

# THE Code Book

FOR STUDENT CONDUCT



Broward County Public Schools

2024 - 2025

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# FALSE ADDRESS CAN LEAD TO ARREST

## IMPORTANT NOTICE TO PARENTS

### SUBJECT: RESIDENCY

Your child has the right to attend school in the boundary in which you, the parent, reside. It is the responsibility of the parent to provide proper and accurate documentation to the school to prove residency. **The school shall have the right to verify any information that is provided to them.** (SBBC Policy 5.1, sec. VI(A), Enrollment and Withdrawal; §1001.41(1), General powers of district school board)

### Submission of Fraudulent Documentation

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Policy 5.1, any parent who submits fraudulent documentation to register a student gives cause for such student **to be withdrawn immediately** and referred for enrollment in the appropriate boundaried school.

### False Information

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

### Potential Loss of Homestead Exemption

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

### Renting Homestead Exemption Property

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

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July 23, 2024

Dr. Howard Hepburn  
Superintendent of Schools

Dear Parents and Students:

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

This year's Code of Student Conduct, School Board Policy 5090, provides specific information about the rules that all students must follow and the consequences for violations of these rules. The Code of Student Conduct also addresses expectations for attendance, respect for others and their property, appropriate dress, technology usage, student publications, student activities, and student records for all students. Additionally, grievance procedures and the right to appeal imposed disciplinary consequences are contained within this handbook.

The Code of Student Conduct is available online for all to access at: [browardschools.com/codeofconduct](http://browardschools.com/codeofconduct). If you cannot access an internet-capable device, please visit your child's school to review this handbook. All schools will review the expectations, rules, and consequences outlined in the Code of Student Conduct with all students within the first two weeks of school. You are also encouraged to carefully review all the information contained in the handbook with your child and collaboratively discuss the consequences your child will face if any rule is violated. You and your child must acknowledge that you've been advised where to locate the Code of Student Conduct and that you know the expectations, rules, and consequences outlined within.

It is important for you to review the Code of Student Conduct annually with your child because it incorporates critical changes from previous years. A list of substantive changes can be found on page ix. Additional resources are available for your review by visiting [browardschools.com/codeofconduct](http://browardschools.com/codeofconduct).

I hope you experience a fulfilling, engaging, and safe school year as we strive to meet our goal of 100% proficiency by educating today's students for tomorrow's world.

Sincerely,

Dr. Howard Hepburn  
Superintendent of Schools  
Broward County Public Schools





## Need Help?

### 2-1-1 offers:

- Information about services
- Referrals
- Live help in any language, 24 hours a day
- Free, confidential, anonymous services
- Every call answered by a trained, degreed counselor
- Emotional support
- Crisis/suicide intervention

### Dial 2-1-1 for help with:

- Food/Shelter
- Job Assistance
- Healthcare
- Childcare
- Substance Abuse
- Special Needs
- Teen issues
- Domestic Violence
- Depression
- Disaster-related issues

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

### 2-1-1 Speciality Service Helplines

#### Homeless Helpline

**954-563-HELP (4357)**

Gateway to accessing homeless services in Broward County.

#### Special Needs Connections

**2-1-1 or 954-537-0211**

Helps parents, caregivers, and professionals who serve children with disabilities.  
[www.211specialneeds.org](http://www.211specialneeds.org)

#### TeenSpace 211

**2-1-1 or 954-567-TEEN (8336)**

Safe, anonymous helpline for youth. Help provided by live counselors, audio tapes at 954-390-0490 and an interactive website at [www.teenspace211.org](http://www.teenspace211.org)

#### Behavioral Health INFOLine

**954-396-INFO (4636)**

Frontdoor entry to child and adolescent mental health services or substance abuse.

#### Touchline for Seniors

**954-390-0485**

Free, daily reassurance calls to seniors age 60 or over who live alone.

#### TTY

**954-390-0942**



[www.211-broward.org](http://www.211-broward.org)

Dial 2-1-1 or (954) 537-0211

# HUMAN TRAFFICKING

## School Safety Protocol



### What is Human Trafficking?

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

### Possible Warning Signs:

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

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

#### If you are a BCPS student:

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

#### If you are a BCPS Employee:

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

#### If you are a BCPS Parent/Caregiver:

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

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

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

### For Resources and Training:

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



# School Resource Locator

## Have you tried the School Resource Locator (SRL)?

The SRL helps you find school staff and community services based WITHIN each school across the District.

Search by staff role, cost of service, type of service, or agency name. You can even find which special student support services are available at YOUR school.



Go to [www.BrowardSchools.com/SRL](http://www.BrowardSchools.com/SRL) to search the SRL now



### Questions?

Contact Broward County Public Schools  
Equity, Diversity & School Climate Department,  
754-321-1655



# THE HOPE SCHOLARSHIP PROGRAM

## WHAT IS THE HOPE SCHOLARSHIP PROGRAM?

- The Hope Scholarship Program is a state of Florida school choice program.
- The Hope Scholarship Program was established by the Florida legislature to provide parents/legal guardians of public school students (K-12), who allege they were victims of one of the fourteen qualifying incidents, the opportunity to:
  1. Transfer his/her child to another Broward County Public (BCPS) school with capacity (transportation not provided),
  2. Apply for a scholarship to the nonprofit Scholarship Funding Organization (SFO) Step Up for Students for the student to enroll in and attend an eligible private school (awarded on a first-come, first-served basis, contingent upon available funds), or
  3. Apply for a scholarship to SFO Step Up for Students for \$750 towards transportation to a public school outside of BCPS.

## WHO IS ELIGIBLE FOR THE HOPE SCHOLARSHIP PROGRAM?

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

### **Qualifying Incidents per Rule 6A-1.0017 SESIR\***

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

## HOW DO I APPLY FOR HOPE?

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

## HOW LONG DOES IT TAKE TO RECEIVE A SCHOLARSHIP?

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

## WHERE CAN I FIND MORE INFORMATION ABOUT HOPE?

- The Florida Department of Education's Hope FAQ webpage and the SFO websites.
- The BCPS School of Choice Hope webpage: <https://www.browardschools.com/Page/33996>
- Section 1002.40, F.S. or Rule 6A.6-0951, F.A.C.

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## NAVIGATING CURRICULUM AND INSTRUCTION THROUGH THE WORLD OF LIBRARY MEDIA

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

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

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

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

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

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

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

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Haitian-Creole Règleman sou Kondwit Elèv

Spanish El Código de Conducta de Estudiantes

Portuguese O Código de Conduta do Estudante







Established 1915

**BROWARD**  
County Public Schools

# Code of Student Conduct

## *Summary of Changes*

### Additions and Revisions pertaining to:

#### Additions

- Section II - Parental Rights
- Section III - Scope of Authority
- Section VII - Administrative assignment to a behavior intervention program
- Section VII - Deep Fakes

#### Revisions

##### **Section V - Respect for Persons and Property**

- Wireless Electronic Communication Devices

##### **Section VII - Discipline Policy for Suspension and/or Expulsion (Policy 5100)**

- Definition of self-defense
- Mandatory expulsion with continuing education services
- Possession of a chemical weapon/pepper canister with capacity to hold less than 2 ounces
- Other Definitions for this Policy

##### Section VIII– Right to Appeal

##### Appendix – Discipline Matrices, Grades K-2; 3-5; 6-8 and 9-12

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

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

- Know that for school safety, schools are not required to provide supervision more than 30 minutes prior to the official starting time, nor are they required to provide supervision for more than 30 minutes after the official closing time (F.S. §1003.31 (2)).
- Know that for school safety, for students who ride a school bus, drivers are NOT permitted to let students off the bus except at the designated stop.
- Provide the school with the names of current emergency contact person(s) and/or telephone numbers on an annual basis and when there are changes.
- Notify the school of anything that may affect their child's ability to learn, to attend school regularly, or to take part in school activities.
- Be aware that medicine must be administered in accordance with SBBC Policies 6305 and 6305.1, as may be amended, and that consequences for transmittal and/or sale or attempted sale of over-the-counter medications and possession and/or use of unauthorized medications can be found in SBBC Policy 5100. SBBC Policy 6305 outlines the rules regarding over-the-counter and prescription drugs and SBBC Policy 5100 outlines the consequences for violating those rules. You may view the complete health and suspension and/or expulsion policies, as well as all School Board policies, on the Web at: <https://www.browardschools.com/Page/37754>
- 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 XI 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 V), 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 VII 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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# SECTION I

## Guiding Principles

Policy 5090: Code of Student Conduct  
Adopted - 7/23/2024

The School Board of Broward County, Florida, (SBBC), 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. Parents have a fundamental right to direct the upbringing, moral or religious training, education, and care of their children. However, it is the responsibility of all school personnel, students, parents, external stakeholders and the greater community to ensure the school environment encourages a climate conducive to learning.

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

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

Pursuant to F.S. §§1001.42(8)(c) and 1014.05, schools will promote parental involvement and work collaboratively with parents to improve parent and teacher cooperation in such areas as homework, school attendance, and discipline, so they can help their child succeed in school. Important information relating to a child should not be withheld, either inadvertently or purposefully, from their parent, including information relating to the child's health, well-being, and education, while the child is in the custody of the school district. Stakeholder responsibilities include but not limited to:

### **Responsibilities of Students**

- Attend school daily, be prepared for class and complete assignments to the best of their abilities.
- 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 at all times while on school grounds and on school-sponsored transportation.
- Follow all rules outlined in the Code of Student Conduct and all 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.
- Ask school personnel or other trusted adults for help in solving problems.
- 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.
- Monitor their academic progress and review grades with their teachers.
- Take care of instructional materials/resources issued to them and to pay for lost or damaged instructional materials.

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

- Read the Code of Student Conduct and return the signed acknowledgement form to your child's school.
- Ensure your child attends school regularly and on time.
- Notify the school of all absences and/or tardies in a timely manner.
- Monitor your child's academic and behavioral progress by accessing and reviewing their school records, as appropriate.
- 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 feedback on their behavioral and academic progress.
- Maintain a safe and orderly learning environment by using appropriate classroom management, prevention and intervention strategies.
- Provide corrective feedback and reteach appropriate behaviors when a student demonstrates misconduct.
- Use professional judgment and appropriate de-escalation strategies 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.
- Participate in ongoing professional learning and/or request support, as needed.
- Refer students in need of additional support to the school-based Collaborative Problem-Solving Team (CPST) for appropriate interventions.

### **Responsibilities of Administrators**

- Distribute information about the Code of Student Conduct to students, parents and school personnel and ensure a hardcopy is available for anyone who cannot access the electronic version.
- 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 positive and constructive 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 to parents and students, when necessary.
- Respond to complaints or concerns from students and parents in a timely manner.
- Provide parents with information relating to state academic standards, report card requirements, attendance requirements, and school district policies for promotion or retention, including high school graduation requirements.
- Keep parents informed about school-related issues, as appropriate, and ensure communication is sent home.
- Use professional judgment and de-escalation strategies to prevent minor incidents from escalating.
- Identify appropriate professional learning and resources as needed to implement positive behavior interventions and support (PBIS).
- Provide parents with comprehensive information about their choices and opportunities for involvement in their child's education.
- Provide a framework for building and strengthening partnerships among parents, teachers, school administrators, district administrators, and other personnel.
- Provide parents with information on how they may object to instructional materials or other materials used in the classroom in accordance with SBBC Policy 4120: Library Media/Innovative Learning Commons and SBBC Policy 4140: Instructional Materials.
- Promptly notify the parent if an employee suspects that a criminal offense has been committed against their child, unless the incident has first been reported to law enforcement or the Department of Children and Families and notifying the parent would impede the investigation.
- Promptly notify the parent if an employee suspects that a criminal offense has been committed against their child, unless the incident has first been reported to law enforcement or the Department of Children and Families and notifying

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

- Maintain a safe and orderly school environment by modeling and supporting appropriate student behaviors.
- Provide students with positive and constructive 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
- Use professional judgment and de-escalation strategies 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 professional learning and resources to implement a positive school culture and behavior interventions.
- Utilize individual school discipline data to identify and allocate professional learning 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.

