

# THE Code Book

FOR STUDENT CONDUCT



Broward County Public Schools

2021-2022 through 2023-2024

# 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.**

### Submission of Fraudulent Documentation

In accordance with School Board Policy 5.1, any parent who submits fraudulent documentation to register a student gives cause for such student **to be withdrawn immediately** and referred for enrollment in the appropriate bounded school.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.**

Please review this book with your child so that your family is aware of what is and is not appropriate in school, during school-sponsored activities and on school bus transportation.

## IMPORTANT THINGS TO DO

Since \*parents can be held responsible for the actions of their children, it is important that they are aware of the rules and the consequences if their children break the rules. However, parents also have the right to advocate for their children. Therefore, the school system must have proof that every student and every parent has had a chance to read this Code of Student Conduct.

1. The Acknowledgement Form on page [xiii](#) of this Code of Student Conduct book must be signed and returned within 3 days of receipt of the form. Your signature does not mean you agree or disagree with the rules, but rather that you have reviewed the electronic book and know the rules. A copy of the Acknowledgement Form is provided on page [xiii](#) of this booklet and should be retained for your records.
2. Choose your options for Media Release on page [xiv](#). You must select one option in Section A and another option in Section B. If you do not choose an option in either section, you will default to allow the school to photograph your child, videotape your child, or for your child to be interviewed by the news media or the School District for school and district purposes.
3. Parents of students in any grade level (or independent students 18 or over) may opt out of (prevent) having any or all directory information provided to certain outside agencies as well as for certain uses within their child's school or school district (for example, information published in yearbooks and school programs).

To request that directory information is not disclosed to specific entities, please complete the Opt-Out Notification Form on page [xv](#) and return it to your school.

4. For 11<sup>th</sup> and 12<sup>th</sup> grade students who do not wish to share directory information with armed services/military recruiters and/or postsecondary educational institutions, complete the Opt-Out Notification Form on page [xvi](#) and submit the form to the school.
5. The District's Discipline Matrix assigns specific consequences for violating the rules of the Code of Student Conduct and is part of the school's discipline plan. A copy is now located in Appendix A of this booklet. Please review the Discipline Matrix with your child. For more information on the matrix, talk with a school administrator.

*\*Whenever the term "parent" is used, it also 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.*



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

600 S.E. 3<sup>rd</sup> Avenue • Fort Lauderdale, Florida 33301 • Office: 754-321-2600 • Fax: 754-321-2701

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**ROBERT W. RUNCIE**  
*Superintendent of Schools*

**The School Board**  
**Broward County, Florida**

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**Welcome to the New School Year!**

Dear Students and Parents:

As your Superintendent, I am dedicated to working with the staff, parents and community to meeting the educational needs of all students in a safe learning environment.

The Code of Student Conduct, Policy 5.8, provides specific information regarding the rules that all students are expected to adhere to, as well as consequences for violations of the policy set forth in this document. The Code of Student Conduct policy addresses expectations for all students in terms of consistent and timely attendance, respect for people and property, appropriate dress, technology usage, student publications, student activities, student records and the right to appeal, including grievance procedures. Please review all information in the Code of Student Conduct policy carefully and together discuss the consequences of violating the rules.

The Code of Student Conduct, Policy 5.8 will be distributed electronically. Students and parents are required to sign a statement indicating that they have received their Code of Student Conduct booklet, are aware of the explanation of rules it provides in policy, and have selected their options for media and directory information release.

It is important for you to review the Code of Student Conduct, Policy 5.8 annually because it incorporates changes from previous versions. A list of substantive changes can be found on page vi. You may view the Code of Student Conduct under School Board Policies on the District website ([www.browardschools.com](http://www.browardschools.com)). You may also view the Code of Student Conduct video on BECON television and on the District's website. Schools will provide parents and students with the program schedule.

I hope you experience a fulfilling, engaging and safe school year as we strive to continue educating today's students for tomorrow's world.

Sincerely,

Robert W. Runcie  
Superintendent

RWR/ALH/NS/ar

# See Something. Hear Something. Say Something.

In an emergency, call 911 immediately. To submit a safety concern that is not urgent, you can do so 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.

**How do you make an anonymous report?** There are many ways to provide a tip, just follow the directions below:



## Download and Use the SaferWatch App

Download the SaferWatch App at [saferwatchapp.com/browardschools](http://saferwatchapp.com/browardschools). This app gives users in Broward County Public Schools (BCPS) a direct line to communicate with local law enforcement and the BCPS Special Investigative Unit (SIU) about incidents or concerns.



## Download and Use the FortifyFL App

Download the FortifyFL App at [getfortifyfl.com](http://getfortifyfl.com). Use any electronic smart device to anonymously report unsafe, potentially harmful, dangerous, violent or criminal activities, or the threat of these activities to the appropriate law enforcement agency and school official.



## Contact Silence Hurts

Anonymous **tips** can be made to the BCPS SIU:

- Call 754-321-0911
- Text to 274637 (CRIMES), enter 'SBBC' space with your text message
- Email [school911@browardschools.com](mailto:school911@browardschools.com)





## Precisa de Ajuda?

### O 2-1-1 oferece:

- Informações sobre serviços
- Encaminhamentos
- Atendimento ao vivo, 24 horas por dia
- Serviços gratuitos, sigilosos e anônimos
- Toda ligação é atendida por um conselheiro-diplomado treinado
- Apoio emocional
- Intervenção em situação de crise/suicídio

### Ligue para 2-1-1 para obter auxílio para:

- Alimentação/abrigo
- Assistência na procura de emprego
- Cuidados de saúde
- Supervisão infantil
- Abuso de substâncias
- Necessidades Especiais
- Problemas de adolescentes
- Violência doméstica
- Depressão
- Assuntos relacionados a desastres

2-1-1: Your First Call for Help!



## Linhas de Apoio 2-1-1 de Serviços Especializados

### Assistência para Desabrigados

954-563-HELP (4357)

Portal para acessar os serviços para desabrigados no Condado de Broward

### Conexões para Necessidades Especiais

2-1-1 ou 954-537-0211

Ajuda pais, responsáveis e profissionais que cuidam de crianças com deficiências  
www.211specialneeds.org

### TeenSpace 211

2-1-1 ou 954-567-TEEN (8336)

Linha de apoio segura e anônima para jovens. Fornecimento de auxílio através de atendimento ao vivo, gravações pelo número 954-390-0490 e um website interativo em www.teenspace211.org

### Linha de Informações sobre Saúde Comportamental

954-396-INFO (4636)

Porta de entrada para serviços de saúde comportamental ou abuso de substâncias para crianças e adolescentes

### Touchline para Idosos

954-390-0485

Ligações diárias e gratuitas para pessoas idosas de 60 anos de idade ou acima que moram sozinhas

### TTY

954-390-0942

www.211-broward.org

Ligue para 2-1-1 ou (954) 537-0211



## Broward Schools and Broward County Library Library Card Drive

A Broward County Library (BCL) card is the only card you need to unlock a world of information and educational resources! With this card, you can:

- Access more than three million books, videos, CDs, DVDs, CD ROMs and audiobooks!
- Receive free online assistance with test prep aligned to Florida standardized tests, SAT/ACT/GED, English/Language Arts, Foreign Language Lab, Writing Lab, Math (algebra to calculus), Science and Social Studies

Getting a BCL card is easy! If you're a resident of Broward County, you can **APPLY ONLINE** at <http://broward.org/Library> (Click on **Need a Library Card**), or at any BCL location. If you're not a resident, or if you need to reregister for a library card, please visit one of our BCL locations for assistance.

### Identification Requirements

When you apply for a library card at a library, or the first time you check materials out of the library after having applied for a card online, you must go to the Circulation Services Desk to present valid identification. Valid identification includes any one of the following:

- State of Florida Driver's License
- State of Florida Photo ID card

If you do not have one of these forms of identification, then you will need ONE of the items listed in Section A along plus one of the items listed in Section B.

#### Section A:

Photo Identification, such as:

- Out-of-state or international driver's license (If now residing permanently in Broward County)
- Resident or condo card • Passport • Credit card (with photo only)
- Student ID • Broward County Transit card • Work ID (with photo only) • Wholesale club card
- Resident alien card • U.S. Uniformed Services Identification Card

#### Section B:

Address Verification, such as:

- Voter identification/registration card
- Auto registration • Utility bill • Check imprinted with name and address
- Official bank statement • Standard lease agreement (no rent receipts)
- Mortgage document



# HUMAN TRAFFICKING... IT CAN HAPPEN TO ANYONE!

## What is Human Trafficking?

Human trafficking is modern day slavery. It's the transporting, soliciting, recruiting, harboring, providing or obtaining of another person for the purposes of forced labor, domestic servitude or sexual exploitation using force, fraud and/or coercion.

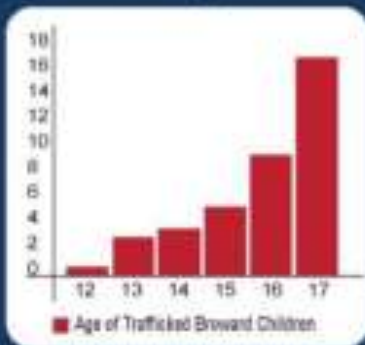
## LET'S BREAK THE CHAINS OF SLAVERY

Trafficking happens everywhere, but most victims are trafficked close to home, and exploiters are often fellow citizens. The most common form of trafficking reported is sexual exploitation and most survivors are female. Some under-served populations at greater risk are those who may be LGBTQ, intellectually disabled, pregnant, or young parents.



## FLORIDA RANKS IN THE TOP 3 STATES WITH THE HIGHEST NUMBER OF PEOPLE TRAFFICKED

### Broward County's Numbers



Data Sources: United Nations Office on Drugs and Crime (UNODC) Global Report on Trafficking in Persons, 2018; The National Human Trafficking Hotline; Statewide Council on Human Trafficking 2017 Annual Report; State of Florida Child Abuse Hotline.

Globally, countries are detecting and reporting more victims and convicting more traffickers – you can help!

**KNOW THE SIGNS**  
Learn more at [Browardschools.com/humantraffickingprevention](http://Browardschools.com/humantraffickingprevention)

**SPREAD THE WORD**  
Observe Human Trafficking Awareness Day every January 11th. BCPS staff find resources in [SC&D's SharePoint](#)

**REPORT**  
Suspected trafficking to the confidential National Human Trafficking Hotline at 1-888-373-7888 or text: **HELP** or **INFO** to Be Free (233733)



The School Board of Broward County, Florida prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex, or sexual orientation. The School Board also provides equal access to the Boy 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 & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. [browardschools.com](http://browardschools.com)





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





Established 1915

**BROWARD**  
County Public Schools

# Code of Student Conduct

## Summary of Changes

### Deletions, Revisions and Clarifying Language pertaining to:

- Introduction & Guiding Principles
- Section I – Rights and Responsibilities
- Section I – What is a Pattern of non-Attendance
- Section I – Reporting an Excused Absence
- Section I – Excused Absence Criteria
- Section I – Unexcused Absences
- Section I – Make- Up Work
- Section I – Tardiness
- Section II – Respect for Persons and Property
- Section II – Expected Behaviors
- Section II – Disruptive Incidents
- Section II – Substance Abuse/Drug Incidents (Including, but not limited to)
- Section II – Definitions
- Section III – Dress Code
- Section IV – Student Activities and Assembly
- Section IV – Interscholastic Extra-Curricular Activities
- Section V – Student Free Speech and Distribution of Materials
- Section VIII – Opt Out Procedure
- Section IX – Zero Tolerance
- Section IX – Preventing Recidivism through Opportunities, Mentoring, Interventions, Supports & Education
- Section IX – Drug and Substance Abuse Offenses Leading to Suspension and Possible Expulsion
- Section IX – Use, Possession, Sale, and/or Transmittal of Tobacco, Tobacco Products, Nicotine, E-Cigarettes, Vapor devices and/or Components of E-Cigarettes, Vapor Devices or Similar
- Section IX – Use and/or Possession of Leaf Marijuana (less than 20 grams), Alcohol, and/or Other Mood-altering Substances
- Section IX – Being Under the Influence of Leaf Marijuana, Alcohol, and/or Other Mood-altering Substances
- Section IX – Use, Possession of Unauthorized Substances are Prohibited
- Section IX – Being Under the Influence of Unauthorized Substances are Prohibited
- Section IX – Possession with Intent to Sell, Sale, Attempted Sale, and/or Transmittal of Leaf Marijuana (Less Than 20g). Sale, Attempted Sale, and/or Transmittal of Drugs or Mood-altering Substances, Unauthorized Substances, or Other Substances Held Out or Represented to be Drugs or Mood-altering Substances, Including Alcohol or Alcoholic Beverages are Prohibited
- Section IX – Other Offenses (Non-Drug and Non-Substance Abuse Offenses) Leading to Suspension and Possible Expulsion
- Section IX – Offenses Leading to Mandatory Expulsion
- Section IX – Expulsion/Expulsion Abeyance
- Section IX – Workback Program Opportunities
- Section IX – Definition of Weapon
- Section IX – Other Definitions for this Policy
- Section X – Right to Appeal
- Section X – Reporting Section 504 Discrimination
- Appendix – Discipline Matrices

### Additional Language:

- Introduction & Guiding Principles – Section C
- Section II – Wireless Electronic Communication Devices
- Section IX – Use, Possession, Sale, Attempted Sale, Transmittal of Drug Paraphernalia

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# Forms

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Policy 5.8, 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 (<https://www.browardschools.com/bts-onlineforms>).

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 SB Policy 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 SB Policy 5006. SB Policy 6305 outlines the rules regarding over-the-counter and prescription drugs and SB Policy 5006 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: <http://www.Broward.k12.fl.us/sbbcpolicies>
- 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 VIII 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 (see bullying definition, Section II), 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 in Section IV of this booklet.
- 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

# Media Release Form 2021/2022 School Year (All Grades)

As a parent of a student in Broward County Public Schools, I understand that my child may be photographed, videotaped and/or interviewed by news media, schools and the District for informational and/or promotional purposes, as indicated below

## You Must Mark a Choice in Both Section A and Section B

(If no choice is marked in both sections, then the choice will default to Choice #1)

## Section A - External Outlets/Media

Please Check Choice #1 or Choice #2

1. \_\_\_\_ I **WILL** permit my student to be photographed, videotaped, and/or interviewed by the news media when the news media has secured proper authorization from Broward County Public Schools.
2. \_\_\_\_ I **WILL NOT** permit my student to be photographed, videotaped, and/or interviewed by the news media.

## Section B - Broward County Public Schools

Please Check Choice #1 or Choice #2

1. \_\_\_\_ I **WILL** permit permit my student to be photographed, videotaped, and/or interviewed for school publications (e.g., yearbooks and school newspapers), school and District communication tools (e.g., websites and social media), BECON-TV, and school events and activities. **Note: To facilitate school publications, the District may disclose information to approved vendors, such as student's name, student's home address, student/parent phone number, grade level, teacher names and classroom numbers. For sporting events, athletic team member positions and jersey numbers may be disclosed.**
2. \_\_\_\_ I **WILL NOT** permit my student to be photographed, videotaped, and/or interviewed for school publications (e.g., yearbooks and school newspapers), school and District communication tools (e.g., websites and social media), BECON-TV, and school events and activities.

\_\_\_\_\_  
Student Name (PRINT)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (PRINT)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



# FERPA Opt-Out Notification Form 2021/2022 School Year (All Grades)

**ATTENTION!** Checking items below will prevent the selected information from appearing in school publications, including, but not limited to, the yearbook, even if you provide permission in Section B on the Media Release Form.

For Example: Checking "Student's Name" below may prevent the student's photograph from appearing in the yearbook.

## PURPOSES OF DISCLOSURE OF DIRECTORY INFORMATION

"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 age 18 or over did not "opt out" of the disclosure. SBBC reserves the right to release the 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) for 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.

## TYPES OF DIRECTORY INFORMATION

Parents/guardians of students in any grade level, or eligible students (those over the age of 18, emancipated, or attending a postsecondary institution), may opt out of having any or all of the following types of directory information disclosed by indicating, with a check mark (✓), those items NOT TO BE DISCLOSED:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Student's Name       | <input type="checkbox"/> Parent's Name   | <input type="checkbox"/> Residential Address                        |
| <input type="checkbox"/> Telephone Number(s)  | <input type="checkbox"/> Date of Birth   | <input type="checkbox"/> Place of Birth                             |
| <input type="checkbox"/> Major Field of Study | <input type="checkbox"/> School-Sponsored Activities and Sports                      | <input type="checkbox"/> Height and Weight of Athletic Team Members |
| <input type="checkbox"/> School Grade Level   | <input type="checkbox"/> Dates of School Attendance                                  | <input type="checkbox"/> Jersey Number and Team Position            |
| <input type="checkbox"/> Degrees & Awards*    | <input type="checkbox"/> Name of the Most Recent/Previous School or Program Attended | <input type="checkbox"/> Room Number                                |

\*Degrees and awards include exemplary work (including artwork), recognitions of all types, and graduation status (i.e., a list of graduating students), and exclude Grade Point Average (GPA).

**Note: This form must be completed and submitted to the school on an annual basis, regardless of whether any of the above items were checked or not, WITHIN 10 DAYS FROM THE FIRST DAY OF SCHOOL or from the date of enrollment, if a student enrolls after the start of each school year.**

Student Name \_\_\_\_\_ School \_\_\_\_\_

Parent/Guardian/Eligible Student's Name (Print) \_\_\_\_\_

Parent/Guardian/Eligible Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note: 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 CFR 99.37(b)).**

For parents in selected occupations:

*Note: Pursuant to Florida Statute 119.071, for individuals in certain occupations (as well as their spouses and children), selected personal information is confidential and exempt from public disclosure, only if the individual submits a written request for the exemption. If you are employed in a qualifying occupation and wish to request that your, your spouse's and your child's personal information remain confidential, please schedule an appointment with your child's school in order to complete the Parental Request for Exemption of Personal Information for Selected Occupations form.*

# ESSA Opt-Out Form (11<sup>th</sup> & 12<sup>th</sup> Grades) 2021/2022 School Year

## MILITARY & POSTSECONDARY

Pursuant to the Every Student Succeeds Act (ESSA), the District is required to disclose, upon request, **student name, address, and telephone number** of 11<sup>th</sup> and 12<sup>th</sup> graders without prior written consent to:

- **Armed services/military recruiters** (the District Commander or Senior Officer of the regional or satellite offices of the Armed Forces, including the United States Coast Guard) for their use in mailing notices to students in regard to opportunities available to them in the United States Armed Forces. Confidentiality of the list shall be protected by the armed services personnel responsible for such lists.
- **Institutions of higher education** (postsecondary institutions). Confidentiality of the list shall be protected by the higher education personnel responsible for such lists.

However, parents/guardians and eligible students (those over the age of 18), may opt out of having this information disclosed by indicating their choice below.

### Information disclosed to armed services/military recruiters:

1. \_\_\_\_\_ I **WILL** permit the limited information listed above to be disclosed to armed services/military recruiters.
2. \_\_\_\_\_ I **WILL NOT** permit the limited information listed above to be disclosed to armed services/military recruiters without prior permission.

### Information disclosed to postsecondary institutions:

1. \_\_\_\_\_ I **WILL** permit the limited information listed above to be disclosed to postsecondary institutions.
2. \_\_\_\_\_ I **WILL NOT** permit the limited information listed above to be disclosed to postsecondary institutions without my prior permission.

**Note: This form must be completed and submitted to the school on an annual basis, regardless of the chosen option, WITHIN 10 DAYS FROM THE FIRST DAY OF SCHOOL or from the date of enrollment, if a student enrolls after the start of each school year.**

In addition to this form, all 11<sup>th</sup> and 12<sup>th</sup> grade students must also complete the FERPA Opt-Out Notification Form provided in the Code of Student Conduct.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

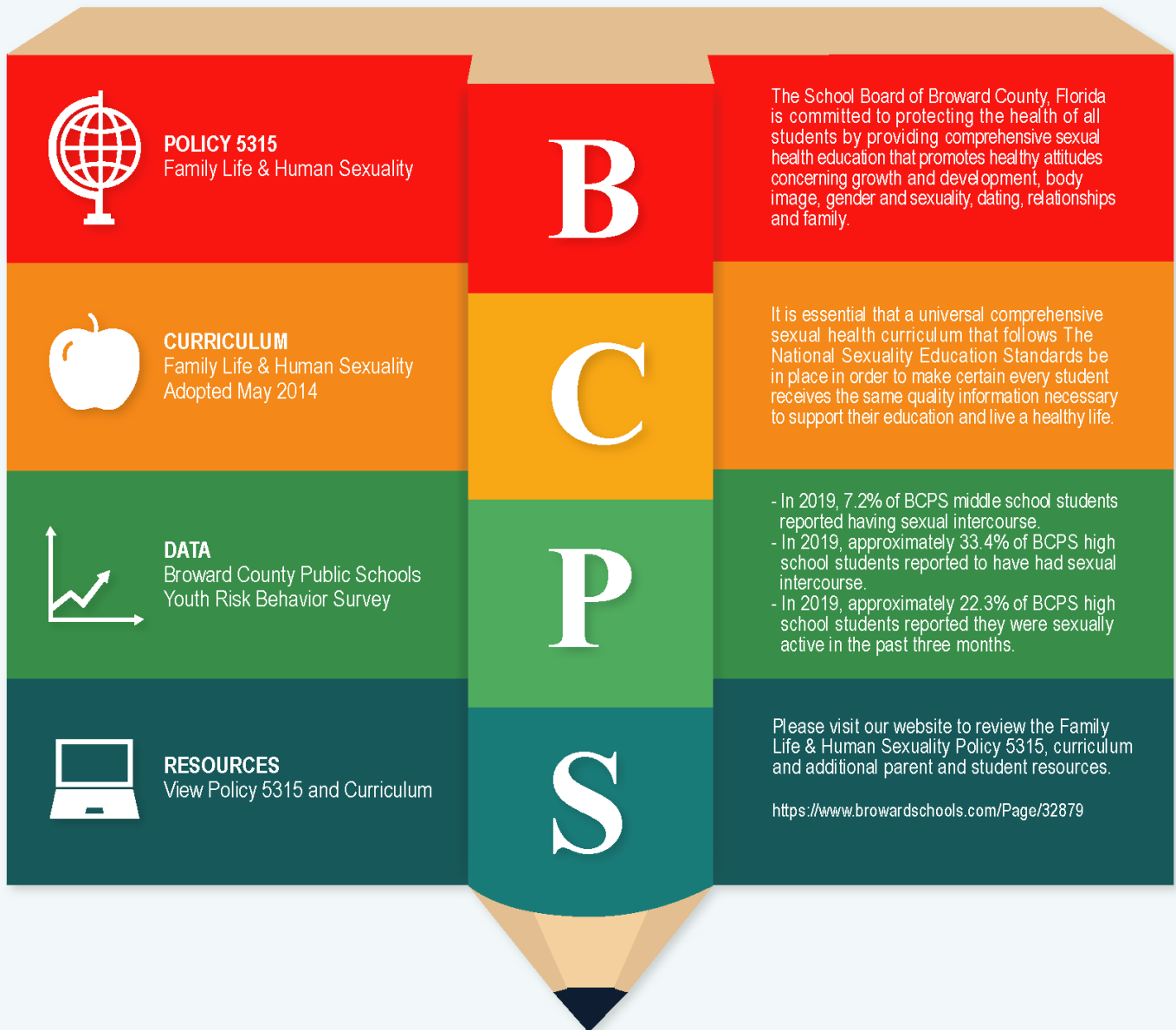
School Name \_\_\_\_\_

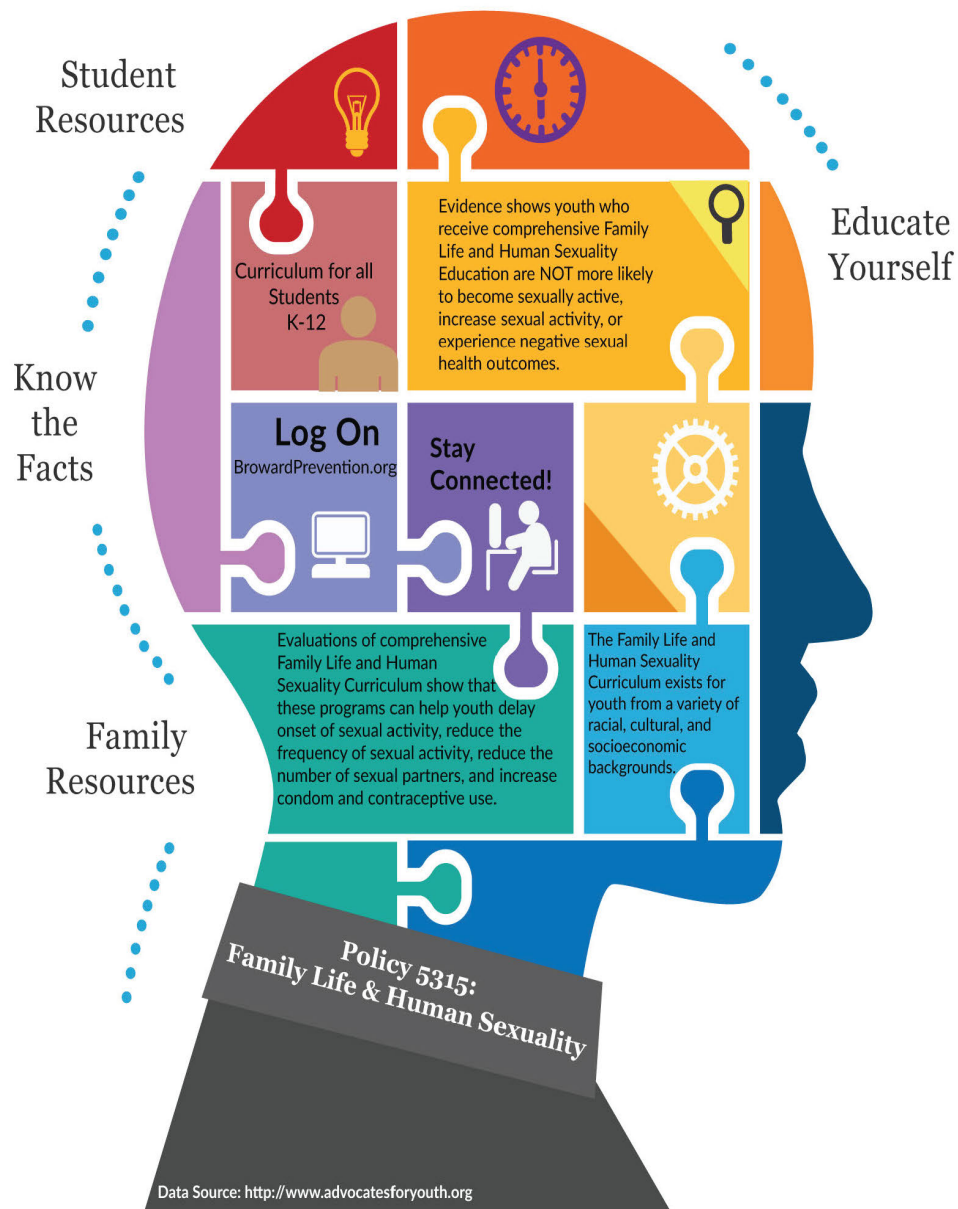
Parent/Guardian/Eligible Student's Name (Print) \_\_\_\_\_

Parent/Guardian/Eligible Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

# Family Life & Human Sexuality





### What does the curriculum cover?

#### **K-3**

The Kindergarten-Third Grade curriculum includes lessons on feelings, positive self image, decision making, sexual abuse prevention and ways to stay healthy.

#### **4-5**

The Fourth-Fifth Grade curriculum incorporates lessons on puberty, reproduction, HIV, friendship and self esteem.

#### **6-8**

The Sixth-Eighth Grade curriculum contains lessons on topics such as abstinence, communication, decision making, reproduction and HIV.

#### **9-12**

The Ninth-Twelfth Grade curriculum includes lessons on abstinence, risk education, sexual exploitation, sexually transmitted infections and healthy communication.

## Family Life/Human Sexuality Exemption Form 2021/2022 (All Grades)

Florida Statute 1003.42, requires instruction in Human Sexuality Education as part of a Comprehensive Health Education Program. The School Board of Broward County, Florida, has authorized teaching Family Life/Human Sexuality and HIV/AIDS Prevention as a component of Health Education.

Policy 5315, Family Life/Human Sexuality, states in part:

“It is essential that a universal comprehensive sexual health curriculum that follows the National Sexuality Education Standards be in place in order to make certain every student receives the same quality information necessary to support their education and live a healthy life.”

Broward County Public Schools respects the rights of parents and their role in the education of their children. According to F.S. 1003.42(3), “Any student whose parent makes written request to the school principal shall be exempt from the teaching of reproductive health or any disease, including HIV/AIDS, its symptoms, development, and treatment. A student so exempted may not be penalized by reason of that exemption.”

**Only if you wish for your child to be excused from attending this course, should you complete the form below and return it to the school. Your child will then be scheduled into an alternative assignment during the Family Life/Human Sexuality lessons.**

We appreciate your interest and cooperation in the implementation of our Comprehensive Health Education Program.

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The Family Life/Human Sexuality curriculum will be presented by District trained teachers selected by your school principal and may include presentations from District approved experts in the field of sexually transmitted infection prevention as a supplemental resource.

You may review the curriculum content and instructional materials by visiting <https://www.browardschools.com/page/33679> or by scheduling an appointment with your child’s school. Additional parent resources and videos for strategies on how to talk to your child about sexual health are available at <https://www.browardschools.com/page/45860>.

**Note: Please check the box and sign below, to exempt your child from participation in the curriculum. This form should be completed and submitted to the school on an annual basis, WITHIN 10 DAYS FROM THE FIRST DAY OF SCHOOL or from the date of enrollment, if a student enrolls after the start of each school year. Failure to return this form constitutes permission for your child to participate in the Family Life/Human Sexuality curriculum.**

I **DO NOT** want my child to participate in any of the Family Life/Human Sexuality lessons.

School Name \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Name (Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

1400 N.W. 14<sup>th</sup> Court • Fort Lauderdale, Florida 33311 • Office: 754-321-1575 • Fax: 754-321-1696

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Coordinated Student Health Services  
Marcia Bynoe, ARNP-BC, MSN, FNP/SNP, Director  
[www.browardschools.com](http://www.browardschools.com)  
[marcia.bynoe@browardschools.com](mailto:marcia.bynoe@browardschools.com)

**The School Board of  
Broward County, Florida**

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Dr. Rosalnd Osgood, Vice Chair**

**Lori Alhadeff  
Robin Bartleman  
Heather P. Brinkworth  
Patricia Good  
Laurie Rich Levinson  
Ann Murray  
Nora Rupert**

**Robert W. Runcie  
Superintendent of Schools**

Dear Parent,

The following information is to assist you, as the parent/guardian, with providing health information required for your child by Broward County Public Schools. If you should have any questions, please feel free to contact your school.

### **COVID-19 Vaccination**

If your child has been fully vaccinated, you may voluntarily notify your school. This would assist with COVID-19 screening of close contacts.

### **Medical Examination**

All students entering Broward County Public Schools for the first time must have a medical examination performed within one year of registration. The medical examination should be documented on the Florida Department of Health Form 3040 or on the provider's office/medical facility stationery. The appropriate form/stationary should be completed, signed and dated by the healthcare provider.

### **Communicable Diseases/Illnesses**

Please inform the school if your child is out sick with a diagnosed communicable illness such as COVID-19, meningitis, measles, salmonella, etc.

### **Please keep your child home if your child has:**

- Flu-like symptoms
- Fever greater than 100.4 degrees
- Persistent cough
- Headache
- New loss of taste or smell
- Shortness or breath/difficulty breathing
- Chills
- Muscle or body aches
- Vomiting
- Diarrhea
- Fatigue
- Congestion or runny nose
- Sore throat
- Rashes, yellow eye drainage, or greenish-yellow phlegm from

### **Chronic Health Conditions**

If your child has any of the following health conditions, including, but not limited to, asthma, diabetes, cystic fibrosis, sickle cell anemia,

seizures, allergic reactions to food, insect bites, etc., please inform the school.

#### **Parents should:**

- Document the chronic health condition on the Student Emergency Contact Card and complete the history on the back of the card
- Meet with school administration to discuss care of the student while at school
- Provide the school with a current Medication Authorization form signed by the healthcare provider and parent, if the student is on medication

**Note: A Diabetes Medication/Treatment Authorization form must be completed by the healthcare provider and parent for students with diabetes. Students who received insulin via an insulin pump must also complete an Insulin Pump Medication/Treatment Authorization form.**

#### **Medication Administration at School (Prescription or Over-the-Counter)**

- No medication will be administered in school or during school-sponsored activities without the parent's/guardian's written authorization and a written authorized prescriber order. This includes both prescription and over-the-counter (OTC) medications
- The parent/guardian is responsible for filling out Part I and obtaining the authorized prescriber's order and signature on Part II. A new Medication Authorization form must be completed every 12 months or when changes are made to an existing Medication Authorization. Information necessary includes student's name, diagnosis, allergies (specify none or n/a if there aren't any), medication name, strength of medication, dosage, time of administration, route of administration, possible side effects, prescriber's signature and date
- All medications will be administered by onsite healthcare personnel or by a trained school staff member designated by the principal
- The medication must be delivered to the school by the parent/guardian or, under special circumstances, an adult designated by the parent/guardian. All medication must be signed into the clinic by the parent/guardian and counted with the school health nurse or school personnel. Medication delivered by the student will not be administered by the school health nurse or school personnel
- All prescription medication must be provided in an original pharmacy container with the pharmacy label attached. The pharmacy label cannot be expired. Non-prescription OTC medication must be received in the original packaging with the safety seal intact
- The first day's dosage of any new non-emergency medication must have been given at home before it can be administered at school
- The parent/guardian is responsible for collecting any unused portion of a medication after expiration date of the medication or expiration date of the authorized prescriber's order. If the medication is unclaimed by the parent/guardian after three contact attempts, the medication will be forwarded to the Risk Management department and will be destroyed
- An authorized prescriber's order and parent/guardian permission are necessary for self-carry/self-administered emergency medications such as inhalers for asthma or epinephrine auto-injectors/Auvi-q auto injectors for anaphylaxis. **It is imperative that the student understands the necessity for reporting to either the school nurse or school staff members that they have self-administered their inhaler without any improvement or have self-administered an epinephrine/Auvi q auto injector so 911 may be called**
- The school nurse will call the authorized prescriber, as allowed by the Health Insurance Portability and Accountability Act (HIPAA), if a question arises about the student and/or the student's medication

#### **Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval (Grades 9-12 Only)**

If your child needs to take over-the-counter (OTC) medication at school or on a field trip, an Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval form must be completed and signed by the parent/guardian, student and be notarized.

- Self-carry, self-administration of the selected over-the-counter medications only:
  - o Tylenol
  - o Midol
  - o Ibuprofen
  - o Tums
  - o Allegra
  - o Claritin
  - o Lactaid

#### **Authorization for Over-the-Counter (OTC) Topical Products with Parental Approval**

- Students in all grade levels are permitted to self-carry and self-administer bug, insect, mosquito repellent (wipes, towelettes or lotions only) and sunscreen (no aerosol products permitted)
- An Authorization for Over-the-Counter (OTC) Topical Products with Parental Approval Only form must be completed and signed by the parent/guardian

**Note: Plan ahead for field trips if your child needs medication for an overnight trip that he/she may not normally take at school. Update changes to your child's health condition as they occur.**

#### **Immunizations (Please refer to F.S. 1003.22)**

- Make sure your child's required immunizations are up to date. If you are not sure, you can check with your healthcare provider or the Florida Department of Health-Broward at (954) 467-4700



- Parents may obtain medical exemptions from their healthcare provider or a religious exemption from the Florida Department of Health-Broward

### **School Health Centers, Community Resources, Immunizations & Health Care**

- Information is available on Broward County Public Schools website at <http://www.browardhealthservices.com/resources/>
- If you do not have insurance, you can request an application for Florida KidCare Insurance at your child's school
- The Florida Heiken Children's Vision Program provides vision examinations and eyeglasses when prescribed, to students in need of comprehensive vision services at no cost to the student
- Eligible students for the program must meet the criteria of the Free and Reduced Lunch Program and have failed the vision screening
- The Florida Children's Vision Program consent form will be sent home during the first week of school for parent/guardian signature
- If your child meets the above criteria and you would like your child to participate in the program, please complete, sign and return the consent form to the school

Additional information on school entry requirements is available at <http://www.browardhealthservices.com/parent-information/registration-requirements/>.

