

Broward County Public Schools
Administrative Discipline Matrix – Grades 3-5
SY 2017-2020

NOTE: The Discipline Matrix sets forth the guidelines for assessing consequences for violations of School Board policies. School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances. Principals may deviate by one level when applying consequences per the Discipline Matrix, except for substance related and mandatory expulsion incidents.

Per F.S. 1006.04 and F.S.1006.07(7), referrals to mental health services shall be in consultation with the threat assessment team.

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. If a student commits more than one misdemeanor, the threat assessment team must consult with law enforcement to determine if the act should be reported to law enforcement.

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

A Recommendation for the Behavior Intervention Program applies when elementary level student (Grades K-5) commits an offense for which a secondary student would receive a mandatory expulsion under School Board Policy 5006.

Action Legend
Administrative Consequences/Interventions

Documentation in DMS and parent contact is required for all violations requiring administrative action. Identified schools will document on TERMS C26 Panel. Discipline for ESE/504 students with disabilities shall be in accordance with state and federal laws and School Board policies.

A. Parent Contact/Conference (Required for each offenses)	AA. In-School Suspension: 3-5 Days
B. Collaborative Problem Solving Team (MTSS/Rtl)	BB. Out-of-School Suspension: 1-2 Days (Assign AES)
B1. Refer to Threat Assessment Team	CC. Out-of-School Suspension: 2 Days (Assign AES)
C.. Comprehensive Threat Assessment Protocol (when applicable)	DD. Out-of-School Suspension: 3-5 Days (Assign AES)
D. Confiscation (when applicable)	EE. Out-of-School Suspension: 4 Days (Assign AES)
E. Restitution (when applicable)	FF. Out-of-School Suspension: 6-9 Days (Assign AES)
E1. Refer to Mental Health Services (as appropriate)	GG. Out-of-School Suspension: 2 Days (PROMISE AES Mandatory)
F. Referral to Substance Abuse Case Manager	HH. Out-of-School Suspension: 3 Days (PROMISE AES Mandatory)
G. Referral to Social Worker	II. Out-of-School Suspension: 4 Days (PROMISE AES Mandatory)
H. Referral to School Counselor	JJ. Out-of-School Suspension: 6 Days (PROMISE AES Mandatory)
I. Referral to Family Counselor	KK. Out-of-School Suspension: 9 Days (PROMISE AES Mandatory)
J. Collaborative Attenda Contract (includes Parent, Administration, Student, School Counselor & Social Worker)	LL. Out-of-School Suspension: 10 Days (PROMISE AES Mandatory)
K. Collaborative Behavior Contract (includes Parent, Administration, Student, School Counselor & Social Worker)	MM. Out-of-School Suspension: 10 Days (Assign AES)
L. Behavioral Consultation with Curriculum Support (LEAPS)	NN. Recommendation for Behavior Intervention Program via the Expulsion Abeyance Office
M. Verbal Warning	OO. Mandatory Recommendation for Expulsion
N. Detention (1)	PP. Alternative Probationary Contract
N1. Saturday Detention	QQ. Probationary Substance Contract
O. Multiple Detentions (2-3)	RR. Bus – Verbal or Written Reprimand
P. PROMISE Eligible Incident	SS. Bus – 3 Days School Bus Suspension
Q. School/Community Service Work	TT. Bus – 1 to 10 Days School Bus Suspension
R. School Specific Consequence	UU. Bus – 10 Days School Bus Suspension
S. Incident Codes Reported to the State	VV. Bus – Expulsion from School Bus for the Remainder of the School Year
T. In-School Suspension (Less than a day)	WW. Loss of Specific School-Sanctioned Activity for 1 Year
U. Time Out	XX. Loss of All School-Sanctioned Activities for 1 Year
V. Additional Interventions (as appropriate)	YY. Referral to Fire Starter Program
W. Loss of Privilege	ZZ. Complete Immediate Notification Form (SIU)
X. In-School Suspension (1-3 Days) & Loss of Extra Curricular Activities (1-30 Days)	AAA. Consultation with Law Enforcement
Y. Loss of Extra Curricular Activities (Up to 5 days)	BBB. Refer to Delinquency Diversion Program
Z. In-School Suspension: 1-2 Days	