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

SECTION

II

Parental Rights



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

Florida law supports the active involvement of parents until the student graduates from school, (F.S. §§743.07, 1003.21, 1003.24). It is presumed that students are dependent students (as defined by the regulations supporting the Family Educational Rights and Privacy Act at 34 C.F.R §99.31(a)(8) and by Internal Revenue Code §152). When a student reaches the age of majority (18 years of age), the parent shall continue to perform the parental functions of a dependent student, including, but not limited to, providing excusal of absences and tardiness, signing permission slips for early release, field trips, other activities, as necessary, and to registering or terminating (withdrawing) school enrollment, until the student graduates, except under the following circumstances:

- The student has been emancipated in compliance with Florida laws. (F.S. §743.015)
- 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 appropriate).
- The student has submitted specific and acceptable documentation (such as rental agreement, lease, etc.) to establish that they are independent of their parents and that the presumption of dependency does not apply to them.

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

## **A. School Safety**

1. Parents of public-school students have a right to access School Environmental Safety Incident Reporting (SESIR) - incidents as required pursuant to F.S. §1006.07(9), receive timely notification of threats, unlawful acts, and significant emergencies pursuant to F.S. §1006.07(4)(b) and (7) and timely notification of the following unlawful acts or significant emergencies that occur on school grounds, during school transportation, or during school-sponsored activities:
  - a. Weapons possession or use when there is intended harm toward another person, hostage, and active assailant situations.
  - b. Murder, homicide, or manslaughter.
  - c. Sex offenses, including rape, sexual assault, or sexual misconduct with a student by school personnel.
  - d. Natural emergencies, including hurricanes, tornadoes, and severe storms.
  - e. Exposure as a result of a man-made emergency.
2. All schools utilize Safer Watch as their "Alyssa's Alert" mobile panic alert system that is connected to diverse emergency services technologies to ensure real-time coordination between multiple first responder agencies. Safer Watch is available on all district-owned devices and all stakeholders are encouraged to download it to their personal devices as well.

## **B. Involuntary Examinations and Mental Health**

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

Parents of public-school students have a right to a reasonable attempt of notification from the school principal/designee before a student is removed from school, school-sponsored transportation, or a school-sponsored activity and taken to a receiving facility for an involuntary examination pursuant to F.S. §394.463. A "reasonable attempt to notify" means the exercise of

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

1. Use available methods of communication to contact the student's parent, guardian, or other known emergency contact, including but not limited to, telephone calls, text messages, e-mails, and voicemail messages following the decision to initiate an involuntary examination of the student.
2. Document the method and number of attempts made to contact the student's parent, guardian, or other known emergency contact, and the outcome of each attempt.
3. The principal/designee may delay the required notification for no more than 24 hours after the student is removed if:
  - a. the principal/designee deems the delay to be in the student's best interest and if a report has been submitted to the central abuse hotline, pursuant to F.S. §39.201, based upon knowledge or suspicion of abuse, abandonment, or neglect; or
  - b. the principal/designee reasonably believes that such delay is necessary to avoid jeopardizing the health and safety of the student.
5. Before a principal/designee contacts a law enforcement officer, he or she must verify that de-escalation strategies have been utilized and outreach to a mobile response team has been initiated unless the principal/designee reasonably believes that any delay in removing the student will increase the likelihood of harm to the student or others. This requirement does not supersede the authority of a law enforcement officer to act under F.S. §394.463.
6. In a student crisis situation, the law enforcement officer must make a reasonable attempt to contact a mental health professional who may initiate an involuntary examination pursuant to F.S. §394.463, unless the child poses an imminent danger to themselves or others, before initiating an involuntary examination pursuant to F.S. §394.463. Such contact may be in person or using telehealth as defined in F.S. §456.47. The mental health professional may be available to the school district either by contracts or interagency agreements with the managing entity, one or more local community behavioral health providers, or the local mobile response team or be a direct or contracted school district employee.

### **C. Mental Health Assistance Allocation**

In accordance with the Mental Health Assistance Allocation, the District will enforce the plan to provide school-based mental health care, train educators and other school staff in detecting and responding to mental health issues, and connect children, youth, and families who may experience behavioral health issues with appropriate services.

The District's Mental Health Plan is focused on a multi-tiered system of supports to deliver evidence-based mental health care assessment, diagnosis, intervention, treatment, and recovery services to students with one or more mental health or co-occurring substance abuse diagnoses and to students at high risk of such diagnoses.

The District maintains contract(s) and/or interagency agreement(s) with one or more local community behavioral health providers or providers of Community Action Team services to provide a behavioral health staff presence and services at district schools. Services may include, but are not limited to, mental health screenings and assessments, individual counseling, family counseling, group counseling, psychiatric or psychological services, trauma-informed care, mobile crisis services, and behavior modification. These behavioral health services may be provided on or off the school campus and may be supplemented by telehealth.

Contracts or interagency agreements with service providers will ensure that students who are referred to a school-based or community-based mental health service provider for mental health screening for the identification of mental health concerns and assessment of students at risk for mental health disorders occurs within fifteen (15) days of referral. School-based mental health services must be initiated within fifteen (15) days after identification and assessment, and support by community-based mental health service providers for students who are referred for community-based mental health services must be initiated within thirty (30) days after the school or district makes a referral.

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SECTION

# III

**Scope of Authority**

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

This *Code of Student Conduct* is used to govern conduct and discipline of all students attending a SBBC school. It is expected that students obey District rules while on school grounds, while being transported to or from school at public expense, while on the school premises for instruction, and for authorized participation in a school-sponsored activity. During such times, all students are subject to the immediate control and direction of teachers, staff members, and/or bus drivers to whom such responsibility has been assigned by the principal.

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

Students should be advised that violations of the *Code of Student Conduct* may also be violations of Florida law. Thus, students may be subject to school/district level disciplinary actions as well as discipline imposed by local law enforcement authorities. School Resource Officers (SRO) and other law enforcement authorities have the power to conduct investigations independent of those conducted by school personnel for the same incident. Furthermore, the sanctions imposed by the school district for misconduct are separate and distinct from the consequences that may be imposed following the arrest and prosecution of a student for a violation of law originating from the incident.

Please keep in mind that failure of law enforcement to act does not prevent SBBC from taking appropriate actions consistent with this *Code of Student Conduct* or with Florida law.





SECTION

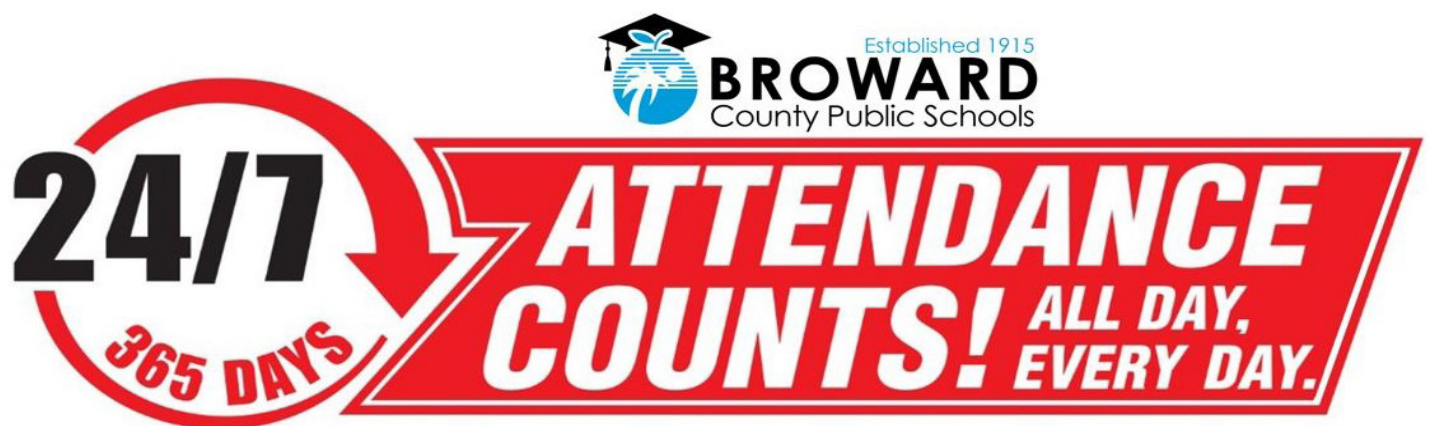
# IV

**Attendance**

SBBC stresses the importance that all students attend school regularly and remain in school until they graduate from high school. However, a child who attains the age of 16 years old during the school year is not subject to compulsory school attendance beyond the date upon which they attain that age if the child files a formal declaration of intent to terminate school enrollment with the District's School Board. 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).

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 5040 outlines the rules that apply to attendance and attendance procedures. Florida law supports the active involvement of parents\* until the student graduates from school (F.S. §§743.07, 1003.26, 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 previously as indicated in Section IV.

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 (See Appendix) that assigns specific consequences for misbehavior is part of the school's discipline plan.

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.

## 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 set forth by SBBC Policy 4000: Student Progression Plan.

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.

## A. NON-ATTENDANCE AND EARLY SIGNS OF TRUANCY

IT IS IMPORTANT TO BE IN SCHOOL EVERY DAY. If your child is not in school, they MAY BE showing early signs of truancy through a pattern of non-attendance (SBBC Policy 5040).

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

**A student may be identified as "habitual truant" if he or she has fifteen (15) unexcused absences within ninety (90) school 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 FOCUS.

If after an accumulation of absences as noted above, the principal/designee determines that the reasons for time out of school are invalid, the principal/designee shall refer the student to CPST to determine if early patterns of truancy are developing and provide appropriate interventions, and/or the State Attorney's Office will be notified due to non-compliance with compulsory

school attendance laws. (F.S. §1003.26 (1)(b)). However, if the principal/designee determine that the reasons for the absences are valid and there are no early signs of truancy, the parent must provide a note (to be kept on file at the school) that provides the reasons for those absences. No further action will be taken.

## **B. BROWARD TRUANCY INTERVENTION PROGRAM (BTIP)**

*For Elementary Only*, the Broward Truancy Intervention Program (BTIP) is a partnership between the Broward State Attorney's Office and the SBBC. The program is designed to prevent excessive absences through parent notification and accountability, school interventions, and daily monitoring of attendance. Parents are expected to communicate with school personnel regarding absences. Parents who do not comply are referred to the State Attorney's Office for failure to comply with F.S. §1003.27 which provides that a parent commits a misdemeanor of the second degree, punishable as provided by law, if the parent refuses or fails to have a child attend school regularly or refuses to participate in meetings concerning the child's truancy.

## **C. REPORTING AN ABSENCE**

Parents must report all school absences within two (2) school days of the absence, or the absence will be unexcused, unless otherwise excused by the school principal due to extenuating circumstances. When making the absence report, a reason for the absence must be provided along with the date(s) of the absence. Parents can find absence reporting options on each school's website. On the website, under **CONTACT**, select "**REPORT AN ABSENCE**", parents can choose their preferred absence reporting method:

- Online Form that will provide a confirmation email that includes the date and time of submission
- Voicemail; or
- Handwritten note from parent delivered to the front office.

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.

