR Reporting Required	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required	
ZP	Detention Unserved	Internal Suspension less than a day - Parent Contact/Conference	Internal Suspension less than a day - Parent Contact/Conference	Internal Suspension less than a day - Parent Contact/Conference	Internal Suspension less than a day - Parent Contact/Conference	
DC	Discriminatory Actions/Comments	Time out - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension less than a day[- Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-2 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/Conference - CPST Referral	
01	Disobedience Insubordination	Verbal Warning/Written Reprimand - Parent Contact/Conference	Internal Suspension less than a day - Parent Contact/Conference	Internal Suspension 1-2 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	
D0	Disruption on Campus	Internal Suspension 1-2 days - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 6-9 days (offer AES) - Parent Contact/Conference - CPST Referral - Alternative Probationary Notice - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 10 days (offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required

**Administrative Discipline Matrix
Kindergarten-Grade 2**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident	5th Incident
XA	Disruption on Campus Minor	Time out - Parent Contact/ Conference	Internal Suspension less than a day - Parent Contact/ Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-2 days - Parent Contact/ Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-2 days - Parent Contact/ Conference - CPST Referral	
SB	Disruptive Unruly Behavior	Verbal Warning/Written Reprimand - Parent Contact/ Conference	Internal Suspension less than a day - Parent Contact/ Conference	Internal Suspension 1-2 days - Parent Contact/ Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/ Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	
UP	Disruptive Unruly Play	Verbal Warning/Written Reprimand - Parent Contact/ Conference	Time out - Parent Contact/ Conference	Internal Suspension less than a day - Parent Contact/ Conference	Internal Suspension 1-2 days - Parent Contact/ Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	
ZJ	Distribution Sale of Unauthorized Materials Non-Criminal	Verbal Warning/Written Reprimand - Parent Contact/ Conference	Time out - Parent Contact/ Conference	One Detention - Parent Contact/ Conference	Two Detentions or Saturday School - Parent Contact/ Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	
ZE	Dress Code Violation	Verbal Warning/Written Reprimand - Parent Contact/ Conference	Two Detentions or Saturday School - Loss of Extracurricular Activities (3 day) - Parent Contact/ Conference	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/ Conference - Loss of Extracurricular Activities (1-30 DAYS) - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/ Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Loss of Extracurricular Activities (1-30 DAYS)	

**Administrative Discipline Matrix
Kindergarten-Grade 2**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident	5th Incident
DP	Drug Paraphernalia (use, possession, sale, purchase, transmittal)	<p>Out of School Suspension 4 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required 	<p>Out of School Suspension 8 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - CPST Referral - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - Consult Law Enforcement - SESIR Reporting Required 	<p>Out of School Suspension 10 days (Offer AES)</p> <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Refer to Community Youth Support 		
D5	Drug Use/Possession Leaf Marijuana (less than 20g)	<p>Out of School Suspension 4 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required 	<p>Out of School Suspension 8 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - Consult Law Enforcement - SESIR Reporting Required 	<p>Out of School Suspension 10 days (Offer AES)</p> <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) Parent Contact/Conference - Confiscation - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required - Complete Immediate Notification Form for Regional Office and DSOC 		
DB	Drug Possession Mood Altering Substance	<p>Out of School Suspension 4 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required - Complete Immediate Notification Form for Regional Office and DSOC 	<p>Out of School Suspension 8 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - SESIR Reporting Required - Consult Law Enforcement 	<p>Out of School Suspension 10 days (Offer AES)</p> <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required - Complete Immediate Notification Form for Regional Office and DSOC 		

**Administrative Discipline Matrix
Kindergarten-Grade 2**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident	5th Incident
D8	Drug Purchase Leaf Marijuana (less than 20g)	Out of School Suspension 4 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required - Complete Immediate Notification Form for Regional Office and DSOC 	Out of School Suspension 8 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required 		
D9	Drug Purchase Other Mood Altering Substance	Out of School Suspension 4 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 8 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support 		
D1	Drug Purchase Unauthorized Substance	Out of School Suspension 8 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Refer to Community Youth Support 			

**Administrative Discipline Matrix
Kindergarten-Grade 2**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident	5th Incident
DS	Drug Sale, Attempted Sale, transmittal of Leaf Marijuana (less than 20g)	Out of School Suspension 1-2 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required - Complete Immediate Notification Form for Regional Office and DSOC 	Out of School Suspension 3-5 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required 		
D7	Drug Sale, Attempted Sale, Transmittal of Unauthorized Substance	Out of School Suspension 1-2 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required - Complete Immediate Notification Form for Regional Office and DSOC 	Out of School Suspension 3-5 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required 		
DA	Drug Under the influence leaf Marijuana (less than 20g) or other mood altering substance	Out of School Suspension 4 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 8 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required 		

**Administrative Discipline Matrix
Kindergarten-Grade 2**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident	5th Incident
D6	Drug Under the influence Unauthorized Substance	<p>Out of School Suspension 10 days (Offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/ Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement 	<p>Out of School Suspension 8 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/ Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - Consult Law Enforcement - SESIR Reporting Required 	<p>Out of School Suspension 10 days (Offer AES)</p> <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/ Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required 		
DF	Drug Use/ Possession Unauthorized Substance	<p>Out of School Suspension 8 days (offer AES)</p> <ul style="list-style-type: none"> - Probationary Substance Contract - CPST Referral - Parent Contact/ Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required 	<p>Out of School Suspension 10 days (Offer AES)</p> <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/ Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required 			
ED	Electronic Devices	<p>Internal Suspension 1-2 days</p> <ul style="list-style-type: none"> - Parent Contact/ Conference - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - Confiscation - SESIR Reporting Required - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	<p>Out of School Suspension 1-2 days (offer AES)</p> <ul style="list-style-type: none"> - SESIR Reporting Required - Parent Contact/ Conference - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	<p>Out of School Suspension 3-5 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/ Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - SESIR Reporting Required 	<p>Out of School Suspension 6-9 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/ Conference - Complete Immediate Notification Form for Regional Office and DSOC - CPST Referral - Alternative Probationary Notice - Consult Law Enforcement - SESIR Reporting Required 	<p>Out of School Suspension 10 days (offer AES)</p> <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/ Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required

**Administrative Discipline Matrix
Kindergarten-Grade 2**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident	5th Incident
SE	Extortion	Out of School Suspension 1-2 days (offer AES) - Parent Contact/ Conference - Restitution - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Behavior Threat Assessment Protocol - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 3-5 days (offer AES) - Parent Contact/ Conference - Restitution - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Behavior Threat Assessment Protocol - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 6-9 days (offer AES) - Parent Contact/ Conference - Alternative Probationary Notice - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 10 days (Offer AES) - Recommend Expulsion (MANDATORY) - Parent Contact/ Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required	
SS	False Accusation Against School Staff	Internal Suspension 1-2 days - Parent Contact/ Conference - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - SESIR Reporting Required - Consult Law Enforcement	Out of School Suspension 1-2 days (offer AES) - Parent Contact/ Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 3-5 days (offer AES) - Parent Contact/ Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 6-9 days (offer AES) - Parent Contact/ Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement CPST Referral - Alternative Probationary Notice	Out of School Suspension 10 days (offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/ Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required
F9	False Fire Alarm/911 Call	Internal Suspension 1-2 days - Parent Contact/ Conference - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - SESIR Reporting Required - Consult Law Enforcement	Out of School Suspension 1-2 days (offer AES) - Parent Contact/ Conference - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement	Out of School Suspension 3-5 days (offer AES) - Parent Contact/ Conference - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement	Out of School Suspension 6-9 days (offer AES) - Parent Contact/ Conference - Complete Immediate Notification Form for Regional Office and DSOC - CPST Referral - Alternative Probationary Notice - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 10 days (offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/ Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required

**Administrative Discipline Matrix
Kindergarten-Grade 2**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident	5th Incident
B4	False Report Hoax	Out of School Suspension 10 days (Offer AES) - Recommend Expulsion (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required				
ZH	Falsification Misrepresentation Lying Forgery of Signature	Verbal Warning/Written Reprimand - Parent Contact/Conference	One Detention - Parent Contact/Conference	One Detention - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	One Detention - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	
F1	Fight Major Mutual	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Consult with BTA Chair - Issue HOPE Scholarship - SESIR Reporting Required - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship - Consult with BTA Chair	Out of School Suspension 6-9 days (offer AES) - Parent Contact/Conference - CPST Referral - Alternative Probationary Notice - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Consult with BTA Chair - Issue HOPE Scholarship - SESIR Reporting Required	Out of School Suspension 6-9 days (offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship	
F2	Fight Medium	Time out - Parent Contact/Conference - Consult with BTA Chair - SESIR Reporting Required - Issue HOPE Scholarship - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement	- Internal Suspension 1-2 days - Parent Contact/Conference - SESIR Reporting Required - Issue HOPE Scholarship - Consult with BTA Chair - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement	- Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - IMPAC AES - Issue HOPE Scholarship - Complete Immediate Notification Form for Regional Office and DSOC - SESIR Reporting Required - Consult Law Enforcement - CPST Referral	- Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - CPST Referral - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship	

**Administrative Discipline Matrix
Kindergarten-Grade 2**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident	5th Incident
FS	Fire Starting	Internal Suspension 1-2 days - Parent Contact/Conference - Consult with BTA Chair - Restitution - Referral to Fire Starter Program	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Behavior Threat Assessment Protocol - Restitution - Referral to Fire Starter Program	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Behavior Threat Assessment Protocol - Restitution - Referral to Fire Starter Program	Out of School Suspension 6-9 days (offer AES) - Parent Contact/Conference - Behavior Threat Assessment Protocol - Restitution - Referral to Fire Starter Program - Confiscation - Alternative Probationary Notice CPST Referral	Out of School Suspension 10 days (offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required
SG	Gambling	Verbal Warning/Written Reprimand - Parent Contact/Conference	Time out/Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	One Detention - Parent Contact/Conference Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Two Detentions or Saturday School - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	
G1	Gang or Gang-like Activity	Internal Suspension 1-2 days - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult with BTA Chair	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required - Consult with BTA Chair	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required - Consult with BTA Chair	Out of School Suspension 6-9 days (offer AES) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Restitution - Consult Law Enforcement - SESIR Reporting Required - Alternative Probationary Notice - CPST Referral - Consult with BTA Chair	Out of School Suspension 10 days (offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required
ZW	Habitual Defiance of Authority	Internal Suspension 1-2 days - Parent Contact/Conference Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - CPST Referral	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference	

**Administrative Discipline Matrix
Kindergarten-Grade 2**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident	5th Incident
HA	Harassment	Out of School Suspension 1-2 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Issue HOPE Scholarship - SESIR Reporting Required - Consult with BTA Chair - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	Out of School Suspension 3-5 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Issue HOPE Scholarship 	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - CPST Referral - Restitution - Alternative Probationary Notice - Issue HOPE Scholarship 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship 	
42	Homicide	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Expulsion (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required 				
ST	Illegal Use of Technology	Internal Suspension 1-2 days <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 1-2 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 3-5 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Alternative Probationary Notice - CPST Referral - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 10 days (offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required
HT	Inappropriate Touching	Time out <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	Internal Suspension less than a day <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	Internal Suspension 1-2 days <ul style="list-style-type: none"> - Parent Contact/Conference - School Behavior Contract - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	Internal Suspension 1-2 days <ul style="list-style-type: none"> - Parent Contact/Conference - CPST Referral 	