Administrative Discipline Matrix Elementary Grades 3-5

Type of Incident		1 st Consequence	2 nd Consequence	3 rd Consequence	4 th Consequence	Subsequent Consequence
Attendance Incidents						
	ZL	Class Cut (Skipping)	A, M	A, V, R	A, B, W	→
	ZM	Tardiness, Habitual (5 in a marking period)	A	A, B, H, J		→
	ZV	Truancy	A	A, B, H, J		→
	ZG	Leaving Campus Without Permission	A, R	A, B, H, R		→
	ZU	Out of Assigned Area	A, M	A, R	A, H, R	A, J, R →
Rule Violation Incidents						
	ZE	Dress Code Violation	A, M	A, Y	A, X	→
	ZQ	Cheating Minor (Grades 6-12)				→
	ZB	Cheating Major	A, H, K, T	A, I, Z	A, B, AA	→
	ZP	Detention – Unserved	A, R	A, R	A, W	→
	ZS	Unserved Saturday Detention				→
S	ED	Electronic Devices (offensive/unlawful use or publication)	A, D, H, K, BB, ZZ, AAA	A, B, D, G, V, W, DD, ZZ, AAA	A, B, D, I, FF, PP, ZZ, AAA	A, B, D, I, MM, NN, ZZ, AAA →
S	SX	Sexting	A, D, G, V, BB, ZZ, AAA	A, B, D, G, V, DD, ZZ, AAA	A, B, D, G, V, FF, PP, ZZ, AAA	A, B, D, G, V, MM, NN, ZZ, AAA →
	ZY	Cell Phone Violation (punitive action begin on 2 nd offense)	A, M	A, D	A, D, R	→

Type of Incident		1 st Consequence	2 nd Consequence	3 rd Consequence	4 th Consequence	Subsequent Consequence
Disruptive Incidents						
	SB	Disruptive (Unruly) Behavior	A, U	A, H, K, L	A, G, L, R, W	A, B, L, Z →
	UP	Disruptive (Unruly) Play	A, M	A, L, U	A, H, L, R, V	→
	O1	Disobedience/Insubordination	A, M, L	A, H, K, L	A, G, R, V, W	A, B, W, Z →
	ZW	Defiance of Authority-Habitual	A, B, W, Z	A, B, G, BB	A, B, G, DD	→
	O2	Profanity – Use of Insulting/Obscene Language	A, N	A, L, R	A, V, Z	→
	ZX	Profanity Directed Towards a Staff Member	A, H, N	A, H, L, R	A, B, Z	A, B, BB →
S	SG	Gambling	A, D, M, H, ZZ	A, B, D, N, ZZ	A, B, D, R, ZZ	A, B, D, R, ZZ, AAA →
	Z1	Inciting a Disturbance	A, H, L, R	A, B, V, Z	A, B, W, BB	→
S	SF	Passing/Producing Counterfeit Money	A, D, R, ZZ, AAA	A, D, H, Z, ZZ, AAA		→
	ZH	Falsification/Misrepresentation (lying, forgery of signature)	A, R	A, N	A, T	→
	ZC	Prohibited/Distracting Items – Possession/Use	A, D, M	A, D, R		→
	ZJ	Distribution/Sale of Unauthorized Materials (non-criminal)	A, D, M	A, D, R		→
S	Z2	Laser Device – Inappropriate Use	A, D, H, T, ZZ	A, B, D, H, BB, ZZ	A, B, D, H, DD, ZZ	A, B, D, I, FF, PP, ZZ →
S	G1	Gang Activity	A, C, E, G, T, ZZ, AAA	A, B, C, E, G, K, BB, ZZ, AAA	A, B, C, E, G, W, DD, ZZ, AAA	A, B, C, E, I, FF, PP, ZZ, AAA →
	XA	Disruption on Campus – Minor	A, H, M	A, H, K, L	A, B, R, W	→
S	D0	Disruption on Campus – Major	A, K, T, ZZ	P, A, B, B1, C, GG, ZZ, AAA	P, A, B, B1, C, II, ZZ, AAA, BBB	P, A, B, B1, C, JJ, PP, ZZ, AAA, BBB →
S	66	Trespassing	A, M, ZZ	A, B1, C, G, ZZ	A, B, B1, C, K, ZZ, BBB	A, B, B1, C, R, W, ZZ, AAA, BBB →
S	F9	False Fire Alarm/911 Call	A, K, Z, ZZ, AAA	A, B, CC, ZZ, AAA	A, B, EE, ZZ, AAA	→