## **D. EXCUSED ABSENCE CRITERIA**

When it is necessary to be out of school, absences may be excused for one of the reasons listed below. Please note that all absences will be considered unexcused properly reported by the parent. Some situations require written documentation from a physician or public health unit. Excused absences include:

1. **Illness of the student.** If the child is expected to miss at least fifteen (15) school days due to illness, a medical condition, for social/emotional reasons, or who would miss excessive days intermittently throughout the school year for the same reasons and could benefit from supplemental instruction, parents should consult with the Hospital/Homebound contact person at the school.
2. **Illness of an immediate family member.**
3. **Death in the family.**
4. **Religious instruction or 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. **Communicable disease.** Students having or suspected of having a communicable disease or infestation that can be

transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. §1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo, and scabies. Students are allowed a maximum of five (5) school days excused absence for each infestation of head lice.

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

## E. 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 phone calls, text messages, emails, and/or letters to inform them of their student's unexcused absences. These notifications are generated from official attendance records. Absences are excused only for the reasons previously listed. If absences are not excused, as defined in the previous section, the absences are considered unexcused.

1. 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
2. For secondary students, 14-18 years of age, who drop out of school or who have 15 unexcused absences within 90 school 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.

## F. SUSPENSIONS

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

## G. TARDINESS

Tardiness is defined as a student not being in the classroom when classes are scheduled to begin. Tardiness is disruptive to the learning environment and can have a negative impact on student achievement. Tardiness may also count toward establishing a pattern of non-attendance that may indicate early signs of truancy.

1. A tardy is excused for the same reasons that an absence is excused. In extenuating circumstances, principals and/or their designee may also excuse a tardy for reasons other than those stated if documentation is provided. Parents must follow the same process to excuse a tardy as they do to excuse an absence.
2. A student who has an excused tardy should report directly to class after first checking in at the designated check-in area of the school.
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.

## H. 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.

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.

## I. MAKE-UP WORK

For SBBC policies regarding the earning of grades and credits for make-up work, related to absences, field trips and suspensions, see Policy 4000: Student Progression Plan



SECTION

V

**Respect for Persons and  
Property**



*Character education is woven into the policies and procedures of SBBC. The character traits of Responsibility, Citizenship, Kindness, Respect, Honesty, Self-Control, Tolerance, and Cooperation are the foundation of this Code of Student Conduct.*

## Rights

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 District's character 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 District at [www.browardschools.com/securitytips](http://www.browardschools.com/securitytips).

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

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.

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



## 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 (includes any area a student is not authorized to access).

### 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-like 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, and other two-way communication devices.
- All wireless communication devices shall be turned off or placed on airplane mode and kept in the area designated by the teacher during all instructional and class time activities (F.S. §1006.07). Use of personal wireless communication devices during the instructional day is only permitted under the direction of a teacher for instructional purposes. Instructional time is defined as time from the beginning bell until the end of the school day.
- Due to school safety concerns, headphones, earbuds or other accessories are prohibited during instructional time.
- A rule violation occurs when students use their wireless communication device during the instructional day and they are subject to disciplinary action under the cell phone violation code in the Discipline Matrix; however, when used to properly report any situation that can compromise the safety of students, staff, or property, students will not be subject to additional disciplinary action for infractions such as inciting a disturbance or major campus disruption. In such an event, proper reporting includes but is not limited to photographs and/or videos that are reported immediately to school administration. Additional means to properly report include:
  - Call the District Security Operations Center (DSOC), 24 hours a day, 7 days a week at 754-321-3500
  - Send an email to [securitytips@browardschools.com](mailto:securitytips@browardschools.com)
  - Submit a tip online via FortifyFL at [GetFortifyFL.com](http://GetFortifyFL.com)
  - Submit a tip through SaferWatch at [www.saferwatchapp.com/browardschools/](http://www.saferwatchapp.com/browardschools/)

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

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

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

- Purchasing, 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, disability, ethnicity, gender, gender identity, gender expression, linguistic differences, physical appearance, marital status, national origin, race, religion, sexual orientation, socio-economic background, or for any other reason.
- Hazing.
- Threatening, stalking, hitting, or hurting another student, 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 theft.
- Breaking and entering/burglary.

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

- Having and/or hiding a weapon. (See definitions of weapons, Section XII).
- 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

**Bullying, Cyberbullying, Harassment, and Discrimination** also encompass, but are not limited to, unwanted harm towards and by any Board member, District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school, outside the school at a school-sponsored event, on a school bus, or at a training facility/program sponsored by the District, in regard to their real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, genetic information, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background or being viewed as different in its education programs or admissions to education programs. The SBBC also provides equal access to the Boy Scouts, Girl Scouts, and other designated youth groups. For Federal requirements when these acts are against federally identified protected categories, refer to Policy 4001.1.

Retaliatory actions as defined below are also included in the definition of bullying, cyberbullying, harassment, and discrimination:

1. Retaliation for asserting or alleging an act of bullying, harassment, or discrimination against any Board member, District employee, student, agent, consultant, contractor, visitor, volunteer, or other person in the District.
2. Retaliation also includes reporting an act of bullying, harassment, or discrimination that is baseless or made in bad faith.
3. **Perpetuation of conduct listed in the definition of bullying, cyberbullying, harassment, and/or discrimination by an individual or group with the 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 that of bullying, cyberbullying, harassment, or discrimination.

Bullying or harassment of any student or employee is prohibited through the use of data or computer software that is accessed at a non-school-related location, activity, function or program or through the use of technology or an electronic device that is not owned, leased or used by a school district, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services or activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of school. (F.S. §1006.147(2)).

"Nothing in this section shall be construed to abridge the rights of students or SBBC employees that are protected by the First Amendment" to the State or Federal constitutions. (F.S.1006.147)(9).

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, 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 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.

**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. As defined in F.S. §1006.147(3)(a), bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property. Behaviors defined as bullying must meet the criteria of being **Repeated**, be characterized by an **Imbalance** of power, and **Purposeful** in nature, known as RIP criteria.

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

**Cyberbullying** means bullying through the use of technology or any electronic communication , which includes, but is 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, photoelectronic system, or photo-optical 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 identify of another person, or the knowing impersonation of another person as the author of posted content 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 material 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).

**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.

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 Cyberstalk 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.

**Harassment**, (one-time, insulting behaviors) means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct that:

1. Places a said person in reasonable fear of harm to their person or damage to their property;
2. Has the effect of substantially interfering with a student's educational performance, or an employee's work performance, or either's opportunities or benefits;
3. Has the effect to substantially negatively impacting their emotional or mental well-being; or
4. Has the effect of substantially disrupting the orderly operation of a school and/or District work environment.

**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, sex, 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, criminal mischief, 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 Investigative Unit Department conducts hate crime investigations.

**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.*

**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).

## SCHOOL BUS BEHAVIOR

Misconduct by any student while riding school sponsored transportation represents a serious threat to the safety of all occupants of the bus as well as other motorists, pedestrians, and members of the community. All rules that apply to the school grounds and school activities also apply to school sponsored transportation. Parents are responsible for their student's

behavior on the way to and from school 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. The school will investigate and provide assistance and intervention as deemed appropriate, which may include the involvement of local law enforcement. The principal/designee shall log all reports and interventions. School sponsored transportation violations are listed below and consequences for each level of violation are contained within the discipline matrix.

## 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 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 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
- Criminal mischief 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.

*Note: For additional incident types, definitions, interventions and consequences, please refer to Discipline Matrix and Appendix of this policy.*

*\*For IDEA-eligible ESE students, suspension and expulsions shall follow applicable laws, SBBC 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, SBBC 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 real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital



status, socio-economic background, ancestry, ethnicity, genetic information, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background or being viewed as different in its education programs or admissions to education programs. The SBBC also provides equal access to the Boy Scouts, Girl Scouts, and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & the District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

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 can be a form of discrimination. Harassment based on real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, genetic information, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background or being viewed as different in its education programs or admissions to education programs are violations of SBBC 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, amended 2020 and SBBC Policies 4001.1 and 5900. Sexual violence is a physical act of aggression that includes a sexual act of sexual purpose. Sexual violence is also a violation of these same statutes and may also represent a criminal law violation. The school district prohibits any form of sexual harassment and sexual violence. Allegations of student-to-student sexual harassment will be investigated in the same manner prescribed by Anti-Bullying Policy 5900. The department of EEO/ADA compliance (Title IX District Coordinator) provides guidance and assistance to school-based Title IX coordinators.

Sexual harassment and sexual violence are unlawful and will be grounds for disciplinary action. Students who believe they have been victims of sexual harassment or sexual violence should report the alleged act immediately to a teacher and/or school administrator. Because sexual harassment can take on many forms, it is further described in the subsequent paragraph.

## SEXUAL HARASSMENT DEFINED

Per SESIR 6A.1.0017(7)(t), sexual harassment consists of unwelcome conduct of a sexual nature, such as sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Examples of sexual harassment, carried out by school employees, students, and non-employee third parties, include, but are not limited to, the following verbal or nonverbal actions:

- Graphic and written statements.
- Statements made through computers, cellphones, and other devices connected to the internet.
- 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.

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

## 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. The District does not provide public school Hope Scholarship Program students transportation.

A student enrolled in a Florida public school in kindergarten through grade 12 is eligible for the educational options described below if the student reported an incident of aggravated battery, harassment, hazing, bullying, kidnapping, physical attack/simple battery, robbery, sexual harassment, sexual assault, sexual battery, threat or intimidation, or fighting at school.

Upon receipt of a report of an incident, the school principal/designee, shall provide a copy of the report to the parent and investigate the incident to determine if the incident must be reported as a SESIR incident. Within 24 hours after receipt of the report, the principal/designee shall provide a copy of the report to the parent of the alleged offender and to the superintendent. Upon conclusion of the investigation or within 15 days after the incident was reported, whichever occurs first, the school district shall notify the parent of the program, offer the parent an opportunity to enroll their child in another public school that has capacity, and notify the parent of their eligibility to apply for a scholarship to attend an eligible private school under F.S. §§1002.394 and 1002.395.

In accordance with Emergency Rule 6AER21-02 COVID-19 Hope Scholarship Transfer Procedures adopted by the State Board of Education, parents are provided with a mechanism to transfer a child to a private school, request another public school in the district, or receive a transportation scholarship to another district under a Hope Scholarship when a student is subjected to harassment relating to, or as a result of a school district's COVID-19 health protocols.

Additional information on the HOPE Scholarship program can be found at <https://www.browardschools.com/Page/78462>.





SECTION

V

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.

Students have a right to wear an approved face covering to promote personal health and safety. Approved face coverings cover the mouth and nose and are made of medical grade fabric and/or cloth.

**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. 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.*

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. ID badges for students in grades 6-12 shall include the telephone numbers for the national and statewide crisis and suicide hotlines F.S. §1008.386(3).

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

*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 SBBC 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:
    - i. Ensuring that the parent/guardians understand the unified dress policy and its intent; and
    - ii. 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 Exception 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 Mandatory Unified School Dress policy (SBBC Policy 5309) shall be subject to the same penalties as violators of the dress code policy.

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SECTION

# VII

Technology Usage

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

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 SBBC Policy 5306(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.

**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.

**Rule**

Students are expected to use technology responsibly.

SBBC 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. 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.