**Administrative Discipline Matrix
Kindergarten-Grade 2**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident	5th Incident
Z3	Inappropriate Use of Technology	Verbal Warning/Written Reprimand - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Time out - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	One Detention - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	One Detention - Parent Contact/Conference - CPST Referral	
Z1	Inciting a Disturbance	Time out - Parent Contact/Conference	Internal Suspension less than a day - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-2 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-2 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	
K1	Kidnapping	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Issue HOPE Scholarship - Behavior Threat Assessment Protocol - Consult Law Enforcement				
T6	Larceny Theft Grand greater than 750	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Confiscation - Restitution - Consult Law Enforcement - SESIR Reporting Required - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Confiscation - Restitution - Consult Law Enforcement - SESIR Reporting - Required Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 6-9 days (offer AES) - Parent Contact/Conference - CPST Referral - Complete Immediate Notification Form for Regional Office and DSOC - Alternative Probationary Notice - Restitution - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required Restitution	
TH	Larceny Theft Minor less than 100	Verbal Warning/Written Reprimand - Parent Contact/Conference - Confiscation - Restitution	Time out - Parent Contact/Conference - Restitution - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	One Detention - Parent Contact/Conference - Confiscation - Restitution - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	One Detention - Parent Contact/Conference - Confiscation - Restitution - School/Community Service Work	

**Administrative Discipline Matrix
Kindergarten-Grade 2**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident	5th Incident
ZG	Leaving Campus without Permission	One Detention - Parent Contact/Conference	Two Detentions or Saturday School - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Two Detentions or Saturday School - Parent Contact/Conference - CPST Referral	Two Detentions or Saturday School - Parent Contact/Conference - CPST Referral	
ZI	Minor Altercation	Time out - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension less than a day - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/Conference - School Behavior Contract - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) Loss of Extracurricular Activities (1-30 DAYS)	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/Conference Loss of Extracurricular Activities (1-30 DAYS) - CPST Referral	
MP	Mistreatment of Peers	Time out - Parent Contact/Conference	Internal Suspension less than a day - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Loss of Extracurricular Activities (1-30 DAYS)	Internal Suspension 1-2 days - Parent Contact/Conference - School Behavior Contract - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-2 days - Parent Contact/Conference - CPST Referral	
ZU	Out of Assigned Area	Verbal Warning/Written Reprimand - Parent Contact/Conference	Time out - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Time out - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Two Detentions or Saturday School - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	
Z4	Over the Counter Medication	Verbal Warning/Written Reprimand - Parent Contact/Conference - Confiscation	Verbal Warning/Written Reprimand - Parent Contact/Conference - Confiscation	One Detention - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	One Detention - Parent Contact/Conference - CPST Referral - Confiscation	

**Administrative Discipline Matrix
Kindergarten-Grade 2**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident	5th Incident
OC	Over the Counter Medication Sale	Internal Suspension less than a day - Parent Contact/Conference - Confiscation	Internal Suspension 1-2 days - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - CPST Referral - Confiscation	
SF	Passing Producing Counterfeit Money	Internal Suspension less than a day - Parent Contact/Conference - [CN] Complete Immediate Notification Form for Regional Office and DSOC - [CL] Consult Law Enforcement	Internal Suspension less than a day - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-2 days - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-2 days - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Confiscation - School Behavior Contract - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement	
T5	Petty Theft 100 to 750	Internal Suspension 1-2 days - Parent Contact/Conference - Confiscation - Restitution - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Confiscation - Restitution - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Confiscation - CPST Referral - Restitution		
02	Profanity	Verbal Warning/Written Reprimand - Parent Contact/Conference	One Detention - Parent Contact/Conference	One Detention - Parent Contact/Conference	One Detention - Parent Contact/Conference	
ZX	Profanity Directed Towards a Staff Member	Time out - Parent Contact/Conference	One Detention - Parent Contact/Conference	Internal Suspension less than a day - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-2 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	
ZC	Prohibited Distracting Items Possession Use	Verbal Warning/Written Reprimand - Parent Contact/Conference - Confiscation	Time out - Parent Contact/Conference - Confiscation	Time out - Parent Contact/Conference - Confiscation	One Detention - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	

**Administrative Discipline Matrix
Kindergarten-Grade 2**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident	5th Incident
R2	Robbery	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Confiscation - Restitution - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship				
SX	Sexting	Internal Suspension 1-2 days - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - SESIR Reporting Required - Consult Law Enforcement - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) Consult with BTA Chair	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - SESIR Reporting Required - Consult Law Enforcement Consult with BTA Chair	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - Consult with BTA Chair	Out of School Suspension 6-9 days (offer AES) - Parent Contact/Conference - CPST Referral - Complete Immediate Notification Form for Regional Office and DSOC - Alternative Probationary Notice - Consult Law Enforcement - SESIR Reporting Required Consult with BTA Chair	Out of School Suspension 10 days (offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required
S2		Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship - Refer to Community Youth Support	Out of School Suspension 6-9 days (offer AES) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Behavior Threat Assessment Protocol Alternative Probationary Notice	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Refer to Community Youth Support - Behavior Threat Assessment Protocol	

**Administrative Discipline Matrix
Kindergarten-Grade 2**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident	5th Incident
S1	Sexual Battery/Rape	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship				
50	Sexual Harassment	Internal Suspension 1-2 days - Parent Contact/Conference - SESIR Reporting Required - Issue HOPE Scholarship - Consult with BTA Chair	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - SESIR Reporting Required - Issue HOPE Scholarship - Consult with BTA Chair	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - SESIR Reporting Required - Issue HOPE Scholarship - Alternative Probationary Notice - Consult with BTA Chair - CPST Referral	Out of School Suspension 6-9 days (offer AES) - Parent Contact/Conference - CPST Referral - Alternative Probationary Notice - SESIR Reporting Required Consult with BTA Chair	
56	Sexual Misconduct	Internal Suspension 1-2 days - Parent Contact/Conference - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - CPST Referral - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship - Alternative Probationary Notice	Out of School Suspension 6-9 days (offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 10 days (offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required

**Administrative Discipline Matrix
Kindergarten-Grade 2**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident	5th Incident
PA	Simple Battery	Internal Suspension 1-2 days <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship 	Out of School Suspension 1-2 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship - Consult with BTA Chair 	Out of School Suspension 3-5 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC 	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship - Alternative Probationary Notice - CPST Referral - Consult with BTA Chair 	Out of School Suspension 10 days (offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required
PE	Simple Battery on School Board Employee	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Behavior Threat Assessment Protocol - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting 				
ZM	Tardiness Habitual	Parent Contact/Conference	Parent Contact/Conference <ul style="list-style-type: none"> - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	Parent Contact/Conference <ul style="list-style-type: none"> - CPST Referral 	Parent Contact/Conference <ul style="list-style-type: none"> - CPST Referral 	
TW	Threat High	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Alternative Probationary Notice - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Behavior Threat Assessment Protocol - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship - Refer to Community Youth Support 			

**Administrative Discipline Matrix
Kindergarten-Grade 2**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident	5th Incident
ZN	Threat Low	Time out - Parent Contact/Conference - Behavior Threat Assessment Protocol - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement	Internal Suspension less than a day - Parent Contact/Conference - Behavior Threat Assessment Protocol - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement	Internal Suspension 1-2 days - Parent Contact/Conference - Behavior Threat Assessment Protocol - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/Conference - Behavior Threat Assessment Protocol - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement	
TT	Threat Medium	Internal Suspension 1-2 days - Parent Contact/Conference - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - Issue HOPE Scholarship - Behavior Threat Assessment Protocol - SESIR Reporting	Internal Suspension 1-2 days - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Issue HOPE Scholarship - Behavior Threat Assessment Protocol - SESIR Reporting Required	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Behavior Threat Assessment Protocol - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Issue HOPE Scholarship - SESIR Reporting Required	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship	
B3	Threat to Kill/Mass Shooting	Out of School Suspension 10 days (Offer AES) - Recommend Expulsion (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - SESIR Reporting				

**Administrative Discipline Matrix
Grades 3-5**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
23	Aggravated Battery	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Recommend Behavior Intervention Program (MANDATORY) - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship 			
A1	Alcohol Use, Possession, Purchase	Out of School Suspension 4 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 8 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - Consult Law Enforcement 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required 	
A3	Alcohol Sale, Attempted Sale, Transmittal	Out of School Suspension 8 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - Consult Law Enforcement 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required 		
AA	Alcohol Under the influence	<ul style="list-style-type: none"> - Out of School Suspension 4 days (offer AES) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required - Confiscation 	<ul style="list-style-type: none"> - Out of School Suspension 8 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - Consult Law Enforcement - CPST Referral - SESIR Reporting Required 	<ul style="list-style-type: none"> - Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required 	

Administrative Discipline Matrix
Grades 3-5

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
13	Arson	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Restitution - [SF] Referral to Fire Starter Program - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - SESIR Reporting Required - Behavior Threat Assessment Protocol			
ZN	Battery Low	Time out - Parent Contact/Conference - Consult with BTA Chair - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension less than a day - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) Consult with BTA Chair	Internal Suspension 1-2 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) Consult with BTA Chair	Internal Suspension 1-2 days - Parent Contact/Conference - CPST Referral - Consult with BTA Chair
ZA	Bullying	Out of School Suspension 10 days (Offer AES) - Parent Contact/Conference - Recommend Behavior Intervention Program (MANDATORY) - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - Issue HOPE Scholarship - SESIR Reporting Required			
Z7	Bus Level One	Verbal Warning/Written Reprimand - Parent Contact/Conference - Consult with BTA Chair	Verbal Warning/Written Reprimand - Parent Contact/Conference	Bus Suspension 3-5 days - Parent Contact/Conference	Bus Expulsion for the Remainder of the Year - Parent Contact/Conference
Z8	Bus Level Two	Verbal Warning/Written Reprimand - Parent Contact/Conference	Bus Suspension 3-5 days - Parent Contact/Conference	Bus Expulsion for the Remainder of the Year - Parent Contact/Conference	
Z9	Bus Level Three	Bus Suspension 6-9 days - Parent Contact/Conference - Consult with BTA Chair	Bus Suspension 10 days - Parent Contact/Conference - Consult with BTA Chair	Bus Expulsion for the Remainder of the Year - Parent Contact/Conference - Consult with BTA Chair	
36	Burglary	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Restitution - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Consult with BTA Chair - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 6-9 days (offer AES) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - CPST Referral - Alternative Probationary Notice - Restitution - Confiscation	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required	

Administrative Discipline Matrix
Grades 3-5

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
ZY	Cell Phone Violation	Verbal Warning/Written Reprimand - Parent Contact/Conference	One Detention - Parent Contact/Conference - Confiscation	Two Detentions or Saturday School - Parent Contact/Conference - Confiscation	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/Conference - Confiscation
ZB	Cheating Major	Internal Suspension 1-2 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Loss of Extracurricular Activities (2 DAY) - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC	Internal Suspension 3-5 days - Parent Contact/Conference - Loss of Extracurricular Activities (3 DAY) - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Loss of Extracurricular Activities (4 DAY) - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Consult Law Enforcement - Loss of Extracurricular Activities (5 DAY) - Complete Immediate Notification Form for Regional Office and DSOC - CPST Referral
ZQ	Cheating Minor (Grades 3-12)	Verbal Warning/Written Reprimand - Parent Contact/Conference	One Detention - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension less than a day - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-2 days - Parent Contact/Conference - CPST Referral
ZL	Class Cutting	Verbal Warning/Written Reprimand - Parent Contact/Conference - Loss of Extracurricular Activities (2 DAY)	Time out - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Attendance Contract - Loss of Extracurricular Activities (3 DAY)	One Detention - Parent Contact/Conference - Loss of Extracurricular Activities (4 DAY)	Two Detentions or Saturday School - Parent Contact/Conference - CPST Referral - Loss of Extracurricular Activities (5 DAY)
V5	Criminal Mischief greater \$1,000	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Confiscation - Restitution - Complete Immediate Notification Form for Regional Office and DSOC - SESIR Reporting Required - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 6-9 days (offer AES) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - CPST Referral - Alternative Probationary Notice	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required	
ZP	Detention Unserved	Two Detentions or Saturday School - Parent Contact/Conference	Internal Suspension less than a day - Parent Contact/Conference	Internal Suspension 1-2 days - Parent Contact/Conference	Internal Suspension 1-2 days - Parent Contact/Conference
DC	Discriminatory Actions Comments	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - CPST Referral - Complete Immediate Notification Form for Regional Office and DSOC - IMPAC AES