If you have any questions, please contact your child's school.

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# Authorization for Medication Form 2021/2022 (All Grades)

## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Coordinated Student Health Services • 1400 NW 14th Court, Ft. Lauderdale, FL 33311 • (754) 321-1575

### Authorization for Medication/Treatment Prescription or Over-the-Counter (OTC) Medication

#### PART I: TO BE COMPLETED BY PARENT/GUARDIAN

I grant the principal or his/her designee the permission to assist or perform the administration of each medication to or for my child during the school day, including when he/she is away from school property for official school events. If my child has been authorized by his/her physician to self-administer their medication(s), I grant permission for my child to self-administer their medication at school and when they are away from school property for official school events. If my child is unable to self-administer their medication, I give permission for the principal/designee to perform the administration of the prescribed medication. I give permission to contact the physician/provider prescribing this medication(s) to clarify information provided on the authorization should the need arise.

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

#### PART II: TO BE COMPLETED BY PHYSICIAN/PROVIDER

Allergies \_\_\_\_\_

Diagnosis \_\_\_\_\_

MEDICATION	STRENGTH	DOSAGE	TIME(S) TO BE GIVEN	ROUTE	SIDE EFFECTS

Please check the appropriate box:

- I believe that this student has received adequate information on how and when to use their medication and they can use it properly.
- The student is to carry the medication on their person with the principal's knowledge. (An additional supply, to be used as backup may be kept in the school health room or other approved locations)
- The medication will be kept in the school health room.

Please list any limitations/precautions that should be considered \_\_\_\_\_

Physician's Name (Print) \_\_\_\_\_ Physician's Signature \_\_\_\_\_

Physician's Telephone # \_\_\_\_\_ Physician's Fax # \_\_\_\_\_

Date Completed \_\_\_\_\_

#### PART III: TO BE COMPLETED BY SCHOOL HEALTH NURSE/DESIGNEE

Check as appropriate:

- Parts I and II are completed in entirety, including signatures.
- Prescription medication is properly labeled by pharmacist.
- Medication authorization and medication label are consistent and pharmacy label is **NOT** expired.
- Over-the-counter medication is in an original container with the manufacturer's dosage and label, labeled with student's name and safety seal is intact.
- Medication has been signed into clinic by parent and counted with school staff member.

\_\_\_\_\_  
School Designee/Healthcare Personnel (Print)

\_\_\_\_\_  
School Designee/Healthcare Personnel (Signature)

\_\_\_\_\_  
Date

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# Authorization for Selected Over-the-Counter (OTC) Medication with Parental Approval (Grades 9-12) 2021/2022

## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Coordinated Student Health Services • 1400 NW 14th Court, Ft. Lauderdale, FL 33311 • (754) 321-1575

### Authorization for Selected Over-The-Counter (OTC) Medication with Parental Approval Form (Grades 9-12)

**Instructions:** Each section must be completed by parent/guardian for student to self-carry or self-administer any of the selected over-the-counter (OTC) medication with parental approval only. The form is void if any section is incomplete. This form is to be signed by the parent/guardian, student and notarized.

#### I. Student/Parent Information

Student's Name (Print Name)	Birth Date	Allergies	Grade
Parent/Guardian (Print Name)		Address	
Home Phone	Work Phone	Other Phone	
<b>II. Medication (To Be Completed by Parent/Guardian)</b>			

THIS REQUEST IS TO BE EFFECTIVE FOR THE SCHOOL YEAR 20\_\_\_\_ - 20\_\_\_\_ OR FROM \_\_\_\_\_ TO \_\_\_\_\_  
**Only ONE** medication may be selected. Only **2 doses** of the medication are allowed on person

Medication to be Administered by Mouth	Dosage and Times	Symptoms	Comments	Expiration Date of Medication
Acetaminophen (Tylenol) <input type="checkbox"/> YES <input type="checkbox"/> NO	Administer according to the manufacturer's label	For relief of minor aches and pain; (100.4 temperature will not be treated in school)	Student with temperature over 100.4 must be sent home	
Calcium Carbonate <input type="checkbox"/> YES <input type="checkbox"/> NO	Administer according to the manufacturer's label	For stomach ache or heart burn	Alert: May cause constipation	
Ibuprofen (Advil, Motrin) <input type="checkbox"/> YES <input type="checkbox"/> NO	Administer according to the manufacturer's label	For the relief of body aches & menstrual cramps; (100.4 temperature will not be treated in school)	Alert: Contains no aspirin but should not be given if student has asthma or allergy to aspirin	
Midol <input type="checkbox"/> YES <input type="checkbox"/> NO	Administer according to the manufacturer's label	Menstrual cramps	Alert: Aspirin sensitive students should be careful	
Allegra <input type="checkbox"/> YES <input type="checkbox"/> NO	Administer according to the manufacturer's label	For relief of the symptoms of seasonal allergies (sneezing, itching, runny nose)	Alert: Avoid taking any other cold or allergy medicine unless your doctor has told you to	
Lactaid <input type="checkbox"/> YES <input type="checkbox"/> NO	Administer according to the manufacturer's label	Lactose intolerance	No common side effects when used in small doses	
Claritin <input type="checkbox"/> YES <input type="checkbox"/> NO	Administer according to the manufacturer's label	For relief of the symptoms of seasonal allergies (sneezing, itching, runny nose)	Alert: Avoid taking any other cold or allergy medicine unless your doctor has told you to	

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**III. Parental Permission (To be completed by Parent/Guardian only)**

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By signing below, I (the parent or legal guardian) understand that the selected over-the-counter medication with parent only permission will be self-carried and self-administered by the student. I understand that if I permit my child to self-carry and self-administer medication, I assume full responsibility for any consequence resulting from medication administration by my child. I understand that all medication must be in the original container and clearly labeled with the student's full name. I understand and have discussed with my son/daughter that if he/she uses the OTC medication in excess of the authorized two (2) daily doses, sells or transmits this medication, he/she will receive the consequence as outlined in the District's Discipline Matrix. By signing this form, I assume full responsibility of any consequence resulting from the self-carry and self-administration of the selected over-the-counter medications. I am also releasing The School Board of Broward County, Florida from any liability that results in my son/daughter using the medication in excess of the authorized doses, selling or transmitting any of the medication identified above.

Parent/Guardian Name (Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Relationship to the Student \_\_\_\_\_

Home Phone \_\_\_\_\_ Business/Mobile Number \_\_\_\_\_

Email Address \_\_\_\_\_

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**IV. Student Acknowledgement (To be completed by Student only)**

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Student Name (Print) \_\_\_\_\_

Student Signature \_\_\_\_\_

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**V. To Be Completed by Notary Public Only**

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STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by  
\_\_\_\_\_.

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

(Notary Seal)

\_\_\_\_\_  
Official Notary Signature

\_\_\_\_\_  
Printed Name of Notary

# Authorization for Over-the-Counter (OTC) Topical Products with Parental Approval (All Grades) 2021/2022

## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Coordinated Student Health Services • 1400 NW 14th Court, Ft. Lauderdale, FL 33311 • (754) 321-1575

### Authorization for Over-The-Counter (OTC) Topical Products with Parental Approval Form (All Grades)

Effective for School Year 20\_\_\_\_ - 20\_\_\_\_

**Instructions:** Each section must be completed by parent/guardian for student to self-carry and self-administer any of the listed Over-the-Counter Topical Products with parental approval only. The form is void if any section is incomplete.

<b>I. Student/Parent Information</b>			
Student's Name (Print Name)	Birth Date	Allergies	Grade
Parent/Guardian (Print Name)		Address	
Home Phone	Work Phone	Other Phone	

To Be Completed by Parent/Guardian

**NO AEROSOL OR PUMP PRODUCTS PERMITTED**

<p><b><u>Bug, Insect &amp; Mosquito Repellent</u></b></p> <p>Self-carry and self-administration of wipes, towelettes or lotions only</p> <p>Parent Initial: _____</p>	<p>Administer according to the manufacture's label</p>
<p><b><u>Sunscreen Products</u></b></p> <p>Self-carry and self-administration</p> <p>Parent Initial: _____</p>	<p>Administer according to the manufacture's label</p>

**Parental Permission (To be completed by Parent/Guardian only)**

By signing below, I (the parent or legal guardian) understand that the over-the-counter topical products with parent only permission will be administered by the student and not by healthcare personnel. I take full responsibility that the topical product that I have signed for is age-appropriate. I understand that I may permit my child to self-carry and self-administer the above listed topical products and I assume full responsibility for any consequence resulting from topical products administration by my son/daughter. I understand that all topical products must be carried on self, in the original sealed container and clearly labeled with the student's full name. I understand and have discussed with my son/daughter that if he/she inappropriately uses, sells or transmits the topical products, he/she will be issued a consequence as outlined in the District's Discipline Matrix. By signing this form, I assume full responsibility of any consequence resulting from the administration of the above listed topical products. I am also releasing The School Board of Broward County, Florida from any liability that results in my son/daughter inappropriately using, selling or transmitting the topical products identified above.

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Parent/Guardian Name (Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Relationship to the Student \_\_\_\_\_

Home Phone \_\_\_\_\_ Business/Mobile Number \_\_\_\_\_

Email Address \_\_\_\_\_

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# Authorization for Respiratory Treatment Form 2021/2022 (All Grades)

## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Coordinated Student Health Services • 1400 NW 14th Court, Ft. Lauderdale, FL 33311 • (754) 321-1575

### Authorization for Medication Treatment - Respiratory Treatment Form

#### PART I: TO BE COMPLETED BY PARENT/GUARDIAN

I grant the principal or his / her designee the permission to assist or perform the administration of each treatment/procedure to or for my child during the school day, including when he/she is away from school property for official school events. I give permission to contact the physician/health care provider prescribing this medication(s) to clarify information provided on the authorization should the need arise. **NOTE: School personnel may administer only treatments authorized by a physician/healthcare provider. It is the parent/guardian's responsibility to notify the school when there is a change in treatment regimen.**

School \_\_\_\_\_

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

#### PART II: TO BE COMPLETED BY PHYSICIAN/PROVIDER

This section is to be completed by the physician when specific nurse/trained personnel expertise is needed to administer medications and/or treatments to students within the school day. When applicable, review of this order will be conducted by the Individualized Education Plan (IEP) team for determination of support and services to be provided to this student.

Diagnosis	Allergies
<input type="checkbox"/> Artificial Airway Type _____ Size _____	<input type="checkbox"/> Oxygen Oxygen delivered via <input type="checkbox"/> Nasal Cannula <input type="checkbox"/> Face Mask Oxygen Flow Rate _____ Liters Per Minute (LPM)
<input type="checkbox"/> Ventilator Type _____ Model _____ Pressure Support _____ Pressure/IPAP _____ Tidal Volume _____ Respiratory Rate _____ FIO2/LPM _____ PEEP/EPAP _____ Inspiratory Rate _____ Low Minute Volume _____ High Pressure _____ Low Pressure _____	<input type="checkbox"/> Pulse Oximeter Monitoring Frequency _____ Keep Oxygen saturations above ____% <input type="checkbox"/> CPT Frequency: _____
<input type="checkbox"/> Suctioning <input type="checkbox"/> Oral/Nasal <input type="checkbox"/> Tracheostomy	<input type="checkbox"/> BiPAP/CPAP Settings: _____
<input type="checkbox"/> Nebulizer Please specify order _____ (Please circle one) As needed/Daily for _____	<input type="checkbox"/> Inhaler Please specify order _____ As needed/Daily for _____ (Please circle one)

List any limitations/precautionary measures that should be considered; e.g. physical education, activity intolerance, outdoor activities, heat sensitivity, transporting, lifting, moving, special devices/equipment: \_\_\_\_\_

There are no extraordinary emergency medical services available at school. Since only CPR and first aid are available until 911 arrives, is this adequate for student survival?  Yes  No, specify: \_\_\_\_\_

Physician's Name (Print) \_\_\_\_\_ Physician's Signature \_\_\_\_\_

Physician's Telephone # \_\_\_\_\_ Physician's Fax # \_\_\_\_\_

Date Completed \_\_\_\_\_

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# Authorization for Gastrointestinal/Genitourinary Treatment Form 2021/2022 (All Grades)

## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Coordinated Student Health Services • 1400 NW 14th Court, Ft. Lauderdale, FL 33311 • (754) 321-1575

### Authorization for Medication/Treatment - Gastrointestinal/Genitourinary (GI/GU) Treatment Form

#### PART I: TO BE COMPLETED BY PARENT/GUARDIAN

I grant the principal or his / her designee the permission to assist or perform the administration of each treatment/procedure to or for my child during the school day, including when he/she is away from school property for official school events. I give permission to contact the physician/health care provider prescribing this medication(s) to clarify information provided on the authorization should the need arise. **NOTE: School personnel may administer only treatments authorized by a physician/healthcare provider. It is the parent/guardian's responsibility to notify the school when there is a change in treatment regimen.**

School \_\_\_\_\_

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

#### PART II: TO BE COMPLETED BY PHYSICIAN/PROVIDER

This section is to be completed by the physician when specific nurse/trained personnel expertise is needed to administer medications and/or treatments to students within the school day. When applicable, review of this order will be conducted by the Individualized Education Plan (IEP) team for determination of support and services to be provided to this student.

Diagnosis	Allergies
<input type="checkbox"/> G-Tube G-Tube Type _____ Size _____ FR Length _____cm Balloon Volume _____mL  <input type="checkbox"/> Oral feeds tolerated <input type="checkbox"/> Nothing by mouth <input type="checkbox"/> Not accessed during school hours Type(s) of oral feeds tolerated _____ Tube feeding formula _____ Feeding amount _____ Delivered via <input type="checkbox"/> Pump _____mL/hr <input type="checkbox"/> Gravity Frequency _____ Water flush _____mL    Frequency _____  If G-Tube becomes dislodged and student is receiving services of trained one to one nurse, nurse may replace G-Tube <input type="checkbox"/> Yes <input type="checkbox"/> No Specify Instructions _____ _____	Ostomy Care Instructions _____  Catheterization: <input type="checkbox"/> Indwelling <input type="checkbox"/> Suprapubic <input type="checkbox"/> Condom  <input type="checkbox"/> Mitrofanoff <input type="checkbox"/> Straight <input type="checkbox"/> Urostomy  Catheter Size _____ Frequency _____
List any limitations/precautionary measures that should be considered; e.g. physical education, activity intolerance, outdoor activities, heat sensitivity, transporting, lifting, moving, special devices/equipment _____ _____	
There are no extraordinary emergency medical services available at school. Since only CPR and first aid are available until 911 arrives, is this adequate for student survival? <input type="checkbox"/> Yes <input type="checkbox"/> No, specify _____	
Physician's Name (Print) _____	Physician's Signature _____
Physician's Telephone and Fax # _____	Date Completed _____

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# Health Screening Opt-Out Form 2021/2022 (Grades KG, 1<sup>st</sup>, 3<sup>rd</sup> and 6<sup>th</sup>)

## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Coordinated Student Health Services • 1400 NW 14th Court, Ft. Lauderdale, FL 33311 • (754) 321-1575

### Health Screening Opt-Out Form

According to the guidelines established by the Florida Legislature, at the beginning of each year, parents shall be notified of the screening activities available through the School Health Services Program. Florida Statue 381.0056(5)(g), mandates health screening to public school students in Kindergarten (KG), 1<sup>st</sup>, 3<sup>rd</sup> and 6<sup>th</sup> grades and for students new to the county. It should be understood that such screenings do not substitute for a thorough examination by a health care provider.

The screenings include vision, hearing, height and weight, Body Mass Index (BMI) and Scoliosis. They are offered in an effort to decrease health barriers to learning and may be performed individually or in groups. **Parents or guardians have the right to opt their child out of the screenings.**

**Note: If you DO NOT want your child to receive one or more of the screenings, please check the appropriate box below, print and sign your name, and return this form to your child's school **WITHIN 10 DAYS FROM THE FIRST DAY OF SCHOOL** or from the date of enrollment, if a student enrolls after the start of each school year.**

Student Name \_\_\_\_\_ Gender \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

#### DO NOT SCREEN:

- Vision (Grades KG, 1<sup>st</sup>, 3<sup>rd</sup> and 6<sup>th</sup>)
- Hearing (Grades KG, 1<sup>st</sup> and 6<sup>th</sup>)
- Height and Weight / BMI (Grades 1<sup>st</sup>, 3<sup>rd</sup> and 6<sup>th</sup>)
- Scoliosis (Grade 6<sup>th</sup>)

Parent/Guardian Name (Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

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# NO COST EYE EXAMS & GLASSES FOR CHILDREN

*Accessible on any internet enabled smart phone/tablet/computer  
English / Español / Kreyòl / Português*

**PARENTS APPLY NOW!**

**[www.floridaheiken.org](http://www.floridaheiken.org)**



- Florida Students
- Pre-K through 12th Grade
- Reapply Every School Year

## **USE THE HEIKEN PORTAL**

- Confidential
- Secure



All student information is kept confidential and not shared with any other entity.

Partially funded by:



# Florida Heiken Children's Vision Program Form 2021/2022 (All Grades)

## 2021-2022 No Cost Eye Exam & Eyeglasses School Program

**FOR 6-9 WEEK FASTER PROCESSING, APPLY ON YOUR PHONE AT: [WWW.FLORIDAHEIKEN.ORG](http://WWW.FLORIDAHEIKEN.ORG)**

<b>HEIKEN PORTAL INFO (For School/Screening Personnel Use Only):</b> County: _____ Teacher _____ Referring school or agency: _____ Private must list scholarship: _____ Vision Screening: PASS / REFER screening date: _____	<b>For Heiken Use Only:</b> Acct #: _____ Date Entered: _____ Status: _____ Auth. Date: _____ Ins: _____
--	--

Complete School Name \_\_\_\_\_ Grade \_\_\_\_\_ Student I.D. \_\_\_\_\_ Male/Female \_\_\_\_\_  
 Student's Name \_\_\_\_\_ Student's Date of Birth (MM/DD/YY) \_\_\_\_\_  
 Address \_\_\_\_\_ Apt \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Cell Phone \_\_\_\_\_ Parent's Day Phone \_\_\_\_\_

Parent/Guardian Name (print) \_\_\_\_\_ Email Address \_\_\_\_\_  
 # of People in Household \_\_\_\_\_ Annual Income \$ \_\_\_\_\_, \_\_\_\_\_ .00 Per Year

Ethnicity: African-American  Asian  Hispanic  Native-American  White (non-Hispanic)  Haitian  Other

Spoken Language: English  Spanish  Creole  Portuguese  Other  \_\_\_\_\_

Has your **child** had/have any of the following:

YES NO

- Eye Exam in the last year
- Wears Glasses
- Eye Surgery/Injury or Condition
- Vision Therapy
- Headaches
- Glaucoma
- Diabetes
- Sickle Cell
- Asthma
- Allergies \_\_\_\_\_
- Any Medication or Eye Drops: \_\_\_\_\_
- Special needs/development delays? \_\_\_\_\_
- Require any auxiliary aids (such as interpreter, visual aids, wheelchair, Braille)

Please explain any "YES" answers from above: \_\_\_\_\_

Has your child's **family** had any of the following:

YES NO

- Eye Turn / Lazy Eye
  - Blindness
  - Macular Degeneration
  - Glaucoma
  - High Blood Pressure
  - Sickle Cell
- COVID-19 – any family member within 2 wks**
- Fever, Cough, Sore Throat
  - Loss of smell/taste
  - Contact with anyone diagnosed with COVID-19
  - Traveled out of USA
  - Child is learning virtually



**Consent for eye examinations** - By signing below, I authorize the Florida Heiken Children's Vision Program (FHCVP) to provide my eligible child with a comprehensive dilated eye examination, either at school site by a mobile Optometrist or the office of an assigned participating provider.

**Notice of privacy practices** – By signing below, I understand that the Notice of Privacy Practices for the FHCVP is available for review if I should request a copy via phone at (305)856-9830 / 1(888)996-9847, and that security cameras are in use and recording on all mobile units at all times.

**Mutual exchange of information** – By signing below, I authorize the mutual release of information among the FHCVP, its funders, including the Florida Department of Health for auditing purposes, my County Public Schools (CPS), and participating providers of any and all optometry medical reports on my child, to determine appropriate care. I also authorize my CPS to release any required information that may be missing or unclear to process this application. I understand that I may be contacted by FHCVP or its funders to provide an anonymous opinion about the services received, but I have the right to refuse to participate if contacted. \*I/We understand that COVID-19 infection can lead to illness, disability, or even death and knowingly take the risk and release and hold harmless the County School Board and FHCVP or any of its doctors or staff of any and all responsibility and liability for any injury or claim should my child, or someone he/she comes in contact with, become positive or presumptively positive diagnosed with the COVID-19 virus or because of accident or mishap involving the participation of my child/ward resulting from participation in the FHCVP.

YES  NO  I allow my child to be photographed by FHCVP for public relations purposes, and waive any/all present/future claims to the photos.

YES  NO  **Text Messages:** I consent to receive text and email messages regarding program participation. Message and data rates may apply.

**SIGNATURE of LEGAL GUARDIAN (required)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Authorization to use insurance benefits** —If my child has an insurance plan that is accepted and has an opportunity to be seen on a mobile unit visit (only), I hereby authorize Florida Heiken Children's Vision Program to use my child's insurance for a comprehensive, dilated eye exam, and eyeglasses, if prescribed (includes selected frames, clear poly lenses, and no add-ons). I understand this will use my child's insurance vision benefit.

**SIGNATURE (Authorization to use insurance benefits)** \_\_\_\_\_ **Date:** \_\_\_\_\_

For any questions, please call 1-888-996-9847.

**School/Agency: Please fax completed form with Heiken Fax Cover Sheet to (305)856-9840 / 1(888)980-8474**

The Florida Heiken Children's Vision Program is an equal opportunity organization and does not discriminate against otherwise qualified applicants on the basis of race, color, religion, ancestry, age, sex, marital status, national origin, disability or veteran status. Revised 4.23.2021





+ Place a clear "X" inside box. If you make a mistake, fill the entire box, and mark the correct box. +

8. Has your child asked you for permission to walk or bike to/from school in the last year?  Yes  No

9. At what grade would you allow your child to walk or bike to/from school without an adult?  
(Select a grade between PK, K, 1, 2, 3 ...)  grade (or)  I would not feel comfortable at any grade

+ Place a clear "X" inside box. If you make a mistake, fill the entire box, and mark the correct box. +

10. Which of the following issues affected your decision to allow, or not allow, your child to walk or bike to/from school?  
(Select one choice per line, mark box with X)

- Distance .....  Yes  No  Not Sure
- Convenience of driving .....  Yes  No  Not Sure
- Time .....  Yes  No  Not Sure
- Child's before or after-school activities .....  Yes  No  Not Sure
- Speed of traffic along route .....  Yes  No  Not Sure
- Amount of traffic along route .....  Yes  No  Not Sure
- Adults to walk or bike with .....  Yes  No  Not Sure
- Safety of intersections and crossings .....  Yes  No  Not Sure
- Crossing guards .....  Yes  No  Not Sure
- Violence or crime .....  Yes  No  Not Sure
- Weather or climate .....  Yes  No  Not Sure

11. Would you probably allow your child to walk or bike to/from school? (Select one choice, mark box with X)  
 My child already walks or bikes to/from school  Yes  No  Not Sure

+ Place a clear "X" inside box. If you make a mistake, fill the entire box, and mark the correct box. +

12. In your opinion, how much does your child's school encourage or discourage walking and biking to/from school?  
 Strongly Encourage  Encourage  Neither  Discourage  Strongly Discourage

13. How much fun is walking or biking to/from school for your child?  
 Very Fun  Fun  Neither  Boring  Very Boring

14. How healthy is walking or biking to/from school for your child?  
 Very Healthy  Healthy  Neutral  Unhealthy  Very Unhealthy

+ Place a clear "X" inside box. If you make a mistake, fill the entire box, and mark the correct box. +

15. What is the highest grade or year of school you completed?  
 Grade 1 through 8 (Elementary)  College 1 to 3 years (Some college or technical school)  
 Grades 9 through 11 (Some high school)  College 4 years or more (College graduate)  
 Grades 12 or GED (High School graduate)  Prefer not to answer

16. Please provide any additional comments below.




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# Social and Emotional Learning (SEL) Survey Opt-Out Form 2021/2022 (Grades 3-12)



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
School Counseling & BRACE Advisement • 1400 NW 14th Court, Ft. Lauderdale, FL 33311 • (754) 321-1675



## Social and Emotional Learning Student Survey (SEL) Opt-Out Form

Social/Emotional Learning (SEL) is the process of developing the self-awareness, self-control, decision-making, and interpersonal skills that are vital for school, work, and life success. In order to guide effective SEL instruction, the District will administer a series of brief surveys. The data collected will solely be used by authorized BCPS staff to direct school activities and provide personalized SEL services for students. Specifically, the type of formative data collected will focus on self-awareness, self-management, social awareness, relationship skills, and decision-making.

The SEL sample surveys for 3rd - 12th grade and instructional materials can be viewed at: <https://www.browardschools.com/Page/62627> or by scheduling an appointment with your school's SEL Liaison. Additional parent resources and strategies on how to incorporate SEL at home can be found in our SEL & Mindfulness Toolkit for Families and Students: <https://browardschools.instructure.com/enroll/WDB374>

***Note: Your student will be automatically registered to take the SEL Surveys. You only need to complete this form if you would like to opt-out of the SEL Surveys. To opt-out, please check the box, complete the information below, sign the form, and return it to your child's school within 10 days from the first day of enrollment in the school. Failure to return this form constitutes permission for your child to participate in the SEL Surveys.***

I **DO NOT** want my child to participate in any SEL survey.

School Name \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Name (Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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# Power Up Meal Charge Policy 2021/2022 (All Grades)

It's time to  
**POWER UP!**

Broward County Public Schools  
Food and Nutrition Services



## Meal Charge Policy

Broward County Public Schools (BCPS) understands how important it is to make sure kids receive balanced and nutritious meals in order to power up and learn!

### BREAKFAST AND LUNCH MEAL CHARGE POLICY

- Universal Free Breakfast is available every school day to **ALL** BCPS students at no charge.
- Students are expected to pay for their lunch meal at the time of service.
- If a student is unable to purchase lunch, our policy allows for one meal to be charged to their account.
- If their account is not replenished, students will receive an alternative lunch.
- We do our best to ensure students are alerted with daily verbal reminders along with a letter sent home. Parents receive daily notifications through phone calls until funds are replenished.

### MEAL PAYMENTS

- Make meal payments online at [www.myschoolbucks.com](http://www.myschoolbucks.com) or by downloading the MySchoolBucks app on your smart phone.
- MySchoolBucks allows you to manage students lunch accounts, including setting up automatic payments and low balance alerts. (A convenience fee of \$1.95 is charged per credit/debit transaction).
- Cash or check payments may also be sent to your student's school cafeteria.

### FREE AND REDUCED-PRICE MEALS

- BCPS offers free and reduced-price meals to students who qualify for the meal benefits.
- All students must pay the full price for lunch unless designated through Meal Benefits to be eligible for free or reduced-price meals.
- Applications are accepted at any time throughout the school year and only one application needs to be completed per household.
- Families may complete a meal benefits application to determine eligibility for free and reduced-price meals. This may be completed at [www.myschoolapps.com](http://www.myschoolapps.com).
- For additional information and application status contact Meal Benefits at 754-321-0250.

### MEAL PRICES

SCHOOL LEVEL	BREAKFAST PRICE	LUNCH PRICE
Elementary	FREE	\$2.00
Middle	FREE	\$2.35
High	FREE	\$2.50
Reduced Price (Qualifying Students)	FREE	\$0.40
Adult	\$1.80	\$2.75
Half Pint of Milk	\$0.50	\$0.50
À La Carte Items	<a href="http://browardschools.com/Page/30956">browardschools.com/Page/30956</a>	

Food and Nutrition Services • 7720 W. Oakland Park Blvd. Sunrise, FL 33351 • 745-321-0215

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## MTSS Information for Parents and Families

### What is Multi-Tiered System of Supports (MTSS)?

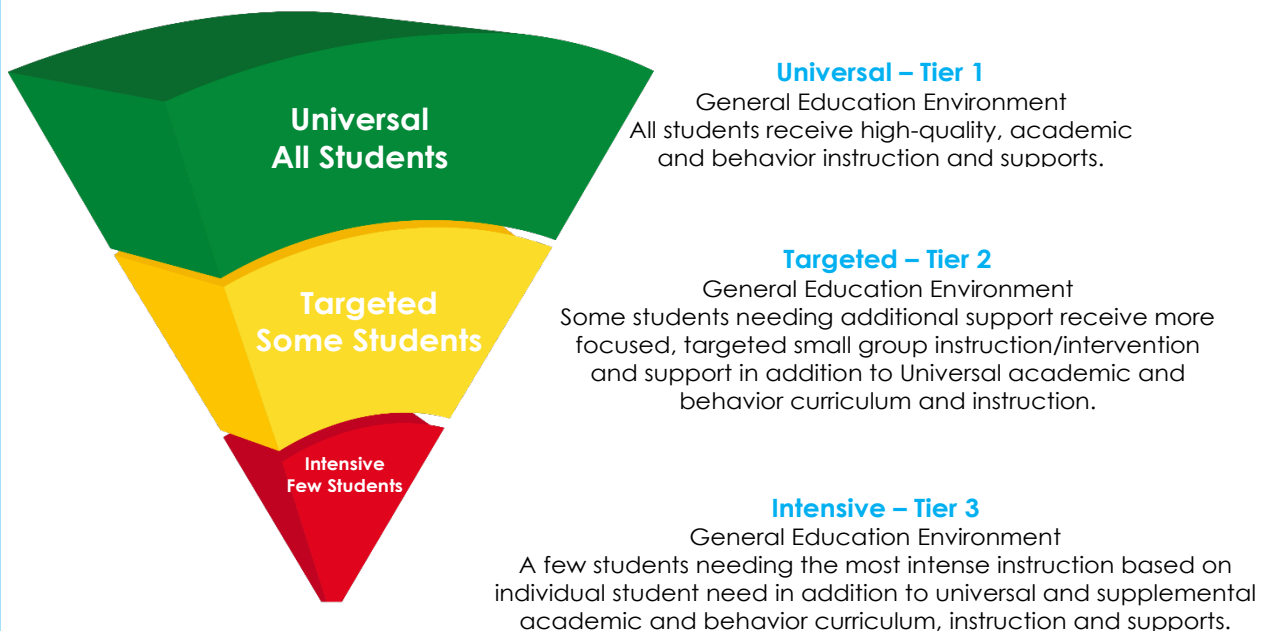
**MTSS** is a term used to describe a seamless prevention framework that refers to all the academic, behavioral and social-emotional strategies, interventions, supports and resources that are used to help all students grow and achieve. MTSS encompasses Response to Intervention (RtI) and Positive Behavior Interventions and Supports (PBIS).

### What is Response to Intervention (RtI)?

**RtI** is the practice of providing high quality instruction and intervention matched to student need and close monitoring of how a student responds to different layers of instruction and support.

### What are Positive Behavior Interventions and Supports (PBIS)?

**PBIS** are the methods used to identify and support desired behaviors in the school setting through the encouragement of positive behaviors school wide.



### What are the benefits of MTSS?

The overall goal of MTSS is to improve educational outcomes for all students, by identifying students' needs early, and making sure students' needs do not go unmet.

MTSS focuses on using data to make decisions about adjusting teaching or providing extra supports so students do better in school. Schools use MTSS to build a system of combined instruction, intervention and support for students at varying levels of intensity, based on each student's need. MTSS is for all students.

## What do I do if I believe my child is struggling?

- Participate in conferences and problem-solving meetings for your child!
- Review and assist with homework assignments and projects.
- Ask what interventions are being used for academic and/or behavioral concerns.
- Ask what techniques are being used to monitor the progress and effectiveness of the implemented interventions.
- Ask your school to provide you with regular progress monitoring reports.
- Celebrate your child's successes!

### Parental Resources

This **video** for parents introduces the use of problem solving and how it may affect your child. <http://www.florida-rti.org/parentResources/videos.htm>

To review the real “**truths**” behind common myths of RtI and MTSS, visit the following link: <http://www.florida-rti.org/parentResources/myths/index.htm>

If you have **questions**, contact Student Support Initiatives and Recovery at 754-321-1655 or access the following links for additional information:

#### **Broward County Public Schools**

<https://www.browardschools.com/Page/32437>

#### **Florida's MTSS**

<http://www.florida-rti.org/parentresources/floridaTools.htm>



## How will MTSS impact my child?

- Your child will be included in early identification of academic and/or behavioral concerns so assistance can be provided at the first signs of difficulty.
- Help for your child will increase or decrease depending on his or her needs and response.

## How can I participate in MTSS?

Families play a critical role in supporting what their children are learning in school. The more parents are involved in student learning, the higher the student achievement. Ask questions to learn more about MTSS in your child's school and when things are not clear!

- Is my child successful? How do I know? If not, why and what can we do differently?
- If needed, how is additional help going to be provided? By whom? How often? For how long?
- How can I participate in problem-solving about my child?
- What can I do to help with the interventions for my child at home?
- How will I know if interventions are working?

For additional information or questions contact your student's school or Broward County Public Schools MTSS/RtI program at 754-321-1655 or email [bcpsmtsrri@browardschools.com](mailto:bcpsmtsrri@browardschools.com).

# Acknowledgement - Parent Copy

Policy 5.8, 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 (<https://www.browardschools.com/bts-onlineforms>).

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 SB Policy 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 SB Policy 5006. SB Policy 6305 outlines the rules regarding over-the-counter and prescription drugs and SB Policy 5006 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: <http://www.Broward.k12.fl.us/sbbcpolicies>
- 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 VIII 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 (see bullying definition, Section II), 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 in Section IV of this booklet.
- 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

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# Guiding Principles

Policy 5.8: Code of Student Conduct  
Adopted 6/15/2021

Broward County Public Schools firmly believes a positive school culture promotes equal educational opportunity and establishes the framework for a safe learning environment. The Code of Student Conduct is comprised of 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. 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.

Broward County Public Schools 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 Character Traits - Responsibility, Citizenship, Kindness, Honesty, Self-Control, Tolerance, Respect and Cooperation. Stakeholders' responsibilities are outlined below.

### **Responsibilities of Students**

- Attend school daily, be prepared for class and complete assignments to the best of their abilities
- Follow the Code of Student Conduct and school-based rules
- Model and practice the expected behaviors and character traits
- Notify school staff about any dangerous behavior, bullying or activity that occurs on school grounds, or off school grounds when it may result in disruption to the educational setting
- Accept and respect individual differences and people
- Bring only those materials to school that are allowed
- Keep parents informed of school-related issues and ensure communications are brought home

### **Responsibilities of Parents/Guardians**

- Read the Code of Student Conduct
- Make sure your child attends school regularly and on time
- Notify the school of absences or tardiness in a timely manner
- Monitor your child's academic and behavioral progress
- Talk with your child about school and behavioral expectations
- Visit your child's school, as necessary
- Play an active role and support your child's educational experience
- Be a positive role model and practice the expected behaviors and character traits
- Teach your child to respect the rights and property of others

### **Responsibilities of Teachers**

- Use well-planned, creative and engaging instructional plans daily
- Teach and review the Code of Student Conduct, as necessary
- Set expectations, teach, model and reinforce positive behavior
- Provide students with meaningful and relevant feedback on their behavioral and academic progress
- Use appropriate classroom management strategies to maintain the learning environment
- Maintain a safe and orderly classroom by using prevention and intervention strategies
- Provide corrective feedback and reteach appropriate behaviors when a student demonstrates misconduct
- Use professional judgment to prevent minor incidents from escalating
- Keep parents informed of student academic progress and behavior through regular communication

- Support and cooperate in implementing opportunities for parents to participate in their child's education
- Request additional training and staff development as needed
- Refer students in need of additional support to the Collaborative Problem-Solving Team

### **Responsibilities of Administrators**

- Distribute the Code of Student Conduct to students, parents and school personnel
- Maintain a safe and orderly school by using prevention and intervention strategies
- Monitor, support and sustain the effective implementation and maintenance of a positive school culture and learning environment
- Define, teach, model, reinforce and support appropriate student behaviors to maintain a positive school environment
- Provide students with meaningful and relevant positive feedback on their behavioral and academic progress
- Implement the Code of Student Conduct in a fair, equitable and consistent manner
- Expand the adoption and implementation of alternatives to suspension at the school
- Communicate policies, expectations and concerns and respond to complaints or concerns from students and parents in a timely manner
- Keep parents informed of school-related issues, as appropriate and ensure communication is sent home
- Use professional judgment to prevent minor incidents from escalating
- Identify appropriate training and resources as needed to implement positive behavior interventions and supports
- Provide meaningful opportunities for parent participation and involvement

### **Responsibilities of Additional School-based Staff**

- Maintain a safe and orderly school environment by modeling and supporting appropriate student behaviors
- Provide students with meaningful and relevant positive feedback on their behavioral progress
- Provide appropriate corrective feedback and re-teach appropriate behaviors when a student demonstrates misconduct
- Monitor, support and sustain the effective implementation and maintenance of a positive school culture and learning environment
- Use professional judgment to prevent minor incidents from escalating

### **Responsibilities of District Staff**

- Create and implement policies and procedures that encourage safe and orderly schools for all students, school staff and principals
- Protect the legal rights of school staff, principals, students and parents
- Provide appropriate training and resources to implement a positive school culture and behavior interventions
- Utilize individual school discipline data to identify and allocate professional development services for school administrators and staff
- Assist parents who are unable to resolve issues at the school-level
- Expand the adoption and implementation of alternatives to suspension across the District

Stakeholders are collaborative partners in education and each plays an important role in the commitment to educating all students to reach their highest potential.