**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.
- 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”.
- 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 Assessment of Student Thinking (FAST) Administration Policy

- Pursuant to F.S. §1008.24, a person may not knowingly and willfully violate test security rules adopted by the State Board of Education for mandatory tests administered by or through the State Board of Education or the Commissioner of Education to students, educators, or applicants for certification or administered by school districts pursuant to F.S. §§1003.52, 1003.56, 1007.25, 1007.35, 1008.22, 1008.25, and 1012.56, or, with respect to any such test, knowingly and willfully to:
  - a. Give examinees access to test questions prior to testing;
  - b. Copy, reproduce, or use in any manner inconsistent with test security rules all or any portion of any secure test booklet;
  - c. Coach examinees during testing or alter or interfere with examinees’ responses in any way;
  - d. Make answer keys available to examinees;
  - e. Fail to follow security rules for distribution and return of secure test as directed, or fail to account for all secure test materials before, during, and after testing;
  - f. Fail to follow test administration directions specified in the test administration manuals; or
  - g. Participate in, direct, aid, counsel, assist in, or encourage any of the acts prohibited in this section.
- The FAST 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.

## Social Media Use Guidelines

SBBC 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, SBBC 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 SBBC's internal and external stakeholders to connect, collaborate, and form virtual communities via the computer and/or Internet. For some, social media is used mainly for social purposes, but for others, these sites and technologies are used as tools to teach and to connect with the community.

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 SBBC policies. The SBBC 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 SBBC staff and students is a reflection on the entire district and is subject to the District's School and District Technology Usage (SBBC 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 SBBC 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 SBBC 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.
- SBBC 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 SBBC employees include disclaimers within their personal social media sites that the views posted are their own and not those of SBBC.
- Teachers should monitor content contributed by students to school sponsored social media and must contact the Legal department if 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 SBBC 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 SBBC 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 UTILIZED DOCUMENTS FOR USE OF DISTRICT TECHNOLOGY:

- SBBC 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. *Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 292 U.S. 503 S.Ct. (1969).
- Children's Internet Protection Act (CIPA)
- Children's Online Privacy Protection (COPPA)
- Neighborhood Children's Internet Protection Act
- SBBC 5900: Anti-Bullying Policy
- SBBC Policy 4000: Pupil Progression
- SBBC Policy 5090: Code of Student Conduct
- Rule 6A-10.081, F.A.C.: Principles of Professional Conduct for the Education Profession in Florida
- National Education Technology Standards for Students and Teachers
- SBBC Policy 6318: Copyright
- SBBC Policy 4212: Intellectual Property





SECTION

# VIII

**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.

## 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 SBBC Policy 6310.)

## 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 SBBC 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

school-sponsored activities (See SBBC Policy 6310).

## **INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES**

### **Rule**

Students must have parental consent and maintain satisfactory conduct in school and in the community to participate in interscholastic, extracurricular activities. SBBC Policy 6201 outlines the requirements to participate in these activities.

### **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 SBBC Policy, including F.S. §§1006.07, 1006.08 and 1006.09, is eligible to participate in interscholastic and intrascholastic 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 SBBC 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

IX

**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 SBBC 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; or
  - 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 VIII, 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 SBBC 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 XIII of this policy.

## Moment of Silence

Pursuant of F.S. §1003.45, District schools will observe a moment of silence for 1-2 minutes. This moment of silence will occur during first period or at the beginning of the school day.

In accordance with statute, the District will not make suggestions as to the nature of any reflection in which a student may engage during the moment of silence. Families are encouraged to discuss the moment of silence with their child(ren) and to make suggestions as to the best use of this time.



*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

X

**Student 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 The School Broward of County Public Schools, Florida.*

Approval for publication shall be based on:

1. Consistency with the educational curriculum of the SBBC;
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 SBBC Policy 6300-Advertising. Publications include, but are not limited to, items such as school newspapers, yearbooks, student newspapers, and publications put out by the PTA, Booster Clubs, and the like.



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SECTION

XI

**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), 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 FLDOE. (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)(2,6b)).
3. Employment documents utilized in hiring student workers. (Authorized by 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 FLDOE to locate missing Florida school children. (Required by F.A.C. Rule 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); FERPA, 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 FLDOE. (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. Rule 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 §119.071(5)(a)(6.b)).



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. §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).
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 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 F.R. §99.31(2)).
20. Written verification from employer for vocational education, student follow up (Required by F.A.C. Rule 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 confidential.

## Family Educational Rights and Privacy Act, FERPA Notice

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the accuracy and privacy of students' education records.

FERPA, F.S. §§1002.22 and 1002.221 and SBBC Policy 1480 (*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 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. NOTE: Substantive decision-making processes, which include but are not limited to Behavioral Threat Assessments, student discipline and grades are not subject to the amendment process.
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 SBBC Policy 1480 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).*

### 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

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.

## 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 Book for Student Conduct, 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 on an annual basis. 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 *Student Privacy Policy Office*, you may contact the SBBC Privacy Officer at 754-321-1914.

For additional information refer to SBBC Policy 1480. This policy outlines the privacy rights of parents and students with respect to students' education records. You may view the complete student records policy and all SBBC policies on the Web at: <https://www.browardschools.com/Page/37754>.

## PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) NOTICE

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

### 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:
  - a. Political affiliations or beliefs of the student or the student’s parent;
  - b. Mental or psychological problems of the student or the student’s family;
  - c. Sex behavior or attitudes;
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - e. Critical appraisals of others with whom survey respondents have close family relationships;
  - f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - g. Religious practices, affiliations, or beliefs of the student or student’s parent; or
  - h. Income, (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Pursuant to F.S. §1002.222, the District will not collect, obtain, or retain information on political affiliation, voting history, religious affiliation or biometric information of a student or a parent or sibling of the student.

*“Biometric information” means information collected from the electronic measurement or evaluation of any physical or behavioral characteristics that are attributable to a single person, including fingerprint characteristics, hand characteristics, eye characteristics, vocal characteristics, and any other physical characteristics used for the purpose of electronically identifying that person with a high degree of certainty.*

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. **HOWEVER**, although the PPRA permits the “opt out” process, the District will still seek written consent from the parent / guardian prior to administering any or all health screenings.
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 for 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. 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: 08/12/2024

### The School Board of Broward County (SBBC) Duties Under HIPAA

All medical and health records are protected by Florida Statute, the Family Educational Rights and Privacy Act (FERPA) or HIPAA depending on the health care provider, the creator of the records, and the entity in possession of the records. Copies of medical records or health-related records submitted to schools (for example, by physicians) become education records (protected by FERPA) when 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:

1. To another health care provider for purposes of your or your child's treatment .
2. To insurance companies, Medicaid, or local, State, or Federal agencies to pay for the services provided to you or your child.
3. To report abuse of children, adults, or disabled persons.
4. For investigations related to a missing child and/or child abuse investigations.
5. For internal investigations and audits by the school district or any grant funding body.
6. For investigations and audits by the State's Inspector General, Department of

Education, or Auditor General.

7. For public health purposes including vital statistics, disease reporting, and regulation of health professionals.
8. For medical examiner investigations.
9. For research approved by the school district.
10. 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).
11. For judicial and administrative proceedings.
12. 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 thirty (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:

1. Was not created by the school District.



2. Does not qualify as PHI.
3. Is by law not available for your review.
4. 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 twelve (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:

1. Information shared to carry out treatment, payment, or health care operations.
2. Information shared with you.
3. Information incidental to otherwise permitted or required disclosures, pursuant to applicable regulations.
4. Information you authorized to be shared.
5. Information shared with individuals involved with your care.
6. Information disclosed for national security or intelligence purposes.
7. Information disclosed to correctional institutions or law enforcement officials when the disclosure was permitted without authorization.
8. 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/Page/36133>.

## 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. 3<sup>rd</sup> Avenue, 11<sup>th</sup> 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.

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SECTION

XII

**Intervention and/or  
Consequences**

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.

## Possible Interventions and/or Consequences of Misbehavior

The District will make every reasonable effort to correct student misbehavior through school-based resources at the lowest possible level, and to support students in learning the skills necessary to enhance a positive school environment and avoid negative behavior. Most disciplinary issues should be addressed at the classroom level by teachers. Additionally, students exhibiting serious or chronic behavior issues will be referred to the school's CPST for the development of multi-tiered interventions to address targeted behavior problems. 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/32945>.

Pursuant to F.S. §1006.08 and F.S. §1003.31, students who commit violent or disruptive behaviors that may pose a threat to the safety of school staff or students shall be assigned to an alternative educational program and/or referred to mental health services identified by the school district. Pursuant to F.S. §1006.07(7), referral to mental health services shall be in consultation with the threat assessment team.

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/page/38107>.

- 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 (APC)
- 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:
  - First offense: Warning
  - Second offense: Parent notification
  - 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 SBBC Policy 5100. This policy outlines the violations and the procedures for out-of-school suspension, behavior intervention program assignment and expulsion. You may view the complete suspension/expulsion policy and all School Board policies on the Web at: <https://www.browardschools.com/Page/37754>.
- Recommendation for a behavior intervention program assignment or expulsion in accordance with SBBC Policy 5100
- Referral to Special Investigative Unit/police
- Full restitution by parent(s) for damage done by student in accordance with SBBC Policy 2303. This policy presents the SBBC's position on financial responsibility for children's acts. You may view this complete policy and all SBBC policies on the web at: <https://www.browardschools.com/Page/37754>.

*Notice of a suspension shall be sent within twenty-four (24) business hours from the suspension decision by mail or other method agreed to by the parent. When possible, notice of a suspension may be also be emailed 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 SBBC Policy 5040: 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 VII of SBBC Policy 5100: 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 SBBC Policy 5100, 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.

If a student is unable to leave the area of a "pending attack" the student may use self-defense. Self-defense is defined as any action that is necessary to protect oneself from serious bodily harm using only the amount of force necessary to get away from the attack and immediately seek help from the nearest adult. Provocation and/or retaliatory actions are **NOT** considered self-defense and will be considered as mutual participation and subject to appropriate disciplinary actions. Provocation/retaliation is considered:

- Provoking another student using actions or words (verbal or written), to engage in an altercation and striking back after being struck.
- Willingly entering the area of a "pending attack" and involving oneself in the confrontation.
- Continuing to strike or hit after being able to get away.

- Choosing not to leave the area after being able to get away.
- Returning to the confrontation after getting away.

*Note: F.S. §§776.012, 776.032 and 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 SBBC Policy 5100.*

In accordance with F.S. §§120.52(16) and 1001.32(2), District school boards have the authority to exercise any power except as expressly prohibited by the State constitution or general law to develop, implement, interpret, or prescribe law or policy or describe the procedure or practice requirements of such rule.

SBBC Policy 5100 outlines all the violations that result in out-of-school suspension, assignment to a behavior intervention program, and expulsion and/or the consequences. You may view the complete suspension/expulsion policy and all School Board policies on the Web at: <https://www.browardschools.com/Page/37754>.

All violations under SBBC Policy 5100 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, when specified in SBBC Policy 5006, Section VI

## OUT-OF-SCHOOL SUSPENSION

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

## BEHAVIOR INTERVENTION PROGRAM ASSIGNMENT

A behavior intervention program assignment is when, by action of the Superintendent, or designee, a student is removed from school and school-related activities on or off school grounds. A behavior intervention program assignment is for a minimum of 45-days and continues until the student meets exit criteria of the assigned behavior intervention program.

## EXPULSION

An expulsion occurs when, by action of the School Board, a student is removed from school and school-related activities on or off school grounds. Students who are expelled may be eligible to receive continuing education services in a District-assigned behavior intervention program.

## ZERO TOLERANCE

Pursuant to F.S. §1006.13, District school boards shall promote a safe and supportive learning environment in schools by protecting students and staff from conduct that poses a threat to school safety. All incidents of threat shall be taken seriously and will be evaluated by a threat management team in accordance with SBBC Policy 4380: Behavioral Threat Assessment (BTA). 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 management 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 SBBC Policy 4380: Behavioral Threat Assessment (BTA) for more information related to threats.