Elementary Grades 3-5

Type of Incident		1 st Consequence	2 nd Consequence	3 rd Consequence	4 th Consequence	Subsequent Consequence
Substance Abuse/Drug Incidents						
	Z4	Over-the-Counter Medication – Unauthorized Use/Possession	A, D, M	A, D, M	A, D, G, R	→
	OC	Over-the-Counter Medication – Sale/Attempted Sale/Transmittal	A, D, T	A, B, D, G, Z	A, B, D, G, BB	→
S	TU	Tobacco – Use/Possession/Sale/Transmittal	A, D, G, N, ZZ	A, D, F, T, ZZ	A, B, D, F, Z, ZZ	A, B, D, F, AA, ZZ →
S	A1	Alcohol – Use/Possession/Under the Influence	P, A, B, D, F, II, ZZ	P, A, B, B1, C, D, F, LL, NN, QQ, ZZ	P, A, B, B1, C, D, F, LL, NN, ZZ, BBB	P, A, B, B1, C, D, F, LL, NN, ZZ, AAA, BBB →
S	D5	Drug – Use/Possession/Under the Influence	P, A, B, D, F, II, ZZ	P, A, B, B1, C, D, F, LL, NN, QQ, ZZ	P, A, B, B1, C, D, F, LL, NN, ZZ, BBB	P, A, B, B1, C, D, F, LL, NN, ZZ, AAA, BBB →
S	DF	Drug – Use/Possession of Unauthorized Substance	A, D, F, MM, NN, ZZ, AAA	A, B, D, F, MM, NN, ZZ, AAA		→
S	D6	Drug - Under the Influence of Unauthorized Substance	A, F, MM, ZZ, AAA	A, F, MM, NN, ZZ, AAA		→
S	A3	Alcohol - Sale/Attempted Sale/Transmittal	A, D, F, V, BB, ZZ	P, A, B, B1, C, D, F, V, GG, ZZ, AAA	P, A, B, B1, C, D, F, V, II, ZZ, AAA, BBB	→
S	D7	Drug - Sale/Attempted Sale/Transmittal	A, D, F, V, CC, ZZ, AAA	A, B, D, F, V, DD, ZZ, AAA	A, B, D, F, MM, NN, ZZ, AAA	→
S	DP	Drug Paraphernalia –Use/Possession/Transmittal	A, D, F, R, ZZ	P, A, B, B1, C, D, F, GG, ZZ	P, A, B, B1, C, D, F, II, ZZ, BBB	P, A, B, B1, C, D, F, JJ, ZZ, AAA, BBB → P, A, B, B1, C, D, F, LL, NN, ZZ, AAA, BBB →