Administrative Discipline Matrix
Grades 3-5

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
01	Disobedience Insubordination	Internal Suspension less than a day - Parent Contact/Conference	Internal Suspension 1-2 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)
D0	Disruption on Campus Major	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - Consult with BTA Chair - SESIR Reporting Required	Out of School Suspension 6-9 days (offer AES) - Parent Contact/Conference - CPST Referral - Complete Immediate Notification Form for Regional Office and DSOC - Alternative Probationary Notice - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required
XA	Disruption on Campus Minor	Internal Suspension less than a day - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-2 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - School Behavior Contract - Consult with BTA Chair	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/Conference - Loss of Extracurricular Activities (1-30 DAYS) - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/Conference - CPST Referral - Loss of Extracurricular Activities (1-30 DAYS)
SB	Disruptive Unruly Behavior	One Detention - Parent Contact/Conference	Internal Suspension less than a day - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-2 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) School Behavior Contract	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)
UP	Disruptive Unruly Play	Verbal Warning/Written Reprimand - Parent Contact/Conference	Time out - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension less than a day - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-2 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)
ZJ	Distribution Sale of Unauthorized Materials Non-Criminal	Verbal Warning/Written Reprimand - Parent Contact/Conference	One Detention - Parent Contact/Conference	Two Detentions or Saturday School - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Three Detentions or Saturday School - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)
ZE	Dress Code Violation	Verbal Warning/Written Reprimand - Parent Contact/Conference	Two Detentions or Saturday School - Parent Contact/Conference - Loss of Extracurricular Activities (3 DAY)	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Loss of Extracurricular Activities (1-30 DAYS)	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Loss of Extracurricular Activities (1-30 DAYS)

Administrative Discipline Matrix
Grades 3-5

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
DP	Drug Paraphernalia (use, possession, sale, purchase, transmittal)	<p>Out of School Suspension 4 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required 	<p>Out of School Suspension 4 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required 	<p>Out of School Suspension 6-9 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - CPST Referral - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - Consult Law Enforcement - SESIR Reporting Required 	<p>Out of School Suspension 10 days (Offer AES)</p> <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Refer to Community Youth Support
D5	Drug Use/Possession Leaf Marijuana (less than 20g)	<p>Out of School Suspension 4 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required 	<p>Out of School Suspension 8 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - Consult Law Enforcement - SESIR Reporting Required 	<p>Out of School Suspension 10 days (Offer AES)</p> <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required 	
DB	Drug Possession Mood Altering Substance	<p>Out of School Suspension 4 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required - Complete Immediate Notification Form for Regional Office and DSOC 	<p>Out of School Suspension 8 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - SESIR Reporting Required - Consult Law Enforcement 	<p>Out of School Suspension 10 days (Offer AES)</p> <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required 	
D8	Drug Purchase Leaf Marijuana (less than 20g)	<p>Out of School Suspension 4 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required - Complete Immediate Notification Form for Regional Office and DSOC 	<p>Out of School Suspension 8 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - Consult Law Enforcement - SESIR Reporting Required 	<p>Out of School Suspension 10 days (Offer AES)</p> <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required 	

Administrative Discipline Matrix
Grades 3-5

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
D9	Drug Purchase Other Mood Altering Substance	Out of School Suspension 4 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required - Complete Immediate Notification Form for Regional Office and DSOC 	Out of School Suspension 8 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required 	
D1	Drug Purchase Unauthorized Substance	Out of School Suspension 8 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Refer to Community Youth Support 		
DS	Drug Sale, Attempted Sale, transmittal of Leaf Marijuana (less than 20g)	Out of School Suspension 1-2 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required - Complete Immediate Notification Form for Regional Office and DSOC 	Out of School Suspension 3-5 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required 	
D7	Drug Sale, Attempted Sale, Transmittal of Unauthorized Substance	<ul style="list-style-type: none"> - Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required - Complete Immediate Notification Form for Regional Office and DSOC 	Out of School Suspension 3-5 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required 	

Administrative Discipline Matrix
Grades 3-5

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
DA	Drug Under the influence leaf marijuana or other mood altering substance	Out of School Suspension 4 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 8 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required 	
D6	Drug Under the influence Unauthorized Sub	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement 	Out of School Suspension 8 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required 	
DF	Drug Use/ Possession Unauthorized Substance	Out of School Suspension 8 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Probationary Substance Contract - CPST Referral - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required 		
ED	Electronic Devices	Out of School Suspension 1-2 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - Confiscation - SESIR Reporting Required - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	Out of School Suspension 3-5 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - SESIR Reporting Required - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - CPST Referral - Alternative Probationary Notice - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Consult with BTA Chair

Administrative Discipline Matrix
Grades 3-5

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
SE	Extortion	Out of School Suspension 3-5 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Restitution - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Behavior Threat Assessment Protocol - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Alternative Probationary Notice - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required 	
SS	False Accusation Against School Staff	Out of School Suspension 3-5 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required - CPST Referral - Alternative Probationary Notice 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement Refer to Community Youth Support 	
F9	False Fire Alarm 911 Call	Out of School Suspension 1-2 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult with BTA Chair - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 3-5 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required - Consult with BTA Chair 	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Alternative Probationary Notice - CPST Referral - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - SESIR Reporting Required - Consult Law Enforcement
B4	False Report Hoax	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Expulsion (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required 			
ZH	Falsification Misrepresentation Lying Forgery of Signature	One Detention <ul style="list-style-type: none"> - Parent Contact/Conference 	Internal Suspension less than a day <ul style="list-style-type: none"> - Parent Contact/Conference 	Internal Suspension 1-2 days <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) <ul style="list-style-type: none"> - Parent Contact/Conference - CPST Referral

**Administrative Discipline Matrix
Grades 3-5**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
F1	Fight Major Mutual	<p>Out of School Suspension 1-2 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Alternative Probationary Notice - Consult with BTA Chair - Issue HOPE Scholarship - SESIR Reporting Required - IMPAC AES - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	<p>Out of School Suspension 3-5 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required - Issue HOPE Scholarship - Refer to Community Youth Support - Consult with BTA Chair 	<p>Out of School Suspension 6 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - CPST Referral - Alternative Probationary Notice - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - IMPAC AES - Consult with BTA Chair - Issue HOPE Scholarship - SESIR Reporting Required 	<p>Out of School Suspension 10 days (Offer AES)</p> <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship
F2	Fight Medium	<p>Internal Suspension 1-2 days</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Consult with BTA Chair - SESIR Reporting Required - Issue HOPE Scholarship - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - IMPAC AES - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement 	<p>Out of School Suspension 1-2 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - SESIR Reporting Required - Issue HOPE Scholarship - Consult with BTA Chair - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement 	<p>Out of School Suspension 3-5 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Issue HOPE Scholarship - Complete Immediate Notification Form for Regional Office and DSOC - SESIR Reporting Required - Consult Law Enforcement - CPST Referral 	
FS	Fire Starting	<p>Out of School Suspension 3-5 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Behavior Threat Assessment Protocol - Restitution - [SF] Referral to Fire Starter Program - Confiscation 	<p>Out of School Suspension 6-9 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Restitution - [SF] Referral to Fire Starter Program - Consult Law Enforcement - Behavior Threat Assessment Protocol - Alternative Probationary Notice 	<p>Out of School Suspension 10 days (Offer AES)</p> <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - [SF] Referral to Fire Starter Program - Consult Law Enforcement - SESIR Reporting Required - Refer to Community Youth Support 	
SG	Gambling	<p>Time out</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required 	<p>One Detention</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement 	<p>Two Detentions or Saturday School</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement 	<p>Internal Suspension less than a day</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - CPST Referral - Consult Law Enforcement

Administrative Discipline Matrix
Grades 3-5

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
G1	Gang Activity	Out of School Suspension 3-5 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - Consult with BTA Chair - SESIR Reporting Required 	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - CPST Referral - Complete Immediate Notification Form for Regional Office and DSOC - Alternative Probationary Notice - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Behavior Threat Assessment Protocol 	
ZW	Habitual Defiance of Authority 4 Disobedience/ Insubordination	Out of School Suspension 1-2 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference 	Out of School Suspension 1-2 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	Out of School Suspension 3-5 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	Out of School Suspension 3-5 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - CPST Referral
HA	Harassment	Out of School Suspension 3-5 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Issue HOPE Scholarship - SESIR Reporting Required - Consult with BTA Chair - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Issue HOPE Scholarship - SESIR Reporting Required - Refer to Community Youth Support - Alternative Probationary Notice - CPST Referral 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship 	
42	Homicide	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Expulsion (MANDATORY) - Parent Contact/Conference - Form for Regional Office and DSOC - Refer to Community Youth Support - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required 			
ST	Illegal Use of Technology	Out of School Suspension 3-5 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Alternative Probationary Notice - CPST Referral 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required 	

Administrative Discipline Matrix
Grades 3-5

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
HT	Inappropriate Touching	Internal Suspension less than a day - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-2 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-2 days - Parent Contact/Conference - School Behavior Contract - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	- Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/Conference - CPST Referral Loss of Extracurricular Activities (1-30 DAYS)
Z3	Inappropriate Use of Technology	Internal Suspension less than a day - Parent Contact/Conference	Internal Suspension 1-2 days - Parent Contact/Conference	Internal Suspension 1-2 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/Conference - CPST Referral
Z1	Inciting a Disturbance	- Internal Suspension less than a day - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	- Internal Suspension 1-2 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	- Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	- Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - CPST Referra
K1	Kidnapping	- Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Issue HOPE Scholarship - Behavior Threat Assessment Protocol - Consult Law Enforcement			
T6	Larceny Theft Grand greater than 750	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Restitution - Consult Law Enforcement - SESIR Reporting Required - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Confiscation	Out of School Suspension 6-9 days (offer AES) - Parent Contact/Conference - Confiscation - Restitution - Consult Law Enforcement - SESIR Reporting Required - Complete Immediate Notification Form for Regional Office and DSOC - Alternative Probationary Notice - CPST Referral	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required	
TH	Larceny Theft Minor less than 100	Time out - Parent Contact/Conference - Confiscation - Restitution	One Detention - Parent Contact/Conference - Restitution - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension less than a day - Parent Contact/Conference - Confiscation - Restitution - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-2 days - Parent Contact/Conference - Confiscation - Restitution - School/Community Service Work - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)

**Administrative Discipline Matrix
Grades 3-5**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
ZG	Leaving Campus without Permission	One Detention - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - School Behavior Contract	Two Detentions or Saturday School - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Loss of Extracurricular Activities (3 DAY)	Internal Suspension less than a day - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Loss of Extracurricular Activities (4 DAY)	Internal Suspension 1-2 days - Parent Contact/Conference - CPST Referral - Loss of Extracurricular Activities (5 DAY)
ZI	Minor Altercation	Internal Suspension less than a day - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult with BTA Chair	Internal Suspension 1-2 days Parent Contact/Conference - Consult with BTA Chair - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-2 days - Parent Contact/Conference - School Behavior Contract - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/Conference - CPST Referral Loss of Extracurricular Activities (1-30 DAYS)
MP	Mistreatment of Peers	Internal Suspension 1-2 days - Parent Contact/Conference	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Loss of Extracurricular Activities (1-30 DAYS)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - School Behavior Contract - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - CPST Referral
ZU	Out of Assigned Area	Verbal Warning/Written Reprimand - Parent Contact/Conference	Time out - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - School Behavior Contract	One Detention - Parent Contact/Conference - Loss of Extracurricular Activities (3 DAY) - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Two Detentions or Saturday School - Parent Contact/Conference - CPST Referral - Loss of Extracurricular Activities (5 DAY)
Z4	Over the Counter Medication	Verbal Warning/Written Reprimand - Parent Contact/Conference - Confiscation	Verbal Warning/Written Reprimand - Parent Contact/Conference - Confiscation	Internal Suspension less than a day - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-2 days - Parent Contact/Conference - CPST Referral - Confiscation
OC	Over the Counter Medication Sale	Internal Suspension less than a day - Parent Contact/Conference - Confiscation	Internal Suspension 1-2 days - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Confiscation Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - CPST Referral - Confiscation
SF	Passing Producing Counterfeit Money	Internal Suspension less than a day - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement	Internal Suspension 1-2 days - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement	Internal Suspension 1-2 days - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - School Behavior Contract - SESIR Reporting Required	Internal Suspension 1-2 days - Parent Contact/Conference - Confiscation - CPST Referral