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

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

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

## **Medications: Use, Possession, Sale, and/or Transmittal Leading to Suspension and Possible Long-Term Behavior Intervention**

SBBC 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 SBBC Policy 6305: Administration of Medications/Treatments for the list of approved self-carry and self-administration 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 SBBC Policy 6305: Administration of Medications/Treatments shall be subject to the disciplinary action outlined in the Discipline Matrix and SBBC Policy 5100.



## Drug and Substance Abuse Offenses Leading to Suspension and Possible Long-Term Behavior Intervention

SESIR guidelines require reporting to the FLDOE.

Pursuant to F.S. §1006.09(9), each principal shall post, in a place readily seen by students, a notice stating that a student's locker or other storage area may be subject to search based upon reasonable suspicion of possession of prohibited, unauthorized or illegal materials/objects, or substances and may also result in a search of person, possessions, locker and/or vehicle.

School personnel shall report to the principal/designee the suspected unlawful use, possession, transmittal, sale or attempted sale by a student of any drugs, tobacco or tobacco related products, nicotine, e-cigarette, vapor devices or similar, over-the-counter or prescription substances except those authorized under SBBC Policy 6305 (Administration of Medication/Treatments), and including any alcoholic beverage or inhalant, and shall be exempt from the civil liability when making such reports.

*Note: The use, possession, sale, attempted sale, purchase 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 SBBC Policy 5060: Tobacco-Free Environment for further details or the Discipline Matrix – Appendix 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.

A student who is assigned a Probationary Substance Contract (PSC), will be in breach of that PSC, if that student commits another SBBC Policy 5100, Section III violation for any other drug or substance, not including nicotine, synthetic nicotine or paraphernalia, during the term of the current PSC. The student will be issued a ten (10) day suspension with a recommendation for a Behavior Intervention Program assignment for the subsequent violation.

***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, PURCHASE AND/OR TRANSMITTAL OF TOBACCO, TOBACCO PRODUCTS, NICOTINE, SYNTHETIC NICOTINE, E-CIGARETTES, VAPOR DEVICES AND/OR COMPONENTS OF E-CIGARETTES, VAPOR DEVICES OR SIMILAR

Use, possession, sale, purchase, and/or transmittal of tobacco, tobacco products, nicotine, synthetic nicotine, e-cigarette, vapor devices and/or components of vapor devices or similar are prohibited. Students found to be in violation of this rule shall be subject to the disciplinary action outlined in the Discipline Matrix and SBBC Policy 5100.

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

Use, possession, sale, purchase and/or transmittal of tobacco, tobacco products, nicotine, synthetic nicotine, e-cigarette, vapor devices and/or components of vapor devices or similar are prohibited. Students found to be in violation of this rule shall be subject to the disciplinary action outlined in the Discipline Matrix and SBBC Policy 5100.

## **B. USE, POSSESSION, SALE, PURCHASE AND/OR TRANSMITTAL OF NICOTINE, SYNTHETIC 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. Nicotine vapor devices shall be confiscated and placed in an appropriate receptacle at the school location for proper disposal and destruction. Students found to be in violation of this rule shall be subject to the disciplinary action outlined in the Discipline Matrix and SBBC Policy 5100.

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

Purchase, use and/or possession of leaf marijuana (less than 20g), alcohol/alcoholic beverages, and/or other-mood-altering substances are prohibited. Students found to be in violation of this rule shall be subject to the disciplinary action outlined in the Discipline Matrix and SBBC Policy 5100.

## **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. Students found to be in violation of this rule shall be subject to the disciplinary action outlined in the Discipline Matrix and SBBC Policy 5100.

## **E. USE/POSSESSION/SALE/ATTEMPTEDSALE/TRANSMITTAL/PURCHASEOFDRUGPARAPHERNALIA**

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. Students found to be in violation of this rule shall be subject to the disciplinary action outlined in the Discipline Matrix and SBBC Policy 5100.

## **F. USE/POSSESSION/PURCHASE 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 SBBC 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. Students found to be in violation of this rule shall be subject to the disciplinary action outlined in the Discipline Matrix and SBBC Policy 5100.

*Note: Students violating SBBC Policy 6305: Administration of Medications/Treatments, by possessing or using their own prescription medication, as governed by this policy, and is in violation of SBBC Policy 6305, on school grounds, on school transportation, or at a school-sponsored activity, shall be issued a 10-day suspension. However, upon verification of prescription by the school principal/administrative designee, the recommendation for a behavior intervention program may be withheld by the school.*

*Students violating SBBC Policy 6305.1: Medical Marijuana/Low THC Cannabis Use to Qualified Students in Schools, by possessing or using their own substance as governed by this policy, in violation of SBBC Policy 6305.1, on school grounds or at a school-sponsored activity, shall be issued a ten (10) day suspension. However, upon verification of prescription by the school principal/administrative designee, the recommendation for a behavior intervention program may be withheld by the school.*

## **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 SBBC 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. Students found to be in violation of this rule shall be subject to the disciplinary action outlined in the Discipline Matrix and SBBC Policy 5100.

**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 as appropriate. (F.S. §39.201)*

## **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**

Students are prohibited from possessing, using, selling, attempting to sell, and/or transmitting alcohol or alcoholic beverages, including substances held out or represented to be alcohol or alcoholic beverages. Students found to be in violation of this rule shall be subject to the disciplinary action outlined in the Discipline Matrix and SBBC Policy 5100.

## **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 SBBC 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. Students found to be in violation of this rule shall be subject to the disciplinary action outlined in the Discipline Matrix and SBBC Policy 5100.

## Other Offenses (Non-Drug and Non-Substance Abuse Offenses) Leading to Suspension and Possible Long-Term Behavior Intervention Assignment

SESIR guidelines require reporting to the FLDOE.

Students shall be suspended and may be recommended for a behavior intervention assignment when they:

1. Commits violations of SBBC Policy 5900: Anti-Bullying.
2. Commits repeated violations of harassment.
3. Commits repeated violations of fighting (mutual combat).
4. Commits criminal mischief/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 grand theft (equal to or greater than \$750).
7. Commits burglary - unlawful breaking/entering.
8. Commits a simple 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. Commits 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 Very High Level – For instances where the SESIR Definition is met, the Behavioral Threat Assessment (BTA) risk level has yielded an outcome level of high, and the threat involves the potential or actual use of a weapon, the student shall be issued a ten (10) day suspension and recommended for expulsion or a behavior intervention assignment.*
- *Threat/Intimidation High Level - For instances where the SESIR definition is met, the BTA risk level is determined to be high, but there is no weapon involved, the school shall follow the Discipline Matrix.*

*Additionally, the SESIR Threat/Intimidation incident type may not be applied in instances when the SESIR definition has not been met. To meet the SESIR Threat/Intimidation definition, the threat must include the following three (3) elements: intent, fear, and capability.*

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.

*Note: If through investigation, a student is found to only possess Mace/Pepper Spray in a container with maximum capacity of two (2) ounces or less and it has been verified and determined by a school administrator that the item was possessed only, and not displayed, used or transmitted, the student shall not be subjected to disciplinary action. However, if a student displays, uses, sells, or transmits the item, the student shall be subject to discipline for possession/display/use/sale/transmittal of a Class B weapon.*

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 three (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 three (3) days.*

19. Conducts, recruits, or participates on campus in a formal or informal manner in order to foster **youth gang or gang-like activity**. This activity may include an association or group of three (3) or more persons who engage in a pattern of youth or street gang or gang-like activity and have a common name or common identifying clothing, jewelry, buttons, colors, signs, symbols, or markings with the intent to threaten and/or present a danger to public order and safety

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. This includes images generated using artificial intelligence (AI) commonly known as “deep fakes.” Deep fakes are defined as an image or video of another person in which their face or body has been digitally altered so that they appear to be someone else, that is used maliciously, or to spread false information.

*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 SBBC property, or during school events or activities, or on school transportation

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 SBBC Policy 5306, Technology Use, Section VII

23. Commits extortion

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

SESIR guidelines require reporting to the FLDOE.

Any object or item which can be classified as a weapon in accordance with this policy shall be conclusively determined to be a weapon, and not considered to be an instrument or object other than a weapon as defined in this policy. Students are prohibited from possessing or using an object defined as a weapon within this policy at school, on school property, or at school sponsored events. Students may not be subject to mandatory suspension and expulsion proceedings when the principal determines the student used an instrument or object, which is not otherwise defined as a weapon within this policy, in self-defense.

<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.



# MANDATORY EXPULSION

## 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.
  - 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.*

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 F.S. §790.162, it is unlawful for any person to threaten to throw, project, place, or discharge any destructive device with intent to do bodily harm to any person or with intent to do damage to any property of any person.*

3. **False Report/Hoax** - Per F.S. §790.163, it is unlawful for any person to make a false report/hoax, with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, other deadly explosive, or a **weapon of mass destruction** as defined in F.S. §790.166, or concerning the use of firearms in a violent manner against a person or persons, and/or in accordance with F.S. §790.164 concerning any act of arson or other violence to property.
  - Per F.S. §790.165, "hoax bomb" means any device or object that by its design, construction, content, or characteristics appear to be, or to contain, or is represented to be or to contain, a destructive device or explosive as defined in said chapter, but is, in fact, an inoperative facsimile or imitation of such a destructive device or explosive, or contains no destructive device or explosive as was represented.

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 minimum one (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 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 such items on school property, school-sponsored transportation, or to a school-sponsored activity.*

## **Expulsion**

1. The term of the expulsion shall commence with the date of the School Board's final order.
2. The term of exclusion from school shall not exceed the remainder of the current school year plus the subsequent school year. Students who enroll in the District-assigned behavior intervention program may qualify for an early completion transition no earlier than one calendar year from the date of the offense. Early completion requires regular school attendance, successful completion of the District-assigned behavior intervention program level system, and compliance with referred services, as applicable.
3. A District expulsion case manager shall monitor/verify that the student has successfully completed the assigned behavior intervention program and facilitate the student's transition and re-entry into the regular school program, except where otherwise indicated in this policy.
4. All expulsions 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.

## **MANDATORY BEHAVIOR INTERVENTION PROGRAM ASSIGNMENTS**

Students found to have committed the following offenses on school property, school-sponsored transportation, or during a school-sponsored activity shall receive the most severe consequences provided in this policy which shall be mandatory suspension and administrative assignment to the Behavior Intervention Program, a referral to local law enforcement, and a referral for counseling services, as appropriate.

- 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)
- h. Simple Battery on School Board Employee, Sports Official, Law Enforcement Officers, Firefighters, Emergency Medical Care Providers, Public Transit Employees or Agents, or Other Specified Officers (F.S. §§1006.13(5), 784.081, and 784.07).

All necessary steps will be taken to protect a victim, from further victimization for incidents set forth in this policy, incidents that require mandatory assignment to a behavior intervention program or expulsion (See Section V of SBBC Policy 5100), or involve acts of bullying. Such actions may include assignment of the student (perpetrator) to a different school from that where the offense occurred. Only the superintendent/designee may assign a student to another school after completion of the mandatory requirements for a District-assignment behavior intervention program or expulsion assignment or after compliance with the bullying complaint procedures. Should the district make such a reassignment, transportation will be provided by the District. All "no contact orders" entered by a court 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 one (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 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 for a minimum of one (1) calendar school year; however, elementary students may complete a workback program within forty-five (45) school days and be reinstated to a traditional school program. If the student is unsuccessful at workback program completion within forty-five (45) school days, then the student shall continue in the workback program for up to ninety (90) school days. If the student is unsuccessful after ninety (90) school days, the full term of the administrative assignment shall be served.

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

Substance use 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 District-assigned Behavior Intervention program and workback agreements as determined by the District case managers.