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# Introduction

## Section A

In order 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 adhere to, as well as consequences for violations of these rules. The rules apply to all activities occurring on the grounds or other sites being used for such activities and on any vehicle authorized to transport students to and from school, and other activities and various school functions. The School Board is not responsible for students, their conduct and activities, when attending non-school sponsored activities.

## Section B

Florida law supports the active involvement of parents until the student graduates from school (F.S. §743.07, 1003.26, 1003.21). It is presumed that students are dependent students (as defined by FERPA 34 C.F.R §99.31(a)(8) and by Internal Revenue Code §152). Parents will be notified that 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, provide excusal of absences and tardiness, permission slips for early release, field trips, other activities, as necessary, and to register or terminate (withdraw) school enrollment, until the student graduates, except under the following circumstances:

1. The student has been emancipated in compliance with Florida laws (F.S. §743.015) which provides the procedures for a court to remove the “disabilities of nonage” upon the filing of the appropriate papers and making the appropriate showing to the court.
2. When the student has no parent and this fact is verified by the school administrator (e.g., by communications with relatives, the Homeless Education Program, or the Florida Department of Children and Families, as is appropriate).
3. The student has submitted specific and acceptable documentation (such as rental agreement, lease, etc.) to establish that he or she is independent of his/her parents and that the presumption of dependency does not apply to him or her.

## Section C

In consideration of the Centers for Disease Control and Prevention (CDC), and/or state, local or district guidelines for communicable diseases (i.e., Coronavirus (COVID-19)), students, parents and staff are required to adhere to the best practice procedural guidance and expectations communicated by the District.

It is the intent of this policy to establish and maintain safe health conditions and practices in all school environments, District-wide. Factors such as age, grade level, socio-economic status, social-emotional, developmental and intellectual levels, ability and/or disability, and overall student rights and responsibilities will be considered. However, students shall be issued disciplinary consequences for actions determined to be intentional, insubordinate, defiant and not accidental or incidental, or when redirection and interventions have been disregarded.

Students with disabilities who are eligible under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504), have additional rights under IDEA or Section 504 and State Board Rule.



**SECTION**

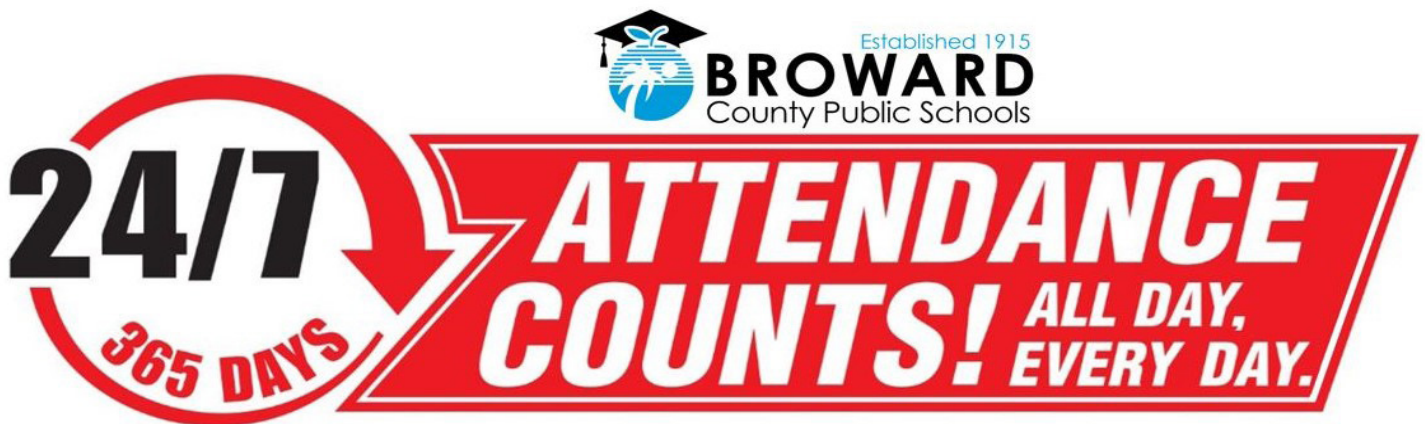
**I**

**Attendance**

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). SB Policy 5.5 outlines the rules that apply to attendance and attendance procedures. You may view this policy and all School Board policies on the Web at: <http://www.broward.k12.fl.us/sbbcpolicies/docs/Policy%205.5.pdf>. Florida law supports the active involvement of parents\* until the student graduates from school (F.S. §743.07, 1003.26, 1003.21). This serves as notice to the parent, that 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, provide reasons for absences and tardiness, permission slips for early release, field trips, other activities, as necessary, and to register or terminate (withdraw) school enrollment, until the student graduates, except as indicated in Section B above.

\*When the term "parent" is used, it also refers to either or both parents, any guardian of a student, surrogate or 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(5).

**A student's presence in class is required to maximize the attainment of instructional objectives. For students who demonstrate patterns of non-attendance, interventions may be recommended.**



## Rights

Students have a right to know how the District defines and handles excused absences, unexcused absences, and tardiness. The District's Discipline Matrix that assigns specific consequences for misbehavior is part of the school's discipline plan. The Discipline Matrix, attached hereto as Appendix A, is hereby made part of this Code of Student Conduct. 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.

Under Florida law, the Superintendent of Schools/designee shall have the authority to assign, provide for the proper placement, and govern students so as to promote the safety and welfare of all students and school personnel (F.S. §1001.41, 1001.42, 1001.51 (24), 1003.31, 1003.32 and 1006.08).

Students have a right to make-up work they missed during an absence or suspension.

Students who are married, are parents, or are expectant mothers have a right to remain in the regular school program or to attend a special program designed to meet their needs.

Students have a right to be protected from exposure to communicable diseases and infestations when in school.

## Rule

The School Board of Broward County, Florida 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 [or age specified by state statute, whichever is older] during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the child files a formal declaration of intent to terminate school enrollment with the District's School Board. 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. Also be aware that 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).

## NON-ATTENDANCE AND EARLY SIGNS OF TRUANCY

IT IS IMPORTANT TO BE IN SCHOOL EVERY DAY. If your child is not in school, he or she MAY BE showing early signs of truancy through a pattern of non-attendance (SB Policy 5.5).

## Responsibilities

Students have a responsibility to attend all classes.

Students have a responsibility to be on time for school and all classes.

Students have a responsibility to ask their parents to notify the school when they are absent.

Students have a responsibility to ask teachers for, and to complete, make-up assignments, in accordance with the guidelines from Make-Up Work (see Policy 6000.1: Student Progression Plan at [http://www.broward.k12.fl.us/sbbcpolicies/docs/Policy%206000\\_1-Student\\_Progression\\_Plan\\_2019-2020.pdf](http://www.broward.k12.fl.us/sbbcpolicies/docs/Policy%206000_1-Student_Progression_Plan_2019-2020.pdf)).

Students have a responsibility to get medical advice and/or counseling about how to adjust their schooling for marriage, pregnancy, and parenthood.

Students having or suspected of having a communicable disease are not allowed to attend school. In order to return to school, parents must obtain a doctor's note stating that the student is no longer contagious. Chickenpox is the only infectious disease that does not require a doctor's note.

## WHAT IS A PATTERN OF NON-ATTENDANCE?

A student may be establishing a pattern of non-attendance when he or she has an accumulation of tardiness, early sign-outs, and/or unexcused absences that exceed five (5) school days in one marking period or ten (10) school days in 2 marking periods. If the child study/collaborative problem-solving team 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)).

**A student may be identified as “habitual truant” if he or she has 15 unexcused absences within 90 school calendar days with or without the knowledge or justifiable consent of the child’s parent, 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)).**

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 Pinnacle.

If after an accumulation of absences as noted above, the principal and/or his designee determines that the reasons for time out of school are invalid, the principal/designee shall refer the student to the Collaborative Problem-Solving Team to determine if early patterns of truancy are developing and provide appropriate interventions (F.S. 1003.26 (1)(b)), and/or the State Attorney’s Office will be notified due to non-compliance with compulsory school attendance laws. However, if the principal and/or his 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.

## REPORTING AN EXCUSED ABSENCE

Parents can find absence reporting options on each traditional school’s website. On the website, under **CONTACT**, select **“REPORT AN ABSENCE”** where parents can choose their preferred absence reporting method:

- Online Form: Submit an online form that will provide a confirmation email that includes the date and time of submission
- Voicemail
- Handwritten note from parent delivered to the front office

An absence report must come from a parent and give the date(s) of the absence(s) and the reason for the absence(s). Parents **MUST** report these absences within two (2) school days, although school principals **MAY** make exceptions in cases of need. School staff members have a legal right to ask for a written medical excuse (F.S. §1003.24(4)).

**For High School Only**, absences for shared-time students must be reported to both schools.

**For Elementary Only**, the Broward Truancy Intervention Program (BTIP) is a partnership between the Broward State Attorney’s Office and the School Board of Broward County. 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.

## EXCUSED ABSENCE CRITERIA

Students must be in school. However, when it is necessary to be out of school, absences may be excused for one of the reasons listed below. (Students on field trips, in internal suspension or attending alternative-to-suspension programs are considered present). **Parents must report the absence within 2 school days of the absence, or the absence will be considered unexcused.** Any absence is unexcused until the school's attendance clerk receives notification from the parent to excuse the absence (refer to section "Reporting an Excused Absence"). **A reason for the absence must be provided and absences can only be excused for one of the eight School Board allowed reasons for absences.** Some situations will require written documentation from a private physician or public health unit. Excused absences include:

1. Illness. Parents should obtain a copy of the Hospital/Homebound referral packet from the Hospital/Homebound contact person at the school if their 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
2. Illness of an immediate family member
3. Death in the family
4. Religious holidays of the student's specific faith
5. Required court appearance or subpoena by a law enforcement agency
6. 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
7. 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))
8. 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

*Note: Students on field trips, students who attend alternative-to-suspension programs, or in-school suspension programs are not considered absent.*

## UNEXCUSED ABSENCES

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 letters to inform them of their student's unexcused absences. These letters are generated from official attendance records.

1. Absences are excused only for the reasons previously listed. If absences are not excused, as defined in the previous section, the absences are considered unexcused. **This does not apply to suspensions**
2. 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 three (3) school days grace period after which they will be excluded from school and the resulting absences will be considered unexcused
3. **For Secondary Only**, students 14-18 years of age who drop out of school or who have 15 unexcused absences within ninety (90) school calendar days and have a driver's license or driver'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 guidance offices.

## SUSPENSIONS

1. Students who have been assigned an out-of-school suspension and choose not to participate at the alternative-to-suspension site will be considered suspended.
2. Students who have been assigned an out-of-school suspension and do not attend all of the assigned days in the alternative-to-suspension site, those days that they do not attend will be considered suspended.

## MAKE-UP WORK

For School Board policies regarding the earning of grades and credits for make-up work, related to absences, field trips and suspensions, see policy 6000.1: Student Progression Plan ([http://www.broward.k12.fl.us/sbbcpolicies/docs/Policy%206000\\_1-Student\\_Progression\\_Plan\\_2019-2020.pdf](http://www.broward.k12.fl.us/sbbcpolicies/docs/Policy%206000_1-Student_Progression_Plan_2019-2020.pdf)).

## TARDINESS

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. A pattern of non-attendance may be established by an accumulation of tardiness, absences (excused and unexcused), and early sign outs that exceed five (5) school days in a marking period or ten (10) school days in two (2) marking periods.

1. A tardy is excused for the same reasons that an absence is excused. Excused absences/tardiness include: illness, illness of an immediate family member, death in the family, religious holidays of the student's faith, required court appearance or subpoena by a law enforcement agency, special event, scheduled doctor or dentist appointments, or communicable disease. 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
2. Tardiness is defined as a student not being in the classroom when classes are scheduled to begin. A student who has an excused tardy (note or telephone call) should report directly to class after first checking in at the designated check-in area of the school
3. Excessive tardiness will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance
4. Tardiness to any class without documentation may be considered unexcused

## EARLY SIGN OUTS

When students are 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. A pattern of non-attendance may be established by an accumulation of tardiness, absences (excused and unexcused), and early sign outs that exceeds five (5) days in a marking period or ten (10) days in two (2) marking periods.

1. All schools will establish procedures for early release that ensure that all students are treated consistently.
2. 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.
3. Excessive early sign outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance.



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SECTION

**I**

**Respect for Persons and  
Property**

*Character education is woven into the policies and procedures of Broward County Public Schools. Responsibility, Citizenship, Kindness, Respect, Honesty, Self-Control, Tolerance, and Cooperation are the foundation of this Code of Student Conduct.*

## Right

Students have the right to be treated with respect and honesty

Students have the right to privacy.

Students have the right to a safe and orderly school.

## Responsibilities

Students have the responsibility to demonstrate the character education traits.

Students have the responsibility to treat others with respect and honesty.

Students have the responsibility to respect the rights of others.

Students have the responsibility to treat school property and the property of others with respect and to act in a way that does not interfere with the rights of others and is not harmful to the health and safety of others.

Students have the responsibility to provide information on any potentially dangerous situations to a staff member or through one of the anonymous tip lines provided by the school system ([www.broward.k12.fl.us/siu/siunew/tipsemail.asp](http://www.broward.k12.fl.us/siu/siunew/tipsemail.asp) website).

## Rule

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 obeying bus drivers. Students are expected to honor their responsibilities and behave in ways that respect the rights of all. Consequences for unacceptable behaviors are found in the Discipline Matrix - see Appendix A.

Disciplinary incidents shall be reported to the Florida Department of Education in accordance with Rule 6A-1.0017 School Environmental Safety Reporting (SESIR) requirements through the approved reporting tool provided by the School Board. 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/>

## EXPECTED BEHAVIORS

- Treat others with respect and honesty
- Prepare for class by bringing paper, pencil, pen, books, and other needed supplies
- Complete all class work and homework
- Use class time properly
- Take home and return necessary forms
- Follow rules and regulations, including those for field trips
- Take care of and return all textbooks, library books, or other school-owned materials loaned to them

- Act responsibly on campus, on buses, on field trips, and at all school-sponsored events, regardless of location
- Wear properly fitted safety-rated helmets when riding a bicycle. Law enforcement officers may issue traffic citations and assess fines to riders under age 16 who do not comply (F.S. §316.2065)

## UNACCEPTABLE BEHAVIORS LEADING TO DISCIPLINARY ACTION

### ATTENDANCE INCIDENTS

- Leaving class or school without permission
- Not attending school (truancy)
- Being tardy excessively
- Skipping class
- Out of assigned area

### RULE VIOLATION INCIDENTS (INCLUDING, BUT NOT LIMITED TO)

- Violating the dress code
- Littering
- Taking, possessing, displaying, distributing, and/or transmitting pictures using a camera telephone 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 obscene or to break rules or laws.*

### DISRUPTIVE INCIDENTS (INCLUDING, BUT NOT LIMITED TO)

- 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: skateboards, scooters, 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
- Using scooters and inline skates/rollerblades/heelies in the school building
- Behaving inappropriately on field trips
- Possessing pornographic/obscene material or drug paraphernalia at school
- 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.
- Unauthorized possession or use of school/county documents or forms
- 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
- Conducting, recruiting, or participating in youth gang activities on campus
- Using gang-related or cult-related gestures, language, and/or signs
- Unauthorized presence on school property
- **For Secondary Students Only**, parking a motorized vehicle on school grounds without an official permit or in unauthorized areas
- Endangering the lives of students and staff by setting off unfounded fire alarms
- Gambling

## WIRELESS ELECTRONIC COMMUNICATION DEVICES

- 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, two-way communication devices
- Wireless communication devices shall be turned off or placed on silent mode and kept out of sight during all instructional and class time activities. Use of personal wireless communication devices during the instructional day is permitted under the direction of a teacher or administrator for instructional purposes. Time before or after school or during lunch is not considered instructional time for secondary students. For elementary students, instructional time is defined as time from the beginning bell until the end of the school day
- Due to school safety concerns, personal technology (headphones, earbuds or other accessories) is restricted to minimal volume only to be heard by its user. One ear must remain free of the accessory at all times
- Students will not be subject to disciplinary action for the use of wireless communication devices when used to report a potentially dangerous situation that compromises the safety of students, staff or property. In such an event, any recordation/information shall be shared with administrative staff as soon as possible
- 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 School Board 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
- 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
- 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. Note: The activated 2-way communication/wireless devices on school property without prior authorization from the principal is a violation of this policy

*Note: The activated 2-way communication/wireless devices on school property without prior authorization from the principal is a violation of this policy.*

## SUBSTANCE ABUSE/DRUG INCIDENTS (INCLUDING, BUT NOT LIMITED TO)

- Possessing or using drugs, alcohol, tobacco/nicotine products, e-cigarette, vapor devices or similar, and/or unauthorized over-the-counter medications or unauthorized prescription medications
- Sale or attempted sale and/or transmittal of drugs, alcohol, and/or tobacco/nicotine products, e-cigarette, vapor devices or similar, and/or authorized or unauthorized over-the-counter medications or prescription medications
- Possessing drug paraphernalia

## ACTS AGAINST PERSONS (INCLUDING, BUT NOT LIMITED TO)

- Bullying and/or harassment
- Cyberbullying
- Taking part in physical acts of a sexual nature, engaging in sexual harassment, or offending others by indecent exposure
- Using insulting, abusive, profane, racially or sexually offensive written or oral language, or making obscene remarks or gestures
- Harassing others because of age, color, gender, gender identity, gender expression, national origin, marital status, race, religion, or sexual orientation
- Harassing others because of a disability
- Harassing others because of ethnicity, socio-economic background, or linguistic differences
- Harassing others because of physical appearance or for any other reason

- Hazing
- Threatening, stalking, hitting, or hurting a teacher or other school personnel
- Intentionally making a false accusation that jeopardizes the professional reputation, employment, or certification of a teacher or other member of a school staff
- Committing a hate crime
- Fighting

## PROPERTY INCIDENTS (INCLUDING, BUT NOT LIMITED TO)

- Damaging, destroying, or vandalizing school property
- Misusing technology
- Starting a fire (arson)
- Committing petty theft
- Breaking and entering/burglary

## OTHER CRIMINAL INCIDENTS (INCLUDING, BUT NOT LIMITED TO)

- Having and/or hiding a weapon (see definitions of weapons)
- Threatening or hurting a person with a weapon
- Committing robbery
- Forcing someone to give money, possessions, or other things of value to another or oneself (extortion)
- Endangering the lives of students and staff by failing to report a threat of violence against others
- Making a bomb threat
- Sexual battery
- Kidnapping or abduction
- Homicide
- Committing other criminal acts

## DEFINITIONS

**Hazing** as defined in F.S. §1006.135 means 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 including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a school with any grades 6 through 12. “Hazing” includes, but is not limited to:

a. Pressuring, coercing, or forcing a student into:

1. Violating state or federal law;
2. Consuming any food, liquor, drug, or other substance; or
3. Participating in physical activity that could adversely affect the health or safety of the student

b. Any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements

Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

*Note: Pursuant to F.S. §1006.135, guidelines/procedures to investigate allegations, support the victim, consequence the offender and report acts of hazing shall be followed.*

**Hate crime** refers to an attack or offense against an individual or his/her property in which the individual is intentionally selected because of his/her race, color, religion, national origin<sup>1</sup>, gender, gender identity, gender expression, disability, or sexual orientation. The attack or offense may range from racial remarks or graffiti on school walls to threats of physical harm, intimidation, hate mail and hate e-mail/social media, vandalism, arson, physical assault, etc. Students who believe they have been victims of a hate crime must immediately report the act to a teacher and/or school administrator. **The Special**

<sup>1</sup> National origin pertains to, but is not limited to, an individual's or his/her ancestor's place of origin, as well as, physical, cultural, or linguistic characteristics.

## Investigative Unit Department (SIU) conducts hate crime investigations.

**Bullying** as defined in SESIR 6A-1.0017(7)(e) and F.S. §1006.147 includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interferes with the individual's school performance or participation. It is further defined as unwanted, purposeful written, verbal, nonverbal or physical behavior, including, but not limited to, any threatening, insulting, or dehumanizing gesture, by an adult or student, causes discomfort or humiliation and is carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve, but is not limited to:

1. Teasing
2. Social exclusion\*
3. Threat
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public or private humiliation
10. Destruction of property

*\*Note: Social exclusion includes incitement and/or coercion*

**Sexting** as defined in F.S. §847.0141(1)(a) is knowingly using a computer, or any other device capable of electronic data transmission or distribution, to transmit or distribute to another, any photograph or video of any person, which depicts nudity as defined in F.S. §847.001(9).

**Harassment** means any threatening, insulting, or dehumanizing gesture, use of technology/data, computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property; and
2. Has the effect of substantially interfering with a student's educational performance, an employee's work performance, either's opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

**Cyberstalking** as defined in F.S. §784.048(1)(d) means engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. Additional definitions in F.S. §815.03 are also applicable.

**Cyberbullying** is defined as the willful and repeated bullying or harassment and/or intimidation of a person through the use of digital technologies, or any electronic communication, including, but not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or part by a wire, radio, electromagnetic system, photoelectric system, or photooptical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted contents or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying (F.S. §1006.147).



*Note: The scope of a public K-12 educational system means, regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at school-related or school-sponsored program or activity. The definitions of Computer-Related Crimes in F.S. 815.03 and the definition of Cyberstalking in F.S. §784.048 (1) (d) are applicable to this section. Per F.S. §810.145, voyeurism, which may be utilized in cyberbullying, in and of itself, is a criminal offense.*

**Bullying, Cyberbullying and/or Harassment** also encompasses:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying, harassment, or discrimination.
2. Retaliation also includes reporting a baseless act of bullying, cyberbullying, harassment, or discrimination that is not made in good faith.
3. Perpetuation of conduct listed in the definition of bullying, harassment, and/or discrimination by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
  - a. Incitement or coercion;
  - b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system; or
  - c. Acting in a manner that has an effect substantially similar to the effect of bullying, harassment, or discrimination.

**Bullying, Cyberbullying, Harassment and Discrimination** also encompass, but are not limited to, unwanted harm towards a student or employee in regard to their real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socioeconomic background, ancestry, ethnicity, genetic information, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, social/family background or being viewed as different in its education programs or admissions to education programs and therefore prohibits bullying of any student or employee by any Board member, District employee, consultant, contractor, agent, parent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored activities or events, on school buses, and at training facilities or training programs sponsored by the District.

Disciplinary sanctions may be imposed when the alleged bullying, cyberbullying, harassment, discrimination, or disruptive incident takes place off campus provided that a nexus exists between the off campus conduct and conduct at a school or during a school sponsored event. This is determined on a case-by-case basis after reviewing the facts and circumstances unique to each situation. If a sufficient nexus exists, appropriate discipline shall be issued in accordance with this policy and as provided for in current law.

“Nothing in this section shall be construed to abridge the rights of students or school board employees that are protected by the First Amendment” to the state or federal constitutions (F.S. §1006.147)(10)).

*Note: Suspected acts of persistent bullying encompassing “Discrimination” relating to any “Protected Category” by any student, Board member, District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored activities or events, on school buses, and at training facilities or training programs sponsored by the District (refer to the School Board of Broward County (SBBC) Policy 4001.1, Nondiscrimination Policy Statement) shall be reported to the school based administration, but the complaint shall also be filed with, and investigated by, the EEO/Title IX Coordinator (754) 321-2150.*

## **SCHOOL BUS BEHAVIOR**

Misconduct by any student while riding a school bus 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 the school bus. Parents are responsible for their student’s behavior on the way to and from school and at the bus stop. While the District does not assume any liability for incidents that occur at a bus stop or en route to and from school, a student, parent, or witness may file a complaint following the same procedures for bullying against a student and the school will investigate and/or provide assistance and intervention as the principal/designee deems appropriate, which

may include the use of the School Resource Officer. The principal/designee shall use all District Reporting Systems to log all reports and interventions.

## Unacceptable Behaviors on a School Bus Leading to Disciplinary Action

### Level One Violations

- Eating or drinking on the bus
- Failing to sit in the seat assigned by the bus operator

### Level One Consequences

First Offense	Verbal or written reprimand from the school principal or designee.
Second Offense	Parent Conference
Third Offense	3-day suspension from school bus transportation
Repeated Offenses	Repeated Level One unacceptable behaviors will be considered willful disobedience and/or open defiance of authority, resulting in suspension from the bus for the remainder of the school year and/or possible expulsion from school transportation

### Level Two Violations

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

### Level Two Consequences

First Offense	Verbal or written reprimand from the school principal or designee
Second Offense	1-day to 10-days suspension from school bus transportation
Repeated Offenses	Repeated Level Two unacceptable behaviors will be considered willful disobedience and/or open defiance of authority, resulting in suspension from the bus for the remainder of the school year and/or possible expulsion from school transportation

### Level Three Violations

- Placing head, arms, or legs outside the window of the bus
- 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
- Threats against the bus operator, bus attendant, or passengers on the bus
- Use of profanity
- Fighting on the bus
- Smoking/vaping on the bus
- Opening a school bus emergency exit door while the bus is in motion
- Throwing objects out of the window of the bus, which may or may not cause injury to persons or physical damage
- Throwing objects at a bus after leaving the bus, which may or may not cause injury to persons or physical damage
- Vandalism of seats or other bus equipment
- 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

### Level Three Consequences

First Offense	1-day to 10-days suspension from school bus transportation
Second Offense	10-days suspension from school bus transportation

Repeated Offenses      Repeated Level Three unacceptable behaviors will be considered willful disobedience and/or open defiance of authority resulting in suspension from the bus for the remainder of the school year and/or possible expulsion from school transportation

*Note: For additional incident types, definitions, interventions and consequences, please refer to Section IX of this policy.*

*\*For IDEA-eligible ESE students, suspension and expulsions shall follow applicable laws, School Board policies, and provisions of the Individual Education Plan (IEP). Likewise, for students determined to be disabled under Section 504 of the Rehabilitation Act of 1973, suspension, expulsion, and other disciplinary measures shall follow applicable laws, School Board policies, and provisions of the Section 504 Accommodation Plan.*

The principal or designee may review individual cases before assigning consequences.

## **Discrimination and/or Harassment**

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, ethnicity, gender identity, gender expression, genetic information, \*national origin, marital status, race, religion, sex or sexual orientation. The School Board also provides equal access to Boys Scouts of America 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.

If any \*\*student feels that he or she has been discriminated against or harassed, there are specific procedures to report such offenses. See Section X for further information.

\*\*Whenever the word "student" appears, parents may become involved.

## **FORMS OF DISCRIMINATION**

Harassment is a form of discrimination. Harassment based on age, color, disability, ethnicity, gender, gender identity, gender expression, genetic information, \*national origin, marital status, race, religion, or sexual orientation are violations of School Board policies, civil rights laws and statutes and should be addressed in a similar manner as detailed above.

*\*National origin pertains to, but is not limited to, an individual's or his/her ancestor's place of origin, as well as physical, cultural, or linguistic characteristics.*

## **SEXUAL HARASSMENT AND SEXUAL VIOLATIONS**

Sexual harassment is a form of sex discrimination that violates the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and SB Policy 4001.1. 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.

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, the following are some examples of sexual harassment/violence.

## SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED

Per SESIR 6A.1.0017(7)(t), sexual harassment consists of unwelcome/unwanted verbal, nonverbal, or physical behavior with sexual advances, sexual connotations, requests for sexual favors, sexually motivated physical conduct, or communication of a sexual nature by an adult or student that is severe or pervasive enough to create an intimidating/hostile or offensive educational environment, causes discomfort or humiliation or unreasonably interferes with the individual's school performance or participation as defined in Rule 6A-19.008, F.A.C. Examples of sexual harassment include, but are not limited to, the following behaviors:

- Unwelcome statements of a sexual nature
- Unwelcome solicitation or pressure for sexual activity
- Intentional brushing against, patting, or pinching of another's body
- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, unwanted physical contact, and blocking movements
- Leering with sexual overtones, gestures, display of sexually suggestive objects, posters, or cartoons

## THE HOPE SCHOLARSHIP PROGRAM

Pursuant to F.S. §1002.40, the Hope Scholarship Program was established to provide the parent of a public school student who was subjected to a specific incident an opportunity to transfer the student to another public school or to request a scholarship for the student to enroll in and attend an eligible private school.

Beginning with the 2018-2019 school year, contingent upon available funds, and on a first come, first-served basis, a student enrolled in a Florida public school in kindergarten through grade 12 is eligible for a scholarship under this program if the student has been subjected to an incident of battery; harassment; hazing; bullying; kidnapping; physical attack; robbery; sexual offenses; sexual harassment; sexual assault; sexual battery; threat or intimidation; or fighting at school.

*NOTE: Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) SB 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 Section X of this policy for the steps to report such offenses.*





SECTION

# III

**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 on the Discipline Matrix. Changes to clothing trends will not override the dress code policy.

## Rights

Students have a right to wear stylish clothes of their choice as long as those clothes are appropriate for school, are not dangerous to health and safety, and do not create a substantial and material disruption of the school.

## Responsibilities

Students have a responsibility to dress neatly and appropriately, to be clean and well groomed, whether on campus, participating in a school-sponsored activity, or in the virtual educational environment.

A student's appearance on screen during virtual instruction must conform to the dress code.

## Rule

All students are expected to honor their responsibilities and dress in a way that respects the rights of others. Consequences for failure to adhere to the District's Face Covering policy (Policy 2170) should only be considered for intentional actions on the part of a student, and not those which are accidental, incidental, or related to a student's disability. This is applicable to students while on school campus, on school transportation or at a school-sponsored event.

1. 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. For grades K-12, bedroom slippers are not allowed. Students in grades K-8 may not wear backless, sling-backs, or open-toed footwear. Students in grades 9-12 are permitted to wear backless, sling-back, or open-toed footwear
2. 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.
3. 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
4. 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
5. 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 (long shirts) that reach mid-thigh, tights, bodysuits, or hosiery, including those with lace trim, and bicycle racing attire unless they are worn underneath dresses, skirts, or shorts of appropriate length. Appropriate T-shirts may be worn as outer garments
6. Clothing that exposes the upper thigh is not allowed. Shorts that are not shorter than mid-thigh, including walking shorts, Bermuda shorts, and split skirts (culottes), are allowed. **For Pre-K through 3**, shorter shorts may be worn since these are standard attire for these ages
7. 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 support discrimination on the basis of age, color, disability, ethnicity, gender, gender identity, gender expression, linguistic differences, marital status, national origin, race, religion, socioeconomic background, sexual orientation, physical appearance, or on any other basis are not allowed
8. 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. Bandannas are not allowed. Hats, that do not violate #7 above, 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.*

\*Indecent, suggestive, and revealing refer to exposure of private body parts and/or pictures or words with a sexual connotation.

9. 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
10. 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
11. 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
12. Students shall wear their current, unaltered, and official school issued identification (ID) badge, clearly visible on the front of their person and not lower than elbow level. Said item shall be worn at all times while on school grounds and on school-sponsored transportation

*Note: 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 to 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 referred in the Discipline Matrix.*

*It is not a violation of this policy or the Unified Dress policy if a student wears a button, armband, or other accoutrement to exercise the right to freedom of speech as guaranteed by the First Amendment and applicable School Board policies. Any buttons, armbands, or other accoutrements must comply with the standards set forth in policy.*

13. Parents/guardians may request exemptions for their students from participation in the mandatory unified dress program, and shall be informed by the principal, in writing, of the following procedure in this regard:
  - a. Parents/guardians may request an application for exemption from the current school
  - b. An application for exemption must be made annually
  - c. The application for exemption must be completed in full and must be submitted to the school principal within the first ten (10) school days of a student's initial attendance
  - d. The school principal (or a designated school administrator) shall communicate with the parents to discuss the unified dress policy and the nature of the request for the exemption. The purpose of this communication shall include:
    1. Ensuring that the parents/guardians understand the unified dress policy and its intent: and
    2. Verifying the accuracy of the information on the application for an exemption
  - e. The principal's response in this regard shall be transmitted to the parents/guardians in writing via the Application Form Exemption form within ten (10) school days of submission

**The Principal may only deny an application if the application is received on or after the 11th school day after enrollment.**

14. Violators of the uniform policy (SB Policy 5309) shall be subject to the same penalties as violators of the dress code policy. For further clarification, see the District's Discipline Matrix that assigns specific consequences and is part of the attached school's discipline plan. You may view the complete uniform policy and all School Board policies on the Web at <http://www.broward.k12.fl.us/sbbcpolicies>.

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A stylized graphic featuring a grey silhouette of a city skyline with various skyscrapers. From behind the skyline, several grey rays of light radiate outwards towards the top of the page. In the foreground, a dark grey silhouette of a landscape with several palm trees is visible. The entire scene is set against a light grey background.

**SECTION**

**IV**

**Technology Usage**

Computers, networks, and online communications and information systems such as the Internet and e-mail are becoming more commonplace in our classrooms and media centers every year. Digital Curriculum and Resources for students provided by BCPS are becoming commonplace and 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.

Use of the school district's technology and/or software for any unauthorized purpose is prohibited. 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 the School Board of Broward County Technology-AcceptableUse Policy 5306, Section 6.

## Rights

Students have a right to use appropriate online communications and information systems, the Internet and networks to increase their access to information and resources.

Students have a right to use appropriate online communications and information systems, the Internet and networks to obtain information, create intellectual products, collaborate and communicate for educational purposes.

Students have a right to use appropriate online communications and information systems, the Internet and networks without the fear that their products or their personal reputation will be violated, misrepresented, tampered with, destroyed, or stolen.

## Rule

Students are expected to use technology responsibly. SB Policy 5306 defines the appropriate use of technology throughout the District. This policy describes how computers and networks must be used to support research and instructional activities in our classrooms, labs, and media centers. It also includes the use of digital resources provided by SBBC. First, it promotes the use of technology as a powerful educational tool that is increasingly becoming a common part of every student's day. Second, it provides those students who use these computers, and the networks to which they are connected, to act in accordance with prescribed rules and behavioral codes detailed in the policy. Several major provisions are noted below. The full text of SB Policy 5306 is available upon request from each school's media center and on the School Board web site. You may view the complete technology policy and all School Board policies on the Web at <http://www.broward.k12.fl.us/sbbcpolicies/>.

## Major Policy Provisions

- Use of computers, networks, the Internet and online communication and information systems must be related to students' educational activities
- Students must recognize that computers, networks, and equipment used to support online learning are shared devices and agree to use them in ways which will maintain their continued operability for all users

## Responsibilities

Students have a responsibility to understand the difference between appropriate and unacceptable uses of online communications and information systems, the Internet and networks.

Students have a responsibility to use online communications and information systems, the Internet and networks in a responsible, efficient, ethical, and legal manner in accordance with their educational mission.

Students have a responsibility to recognize that the use of online communications and information systems, the Internet and networks is a privilege that can be withdrawn if they engage in unacceptable or illegal use of this resource.