Type of Incident		1 st Consequence	2 nd Consequence	3 rd Consequence	4 th Consequence	Subsequent Consequence
Acts Against Persons						
S	ZA	Bullying	P, A, B, GG, ZZ	P, A, B, II, ZZ	P, A, B, JJ, ZZ	→
S	HA	Harassment	P, A, B, GG, ZZ	P, A, B, II, ZZ	P, A, B, JJ, ZZ	→
<i>*When deciding what disciplinary action should be taken for Fighting, the Administrator may consequence the involuntary mutual combatant differently based upon the results of the investigation or provide no consequence</i>						
S	F1	Fighting –Major Mutual Combat* See above	P, A, GG, ZZ, AAA	P, A, B, B1, C, II, ZZ, AAA	P, A, B, B1, C, JJ, ZZ, AAA, BBB	→
S	F2	Fighting – Medium* See above	A, H, R	A, H, K, L, R	A, B, W, Z	→
S	ZI	Fighting – Minor Altercation/Confrontation* See above	A, U	A, H, U	A, H, R	→
S	ZT	Hazing (Grades 6-12)				→
S	SS	False Accusation Against School Staff	A, K, T, ZZ	A, B, B1, C, Z, ZZ	P, A, B, B1, C, GG, ZZ, BBB	P, A, B, B1, C, II, ZZ, AAA, BBB →
<i>**When deciding what disciplinary action should be taken, the Administrator may consider the severity of the offense and may impose a more severe consequence.</i>						
S	56	Sexual Misconduct &/or Indecent Exposure**	A, G, K, N, ZZ, AAA	A, B, I, T, V, W, ZZ, AAA	A, B, I, V, Z, ZZ, AAA	A, B, I, V, BB, ZZ, AAA →
S	50	Sexual Harassment	A, B, G, K, Z, ZZ, AAA	A, B, I, V, W, BB, ZZ, AAA	A, B, I, V, CC, ZZ, AAA	A, B, I, V, DD, ZZ, AAA →
	ZN	Assault/Threat (Low level, non-criminal)	A, C, H, M	A, C, H, U	A, B, C, K, Z	A, B, C, W, Z →
	A5	Assault/Threat (no harm or injury) – medium level	P, A, B, B1, C, E1, GG, ZZ	P, A, B, B1, C, E1, K, II, ZZ	P, A, B, B1, C, E1, W, JJ, ZZ, BBB	P, A, B, B1, C, E1, JJ, ZZ, AAA, BBB →
S	A6	Assault/Threat – High	A, B, C, G, K, BB, ZZ, AAA	A, B, C, G, W, DD, ZZ, AAA	A, B, C, I, FF, PP, ZZ, AAA	A, B, C, I, MM, NN, ZZ, AAA →
S	A7	Assault/Threat – Serious	A, B, C, D, G, FF, ZZ, AAA	A, B, C, D, I, MM, NN, ZZ, AAA		→
S	S2	Sexual Assault – Threat	A, B, C, G, FF, PP, ZZ, AAA	A, B, C, I, MM, NN, ZZ, AAA		→
	22	Battery	A, H, I, Z, ZZ, AAA	A, B, G, BB, ZZ, AAA	A, B, I, V, DD, ZZ, AAA	A, B, I, FF, PP, ZZ, AAA → A, B, I, MM, NN, ZZ, AAA →
S	PA	Physical Attack	A, B, D, H, CC, ZZ, AAA	A, B, D, G, DD, ZZ, AAA	A, B, D, I, FF, PP, ZZ, AAA	A, B, D, I, MM, NN, ZZ, AAA →
S	26	Battery on SBBC Employee/Law Enforcement	A, B, G, DD, ZZ, AAA	A, B, I, FF, ZZ, AAA	A, B, I, MM, NN, ZZ, AAA	→
S	23	Battery - Serious	A, B, G, DD, ZZ, AAA	A, B, I, FF, ZZ, AAA	A, B, I, MM, NN, ZZ, AAA	→

Elementary Grades 3-5

Type of Incident			1 st Consequence	2 nd Consequence	3 rd Consequence	4 th Consequence	Subsequent Consequence
Property Incidents							
	T5	Theft – Petty <\$300	A, D, E, R, ZZ	A, B, B1, C, D, E, Z, ZZ	P, A, B, B1, C, D, GG, ZZ, BBB	P, A, B, B1, C, D, E, II, ZZ, AAA, BBB	P, A, B, B1, C, D, E, JJ, ZZ, AAA, BBB
S	T6	Theft – Grand ≥ \$300	A, D, E, G, V, BB, ZZ, AAA	A, B, D, E, G, V, CC, ZZ, AAA	A, B, D, E, I, V, DD, ZZ, AAA	A, B, D, E, I, V, FF, PP, ZZ, AAA	A, B, D, E, I, MM, NN, ZZ, AAA
S	80	Theft/Motor Vehicle	A, D, E, G, BB, ZZ, AAA	A, B, D, E, G, DD, ZZ, AAA	A, B, D, E, I, V, FF, PP, ZZ, AAA	A, B, D, E, I, V, MM, NN, ZZ, AAA	→
	V4	Vandalism/Damage to Property < \$1000	P, A, B, D, E, GG, ZZ	P, A, B, B1, C, D, E, II, ZZ, AAA	P, A, B1, C, D, E, JJ, PP, ZZ, AAA, BBB	P, A, B, B1, C, D, E, LL, NN, ZZ, AAA, BBB	→
S	V5	Vandalism/Damage to Property ≥ \$1000	A, B, D, E, G, CC, ZZ, AAA	A, B, D, E, I, DD, ZZ, AAA	A, B, D, E, I, FF, PP, ZZ, AAA	A, B, D, E, I, MM, NN, ZZ, AAA	→
	Z3	Technology – Inappropriate Use (computers or networks)	A, M, W, V	A, R, V	A, H, V, T	A, G, V, Z	→
S	ST	Technology – Illegal Use (computers or networks)	A, CC, ZZ, AAA	A, B, EE, ZZ, AAA	A, B, FF, PP, ZZ, AAA	A, B, MM, NN, ZZ, AAA	→
S	13	Arson	A, B, E, G, FF, YY, ZZ, AAA	A, B, E, G, MM, NN, YY, ZZ, AAA			→
	FS	Fire – Starting a Fire on Campus	A, B, D, E, G, V, BB, ZZ, AAA	A, B, D, E, G, DD, YY, ZZ, AAA	A, B, D, E, I, FF, PP, YY, ZZ, AAA	A, B, D, E, I, MM, NN, YY, ZZ, AAA	→
S	36	Burglary – Unlawful breaking/entering into a school facility or property	A, B, D, E, G, BB, ZZ, AAA	A, B, D, E, G, DD, ZZ, AAA	A, B, D, E, I, FF, PP, ZZ, AAA	A, B, D, E, I, MM, NN, ZZ, AAA	→