Students are not eligible for the workback program prior to one (1) calendar school year 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 Possession (Class A)
6. Homicide
7. Kidnapping or Abduction/False Imprisonment
8. Robbery or Attempted Robbery
9. Aggravated Battery
10. Hazing
11. Simple Battery on School Board Employee, Sports Official, Law Enforcement Officers, Firefighters, Emergency Medical Care Providers, Public Transit Employees or Agents, or Other Specified Officers (F.S. §§1006.13(5), 784.081, and 784.07).

Upon successful completion of the District-assigned behavior intervention program, the student shall transition back to the regular school program, except when indicated otherwise in this policy. In the case of a student with a disability, 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 or mandatory assignment to a behavior intervention program 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 behavior intervention program or a program designated by the Superintendent/designee for a period of time to commensurate with the terms of the original expulsion. 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 FLDOE in accordance with Rule 6A-1.0017 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 <https://www.fl DOE.org/safe-schools/discipline-data.stml>.

*Note: When the 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 <https://www.fl DOE.org/safe-schools/discipline-data.stml> 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. Possession of a firearm or any instrument or object as defined by Section 790.001, F.S., that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm.

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

- Firearm, (whether operable or inoperable, loaded or unloaded) including, but not limited to, handgun, zip gun, pistol, rifle, shotgun, and starter gun, but excluding a BB gun, hard pellet gun, or airsoft gun.
  - Note that a student who wields or threatens with a BB gun, hard pellet gun, or airsoft gun is considered in possession of a weapon under Rule 6A-1.1017, F.A.C. These incidents shall be handled in accordance with possession of a Class A Weapon under this policy and SBBC Policy 5100.
- Explosive propellants or destructive devices (operable or inoperable), including bombs
- Dirk
- 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 club

- 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 in a container with the capacity to hold more than two (2) ounces of the chemical
- Flare gun
- Ice pick
- Knife – Any knife that may inflict harm on another person, or could be used to intimidate/threaten another person, including, but not limited to, fixed blade knives, regardless of size, switch blade knives, razor blades, or box cutters, but excluding blunt-bladed table knives and common pocketknives, defined as a folding knife with a blade of 3 3/4 inches or less. (See Class B weapons/items for other knives)
  - Note that a student who wields or threatens with a common pocketknife is considered in possession of a weapon under Rule 6A-1.1017, F.A.C. These incidents shall be handled in accordance with possession of a Class A Weapon under this policy and SBBC Policy 5100.

**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 in a container with the capacity to hold two (2) ounces or less of the chemical\*
  - \*This does not apply to pepper spray/mace with the capacity to hold less than two (2) ounces if it was only possessed and not displayed, used, sold, or transmitted
- 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  
*At the principal's discretion, a blunt-bladed, round-tipped knife, which is prohibited, shall not be categorized as a Class B weapon on the first offense, if all the following circumstances are met:*
  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 SBBC Policy 5100: Suspension and Expulsion.*

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

Pursuant to F.S. §1006.07(2)(g), simulating a firearm or weapon while playing is not grounds for disciplinary action or referral to the criminal justice or juvenile justice system. 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 a battery where the attacker intentionally or knowingly causes more serious injury as defined in Rule 6A-1.0017(8)(g), such as: great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant. *Note: This is applicable to battery on School Board of Broward County employees, sports officials, or other specified officials as listed in F.S. §§784.07 and 1006.13(5), battery on a law enforcement officer, firefighter, emergency medical care provider, and others as listed in F.S. §784.07. If the incident involves a Class A or Class B Weapon, said incident shall be documented as weapon-related per SESIR guidelines.*

**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. *Note: Alcohol incidents must not be reported to FLDOE as drug related per SESIR guidelines.*

**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** (which includes cyberbullying) is defined as systematically and chronically inflicting physical hurt or psychological distress that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; is carried out repeatedly and is often 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.

**Cheating, Major** is defined as an act of academic dishonesty by a student who engages in unauthorized use, possession, coordination, promotion, marketing, sharing, distribution, publication, or duplication of tests/exams such as mid-terms, finals, end of course, or other standardized assessments. Cheating, Major also includes but is not limited to changing, giving, facilitating academic dishonesty, seeking to buy, buying grades, selling grades, facilitating the transaction, sale, or purchase of grades or examples, paying someone to change grades, access to exams, or grades or to securing answers to an exam in any manner.

**Cheating, Minor** is defined as an act of academic dishonesty by a student who chooses to submit work that is not their own.

**Class Cut (Skipping)** is defined as deliberate/willful refusal to attend an assigned class at the designated/required time.

**Criminal Mischief** (Equal to or greater than \$1,000) is defined as willfully and maliciously injuring or damaging by any means any real or personal property belonging to another, including, but not limited to, the placement of graffiti thereon or other acts of vandalism thereto.

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

**Detention, Unserved** is defined as an unexcused absence from an assigned detention.

**Discriminatory Comments/Actions** per F.S. §775.085 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.

*<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.*

**Dress Code Violation** is defined as dressing or accessorizing in a manner that violates the Dress Code section of the Code of Student Conduct or a school's approved unified dress policy, or by dressing or accessorizing in a manner that is dangerous to the health and/or safety of oneself or others or in a manner that causes a substantial disruption to the learning environment.

**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.

**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 participation of two or more persons using force or physical violence (i.e., punching, slapping, kicking, striking, etc.) that may require physical intervention and/or results in injury requiring first aid.

**Grand Theft (Equal to or greater than \$750)** is defined as the unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm. The item(s) value must be worth \$750 or more.

**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, secretly, 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. **Leaving school grounds without permission** is defined as unauthorized leaving of the school grounds or school-sponsored event during the regular school day or during a school-sponsored event for which the parent has not given written authorization for the student to attend.

**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.

**Non-School - Other Serious Incident/Delinquent Act** is defined as an act, off school property, which would be a felony if committed by an adult. (F.S. §1006.09(2)).

**Other Major - Other Serious Incident/Delinquent Act** is defined as any person who commits any serious, harmful incident resulting in the need for law enforcement consultation not already set forth by SESIR guidelines or policy, which occurs on SBBC property, during school events or activities, or on school transportation.

**Out of Assigned Area** means willfully entering an area of campus not on a student's assigned schedule, other than a common resource area, without permission. These areas include but are not limited to athletic facilities, classrooms, offices, and restrooms/changing facilities. For this to apply to restrooms/changing facilities, student must first be asked by school personnel to leave and refuse to do so (F.S. §553.865(9)(a)).

**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.

**Parent** is defined as either or both parents of a student, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of the parent. (F.S. §1000.21(6)).

**Petty Offenses or Petty Acts of Misconduct** is defined as acts which are not a threat to school safety and do not require consultation with law enforcement (F.S. §1006.12(2)(c)). They include, but are not limited to:

1. Willful disobedience;
2. Defiance of the authority of a member of the staff;
3. Use of profane or obscene language; or
4. Repeated exhibitions of behavior that interferes with the teacher's ability to communicate effectively;
5. Incidents as outlined by the Discipline Matrix. A student will be subjected to disciplinary action and/or assignment to an SBBC approved intervention program, in accordance with SBBC Policy 5090: Code of Student Conduct's Discipline Matrix. The criteria for assignment includes, but is not limited to the incident violation type, frequency, student's age, grade, and exceptionality.

**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 money or other property from the person or custody of another, with the intent to permanently or temporarily deprive the person or owner of the money or other property under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.

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

**Sexual Battery (Rape)** is defined as forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or foreign object. Both males and females can be victims of sexual battery.

**Sexual Harassment** is defined as the unwelcomed conduct of sexual nature, such as sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassing conduct can include verbal or nonverbal actions, including graphic and written statements, and may include statements made through computers, cellphones, and

other devices connected to the internet.

**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.

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

**Simple Battery on School Board Employee, Sports Official, Law Enforcement Officers, Firefighters, Emergency Medical Care Providers, Public Transit Employees or Agents, or Other Specified Officers (F.S. §§1006.13(5), 784.081, and 784.07)** is defined as an actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual.

**Tardiness, Habitual** is defined as consistent/repeated (5 times in a marking period) failure to be in the required place of instruction at the assigned time.

**Threat/Intimidation** is defined instilling fear in others. An incident where there was no physical contact between the offender and victim, but the victim reasonably believed that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal and verbal threats of physical harm which are made in person, electronically or through any other means. Threat/intimidation must include the elements of intent, fear, and capability.

**Tobacco** is defined as cigarettes or other forms of tobacco/nicotine. The possession, sale, purchase, distribution, or use, transmittal of tobacco or nicotine products on schoolgrounds, at school-sponsored events, or on school transportation by any person under the age of 21. Tobacco incidents will not be reported to FLDOE as drug-related per SESIR guidelines.

**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.

**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 SBBC 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 SBBC Policy 5100: Suspension and Expulsion.

**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.

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



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

SECTION

# XIII

**Right to Appeal and  
Grievance Procedures**

## **RIGHT TO APPEAL UNFAIR PENALTIES - GRIEVANCE PROCEDURES for DISCRIMINATION, BULLYING and/or HARASSMENT OFFENSES, including SECTION 504 DISCRIMINATION**

### **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, or interpreter. Parents and/or their family attorney 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 requesting an appeal must be presented to the principal within five (5) school days from the last notification 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 must be filed and maintained as an educational record. The principal or the administrator with the most knowledge of the incident shall meet with the parent/guardian and has five (5) school days, from the date of the meeting, to respond in writing to the appeal request.
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 a second level of appeal in writing with a request for, an appointment with the Director/designee of the appropriate Regional Superintendent's Office. 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 appropriate Regional Superintendent's Office will schedule a meeting within five (5) school days with the student and his or her parent. This meeting will include the person(s) involved in the appeal process, the principal, the student, the parent(s) and any representative selected by the parent. Attorneys may attend as representatives of either the parent(s)/student and/or the school. The Director/designee of the appropriate Regional Superintendent's Office has five (5) school days after the date of the meeting to send a written response to the parent(s)/student.
4. If the parent(s)/students are still not satisfied, they file a third and final level appeal in writing to the Superintendent's Office/designee. This letter of appeal must include all correspondence from all previous appeals.
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.
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.

## REPORTING DISCRIMINATION, and/or HARASSMENT OFFENSES

If any District school student feels that he or she has been discriminated against or harassed based on age, color, disability, gender, identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation, he or she may contact the Director, Equal Educational Opportunities (EEO)/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator, via mail at 600 Southeast Third Avenue, 14th Floor, Ft. Lauderdale, Florida 33301, via telephone at 754-321-2150, via Teletype Machine (TTY): 754-321-2158 and/or via email at [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, Equal Educational Opportunities (EEO)/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator via mail at 600 Southeast Third Avenue, 14th Floor, Fort Lauderdale, Florida 33301, via telephone at 754-321-2150, via Telephone Machine (TTY): 754-321-2158 and/or via email at [EEO@Browardschools.com](mailto:EEO@Browardschools.com), 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.



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# 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 (SY 2024-2025)

NOTE: The Discipline Matrix sets forth the guidelines for assessing consequences for violations of SBBC policies. School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix if they determine in their sole discretion that there are mitigating or aggravating circumstances. Principals may deviate by one level when applying consequences per the Discipline Matrix, except for incidents associated with drugs/substances and those with progressive discipline that rise to a recommendation for expulsion or recommendation for behavior intervention as reflected on the discipline matrix.

Per F.S. §§1006.04 and 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 SBBC 4380: Threat Assessment for more information related to threats.

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

All SESIR level incidents shall be addressed by school-based administrators only.