- No illegal activity may be conducted using the District’s computers, networks, or online communication and information systems
- Students must not access or distribute offensive, obscene, inflammatory, or pornographic materials, or participate in “sexting” (see Section II for the definition)
- Students shall not intentionally spread, or attempt to spread computer viruses, vandalize data, infiltrate systems, or degrade/disrupt computer and/or network performance
- All users of computers, networks, and online communications and information systems shall adhere to laws regarding copyright

## Florida Standards Assessment (FSA) Administration Policy

- It is unlawful for anyone knowingly and willfully to violate test security rules adopted by the State Board of Education for mandatory tests, such as FSA, and knowingly and willfully fail to follow test administration directions specified in the test administration manuals (F.S. §1008.24)
- The FSA Administration Manual prohibits:  
Possession of an electronic device during testing that reproduces, transmits, calculates, or records is cause for invalidation. “Possession” 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.”
- Schools will direct students on the appropriate storage of electronic devices during testing
- It is strongly advised that you do not bring a cell phone or any other prohibited electronic device to any testing environment including but not limited to: Advanced Placement exams, PSAT or International Baccalaureate. If your electronic device makes any noise, or you are seen using it at any time – including breaks – you may be dismissed immediately, your scores may be canceled, and the device may be confiscated

*Illegally using school district technology and/or software to alter information is a felony. Misusing school district technology and/or software to transmit insulting, profane, racially or sexually offensive written language, or to make obscene remarks or gestures is unacceptable behavior that will lead to disciplinary action. Using technology including, but not limited to, computers, networks, online telecommunication systems, cellular telephones, and camera telephones to bully, extort, or libel another student or staff member is a violation of the **Code of Student Conduct** and will result in disciplinary action.*



# Broward County Public Schools Social Media Use Guidelines

Broward County Public Schools (BCPS) realizes that part of 21<sup>st</sup> 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 21<sup>st</sup> century learning. As such, educational standards are now requiring the use of online educational tools to demonstrate proficiency. To address related issues, BCPS has developed the following guidelines to provide direction for employees, students and the school district community when using or accessing BCPS tools, networks, online supports and resources to engage in social media activities.

Social Media refers to the use of web-based and mobile technologies that enable all Broward County Public Schools' 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.

The First Amendment, in general, protects the rights of individuals to participate in social media. However, the laws and courts have ruled that schools can discipline students and staff if their speech, including online postings, disrupts school operations or constitutes a violation of federal or state laws or School Board policies. The BCPS social media guidelines allow employees to participate in online social activities. However, when participating it is important to create an atmosphere of trust and individual accountability; keeping in mind that information produced by BCPS staff and students is a reflection on the entire district and is subject to the District's School and District Technology Usage (Policy 5306), Acceptable Use Policy (AUP), Federal and State Statutes, Educator Code of Ethics and the Principles of Professional Conduct for the Education Profession in Florida, and other related applicable policies and guidelines.

By utilizing social media staff, students and parents agree to abide by these guidelines. Please read them carefully before using, posting, or commenting on any social media sites. It is important to remember that parents and guardians play a critical role in supporting and reinforcing these objectives.

## General Etiquette for Social Media

- **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.
- **Maintain confidentiality:** Do not post any confidential or proprietary information regarding yourself and/or others.
- **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).**
- **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.
- **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, 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.
- **Think Ahead:** Be smart about protecting yourself, your privacy and the privacy of others, and confidential or personal information. What you publish 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 comments.
- **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.

- Avoid “hazardous” materials: Do not post or link to any materials that are inflammatory, defamatory, harassing or indecent.
- Your online behavior should reflect honesty, respect, and consideration.
- When bringing your own technology to work make sure that you follow the guidelines set out in the BCPS Personally Owned Device Guidelines.

## **Faculty and Staff Guidelines**

- Personal information of the employees and other individuals associated with the services that we are delivering to our students and staff must not be shared on or disclosed through social media. When contributing online, do not post confidential student or employee information. No last names, school names, addresses or phone numbers should appear on social media sites. No student identifiable information, as defined in FERPA, can be posted on social media sites.
- As part of Policy 5306, faculty and staff are prohibited from using student photographs on personal social media sites, and can only use them on District approved social media sites in accordance with Board policies and applicable laws.
- BCPS employees are personally responsible for the content they publish online. Be mindful that what you publish could be public indefinitely and may be subject to Florida Statutes including the Florida Public Records Law and the Educator Code of Ethics and the Principles of Professional Conduct for the Education Profession in Florida. Failure to adhere to these principles and guidelines will be subject to disciplinary action.
- It is recommended that BCPS employees include disclaimers within their personal social media sites that the views posted are their own and not those of BCPS.
- Teachers should monitor content contributed by students to school sponsored social media and must contact the Legal Department if and when First Amendment issues arise.
- Teachers should communicate with parents regarding involvement of their child in any project using online social media sites, applications and services, i.e., blogs, wikis, podcast, etc.
- Remember that school sponsored social media sites are an extension of your classroom and workplace. What is inappropriate in your classroom or workplace will be deemed inappropriate online.
- Respect the intellectual property of others, copyright laws, and fair use guidelines. Be sure not to plagiarize and be sure to give credit where it is due.
- When uploading digital pictures or avatars in school sponsored social media that represent yourself, make sure you select a school appropriate image. Also, remember not to utilize images protected by law.
- All postings on social media that are created as part of the official business of BCPS are subject to the Florida Records Retention Schedules and must be retained for the applicable period of time.

## **Student Guidelines**

- Be aware of what you post online. 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.
- 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.
- Be safe online. 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 teachers and parents.
- 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.
- 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.
- 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.
- 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.

- If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
- 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 BCPS online tools. In addition, disciplinary or legal action may apply.

## Parent Guidelines

- Parents should expect communication from teachers regarding their child's involvement in any project using online social media applications, i.e., blogs, wikis, podcast, etc.
- Parents will not attempt to destroy or harm any information online. Instead they will report objectionable material to a school administrator.
- Parents will not use classroom social media sites for any illegal activity, including violation of data privacy laws.
- Parents are highly encouraged to be aware of their child's electronic communications and participation in social media projects.
- Parent participation is encouraged to help ensure that student involvement in social media networking is appropriate and that the privacy concerns are protected.

Referenced from: [socialmediaguidelines.pbworks.com/](http://socialmediaguidelines.pbworks.com/)

## Reference List of District Documents:

School Board Policy 5306: School and District Technology Use

TINKER Rule: Ruling states that school officials may not silence student expression just because they dislike it. They must reasonably forecast, based on evidence and not on an "undifferentiated fear or apprehension of disturbance," that the student expression would lead to either (a) a substantial disruption of the school environment, or (b) an invasion of the rights of others.

Children's Internet Protection Act (CIPA)

Children's Online Privacy Protection (COPPA)

Neighborhood Children's Internet Protection Act

School Board Policy 5.9: Anti-Bullying Policy

School Board Policy 6000.1: Pupil Progression

Code of Student Conduct (in District Discipline Matrix)

Teacher Professional Standards

Education Code of Ethics

Web publishing guidelines

National Education Technology Standards for Students and Teachers

School Board Policy 6318: Copyright

School Board Policy 4212: Intellectual Property



**SECTION**

**V**

**Student Activities and  
Assembly**

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.

## Rights

Students have a right to take part in the following without discrimination on the basis of age, color, disability, ethnicity, gender, gender identity, gender expression, linguistic differences, marital status, national origin, race, religion, socioeconomic background, sexual orientation, physical appearance, or on any other basis:

- Extracurricular activities, assemblies, and school-approved organizations
- Electing officers for Student Government
- Consultation with faculty advisors of school-approved clubs and groups
- Seeking office in Student Government and/or school-approved clubs and groups
- Attend educational field trips or educational school-sponsored activities

However, non-educational field trips are a privilege. Students on field trips will have the right to make-up their work.

## Rule

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:

- Present a program or an assembly
- Create and hold meetings for clubs or organizations on campus
- Collect funds as prescribed by SB policy. Items cannot be sold for personal gain such as food, jewelry, T-shirts, etc.
- 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
- Hold a demonstration
- Have a guest speaker and/or vendor on campus

## FIELD TRIPS

Under special conditions, students may be denied participation in educational or non-educational field trips and educational

## Responsibilities

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 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, and where applicable, by the conferences, conventions or contests they may attend. (See SB Policy 6303.) You may view the complete field trip policy and all School Board policies on the Web: <http://www.broward.k12.fl.us/sbbcpolicies/>.



school-sponsored activities (See SB Policy 6303).

## **INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES**

### **Rule**

Students must maintain satisfactory conduct in school and in the community to participate in interscholastic, extracurricular activities (See SB Policy 6201). This policy outlines the requirements to participate in these activities. You may view the complete student eligibility policy and all School Board policies on the Web at: <http://www.broward.k12.fl.us/sbbcpolicies/>.

### **MIDDLE SCHOOL ELIGIBILITY (Based on each 9-week marking period)**

To participate in interscholastic extracurricular athletics, middle school students must meet the following requirements:

1. Students must have been regularly promoted and must maintain a quarterly grade point average of 2.0 or above on a 4.0 scale. Middle school students must pass 5 of 6, or 4 of 5 classes, depending on the schedule
2. Middle school students may receive no more than one unsatisfactory "U" in conduct
3. Failure to meet requirements makes the student/athlete ineligible for contests for the entire next nine weeks. This will take effect on the sixth school day of the next marking period. For seventh and eighth graders, eligibility for the first marking period will be determined by the student athlete's grades for the last marking period of the previous year
4. Requirements are subject to the principal's appeal based on extreme circumstances. A copy of the principal's appeal must be filed with the County Athletic Department

### **HIGH SCHOOL ELIGIBILITY (Based on an 18-week semester regardless of class scheduling format, i.e., block and rotator)**

A student not currently suspended from interscholastic or intra-scholastic extracurricular activities, or suspended or expelled from school pursuant to SB Policy, including F.S. §1006.07, 1006.08 and 1006.09, is eligible to participate in interscholastic and intra-scholastic extracurricular activities.

To participate in interscholastic extracurricular athletics, high school students must meet the following requirements:

1. A student shall be immediately eligible in the school in which he or she first enrolls each school year, the school in which the student makes himself or herself a candidate for an athletic team by engaging in practice before enrolling or the school to which the student has transferred in accordance with F.S. §1006.20(2)(a)
2. A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets the criteria in F.S. §1006.15(3)(h) and SB Policy 5004.1(III)(A)
3. A student's eligibility to participate in any interscholastic or intra-scholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to F.S. §1006.20(2)(b)
4. Students shall be progressing satisfactorily toward graduation as provided for in the District's approved pupil progression plan
5. Students must have been regularly promoted from the 8th grade and must maintain a cumulative grade point average of 2.0 or above on a 4.0 scale or its equivalent in the courses required for high school graduation. The cumulative grade point average and courses for graduation include all attempted credits in high school
6. Student participation will be disallowed if the student is 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.
7. Since representing a school either as an elected school officer or in extracurricular activities is both an honor and a privilege, only students meeting requirements established by their club, school, instructional services, and/or the Board shall be eligible to serve as representatives of their school

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SECTION

VII

**Student Free Speech and  
Distribution of Materials**

The Constitution of the United States guarantees to its citizens the right to express ideas freely. A basic education should prepare students to do that in responsible ways. For rules governing non-discrimination, please see Policy 4001.1.

## Rights

Students have a right to hear all sides of subjects about which people disagree.

Students have a right to give their opinions and points of view.

Students have a right to be free of censorship within a framework of mutual respect.

Students have a right to expect that materials listed under Section 1 below will not be allowed in the schools.

## Responsibilities

Students have a responsibility to be informed about all sides of controversial issues.

Students have a responsibility to listen politely to the viewpoints of others.

Students have a responsibility to use good judgment in developing student publications.

Students have a responsibility to use good judgment in selecting sources of information.

## Rule

*Note: 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. No printed, written materials or electronic media (hereafter "material") may be distributed in the schools or on school grounds unless the principal or his/her designee has granted permission. A principal or designee may deny permission to distribute 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;
  - e. Selling a commercial product or attempting to make a commercial profit from the sale of products. (For rules governing student/school fundraisers, refer to Section V, Student Activities and Assembly)
2. If material is denied distribution, the principal or designee must state to the student the specific reasons why such material was denied distribution
3. If the material is denied distribution under Subsection (1)(c) 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
4. Notices of student non-curricular group meetings posted on general purpose student bulletin boards do not represent the viewpoint of the School Board and/or the administration. The 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
5. Students may not hand out/circulate petitions or surveys during class time
6. 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. Any request to distribute materials not acted upon within 24

hours, excluding non-school days, by the principal or designee is deemed approved

- a. For approved materials, the principal or designee may assign reasonable restrictions with regard to time, place, and manner of distribution
  - b. For approved materials, the publication shall contain this phrase: "THE OPINIONS AND/OR ACTIVITIES ARE NOT ENDORSED OR SPONSORED BY THE SCHOOL BOARD"
7. Any student aggrieved by a decision made under this section has the right to appeal such decision as specified in Section X of this policy



*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).*

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**SECTION**

**VIII**

**School Sponsored  
Publication**

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.

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 Broward County Public Schools.*

Approval for publication shall be based on:

1. Consistency with the educational curriculum of the School Board;
2. Reasonable school community standards and cultural values; and
3. The overall purpose of the publication in relation to the academic curriculum and school setting.

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 School Board 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.







**SECTION**

**VIII**

**Privacy of Student Records**

## Rights

Students have the right to expect that schools will keep student records safe, secure, and private. Students who are eighteen (18) years or older have the right to see their own school records.

Students have a right to expect that others will respect personal belongings.

## Responsibilities

Students have a responsibility to learn how the information in their school records is gathered, how it is used, and what it means.

## Collection, Use and Disclosure of Social Security Numbers of Students

Pursuant to F.S. §119.071(5), The School Board of Broward County, Florida (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. §19.071(5)(a)(5). Our District collects, uses, and/or discloses the Social Security numbers of students and/or parents for the following purposes:

1. Compensation or financial assistance provided from state or federal funds and administered by the Florida Department of Education. (Authorized by F.S. §1009.90 et seq.)
2. Criminal history, Level 1 and Level 2 background screenings, including Youth Mentoring and Volunteer applicants. (Required by F.S. §119.071(5)(a)(2), (6))
3. Employment documents utilized in hiring student workers. (Required by F.A.C. 6A-10.0341 and F.S. §119.071(5)(a)(6))
4. 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))
5. 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))
6. Information received from the Florida Department of Education to locate missing Florida school children. (Required by F.A.C. 6A-6.083 and F.S. §119.071(5)(a)(6))
7. 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 20 U.S.C. §1232(g); "F.E.R.P.A.," 34 C.F.R. §99.31(5))
8. 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))
9. Reports on students required to be submitted to the Florida Department of Education. (Authorized by F.S. §119.071(5)(a)(2), (6))
10. SBBC's management information system and school district databases (Required to request by F.S. §1008.386 and 119.071(5)(a)(6))
11. 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))
12. Student registration and student identification numbers. (Required to request by F.S. §1008.386 and 119.071 (5)(a)(6)). Pursuant to §1008.386, SSNs are not required for enrollment or graduation. Required by F.A.C. 6A-10.0381 for adult students.)
13. 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)(2) .(a)).; required by F.A.C. 65C-29.002, F.S. §39.201, and F.S. §119.071(5)(a)(6)(b))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 USC Sec. 2721 et seq; the Fair Credit Reporting Act, 15 USC Sec. 1681 et seq.; or the Financial Services Modernization Act of 1999, 15 USC Sec. 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)

14. 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. Sec. 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))The disclosure is necessary for the receiving agency or governmental entity to perform its duties and responsibilities as prescribed by law. (Authorized by F.S. §119.071(5)(a)6b)
15. 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))
16. The disclosure is necessary for the receiving agency or governmental entity to perform its duties and responsibilities as prescribed by law. (Authorized by F.S. §119.071(5)(a)(6)(b))
17. 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))
18. Tort claims and tort notices of claims against SBBC. (Required by F.S. § 768.28(6) and F.S. §119.071(5)(a)(6))
19. Transcripts, applications, and other records sent to the school officials of educational institutions schools, colleges, and universities. (Authorized by FERPA 34 C.P.R. §99.31(2))
20. Written verification from employer for vocational education, student follow up (Required by F.A.C. §6A-10.0341).

## Rule

Students have the right to personal privacy and have the responsibility of respecting the rights of others.

1. Information about another person must be treated with respect and privacy.
2. Student aides may not be in areas where they would be able to read student records and files that are private.

## 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, F.S. §1002.221 and SB Policy 5100.1 (Student Records: Confidentiality and Family Educational Rights) afford parents, guardians or eligible students (students over 18 years of age or attending a postsecondary institution) certain rights with respect to the student's education records maintained by the District. These rights are:

1. **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, a parent 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.

2. **The right to request the amendment of a student's education records.** Parents or eligible students may ask The School Board of Broward County, Florida (SBBC) to amend a record 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.

3. **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 written consent.** FERPA permits disclosure without written consent in many situations, including:

- a. to SBBC school officials<sup>1</sup> with a legitimate educational interest<sup>2</sup>,
- 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,
- 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/guardian/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,
- e. 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

Additional requirements and conditions may apply to non-consensual disclosures. See SB Policy 5100.1 for a full listing of FERPA-permitted disclosures for which prior written consent is not required.

### **Types of Directory Information:**

"Directory Information" is personally identifiable information that would not generally be considered harmful or an invasion of privacy if disclosed. Pursuant to the FERPA, SBBC may disclose - in its discretion - directory information of a student in any grade level, if the parent or student age 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.

*\*Note: Degrees and awards include exemplary work (including artwork), recognitions of all types, and graduation status (i.e., a list of graduating student(s), and exclude Grade Point Average (GPA).*

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.*

## 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. for 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

## Opt Out Procedure:

Parents/guardians of students in any grade level (or eligible students, those over the age of 18 or attending a postsecondary 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 CFR §99.37(b)) and/or the former student submits a new FERPA Opt Out Notification Form.

*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.*

## Disclosures 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.

4. ***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 Family Policy Compliance Office, you may contact the SBBC Privacy Officer at 754-321-1914.

For additional information refer to SB Policy 5100.1. 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 School Board policies on the Web at: <http://www.Broward.k12.fl.us/sbbcpolicies>.

## PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) NOTICE

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

### PPRA RIGHTS

1. 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:
  - Mental or psychological problems of the student or student’s family;
  - Sex behavior or attitudes;
  - Illegal, anti-social, self-incriminating, or demeaning behavior;
  - Critical appraisals of others with whom survey respondents have close family relationships;
  - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - Income, other than as required by law to determine program eligibility

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.*

2. The right to receive notice and an opportunity to opt a student out of participation in any other protected information survey, regardless of funding.
3. 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.

*Pursuant to F.S. §381.0056(4)(a)(6-9) and (6)(e), parents/guardians have the right to opt out of selected health screenings listed in Florida Administrative Code 64F-6.003(1-4) and the School Health Services Plan. These screenings – offered to students in selected grades – include vision, hearing, scoliosis, and body mass index (BMI), which is also referred to as “growth and development” and includes the calculation of height and weight.*
4. 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.
5. 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.
6. These rights transfer from the parents/guardians to a student who is 18 years old or an emancipated minor under Florida law.

### PRIVACY AND NOTIFICATION

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.

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.

Those who believe their rights have been violated may file a complaint with the Family Policy Compliance 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 Family Policy Compliance Office, you may contact the SBBC Privacy Officer at 754-321-1914.

## **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. Regarding non-invasive health screenings, parents/guardians choosing to opt out must complete the Health Screening Opt-Out Form in the Code Book of Student Conduct and submit this form to the school in the time frames listed on the form.
6. 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.

PLEASE REVIEW IT CAREFULLY

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

## HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) NOTICE

Effective Date of Notice: 6/15/2021

### 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 who the health care provider is who created the records and who is 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 they are in possession of the school.

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 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:

- To another health care provider for purposes of your or your child's treatment
- To insurance companies, Medicaid, or local, state, or federal agencies to pay for the services provided to you or your child
- To report abuse of children, adults, or disabled persons
- For investigations related to a missing child and/or child abuse investigations
- For internal investigations and audits by the school district or any grant funding body
- For investigations and audits by the State's Inspector General, Department of Education, or Auditor General
- For public health purposes including vital statistics, disease reporting, and regulation of health professionals
- For medical examiner investigations
- For research approved by the school district
- 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)
- For judicial and administrative proceedings
- When and as required by law. Restrictions by the most protective law (whether state or federal) will be met

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

**You have the right to request the school District to restrict the use and with whom your and/or your child's PHI may be shared.** You have the right to request restrictions or limitations on the PHI used and disclosed for treatment, payment or health care towards operations. You also have the right to request a limit on the PHI the school District 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.

**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.

**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 a 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.

**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:

- Was not created by the school District;
- Does not qualify as PHI;
- Is by law not available for your review; or,
- Is accurate and complete.

If your request is denied, the school District will place your request for corrections with your PHI. You may also send a letter detailing the reason you disagree with the decision. The school District will respond to your letter in writing. You may also file a complaint, as described below in the section entitled Complaints.

**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:

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

**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.

**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.

This notice tells you how your and your child's PHI may be used and how the school District keeps this information private and confidential. The school District has always kept this information confidential; this notice simply explains the school District's legal responsibilities, with regard to PHI.

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/privacyinformation>.

## 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 and/or Region IV, Office for Civil Rights, U.S. Department of Health and Human Services, Sam Nunn, Atlanta Federal Center, Suite 16T70, 61 Forsyth Street, SW, Atlanta, GA 30303-8909/HIPAA Privacy Hotline Voice Phone (800) 368-1019; Fax: (404) 562-7881; TDD: (800) 537-7967. 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.



SECTION

**IX**

**Intervention and/or  
Consequences**

## Possible Interventions and/or Consequences of Misbehavior

When students do not follow the rules and expectations outlined in this Code of Student Conduct policy, one or more of the following actions may be taken until the problem is resolved.

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. The vast majority of 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 Collaborative Problem Solving Team (CPST) for the development of multi-tiered interventions to address targeted behavior problems. For an overview of the Collaborative Problem Solving and Response to Intervention (CPS/RtI) process, see the following link or speak to administration: <https://www.browardschools.com/Page/32437>.

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 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.

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.

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>.

- Guidance Counselor intervention
- Social Worker intervention
- Family Counselor intervention
- Timeout for students
- Teacher/student conference, including record review
- Disciplinary action initiated by teacher
- Restitution, work detail, etc.
- Before or after school detention (parent responsible for transportation).
- Saturday School (parent responsible for transportation)
- Referral to administrator
- School/parent contact
- School/parent conference
- Conflict mediation
- Alternative probationary contract
- Confiscation
- Principal involvement
- Guidance/administration referral to school Social Worker
- Removal from class by teacher
- Suspension from the bus. Students must attend school and the parent(s) must provide transportation

- **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
- Administrative referral to student services, outside agencies, counseling programs, alternative education programs, and/or placement in other special programs, such as a state-licensed drug rehabilitation program
- Out-of-school suspension from classes and all school activities in accordance with SB Policy 5006. This policy outlines the violations and the procedures for out-of-school suspension and expulsion. You may view the complete suspension/expulsion policy and all School Board policies on the Web at: <http://www.broward.k12.fl.us/sbbcpolicies/>.
- Recommendation for expulsion in accordance with SB Policy 5006
- Referral to Special Investigative Unit/police
- Full restitution by parent(s) for damage done by student in accordance with SB Policy 2303. This policy presents the School Board’s position on financial responsibility for children’s acts. You may view this complete policy and all School board policies on the web at: <http://www.broward.k12.fl.us/sbbcpolicies/>.

*Notice of the suspension, using the district-approved suspension form, shall be sent within twenty-four (24) business hours from the suspension decision by mail or hand-delivered to the parent/guardian (F.S. §1006.09(1)(b) or to the student, if the student is not a dependent (18 years or older) student as defined in the Internal Revenue Code §152 or has been emancipated per F.S. §743.015 or whose parent is unknown as per Policy 5.5: Attendance.*

*\*For IDEA-eligible ESE students, suspension and expulsions shall follow applicable laws, School Board policies, and provisions of the Individual Education Plan (IEP). Likewise, for students determined to be disabled under Section 504 of the Rehabilitation Act of 1973 suspension, expulsion, and other disciplinary measures shall follow applicable laws, School Board policies, and provisions of the Section 504 Accommodation Plan.*

## **Consequences of Serious Misbehavior Leading to Suspension and/or Expulsion (Sections II-V of SB Policy 5006: Discipline Policy: Suspensions and/or Expulsion)**

The Code also 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 SB Policy 5006, will be taken as a result of these violations. However, if the principal determines that the student used an instrument or object in self-defense, the student may not be suspended or expelled. Self-defense is an attempt to “prevent” an attack or a threatened injury or to stop the process of confrontation. It is not self-defense when the student uses an instrument/object to become an aggressor or to continue the confrontation after the original aggressor has retreated.

*Note: F.S. §776.012, 776.032, commonly known as the Florida Stand Your Ground law, are not applicable to charges of violation of the Code of Student Conduct and/or Board Policy 5006.*

SB Policy 5006 outlines all the violations that result in out-of-school suspension and expulsion and/or the consequences. You may view the complete suspension/expulsion policy and all School Board policies on the Web at: <http://www.broward.k12.fl.us/sbbcpolicies/>.

All violations under SB Policy 5006 will involve the following steps:

- Principal involvement
- Immediate parent contact

- Suspension from school grounds, all classes, and all school activities
- Referral to Special Investigative Unit and police, as specified in Policy 5006, Section VI

## **OUT-OF-SCHOOL SUSPENSION**

When, by the school's administration, a student is removed from school and school-related activities on or off school grounds.

## **EXPULSION**

When, by action of the School Board, a student is removed from school and school-related activities on or off school grounds.

## **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. 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. Refer to Policy 2130: Threat Assessment for more information related to threats.

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.

## **PREVENTING RECIDIVISM through OPPORTUNITIES, MENTORING, INTERVENTIONS, SUPPORTS and EDUCATION (PROMISE)**

PROMISE is an intervention-based program designed to correct student behavior that violate this policy or Policy 5006: Suspension and Expulsion through a comprehensive set of supports and education. PROMISE is designed to address these policy violations that rise to the level of entrance into the delinquency system. The intent of PROMISE is to safeguard the student from entering the said system.

PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12<sup>th</sup> grade with a maximum of three (3) referral assignments to the program.

*Note:*

- 1. The PROMISE program is not intended to limit the discretion of law enforcement.*
- 2. A student who has accrued three cumulative incidents from the list below shall be offered additional intervention support through a community youth program, and be referred to the Behavior Intervention Committee, as appropriate.*

The list of PROMISE eligible incidents are outlined below.

1. Disruption on Campus-Major
2. Trespassing
3. Alcohol–Use/Possession
4. Alcohol Sale/Attempted Sale
5. Drug–Use/Possession
6. Drug Paraphernalia
7. Fighting-Mutual Combat
8. Larceny/Theft <\$750
9. Vandalism/Damage to Property <\$1,000

Although Policy 5006: Suspension and Expulsion specifically outlines consequences for drug offenses by incident (i.e. first, second, third offense, etc.), the continuum of consequences for all PROMISE incidents are referenced in the Discipline Matrix – Appendix A.

For PROMISE eligible incidents/violations: if the parent/student refuses the PROMISE program assignment as outlined in the Discipline Matrix, then the student shall be referred to the Juvenile Justice System of Care. The Juvenile Justice System of Care (JJSC) is an intervention created by an Interagency Agreement of which Broward County Public Schools is a party.

Should the parent/student still refuse to participate in the PROMISE program assignment as outlined in the Discipline Matrix, the child shall be referred to the State Attorney’s Office.

When a parent/student accepts the PROMISE program assignment as outlined in the Discipline Matrix, but fails to fulfill the requirements of the program, the parent/student shall be referred to the Juvenile Justice System of Care. Should the parent/student still refuse to complete the program, the child shall be referred to the State Attorney’s Office.



## Medications: Use, Possession, Sale, and/or Transmittal Leading to Suspension and Possible Expulsion

For incidents within this category, accruals occur by school level (Grades K-2, 3-5, 6-8 and 9-12).

School Board Policy 6305 (Administration of Medications/Treatments), provides the guidelines for the administration of medication and/or treatment for students receiving prescription and over-the-counter (OTC) medication.

Prescription medication/treatment and over-the-counter medication require an Authorization for Medication/Treatment Form. The healthcare provider and parent/guardian must complete this form.

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.

*Note: For Grades 9-12 only, self-carry and self-administration of selected over-the-counter (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 Policy 6305: Administration of Medications/Treatments for the list of approved self-carry and self-administration over-the-counter (OTC) medications.*

All prescription medications and over-the-counter medications, excluding the select authorized OTC medications identified in 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.

Students found to be in violation of School Board Policy 6305: Administration of Medications/Treatments shall be subject to the disciplinary action identified below.

### A. USE AND/OR POSSESSION OF UNAUTHORIZED OVER-THE-COUNTER MEDICATION IS PROHIBITED

#### First and Second Offense Procedures

**Elementary students, (Grades K-5):** Upon committing the first or second offense, the substance shall be confiscated from the student. The student shall receive a verbal warning and the parent shall be notified. School administration shall inform the parent of procedures for dispensation of authorized medication.

**Secondary students, (Grades 6-12):** Upon committing the first or second offense, the substance shall be confiscated from the student. The student shall receive a verbal warning and the parent shall be notified. School administration shall inform the parent of procedures for dispensation of authorized medication.

#### Third and Subsequent Offense Procedures

**Elementary students, (Grades K-5):** Upon committing the third and subsequent offense, the substance shall be confiscated from the student. The parent shall be notified and the student shall be administered a consequence as outlined in the Discipline Matrix - Appendix A.

**Secondary students, (Grades 6-12):** Upon committing the third and subsequent offense, the substance shall be confiscated from the student. The parent shall be notified and the student shall be administered a consequence as outlined in the Discipline



*Note: Use of over-the-counter medication in excess of the manufacturer's recommended dosage limits may be treated as a mood-altering substance and assigned a consequence under Section III of Policy 5006: Suspension and Expulsion.*

## **B. SALE, ATTEMPTED SALE, AND/OR TRANSMITTAL OF OVER-THE-COUNTER MEDICATION IS PROHIBITED**

### **First Offense Procedures**

**Elementary students, (Grades K-5):** Upon committing the first offense, the substance shall be confiscated from the student. The parent shall be notified and the student shall receive a consequence as outlined in the Discipline Matrix - Appendix A.

**Secondary students, (Grades 6-12):** Upon committing the first offense, the substance shall be confiscated from the student. The parent shall be notified and the student shall receive a consequence as outlined in the Discipline Matrix - Appendix A.

### **Second Offense Procedures**

**Elementary students, (Grades K-5):** Upon committing the second offense, the substance shall be confiscated from the student. The parent shall be notified, the student shall be referred to the School Counselor and the student shall receive a consequence as outlined in the Discipline Matrix - Appendix A.

**Secondary students, (Grades 6-12):** Upon committing the second offense, the substance shall be confiscated from the student. The parent shall be notified, the student shall be referred to the School Counselor and the student shall receive a consequence as outlined in the Discipline Matrix - Appendix A.

### **Third and Subsequent Offense Procedures**

**Elementary students, (Grades K-5):** Upon committing the third and subsequent offense, the substance shall be confiscated from the student. The parent shall be notified, the student shall be referred to the School Counselor and the student shall receive a consequence as outlined in the Discipline Matrix–Appendix A.

**Secondary students, (Grades 6-12):** Upon committing the third and subsequent offense, the substance shall be confiscated from the student. The parent shall be notified, the student shall be referred to the District substance abuse case manager and the student shall receive a consequence as outlined in the Discipline Matrix - Appendix A.

## **Drug and Substance Abuse Offenses Leading to Suspension and Possible Expulsion**

For incidents within this category, accruals occur by school level (Grades K-2, 3-5, 6-8 and 9-12) and require reporting per the School Environmental Safety Incident Reporting (SESIR) guidelines to the Florida Department of Education.

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.

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 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.

*Note: The use, possession, sale, attempted sale or transmittal of tobacco/nicotine or tobacco/nicotine related products, e-cigarette, vapor devices or similar on school property, school sponsored transportation, or during a school sponsored activity is prohibited (see Policy 2401: Tobacco-Free for further details or the Discipline Matrix – Appendix A in this policy for consequences).*

However, any personal property brought on school grounds may be inspected by drug-sniffing dogs for alcohol, 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. 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.

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.

Pursuant to F.S. §1006.07(7)(e), 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.

***Note: In the case of a potential change of placement for a student with a disability, the current school's IEP/504 Team must convene as soon as possible and determine appropriate action.***

## **USE, POSSESSION, SALE, AND/OR TRANSMITTAL OF TOBACCO, TOBACCO PRODUCTS, NICOTINE, E-CIGARETTES, VAPOR DEVICES AND/OR COMPONENTS OF E-CIGARETTES, VAPOR DEVICES OR SIMILAR**

Use, possession, sale, and/or transmittal of tobacco, tobacco products, nicotine, e-cigarette, vapor devices and/or components of vapor devices or similar are prohibited.

### **A. USE, POSSESSION, SALE, AND/OR TRANSMITTAL OF TOBACCO AND/OR TOBACCO PRODUCTS**

#### **First Offense Procedures**

**Elementary students, (Grades K-5):** The student shall be issued a one (1) day detention and be referred to the School Counselor.

**Secondary students, (Grades 6-12):** The student shall be issued a one to two (1-2) day in-school suspension and be referred to a school-based intervention support person assigned by the principal/designee.

#### **Second and Subsequent Offense Procedures:**

**Elementary students, (Grades K-5):** The student shall be issued a one to two (1-2) day in-school suspension and be referred to the Substance Abuse Case Manager.

**Secondary students, (Grades 6-12):** The student shall be issued a three to five (3-5) day in-school suspension and be referred to the Substance Abuse Case Manager.

### **B. USE, POSSESSION, SALE, AND/OR TRANSMITTAL OF NICOTINE, E-CIGARETTES, VAPOR DEVICES AND/OR COMPONENTS OF E-CIGARETTES, VAPOR DEVICES OR SIMILAR**

This section also prohibits and is applicable to any electronic nicotine delivery system/vapor device accessory or clothing.

## **First Offense Procedures**

**Elementary students, (Grades K-5):** The student shall be issued a one (1) day detention and be referred to the School Counselor.

**Secondary students, (Grades 6-12):** The student shall be issued a one to two (1-2) day in-school suspension, complete e-cigarette intervention assignments and be referred to a school-based intervention support person assigned by the principal/designee.

## **Second Offense Procedures**

**Elementary students, (Grades K-5):** The student shall be issued a one to two (1-2) day in-school suspension and be referred to the District substance abuse case manager.

**Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for six (6) days and referred to the District substance abuse case manager who shall refer the student to an appropriate treatment program. Three (3) days of the suspension shall be waived if the student attends the assigned Alternative to External Suspension (AES) program and completes the prescribed e-cigarette intervention assignments within the first three (3) days. If the student is unsuccessful in completing the prescribed e-cigarette intervention assignments within the first three (3) days, then the student shall continue to attend the AES program for the remaining three (3) days of the six (6) day suspension assignment.

## **Third Offense Procedures**

**Elementary students, (Grades K-5):** The student shall be issued a one to two (1-2) day in-school suspension and be referred to the District substance abuse case manager.

**Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days and recommended for expulsion. The student shall be placed on a Probationary Substance Contract in lieu of an expulsion abeyance program. The Expulsion Abeyance Program will not be required if the student successfully completes the requirements of the Probationary Substance Contract while at a regular school program. The District substance abuse case manager shall monitor/verify that the student remains in compliance with the terms of the Probationary Substance Contract.

If the student violates the terms of the Probationary Substance Contract then the student shall be placed in an expulsion abeyance program, with Substance Workback, for a period of one (1) calendar year commencing with the date of the offense. The expulsion shall be held in abeyance if the student completes the District approved treatment program with a certified addiction professional. The student may return to a regular school program upon successful completion of the prescribed treatment program. The District substance abuse case manager shall monitor/verify that the student has completed the prescribed program. If the student fails to complete the prescribed program, the full term of the expulsion abeyance program shall be implemented.

## **Fourth and Subsequent Offense Procedures:**

**Elementary students, (Grades K-5):** The student shall be issued a one to two (1-2) day in-school suspension and be referred to the District substance abuse case manager.

**Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days and expulsion shall be mandatory. The student shall be placed in the Expulsion Abeyance Program for a period of one (1) calendar year commencing with the date of the offense, with Substance Workback. The expulsion shall be held in abeyance if the student completes the District approved treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the prescribed program. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program.

*Note: Substances/drugs deemed illegal under Chapter 893, are drugs or controlled substances that constitute a felony under Florida statute. This includes types of the cannabis including, but not limited to, marijuana and hemp, and derivatives of such, including, but not limited to THC and CBD products. Refer to consequences for Unauthorized Substances for drugs and/or Drug Paraphernalia for any electronic nicotine delivery system/vapor device which is used with a drug as outlined by Chapter 893.*

## **C. USE AND/OR, POSSESSION OF LEAF MARIJUANA (LESS THAN 20g), ALCOHOL, AND/OR OTHER MOOD-ALTERING SUBSTANCES**

Use and/or possession of leaf marijuana (less than 20g), alcohol/alcoholic beverages, and/or other-mood-altering substances are prohibited.

### **First Offense Procedures**

**Elementary students, (Grades K-5):** The student shall be suspended from the regular school program for four (4) days and referred to the District substance abuse case manager who shall refer the student to an appropriate counseling program. Two (2) days of the suspension shall be waived if the student attends and completes a counseling program as authorized by the District substance abuse case manager. If the student does not complete the recommended counseling program, the remaining days of the initial four (4) day suspension shall be imposed.

**Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for six (6) days and referred to the District substance abuse case manager who shall refer the student to an appropriate counseling program. Three (3) days of the suspension shall be waived if the student attends a counseling program as authorized the District substance abuse case manager. If the student does not complete the recommended counseling program, the remaining days of the initial six (6) day suspension shall be imposed.

### **Second Offense Procedures**

**Elementary students, (Grades K-5):** The student shall be suspended from the regular school program for ten (10) days and referred for the Behavior Intervention Program via the Expulsion Abeyance Office. The student shall be placed on a Probationary Substance Contract in lieu of the Behavior Intervention Program Assignment via the Expulsion Abeyance Office. The Behavior Intervention Program via the Expulsion Abeyance Office will not be required if the student successfully completes the requirements of the Probationary Substance Contract while at a regular school program. The District substance abuse case manager shall monitor/verify that the student remains in compliance with the terms of the Probationary Substance Contract.

If the student violates the terms of the Probationary Substance Contract then the student shall be placed in a Behavior Intervention Program via the Expulsion Abeyance Office, with Substance Workback, for a period of one (1) calendar year commencing with the date of the offense. The student shall complete the state-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. If the student fails to complete the state certified drug/alcohol rehabilitation or treatment program, the full term of the Behavior Intervention Assignment shall be implemented. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. The District substance abuse case manager shall monitor/verify that the student has completed the program. If the student fails to complete the state-certified drug/alcohol rehabilitation or treatment program, the full term of the expulsion abeyance program shall be implemented.

**Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days and recommended for expulsion. The student shall be placed on a Probationary Substance Contract in lieu of an expulsion abeyance program. The Expulsion Abeyance Program will not be required if the student successfully completes the requirements of

the Probationary Substance Contract while at a regular school program. The District substance abuse case manager shall monitor/verify that the student remains in compliance with the terms of the Probationary Substance Contract.

If the student violates the terms of the Probationary Substance Contract then the student shall be placed in an expulsion abeyance program, with Substance Workback, for a period of one (1) calendar year commencing with the date of the offense. The expulsion shall be held in abeyance if the student completes the state-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. The District substance abuse case manager shall monitor/verify that the student has completed the prescribed program. If the student fails to complete the state-certified drug/alcohol rehabilitation or treatment program, the full term of the expulsion abeyance program shall be implemented.

### **Third and Subsequent Offense Procedures**

**Elementary students, (Grades K-5):** The student shall be suspended from the regular school program for ten (10) days and recommended for the Behavior Intervention Program via the Expulsion Abeyance Office for a period of one (1) calendar year commencing with the date of the offense, (F.S.§1006.09(3)), with Substance Workback. The student shall complete the District approved or state-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program.

**Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days and expulsion shall be mandatory (F.S. §1006.09(3)). The student shall be placed in the Expulsion Abeyance Program for a period of one (1) calendar year commencing with the date of the offense, with Substance Workback. The expulsion shall be held in abeyance if the student completes the District approved or state-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program.

## **D. BEING UNDER THE INFLUENCE OF LEAF MARIJUANA, ALCOHOL, AND/OR OTHER MOOD-ALTERING SUBSTANCES**

Being under the influence of leaf marijuana, alcohol/alcoholic beverages, and/or other-mood-altering substances are prohibited.

### **First Offense Procedures**

**Elementary students, (Grades K-5):** The student shall be suspended from the regular school program for four (4) days and referred to the District substance abuse case manager who shall refer the student to an appropriate counseling program. Two (2) days of the suspension shall be waived if the student attends a counseling program as authorized by the District substance abuse case manager. If the student does not complete the recommended counseling program, the remaining days of the initial four (4) day suspension shall be imposed.

**Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for six (6) days and referred to the District substance abuse case manager who shall refer the student to an appropriate counseling program. Three (3) days of the suspension shall be waived if the student attends a counseling program as authorized by the District substance abuse case manager. If the student does not complete the recommended counseling program, the remaining days of the initial six (6) day suspension shall be imposed.

### **Second Offense Procedures**

**Elementary students, (Grades K-5):** The student shall be suspended from the regular school program for ten (10) days and referred for the Behavior Intervention Program via the Expulsion Abeyance Office. The student shall be placed on a

Probationary Substance Contract in lieu of the Behavior Intervention Program Assignment via the Expulsion Abeyance Office. The Behavior Intervention Program via the Expulsion Abeyance Office will not be required if the student successfully completes the requirements of the Probationary Substance Contract while at a regular school program. The District substance abuse case manager shall monitor/verify that the student remains in compliance with the terms of the Probationary Substance Contract.

If the student violates the terms of the Probationary Substance Contract then the student shall be placed in a Behavior Intervention Program via the Expulsion Abeyance Office, with Substance Workback, for a period of one (1) calendar year commencing with the date of the offense. The student shall complete the state-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. The District substance abuse case manager shall monitor/verify that the student has completed the program. If the student fails to complete the state-certified drug/alcohol rehabilitation or treatment program, the full term of the Behavior Intervention Program Assignment shall be implemented.

**Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days and expulsion shall be mandatory. The student shall be placed on a Probationary Substance Contract in lieu of an expulsion abeyance program. The Expulsion Abeyance Program will not be required if the student successfully completes the requirements of the Probationary Substance Contract while at a regular school program. The District substance abuse case manager shall monitor/verify that the student remains in compliance with the terms of the Probationary Substance Contract.

If the student violates the terms of the Probationary Substance Contract then the student shall be placed in an expulsion abeyance program, with Substance Workback, for a period of one (1) calendar year commencing with the date of the offense. The expulsion shall be held in abeyance if the student completes the state-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. The District substance abuse case manager shall monitor/verify that the student has completed the prescribed program. If the student fails to complete the state-certified drug/alcohol rehabilitation or treatment program, the full term of the expulsion abeyance program shall be implemented.

### **Third and Subsequent Offense Procedures**

**Elementary students, (Grades K-5):** The student shall be suspended from the regular school program for ten (10) days and recommended for the Behavior Intervention Program via the Expulsion Abeyance Office, for a period of one (1) calendar year commencing with the date of the offense, (F.S. 1006.09(3)), with Substance Workback. The student shall complete the District approved or state-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program.

**Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days and expulsion shall be mandatory (F.S. 1006.09(3)). The student shall be placed in the Expulsion Abeyance Program for a period of one (1) calendar year commencing with the date of the offense, with Substance Workback. The expulsion shall be held in abeyance if the student completes the District approved or state-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program.

## **E. USE/POSSESSION/SALE/ATTEMPTED SALE/TRANSMITTAL OF DRUG PARAPHERNALIA**

This incident is in alignment with Chapter 893.147 and is also applicable to electronic nicotine delivery systems/vapor devices which are used with a drug as outlined by Chapter 893.

## **First and Second Offense Procedures**

**Elementary students, (Grades K-5):** The student shall be suspended from the regular school program for four (4) days and referred to the District substance abuse case manager who shall refer the student to an appropriate counseling program. Two (2) days of the suspension shall be waived if the student attends a counseling program as authorized by the District substance abuse case manager. If the student does not complete the recommended counseling program, the remaining days of the initial four (4) day suspension shall be imposed.

**Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for six (6) days and referred to the District substance abuse case manager who shall refer the student to an appropriate counseling program. Three (3) days of the suspension shall be waived if the student attends a counseling program as authorized by the District substance abuse case manager. If the student does not complete the recommended counseling program, the remaining days of the initial six (6) day suspension shall be imposed.

## **Third Offense Procedures**

**Elementary students, (Grades K-5):** The student shall be suspended from the regular school program for ten (10) days and referred for the Behavior Intervention Program via the Expulsion Abeyance Office. The student shall be placed on a Probationary Substance Contract in lieu of the Behavior Intervention Program assignment via the Expulsion Abeyance Office. The Behavior Intervention Program via the Expulsion Abeyance Office will not be required if the student successfully completes the requirements of the Probationary Substance Contract while at a regular school program. The District substance abuse case manager shall monitor/verify that the student remains in compliance with the terms of the Probationary Substance Contract.

If the student violates the terms of the Probationary Substance Contract then the student shall be placed in the Behavior Intervention Program via the Expulsion Abeyance Office, with Substance Workback, for a period of one (1) calendar year commencing with the date of the offense. The student shall complete the state-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. The District substance abuse case manager shall monitor/verify that the student has completed the program. If the student fails to complete the state-certified drug/alcohol rehabilitation or treatment program, the full term of the Behavior Intervention Program assignment shall be implemented.

**Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days and recommended for expulsion. The student shall be placed on a Probationary Substance Contract in lieu of the Expulsion Abeyance Program. The Expulsion Abeyance Program will not be required if the student successfully completes the requirements of the Probationary Substance Contract while at a regular school program. The District substance abuse case manager shall monitor/verify that the student remains in compliance with the terms of the Probationary Substance Contract.

If the student violates the terms of the Probationary Substance Contract then the student shall be placed in the Expulsion Abeyance Program, with Substance Workback, for a period of one (1) calendar year commencing with the date of the offense. The expulsion shall be held in abeyance if the student completes the state-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. The District substance abuse case manager shall monitor/verify that the student has completed the prescribed program. If the student fails to complete the state-certified drug/alcohol rehabilitation or treatment program, the full term of the Expulsion Abeyance Program shall be implemented.

## **Fourth and Subsequent Offense Procedures**

**Elementary students, (Grades K-5):** The student shall be suspended from the regular school program for ten (10) days and recommended for the Behavior Intervention Program via the Expulsion Abeyance Office, for a period of one (1) calendar year commencing with the date of the offense, with Substance Workback. The student shall complete the District approved or

state-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program.

**Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days and recommend for expulsion. The student shall be placed in the Expulsion Abeyance Program for a period of one (1) calendar year commencing with the date of the offense, with Substance Workback. The expulsion shall be held in abeyance if the student completes the District approved or state-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program.

## **F. USE/POSSESSION OF UNAUTHORIZED SUBSTANCES ARE PROHIBITED**

For the purposes of this policy, unauthorized substances refers to prescription medication not prescribed for the student who is in possession of the medication, or any prescription medication not authorized by Policy 6305, substances/drugs deemed illegal under Chapter 893, are drugs or controlled substances that constitute a felony under Florida statute, are types of cannabis, including, but not limited to, marijuana and hemp, and derivatives of such, including, but not limited to THC and CBD products.

*Note: Students violating Policy 6305: Administration of Medications/Treatments, by possessing or using their own prescription medication, as governed by this policy, and is in violation of 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 expulsion may be withheld by the school.*

*Students violating 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 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 expulsion may be withheld by the school.*

### **First Offense Procedures**

**Elementary students, (Grades K-5):** The student shall be suspended from the regular school program for ten (10) days and referred for the Behavior Intervention Program via the Expulsion Abeyance Office. The student shall be placed on a Probationary Substance Contract in lieu of the Behavior Intervention Program Assignment via the Expulsion Abeyance Office. The Behavior Intervention Program via the Expulsion Abeyance Office will not be required if the student successfully completes the requirements of the Probationary Substance Contract while at a regular school program. The District substance abuse case manager shall monitor/verify that the student remains in compliance with the terms of the Probationary Substance Contract.

If the student violates the terms of the Probationary Substance Contract then the student shall be placed in a Behavior Intervention Program via the Expulsion Abeyance Office, with Substance Workback, for a period of one (1) calendar year commencing with the date of the offense. The student shall complete the state-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. The District substance abuse case manager shall monitor/verify that the student has completed the program. If the student fails to complete the state-certified drug/alcohol rehabilitation or treatment program, the full term of the Behavior Intervention Program Assignment shall be implemented.

**Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days and



recommended for expulsion. The student shall be placed on a Probationary Substance Contract in lieu of an expulsion abeyance program. The Expulsion Abeyance Program will not be required if the student successfully completes the requirements of the Probationary Substance Contract while at a regular school program. The District substance abuse case manager shall monitor/verify that the student remains in compliance with the terms of the Probationary Substance Contract.

If the student violates the terms of the Probationary Substance Contract then the student shall be placed in an expulsion abeyance program, with Substance Workback, for a period of one (1) calendar year commencing with the date of the offense. The expulsion shall be held in abeyance if the student completes the state-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. The District substance abuse case manager shall monitor/verify that the student has completed the prescribed program. If the student fails to complete the state-certified drug/alcohol rehabilitation or treatment program, the full term of the expulsion abeyance program shall be implemented.

## **Second and Subsequent Offense Procedures**

**Elementary students, (Grades K-5):** The student shall be suspended from the regular school program for ten (10) days and recommended for the Behavior Intervention Program via the Expulsion Abeyance Office, for a period of one (1) calendar year commencing with the date of the offense, with Substance Workback. The student shall complete the District approved or state-certified drug rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program.

**Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days and expulsion shall be mandatory. The student shall be placed in the Expulsion Abeyance Program for a period of one (1) calendar year commencing with the date of the offense, with Substance Workback. The student shall complete the District approved or state-certified drug rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program.

## **G. BEING UNDER THE INFLUENCE OF UNAUTHORIZED SUBSTANCES ARE PROHIBITED**

For the purposes of this policy, unauthorized substances refers to prescription medication not prescribed for the student who is in possession of the medication, or any prescription medication not authorized by Policy 6305, substances/drugs deemed illegal under Chapter 893, are drugs or controlled substances that constitute a felony under Florida statute, are types of cannabis, including, but not limited to, marijuana and hemp, and derivatives of such, including, but not limited to THC and CBD products.

### **First Offense Procedures**

**Elementary students, (Grades K-5):** The student shall be suspended from the regular school program for ten (10) days and referred to the District substance abuse case manager who shall refer the student to an appropriate counseling program. Six (6) days of the suspension shall be waived if the student attends a counseling program as authorized by the District substance abuse case manager. If the student does not complete the recommended counseling program, the remaining days of the suspension shall be imposed.

**Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days and referred to the District substance abuse case manager who shall refer the student to an appropriate counseling program. Four (4) days of the suspension shall be waived if the student attends a counseling program as authorized by the District substance abuse case manager. If the student does not complete the recommended counseling program, the remaining days of the suspension shall be imposed.

## Second Offense Procedures

**Elementary students, (Grades K-5):** The student shall be suspended from the regular school program for ten (10) days and referred to the Behavior Intervention Program via the Expulsion Abeyance Office. The student shall be placed on a Probationary Substance Contract in lieu of an expulsion abeyance program. The Expulsion Abeyance Program will not be required if the student successfully completes the requirements of the Probationary Substance Contract while at a regular school program. The District substance abuse case manager shall monitor/verify that the student remains in compliance with the terms of the Probationary Substance Contract.

If the student violates the terms of the Probationary Substance Contract then the student shall be placed in an expulsion abeyance program, with Substance Workback, for a period of one (1) calendar year commencing with the date of the offense. The expulsion shall be held in abeyance if the student completes the state-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. The District substance abuse case manager shall monitor/verify that the student has completed the prescribed program. If the student fails to complete the state-certified drug/alcohol rehabilitation or treatment program, the full term of the expulsion abeyance program shall be implemented.

**Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days and recommended for expulsion. The student shall be placed on a Probationary Substance Contract in lieu of an expulsion abeyance program. The Expulsion Abeyance Program will not be required if the student successfully completes the requirements of the Probationary Substance Contract while at a regular school program. The District substance abuse case manager shall monitor/verify that the student remains in compliance with the terms of the Probationary Substance Contract.

If the student violates the terms of the Probationary Substance Contract then the student shall be placed in an expulsion abeyance program with Substance Workback, for a period of one (1) calendar year commencing with the date of the offense. The expulsion shall be held in abeyance if the student completes the state-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. The District substance abuse case manager shall monitor/verify that the student has completed the prescribed program. If the student fails to complete the state-certified drug/alcohol rehabilitation or treatment program, the full term of the expulsion abeyance program shall be implemented.

## Third and Subsequent Offense Procedures

**Elementary students, (Grades K-5):** The student shall be suspended from the regular school program for ten (10) days and recommended for the Behavior Intervention Program via the Expulsion Abeyance Office, for a period of one (1) calendar year commencing with the date of the offense, with Substance Workback. The student shall complete the District approved or state-certified drug rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program.

**Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days and expulsion shall be mandatory. The student shall be placed in the Expulsion Abeyance Program for a period of one (1) calendar year commencing with the date of the offense, with no Workback option allowed. The student shall complete the District approved or state-certified drug rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program.

## **POSSESSION WITH INTENT TO SELL, SALE, ATTEMPTED SALE, AND/OR TRANSMITTAL OF LEAF MARIJUANA (LESS THAN 20g). SALE, ATTEMPTED SALE, AND/OR TRANSMITTAL OF DRUGS OR MOOD-ALTERING SUBSTANCES, UNAUTHORIZED SUBSTANCES, OR OTHER SUBSTANCES HELD OUT OR REPRESENTED TO BE DRUGS OR MOOD-ALTERING SUBSTANCES, INCLUDING ALCOHOL OR ALCOHOLIC BEVERAGES ARE PROHIBITED**

*Note: Broward School employees shall report this offense to the Department of Children and Families (F.S. §39.201) as appropriate.*

## **H. PROCEDURES FOR SALE, ATTEMPTED SALE, AND/OR TRANSMITTAL OF ALCOHOL OR ALCOHOLIC BEVERAGES, INCLUDING SUBSTANCES HELD OUT OR REPRESENTED TO BE ALCOHOL OR ALCOHOLIC BEVERAGES**

### **First Offense Procedures**

**Elementary students, (Grades K-5):** The student shall be referred to the District substance abuse case manager who shall refer the student to an appropriate counseling program. The student shall be suspended from the regular school program for one to two (1-2) days.

**Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days and expulsion shall be mandatory. The student shall be placed in the Expulsion Abeyance Program not to exceed one (1) calendar year, commencing with the date of the offense, with Substance Workback. The expulsion shall be held in abeyance if the student completes the District approved or state-certified alcohol rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program.

### **Second Offense Procedures**

**Elementary students, (Grades K-5):** The student shall be referred to the District substance abuse case manager who shall refer the student to an appropriate counseling program. The student shall be suspended from the regular school program for two (2) days.

**Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days and expulsion shall be mandatory. The student shall be placed in the Expulsion Abeyance Program for a period of one (1) calendar year commencing with the date of the offense, with Workback. The expulsion shall be held in abeyance if the student completes that District approved or state-certified alcohol rehabilitation or treatment program with a certified addiction professional and all other components of the prescribed Workback Program. The District substance abuse case manager shall monitor/verify that the student has completed the program.

### **Third and Subsequent Offense Procedures**

**Elementary students, (Grades K-5):** The student shall be referred to the District substance abuse case manager who shall refer the student to an appropriate counseling program. The student shall be suspended from the regular school program for four (4) days.

**Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days and expulsion shall be mandatory. The student shall be placed in the Expulsion Abeyance Program for a period of one (1) calendar year commencing with the date of the offense, with no Workback. The student shall complete a District approved or state-certified alcohol rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program.

## **I. PROCEDURES FOR POSSESSION WITH INTENT TO SELL, SALE, ATTEMPTED SALE, AND/OR TRANSMITTAL OF LEAF MARIJUANA (LESS THAN 20g). SALE, ATTEMPTED SALE, AND/OR TRANSMITTAL OF DRUGS OR MOOD-ALTERING SUBSTANCES, UNAUTHORIZED SUBSTANCES, OR OTHER SUBSTANCES HELD OUT OR REPRESENTED TO BE DRUGS OR MOOD-ALTERING SUBSTANCES**

For the purposes of this policy, unauthorized substances refers to prescription medication not prescribed for the student who is in possession of the medication, or any prescription medication not authorized by Policy 6305, substances/drugs deemed illegal under Chapter 893, are drugs or controlled substances that constitute a felony under Florida statute, are types of the cannabis, including, but not limited to, marijuana and hemp, and derivatives of such, including, but not limited to THC and CBD products.

### **First Offense Procedures**

**Elementary students, (Grades K-5):** The student shall be referred to the District substance abuse case manager who shall refer the student to an appropriate counseling program. The student shall be suspended from the regular school program for two (2) days.

**Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days and expulsion shall be mandatory. The student shall be placed in the Expulsion Abeyance Program for a period of one (1) calendar year commencing with the date of the offense, with Substance Workback. The expulsion shall be held in abeyance if the student completes the District approved or state-certified drug rehabilitation or treatment program with a certified addiction professional and all other components of the prescribed Workback Program. The District substance abuse case manager shall monitor/verify that the student has completed the program.

### **Second Offense Procedures**

**Elementary students, (Grades K-5):** The student shall be referred to the District substance abuse case manager who shall refer the student to an appropriate counseling program. The student shall be suspended from the regular school program for three to five (3-5) days.

**Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days and expulsion shall be mandatory. The student shall be placed in the Expulsion Abeyance Program for a period of one (1) calendar year commencing with the date of the offense, with Substance Workback. The student shall complete a District approved or state-certified drug rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program.

### **Third and Subsequent Procedures**

**Elementary students, (Grades K-5):** The student shall be suspended from the regular school program for ten (10) days and recommended for the Behavior Intervention Program via the Expulsion Abeyance Office, for a period of one (1) calendar year commencing with the date of the offense, with Substance Workback. The student shall complete the District approved or state-certified drug rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program.

**Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days and expulsion shall be mandatory. The student shall be placed in the Expulsion Abeyance Program for a period of one (1) calendar year commencing with the date of the offense, with no Workback. The student shall complete a District approved or state-certified drug rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program.

## Other Offenses (Non-Drug and Non-Substance Abuse Offenses) Leading to Suspension and Possible Expulsion

For incidents within this category, accruals occur by school level (Grades K-2, 3-5, 6-8 and 9-12) and require reporting per the School Environmental Safety Incident Reporting (SESIR) guidelines to the Florida Department of Education.

*Note: Pursuant to F.S. §1006.07(7)(e), 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.*

Students shall be suspended and may be recommended for expulsion when they:

1. Commits repeated violations of Policy 5.9: Anti-Bullying
2. Commits repeated violations of harassment
3. Commits fighting-major (mutual combat)
4. Commits or threatens to commit vandalism/damage to property (equal to or greater than \$1,000)
5. Commits any act on campus or off campus that substantially disrupts the orderly conduct of the classroom or school activities
6. Commits larceny/theft - grand (equal to or greater than \$750)
7. Commits burglary - unlawful breaking/entering
8. Commits a physical attack (battery)
9. Commits a sexual assault
10. Commits sexting
11. Commits sexual harassment
12. Commits sexual misconduct (sexual offense)
13. Commits a false accusation against school staff
14. Commits a false fire alarm/911 call
15. Commits trespassing
16. Threat/Intimidation

*\*Note: If the SESIR definition is met, consideration of the following shall occur in order to determine the appropriate incident type:*

- *Threat/Intimidation with Very Serious Substantive – If said definition criteria is met and the Behavioral Threat Assessment (BTA) risk level has yielded an outcome level of very serious substantive, the student shall be issued a 10-day suspension and a recommendation for expulsion*
- *Threat/Intimidation with Serious Substantive - For instances where the SESIR definition is met and the BTA risk level is determined to be serious substantive, the school shall follow the Discipline Matrix*

*Additionally, the SESIR Threat/Intimidation incident type may not be applied in instances when the SESIR definition has not been met.*

17. 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
18. Commits fire starting\*\*- starts a fire on campus, at a school function, on school property and/or at a school bus stop

*\*\*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.*

19. Conducts, recruits, or participates on campus in a formal or informal manner in order to foster **youth gang activity**. This activity may include an association or group of three (3) or more persons who are gang-related individually or collectively who engage in a pattern of youth or street gang 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
20. 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.

*Note: Display of offensive images will not result in disciplinary consequences if it is determined that the student immediately<sup>1</sup> reported or delivered the offensive image(s) to a staff member.*

21. 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 School Board property, or during school events or activities, or on school transportation
- 21a. Non-School - Other Serious Incident/Delinquent Act - Pursuant to F.S. §1006.09(2), administrative reassignment other than through the pathway of the Expulsion/Expulsion Abeyance may be imposed when 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, may be assigned to an alternative setting, pursuant to rules adopted by the State Board of Education (State Board Rule 6A-1.0956) and to rules developed pursuant to s. 1001.54, to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled
22. 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 the School Board of Broward County Technology-Acceptable Use Policy 5306, Section VI
23. Commits extortion

## Mandatory Expulsion

For incidents within this category, accruals occur by school level (Grades K-2, 3-5, 6-8 and 9-12) and require reporting per the School Environmental Safety Incident Reporting (SESIR) guidelines to the Florida Department of Education.

Students may not be subject to mandatory suspension and expulsion proceedings when the principal determines the student used an instrument or object in self-defense. Self-defense is an attempt to "prevent" an attack or a threatened injury or to stop the process of confrontation. It is not self-defense when the student uses an instrument/object to become an aggressor or to continue the confrontation after the original aggressor has retreated.

*Note: F.S. §§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 Board Policy 5006.*

Pursuant to F.S. §1006.07(7)(e), 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.

## 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.

1. Weapons Class A - Bringing a firearm or weapon, as defined in Chapter 790, including possessing, displaying, using, selling or transmitting a firearm.

<sup>1</sup> The term "immediately" means without delay as determined by the principal after considering the totality of the circumstances and prior to being reported by another individual.

- 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.
- 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.

*Note: 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 inadvertently possessed upon discovery or awareness, and that the student “immediately” reported or delivered the Class A Weapon to a staff member.*

*\*The term “immediately” means without delay and shall be collaboratively determined by the Principal and Chief Officer for Student Support Initiatives & Recovery/Designee. Such instances shall also require the approval of the Superintendent of Schools.*

2. Threat to Kill/Mass Shooting – Per F.S. §§836.10, any person who verbalizes a threat with intent to kill or cause bodily injury, writes or composes and/or also sends or procures the sending of any letter, inscribed communication, or electronic communication, whether such letter or communication be signed or anonymous, to any person, containing a **threat to kill** or to **do bodily injury** to the person to whom such letter or communication is sent or seen by another, or a threat to kill or do bodily injury to any member of the family of the person to whom such letter or communication is sent or seen by another, or any person who makes, posts, transmits, a threat in writing or other record, including internet/electronic transmission record to conduct a **mass shooting** or an act of terrorism in writing or other record in any manner that would allow another person to view the threat, as defined by F.S. §§836.10 790.161, 790.1615, 790.162, 790.163, 790.165, and 1006.13.

*Note: Per 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.*

3. False Report/Hoax - Per 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 §790.166, or concerning the use of firearms in a violent manner against a person or persons, and/or in accordance with 790.164 concerning any act of arson or other violence to property.
  - Per 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.
4. In addition, 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 via the Expulsion Office or expulsion, a referral to local law enforcement and a referral for appropriate counseling services, as appropriate.
  - a. Aggravated Battery
  - b. Arson or Attempted Arson
  - c. Hazing (F.S. §1006.135)
  - d. Homicide
  - e. Kidnapping or Abduction/False Imprisonment
  - f. Robbery or Attempted Robbery
  - g. Sexual Battery (Rape) or Attempted Sexual Battery (Rape)

Incidents associated with potential threats require the convening of the threat assessment team to determine if the act shall be reported to law enforcement.

*Note: A recommendation for the Behavior Intervention Program assignment via the Expulsion Abeyance Office, applies when an elementary level student commits an offense, within this section for which a secondary level student would receive a mandatory expulsion under this policy.*

District school boards may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion. District school superintendents may consider the 1-year expulsion requirement on a case-by-case basis and request the district school board to modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system. 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)).

*AT NO TIME is it appropriate for any student to possess or bring a weapon of any kind onto a school campus. Federal and state laws require local school districts to notify parents, through the Code of Student Conduct, that any student who is determined to have brought a firearm, electric weapon or device, or flare gun to school, to any school function, or on any school-sponsored transportation will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one full year and referred for criminal prosecution.*

*Possession of a firearm, electric weapon or device, or flare gun shall be defined as knowingly, intentionally, deliberately, or inadvertently (without meaning to do it) bringing a firearm on school property, school-sponsored transportation, or to a school-sponsored activity.*

## **Expulsion/Expulsion Abeyance**

1. The expulsion shall commence with the date of the School Board's final order or, in the case of a student with a disability, the date established by the IEP/504 Team. However, the term of exclusion from the regular school shall not exceed one calendar year from the date of the offense. Additionally, the expulsion shall be held in abeyance and the student shall be given the opportunity to participate in an established Expulsion Abeyance Program.
2. If a student enrolls in an Expulsion Abeyance Program or in a program designated by the Superintendent/designee and successfully completes the program or is issued a high school diploma, the expulsion shall not be documented on the student's official transcript.
3. The District substance abuse/expulsion case manager shall monitor/verify that the student has completed the expulsion abeyance or agreed upon program and facilitate the student's transition and re-entry into the regular school program, except where otherwise indicated in this policy.
4. Refusal or failure to meet conditions specified for the Expulsion Abeyance Agreement shall result in the removal of the abeyance option, and the student shall be expelled from Broward County Public Schools and programs until the duration of the original expulsion has lapsed. The appropriate expulsion code shall be entered into the student's permanent record. This record shall be forwarded to any school upon request for the purpose of student admission.

Note: In the case of a student with a disability, return to a school placement may require action by the IEP/504 Team.

All steps necessary to protect the victim, of any acts set forth in this policy, from further victimization will be taken. With incidents that require mandatory expulsion (See Section V of Policy 5006) or involve serious repeated 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 expulsion abeyance 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 shall be enforced. 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.

## **Workback Program Opportunities**

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. District school superintendents may consider the 1-year expulsion



requirement on a case-by-case basis and request the district school board to modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system.

**Elementary students, Grades K-5**, shall be administratively placed in the Behavior Intervention Program via the Expulsion Abeyance Office, for one (1) calendar school year. Elementary students may complete a Workback Program within 45-school days and be reinstated to a traditional school program. If the student is unsuccessful at Workback Program completion within 45-school days, then the student shall continue in the Workback Program for up to 90-school days. If the student is unsuccessful after 90 school days, the full term of the administrative assignment shall be served

**Secondary students, Grades 6-12**, shall be expelled for one (1) calendar school year. For incidents that are eligible for Workback consideration, the student may complete the Workback Program within 90-school days and be reinstated to a traditional school program. If the student is unsuccessful after 90-school days, the full term of the expulsion shall be served.

**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.

Success within all Workback programs shall be based upon the requirements of the Workback agreements as determined by the District case managers.

Students are not eligible for the Workback Program if they commit any of the following offenses:

## **MANDATORY EXPULSION INCIDENTS**

1. Threat to Kill/Massing
2. False Report/Hoax
3. Arson/Attempted Arson
4. Sexual Batter (Rape) or Attempted Sexual Battery (Rape)
5. Weapons - Class A
6. Homicide
7. Kidnapping or Abduction/False Imprisonment
8. Robbery or Attempted Robbery
9. Aggravated Battery
10. Hazing

Upon successful completion of the Workback 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, return to a school placement, is a change in placement and will require action by the IEP/504 Team.

## **Out-of-District Expulsions and Other Actions**

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.

Expulsion or dismissal 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 under this policy.

If a student who has been expelled or dismissed from another district, charter school or private school wishes admission, he/she shall be placed in an appropriate expulsion abeyance program or a program designated by the Superintendent/designee

for a period of time to commensurate with the terms of the original expulsion. The student shall also be referred to mental health services identified by the school district pursuant to F.S. §1012.584(4), when appropriate, at the direction of the district school board.

*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.*

## Definition of Weapons

Disciplinary incidents shall be reported to the Florida Department of Education (FLDOE) in accordance with Rule 6A-1.0017 School Environmental Safety Reporting (SESIR) requirements through the approved reporting tool provided by the School Board. For additional guidance regarding the SESIR definitions and the appropriate Florida Statutes, please refer to <http://www.fl DOE.org/schools/safe-healthy-schools/safe-schools/sesir-discipline-data/>.

*Note: When the Florida Department of Education (FLDOE) revises the SESIR definitions and this policy has not completed the rule making/rule adoption process to align with such changes, the FLDOE definitions found at <http://www.fl DOE.org/safe-schools/sesir-discipline-data/> will supersede the definitions within this policy.*

For purposes of this policy, weapons are defined in two categories, Class “A” or Class “B.” An object which can be defined as a Class “A” weapon pursuant to this policy shall be conclusively determined to be a Class “A” weapon and further classifications shall not be considered.

### **Weapons – Class A (Possessing/Displaying/Using/Selling/Transmitting) include, all Weapons and Firearms defined in Chapter 790, Florida Statute**

A firearm, instrument, or object that can inflict serious harm on another person or can place a person in reasonable fear of serious harm.

**This category includes, but is not limited to:**

- Firearms, (whether operable or inoperable, loaded or unloaded) including, but not limited to, hand gun, zip gun, pistol, rifle, shotgun, and starter gun
- Explosive propellants or destructive devices (operable or inoperable), including bombs
- Dirks
- 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
- Billy clubs
- Tear gas
- Electric weapon or device including, but not limited to, stun gun and taser gun
- Slungshot - is a striking weapon consisting of weight or other hard object affixed on a flexible handle or strap
- Chemical weapons or devices with the capacity to hold more than 2 ounces of the chemical
- Flare guns
- Ice pick
- Knives – 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, but excluding blunt-bladed table knives and common pocket knives (see Class B weapons/items for other knives).

### **Weapons – Class B (Possessing/Displaying/Using/Selling/Transmitting) are restricted from school grounds/property, school-sanctioned activities and transportation.**

**The category includes, but not limited to:**

- Chains (i.e., household, industrial)
- Pipe - a hollow cylinder or tube made of metal, wood, plastic, or similar material

- Other pointed instruments or sharp objects, other than school supplies (i.e., pencil, compass)
- Nunchakus, Chinese stars
- Chemical weapon or device such as pepper spray or mace with the capacity to hold two (2) ounces or less of the chemical
- Ammunition and any component thereof, including, but not limited to bullets, shotgun shells, bullet casings and magazine clips
- Slingshot - a hand-held and hand-powered device consisting of a frame with attached rubber strap/straps, used for shooting objects
- Flammable liquids or combustible materials
- Projectile Device\* - including, but not limited to, BB guns, hard pellet guns, and paint ball guns

*\*Note: On a 1st offense only, for an elementary level student (Grades K-2), a projectile device shall not be categorized as a Class B weapon/item if the following conditions are met:*

1. *the projectile device was unloaded; and*
2. *the student was not in possession of ammunition for the projectile device.*

*If the conditions above are met, for an elementary level student (Grades K-2), then the projectile device shall not be categorized as a Class B weapon/item per this policy.*

- All other knives\*\* made of any substance not categorized as Class A weapon

*Note: 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 of the following circumstances are met:*

1. *the item is used for the consumption of food as an eating utensil; and*
2. *the item presents no threat to the environment.*

*\*\*Note: A plastic eating utensil (manufactured for single use and disposal) shall neither be categorized, nor consequenced, as a weapon/item under this Policy or Policy 5006: Suspension and Expulsion.*

- Any instrument, tool, object or substance used in a threatening manner toward another person

*Note: 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. Simulating a firearm or weapon while playing includes, but is not limited to:*

1. *Brandishing a partially consumed pastry or other food item to simulate a firearm or weapon*
2. *Possessing a toy firearm or weapon that is 2 inches or less in overall length*
3. *Possessing a toy firearm or weapon made of plastic snap-together building blocks*
4. *Using a finger or hand to simulate a firearm or weapon*
5. *Vocalizing an imaginary firearm or weapon*
6. *Drawing a picture, or possessing an image, of a firearm or weapon*
7. *Using a pencil, pen, or other writing or drawing utensil to simulate a firearm or weapon*

However, a student may be subject to disciplinary action if 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.