Type of Incident			1 st Consequence	2 nd Consequence	3 rd Consequence	4 th Consequence	Subsequent Consequence
Other Criminal Incidents							
S	OS	Other Serious Incident/Delinquent Act	A, B, D, K, BB, ZZ, AAA	A, B, D, FF, PP, ZZ, AAA	A, B, D, MM, NN, ZZ, AAA		→
S	WA	Weapons – Class A (Possession/Use/Transmittal)	A, B, D, MM, OO, ZZ, AAA				→
S	WB	Weapons – Class B (Possession/Use/Transmittal)	A, B, D, BB, ZZ, AAA	A, B, D, CC, ZZ, AAA	A, B, D, EE, ZZ, AAA	A, B, D, FF, PP, ZZ, AAA	A, B, D, MM, NN, ZZ, AAA
S	R2	Robbery or Attempted Robbery	A, B, D, E, CC, ZZ, AAA	A, B, D, E, DD, ZZ, AAA	A, B, D, E, FF, ZZ, AAA	A, B, E, G, MM, NN, ZZ, AAA	→
S	R4	Robbery (Armed) or Attempted Armed Robbery	A, B, D, E, G, FF, ZZ, AAA	A, B, D, E, G, MM, NN, ZZ, AAA			→
S	S1	Sexual Battery/Rape (Actual or Attempted)	A, B, FF, ZZ, AAA	A, B, G, MM, NN, ZZ, AAA			→
S	K1	Kidnapping or Abduction	A, B, FF, ZZ, AAA	A, B, G, MM, NN, ZZ, AAA			→
S	42	Homicide	A, B, MM, NN, ZZ, AAA				→
S	SE	Extortion	A, B, DD, ZZ, AAA	A, B, FF, ZZ, AAA	A, B, MM, NN, ZZ, AAA		→
S	B3	Bomb Threat/Mass Shooting (Placing)	A, B, MM, OO, ZZ, AAA				→
S	B4	Bomb Threat/Mass Shooting (False Reporting)	A, B, MM, OO, ZZ, AAA				→

Elementary Grades 3-5

Type of Incident		1 st Consequence	2 nd Consequence	3 rd Consequence	4 th Consequence	Subsequent Consequence	
Bus Behavior Incidents							
	Z7	Level One Violation: Eating/Drinking on bus. Failure to sit as assigned by bus driver	RR	A	A, SS	A, VV	→
	Z8	Level Two Violation: Disrupting, distracting, disobeying the bus operator. Failure to utilize required safety equipment on the bus. Getting out of seat while bus is in motion. Loud talking, inappropriate remarks or spitting out of bus window at students, pedestrians, motorists	RR	A, TT	A, VV		→
	Z9	Level Three Violation: Placing head, arms and legs outside of window. Opening the emergency door while the bus is in motion. Opening or exiting emergency door when the bus is stopped unless directed by the bus operator. Threats against the bus operator, attendant or passengers on the bus. Profanity directed at the bus operator or bus attendant. Fighting or smoking on the bus. Throwing objects out of the bus window or at the bus. Vandalism of seats or other bus equipment. Boarding or attempting to board (also attempting to leave) a bus other than the student's assigned route or stop	A, TT	A, UU	A, VV		→