**Administrative Discipline Matrix
Grades 3-5**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
T5	Petty Theft 100 to 750	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Confiscation - Restitution - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement	Out of School Suspension 4 days (offer AES) - Parent Contact/Conference - Confiscation - Restitution - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement	- Out of School Suspension 6 days (offer AES) - - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Restitution - School Behavior Contract - Consult Law Enforcement - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 6 days (offer AES) - Parent Contact/Conference - CPST Referral - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement
02	Profanity	One Detention - Parent Contact/Conference	Internal Suspension less than a day - Parent Contact/Conference	Internal Suspension 1-2 days - Parent Contact/Conference	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)
ZX	Profanity Profanity Directed Towards a Staff Member	Internal Suspension less than a day - Parent Contact/Conference	Internal Suspension 1-2 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - CPST Referral
ZC	Prohibited Distracting Items (Possession Use)	One Detention - Parent Contact/Conference	Two Detentions or Saturday School - Parent Contact/Conference	Internal Suspension less than a day - Parent Contact/Conference	Internal Suspension 1-2 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)
RS	Robbery	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Confiscation - Restitution - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Refer to Community Youth Support - Issue HOPE Scholarship			
SX	Sexting	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - SESIR Reporting Required - Consult Law Enforcement - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - SESIR Reporting Required - Consult Law Enforcement - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 6-9 days (offer AES) - Parent Contact/Conference - CPST Referral - Complete Immediate Notification Form for Regional Office and DSOC - Alternative Probationary Notice - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - SESIR Reporting Required - Consult with BTA Chair - Consult Law Enforcement

**Administrative Discipline Matrix
Grades 3-5**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
S2	Sexual Assault	<p>Out of School Suspension 6-9 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship 	<p>Out of School Suspension 10 days (Offer AES)</p> <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Refer to Community Youth Support - Behavior Threat Assessment Protocol 		
S1	Sexual Battery/Rape	<p>Out of School Suspension 10 days (Offer AES)</p> <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Refer to Community Youth Support - Issue HOPE Scholarship 			
50	Sexual Harassment	<p>Out of School Suspension 3-5 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - SESIR Reporting Required - Issue HOPE Scholarship - Consult with BTA Chair 	<p>Out of School Suspension 6-9 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship - Alternative Probationary Notice - Consult with BTA Chair - CPST Referral 	<p>Out of School Suspension 10 days (Offer AES)</p> <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required - Consult with BTA Chair 	
56	Sexual Misconduct	<p>Out of School Suspension 3-5 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	<p>Out of School Suspension 6-9 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - CPST Referral - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship - Alternative Probationary Notice 	<p>Out of School Suspension 10 days (Offer AES)</p> <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required 	

Administrative Discipline Matrix
Grades 3-5

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
PA	Simple Battery	Out of School Suspension 3-5 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship 	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship - Alternative Probationary Notice - CPST Referral 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - Issue HOPE Scholarship - SESIR Reporting Required 	
PE	Simple Battery on School Board Employee	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Behavior Threat Assessment Protocol - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Refer to Community Youth Support 			
ZM	Tardiness Habitual	One Detention <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Attendance Contract 	Two Detentions or Saturday School <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Loss of Extracurricular Activities (3 DAY) 	Three Detentions or Saturday School <ul style="list-style-type: none"> - Parent Contact/Conference - Loss of Extracurricular Activities (4 DAY) 	Three Detentions or Saturday School <ul style="list-style-type: none"> - Parent Contact/Conference - Loss of Extracurricular Activities (5 DAY) - CPST Referral
TW	Threat High	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Alternative Probationary Notice - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Behavior Threat Assessment Protocol - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship - Refer to Community Youth Support 		

**Administrative Discipline Matrix
Grades 3-5**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
ZN	Threat Low	Internal Suspension less than a day <ul style="list-style-type: none"> - Parent Contact/Conference - Behavior Threat Assessment Protocol - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement 	Internal Suspension 1-2 days <ul style="list-style-type: none"> - Parent Contact/Conference - Behavior Threat Assessment Protocol - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement 	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) <ul style="list-style-type: none"> - Parent Contact/Conference - Behavior Threat Assessment Protocol - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	Out of School Suspension 1-2 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Behavior Threat Assessment Protocol - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement
TT	Threat Medium	Internal Suspension 1-2 days <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - Issue HOPE Scholarship - Behavior Threat Assessment Protocol - SESIR Reporting Required 	Internal Suspension 1-2 days <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Issue HOPE Scholarship - Behavior Threat Assessment Protocol - SESIR Reporting Required 	Out of School Suspension 1-2 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Behavior Threat Assessment Protocol - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Issue HOPE Scholarship - SESIR Reporting Required - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	Out of School Suspension 1-2 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship
B3	Threat to Kill Mass Shooting	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Expulsion (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Behavior Threat Assessment Protocol - SESIR Reporting Required 			
TV	Threat Very High	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship - Refer to Community Youth Support 			

**Administrative Discipline Matrix
Grades 3-5**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
TU	Tobacco	One Detention - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required	Internal Suspension 1-2 days - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required	Internal Suspension 1-2 days - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement	Internal Suspension 1-2 days - Parent Contact/Conference - CPST Referral - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required
EC	Tobacco Vape	One Detention - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - SESIR Reporting Required	Internal Suspension 1-2 days - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement	Internal Suspension 1-2 days - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement	Internal Suspension 1-2 days - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required CPST Referral
66	Trespassing	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 4 days (offer AES) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 8 days (offer AES) - Parent Contact/Conference - CPST Referral - Complete Immediate Notification Form for Regional Office and DSOC - Alternative Probationary Notice - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required
ZV	Truancy	One Detention - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Attendance Contract	Two Detentions or Saturday School - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Attendance Contract - Loss of Extracurricular Activities (3 DAY)	Three Detentions or Saturday School - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Attendance Contract - Loss of Extracurricular Activities (4 DAY)	Three Detentions or Saturday School - Parent Contact/Conference - CPST Referral - Loss of Extracurricular Activities (5 DAY)
V4	Vandalism less than 1000	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Restitution - Confiscation - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC	Out of School Suspension 4 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Restitution	Out of School Suspension 6 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Restitution - Consult Law Enforcement - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 6 days (offer AES) - Parent Contact/Conference - CPST Referral - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Restitution - Confiscation

**Administrative Discipline Matrix
Grades 3-5**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
WA	Weapons Class A	<p>Out of School Suspension 10 days (Offer AES)</p> <ul style="list-style-type: none"> - Recommend Expulsion (MANDATORY) - Parent Contact/Conference - SESIR Reporting Required - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - Refer to Community Youth Support 			
WB	Weapons Class B	<p>Out of School Suspension 3-5 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Behavior Threat Assessment Protocol - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	<p>Out of School Suspension 6-9 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Behavior Threat Assessment Protocol - Complete Immediate Notification Form for Regional Office and DSOC - Alternative Probationary Notice - Confiscation - Consult Law Enforcement 	<p>Out of School Suspension 10 days (Offer AES)</p> <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required 	

**Administrative Discipline Matrix
Grades 6-8**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
23	Aggravated Battery	<p>Out of School Suspension 10 days (Offer AES)</p> <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship - Refer to Community Youth Support 			
A1	Alcohol Use, Possession, Purchase	<p>Out of School Suspension 6 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required 	<p>Out of School Suspension 8 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - Consult Law Enforcement - IMPAC AES 	<p>Out of School Suspension 10 days (Offer AES)</p> <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required 	
A3	Alcohol Sale, Attempted Sale, Transmittal	<p>Out of School Suspension 10 days (Offer AES)</p> <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required 			
AA	Alcohol Under the influence	<p>Out of School Suspension 6 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required - Confiscation 	<p>Out of School Suspension 8 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - Consult Law Enforcement - CPST Referral - SESIR Reporting Required - IMPAC AES 	<p>Out of School Suspension 10 days (Offer AES)</p> <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required 	

**Administrative Discipline Matrix
Grades 6-8**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
13	Arson	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Restitution - [SF] Referral to Fire Starter Program - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - SESIR Reporting Required - Behavior Threat Assessment Protocol			
ZN	Battery Low Level	Internal Suspension 1-2 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - School Behavior Contract	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - CPST Referral
ZA	Bullying	Out of School Suspension 10 days (Offer AES) - Parent Contact/Conference - Recommend Behavior Intervention Program (MANDATORY) - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - Issue HOPE Scholarship - SESIR Reporting Required - Refer to Community Youth Support			
36	Burglary	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 6-9 days (offer AES) - Parent Contact/Conference - CPST Referral - Restitution - Complete Immediate Notification Form for Regional Office and DSOC - Alternative Probationary Notice - Consult Law Enforcement	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required	
Z7	Bus Level One	Verbal Warning/Written Reprimand - Parent Contact/Conference	Verbal Warning/Written Reprimand - Parent Contact/Conference	Bus Suspension 3-5 days - Parent Contact/Conference	Bus Expulsion for the Remainder of the Year - Parent Contact/Conference
Z8	Bus Level Two	Verbal Warning/Written Reprimand - Parent Contact/Conference - Consult with BTA Chair	Bus Suspension 3-5 days - Parent Contact/Conference - Consult with BTA Chair	Bus Expulsion for the Remainder of the Year - Parent Contact/Conference - Consult with BTA Chair	

**Administrative Discipline Matrix
Grades 6-8**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
Z9	Bus Level Three	Bus Suspension 6-9 days - Parent Contact/Conference - Consult with BTA Chair	Bus Suspension 10 days - Parent Contact/Conference - Consult with BTA Chair	Bus Expulsion for the Remainder of the Year - Parent Contact/Conference - Consult with BTA Chair	
ZY	Cell Phone Violation	Verbal Warning/Written Reprimand - Parent Contact/Conference	One Detention - Parent Contact/Conference - Confiscation	Two Detentions or Saturday School - Parent Contact/Conference - Confiscation - Loss of Extracurricular Activities (4 DAY)	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/Conference - Confiscation - Loss of Extracurricular Activities (1-30 DAYS)
ZB	Cheating Major	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC	Out of School Suspension 4 days (offer AES) - Parent Contact/Conference - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 4 days (offer AES) - Parent Contact/Conference - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 4 days (offer AES) - Parent Contact/Conference - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - CPST Referral
ZQ	Cheating Minor (Grades 3-12)	Internal Suspension 1-2 days - Parent Contact/Conference	Internal Suspension 3-5 days - Parent Contact/Conference - Loss of Extracurricular Activities (3 DAY) - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 3-5 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Loss of Extracurricular Activities (4 DAY)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - CPST Referral - Loss of Extracurricular Activities (5 DAY)
ZL	Class Cutting	- One Detention Parent Contact/Conference	- Two Detentions or Saturday School Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Attendance Contract - Loss of Extracurricular Activities (3 DAY)	- Three Detentions or Saturday School Parent Contact/Conference - Loss of Extracurricular Activities (4 DAY) - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	- Three Detentions or Saturday School Parent Contact/Conference - CPST Referral - Loss of Extracurricular Activities (5 DAY)
V5	Criminal Mischief greater \$1,000	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 6-9 days (offer AES) - Parent Contact/Conference - CPST Referral - Confiscation - Restitution - Complete Immediate Notification Form for Regional Office and DSOC - Alternative Probationary Notice - SESIR Reporting Required	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required	
ZP	Detention Unserved	Internal Suspension less than a day - Parent Contact/Conference	Internal Suspension 1-2 days - Parent Contact/Conference	- Internal Suspension 1-2 days - Parent Contact/Conference	Internal Suspension 1-2 days - Parent Contact/Conference