## Other Definitions for this Policy

**Affray** is defined as an instance of fighting in a public place that disturbs the peace.

**Aggravated Battery** is defined as intentional great bodily harm. A battery where the attacker intentionally or knowingly causes 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 employee, sports official, 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.*

**Alcohol** 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.

**Arson** is defined as intentionally setting a fire. The intentional 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.

**Bullying** is defined as systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation. Bullying includes instances of cyberbullying and is carried out repeated and characterized by an imbalance of power.

**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.

**Days** shall be construed to be school days (as determined by the applicable school calendar) whenever mentioned in this policy.

**Discriminatory Comments/Actions** per Chapter 775.085, F.S. and Florida Department of Law Enforcement's Hate Crime Report Manual, The Attorney General's Annual Report/Hate Crimes in Florida/January 1 – December 31, 2008, 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. This includes, but is not limited to, gender, gender identity, gender expression, race, color, religion, ethnicity, national origin, political beliefs, marital status, age, sexual orientation, social and family background, language, pregnancy, or linguistic preference, or mental/physical<sup>1</sup> disability, or other minority groups.

*Note: <sup>1</sup>Mental or Physical Disability means that the victim suffers from a condition of physical or mental incapacitation due to a developmental disability, organic brain damage, or mental illness, and has one or more physical or mental limitations that restrict the victim's ability to perform the normal activities of daily living.*

**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.

**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. Examples of major disruptions include bomb threats, inciting a riot, or initiating a false fire alarm.

**Face Coverings Policy Violation** is defined as when redirection and intervention have been disregarded and the action is determined to be intentional, insubordinate, defiant and not accidental or incidental. *Note: Violation will result in the student being sent home the day of the incident and issued consequence as outline in the Discipline Matrix.*

**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.

**Fighting-Medium** is defined as mutual combat, mutual participation. The mutual participation of two or more persons using force or physical violence that requires physical intervention and/or results in injury requiring first aid.

**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.

**Homicide** is defined as the unjustified killing of one human being by another.

**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 using:

- recording, displaying, posting an incident via an electronic device/social media, or through handwritten or verbal communication. electronic device/social media to incite a disturbance

**Injury - Minor** is defined as an injury, which solely requires first aid.

**Injury - 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)).

**Kidnapping** is defined as forcibly, or by threat, confining, abducting, or imprisoning another person against his or her will and without lawful authority.

**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.

**Larceny/ 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.

**Majority Age Student** is any student who is 18 years or older.

**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.

**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. "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.

**Non-School - Other Serious Incident/Delinquent Act** is defined Pursuant to F.S. §1006.09(2), administrative reassignment other than through the pathway of the Expulsion/Expulsion Abeyance may be imposed when 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, may be assigned to an alternative setting, pursuant to rules adopted by the State Board of Education (State Board Rule 6A-1.0956) and to rules developed pursuant to s. 1001.54, to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled.

**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 School Board property, during school events or activities, or on school transportation.

**Parent** is defined as one or both parents, any guardian of a student, surrogate or any person in a parental relationship to a student or any person exercising supervisory authority over a student in place of a parent.

**Physical Attack (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. Note: This is applicable to battery on School Board of Broward County employee, sports official, 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.

**Possession** is defined as the knowing, intentional, deliberate or inadvertent control of any article, object, substance, asset, or property.

**Robbery** is defined as the use of force to take something from another. The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.

**Serious Substantive Threat** is defined as a risk outcome by Policy 2130: Behavioral Threat Assessment (BTA).

**Sexual Assault** is defined as an incident that includes threatened rape, fondling, indecent liberties, or child molestation. Both males and females can be victims of sexual assault.

**Serious 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.

**Sexual Harassment** is defined as the unwanted verbal, nonverbal, or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation, as defined in Rule 6A-19.008, F.A.C.

**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.

**Threat/Intimidation** is defined instilling fear in others. An incident where there was no physical contact between the offender and victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats (e.g., brandishing a weapon) and verbal threats of physical harm which are made in person, electronically or through any other means.

**Tobacco** is defined as cigarettes or other forms of tobacco/nicotine. The possession, use, distribution, transmittal or sale of tobacco or nicotine products on schoolgrounds, at school-sponsored events, or on school transportation by any person under the age of 21.

**Transient Threat** is defined as a risk outcome by Policy 2130: Behavioral Threat Assessment (BTA).

**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. \*The term "immediately" means without delay.

**Trespassing** is defined as illegal entry onto campus. To enter or remain on school grounds, school transportation, or at a school-sponsored event, without authorization or invitation and with no lawful purpose for entry.

**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:

1. substance/drug deemed illegal under Chapter 893
2. drug or controlled substance that constitute a felony under Florida statute
3. types of cannabis, including, but not limited to, marijuana and hemp, and derivatives of such, including, but not limited to THC and CBD products
4. prescription medication not prescribed for the student who is in possession of the medication, or any prescription medication not authorized by Policy 6305.

**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 Policy 5006: Suspension and Expulsion.

**Vandalism (Equal to or greater 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.

**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.

**Very Serious Substantive Threat** is defined as a risk outcome by Policy 2130: Behavioral Threat Assessment (BTA).

**Violent Behavior** is defined as the use of physical force that causes damage, injury, violates or abuses another person or property.



**SECTION**

**X**

**Right to Appeal and  
Grievance Procedures**

## RIGHT TO AN APPEAL

There may be times when students believes they have been unfairly penalized. Most problems can be solved if students speak with the teacher or staff member who was involved. If students feel uncomfortable with this person, they may request a conference with the next level of authority. Students may also request the presence of a third party, such as a counselor, assistant principal, other staff person, translator, interpreter, or attorney. Parents also have the right to be included.

If talking things over does not solve the problem, the following steps may be taken:

1. A written statement must be presented to the principal within five (5) school days from the last notification/communication regarding the disciplinary consequence or incident. The statement must tell what happened, when it happened, who was involved, and how the parent/student would like the problem resolved. A copy of the statement should be filed and maintained as an educational record. The principal or the administrator with the most knowledge of the incident has 5 school days to respond in writing.
2. If the problem still has not been resolved within five (5) school days from receipt of the school's written response, the parent(s)/student may request in writing, an appointment with the Director/designee of the Office of Service Quality. The letter asking for the appointment must include a copy of the first written statement and the school's response, if one was received.

**In the case of Charter Schools:** If the problem has not been resolved within five (5) school days from receipt of the school's written response, the charter school parent(s)/student may request, in writing, a meeting with the Governing Board.

**Items 3-5 below do not apply to Charter School students.**

3. Upon receipt of such request, the Director/designee of the Office of Service Quality will schedule a meeting within five (5) school days with the District student and his or her parent. This meeting will include the person(s) involved in the appeal process, the principal, the District student, the parent(s) and any representative selected by the parent. Attorneys may attend as representatives of either the District parent(s)/student and/or the school. The Director/designee of the Office of Service Quality has five (5) school days after the date of the meeting to send a written response to the District parent(s)/student.
4. If the District parent(s)/students are still not satisfied, they may take the problem to the Superintendent's Office/designee following the above procedures.
5. The Superintendent/designee will schedule another meeting 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 for the appeal of any penalty that is less than ten (10) days suspension. For suspension appeals of ten (10) days, District parent(s)/students have the right to appeal to the School Board by submitting a request to the Superintendent's Office.
6. 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. Refer to Section I, regarding make-up work.



## **GRIEVANCE PROCEDURES for DISCRIMINATION, BULLYING and/or HARASSMENT OFFENSES, including SECTION 504 DISCRIMINATION REPORTING DISCRIMINATION, BULLYING and/or HARASSMENT OFFENSES**

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](mailto: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.

### **REPORTING SECTION 504 DISCRIMINATION**

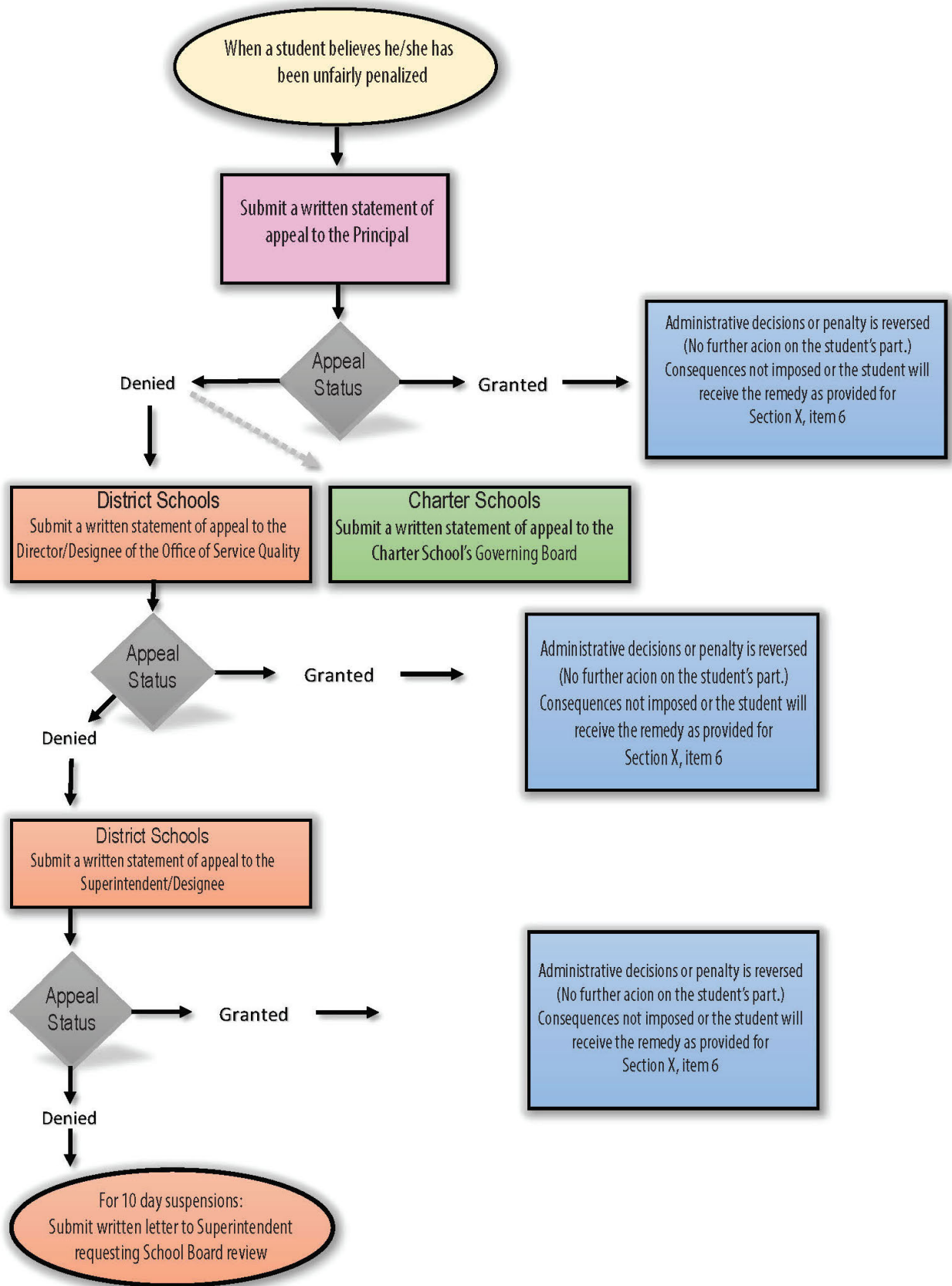
The steps below have been developed to comply with the law for resolution of individual complaints under Section 504/ADA. Persons aggrieved by District school actions are not required by law to exhaust the District's grievance procedures before filing a complaint at the federal or state level.

The following steps should be followed if resolution on Section 504/ADA issues through informal discussion with appropriate District school personnel is not achieved. All meetings, discussions, etc., should be documented. Appropriate District school personnel could include teachers, the Section 504 liaison, counselors, school administrator, etc.

1. If informal discussions do not resolve the issue, parent/guardian or the District student may obtain a Grievance Filing Form from the principal. The completed form should be submitted to the District school principal within fifteen (15) school days.
2. Within fifteen (15) school days of receipt of the written grievance, the district school principal shall provide the grievant with a Grievance Resolution Notice that upholds, modifies, or denies the resolution sought.
3. If the parent/guardian or the District student is not satisfied with the response issued in Step 2, he/she may file a complaint with the Director of Benefits and EEO Compliance in the Department of Equal Educational Opportunities at 754-321-2150, who will inform the parent/student of his or her rights under Section 504/ADA, including an impartial hearing pursuant to federal and state regulations. The Department of Equal Educational Opportunities will conduct an investigation, convene pertinent parties, including legal counsel, and make a determination as to whether probable cause exists to believe that the District school student was, in fact, discriminated against. A determination of possible cause will include specific recommendations for corrective behavior.



# Right to Appeal Process



A stylized graphic featuring a grey city skyline silhouette against a background of radiating grey lines. In the foreground, there is a dark grey silhouette of a landscape with several palm trees. A signature, possibly 'C. di. Aj.', is visible near the base of one of the palm trees.

**APPENDIX**

**Discipline Matrix**

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# What is the Discipline Matrix?

The Discipline Matrix: A Tool For Administrators To Assign Consequences For Serious Misbehavior

The Discipline Matrix is a tool for administrators to respond appropriately when students have committed serious violations, per the Code of Student Conduct. This tool is designed to offer consistency at all levels across the District so that students are disciplined fairly from school to school when their behavior requires punishment beyond the classroom. There are four different versions of the Matrix which assign interventions and consequences for the following grade levels: Grades K-2; 3-5; 6-8 and 9-12.

A copy of the Matrix is included to assist you and your child in understanding the consequences of seriously violating school rules. While most parents will have no need to be familiar with the Matrix, the School Board and the District want to ensure that parents are knowledgeable about the actions of its school administrators when students misbehave. The Matrix enables administrators to assign consequences consistently, regardless of the school your child attends.

## HOW DO I READ THE MATRIX?

The Matrix outlines the violations in the same way as the Code of Student Conduct. Each incident type contains interventions and consequences for each violation. The letters within the consequence boxes correspond to the "Action Legend". Therefore, if a student commits a first offense violation for an incident, the actions that can be taken will be listed in the box for the 1<sup>st</sup> Consequence. Second offense violation will be listed in the box for the 2<sup>nd</sup> Consequence, and so forth. It is important to note however, that school administrators 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.

## IS THERE ANYTHING ELSE I NEED TO KNOW?

Yes. The Discipline Matrix does not apply to classroom management as assigned by the teacher, but rather as a progressive step when a student has broken the rules requiring a principal and/or designee to assign consequences. While continuous disregard for classroom rules will almost always be referred to an administrator, certain violations of the rules, e.g. weapon possession, assault, sexual harassment, require initial administrative action.

Like the Code of Student Conduct, the Matrix is reviewed annually by District stakeholders, including parents, teachers, administrators, counselors, students and other community representatives.

## WHERE DO I GO IF I WANT FURTHER EXPLANATION OF THIS DOCUMENT?

Should you require further explanation of the Discipline Matrix, please call your school administrator.

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## **Broward County Public Schools Administrative Discipline Matrix**

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. Refer to Policy 2130: Threat Assessment for more information related to threats.

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.

PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12th grade with a maximum of three (3) referral assignments to the program.

A Recommendation for the Behavior Intervention Program 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 School Board Policy 5006.

All SESIR level incidents shall be addressed by school-based administrators only. For incidents within this category, accruals occur by school level (Grades K-2, 3-5, 6-8 and 9-12) and require reporting per the School Environmental Safety Incident Reporting (SESIR) guidelines to the Florida Department of Education.

Note: It is prohibited to issue an alternative to external suspension (AES) or an out of school suspension (OSS) in lieu of an in-school suspension (ISS) when the Discipline Matrix prescribes such an action.

**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 offense)	AA. In-School Suspension: 3-5 Days
A1. A1. Administrative Transition Meeting (per Staff Request)	AA1. Out-of-School Suspension: 1 Day (Assign AES)
A2. Designated Collaborative Problem-Solving Team (MTSS/Rtl) Member Referral (with intervention documented as Tier I strategy in BASIS)	BB. Out-of-School Suspension: 1-2 Days (Assign AES)
B. Collaborative Problem-Solving Team (MTSS/Rtl) Referral	BB1. Out-of-School Suspension: 1-2 Days (PROMISE AES Mandatory)
B1. Consider Referral to Behavioral Threat Assessment Team (Administrator shall consult with (at least) one other school-based BTA team member to make a determination as to whether a BTA is warranted)	CC. Out-of-School Suspension: 2 Days (Assign AES)
	CC1. Out-of-School Suspension: 3 Days (Assign AES)
C. Conduct Threat Assessment (BTA) Protocol	DD. Out-of-School Suspension: 3-5 Days (Assign AES)
D. Confiscation (when applicable)	DD1. Out-of-School Suspension: 3-5 Days (PROMISE AES Mandatory)
E. Restitution (when applicable)	EE. Out-of-School Suspension: 4 Days (Assign AES)
E1. Refer for Mental Health Services (as appropriate)	EE1. Out-of-School Suspension: 4-5 Days (Assign AES)
F. Referral to Substance Abuse Case Manager	FF. Out-of-School Suspension: 6-9 Days (Assign AES)
G. Referral to Social Worker	GG. Out-of-School Suspension: 2 Days (PROMISE AES Mandatory)
H. Referral to School Counselor	HH. Out-of-School Suspension: 3 Days (PROMISE AES Mandatory)
I. Referral to Family Counselor	II. Out-of-School Suspension: 4 Days (PROMISE AES Mandatory)
J. Collaborative Attendance Contract (includes Parent, Administration, Student, School Counselor & Social Worker)	JJ. Out-of-School Suspension: 6 Days (PROMISE AES Mandatory)
	JJ1. Out-of-School Suspension: 6 Days (Assign AES)
K. Collaborative Behavior Contract (includes Parent, Administration, Student, School Counselor & Social Worker)	KK. Out-of-School Suspension: 9 Days (PROMISE AES Mandatory)
L. Behavioral Consultation with Curriculum Support	KK1. Out-of-School Suspension: 9 Days (Assign AES)
M. Verbal Warning	LL. Out-of-School Suspension: 10 Days (PROMISE AES Mandatory)
N. Detention (1)	MM. Out-of-School Suspension: 10 Days (Assign AES)
N1. Saturday Detention	NN. Recommendation for Behavior Intervention Program via the Expulsion Abeyance Office
O. Multiple Detentions (2-3)	OO. Mandatory Recommendation for Expulsion
P. PROMISE Eligible Incident (District students 11 years or older or in Grades 6-12)	PP. Alternative Probationary Contract
	QQ. Probationary Substance Contract
Q. School/Community Service Work	RR. Bus – Verbal or Written Reprimand
R. School Specific Consequence	SS. Bus – 3 Days School Bus Suspension
S. Incident Codes Reported to the State	TT. Bus – 1 to 10 Days School Bus Suspension
	UU. Bus – 10 Days School Bus Suspension
T. In-School Suspension (Less than a day)	VV. Bus – Expulsion from School Bus for the Remainder of the School Year
U. Time Out	WW. Loss of All School-Sanctioned Activities for 1 Year
V. Additional Interventions (as appropriate)	XX. Loss of All School-Sanctioned Activities for 1 Year
W. Loss of Privilege	YY. Referral to Fire Starter Program
X. In-School Suspension (1-3 Days) & Loss of Extra Curricular Activities (1-30 Days)	ZZ. Complete Immediate Notification Form (SIU)
Y. Loss of Extra Curricular Activities (Up to 5 days)	AAA. Consultation with Law Enforcement <sup>1</sup>
Z. In-School Suspension: 1-2 Days	BBB. Refer to Community Youth Support Diversion Programs by District (as appropriate)
Z1. In-School Suspension: 1 Day	CCC. Administrative Reassignment

<sup>1</sup> Upon consultation with law enforcement by the school principal/designee for a SESIR level incident or any incident as outlined by the Code of Student Conduct's Discipline Matrix that requires consultation with law enforcement, if said incident is determined by the law enforcement officer to be a criminal offense requiring formal action, the school principal/designee will recommend that in lieu of the law enforcement officer arresting the student, the law enforcement officer should issue the student a civil citation when applicable under law. The criterion for the school principal/designee's recommendation for the law enforcement officer's consideration regarding issuance of a civil citation in lieu of arrest, is applicable to students who have not already accrued the maximum 3 civil citations as permitted within the justice system.



Broward County Public Schools  
 Administrative Discipline Matrix (SY 2021-2022 through 2023-2024)  
 Elementary Grades K-2

Type of Incident	1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Attendance Incidents</b>					
ZL Class Cut (Skipping)	A, M	A, U, V			
ZM Tardiness, Habitual (5 in a Marking Period)	A	A, B, H			
ZV Truancy	A	A, H			
ZG Leaving Campus Without Permission	A, R	A, B, H, R			
ZU Out of Assigned Area	A, M	A, H, U	A, H, J, U	A, H, K, R, W	

Type of Incident	1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Rule Violation Incidents</b>					
ZE Dress Code Violation	A, M	A, Y	A, X		
ZQ Cheating Minor (Grades 3-12)					
ZB Cheating Major	A, T				
ZP Detention – Unserved	A, R	A, R	A, W		
ZS Unserved Saturday Detention					
S ED Electronic Devices	A, B1, D, H, Z, ZZ, AAA	A, B1, D, H, BB, ZZ, AAA	A, B1, D, I, V, DD, ZZ, AAA	A, A2, B1, D, FF, PP, ZZ, AAA	A, B, B1, D, MM, NN, ZZ, AAA, BBB
S SX Sexting	A, B1, D, H, Z, ZZ, AAA	A, B1, D, H, BB, ZZ, AAA	A, B1, D, I, DD, ZZ, AAA	A, A2, B1, D, FF, PP, ZZ, AAA	A, B, B1, D, MM, NN, ZZ, AAA, BBB
ZY Cell Phone Violation (Punitive Action Begin on 2 <sup>nd</sup> Offense)	A, M	A, D	A, D, R		

Broward County Public Schools  
 Administrative Discipline Matrix (SY 2021-2022 through 2023-2024)  
 Elementary Grades K-2

	Type of Incident	1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Disruptive Incidents</b>						
<i>PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 1<sup>st</sup> grade with a maximum of three (3) referral assignments to the program.</i>						
SB	Disruptive (Unruly) Behavior	A, M	A, L, R	A, H, R, V		
UP	Disruptive (Unruly) Play	A, M	A, L, U	A, H, R, V		
01	Disobedience/Insubordination	A, L, M	A, H, R, V	A, G, R, V	A, A2, R, W	
ZW	Defiance of Authority-Habitual	A, B, R, W	A, B, Z	A, B, G, AA1		
FC	Face Coverings Policy Violation	A, L, M	A, H, R, V	A, G, R, V	A, A2, R, W	
02	Profanity – Use of Insulting/Obscene Language	A, N	A, R			
ZX	Profanity Directed Towards a Staff Member	A, A1, H, U	A, A1, A2, H, L, R	A, A1, B, Z		
SG	Gambling	A, D, M, H, ZZ, AAA	A, A2, D, N, ZZ, AAA	A, B, D, R, ZZ, AAA		
DC	Discriminatory Comments/Actions	A, B1, H, R, ZZ, AAA	A, A2, B1, I, T, ZZ, AAA	A, B, B1, G, W, Z, ZZ, AAA		
Z1	Inciting a Disturbance	A, B1, H, R	A, B1, H, L, Z			
SF	Passing/Producing Counterfeit Money	A, D, M, ZZ, AAA	A, D, H, R, ZZ, AAA			
ZH	Falsification/Misrepresentation (Lying or Forgery of Signature)	A, R				
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 G1	Gang Activity	A, B1, E, H, Z, ZZ, AAA	A, B1, E, G, H, BB, ZZ, AAA	A, B1, E, G, DD, ZZ, AAA	A, A2, B1, E, I, FF, PP, ZZ, AAA	A, B, B1, E, I, MM, NN, ZZ, AAA, BBB
XA	Disruption on Campus – Minor	A, B1, H, U	A, B1, H, K, R	A, A2, B1, R		
S D0	Disruption on Campus – Major	A, B1, G, Z, ZZ, AAA	A, B1, BB, ZZ, AAA	A, B1, DD, ZZ, AAA	A, A2, B1, FF, PP, ZZ, AAA	A, B, B1, MM, NN, ZZ, AAA
S 66	Trespassing	A, B1, Z, ZZ, AAA	A, B1, BB, ZZ, AAA	A, B1, DD, ZZ, AAA	A, A2, B1, FF, PP, ZZ, AAA	A, B, B1, MM, NN, ZZ, AAA, BBB
S F9	False Fire Alarm/911 Call	A, B1, K, Z, ZZ, AAA	A, B1, BB, ZZ, AAA	A, B1, DD, ZZ, AAA	A, A2, B1, FF, PP, ZZ, AAA	A, B, B1, MM, NN, ZZ, AAA, BBB

**Broward County Public Schools  
Administrative Discipline Matrix (SY 2021-2022 through 2023-2024)  
Elementary Grades K-2**

Type of Incident		1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Substance Abuse/Drug Incidents</b>						
<i>PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12<sup>th</sup> grade with a maximum of three (3) referral assignments to the program.</i>						
Z4	Over-the-Counter Medication – Unauthorized Use/Possession	A, D, M	A, D, M	A, D, H, R		
OC	Over-the-Counter Medication – Sale/Attempted Sale/Transmittal	A, D, T	A, B, D, H, Z	A, B, D, G, BB		
S TU	Tobacco – Use/Possession/Sale/Transmittal of tobacco and/or tobacco related products	A, D, H, N, ZZ, AAA	A, B, D, F, Z, ZZ, AAA			
S EC	Tobacco – Use/Possession/ Sale/Transmittal of Nicotine, Vapor Devices and/or Components of E-Cigarettes, Vapor Devices, or Similar	A, A2, D, H, N, ZZ, AAA	A, B, D, F, Z, ZZ, AAA	A, B, D, F, Z, ZZ, AAA	A, B, D, F, Z, ZZ, AAA	
S A1	Alcohol – Use/Possession	A, B, D, F, EE, ZZ, AAA	A, B, D, F, MM, NN, QQ, ZZ, AAA, BBB	A, B, D, F, MM, NN, ZZ, AAA, BBB		
S D5	Drug – Use/Possession of Leaf Marijuana	A, B, D, F, EE, ZZ, AAA	A, B, D, F, MM, NN, QQ, ZZ, AAA, BBB	A, B, D, F, MM, NN, ZZ, AAA, BBB		
S DB	Drug – Use/Possession of Other Mood-Altering Substances	A, B, D, F, EE, ZZ, AAA	A, B, D, F, MM, NN, QQ, ZZ, AAA, BBB	A, B, D, F, MM, NN, ZZ, AAA, BBB		
S AA	Alcohol – Being Under the Influence	A, B, F, EE, ZZ, AAA	A, B, MM, NN, QQ, ZZ, AAA, BBB	A, B, MM, NN, ZZ, AAA, BBB		
S DA	Drug – Being Under the Influence of Leaf Marijuana and/or Other Mood-Altering Substances	A, B, F, EE, ZZ, AAA	A, B, MM, NN, QQ, ZZ, AAA, BBB	A, B, MM, NN, ZZ, AAA, BBB		
S DF	Drug – Use/Possession of Unauthorized Substance	A, B, D, F, MM, NN, QQ, ZZ, AAA, BBB	A, B, D, F, MM, NN, QQ, ZZ, AAA, BBB			
S D6	Drug – Under the Influence of Unauthorized Substance	A, B, F, MM, ZZ, AAA, BBB	A, B, F, MM, NN, QQ, ZZ, AAA, BBB	A, B, F, MM, NN, ZZ, AAA, BBB		
S A3	Alcohol – Sale/Attempted Sale/Transmittal	A, B, D, F, V, BB, ZZ, AAA	A, B, B1, D, F, V, CC, ZZ, AAA	A, B, D, F, V, EE, ZZ, AAA		
S DS	Drug – Possession with Intent to Sell, Sale, Attempted Sale, and/or Transmittal of Leaf Marijuana (less than 20g)	A, B, D, F, V, CC, ZZ, AAA	A, B, D, F, V, DD, ZZ, AAA	A, B, D, F, MM, NN, ZZ, AAA, BBB		
S D7	Drug – Sale/Attempted Sale/Transmittal of Unauthorized Substance	A, B, D, F, V, CC, ZZ, AAA	A, B, D, F, V, DD, ZZ, AAA	A, B, D, F, MM, NN, QQ, ZZ, AAA, BBB		
S DP	Drug Paraphernalia – Use/Possession/Sale/Transmittal	A, B, D, F, EE, ZZ, AAA	A, B, EE, D, F, BB, ZZ, AAA	A, B, D, F, MM, NN, QQ, ZZ, AAA, BBB	A, B, D, F, MM, NN, ZZ, AAA, BBB	

**Broward County Public Schools**  
**Administrative Discipline Matrix (SY 2021-2022 through 2023-2024)**  
**Elementary Grades K-2**

Hope Scholarship Incident	Type of Incident	1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Acts Against Persons</b>						
<b>PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12<sup>th</sup> grade with a maximum of three (3) referral assignments to the program.</b>						
Hope	MP Mistreatment of Peers	A, B1, H, U	A, B1, H, L, T	A, A2, B1, L, Z		
Hope	S ZA Bullying	A, B1, Z, ZZ	A, B1, L, BB, ZZ	A, B1, L, DD, ZZ	A, A2, B1, FF, PP, ZZ	A, B, B1, MM, NN, ZZ
Hope	S HA Harassment	A, B1, Z, ZZ	A, B1, L, BB, ZZ	A, B1, D, L, D, ZZ	A, A2, B1, FF, PP, ZZ	A, B, B1, MM, NN, ZZ
<b>*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.</b>						
Hope	S F1 Fighting –Major Mutual Combat*	A, B1, Z, ZZ, AAA	A, A2, B1, L, BB, ZZ, AAA	A, B, B1, L, DD, ZZ, AAA	A, B, B1, L, JJ1, PP, ZZ, AAA	A, B, B1, L, MM, NN, ZZ, AAA, BBB
Hope	S F2 Fighting – Medium* See above	A, B1, H, U	A, B1, H, L, Z	A, B, B1, L, W, Z		
	ZI Fighting – Minor Altercation/Confrontation* See above	A, M	A, H, U, V	A, A2, G, R		
Hope	S ZT Hazing (Grades 6-12)					
Hope	S SS False Accusation Against School Staff	A, A1, H, Z, ZZ, AAA	A, A1, G, BB, ZZ, AAA	A, A1, G, DD, ZZ, AAA	A, A1, A2, I, FF, PP, ZZ, AAA	A, A1, B, MM, NN, ZZ, AAA, BBB
<b>**When deciding what disciplinary action should be taken, the Administrator may consider the severity of the offense and may impose a more severe consequence.</b>						
Hope	S 56 Sexual Misconduct &/or Indecent Exposure (Sexual Offense)**	A, E1, G, Z, ZZ, AAA	A, E1, G, V, BB, ZZ, AAA	A, E1, I, V, DD, ZZ, AAA	A, A2, E1, I, V, FF, PP, ZZ, AAA	A, B, E1, I, V, MM, NN, ZZ, AAA, BBB
	HT Inappropriate Touching/Language/Gestures	A, H, U	A, H, T	A, B, G, W, Z		
Hope	S 50 Sexual Harassment	A, B1, G, Z, ZZ, AAA	A, B1, G, W, BB, ZZ, AAA	A, B1, I, V, DD, ZZ, AAA	A, A2, B1, I, V, FF, PP, ZZ, AAA	A, B, B1, I, V, MM, NN, ZZ, AAA, BBB
	ZN Threat/Intimidation (Low level, non-criminal)	A, C, H, R, ZZ, AAA	A, C, H, Z, ZZ, AAA	A, B, C, E1, K, AA1, ZZ, AAA	A, B, C, E1, W, AA1, ZZ, AAA	
Hope	S TT Threat/Intimidation with Transient	A, C, E1, H, W	A, B, C, G, L, E1, T	A, B, C, I, L, E1, Z1		
Hope	S TW Threat/Intimidation with Serious Substantive	A, B, C, E1, EE1, ZZ, AAA	A, B, C, E1, FF, PP, ZZ, AAA	A, B, C, E1, MM, NN, ZZ, AAA		
Hope	S TV Threat/Intimidation with Very Serious Substantive	A, B, C, E1, MM, NN, ZZ, AAA				
Hope	S S2 Sexual Assault	A, C, E1, G, Z, ZZ, AAA	A, C, E1, G, BB, ZZ, AAA	A, C, E1, G, DD, ZZ, AAA	A, A2, C, E1, G, FF, PP, ZZ, AAA	A, B, C, E1, I, MM, NN, ZZ, AAA, BBB
	21 Battery – Low Level	A, B1, M	A, B1, U	A, B1, H, L, W		
Hope	S PA Physical Attack (Battery)	A, B1, D, H, Z, ZZ, AAA	A, B1, D, - H, BB, ZZ, AAA	A, B1, D, -G, DD, ZZ, AAA	A, A2, B1, D, E1, I, FF, PP, ZZ, AAA	A, B, B1, D, E1, I, MM, NN, ZZ, AAA, BBB
Hope	S 23 Aggravated Battery	A, B, B1, E1, I, MM, NN, ZZ, AAA, BBB				

**Broward County Public Schools  
Administrative Discipline Matrix (SY 2021-2022 through 2023-2024)  
Elementary Grades K-2**

	Type of Incident	1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
	<b>Property Incidents</b>					
	<i><b>PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12<sup>th</sup> grade with a maximum of three (3) referral assignments to the program.</b></i>					
	T5	Larceny/Theft – Petty < \$750	A, D, E, Z, Z, Z, AAA	A, B, D, E, BB, ZZ, AAA	A, B, D, E, DD, ZZ, AAA	
<b>S</b>	T6	Larceny/Theft – Grand ≥ \$750	A, D, E, G, V, Z, ZZ, AAA	A, D, E, E1, G, V, BB, ZZ, AAA	A, D, E, E1, I, V, DD, ZZ, AAA	A, B, D, E, E1, I, MM, NN, ZZ, AAA, BBB
	V4	Vandalism/Damage to Property < \$1000	A, B, D, E, Z, ZZ, AAA	A, B, D, E, BB, ZZ, AAA	A, B, D, E, DD, ZZ, AAA	
<b>S</b>	V5	Vandalism/Damage to Property ≥ \$1000	A, D, E, E1, G, T, Z, ZZ, AAA	A, D, E, E1, G, BB, ZZ, AAA	A, D, E, E1, I, DD, ZZ, AAA	A, B, D, E, E1, I, MM, NN, ZZ, AAA, BBB
	Z3	Technology – Inappropriate Use (Computers or Networks)	A, U	A, W, V	A, R, V	
<b>S</b>	ST	Technology – Illegal Use (Computers or Networks)	A, Z, ZZ, AAA	A, BB, ZZ, AAA	A, DD, ZZ, AAA	A, B, MM, NN, ZZ, AAA, BBB
<b>S</b>	13	Arson	A, B, B1, E, E1, MM, NN, YY, ZZ, AAA, BBB			
	FS	Fire – Starting a Fire on Campus	A, B1, D, E, H, Z, ZZ, AAA	A, B1, D, E, G, V, BB, ZZ, AAA	A, B1, D, E, G, DD, YY, ZZ, AAA	A, B, B1, D, E, I, MM, NN, YY, ZZ, AAA, BBB
<b>S</b>	36	Burglary – Unlawful Breaking/Entering into a School Facility or Property	A, D, E, H, Z, ZZ, AAA	A, E, G, BB, ZZ, AAA	A, E, G, DD, ZZ, AAA	A, B, E, I, MM, NN, ZZ, AAA, BBB

**Broward County Public Schools  
Administrative Discipline Matrix (SY 2021-2022 through 2023-2024)  
Elementary Grades K-2**

Hope Scholarship Incident	Type of Incident	1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
	<b>Other Criminal Incidents</b>					
	<b>S OS</b> (Other Major) - Other Serious Incident/Delinquent Act	A, B1, Z, ZZ, AAA	A, B1, BB, ZZ, AAA	A, B1, K, DD, ZZ, AAA	A, A2, B1, FF, PP, ZZ, AAA	A, B, B1, MM, NN, ZZ, AAA, BBB
	<b>S WA</b> Weapons – Class A (Possessing/Displaying/Using/Selling/Transmitting)	A, B, C, D, E1, MM, OO, ZZ, AAA, BBB				
	<b>WB</b> Weapons – Class B (Possessing/Displaying/Using/Selling/Transmitting)	A, C, D, E1, BB, ZZ, AAA	A, C, D, E1, K, EE, ZZ, AAA	A, A2, C, D, E1, FF, PP, ZZ, AAA	A, B, C, D, E1, MM, NN, ZZ, AAA, BBB	
<b>Hope</b>	<b>S R2</b> Robbery or Attempted Robbery	A, B, B1, D, E, E1, MM, NN, ZZ, AAA, BBB				
<b>Hope</b>	<b>S S1</b> Sexual Battery/Rape (Actual or Attempted)	A, B, B1, E1, MM, NN, ZZ, AAA, BBB				
<b>Hope</b>	<b>S K1</b> Kidnapping or Abduction/False Imprisonment	A, B, B1, E1, MM, NN, ZZ, AAA, BBB				
	<b>S 42</b> Homicide	A, B, B1, E1, MM, NN, ZZ, AAA, BBB				
	<b>S SE</b> Extortion	A, A2, C, Z, ZZ, AAA	A, B, C, BB, ZZ, AAA	A, B, C, DD, ZZ, AAA	A, B, C, FF, PP, ZZ, AAA	A, B, C, E1, MM, NN, ZZ, AAA, BBB
	<b>S B3</b> Threat Kill/Mass Shooting	A, B, C, E1, MM, OO, ZZ, AAA, BBB				
	<b>S B4</b> False Report/Hoax	A, B, C, E1, MM, OO, ZZ, AAA, BBB				

Broward County Public Schools  
 Administrative Discipline Matrix (SY 2021-2022 through 2023-2024)  
 Elementary Grades K-2

Type of Incident		1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Bus Behavior Incidents</b>						
Z7	<b>Level One Violation:</b> Eating/Drinking on bus. Failure to sit as assigned by bus driver.	A, RR	A, RR	A, SS	A, VV	
Z8	<b>Level Two Violation:</b> 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	A, B1, RR	A, B1, TT	A, B1, VV		
Z9	<b>Level Three Violation:</b> 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, B1, TT	A, B1, UU	A, B1, VV		

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## **Broward County Public Schools Administrative Discipline Matrix**

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. Refer to Policy 2130: Threat Assessment for more information related to threats.