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/INTERVENTIONS**

Documentation in the Student Information System and parent contact is required for all violations requiring administrative action. Discipline for ESE/504 students with disabilities shall be in accordance with State and Federal laws and SBBC policies. For incidents resulting in out-of-school suspensions, AES shall be offered when appropriate available (F.S. §1006.09(1)(a)).

A. Parent Contact/Conference (Mandatory for each offense)	X. In-School Suspension (less than 1 day) – including behavioral curriculum interventions (i.e., Suite360)
B. Referral to CPST/Rtl Team	Y. In-School Suspension: 1-2 days – including behavioral curriculum interventions (i.e., Suite360)
C. Refer to School-based Threat Management Team (SBTMT) Chair	Z. In-School Suspension: 1-3 days & Loss of Extra-Curricular Activities (1-30 days) – including behavioral curriculum interventions (i.e., Suite360)
D. Confiscation (when applicable)	AA. In-School Suspension: 3-5 days – including behavioral curriculum interventions (i.e., Suite360)
E. Restitution (when applicable)	BB. Out of School Suspension: 1-2 days (offer AES with behavioral curriculum interventions)
F. Referral for support services (i.e., School Counselor, School Social Worker, Family Therapist)	CC. Out of School Suspension: 3-5 days (offer AES with behavioral curriculum interventions)
G. School-based attendance contract (developed in conjunction with parent, administration, student, school counselor, and school social worker)	DD. Out of School Suspension: 6-9 days (offer AES with behavioral curriculum interventions)
H. School-based behavior contract (developed in conjunction with parent, administration, student, and school counselor)	EE. Out of School Suspension: 3 days (offer AES with behavioral curriculum interventions)
I. IMPAC AES	FF. Out of School Suspension: 4 days (offer AES with behavioral curriculum interventions)
J. Probationary Substance Abuse Contract (PSAC)	GG. Out of School Suspension: 5 days (offer AES with behavioral curriculum interventions)
K. Alternative Probationary Contract (APC)	HH. Out of School Suspension: 6 days (offer AES with behavioral curriculum interventions)
L. Verbal Warning or Written Reprimand (includes for school-sponsored transportation)	II. Out of School Suspension: 7 days (offer AES with behavioral curriculum interventions)
M. School/Community Service Work	JJ. Out of School Suspension: 8 days (offer AES with behavioral curriculum interventions)
N. Before/After School Detention (1)	KK. Out of School Suspension: 9 days (offer AES with behavioral curriculum interventions)
O. Multiple Before/After School Detentions (2-3) or Saturday Detention	LL. Out of School Suspension: 10 days (offer AES with behavioral curriculum interventions)
P. Time Out	MM. Bus Suspension: 1-2 days
Q. Loss of Extra-Curricular Activities (1-5 days)	NN. Bus Suspension: 3-5 days
R. Refer to Fire Starter Program	OO. Bus Suspension: 6-9 days
S. SESIR Incident Reporting Required	PP. Bus Suspension: 10 days
T. Recommendation for Expulsion (Mandatory)	QQ. Bus Expulsion for the Remainder of the School Year
U. Recommendation for District-assigned Behavior Intervention Program (Mandatory)	RR. Loss of all school-sanctioned activities for 1 calendar year
V. Consultation with Law Enforcement <sup>1</sup>	SS. Refer to Community Youth Support Service Programs (as available and appropriate)
W. Complete Immediate Notification to Regional Office and DSOC	TT. Issue HOPE Scholarship Initial Notification Form to Eligible Party(ies)

<sup>1</sup> In accordance with F.S. §1006.07(s)(n) 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 2024-2025)  
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, L	A, P			
ZM	Tardiness, Habitual (5 in a Marking Period)	A	A, B, F			
ZV	Tuancy	A, B, F				
ZG	Leaving Campus Without Permission	A, N	A, B, F, O			
ZU	Out of Assigned Area	A, L	A, D, P	A, F, N	A, F, 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, F, L	A, F, O	A, F, Z		
ZQ	Cheating Minor (Grades 3-12)					
ZB	Cheating Major	A, B, N				
ZP	Detention – Unserved	A, X				
ZS	Unserved Saturday Detention					
S ED	Electronic Devices	A, B, C, D, F, V, W, Y	A, B, C, D, F, V, W, BB	A, B, C, D, F, V, W, CC	A, B, C, D, F, K, V, W, DD	A, B, C, D, F, U, V, WW, LL, SS
S SX	Sexting	A, B, C, D, F, V, W, Y	A, B, C, D, F, V, W, BB	A, B, C, D, F, V, W, CC	A, B, C, D, F, K, V, W, DD	A, B, C, D, F, U, V, W, LL
ZY	Cell Phone Violation (Punitive Action Begin on 2 <sup>nd</sup> Offense)	A, D, L	A, D, P	A, D, N		

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>						
SB	Disruptive (Unruly) Behavior	A, L	A, X	A, F, Y		
UP	Disruptive (Unruly) Play	A, L	A, P	A, X		
01	Disobedience/Insubordination	A, L	A, F, X	A, F, Y	A, B, F, Z	
ZW	Defiance of Authority-Habitual	A, B, F, AA	A, B, F, BB			
02	Profanity – Use of Insulting/Offensive Language	A, L	A, N			
ZX	Profanity Directed Towards a Staff Member	A, FP	A, F, X	A, B, F, Y		
S SG	Gambling	A, D, F, L, V, W	A, D, F, P, V, W	A, B, D, F, N, V, W		
DC	Discriminatory Comments/Actions	A, B, C, F, X	A, D, F, P, V, W	A, B, C, F, Y		
Z1	Inciting a Disturbance	A, B, C, F, P	A, B, C, F, X			
S SF	Passing/Producing Counterfeit Money	A, D, F, L, V, W	A, D, F, V, W, X			
ZH	Falsification/Misrepresentation (Lying or Forgery of Signature)	A, C, L, Q				
ZC	Prohibited/Distracting Items – Possession/Use	A, C, D, L	A, C, D, P			
ZJ	Distribution/Sale of Unauthorized Materials (non-criminal)	A, D, F, L	A, D, F, P			
S G1	Gang, or Gang-like Activity	A, B, C, E, F, V, W, Y	A, B, C, E, F, V, W, BB	A, B, C, E, F, V, W, CC	A, B, C, E, F, K, V, W, DD	A, B, C, E, F, U, V, W, LL
XA	Disruption on Campus – Minor	A, B, F, P	A, B, F, X	A, B, F, Y		
S D0	Disruption on Campus – Major	A, B, C, F, V, W, Y	A, B, C, F, V, W, BB	A, B, C, F, V, W, CC	A, B, C, F, K, V, W, DD	A, B, C, E, F, U, V, W, LL
S 66	Trespassing	A, B, C, F, P, V, W	A, B, C, F, V, W, X	A, B, C, F, V, W, Y	A, B, C, F, V, AA	A, B, C, F, V, W, BB
S F9	False Fire Alarm/911 Call	A, B, C, F, H, V, W, Y	A, B, C, F, V, W, BB	A, B, C, F, V, W, CC	A, B, C, F, K, V, W, DD	A, B, C, F, U, V, W, LL

Broward County Public Schools  
Administrative Discipline Matrix (SY 2024-2025)  
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>						
	Z4 Over-the-Counter Medication – Unauthorized Use/Possession/Purchase	A, D, L	A, D, F, L	A, D, F, N		
	OC Over-the-Counter Medication – Sale/Attempted Sale/Transmittal	A, C, D, X	A, B, C, D, F, Y	A, B, C, D, F, BB		
S	TU Tobacco – Use/Possession/Sale/Purchase/Transmittal of tobacco and/or tobacco related products	A, D, F, N, V, W	A, B, D, F, V, W, Y			
S	EC Tobacco – Use/Possession/ Sale/Purchase/Transmittal of Nicotine, Vapor Devices and/or Components of E-Cigarettes, Vapor Devices, or Similar	A, B, D, F, N, V, W	A, B, D, F, V, W, Y	A, B, D, F, V, W, Y	A, B, D, F, V, W, Y	
S	A1 Alcohol – Use/Possession/Purchase	A, B, D, F, V, W, FF	A, B, D, F, J, V, W, JJ, SS	A, B, D, F, U, V, W, LL		
S	D5 Drug – Use/Possession of Leaf Marijuana (Less than 20g)	A, B, D, F, V, W, FF	A, B, D, F, J, V, W, JJ, SS	A, B, D, F, U, V, W, LL		
S	D8 Drug – Purchase of Leaf Marijuana (Less than 20g)	A, B, D, F, V, W, FF	A, B, D, F, J, V, W, JJ, SS	A, B, D, F, U, V, W, LL		
S	DB Drug – Use/Possession of Other Mood-Altering Substances	A, B, D, F, V, W, FF	A, B, D, F, J, V, W, JJ, SS	A, B, D, F, U, V, W, LL		
S	D9 Drug – Purchase of Other Mood-Altering Substances	A, B, D, F, V, W, FF	A, B, D, F, J, V, W, JJ, SS	A, B, D, F, U, V, W, LL		
S	AA Alcohol – Being Under the Influence	A, B, F, V, W, FF	A, B, F, J, V, W, JJ, SS	A, B, F, U, V, W, LL		
S	DA Drug – Being Under the Influence of Leaf Marijuana and/or Other Mood-Altering Substances	A, B, F, V, W, FF	A, B, F, J, V, W, JJ, SS	A, B, F, U, V, W, LL		
S	DF Drug – Use/Possession of Unauthorized Substance	A, B, D, F, J, V, W, JJ, SS	A, B, D, F, U, V, W, LL, SS			
S	D1 Drug – Purchase of Unauthorized Substance	A, B, D, F, J, V, W, JJ, SS	A, B, D, F, U, V, W, LL, SS			
S	D6 Drug – Under the Influence of Unauthorized Substance	A, B, F, V, W, LL, SS	A, B, F, J, V, W, JJ, SS	A, B, F, U, V, W, LL		
S	A3 Alcohol – Sale/Attempted Sale/Transmittal	A, B, C, D, F, V, W, BB	A, B, C, D, F, V, W, BB	A, B, C, D, F, V, W, FF		
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, W, BB	A, B, D, F, V, W, CC	A, B, D, F, U, V, LL, WW, SS		
S	D7 Drug – Sale/Attempted Sale/Transmittal of Unauthorized Substance	A, B, D, F, V, W, BB	A, B, D, F, V, W, CC	A, B, D, F, U, V, W, LL, SS		
S	DP Drug Paraphernalia – Use/Possession/Sale/Purchase/Transmittal	A, B, D, F, V, W, FF	A, B, D, F, V, W, FF	A, B, D, F, J, V, W, JJ, SS	A, B, D, F, U, V, W, LL, SS	