**Administrative Discipline Matrix
Grades 6-8**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
DC	Discriminatory Actions/Comments	Out of School Suspension 3-5 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - Consult with BTA Chair 	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - Consult with BTA Chair 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult with BTA Chair - Consult Law Enforcement - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - CPST Referral - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Consult with BTA Chair
01	Disobedience Insubordination	Internal Suspension 1-2 days <ul style="list-style-type: none"> - Parent Contact/Conference 	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	Out of School Suspension 1-2 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - School Behavior Contract 	Out of School Suspension 1-2 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - CPST Referral
D0	Disruption on Campus Major	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Alternative Probationary Notice - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - IMPAC AES - Consult with BTA Chair 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required - Consult with BTA Chair 		
XA	Disruption on Campus Minor	Internal Suspension 1-2 days <ul style="list-style-type: none"> - Parent Contact/Conference 	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Loss of Extracurricular Activities (1-30 DAYS) 	Out of School Suspension 1-2 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	Out of School Suspension 1-2 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - CPST Referral
SB	Disruptive Unruly Behavior	Internal Suspension less than a day <ul style="list-style-type: none"> - Parent Contact/Conference 	Internal Suspension 1-2 days <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	Out of School Suspension 1-2 days (offer AES)P <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - School Behavior Contract 	Out of School Suspension 1-2 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - CPST Referral
UP	Disruptive Unruly Play	One Detention <ul style="list-style-type: none"> - Parent Contact/Conference 	Internal Suspension less than a day <ul style="list-style-type: none"> - Parent Contact/Conference 	Internal Suspension 1-2 days <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	Internal Suspension 1-2 days <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - School Behavior Contract

**Administrative Discipline Matrix
Grades 6-8**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
ZJ	Distribution Sale of Unauthorized Materials Non-Criminal	One Detention - Parent Contact/Conference - Confiscation	Two Detentions or Saturday School - Parent Contact/Conference - Confiscation	Three Detentions or Saturday School - Parent Contact/Conference - Confiscation	Three Detentions or Saturday School - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)
ZE	Dress Code Violation	- Verbal Warning/Written Reprimand - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	- Two Detentions or Saturday School - Parent Contact/Conference - Loss of Extracurricular Activities (3 DAY) - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)		
DP	Drug Paraphernalia (use, possession, sale, purchase, transmittal)	Out of School Suspension 6 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required	Out of School Suspension 6 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required	Out of School Suspension 8 days (offer AES) - Parent Contact/Conference - CPST Referral - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Refer to Community Youth Support
D5	Drug Use/Possession Leaf Marijuana (less than 20g)	Out of School Suspension 6 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required	Out of School Suspension 8 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Refer to Community Youth Support - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required	
DB	Drug Possession Mood Altering Substance	Out of School Suspension 6 days (offer AES) - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required - Complete Immediate Notification Form for Regional Office and DSOC	Out of School Suspension 8 days (offer AES) -)Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - SESIR Reporting Required - Consult Law Enforcement	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required	

**Administrative Discipline Matrix
Grades 6-8**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
D8	Drug Purchase Leaf Marijuana (less than 20g)	Out of School Suspension 6 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required - Complete Immediate Notification Form for Regional Office and DSOC 	Out of School Suspension 8 days (offer AES) <ul style="list-style-type: none"> -)Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required 	
D9	Drug Purchase Other Mood Altering Substance	Out of School Suspension 6 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required - Complete Immediate Notification Form for Regional Office and DSOC 	Out of School Suspension 8 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required 	
D1	Drug Purchase Unauthorized Substance	Out of School Suspension 8 days (offer AES) <ul style="list-style-type: none"> -)Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Refer to Community Youth Support 		
DS	Drug Sale, Attempted Sale, transmittal of Leaf Marijuana (less than 20g)	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Refer to Community Youth Support - SESIR Reporting Required 			

**Administrative Discipline Matrix
Grades 6-8**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
D7	Drug Sale, Attempted Sale, Transmittal of Unauthorized Substance	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required			
DA	Drug Under the influence leaf Marijuana (less than 20g) or other mood altering substance	Out of School Suspension 6 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 8 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required	
D6	Drug Under the influence Unauthorized Substance	Out of School Suspension 10 days (Offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement	Out of School Suspension 8 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required	
D7	Drug Use/ Possession Unauthorized Substance	Out of School Suspension 8 days (offer AES) - Parent Contact/Conference - Probationary Substance Contract - CPST Referral - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required		

Administrative Discipline Matrix
Grades 6-8

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
ED	Electronic Devices	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - Confiscation - SESIR Reporting Required - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 6-9 days (offer AES) - Parent Contact/Conference - SESIR Reporting Required - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - Confiscation - Alternative Probationary Notice - CPST Referral	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Refer to Community Youth Support - Consult with BTA Chair	
SE	Extortion	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) Behavior Threat Assessment Protocol	Out of School Suspension 6-9 days (offer AES) - - Parent Contact/Conference - Alternative Probationary Notice - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required	
SS	False Accusation Against School Staff	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 6-9 days (offer AES) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - CPST Referral - Alternative Probationary Notice	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement Refer to Community Youth Support	
F9	False Fire Alarm/911 Call	Out of School Suspension 9 days (offer AES) - Parent Contact/Conference - Behavior Threat Assessment Protocol - Alternative Probationary Notice - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement		

Administrative Discipline Matrix
Grades 6-8

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
B4	False Report/Hoax	Out of School Suspension 10 days (Offer AES) - Recommend Expulsion (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required			
ZH	Falsification Misrepresentation Lying Forgery of Signature	Two Detentions or Saturday School - Parent Contact/Conference	Internal Suspension 1-2 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)
F1	Fight Major Mutual	Out of School Suspension 9 days (offer AES) - Parent Contact/Conference - CPST Referral - Alternative Probationary Notice - Consult with BTA Chair - Issue HOPE Scholarship - SESIR Reporting Required - IMPAC AES - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Behavior Threat Assessment Protocol - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required - Issue HOPE Scholarship - Refer to Community Youth Support		
F2	Fight Medium	Out of School Suspension 9 days (offer AES) - Parent Contact/Conference - Consult with BTA Chair - SESIR Reporting Required - Issue HOPE Scholarship - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - IMPAC AES - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement	Out of School Suspension 9 days (offer AES) - Parent Contact/Conference - CPST Referral - Alternative Probationary Notice - IMPAC AES - SESIR Reporting Required - Issue HOPE Scholarship - Consult with BTA Chair - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - IMPAC AES - Issue HOPE Scholarship - Complete Immediate Notification Form for Regional Office and DSOC - SESIR Reporting Required - Consult Law Enforcement - Consult with BTA Chair	

**Administrative Discipline Matrix
Grades 6-8**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
FS	Fire Starting	Out of School Suspension 3-5 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Behavior Threat Assessment Protocol - Restitution - [SF] Referral to Fire Starter Program - Confiscation 	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - CPST Referral - Alternative Probationary Notice - SESIR Reporting Required - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Behavior Threat Assessment Protocol 	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Restitution - Refer to Community Youth Support - [Referral to Fire Starter Program - Consult Law Enforcement 	
SG	Gambling	One Detention <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	Two Detentions or Saturday School <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required - Confiscation 	Internal Suspension less than a day <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - Confiscation - SESIR Reporting Required 	Internal Suspension 1-2 days <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - CPST Referral - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required
G1	Gang, or Gang-like, Activity	Out of School Suspension 3-5 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Alternative Probationary Notice - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Refer to Community Youth Support - SESIR Reporting Required 	
ZW	Habitual Defiance of Authority	Out of School Suspension 1-2 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	Out of School Suspension 3-5 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	Out of School Suspension 3-5 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - CPST Referral 	Out of School Suspension 3-5 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - CPST Referral
HA	Harassment	Out of School Suspension 3-5 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Issue HOPE Scholarship - SESIR Reporting Required 	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Issue HOPE Scholarship - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - SESIR Reporting Required - Issue HOPE Scholarship Refer to Community Youth Support 	

Administrative Discipline Matrix
Grades 6-8

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
ZT	Hazing	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Issue HOPE Scholarship - SESIR Reporting Required - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Refer to Community Youth Support			
42	Homicide	Out of School Suspension 10 days (Offer AES) - Recommend Expulsion (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required			
ST	Illegal Use of Technology	- Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required	- Out of School Suspension 6-9 days (offer AES) -)Parent Contact/Conference - CPST Referral - Complete Immediate Notification Form for Regional Office and DSOC - Alternative Probationary Notice - Restitution - Consult Law Enforcement - SESIR Reporting Required	- Out of School Suspension 10 days (Offer AES) - Parent Contact/Conference - Confiscation - Recommend Behavior Intervention Program (MANDATORY) - Restitution - Consult Law Enforcement - Refer to Community Youth Support - SESIR Reporting Required	
HT	Inappropriate Touching	- Internal Suspension 1-2 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	- Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - School Behavior Contract - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	- Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - CPST Referral
Z3	Inappropriate Use of Technology	Internal Suspension 1-2 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - School Behavior Contract	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - CPST Referral

**Administrative Discipline Matrix
Grades 6-8**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
Z1	Inciting a Disturbance	Internal Suspension 1-2 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - School Behavior Contract	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Consult with BTA Chair - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - CPST Referral
K1	Kidnapping	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Issue HOPE Scholarship - Behavior Threat Assessment Protocol - Consult Law Enforcement			
T6	Larceny Theft Grand greater than \$750	Out of School Suspension 3-5 days (offer AES) -)Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Confiscation - Restitution	Out of School Suspension 6-9 days (offer AES) - Parent Contact/Conference - CPST Referral - Complete Immediate Notification Form for Regional Office and DSOC - Alternative Probationary Notice - Restitution - Consult Law Enforcement - SESIR Reporting Required - Confiscation - Restitution	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Restitution - Consult Law Enforcement - Refer to Community Youth Support - SESIR Reporting Required	
TH	Larceny Theft Minor less than \$100	Internal Suspension 1-2 days - Parent Contact/Conference - Confiscation - Restitution	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/Conference - Restitution - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Confiscation - Restitution - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Confiscation - Restitution - School/Community Service Work
ZG	Leaving Campus without Permission	Two Detentions or Saturday School - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - School Behavior Contract	Internal Suspension less than a day - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Loss of Extracurricular Activities (3 DAY)	Internal Suspension 1-2 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Loss of Extracurricular Activities (4 DAY)	Internal Suspension 1-2 days - Parent Contact/Conference - CPST Referral - Loss of Extracurricular Activities (5 DAY)
ZI	Minor Altercation	Out of School Suspension 3 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult with BTA Chair	Out of School Suspension 5 days (offer AES) - Parent Contact/Conference - Consult with BTA Chair - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 7 days (offer AES) - Parent Contact/Conference - School Behavior Contract - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult with BTA Chair	Out of School Suspension 9 days (offer AES) - Parent Contact/Conference - CPST Referral