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.

PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12th grade with a maximum of three (3) referral assignments to the program.

A Recommendation for the Behavior Intervention Program 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 School Board Policy 5006.

All SESIR level incidents shall be addressed by school-based administrators only. For incidents within this category, accruals occur by school level (Grades K-2, 3-5, 6-8 and 9-12) and require reporting per the School Environmental Safety Incident Reporting (SESIR) guidelines to the Florida Department of Education.

Note: It is prohibited to issue an alternative to external suspension (AES) or an out of school suspension (OSS) in lieu of an in-school suspension (ISS) when the Discipline Matrix prescribes such an action.

**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 offense)	AA. In-School Suspension: 3-5 Days
A1. A1. Administrative Transition Meeting (per Staff Request)	AA1. Out-of-School Suspension: 1 Day (Assign AES)
A2. Designated Collaborative Problem-Solving Team (MTSS/Rtl) Member Referral (with intervention documented as Tier I strategy in BASIS)	BB. Out-of-School Suspension: 1-2 Days (Assign AES)
B. Collaborative Problem-Solving Team (MTSS/Rtl) Referral	BB1. Out-of-School Suspension: 1-2 Days (PROMISE AES Mandatory)
B1. Consider Referral to Behavioral Threat Assessment Team (Administrator shall consult with (at least) one other school-based BTA team member to make a determination as to whether a BTA is warranted)	CC. Out-of-School Suspension: 2 Days (Assign AES)
	CC1. Out-of-School Suspension: 3 Days (Assign AES)
C. Conduct Threat Assessment (BTA) Protocol	DD. Out-of-School Suspension: 3-5 Days (Assign AES)
D. Confiscation (when applicable)	DD1. Out-of-School Suspension: 3-5 Days (PROMISE AES Mandatory)
E. Restitution (when applicable)	EE. Out-of-School Suspension: 4 Days (Assign AES)
E1. Refer for Mental Health Services (as appropriate)	EE1. Out-of-School Suspension: 4-5 Days (Assign AES)
F. Referral to Substance Abuse Case Manager	FF. Out-of-School Suspension: 6-9 Days (Assign AES)
G. Referral to Social Worker	GG. Out-of-School Suspension: 2 Days (PROMISE AES Mandatory)
H. Referral to School Counselor	HH. Out-of-School Suspension: 3 Days (PROMISE AES Mandatory)
I. Referral to Family Counselor	II. Out-of-School Suspension: 4 Days (PROMISE AES Mandatory)
J. Collaborative Attendance Contract (includes Parent, Administration, Student, School Counselor & Social Worker)	JJ. Out-of-School Suspension: 6 Days (PROMISE AES Mandatory)
	JJ1. Out-of-School Suspension: 6 Days (Assign AES)
K. Collaborative Behavior Contract (includes Parent, Administration, Student, School Counselor & Social Worker)	KK. Out-of-School Suspension: 9 Days (PROMISE AES Mandatory)
L. Behavioral Consultation with Curriculum Support	KK1. Out-of-School Suspension: 9 Days (Assign AES)
M. Verbal Warning	LL. Out-of-School Suspension: 10 Days (PROMISE AES Mandatory)
N. Detention (1)	MM. Out-of-School Suspension: 10 Days (Assign AES)
N1. Saturday Detention	NN. Recommendation for Behavior Intervention Program via the Expulsion Abeyance Office
O. Multiple Detentions (2-3)	OO. Mandatory Recommendation for Expulsion
P. PROMISE Eligible Incident (District students 11 years or older or in Grades 6-12)	PP. Alternative Probationary Contract
	QQ. Probationary Substance Contract
Q. School/Community Service Work	RR. Bus – Verbal or Written Reprimand
R. School Specific Consequence	SS. Bus – 3 Days School Bus Suspension
S. Incident Codes Reported to the State	TT. Bus – 1 to 10 Days School Bus Suspension
	UU. Bus – 10 Days School Bus Suspension
T. In-School Suspension (Less than a day)	VV. Bus – Expulsion from School Bus for the Remainder of the School Year
U. Time Out	WW. Loss of All School-Sanctioned Activities for 1 Year
V. Additional Interventions (as appropriate)	XX. Loss of All School-Sanctioned Activities for 1 Year
W. Loss of Privilege	YY. Referral to Fire Starter Program
X. In-School Suspension (1-3 Days) & Loss of Extra Curricular Activities (1-30 Days)	ZZ. Complete Immediate Notification Form (SIU)
Y. Loss of Extra Curricular Activities (Up to 5 days)	AAA. Consultation with Law Enforcement <sup>1</sup>
Z. In-School Suspension: 1-2 Days	BBB. Refer to Community Youth Support Diversion Programs by District (as appropriate)
Z1. In-School Suspension: 1 Day	CCC. Administrative Reassignment

<sup>1</sup> Upon consultation with law enforcement by the school principal/designee for a SESIR level incident or any incident as outlined by the Code of Student Conduct's Discipline Matrix that requires consultation with law enforcement, if said incident is determined by the law enforcement officer to be a criminal offense requiring formal action, the school principal/designee will recommend that in lieu of the law enforcement officer arresting the student, the law enforcement officer should issue the student a civil citation when applicable under law. The criterion for the school principal/designee's recommendation for the law enforcement officer's consideration regarding issuance of a civil citation in lieu of arrest, is applicable to students who have not already accrued the maximum 3 civil citations as permitted within the justice system.

Broward County Public Schools  
 Administrative Discipline Matrix (SY 2021-2022 through 2023-2024)  
 Elementary Grades 3-5

Type of Incident	1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Attendance Incidents</b>					
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, K			
ZG Leaving Campus Without Permission	A, R	A, B, H, R			
ZU Out of Assigned Area	A, M	A, R	A, H, K, R	A, J, R, W	

Type of Incident	1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Rule Violation Incidents</b>					
ZE Dress Code Violation	A, M	A, Y	A, X		
ZQ Cheating Minor (Grades 3-12)	A, H, M	A, A2, L, U	A, B, I, N		
ZB Cheating Major	A, A2, H, K, Z, ZZ, AAA	A, B, I, AA1, ZZ, AAA			
ZP Detention – Unserved	A, R	A, R	A, W		
ZS Unserved Saturday Detention					
S ED Electronic Devices	A, B1, D, G, EE1, ZZ, AAA	A, A2, B1, D, FF, PP, ZZ, AAA	A, B, B1, D, MM, NN, ZZ, AAA, BBB		
S SX Sexting	A, B1, D, G, EE1, ZZ, AAA	A, A2, B1, D, FF, PP, ZZ, AAA	A, B, B1, D, MM, NN, ZZ, AAA, BBB		
ZY Cell Phone Violation (Punitive Action Begin on 2 <sup>nd</sup> Offense)	A, M	A, D	A, D, R		

Broward County Public Schools  
Administrative Discipline Matrix (SY 2021-2022 through 2023-2024)  
Elementary Grades 3-5

	Type of Incident	1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
	<b>Disruptive Incidents</b>					
	<i>PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE Incidents for said students shall accrue through 12<sup>th</sup> grade with a maximum of three (3) referral assignments to the program.</i>					
SB	Disruptive (Unruly) Behavior	A, U	A, H, L, T	A, G, L, K, W	A, B, L, R	
UP	Disruptive (Unruly) Play	A, M	A, L, U	A, H, L, R, V		
01	Disobedience/Insubordination	A, L, M	A, H, K, L	A, G, R, V, W	A, A2, W, Z	
ZW	Defiance of Authority-Habitual	A, B, W, Z	A, B, G, AA1	A, B, G, CC		
FC	Face Coverings Policy Violation	A, L, M	A, H, K, L	A, G, R, V, W	A, A2, W, Z	
02	Profanity – Use of Insulting/Obscene Language	A, N	A, L, R	A, V, Z		
ZX	Profanity Directed Towards a Staff Member	A, A1, H, N	A, A1, H, L, R	A, A1, A2, Z	A, A1, B, BB	
S SG	Gambling	A, D, M, H, ZZ, AAA	A, D, N, ZZ, AAA	A, A2, D, R, ZZ, AAA	A, B, D, R, ZZ, AAA	
DC	Discriminatory Comments/Actions	A, B1, H, W, AA1, ZZ, AAA	A, A2, B1, I, W, CC, ZZ, AAA	A, B, B1, I, W, DD, ZZ, AAA		
Z1	Inciting a Disturbance	A, B1, H, L, R	A, B1, V, Z	A, A2, B1, W, AA1	A, B, B1, W, AA1	
S SF	Passing/Producing Counterfeit Money	A, D, R, ZZ, AAA	A, D, H, Z, ZZ, AAA			
ZH	Falsification/Misrepresentation (Lying or Forgery of signature)	A, R	A, T	A, A2, Z		
ZC	Prohibited/Distracting Items – Possession/Use	A, D, R	A, D, T			
ZJ	Distribution/Sale of Unauthorized Materials (Non-criminal)	A, D, M	A, D, R			
S G1	Gang Activity	A, B1, E, G, EE1, ZZ, AAA	A, A2, B1, E, G, FF, PP, ZZ, AAA	A, B, B1, E, G, MM, NN, ZZ, AAA, BBB		
XA	Disruption on Campus – Minor	A, B1, H, R	A, B1, H, K, L, N	A, A2, B1, W, O		
		A, B1, G, CC, ZZ, AAA	A, B, B1, EE, ZZ, AAA	A, B, B1, JJ1, PP, ZZ, AAA	A, B, B1, MM, NN, ZZ, AAA	
S D0	<b>Disruption on Campus – Major</b>	P, A, B1, G, GG, ZZ, AAA	P, A, B, B1, II, ZZ, AAA	P, A, B, B1, JJ, PP, ZZ, AAA, BBB		
S 66	<b>Trespassing</b>	A, B1, CC, ZZ, AAA	A, B, B1, EE, ZZ, AAA	A, B, B1, JJ1, PP, ZZ, AAA	A, B, B1, MM, NN, ZZ, AAA	
S F9	False Fire Alarm/911 Call	A, B1, K, CC, ZZ, AAA	A, A2, B1, EE, ZZ, AAA	A, B, B1, FF, PP, ZZ, AAA	A, B, B1, MM, OO, ZZ, AAA, BBB	

**Broward County Public Schools**  
**Administrative Discipline Matrix (SY 2021-2022 through 2023-2024)**  
**Elementary Grades 3-5**

Type of Incident		1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Substance Abuse/Drug Incidents</b>						
<b>PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12<sup>th</sup> grade with a maximum of three (3) referral assignments to the program.</b>						
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, A2, D, G, Z	A, B, D, G, BB		
S	Tobacco – Use/Possession/Sale/Transmittal of tobacco and/or tobacco related products	A, A2, D, G, N, ZZ, AAA	A, B, D, F, Z, ZZ, AAA			
S	Tobacco – Use/Possession/ Sale/Transmittal of Nicotine, Vapor Devices and/or Components of E- Cigarettes, Vapor Devices, or Similar	A, A2, D, H, N, ZZ, AAA	A, B, D, F, Z, ZZ, AAA	A, B, D, F, Z, ZZ, AAA	A, B, D, F, Z, ZZ, AAA	
S	<b>A1 Alcohol – Use/Possession</b>	A, B, D, F, EE, ZZ, AAA	A, B, D, F, MM, NN, QQ, ZZ, AAA, BBB	A, B, D, F, MM, NN, ZZ, AAA, BBB	A, B, D, F, MM, NN, ZZ, AAA, BBB	
S	<b>D5 Drug – Use/Possession of Leaf Marijuana</b>	P, A, B, D, F, II, ZZ, AAA	P, A, B, D, F, LL, NN, QQ, ZZ, AAA	P, A, B, D, F, LL, NN, ZZ, AAA, BBB	P, A, B, D, F, LL, NN, ZZ, AAA, BBB	
S	<b>DB Drug – Use/Possession of other Mood-Altering Substances</b>	A, B, D, F, EE, ZZ, AAA	A, B, D, F, MM, NN, QQ, ZZ, AAA, BBB	A, B, D, F, MM, NN, ZZ, AAA, BBB	A, B, D, F, MM, NN, ZZ, AAA, BBB	
S	<b>AA Alcohol – Being Under the Influence</b>	A, B, F, EE, ZZ, AAA	A, B, MM, NN, QQ, ZZ, AAA, BBB	A, B, MM, NN, ZZ, AAA, BBB		
S	<b>DA Drug – Being Under the Influence of Leaf Marijuana and/or Other Mood-Altering Substances</b>	A, B, F, EE, ZZ, AAA	A, B, MM, NN, QQ, ZZ, AAA, BBB	A, B, MM, NN, ZZ, AAA, BBB		
S	<b>DF Drug – Use/Possession of Unauthorized Substance</b>	A, B, D, F, MM, NN, QQ, ZZ, AAA, BBB	A, B, D, F, MM, NN, ZZ, AAA, BBB	A, B, F, MM, NN, ZZ, AAA, BBB		
S	<b>D6 Drug - Under the Influence of Unauthorized Substance</b>	A, B, F, MM, ZZ, AAA, BBB	A, B, F, MM, NN, QQ, ZZ, AAA, BBB	A, B, F, MM, NN, ZZ, AAA, BBB		
S	<b>A3 Alcohol - Sale/Attempted Sale/Transmittal</b>	A, B, D, F, V, BB, ZZ, AAA	A, B, D, F, V, CC, ZZ, AAA	A, B, D, F, V, EE, ZZ, AAA	A, B, D, F, V, EE, ZZ, AAA	
S	<b>DS Drug – Possession with Intent to Sell, Sale, Attempted Sale, and/or Transmittal of Leaf Marijuana (less than 20g)</b>	P, A, B, D, F, V, BB1, ZZ, AAA	P, A, B, D, F, V, GG, ZZ, AAA	P, A, B, D, F, V, II, ZZ, AAA, BBB		
S	<b>D7 Drug - Sale/Attempted Sale/Transmittal of Unauthorized Substance</b>	A, B, D, F, V, CC, ZZ, AAA	A, B, D, F, V, DD, ZZ, AAA	A, B, D, F, V, DD, ZZ, AAA, BBB		
S	<b>DP Drug Paraphernalia - Use/Possession/Sale/Transmittal</b>	A, B, D, F, EE, ZZ, AAA	A, B, D, F, EE, ZZ, AAA	A, B, D, F, MM, NN, QQ, ZZ, AAA, BBB	A, B, D, F, MM, NN, ZZ, AAA, BBB	
S	<b>DP Drug Paraphernalia - Use/Possession/Sale/Transmittal</b>	P, A, B, D, F, II, ZZ, AAA	P, A, B, D, F, II, ZZ, AAA	P, A, B, D, F, LL, NN, QQ, ZZ, AAA, BBB	A, B, D, F, MM, NN, ZZ, AAA, BBB	

Broward County Public Schools  
 Administrative Discipline Matrix (SY 2021-2022 through 2023-2024)  
 Elementary Grades 3-5

Hope Scholarship Incident	Type of Incident	1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Acts Against Persons</b>						
	MP Mistreatment of Peers	A, B1, H, T	A, B1, H, L, Z	A, A2, B1, L, W, BB	A, B, B1, L, MM, NN, ZZ, BBB	
Hope	ZA Bullying	A, B1, BB, ZZ	A, B1, L, EE1, ZZ	A, A2, B1, L, FF, PP, ZZ	A, B, B1, L, MM, NN, ZZ, BBB	
Hope	HA Harassment	A, B1, BB, ZZ	A, B1, L, EE1, ZZ	A, A2, B1, L, FF, PP, ZZ	A, B, B1, L, MM, NN, ZZ, BBB	
<b>*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.</b>						
Hope	F1 Fighting –Major Mutual Combat* See above	A, B1, CC, ZZ, AAA	A, B, L, B1, EE, ZZ, AAA	A, B, B1, K, L, JJ1, PP, ZZ, AAA	A, B, B1, K, L, MM, NN, ZZ, AAA	
Hope	F2 Fighting – Medium* See above	P, A, B, B1, II, L, ZZ, AAA	P, A, B, B1, II, L, ZZ, AAA	P, A, B, B1, L, JJ, PP, ZZ, AAA, BBB		
Hope	ZI Fighting – Minor Altercation/Confrontation* See above	A, B1, H, Z	A, B1, H, K, L, BB	A, B, B1, L, W, DD		
Hope	ZT Hazing (Grades 6-12)	A, H, T	A, H, Z	A, B, H, Z		
Hope	SS False Accusation Against School Staff	A, A1, G, EE1, ZZ, AAA	A, A1, A2, I, FF, PP, ZZ, AAA	A, A1, B, MM, NN, ZZ, AAA, BBB		
<b>**When deciding what disciplinary action should be taken, the Administrator may consider the severity of the offense and may impose a more severe consequence.</b>						
Hope	S56 Sexual Misconduct &/or Indecent Exposure (Sexual Offense)**	A, E1, G, EE1, ZZ, AAA	A, A2, E1, I, FF, PP, ZZ, AAA	A, B, E1, MM, NN, ZZ, AAA, BBB		
Hope	HT Inappropriate Touching/Language/Gestures	A, H, T	A, A2, H, W, Z	A, B, G, W, Z		
Hope	S50 Sexual Harassment	A, B1, H, EE1, ZZ, AAA	A, A2, B1, I, FF, PP, ZZ, AAA	A, B, B1, MM, NN, ZZ, AAA, BBB		
Hope	ZN Threat/Intimidation (Low level, non-criminal)	A, B1, C, E1, H, Z, AAA	A, B1, C, E1, H, Z, AAA	A, B, B1, C, E1, K, BB, AAA	A, B, B1, C, E1, W, BB, AAA	
Hope	TT Threat/Intimidation with Transient	A, C, T, E1	A, C, H, L, E1, Z1	A, C, G, L, E1, Z	A, C, I, L, E1, AA1	
Hope	TS Threat/Intimidation with Serious Substantive	A, B, C, E1, EE1, ZZ, AAA	A, B, C, E1, FF, PP, ZZ, AAA	A, B, C, E1, MM, NN, ZZ, AAA		
Hope	TV Threat/Intimidation with Very Serious Substantive	A, B, C, E1, MM, NN, ZZ, AAA				
Hope	S2 Sexual Assault	A, C, E1, G, EE1, ZZ, AAA	A, A2, C, E1, G, FF, PP, ZZ, AAA	A, B, C, E1, G, MM, NN, ZZ, AAA, BBB		
Hope	Z1 Battery – Low Level	A, B1, U	A, B1, T	A, A2, B1, W, Z		
Hope	PA Physical Attack (Battery)	A, B1, D, H, W, EE1, ZZ, AAA	A, A2, B1, D, E1, FF, PP, ZZ, AAA	A, B, B1, D, E1, MM, NN, ZZ, AAA, BBB		
Hope	S23 Aggravated Battery	A, B, B1, E1, MM, NN, ZZ, AAA, BBB				

Broward County Public Schools  
 Administrative Discipline Matrix (SY 2021-2022 through 2023-2024)  
 Elementary Grades 3-5

Type of Incident	1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Property Incidents</b>					
<i>PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12<sup>th</sup> grade with a maximum of three (3) referral assignments to the program.</i>					
T5	Larceny/Theft – Petty <\$750	A, D, E, CC, ZZ, AAA P, A, B, D, E, II, ZZ, AAA	A, B, D, E, EE, ZZ, AAA P, A, B, D, E, JJ, ZZ, AAA, BBB	A, B, D, E, JJ1, ZZ, AAA P, A, B, D, E, JJ, ZZ, AAA, BBB	A, B, D, E, JJ1, ZZ, AAA
S T6	Larceny/Theft – Grand ≥ \$750	A, D, E, E1, EE1, ZZ, AAA	A, A2, D, E, E1, FF, PP, ZZ, AAA	A, B, D, E, E1, MM, NN, ZZ, AAA, BBB	
V4	Vandalism/Damage to Property < \$1000	A, B, D, E, CC, ZZ, AAA P, A, B, D, E, GG, ZZ, AAA	A, B, D, E, EE, ZZ, AAA P, A, B, D, E, II, ZZ, AAA	A, B, D, E, JJ1, ZZ, AAA P, A, B, D, E, JJ, ZZ, AAA, BBB	A, B, D, E, JJ1, ZZ, AAA
S V5	Vandalism/Damage to Property ≥ \$1000	A, D, E, E1, EE1, ZZ, AAA	A, A2, D, E, E1, FF, PP, ZZ, AAA	A, B, D, E, E1, MM, NN, ZZ, AAA, BBB	
Z3	Technology – Inappropriate Use (Computers or Networks)	A, W, T	A, Z		
S ST	Technology – Illegal Use (Computers or Networks)	A, W, EE1, ZZ, AAA	A, A2, FF, PP, ZZ, AAA	A, B, MM, NN, ZZ, AAA, BBB	
S 13	Arson	A, B, B1, E, E1, MM, NN, YY, ZZ, AAA, BBB			
FS	Fire – Starting a Fire on Campus	A, B1, D, E, G, EE1, YY, ZZ, AAA	A, A2, B1, D, E, G, FF, PP, YY, ZZ, AAA	A, B, B1, D, E, I, MM, NN, YY, ZZ, AAA, BBB	
S 36	Burglary – Unlawful Breaking/Entering into a School Facility or Property	A, D, E, G, EE1, ZZ, AAA	A, A2, E, G, FF, PP, ZZ, AAA	A, B, E, I, MM, NN, ZZ, AAA, BBB	

**Broward County Public Schools  
Administrative Discipline Matrix (SY 2021-2022 through 2023-2024)  
Elementary Grades 3-5**

Hope Scholarship Incident	Type of Incident	1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Other Criminal Incidents</b>						
<b>S</b>	OS Other Major - Other Serious Incident/Delinquent Act	A, B1, G, EE1, ZZ, AAA	A, A2, B1, G, FF, PP, ZZ, AAA	A, B, B1, MM, NN, ZZ, AAA, BBB		
<b>S</b>	WA Weapons – Class A (Possessing/Displaying/Using/Selling/Transmitting)	A, B, C, D, E1, MM, OO, ZZ, AAA, BBB				
	WB Weapons – Class B (Possessing/Displaying/Using/Selling/Transmitting)	A, C, D, EE1, ZZ, AAA	A, A2, C, D, FF, PP, ZZ, AAA	A, B, C, D, E1, MM, NN, ZZ, AAA, BBB		
<b>Hope</b>	R2 Robbery or Attempted Robbery	A, B, B1, D, E, E1, MM, NN, ZZ, AAA, BBB				
<b>Hope</b>	S1 Sexual Battery/Rape (Actual or Attempted)	A, B, B1, E1, MM, NN, ZZ, AAA, BBB				
<b>Hope</b>	K1 Kidnapping or Abduction/False Imprisonment	A, B, B1, E1, MM, NN, ZZ, AAA, BBB				
<b>S</b>	42 Homicide	A, B, B1, E1, MM, NN, ZZ, AAA, BBB				
<b>S</b>	SE Extortion	A, C, EE1, ZZ, AAA	A, A2, C, FF, PP, ZZ, AAA	A, B, C, E1, MM, NN, ZZ, AAA, BBB		
<b>S</b>	B3 Threat Kill/Mass Shooting	A, B, C, E1, MM, OO, ZZ, AAA, BBB				
<b>S</b>	B4 False Report/Hoax	A, B, C, E1, MM, OO, ZZ, AAA, BBB				



Broward County Public Schools  
 Administrative Discipline Matrix (SY 2021-2022 through 2023-2024)  
 Elementary Grades 3-5

Type of Incident		1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Bus Behavior Incidents</b>						
Z7	<b>Level One Violation:</b> Eating/Drinking on bus. Failure to sit as assigned by bus driver.	A, RR	A, RR	A, SS	A, VV	
Z8	<b>Level Two Violation:</b> 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	A, RR	A, TT	A, VV		
Z9	<b>Level Three Violation:</b> 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, B1, TT	A, B1, UU	A, B1, VV		

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## **Broward County Public Schools Administrative Discipline Matrix**

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. Refer to Policy 2130: Threat Assessment for more information related to threats.

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.

PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12th grade with a maximum of three (3) referral assignments to the program.

A Recommendation for the Behavior Intervention Program 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 School Board Policy 5006.

All SESIR level incidents shall be addressed by school-based administrators only. For incidents within this category, accruals occur by school level (Grades K-2, 3-5, 6-8 and 9-12) and require reporting per the School Environmental Safety Incident Reporting (SESIR) guidelines to the Florida Department of Education.

Note: It is prohibited to issue an alternative to external suspension (AES) or an out of school suspension (OSS) in lieu of an in-school suspension (ISS) when the Discipline Matrix prescribes such an action.

**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 offense)	AA. In-School Suspension: 3-5 Days
A1. A1. Administrative Transition Meeting (per Staff Request)	AA1. Out-of-School Suspension: 1 Day (Assign AES)
A2. Designated Collaborative Problem-Solving Team (MTSS/Rtl) Member Referral (with intervention documented as Tier I strategy in BASIS)	BB. Out-of-School Suspension: 1-2 Days (Assign AES)
B. Collaborative Problem-Solving Team (MTSS/Rtl) Referral	BB1. Out-of-School Suspension: 1-2 Days (PROMISE AES Mandatory)
B1. Consider Referral to Behavioral Threat Assessment Team (Administrator shall consult with (at least) one other school-based BTA team member to make a determination as to whether a BTA is warranted)	CC. Out-of-School Suspension: 2 Days (Assign AES)
	CC1. Out-of-School Suspension: 3 Days (Assign AES)
C. Conduct Threat Assessment (BTA) Protocol	DD. Out-of-School Suspension: 3-5 Days (Assign AES)
D. Confiscation (when applicable)	DD1. Out-of-School Suspension: 3-5 Days (PROMISE AES Mandatory)
E. Restitution (when applicable)	EE. Out-of-School Suspension: 4 Days (Assign AES)
E1. Refer for Mental Health Services (as appropriate)	EE1. Out-of-School Suspension: 4-5 Days (Assign AES)
F. Referral to Substance Abuse Case Manager	FF. Out-of-School Suspension: 6-9 Days (Assign AES)
G. Referral to Social Worker	GG. Out-of-School Suspension: 2 Days (PROMISE AES Mandatory)
H. Referral to School Counselor	HH. Out-of-School Suspension: 3 Days (PROMISE AES Mandatory)
I. Referral to Family Counselor	II. Out-of-School Suspension: 4 Days (PROMISE AES Mandatory)
J. Collaborative Attendance Contract (includes Parent, Administration, Student, School Counselor & Social Worker)	JJ. Out-of-School Suspension: 6 Days (PROMISE AES Mandatory)
	JJ1. Out-of-School Suspension: 6 Days (Assign AES)
K. Collaborative Behavior Contract (includes Parent, Administration, Student, School Counselor & Social Worker)	KK. Out-of-School Suspension: 9 Days (PROMISE AES Mandatory)
L. Behavioral Consultation with Curriculum Support	KK1. Out-of-School Suspension: 9 Days (Assign AES)
M. Verbal Warning	LL. Out-of-School Suspension: 10 Days (PROMISE AES Mandatory)
N. Detention (1)	MM. Out-of-School Suspension: 10 Days (Assign AES)
N1. Saturday Detention	NN. Recommendation for Behavior Intervention Program via the Expulsion Abeyance Office
O. Multiple Detentions (2-3)	OO. Mandatory Recommendation for Expulsion
P. PROMISE Eligible Incident (District students 11 years or older or in Grades 6-12)	PP. Alternative Probationary Contract
	QQ. Probationary Substance Contract
Q. School/Community Service Work	RR. Bus – Verbal or Written Reprimand
R. School Specific Consequence	SS. Bus – 3 Days School Bus Suspension
S. Incident Codes Reported to the State	TT. Bus – 1 to 10 Days School Bus Suspension
	UU. Bus – 10 Days School Bus Suspension
T. In-School Suspension (Less than a day)	VV. Bus – Expulsion from School Bus for the Remainder of the School Year
U. Time Out	WW. Loss of All School-Sanctioned Activities for 1 Year
V. Additional Interventions (as appropriate)	XX. Loss of All School-Sanctioned Activities for 1 Year
W. Loss of Privilege	YY. Referral to Fire Starter Program
X. In-School Suspension (1-3 Days) & Loss of Extra Curricular Activities (1-30 Days)	ZZ. Complete Immediate Notification Form (SIU)
Y. Loss of Extra Curricular Activities (Up to 5 days)	AAA. Consultation with Law Enforcement <sup>1</sup>
Z. In-School Suspension: 1-2 Days	BBB. Refer to Community Youth Support Diversion Programs by District (as appropriate)
Z1. In-School Suspension: 1 Day	CCC. Administrative Reassignment

<sup>1</sup> Upon consultation with law enforcement by the school principal/designee for a SESIR level incident or any incident as outlined by the Code of Student Conduct's Discipline Matrix that requires consultation with law enforcement, if said incident is determined by the law enforcement officer to be a criminal offense requiring formal action, the school principal/designee will recommend that in lieu of the law enforcement officer arresting the student, the law enforcement officer should issue the student a civil citation when applicable under law. The criterion for the school principal/designee's recommendation for the law enforcement officer's consideration regarding issuance of a civil citation in lieu of arrest, is applicable to students who have not already accrued the maximum 3 civil citations as permitted within the justice system.