**Administrative Discipline Matrix
Grades 6-8**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
MP	Mistreatment of Peers	Internal Suspension 1-2 days - Parent Contact/Conference	- Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Loss of Extracurricular Activities (1-30 DAYS)	- Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - School Behavior Contract	- Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Consult with BTA Chair - CPST Referral
ZU	Out of Assigned Area	- One Detention - Parent Contact/Conference	- Two Detentions or Saturday School - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Loss of Extracurricular Activities (3 DAY)	- Internal Suspension less than a day - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Loss of Extracurricular Activities (4 DAY) - School Behavior Contract	- Internal Suspension 1-2 days - Parent Contact/Conference - CPST Referral - Loss of Extracurricular Activities (5 DAY)
Z4	Over the Counter Medication	Verbal Warning/Written Reprimand - Parent Contact/Conference - Confiscation	Verbal Warning/Written Reprimand - Parent Contact/Conference - Confiscation	Internal Suspension less than a day - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-2 days - Parent Contact/Conference - CPST Referral - Confiscation
OC	Over the Counter Medication Sale	- Out of School Suspension 1-2 days (offer AES)Parent Contact/Conference - Confiscation	- Out of School Suspension 1-2 days (offer AES)Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	- Out of School Suspension 3-5 days (offer AES)Parent Contact/Conference - Confiscation	- Out of School Suspension 3-5 days (offer AES)Parent Contact/Conference - CPST Referral - Confiscation
SF	Passing Producing Counterfeit Money	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement SESIR Reporting Required	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement SESIR Reporting Required	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - CPST Referral - Confiscation - SESIR Reporting Required
T5	Petty Theft \$100 to \$750	Out of School Suspension 3 days (offer AES) - Parent Contact/Conference - Confiscation - Restitution - IMPAC AES - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - School Behavior Contract - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 6 days (offer AES) - Parent Contact/Conference - Confiscation - Restitution - School Behavior Contract - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - IMPAC AES - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement	Out of School Suspension 9 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - CPST Referral - Restitution - IMPAC AES - School Behavior Contract	Out of School Suspension 9 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - CPST Referral - Restitution - IMPAC AES

**Administrative Discipline Matrix
Grades 6-8**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
02	Profanity	Internal Suspension less than a day - Parent Contact/Conference	Internal Suspension 1-2 days - Parent Contact/Conference	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)
ZX	Profanity Directed Towards a Staff Member	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - CPST Referral
ZC	Prohibited Distracting Items Possession Use	One Detention - Parent Contact/Conference	Two Detentions or Saturday School - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-2 days - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Internal Suspension 1-2 days - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)
R2	Robbery	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Confiscation - Restitution - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Refer to Community Youth Support - Issue HOPE Scholarship			
SX	Sexting	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult with BTA Chair - SESIR Reporting Required - Consult Law Enforcement - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 6-9 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - SESIR Reporting Required - Consult Law Enforcement - Alternative Probationary Notice - CPST Referral - Consult with BTA Chair	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Refer to Community Youth Support - Consult with BTA Chair	

Administrative Discipline Matrix
Grades 6-8

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
S2	Sexual Assault	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - SESIR Reporting Required - Consult Law Enforcement - Alternative Probationary Notice - CPST Referral - Behavior Threat Assessment Protocol 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship - Refer to Community Youth Support 		
S1	Sexual Battery/Rape	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Refer to Community Youth Support - Issue HOPE Scholarship 			
50	Sexual Harassment	Out of School Suspension 3-5 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - SESIR Reporting Required - Issue HOPE Scholarship - Consult Law Enforcement - Consult with BTA Chair 	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - SESIR Reporting Required - Consult Law Enforcement - Alternative Probationary Notice - CPST Referral - Consult with BTA Chair - Issue HOPE Scholarship 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship 	
56	Sexual Misconduct	Out of School Suspension 3-5 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - CPST Referral - Alternative Probationary Notice - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship - Complete Immediate Notification Form for Regional Office and DSOC 	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - CPST Referral - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Refer to Community Youth Support - SESIR Reporting Required - Issue HOPE Scholarship - Alternative Probationary Notice 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required 	

**Administrative Discipline Matrix
Grades 6-8**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
PA	Simple Battery	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Alternative Probationary Notice - CPST Referral - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship 		
PE	Simple Battery on School Board Employee	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Behavior Threat Assessment Protocol - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Refer to Community Youth Support 			
ZM	Tardiness Habitual	One Detention <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Attendance Contract 	Two Detentions or Saturday School <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Loss of Extracurricular Activities (3 DAY) 	Three Detentions or Saturday School <ul style="list-style-type: none"> - Parent Contact/Conference - Loss of Extracurricular Activities (4 DAY) - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	
TW	Threat High	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Alternative Probationary Notice - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Behavior Threat Assessment Protocol - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship - Refer to Community Youth Support 		

**Administrative Discipline Matrix
Grades 6-8**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
ZN	Threat Low	Internal Suspension 1-2 days - Parent Contact/Conference - Behavior Threat Assessment Protocol - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Behavior Threat Assessment Protocol - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Behavior Threat Assessment Protocol - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Behavior Threat Assessment Protocol - CPST Referral - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement
TT	Threat Medium	Internal Suspension 1-2 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - Issue HOPE Scholarship - Behavior Threat Assessment Protocol - SESIR Reporting Required	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Issue HOPE Scholarship - Behavior Threat Assessment Protocol - SESIR Reporting Required	Out of School Suspension 3 days (offer AES) - Parent Contact/Conference - Behavior Threat Assessment Protocol - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Issue HOPE Scholarship - SESIR Reporting Required - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 3 days (offer AES) - Parent Contact/Conference - CPST Referral - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship
B3	Threat to Kill Mass Shooting	Out of School Suspension 10 days (Offer AES) - Recommend Expulsion (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Behavior Threat Assessment Protocol - SESIR Reporting Required			
TV	Threat Very High	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship - Refer to Community Youth Support			

**Administrative Discipline Matrix
Grades 6-8**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
TU	Tobacco	Internal Suspension 1-2 days - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - CPST Referral - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required
EC	Tobacco Vape	Out of School Suspension 2 days - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - SESIR Reporting Required	Out of School Suspension 6 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement	Out of School Suspension 8 days (offer AES) - Parent Contact/Conference - Confiscation - Probationary Substance Contract - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - CPST Referral	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required
66	Trespassing	Out of School Suspension 9 days (offer AES) - Parent Contact/Conference - CPST Referral - Complete Immediate Notification Form for Regional Office and DSOC - Alternative Probationary Notice - Consult Law Enforcement - IMPAC AES - Consult with BTA Chair	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement		
ZV	Truancy	One Detention - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Attendance Contract	Two Detentions or Saturday School - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Loss of Extracurricular Activities (3 DAY)	Three Detentions or Saturday School - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Attendance Contract - Loss of Extracurricular Activities (4 DAY)	Three Detentions or Saturday School - Parent Contact/Conference - CPST Referral - Loss of Extracurricular Activities (5 DAY)
ZS	Unserved Saturday School	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference
V4	Vandalism less than 1000	Out of School Suspension 3 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Restitution - Confiscation - IMPAC AES - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC	Out of School Suspension 6 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Restitution - IMPAC AES	Out of School Suspension 9 days (offer AES) - Parent Contact/Conference - CPST Referral - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Restitution - Consult Law Enforcement - IMPAC AES	Out of School Suspension 9 days (offer AES) - Parent Contact/Conference - CPST Referral - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Restitution - Consult Law Enforcement - IMPAC AES

**Administrative Discipline Matrix
Grades 6-8**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
WA	Use/Possession of Class A Weapons	<p>Out of School Suspension 10 days (Offer AES)</p> <ul style="list-style-type: none"> - Recommend Expulsion (MANDATORY) - Parent Contact/Conference - SESIR Reporting Required - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - Refer to Community Youth Support 			
WB	Use/Possession of Class B Weapons	<p>Out of School Suspension 3-5 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Behavior Threat Assessment Protocol 	<p>Out of School Suspension 6-9 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Behavior Threat Assessment Protocol - Complete Immediate Notification Form for Regional Office and DSOC - Alternative Probationary Notice - Confiscation - Consult Law Enforcement 	<p>Out of School Suspension 10 days (Offer AES)</p> <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required 	

**Administrative Discipline Matrix
Grades 9-12**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
23	Aggravated Battery	<ul style="list-style-type: none"> - Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship - Refer to Community Youth Support 			
A1	Alcohol Use, Possession, Purchase	Out of School Suspension 6 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required 	Out of School Suspension 8 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required 	
A3	Alcohol Sale, Attempted Sale, Transmittal	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required 			
AA	Alcohol Under the influence	Out of School Suspension 6 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required - Confiscation 	Out of School Suspension 8 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - Consult Law Enforcement - CPST Referral - SESIR Reporting Required - IMPAC AES 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required 	

**Administrative Discipline Matrix
Grades 9-12**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
13	Arson	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Restitution - [SF] Referral to Fire Starter Program - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - SESIR Reporting Required - Behavior Threat Assessment Protocol			
ZN	Battery Low	- Internal Suspension 1-2 days - Parent Contact/Conference - Consult with BTA Chair - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	- Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	- Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - School Behavior Contract	
ZA	Bullying	- Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - Issue HOPE Scholarship - SESIR Reporting Required - Refer to Community Youth Support			
36	Burglary	Out of School Suspension 6-9 days (offer AES) - Parent Contact/Conference - CPST Referral - Restitution - Complete Immediate Notification Form for Regional Office and DSOC - Alternative Probationary Notice - Consult Law Enforcement	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required		
Z7	Bus Level One	Verbal Warning/Written Reprimand - Parent Contact/Conference	Verbal Warning/Written Reprimand - Parent Contact/Conference	Bus Suspension 3-5 days - Parent Contact/Conference	Bus Expulsion for the Remainder of the Year - Parent Contact/Conference
Z8	Bus Level Two	Verbal Warning/Written Reprimand - Parent Contact/Conference - Consult with BTA Chair	Bus Suspension 3-5 days - Parent Contact/Conference - Consult with BTA Chair	Bus Expulsion for the Remainder of the Year - Parent Contact/Conference - Consult with BTA Chair	

**Administrative Discipline Matrix
Grades 9-12**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
Z9	Bus Level Three	Bus Suspension 6-9 days - Parent Contact/Conference - Consult with BTA Chair	Bus Suspension 10 days - Parent Contact/Conference - Consult with BTA Chair	Bus Expulsion for the Remainder of the Year - Parent Contact/Conference - Consult with BTA Chair	
ZY	Cell Phone Violation	Verbal Warning/Written Reprimand - Parent Contact/Conference	One Detention - Parent Contact/Conference - Confiscation	Internal Suspension 1-3 days - Parent Contact/Conference - Confiscation - Loss of Extracurricular Activities (1-30 DAYS)	Out of School Suspension 1-2 days - Parent Contact/Conference Confiscation
ZB	Cheating Major	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Loss of Extracurricular Activities (2 DAY) - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC	Out of School Suspension 6-9 days (offer AES) - Parent Contact/Conference - Loss of Extracurricular Activities (3 DAY) - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 6-9 days (offer AES) - Parent Contact/Conference - Loss of Extracurricular Activities (4 DAY) - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - CPST Referral	
ZQ	Cheating Minor (Grades 3-12)	Internal Suspension 1-2 days - Parent Contact/Conference	Internal Suspension 3-5 days - Parent Contact/Conference	Internal Suspension 3-5 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Consult Law Enforcement - Loss of Extracurricular Activities (5 DAY) - Complete Immediate Notification Form for Regional Office and DSOC - CPST Referral
ZL	Class Cutting	One Detention - Parent Contact/Conference - Loss of Extracurricular Activities (2 DAY)	Two Detentions or Saturday School - Parent Contact/Conference - Loss of Extracurricular Activities (3 DAY)	Three Detentions or Saturday School - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Attendance Contract - Loss of Extracurricular Activities (4 DAY)	
V5	Criminal Mischief greater \$1,000	Out of School Suspension 6-9 days (offer AES) - Parent Contact/Conference - CPST Referral - Confiscation - Restitution - Complete Immediate Notification Form for Regional Office and DSOC - Alternative Probationary Notice - SESIR Reporting Required	Out of School Suspension 10 days (Offer AES) - Parent Contact/Conference - Recommend Behavior Intervention Program (MANDATORY) - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required		
ZP	Detention Unserved	Internal Suspension less than a day - Parent Contact/Conference	Internal Suspension 1-2 days - Parent Contact/Conference	Internal Suspension 1-2 days - Parent Contact/Conference	

**Administrative Discipline Matrix
Grades 9-12**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
DC	Discriminatory Actions Comments	Out of School Suspension 3-5 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Consult with BTA Chair 	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - Consult with BTA Chair 		
01	Disobedience Insubordination	Internal Suspension 1-2 days <ul style="list-style-type: none"> - Parent Contact/Conference 	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) <ul style="list-style-type: none"> - Parent Contact/Conference - Loss of Extracurricular Activities (1-30 DAYS) 	Out of School Suspension 1-2 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	
D0	Disruption on Campus Major	Out of School Suspension 9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - IMPAC AES - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - CPST Referral - Alternative Probationary Notice - Consult with BTA Chair 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - IMPAC AES - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Behavior Threat Assessment Protocol - Refer to Community Youth Support - SESIR Reporting Required 		
XA	Disruption on Campus Minor	Internal Suspension 1-2 days <ul style="list-style-type: none"> - Parent Contact/Conference - Consult with BTA Chair - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult with BTA Chair - Loss of Extracurricular Activities (1-30 DAYS) 	Out of School Suspension 1-2 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Consult with BTA Chair - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - School Behavior Contract 	
SB	Disruptive Unruly Behavior	Internal Suspension less than a day <ul style="list-style-type: none"> - Parent Contact/Conference 	Internal Suspension 1-2 days <ul style="list-style-type: none"> - Parent Contact/Conference 	Out of School Suspension 1-2 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - School Behavior Contract - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	Out of School Suspension 1-2 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Consult with BTA Chair - CPST Referral
UP	Disruptive Unruly Play	One Detention <ul style="list-style-type: none"> - Parent Contact/Conference 	Internal Suspension 1-2 days <ul style="list-style-type: none"> - Parent Contact/Conference 	Out of School Suspension 1-2 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - School Behavior Contract - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	Out of School Suspension 1-2 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Consult with BTA Chair - CPST Referral

**Administrative Discipline Matrix
Grades 9-12**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
ZJ	Distribution Sale of Unauthorized Materials Non-Criminal	One Detention - Parent Contact/Conference - Confiscation	Two Detentions or Saturday School - Parent Contact/Conference - Confiscation	Three Detentions or Saturday School - Parent Contact/Conference - Confiscation	Internal Suspension 1-2 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)
ZE	Dress Code Violation	- Verbal Warning/Written Reprimand - Parent Contact/Conference	- Two Detentions or Saturday School - Parent Contact/Conference - Loss of Extracurricular Activities (3 DAY)	- Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/Conference - Loss of Extracurricular Activities (1-30 DAYS)	- Three Detentions or Saturday School - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)
DP	Drug Paraphernalia (use, possession, sale, purchase, transmittal)	Out of School Suspension 6 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required	Out of School Suspension 6 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required	Out of School Suspension 8 days (offer AES) - Parent Contact/Conference - CPST Referral - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Refer to Community Youth Support
D5	Drug Use/Possession Leaf Marijuana (less than 20g)	Out of School Suspension 6 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required	Out of School Suspension 8 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Refer to Community Youth Support - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required	
DB	Drug Possession Mood Altering Substance	Out of School Suspension 6 days (offer AES) - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required - Complete Immediate Notification Form for Regional Office and DSOC	Out of School Suspension 8 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - SESIR Reporting Required - Consult Law Enforcement	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required	

**Administrative Discipline Matrix
Grades 9-12**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
D8	Drug Purchase Leaf Marijuana (less than 20g)	Out of School Suspension 6 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required - Complete Immediate Notification Form for Regional Office and DSOC 	Out of School Suspension 8 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required 	
D9	Drug Purchase Other Mood Altering Substance	Out of School Suspension 6 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required - Complete Immediate Notification Form for Regional Office and DSOC 	Out of School Suspension 8 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required 	
D1	Drug Purchase Unauthorized Substance	Out of School Suspension 8 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Refer to Community Youth Support 		
DS	Drug Sale, Attempted Sale, transmittal of Leaf Marijuana (less than 20g)	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Refer to Community Youth Support - SESIR Reporting Required 			

**Administrative Discipline Matrix
Grades 9-12**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
D7	Drug Sale, Attempted Sale, Transmittal of Unauthorized Substance	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required			
DA	Drug Under the influence leaf Marijuana (less than 20g) or other mood altering substance	Out of School Suspension 6 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 8 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required	
D6	Drug Under the influence Unauthorized Substance	Out of School Suspension 10 days (Offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement	Out of School Suspension 8 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Probationary Substance Contract - CPST Referral - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required	
DF	Drug Use/ Possession Unauthorized Substance	Out of School Suspension 8 days (offer AES) - Parent Contact/Conference - Probationary Substance Contract - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required		

**Administrative Discipline Matrix
Grades 9-12**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
ED	Electronic Devices	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - CPST Referral - Alternative Probationary Notice - Confiscation - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - SESIR Reporting Required - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - Confiscation 		
SE	Extortion	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - CPST Referral - Alternative Probationary Notice - Confiscation - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - SESIR Reporting Required - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - Confiscation 		
SS	False Accusation Against School Staff	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - CPST Referral - Alternative Probationary Notice - Confiscation - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - Confiscation - SESIR Reporting Required 		
F9	False Fire Alarm/ 911 Call	Out of School Suspension 9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - CPST Referral - Alternative Probationary Notice - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Refer to Community Youth Support - Behavior Threat Assessment Protocol - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required 		

**Administrative Discipline Matrix
Grades 9-12**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
B4	False Report/Hoax	Out of School Suspension 10 days (Offer AES) - Recommend Expulsion (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required			
ZH	Falsification Misrepresentation Lying Forgery of Signature	Two Detentions or Saturday School - Parent Contact/Conference	Internal Suspension 1-2 days - Parent Contact/Conference	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	
F1	Fight Major Mutual	Out of School Suspension 9 days (offer AES) - Parent Contact/Conference - CPST Referral - Alternative Probationary Notice - Consult with BTA Chair - Issue HOPE Scholarship - SESIR Reporting Required - IMPAC AES - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Behavior Threat Assessment Protocol - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required - Issue HOPE Scholarship - Refer to Community Youth Support		
F2	Fight Medium	Out of School Suspension 9 days (offer AES) - Parent Contact/Conference - Consult with BTA Chair - SESIR Reporting Required - Issue HOPE Scholarship - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - IMPAC AES	Out of School Suspension 9 days (offer AES) - Parent Contact/Conference - CPST Referral - Alternative Probationary Notice - IMPAC AES - SESIR Reporting Required - Issue HOPE Scholarship - Consult with BTA Chair	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Behavior Threat Assessment Protocol - IMPAC AES - - Issue HOPE Scholarship - Complete Immediate Notification Form for Regional Office and DSOC - SESIR Reporting Required - Consult Law Enforcement	

**Administrative Discipline Matrix
Grades 9-12**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
FS	Fire Starting	Out of School Suspension 6-9 days (offer AES)) <ul style="list-style-type: none"> - Parent Contact/Conference - Behavior Threat Assessment Protocol - Restitution - [SF] Referral to Fire Starter Program - Confiscation - Alternative Probationary Notice 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Restitution - Refer to Community Youth Support - [SF] Referral to Fire Starter Program - Consult Law Enforcement 		
SG	Gambling	Two Detentions or Saturday School <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Confiscation - SESIR Reporting Required 	Internal Suspension 1 day <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required 	Internal Suspension 1-3 days <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required 	
G1	Gang, or Gang-like, Activity	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - CPST Referral - Alternative Probationary Notice - Behavior Threat Assessment Protocol - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Restitution - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Behavior Threat Assessment Protocol - Consult Law Enforcement - Restitution - SESIR Reporting Required 		
ZW	Habitual Defiance of Authority	Out of School Suspension 1-2 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	Out of School Suspension 3-5 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	Out of School Suspension 6-9 days (offer AES) <ul style="list-style-type: none"> - Parent Contact/Conference - CPST Referral
HA	Harassment	<ul style="list-style-type: none"> - Out of School Suspension 6-9 days (offer AES) - - Parent Contact/Conference - CPST Referral - Alternative Probationary Notice - Issue HOPE Scholarship - SESIR Reporting Required 	Out of School Suspension 10 days (Offer AES) <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Issue HOPE Scholarship - SESIR Reporting Required - Refer to Community Youth Support 		

**Administrative Discipline Matrix
Grades 9-12**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
ZT	Hazing	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Issue HOPE Scholarship - SESIR Reporting Required - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support			
42	Homicide	Out of School Suspension 10 days (Offer AES) - Recommend Expulsion (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required			
ST	Illegal Use of Technology	Out of School Suspension 6-9 days (offer AES) - Parent Contact/Conference - CPST Referral - Alternative Probationary Notice - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required		
HT	Inappropriate Touching	Internal Suspension 1-2 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - School Behavior Contract - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - CPST Referral	
Z3	Inappropriate Use of Technology	Internal Suspension 1-2 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - School Behavior Contract	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - CPST Referral

**Administrative Discipline Matrix
Grades 9-12**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
Z1	Inciting a Disturbance	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult with BTA Chair	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult with BTA Chair	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - CPST Referral - Consult with BTA Chair	
K1	Kidnapping	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Issue HOPE Scholarship - Behavior Threat Assessment Protocol - Consult Law Enforcement			
T6	Larceny Theft Grand greater than \$750	Out of School Suspension 6-9 days (offer AES) - Parent Contact/Conference - CPST Referral - Complete Immediate Notification Form for Regional Office and DSOC - Alternative Probationary Notice - Restitution - Consult Law Enforcement - SESIR Reporting Required	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Restitution - Consult Law Enforcement - Refer to Community Youth Support - SESIR Reporting Required		
TH	Larceny Theft Minor less than \$100	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/Conference - Restitution - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Confiscation - Restitution - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Confiscation - Restitution - School/Community Service Work	
ZG	Leaving Campus without Permission	Two Detentions or Saturday School - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Loss of Extracurricular Activities (2 DAY)	Internal Suspension less than a day - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Loss of Extracurricular Activities (3 DAY)	Internal Suspension less than a day - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Loss of Extracurricular Activities (3 DAY)	
ZI	Minor Altercation	Out of School Suspension 3 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 5 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) Consult with BTA Chair	Out of School Suspension 7 days (offer AES) - Parent Contact/Conference - School Behavior Contract - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 9 days (offer AES) - Parent Contact/Conference - CPST Referral