Broward County Public Schools  
 Administrative Discipline Matrix (SY 2021-2022 through 2023-2024)  
 Secondary Grades 6-8

Type of Incident	1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Attendance Incidents</b>					
ZL Class Cut (Skipping)	A, O, W	A, A2, J, O, W	A, B, O, W		
ZM Tardiness, Habitual (5 in a Marking Period)	A, A2, J, N	A, B, G, O, W			
ZV Truancy	A, A2, G, K, O	A, B, G, O, W			
ZG Leaving Campus Without Permission	A, A2, K, O, W	A, B, O, W			
ZU Out of Assigned Area	A, N	A, A2, K, O	A, B, W, O		

Type of Incident	1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Rule Violation Incidents</b>					
ZE Dress Code Violation	A, M	A, Y	A, X		
ZQ Cheating Minor (Grades 3-12)	A, Z	A, L, W, AA	A, B, L, W, AA		
ZB Cheating Major	A, A2, W, DD, ZZ, AAA	A, B, W, FF, ZZ, AAA			
ZP Detention – Unserved	A, T	A, N1			
ZS Unserved Saturday Detention	A, Z	A, W, BB			
<b>S</b> ED Electronic Devices	A, B1, D, G, EE1, ZZ, AAA	A, A2, B1, D, FF, PP, ZZ, AAA	A, B, B1, D, MM, OO, ZZ, AAA, BBB		
<b>S</b> SX Sexting	A, B1, D, G, EE1, ZZ, AAA	A, A2, B1, D, FF, PP, ZZ, AAA	A, B, B1, D, MM, OO, ZZ, AAA, BBB		
ZY Cell Phone Violation (Punitive Action Begin on 2 <sup>nd</sup> Offense)	A, M	A, D, N	A, D, X		

**Broward County Public Schools  
Administrative Discipline Matrix (SY 2021-2022 through 2023-2024)  
Secondary Grades 6-8**

Type of Incident	1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Disruptive Incidents</b>					
<i>PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12<sup>th</sup> grade with a maximum of three (3) referral assignments to the program.</i>					
SB Disruptive (Unruly) Behavior	A, L, T	A, K, L, Z	A, A2, L, W, AA1		
UP Disruptive (Unruly) Play	A, L, N	A, L, T			
O1 Disobedience/Insubordination	A, L, Z	A, K, L, X	A, H, L, W, BB	A, A2, G, L, W, BB	
ZW Defiance of Authority-Habitual	A, B, G, W, CC	A, B, I, W, DD			
FC Face Coverings Policy Violation	A, L, Z	A, H, L, W, AA1	A, A2, G, L, W, BB		
O2 Profanity – Use of Insulting/Obscene Language	A, L, T	A, A2, L, W, Z	A, B, Z		
ZX Profanity Directed Towards a Staff Member	A, A1, H, W, BB	A, A1, B, W, DD			
S SG Gambling	A, D, N, ZZ, AAA	A, D, O, W, ZZ, AAA	A, A2, D, N1, ZZ, AAA	A, B, D, Z, ZZ, AAA	
DC Discriminatory Actions/Comments	A, A2, B1, H, W, DD, ZZ, AAA	A, B, B1, I, W, FF, ZZ, AAA	A, B, B1, I, W, MM, ZZ, AAA		
Z1 Inciting a Disturbance	A, B1, K, Z	A, A2, B1, W, AA1	A, B, B1, W, BB	A, B, B1, W, DD	
S SF Passing/Producing Counterfeit Money	A, D, BB, ZZ, AAA	A, A2, D, DD, ZZ, AAA			
ZH Falsification/Misrepresentation (Lying or Forgery of Signature)	A, O	A, W, Z	A, A2, W, AA1		
ZC Prohibited/Distracting Items – Possession/Use	A, D, N	A, D, O	A, A2, D, Z		
ZJ Distribution/Sale of Unauthorized Materials (Non-criminal)	A, D, N	A, D, W, O			
S G1 Gang Activity	A, B1, E, G, EE1, ZZ, AAA	A, A2, B1, E, G, FF, PP, ZZ, AAA	A, B, B1, E, G, MM, OO, ZZ, AAA, BBB		
XA Disruption on Campus – Minor	A, B1, K, L, -Z	A, B1, H, L, W, Z	A, A2, B1, W, AA1		
S D0 Disruption on Campus – Major	P, A, B, B1, KK, PP, ZZ, AAA	P, A, B, B1, LL, OO, ZZ, AAA	P, A, B, B1, LL, OO, ZZ, AAA, BBB	A, B, B1, MM, OO, ZZ, AAA	
S 66 Trespassing	P, A, B, B1, KK, PP, ZZ, AAA	P, A, B, B1, LL, OO, ZZ, AAA	P, A, B, B1, LL, OO, ZZ, AAA, BBB	A, B, B1, MM, OO, ZZ, AAA	
S F9 False Fire Alarm/911 Call	A, A2, B1, K, KK1, PP, ZZ, AAA	A, B, B1, MM, OO, ZZ, AAA, BBB			

**Broward County Public Schools  
Administrative Discipline Matrix (SY 2021-2022 through 2023-2024)  
Secondary Grades 6-8**

Type of Incident		1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Substance Abuse/Drug Incidents</b>						
<i>PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12<sup>th</sup> grade with a maximum of three (3) referral assignments to the program.</i>						
Z4	Over-the-Counter Medication – Unauthorized Use/Possession	A, D, M	A, D, M	A, A2, D, G, N		
OC	Over-the-Counter Medication – Sale/Attempted Sale/Transmittal	A, D, AA	A, A2, D, G, BB	A, B, D, F, V, DD		
S TU	Tobacco – Use/Possession/Sale/Transmittal of tobacco and/or tobacco related products	A, A2, D, F, Z, ZZ, AAA	A, B, D, F, AA, ZZ, AAA	A, B, D, F, AA, ZZ, AAA		
S EC	Tobacco – Use/Possession/ Sale/Transmittal of Nicotine, Vapor Devices and/or Components of E- Cigarettes, Vapor Devices, or Similar	A, A2, D, F, Z, ZZ, AAA	A, B, D, F, J1, ZZ, AAA	A, B, D, F, MM, OO, QQ, ZZ, AAA	A, B, D, F, MM, OO, ZZ, AAA	
S A1	Alcohol – Use/Possession	P, A, B, D, F, J1, ZZ, AAA	P, A, B, D, F, LL, OO, QQ, ZZ, AAA	P, A, B, D, F, LL, OO, ZZ, AAA, BBB	A, B, D, F, MM, OO, ZZ, AAA	
S D5	Drug – Use/Possession of Leaf Marijuana (Less than 20g)	P, A, B, D, F, J1, ZZ, AAA	P, A, B, D, F, LL, OO, QQ, ZZ, AAA	P, A, B, D, F, LL, OO, ZZ, AAA, BBB	A, B, D, F, MM, OO, ZZ, AAA	
S DB	Drug – Use/Possession of Other Mood-Altering Substances	A, B, D, F, J1, ZZ, AAA	A, B, D, F, MM, OO, QQ, ZZ, AAA, BBB	A, B, D, F, MM, OO, ZZ, AAA, BBB		
S AA	Alcohol – Being Under the Influence	A, B, D, F, J1, ZZ, AAA	A, B, D, F, MM, OO, QQ, ZZ, AAA, BBB	A, B, D, F, MM, OO, ZZ, AAA, BBB		
S DA	Drug – Being Under the Influence of Leaf Marijuana and/or Other Mood-Altering Substances	A, B, D, F, J1, ZZ, AAA	A, B, D, F, MM, OO, QQ, ZZ, AAA, BBB	A, B, D, F, MM, OO, ZZ, AAA, BBB		
S DF	Drug – Use/Possession of Unauthorized Substance	A, B, D, F, MM, OO, QQ, ZZ, AAA, BBB	A, B, D, F, MM, OO, ZZ, AAA, BBB			
S D6	Drug - Under the Influence of Unauthorized Substance	A, B, F, MM, ZZ, AAA	A, B, F, MM, OO, QQ, ZZ, AAA, BBB	A, B, F, MM, OO, ZZ, AAA, BBB		
S A3	Alcohol - Sale/Attempted Sale/Transmittal	P, A, B, D, F, LL, OO, ZZ, AAA	P, A, B, D, F, LL, OO, ZZ, AAA	P, A, B, D, F, LL, OO, ZZ, AAA, BBB	A, B, D, F, MM, OO, ZZ, AAA	
S DS	Drug – Possession with Intent to Sell, Sale - Attempted Sale, and/or Transmittal of Leaf Marijuana (less than 20g)	A, B, D, F, MM, OO, ZZ, AAA, BBB				
S D7	Drug - Sale/Attempted Sale/Transmittal of Unauthorized Substance	A, B, D, F, MM, OO, ZZ, AAA, BBB				
S DP	Drug Paraphernalia - Use/Possession/Sale/Transmittal	P, A, B, D, F, J1, ZZ, AAA	P, A, B, D, F, J1, ZZ, AAA	P, A, B, D, F, LL, OO, QQ, ZZ, AAA, BBB	A, B, D, F, MM, OO, ZZ, AAA	

**Broward County Public Schools  
Administrative Discipline Matrix (SY 2021-2022 through 2023-2024)  
Secondary Grades 6-8**

Hope Scholarship Incident	Type of Incident	1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
	<b>Acts Against Persons</b>					
	MP Mistreatment of Peers	A, B1, Z	A, B1, H, L, W, AA	A, A2, B1, I, K, L, BB	A, B, B1, L, MM, OO, ZZ, BBB	
Hope	S ZA Bullying	A, B, B1, BB, ZZ	A, B, B1, L, EE1, ZZ	A, A2, B1, L, FF, PP, ZZ	A, B, B1, L, MM, OO, ZZ, BBB	
Hope	S HA Harassment	A, B1, BB, ZZ	A, B1, L, EE1, ZZ	A, A2, B1, L, FF, PP, ZZ	A, B, B1, L, MM, OO, ZZ, BBB	
	<b>*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.</b>					
Hope	S F1 Fighting –Major Mutual Combat* See above	P, A, B, B1, HH, ZZ, AAA	P, A, B, L, B1, JJ, ZZ, AAA	P, A, B, L, B1, KK, PP, ZZ, AAA, BBB	A, B, L, B1, MM, OO, ZZ, AAA	
Hope	S F2 Fighting – Medium* See above	A, B1, H, K, BB	A, B1, L, W, DD	A, B, B1, L, W, FF		
	ZI Fighting – Minor Altercation/Confrontation* See above	A, H, L, Z	A, H, K, L, AA	A, B, I, V, W, BB		
Hope	S ZT Hazing (Grades 6-12)	A, B, B1, E1, MM, OO, ZZ, AAA, BBB				
Hope	S SS False Accusation Against School Staff	A, A1, G, EE1, ZZ, AAA	A, A1, A2, I, FF, PP, ZZ, AAA	A, A1, B, MM, OO, ZZ, AAA, BBB		
	<b>**When deciding what disciplinary action should be taken, the Administrator may consider the severity of the offense and may impose a more severe consequence.</b>					
Hope	S 56 Sexual Misconduct & for Indecent Exposure (Sexual Offense)**	A, E1, G, EE1, ZZ, AAA	A, A2, E1, I, FF, PP, ZZ, AAA	A, B, E1, MM, OO, ZZ, AAA, BBB		
	HT Inappropriate Touching/Language/Gestures	A, H, W, Z	A, A2, G, W, AA	A, B, I, K, W, BB		
Hope	S 50 Sexual Harassment	A, B1, H, EE1, ZZ, AAA	A, A2, B1, I, FF, PP, ZZ, AAA	A, B, B1, MM, OO, ZZ, AAA, BBB		
	ZN Threat/Intimidation (Low level, Non-criminal)	A, B1, C, E1, H, Z, AAA	A, B1, C, E1, H, W, AA, AAA	A, B, B1, C, E1, W, BB, AAA		
Hope	S TT Threat/Intimidation with Transient	A, C, E1, Z1	A, C, E1, L, AA1	A, C, E1, BB		
Hope	S TW Threat/Intimidation with Serious Substantive	A, A2, C, E1, FF, PP, ZZ, AAA	A, B, C, E1, MM, OO, ZZ, AAA, BBB			
Hope	S TV Threat/Intimidation with Very Serious Substantive	A, B, C, E1, MM, OO, ZZ, AAA, BBB	OO, ZZ, AAA, BBB			
Hope	S S2 Sexual Assault	A, C, E1, G, EE1, ZZ, AAA	A, A2, C, E1, G, FF, PP, ZZ, AAA	A, B, C, E1, G, MM, OO, ZZ, AAA, BBB		
	Z1 Battery – Low Level	A, B1, G, V, Z	A, B, B1, K, AA1	A, B, B1, W, I, CC		
Hope	S PA Physical Attack (Battery)	A, B1, D, H, W, EE1, ZZ, AAA	A, A2, B1, D, E1, FF, PP, ZZ, AAA	A, B, B1, D, E1, MM, OO, ZZ, AAA, BBB		
Hope	S 23 Aggravated Battery	A, B, B1, E1, MM, OO, ZZ, AAA, BBB				



**Broward County Public Schools**  
**Administrative Discipline Matrix (SY 2021-2022 through 2023-2024)**  
**Secondary Grades 6-8**

Type of Incident	1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Property Incidents</b>					
<i>PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12<sup>th</sup> grade with a maximum of three (3) referral assignments to the program.</i>					
<b>T5</b>	Larceny/Theft – Petty <\$750 P, A, B, D, E, HH, ZZ, AAA	P, A, B, D, E, JJ, ZZ, AAA	P, A, B, D, E, KK, ZZ, AAA, BBB	A, B, D, E, KK1, ZZ, AAA	
<b>S</b>	Larceny/Theft – Grand ≥ \$750 A, D, E, E1, EE1, ZZ, AAA	A, A2, D, E, E1, FF, PP, ZZ, AAA	A, B, D, E, E1, MM, OO, ZZ, AAA, BBB		
<b>V4</b>	Vandalism/Damage to Property < \$1000 P, A, B, D, E, HH, ZZ, AAA	P, A, B, D, E, JJ, ZZ, AAA	P, A, B, D, E, KK, ZZ, AAA, BBB	A, B, D, E, KK1, ZZ, AAA	
<b>S</b>	Vandalism/Damage to Property ≥ \$1000 A, D, E, E1, EE1, ZZ, AAA	A, A2, D, E, E1, FF, PP, ZZ, AAA	A, B, D, E, E1, MM, OO, ZZ, AAA, BBB		
<b>Z3</b>	Technology – Inappropriate Use (Computers or Networks) A, W, Z	A, W, AA			
<b>S</b>	Technology – Illegal Use (Computers or Networks) A, W, EE1, ZZ, AAA	A, A2, FF, PP, ZZ, AAA	A, B, MM, OO, ZZ, AAA, BBB		
<b>S</b>	Arson A, B, B1, E, E1, MM, OO, YY, ZZ, AAA, BBB				
<b>FS</b>	Fire – Starting a Fire on Campus A, B1, D, E, G, EE1, YY, ZZ, AAA	A, A2, B1, D, E, G, FF, PP, YY, ZZ, AAA	A, B, B1, D, E, I, MM, OO, YY, ZZ, AAA, BBB		
<b>S</b>	Burglary – Unlawful Breaking/Entering into a School Facility or Property A, D, E, G, EE1, ZZ, AAA	A, A2, – E, G, FF, PP, ZZ, AAA	A, B, E, I, MM, OO, ZZ, AAA, BBB		

**Broward County Public Schools**  
**Administrative Discipline Matrix (SY 2021-2022 through 2023-2024)**  
**Secondary Grades 6-8**

Hope Scholarship Incident	Type of Incident	1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Other Criminal Incidents</b>						
<b>S</b>	OS Other Major - Other Serious Incident/Delinquent Act	A, B1, G, EE1, ZZ, AAA	A, A2, B1, G, FF, PP, ZZ, AAA	A, B, B1, MM, OO, ZZ, AAA, BBB		
<b>S</b>	WA Weapons – Class A (Possessing/Displaying/Using/Selling/Transmitting)	A, B, C, D, E1, MM, OO, ZZ, AAA, BBB				
	WB Weapons – Class B (Possessing/Displaying/Using/Selling/Transmitting)	A, C, D, EE1, ZZ, AAA	A, A2, C, D, FF, PP, ZZ, AAA	A, B, C, D, E1, MM, OO, ZZ, AAA, BBB		
<b>Hope</b>	R2 Robbery or Attempted Robbery	A, B, B1, D, E, E1, MM, OO, ZZ, AAA, BBB				
<b>Hope</b>	S1 Sexual Battery/Rape (Actual or Attempted)	A, B, B1, E1, MM, OO, ZZ, AAA, BBB				
<b>Hope</b>	K1 Kidnapping or Abduction/False Imprisonment	A, B, B1, E1, MM, OO, ZZ, AAA, BBB				
<b>S</b>	42 Homicide	A, B, B1, E1, MM, OO, ZZ, AAA, BBB				
<b>S</b>	SE Extortion	A, C, EE1, ZZ, AAA	A, A2, C, FF, PP, ZZ, AAA	A, B, C, E1, MM, OO, ZZ, AAA, BBB		
<b>S</b>	B3 Threat Kill/Mass Shooting	A, B, C, E1, MM, OO, ZZ, AAA, BBB				
<b>S</b>	B4 False Report/Hoax	A, B, C, E1, MM, OO, ZZ, AAA, BBB				

**Broward County Public Schools**  
**Administrative Discipline Matrix (SY 2021-2022 through 2023-2024)**  
**Secondary Grades 6-8**

Type of Incident		1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Bus Behavior Incidents</b>						
Z7	<b>Level One Violation:</b> Eating/Drinking on bus. Failure to sit as assigned by bus driver	A, RR	A, RR	A, SS	A, VV	
Z8	<b>Level Two Violation:</b> 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	A, RR	A, TT	A, VV		
Z9	<b>Level Three Violation:</b> 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, B1, TT	A, B1, UU	A, B1, VV		

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## **Broward County Public Schools Administrative Discipline Matrix**

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. Refer to Policy 2130: Threat Assessment for more information related to threats.

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.

PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12th grade with a maximum of three (3) referral assignments to the program.

A Recommendation for the Behavior Intervention Program 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 School Board Policy 5006.

All SESIR level incidents shall be addressed by school-based administrators only. For incidents within this category, accruals occur by school level (Grades K-2, 3-5, 6-8 and 9-12) and require reporting per the School Environmental Safety Incident Reporting (SESIR) guidelines to the Florida Department of Education.

Note: It is prohibited to issue an alternative to external suspension (AES) or an out of school suspension (OSS) in lieu of an in-school suspension (ISS) when the Discipline Matrix prescribes such an action.

**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 offense)	AA. In-School Suspension: 3-5 Days
A1. A1. Administrative Transition Meeting (per Staff Request)	AA1. Out-of-School Suspension: 1 Day (Assign AES)
A2. Designated Collaborative Problem-Solving Team (MTSS/Rtl) Member Referral (with intervention documented as Tier I strategy in BASIS)	BB. Out-of-School Suspension: 1-2 Days (Assign AES)
B. Collaborative Problem-Solving Team (MTSS/Rtl) Referral	BB1. Out-of-School Suspension: 1-2 Days (PROMISE AES Mandatory)
B1. Consider Referral to Behavioral Threat Assessment Team (Administrator shall consult with (at least) one other school-based BTA team member to make a determination as to whether a BTA is warranted)	CC. Out-of-School Suspension: 2 Days (Assign AES)
	CC1. Out-of-School Suspension: 3 Days (Assign AES)
C. Conduct Threat Assessment (BTA) Protocol	DD. Out-of-School Suspension: 3-5 Days (Assign AES)
D. Confiscation (when applicable)	DD1. Out-of-School Suspension: 3-5 Days (PROMISE AES Mandatory)
E. Restitution (when applicable)	EE. Out-of-School Suspension: 4 Days (Assign AES)
E1. Refer for Mental Health Services (as appropriate)	EE1. Out-of-School Suspension: 4-5 Days (Assign AES)
F. Referral to Substance Abuse Case Manager	FF. Out-of-School Suspension: 6-9 Days (Assign AES)
G. Referral to Social Worker	GG. Out-of-School Suspension: 2 Days (PROMISE AES Mandatory)
H. Referral to School Counselor	HH. Out-of-School Suspension: 3 Days (PROMISE AES Mandatory)
I. Referral to Family Counselor	II. Out-of-School Suspension: 4 Days (PROMISE AES Mandatory)
J. Collaborative Attendance Contract (includes Parent, Administration, Student, School Counselor & Social Worker)	JJ. Out-of-School Suspension: 6 Days (PROMISE AES Mandatory)
	JJ1. Out-of-School Suspension: 6 Days (Assign AES)
K. Collaborative Behavior Contract (includes Parent, Administration, Student, School Counselor & Social Worker)	KK. Out-of-School Suspension: 9 Days (PROMISE AES Mandatory)
L. Behavioral Consultation with Curriculum Support	KK1. Out-of-School Suspension: 9 Days (Assign AES)
M. Verbal Warning	LL. Out-of-School Suspension: 10 Days (PROMISE AES Mandatory)
N. Detention (1)	MM. Out-of-School Suspension: 10 Days (Assign AES)
N1. Saturday Detention	NN. Recommendation for Behavior Intervention Program via the Expulsion Abeyance Office
O. Multiple Detentions (2-3)	OO. Mandatory Recommendation for Expulsion
P. PROMISE Eligible Incident (District students 11 years or older or in Grades 6-12)	PP. Alternative Probationary Contract
	QQ. Probationary Substance Contract
Q. School/Community Service Work	RR. Bus – Verbal or Written Reprimand
R. School Specific Consequence	SS. Bus – 3 Days School Bus Suspension
S. Incident Codes Reported to the State	TT. Bus – 1 to 10 Days School Bus Suspension
	UU. Bus – 10 Days School Bus Suspension
T. In-School Suspension (Less than a day)	VV. Bus – Expulsion from School Bus for the Remainder of the School Year
U. Time Out	WW. Loss of All School-Sanctioned Activities for 1 Year
V. Additional Interventions (as appropriate)	XX. Loss of All School-Sanctioned Activities for 1 Year
W. Loss of Privilege	YY. Referral to Fire Starter Program
X. In-School Suspension (1-3 Days) & Loss of Extra Curricular Activities (1-30 Days)	ZZ. Complete Immediate Notification Form (SIU)
Y. Loss of Extra Curricular Activities (Up to 5 days)	AAA. Consultation with Law Enforcement <sup>1</sup>
Z. In-School Suspension: 1-2 Days	BBB. Refer to Community Youth Support Diversion Programs by District (as appropriate)
Z1. In-School Suspension: 1 Day	CCC. Administrative Reassignment

<sup>1</sup> Upon consultation with law enforcement by the school principal/designee for a SESIR level incident or any incident as outlined by the Code of Student Conduct's Discipline Matrix that requires consultation with law enforcement, if said incident is determined by the law enforcement officer to be a criminal offense requiring formal action, the school principal/designee will recommend that in lieu of the law enforcement officer arresting the student, the law enforcement officer should issue the student a civil citation when applicable under law. The criterion for the school principal/designee's recommendation for the law enforcement officer's consideration regarding issuance of a civil citation in lieu of arrest, is applicable to students who have not already accrued the maximum 3 civil citations as permitted within the justice system.

**Broward County Public Schools  
Administrative Discipline Matrix (SY 2021-2022 through 2023-2024)  
Secondary Grades 9-12**

Type of Incident	1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Attendance Incidents</b>					
ZL Class Cut (Skipping)	A, O, W	A, A2, J, O, W	A, B, O, W		
ZM Tardiness, Habitual (5 in a Marking Period)	A, A2, J, N	A, B, G, O, W			
ZV Truancy	A, A2, G, K, O	A, B, G, O, W			
ZG Leaving Campus Without Permission	A, A2, K, O, W	A, B, O, W			
ZU Out of Assigned Area	A, N	A, A2, K, O	A, B, W, O		

Type of Incident	1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Rule Violation Incidents</b>					
ZE Dress Code Violation	A, M	A, Y	A, X		
ZQ Cheating Minor (Grades 3-12)	A, Z	A, L, W, AA	A, B, L, W, AA		
ZB Cheating Major	A, A2, W, DD, ZZ, AAA	A, B, W, FF, ZZ, AAA			
ZP Detention – Unserved	A, Z	A, W, BB			
ZS Unserved Saturday Detention	A, Z	A, W, BB			
S ED Electronic Devices	A, A2, B1, D, G, FF, PP, ZZ, AAA	A, B, B1, D, MM, OO, ZZ, AAA, BBB			
S SX Sexting	A, A2, B1, D, G, FF, PP, ZZ, AAA	A, B, B1, D, MM, OO, ZZ, AAA, BBB			
ZY Cell Phone Violation (Punitive Action Begin on 2 <sup>nd</sup> Offense)	A, M	A, D, N	A, D, X		

Broward County Public Schools  
 Administrative Discipline Matrix (SY 2021-2022 through 2023-2024)  
 Secondary Grades 9-12

Type of Incident	1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Disruptive Incidents</b>					
<i>PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12<sup>th</sup> grade with a maximum of three (3) referral assignments to the program.</i>					
SB	Disruptive (Unruly) Behavior	A, L, Z	A, K, L, X	A, A2, L, W, BB	
UP	Disruptive (Unruly) Play	A, L, T	A, K, L, Z	A, L, W, AA	
01	Disobedience/Insubordination	A, L, Z	A, K, L, X	A, H, L, W, BB	A, A2, G, L, W, BB
ZW	Defiance of Authority-Habitual	A, B, G, W, CC	A, B, G, W, DD	A, B, I, W, FF	
FC	Face Coverings Policy Violation	A, L, Z	A, H, L, W, AA1	A, A2, G, L, W, BB	
02	Profanity – Use of Insulting/Obscene Language	A, L, T	A, A2, L, Z	A, B, W, Z	
ZX	Profanity Directed Towards a Staff Member	A, A1, H, W, BB	A, A1, A2, W, DD	A, A1, B, I, W, FF	
S	Gambling	A, D, N, W, ZZ, AAA	A, A2, D, O, W, ZZ, AAA	A, B, D, W, Z, ZZ, AAA	
DC	Discriminatory Actions/Comments	A, A2, B1, H, W, DD, ZZ, AAA	A, B, B1, I, W, FF, ZZ, AAA	A, B, B1, I, W, MM, ZZ, AAA	
Z1	Inciting a Disturbance	A, B1, K, W, BB	A, A2, B1, W, CC	A, B, B1, W, DD	
SF	Passing/Producing Counterfeit Money	A, D, BB, ZZ, AAA	A, A2, D, DD, ZZ, AAA		
ZH	Falsification/Misrepresentation (Lying or Forgery of Signature)	A, O	A, W, Z	A, A2, W, BB	
ZC	Prohibited/Distracting Items – Possession/Use	A, D, N	A, D, O	A, A2, D, Z	
ZJ	Distribution/Sale of Unauthorized Materials (Non-criminal)	A, D, N	A, D, W, O		
S	Gang Activity	A, A2, B1, E, G, FF, PP, ZZ, AAA	A, B, B1, E, G, MM, OO, ZZ, AAA, BBB		
XA	Disruption on Campus – Minor	A, B1, K, L, Z	A, B1, H, L, W, Z	A, A2, B1, W, AA1	
S	<b>D0</b> Disruption on Campus – Major	P, A, B, B1, KK, PP, ZZ, AAA	P, A, B, B1, LL, OO, ZZ, AAA	P, A, B, B1, LL, OO, ZZ, AAA, BBB	A, B, B1, MM, OO, ZZ, AAA
S	<b>66</b> Trespassing	P, A, B, B1, KK, PP, ZZ, AAA	P, A, B, B1, LL, OO, ZZ, AAA	P, A, B, B1, LL, OO, ZZ, AAA, BBB	A, B, B1, MM, OO, ZZ, AAA
S	False Fire Alarm/911 Call	A, A2, B1, KK1, PP, ZZ, AAA	A, B, B1, MM, OO, ZZ, AAA, BBB		



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 Secondary Grades 9-12

Type of Incident		1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Substance Abuse/Drug Incidents</b>		<i>PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12<sup>th</sup> grade with a maximum of three (3) referral assignments to the program.</i>				
Z4	Over-the-Counter Medication – Unauthorized Use/Possession	A, D, M	A, D, M	A, A2, D, G, N		
OC	Over-the-Counter Medication – Sale/Attempted Sale/Transmittal	A, D, AA	A, A2 D, G, BB	A, B, D, F, V, BB		
S TU	Tobacco – Use/Possession/Sale/Transmittal of Tobacco and/or Tobacco Related Products	A, A2, D, Z, ZZ, AAA	A, B, D, F, AA, ZZ, AAA	A, B, D, F, AA, ZZ, AAA		
S EC	Tobacco – Use/Possession/Sale/Transmittal of Nicotine, Vapor Devices and/or Components of E-Cigarettes, Vapor Devices or Similar	A, A2, D, Z, ZZ, AAA	A, B, D, F, JJ1, ZZ, AAA	A, B, D, F, MM, OO, QQ, ZZ, AAA	A, B, D, F, MM, OO, ZZ, AAA	
S A1	Alcohol – Use/Possession	P, A, B, D, F, JJ, ZZ, AAA	P, A, B, D, F, LL, D, F, LL, OO, QQ, ZZ, AAA	P, A, B, D, F, LL, OO, ZZ, AAA, BBB	A, B, D, F, MM, OO, ZZ, AAA	
S D5	Drug – Use/Possession of Leaf Marijuana (Less than 20g)	P, A, B, D, F, JJ, ZZ, AAA	P, A, B, D, F, LL, OO, QQ, ZZ, AAA	P, A, B, D, F, LL, OO, ZZ, AAA, BBB	A, B, D, F, MM, OO, ZZ, AAA	
S DB	Drug – Use/Possession of Other Mood-Altering Substances	A, B, D, F, JJ1, ZZ, AAA	Q, Q, ZZ, AAA, BBB	A, B, D, F, MM, OO, ZZ, AAA, BBB		
S AA	Alcohol - Being Under the Influence	A, B, D, F, JJ1, ZZ, AAA	A, B, D, F, MM, OO, QQ, ZZ, AAA, BBB	A, B, D, F, MM, OO, ZZ, AAA, BBB		
S DA	Drug - Being Under the Influence of Leaf Marijuana and/or Other Mood-Altering Substances	A, B, D, F, JJ1, ZZ, AAA	A, B, D, F, MM, OO, QQ, ZZ, AAA, BBB	A, B, D, F, MM, OO, ZZ, AAA, BBB		
S DF	Drug – Use/Possession of Unauthorized Substance	A, B, D, F, MM, OO, QQ, ZZ, AAA, BBB	A, B, D, F, MM, OO, QQ, ZZ, AAA, BBB			
S D6	Drug - Under the Influence of Unauthorized Substance	A, B, F, MM, ZZ, AAA	A, B, F, MM, OO, QQ, ZZ, AAA, BBB	A, B, F, MM, OO, ZZ, AAA, BBB		
S A3	Alcohol - Sale/Attempted Sale/Transmittal	P, A, B, D, F, LL, OO, ZZ, AAA	P, A, B, D, F, LL, OO, ZZ, AAA	P, A, B, D, F, LL, OO, ZZ, AAA, BBB	A, B, D, F, MM, OO, ZZ, AAA	
S DS	Drug – Possession with Intent to Sell, Sale, Attempted Sale, and/or Transmittal of Leaf Marijuana (less than 20g)	A, B, D, F, MM, OO, ZZ, AAA, BBB				
S D7	Drug - Sale/Attempted Sale/Transmittal of Unauthorized Substance	A, B, D, F, MM, OO, ZZ, AAA, BBB				
S DP	Drug Paraphernalia - Use/Possession/Sale/Transmittal	P, A, B, D, F, JJ, ZZ, AAA	P, A, B, D, F, JJ, ZZ, AAA	P, A, B, D, F, LL, OO, QQ, ZZ, AAA, BBB	A, B, D, F, MM, OO, ZZ, AAA	

**Broward County Public Schools  
Administrative Discipline Matrix (SY 2021-2022 through 2023-2024)  
Secondary Grades 9-12**

Hope Scholarship Incident	Type of Incident	1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Acts Against Persons</b>						
<b>PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12<sup>th</sup> grade with a maximum of three (3) referral assignments to the program.</b>						
Hope	MP Mistreatment of Peers	A, B1, Z	A, B1, H, L, W, AA	A, A2, B1, I, K, L, BB		
Hope	ZA Bullying	A, B1, DD, ZZ	A, A2, B1, L, FF, PP, ZZ, BBB	A, B, B1, L, MM, OO, ZZ, BBB		
Hope	HA Harassment	A, B1, DD, ZZ	A, A2, B1, L, FF, PP, ZZ	A, B, B1, L, MM, OO, ZZ, BBB		
<b>*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.</b>						
Hope	F1 Fighting –Major Mutual Combat*	P, A, B, B1, HH, ZZ, AAA	P, A, B, L, B1, JJ, ZZ, AAA	P, A, B, L, B1, KK, PP, ZZ, AAA, BBB	A, B, L, B1, MM, OO, ZZ, AAA	
Hope	F2 Fighting – Medium* See above	A, B1, H, K, BB	A, B1, I, L, W, DD	A, B, B1, L, W, FF		
Hope	Z1 Fighting – Minor Altercation/Confrontation* See above	A, H, L, Z	A, H, K, L, AA	A, B, I, V, W, BB		
Hope	ZT Hazing (Grades 6-12)	A, B, B1, E1, MM, OO, ZZ, AAA, BBB				
Hope	SS False Accusation Against School Staff	A, A1, A2, I, FF, PP, ZZ, AAA	A, A1, B, MM, OO, ZZ, AAA, BBB			
<b>**When deciding what disciplinary action should be taken, the Administrator may consider the severity of the offense and may impose a more severe consequence.</b>						
Hope	S 56 Sexual Misconduct &/or Indecent Exposure (Sexual Offense)**	A, A2, E1, I, FF, PP, ZZ, AAA	A, B, E1, MM, OO, ZZ, AAA, BBB			
Hope	HT Inappropriate Touching/Language/Gestures	A, H, W, Z	A, A2, G, W, AA	A, B, I, K, W, BB		
Hope	S 50 Sexual Harassment	A, A2, B1, I, FF, PP, ZZ, AAA	A, B, B1, MM, OO, ZZ, AAA, BBB			
Hope	ZN Threat/Intimidation (Low level, Non-criminal)	A, B1, C, E1, H, Z, AAA	A, B1, C, E1, H, W, AA, AAA	A, B, B1, C, E1, W, BB, AAA		
Hope	TT Threat/Intimidation with Transient Substantive	A, C, E1, CC	A, C, E1, EE	A, C, E1, EE1	A, C, E1, FF	
Hope	TV Threat/Intimidation with Very Serious Substantive	A, B, C, E1, MM, OO, ZZ, AAA, BBB	A, B, C, E1, MM, OO, ZZ, AAA, BBB			
Hope	S2 Sexual Assault	A, A2, C, E1, G, FF, PP, ZZ, AAA	A, B, C, E1, G, MM, OO, ZZ, AAA, BBB			
Hope	21 Battery – Low Level	A, B1, G, Z	A, B, B1, I, K, W, BB			
Hope	PA Physical Attack (Battery)	A, A2, B1, D, E1, FF, PP, ZZ, AAA	A, B, B1, D, E1, MM, OO, ZZ, AAA, BBB			
Hope	S 23 Aggravated Battery	A, B, B1, E1, MM, OO, ZZ, AAA, BBB				

Broward County Public Schools  
 Administrative Discipline Matrix (SY 2021-2022 through 2023-2024)  
 Secondary Grades 9-12

Type of Incident	1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Property Incidents</b>					
<i>PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12<sup>th</sup> grade with a maximum of three (3) referral assignments to the program.</i>					
<b>T5</b>	Larceny/Theft – Petty <\$750	P, A, B, D, E, HH, ZZ, AAA	P, A, B, D, E, JJ, ZZ, AAA	P, A, B, D, E, KK, ZZ, AAA, BBB	A, B, D, E, KK1, ZZ, AAA
<b>S</b>	Larceny/Theft – Grand ≥ \$750	A, A2, D, E, E1, FF, PP, ZZ, AAA	A, B, D, E, E1, MM, OO, ZZ, AAA, BBB		
<b>V4</b>	Vandalism/Damage to Property < \$1000	P, A, B, D, E, HH, ZZ, AAA	P, A, B, D, E, JJ, ZZ, AAA	P, A, B, D, E, K, KK, ZZ, AAA, BBB	A, B, D, E, KK1, ZZ, AAA
<b>S</b>	Vandalism/Damage to Property ≥ \$1000	A, A2, D, E, E1, FF, PP, ZZ, AAA	A, B, D, E, E1, MM, OO, ZZ, AAA, BBB		
<b>Z3</b>	Technology – Inappropriate Use (Computers or Networks)	A, W, Z	A, W, AA		
<b>S</b>	Technology – Illegal Use (Computers or Networks)	A, A2 FF, PP, ZZ, AAA	A, B, MM, OO, ZZ, AAA, BBB		
<b>S</b>	13 Arson	A, B, B1, E, E1, MM, OO, YY, ZZ, AAA, BBB			
<b>FS</b>	Fire – Starting a Fire on Campus	A, A2, B1, D, E, G, FF, PP, YY, ZZ, AAA	A, B, B1, D, E, I, MM, OO, YY, ZZ, AAA, BBB		
<b>S</b>	Burglary – Unlawful Breaking/Entering into a School Facility or Property	A, A2, E, G, FF, PP, ZZ, AAA	A, B, E, I, MM, OO, ZZ, AAA, BBB		

**Broward County Public Schools  
Administrative Discipline Matrix (SY 2021-2022 through 2023-2024)  
Secondary Grades 9-12**

Hope Scholarship Incident	Type of Incident		1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
	Other Criminal Incidents						
	<b>S</b>	OS Other Major - Other Serious Incident/Delinquent Act	A, A2, B1, G, FF, PP, ZZ, AAA	A, B, B1, MM, OO, ZZ, AAA, BBB			
	<b>S</b>	WA Weapons – Class A (Possessing/Displaying/Using/Selling/Transmitting)	A, B, C, D, E1, MM, OO, ZZ, AAA, BBB				
		WB Weapons – Class B (Possessing/Displaying/Using/Selling/Transmitting)	A, A2, C, D, FF, PP, ZZ, AAA	A, B, C, D, E1, MM, OO, ZZ, AAA, BBB			
Hope	<b>S</b>	R2 Robbery or Attempted Robbery	A, B, B1, D, E, E1, MM, OO, ZZ, AAA, BBB				
Hope	<b>S</b>	S1 Sexual Battery/Rape (Actual or Attempted)	A, B, B1, E1, MM, OO, ZZ, AAA, BBB				
Hope	<b>S</b>	K1 Kidnapping or Abduction/False Imprisonment	A, B, B1, E1, MM, OO, ZZ, AAA, BBB				
	<b>S</b>	42 Homicide	A, B, B1, E1, MM, OO, ZZ, AAA, BBB				
	<b>S</b>	SE Extortion	A, A2, C, FF, PP, ZZ, AAA	A, B, C, E1, MM, OO, ZZ, AAA, BBB			
	<b>S</b>	B3 Threat Kill/Mass Shooting	A, B, C, E1, MM, OO, ZZ, AAA, BBB				
	<b>S</b>	B4 False Report/Hoax	A, B, C, E1, MM, OO, ZZ, AAA, BBB				

**Broward County Public Schools**  
**Administrative Discipline Matrix (SY 2021-2022 through 2023-2024)**  
**Secondary Grades 9-12**

Type of Incident		1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Bus Behavior Incidents</b>						
Z7	<b>Level One Violation:</b> Eating/Drinking on bus. Failure to sit as assigned by bus driver	A, RR	A, RR	A, SS	A, VV	
Z8	<b>Level Two Violation:</b> 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	A, RR	A, TT	A, VV		
Z9	<b>Level Three Violation:</b> 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, B1, TT	A, B1, UU	A, B1, VV		

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“Educating Today’s Students to Succeed in Tomorrow’s World.”

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Code of Student Conduct Handbook

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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.



# YOU HAVE THE POWER TO MAKE A DIFFERENCE... USE IT!

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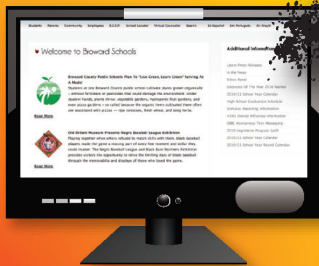
Subject:

Call

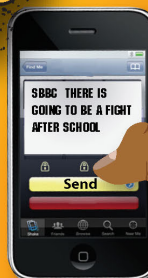
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