**Administrative Discipline Matrix
Grades 9-12**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
MP	Mistreatment of Peers	Internal Suspension 1-2 days - Parent Contact/Conference	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - School Behavior Contract Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - CPST Referral	
ZU	Out of Assigned Area	Internal Suspension less than a day - Parent Contact/Conference - Loss of Extracurricular Activities (3 DAY) - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) School Behavior Contract	Internal Suspension 1-2 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) School Behavior Contract	Internal Suspension 1-3 days - Parent Contact/Conference - CPST Referral - Loss of Extracurricular Activities (1-30 DAYS)	
Z4	Over the Counter Medication	Verbal Warning/Written Reprimand - Parent Contact/Conference - Confiscation	Verbal Warning/Written Reprimand - Parent Contact/Conference - Confiscation	Internal Suspension 1-2 days - Parent Contact/Conference - CPST Referral - Confiscation	
OC	Over the Counter Medication Sale	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Confiscation - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - CPST Referral - Confiscation	
SF	Passing Producing Counterfeit Money	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement SESIR Reporting Required	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - CPST Referral - Consult Law Enforcement SESIR Reporting Required	
T5	Petty Theft \$100 to \$750	Out of School Suspension 3 days (offer AES) - Parent Contact/Conference - Confiscation - Restitution - IMPAC AES - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - School Behavior Contract - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 6 days (offer AES) - Parent Contact/Conference - Confiscation - Restitution - School Behavior Contract - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - IMPAC AES - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement	Out of School Suspension 9 days (offer AES) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - CPST Referral - Restitution - IMPAC AES - School Behavior Contract	
02	Profanity	Internal Suspension less than a day - Parent Contact/Conference	Internal Suspension 1-2 days - Parent Contact/Conference	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/Conference	Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)

**Administrative Discipline Matrix
Grades 9-12**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
ZX	Profanity Directed Towards a Staff Member	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference	Out of School Suspension 3-5 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 6-9 days (offer AES) - Parent Contact/Conference - CPST Referral	
ZC	Prohibited Distracting Items Possession Use	One Detention - Parent Contact/Conference - Confiscation	Two Detentions or Saturday School - Parent Contact/Conference - Confiscation	Internal Suspension 1-2 days - Parent Contact/Conference - Confiscation	Internal Suspension 1-2 days - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Confiscation
R2	Robbery	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Confiscation - Restitution - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Refer to Community Youth Support - Issue HOPE Scholarship			
SX	Sexting	Out of School Suspension 6-9 days (offer AES) - Parent Contact/Conference - CPST Referral - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Alternative Probationary Notice - Consult with BTA Chair - SESIR Reporting Required - Consult Law Enforcement	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - SESIR Reporting Required - Consult Law Enforcement		
S2	Sexual Assault	Out of School Suspension 10 days (offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship - Refer to Community Youth Support			

**Administrative Discipline Matrix
Grades 9-12**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
S1	Sexual Battery/ Rape	<p>Out of School Suspension 10 days (Offer AES)</p> <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Refer to Community Youth Support - Issue HOPE Scholarship 			
50	Sexual Harassment	<p>Out of School Suspension 6-9 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - SESIR Reporting Required - Issue HOPE Scholarship 	<p>Out of School Suspension 10 days (offer AES)</p> <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship 		
56	Sexual Misconduct	<p>Out of School Suspension 6-9 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - CPST Referral - Alternative Probationary Notice - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship - Complete Immediate Notification Form for Regional Office and DSOC 	<p>Out of School Suspension 10 days (offer AES)</p> <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Refer to Community Youth Support - SESIR Reporting Required - Issue HOPE Scholarship 		
PA	Simple Battery	<p>Out of School Suspension 6-9 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Alternative Probationary Notice - Consult with BTA Chair - CPST Referral - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship 	<p>Out of School Suspension 10 days (Offer AES)</p> <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Consult with BTA Chair - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship 		

**Administrative Discipline Matrix
Grades 9-12**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
PE	Simple Battery School Board Employee	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Behavior Threat Assessment Protocol - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Refer to Community Youth Support			
ZM	Tardiness Habitual	Two Detentions or Saturday School - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Loss of Extracurricular Activities (3 DAY)	Three Detentions or Saturday School - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Attendance Contract - Loss of Extracurricular Activities (4 DAY)	Three Detentions or Saturday School - Parent Contact/Conference - Loss of Extracurricular Activities (5 DAY) - CPST Referral	
TW	Threat High	Out of School Suspension 6-9 days (offer AES) - Parent Contact/Conference - Alternative Probationary Notice - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship	Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Behavior Threat Assessment Protocol - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship - Refer to Community Youth Support		
ZN	Threat Low	Internal Suspension 1-2 days - Parent Contact/Conference - Behavior Threat Assessment Protocol - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference - Behavior Threat Assessment Protocol - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement	Out of School Suspension 3 days (offer AES) - Parent Contact/Conference - Behavior Threat Assessment Protocol - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist)	

**Administrative Discipline Matrix
Grades 9-12**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
TT	Threat Medium	<ul style="list-style-type: none"> - Out of School Suspension 1-2 days (offer AES) - - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Issue HOPE Scholarship - Behavior Threat Assessment Protocol - SESIR Reporting Required 	<ul style="list-style-type: none"> - Out of School Suspension 3 days (offer AES) - - Parent Contact/Conference - Behavior Threat Assessment Protocol - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Issue HOPE Scholarship - SESIR Reporting Required - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	<ul style="list-style-type: none"> - Out of School Suspension 3-5 days (offer AES) - - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship 	<ul style="list-style-type: none"> - Out of School Suspension 6-9 days (offer AES) - - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required - Issue HOPE Scholarship
B3	Threat to Kill Mass Shooting	<ul style="list-style-type: none"> - Out of School Suspension 10 days (Offer AES) - Recommend Expulsion (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Behavior Threat Assessment Protocol - SESIR Reporting Required 			
TV	Threat Very High	<ul style="list-style-type: none"> - Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Behavior Threat Assessment Protocol - SESIR Reporting Required 			
TU	Tobacco	<ul style="list-style-type: none"> - Internal Suspension 1-2 days - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required 	<ul style="list-style-type: none"> - Out of School Suspension 1-2 days (offer AES) - - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement - SESIR Reporting Required 	<ul style="list-style-type: none"> - Out of School Suspension 1-2 days (offer AES) - - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement 	<ul style="list-style-type: none"> - Out of School Suspension 1-2 days (offer AES) - - Parent Contact/Conference - CPST Referral - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required

**Administrative Discipline Matrix
Grades 9-12**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
EC	Tobacco Vape	<ul style="list-style-type: none"> - Out of School Suspension 2 days/Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - SESIR Reporting Required 	<ul style="list-style-type: none"> - Out of School Suspension 6 days (offer AES)/Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Consult Law Enforcement 	<ul style="list-style-type: none"> - Out of School Suspension 8 days (offer AES)/Parent Contact/Conference - Confiscation - Probationary Substance Contract - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) 	<ul style="list-style-type: none"> - Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - SESIR Reporting Required
66	Trespassing	<ul style="list-style-type: none"> - Out of School Suspension 9 days (offer AES) - Parent Contact/Conference - Alternative Probationary Notice IMPAC AES - CPST Referral - Complete Immediate Notification Form for Regional Office and DSOC - Consult with BTA Chair - SESIR Reporting Required - Consult Law Enforcement 	<ul style="list-style-type: none"> - Out of School Suspension 10 days (Offer AES) - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Refer to Community Youth Support - Consult Law Enforcement - IMPAC AES - SESIR Reporting Required 		
ZV	Truancy	<ul style="list-style-type: none"> - Two Detentions or Saturday School - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Attendance Contract - Loss of Extracurricular Activities (3 DAY) 	<ul style="list-style-type: none"> - Three Detentions or Saturday School - Parent Contact/Conference - CPST Referral - Loss of Extracurricular Activities (4 DAY) 	<ul style="list-style-type: none"> - Three Detentions or Saturday School - Parent Contact/Conference - CPST Referral - Loss of Extracurricular Activities (5 DAY) 	
ZS	Unserved Saturday School	<ul style="list-style-type: none"> - Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference 	<ul style="list-style-type: none"> - Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference 	<ul style="list-style-type: none"> - Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference 	<ul style="list-style-type: none"> - Out of School Suspension 1-2 days (offer AES) - Parent Contact/Conference
V4	Vandalism less than \$1,000	<ul style="list-style-type: none"> - Out of School Suspension 3 days (offer AES) - Parent Contact/Conference - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Restitution - Confiscation - IMPAC AES - Consult Law Enforcement - Complete Immediate Notification Form for Regional Office and DSOC 	<ul style="list-style-type: none"> - Out of School Suspension 6 days (offer AES) - Parent Contact/Conference - MPAC AES - Referral to Mental Health Serv (I.E. School Counselor, School Social Worker, Family Therapist) - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Consult Law Enforcement - Restitution 	<ul style="list-style-type: none"> - Out of School Suspension 9 days (offer AES) - Parent Contact/Conference - CPST Referral - Confiscation - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Restitution - Consult Law Enforcement - IMPAC AES 	

**Administrative Discipline Matrix
Grades 9-12**

Incident Code	Incident	1st Incident	2nd Incident	3rd Incident	4th Incident
WA	Use/Possession of Class Weapons A	<p>Out of School Suspension 10 days (Offer AES)</p> <ul style="list-style-type: none"> - Recommend Expulsion (MANDATORY) - Parent Contact/Conference - SESIR Reporting Required - Complete Immediate Notification Form for Regional Office and DSOC - Behavior Threat Assessment Protocol - Consult Law Enforcement - Refer to Community Youth Support 			
WB	Use/Possession of Class Weapons A	<p>Out of School Suspension 6-9 days (offer AES)</p> <ul style="list-style-type: none"> - Parent Contact/Conference - Behavior Threat Assessment Protocol - Complete Immediate Notification Form for Regional Office and DSOC - Alternative Probationary Notice - Confiscation - Consult Law Enforcement 	<p>Out of School Suspension 10 days (offer AES)</p> <ul style="list-style-type: none"> - Recommend Behavior Intervention Program (MANDATORY) - Parent Contact/Conference - Complete Immediate Notification Form for Regional Office and DSOC - Refer to Community Youth Support - Behavior Threat Assessment Protocol - Consult Law Enforcement - SESIR Reporting Required 		

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Sarah Leonardi Vice Chair
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Maura McCarthy Bulman
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“Educating Today’s Students to Succeed in Tomorrow’s World.”

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Code Book for Student Conduct

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WE ALL DESERVE TO FEEL SAFE AND RESPECTED!



Did you know?

- Each year 1 in 4 adolescents reports verbal, physical, emotional or sexual abuse by their dating partner *
- Dating violence is when one person uses their power to control and/or abuse another person in a dating relationship
- Dating violence is unacceptable and against the law in: ✓ School ✓ Home ✓ Community EVERYWHERE!



Who can you talk to for help?

- SIU's Anonymous Tip Hotline 754-321-0911, your school administrators, or other trusted adults
- 211 First Call for Help 24-hour Info. & Referral, Dial 211 or 954-537-0211
- Women In Distress 24-hour Crisis Line 954-761-1133
- Florida Domestic Violence Hotline 1-800-500-1119

* Foshee VA, Linder GF, Bauman KE, et al. The safe dates project: theoretical basis, evaluation design, and selected baseline findings. American Journal of Preventive Medicine 1996;12(2):39-47. Avery-Leaf S, Cascardi M, O'Leary KD, Cano A. Efficacy of a dating violence prevention program on attitudes justifying aggression. Journal of Adolescent Health 1997; 21:11-17.



If you see something, say something.

In an emergency, call 911 immediately. To submit a safety concern that is not urgent, you can do so confidentially or anonymously. Help identify and intervene with at-risk individuals BEFORE they hurt themselves or others by reporting non-urgent threats, harassing behaviors, illegal activity (vandalism, theft, the sale of drugs), as well as information about planned crimes.



FortifyFL

Go to www.getfortifyfl.com to submit a tip online or download and use the app. Your tip can be anonymous or confidential and will immediately reach law enforcement and Broward Schools.



Broward Schools Online Tips

Go to www.browardschools.com/SecurityTips to submit an anonymous or confidential tip online.



Broward Schools 24/7 Tipline

Dial 754-321-3500 to submit an anonymous or confidential tip online. The phones are available 24 hours a day, 7 days a week.



Broward Schools Email for Tips

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