**Broward County Public Schools**  
**Administrative Discipline Matrix (SY 2024-2025)**  
**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>						
	MP Misreatment of Peers	A, C, E, F, P	A, B, C, E, F, H, X	A, B, C, E, F, Y		
Hope	ZA Bullying	A, B, C, F, K, DD, TT	A, B, C, F, U, LL, TT			
Hope	HA Harassment	A, B, C, F, BB, TT	A, B, C, F, CC, TT	A, B, C, F, K, DD, TT	A, B, C, F, U, LL, TT	
<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, C, F, V, W, BB, TT	A, B, C, F, V, W, CC, TT	A, B, C, F, DD, TT	A, B, C, F, K, DD, TT	A, B, C, F, U, LL, TT
Hope	F2 Fighting – Medium* See above	A, C, F, B, V, W, TT	A, C, F, V, W, Y, TT	A, B, C, F, W, AA, TT		
Hope	Z1 Minor Altercation/Confrontation* See above	A, L	A, F, P	A, B, F, X		
Hope	ZT Hazing (Grades 6-12)					
Hope	SS False Accusation Against School Staff	A, B, F, V, W, Y	A, B, F, V, W, BB	A, B, F, V, W, CC	A, B, F, K, DD	A, B, C, F, U, LL
<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 Sexual Misconduct &/or Indecent Exposure (Sexual Offense)**	A, B, C, F, V, W, Y, TT	A, B, C, F, V, W, BB, TT	A, B, C, F, V, W, CC, TT	A, B, C, F, K, V, W, DD, TT	A, B, C, F, U, LL, TT
Hope	56 Inappropriate Touching/Language/ Gestures	A, F, P	A, F, X	A, B, F, Y		
Hope	HT Sexual Harassment	A, B, C, F, X, TT	A, B, C, F, Y, TT	A, B, C, F, CC, SS, TT	A, B, C, F, K, DD, TT	A, B, C, F, U, LL, TT
Hope	S ZN Threat/Intimidation Low	A, C, F, P	A, B, C, F, X	A, B, C, F, Y		
Hope	TT Threat/Intimidation Medium	A, B, C, F, V, W, Y, TT	A, B, C, F, V, W, AA, TT	A, B, C, F, V, W, BB, TT	A, B, C, F, V, W, CC, TT	A, B, C, F, V, W, DD, TT
Hope	S TW Threat/Intimidation High	A, B, C, F, K, V, W, DD, TT	A, B, C, F, U, V, W, LL, TT			
Hope	S TV Threat/Intimidation with Very High	A, B, C, F, U, V, W, LL, TT				
Hope	S S2 Sexual Assault	A, C, F, V, W, BB, TT	A, C, F, V, W, CC, TT	A, B, C, F, K, V, W, DD, TT	A, B, C, F, U, V, W, LL, TT	
Hope	21 Battery – Low Level	A, C, L	A, B, C, F, P	A, B, C, F, X	A, B, C, F, Y	
Hope	S PA Simple Battery	A, C, F, V, W, Y, TT	A, C, F, V, W, BB, TT	A, B, C, F, V, W, CC, TT	A, B, C, F, U, V, W, DD, TT	A, B, C, F, U, V, W, LL, TT
Hope	S PE Simple Battery on School Board Employee and Other Specified Categories	A, B, C, F, U, V, W, LL, TT				
Hope	S 23 Aggravated Battery	A, B, C, F, U, V, W, LL, TT				



Broward County Public Schools  
Administrative Discipline Matrix (SY 2024-2025)  
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>						
TH	Larceny/Theft – Minor <\$100	A, D, E, L	A, D, E, F, P	A, D, E, F, M, N		
T5	Larceny/Theft – Petty <\$750	A, D, E, Y	A, B, D, E, F, BB	A, B, D, E, F, CC		
T6	Larceny/Theft – Grand > \$750	A, D, E, F, V, W, BB	A, D, E, F, V, W, CC	A, D, E, F, K, V, W, DD	A, B, D, E, F, U, V, W, LL	
V4	Vandalism/Damage to Property < \$1000	A, B, D, E, Y	A, B, D, E, F, BB	A, B, D, E, F, CC		
S	Criminal Mischief/Damage to Property > \$1000	A, C, D, E, F, V, W, BB	A, C, D, E, F, V, W, CC	A, B, C, D, E, F, K, V, W, DD	A, B, C, D, E, F, V, W, LL	
Z3	Technology – Inappropriate Use (Computers or Networks)	A, L	A, P	A, N		
S	Technology – Illegal Use (Computers or Networks)	A, F, V, W, Y	A, F, V, W, BB	A, F, V, W, CC	A, B, F, K, V, W, DD	A, B, F, U, V, W, LL
S	Arson	A, B, C, E, F, U, V, W, LL				
FS	Fire – Starting a Fire on Campus	A, C, D, E, F, Y	A, C, D, E, F, R, BB	A, B, C, D, E, F, R, CC	A, B, C, D, E, F, K, DD	A, B, C, D, E, F, U, LL
S	Burglary – Unlawful Breaking/Entering into a School Facility or Property	A, C, D, E, F, V, W, BB	A, B, C, D, E, F, V, W, CC	A, B, C, D, E, F, K, V, W, DD	A, B, C, D, E, F, V, W, LL	

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>						
S	WA Weapons – Class A (Possessing/Displaying/Using/Selling/Transmitting)	A, B, C, D, F, T, V, W, LL				
WB	WB Weapons – Class B (Possessing/Displaying/Using/Selling/Transmitting)	A, B, C, D, F, V, W, BB	A, B, C, D, F, V, W, CC	A, B, C, D, F, K, V, W, DD	A, B, C, D, F, U, V, W, LL	
S	R2 Robbery or Attempted Robbery	A, B, C, D, E, F, U, V, W, LL				
S	S1 Sexual Battery/Rape (Actual or Attempted)	A, B, C, F, U, V, W, LL				
S	K1 Kidnapping or Abduction/False Imprisonment	A, B, C, F, U, V, W, LL				
S	42 Homicide	A, B, C, D, F, T, V, W, LL				
S	SE Extortion	A, B, C, D, E, F, V, W, BB	A, B, C, D, E, F, V, W, CC	A, B, C, D, E, F, K, V, W, DD	A, B, C, D, E, F, V, W, LL	
S	B3 Threat to Kill/Mass Shooting	A, B, C, D, F, T, V, W, LL				
S	B4 False Report/Hoax	A, B, C, F, T, V, W, LL				

Broward County Public Schools  
Administrative Discipline Matrix (SY 2024-2025)  
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	Level One Violation: Eating/Drinking on bus. Failure to sit as assigned by bus driver	A, L	A, L	A, NN	A, QQ	
Z8	Level Two Violation: Disrupting, distracting, disobeying the bus operator. Failure to utilize required safety equipment on the bus. Getting out of seat while bus is in motion. Loud talking, inappropriate remarks or spitting out of bus window at students, pedestrians, motorists	A, C, L	A, C, MM	A, C, NN	A, C, OO	A, C, P, QQ
Z9	Level Three Violation: Placing head, arms, and legs outside of window. Opening the emergency door while the bus is in motion. Opening or exiting emergency door when the bus is stopped unless directed by the bus operator. Threats against the bus operator, attendant or passengers on the bus. Profanity directed at the bus operator or bus attendant. Fighting or smoking on the bus. Throwing objects out of the bus window or at the bus. Criminal Mischief/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, C, OO	A, C, PP	A, C, QQ		

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## Broward County Public Schools Administrative Discipline Matrix (SY 2024-2025)

NOTE: The Discipline Matrix sets forth the guidelines for assessing consequences for violations of SBBC policies. School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix if they determine in their sole discretion that there are mitigating or aggravating circumstances. Principals may deviate by one level when applying consequences per the Discipline Matrix, except for incidents associated with drugs/substances and those with progressive discipline that rise to a recommendation for expulsion or recommendation for behavior intervention as reflected on the discipline matrix.

Per F.S. §§1006.04 and 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 SBBC 4380: Threat Assessment for more information related to threats.

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

All SESIR level incidents shall be addressed by school-based administrators only.

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/INTERVENTIONS**

Documentation in the Student Information System and parent contact is required for all violations requiring administrative action. Discipline for ESE/504 students with disabilities shall be in accordance with State and Federal laws and SBBC policies. For incidents resulting in out-of-school suspensions, AES shall be offered when appropriate available (F.S. §1006.09(1)(a)).

A. Parent Contact/Conference (Mandatory for each offense)	X. In-School Suspension (less than 1 day) – including behavioral curriculum interventions (i.e., Suite360)
B. Referral to CPST/Rtl Team	Y. In-School Suspension: 1-2 days – including behavioral curriculum interventions (i.e., Suite360)
C. Refer to School-based Threat Management Team (SBTMT) Chair	Z. In-School Suspension: 1-3 days & Loss of Extra-Curricular Activities (1-30 days) – including behavioral curriculum interventions (i.e., Suite360)
D. Confiscation (when applicable)	AA. In-School Suspension: 3-5 days – including behavioral curriculum interventions (i.e., Suite360)
E. Restitution (when applicable)	BB. Out of School Suspension: 1-2 days (offer AES with behavioral curriculum interventions)
F. Referral for support services (i.e., School Counselor, School Social Worker, Family Therapist)	CC. Out of School Suspension: 3-5 days (offer AES with behavioral curriculum interventions)
G. School-based attendance contract (developed in conjunction with parent, administration, student, school counselor, and school social worker)	DD. Out of School Suspension: 6-9 days (offer AES with behavioral curriculum interventions)
H. School-based behavior contract (developed in conjunction with parent, administration, student, and school counselor)	EE. Out of School Suspension: 3 days (offer AES with behavioral curriculum interventions)
I. IMPAC AES	FF. Out of School Suspension: 4 days (offer AES with behavioral curriculum interventions)
J. Probationary Substance Abuse Contract (PSAC)	GG. Out of School Suspension: 5 days (offer AES with behavioral curriculum interventions)
K. Alternative Probationary Contract (APC)	HH. Out of School Suspension: 6 days (offer AES with behavioral curriculum interventions)
L. Verbal Warning or Written Reprimand (includes for school-sponsored transportation)	II. Out of School Suspension: 7 days (offer AES with behavioral curriculum interventions)
M. School/Community Service Work	JJ. Out of School Suspension: 8 days (offer AES with behavioral curriculum interventions)
N. Before/After School Detention (1)	KK. Out of School Suspension: 9 days (offer AES with behavioral curriculum interventions)
O. Multiple Before/After School Detentions (2-3) or Saturday Detention	LL. Out of School Suspension: 10 days (offer AES with behavioral curriculum interventions)
P. Time Out	MM. Bus Suspension: 1-2 days
Q. Loss of Extra-Curricular Activities (1-5 days)	NN. Bus Suspension: 3-5 days
R. Refer to Fire Starter Program	OO. Bus Suspension: 6-9 days
S. SESIR Incident Reporting Required	PP. Bus Suspension: 10 days
T. Recommendation for Expulsion (Mandatory)	QQ. Bus Expulsion for the Remainder of the School Year
U. Recommendation for District-assigned Behavior Intervention Program (Mandatory)	RR. Loss of all school-sanctioned activities for 1 calendar year
V. Consultation with Law Enforcement <sup>1</sup>	SS. Refer to Community Youth Support Service Programs (as available and appropriate)
W. Complete Immediate Notification to Regional Office and DSOC	TT. Issue HOPE Scholarship Initial Notification Form to Eligible Party(ies)

<sup>1</sup> In accordance with F.S. §1006.07(s)(n) 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 2024-2025)  
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, L	A, G, P	A, B, G, N	A, B, G, O	
ZM	Tardiness, Habitual (5 in a Marking Period)	A, G	A, B, F, N	A, B, F, O		
ZV	Truancy	A, B, F	A, B, F, G			
ZG	Leaving Campus Without Permission	A, N	A, B, F, O	A, B, F, H, X	A, B, F, Y	
ZU	Out of Assigned Area	A, L	A, F, P	A, F, N	A, F, O	A, F, X

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, F, L	A, F, O	A, F, Z		
ZQ	Cheating Minor (Grades 3-12)	A, F, L	A, B, N	A, B, X		
ZB	Cheating Major	A, B, F, H, Y	A, B, F, AA			
ZP	Detention – Unserved	A, O	A, X	A, Y		
ZS	Unserved Saturday Detention					
S	ED Electronic Devices	A, B, C, D, F, V, W, BB	A, B, C, D, F, V, W, CC	A, B, C, D, F, K, V, W, DD	A, B, C, D, F, U, V, W, LL	
S	SX Sexting	A, B, C, D, F, V, W, BB	A, B, C, D, F, V, W, CC	A, B, C, D, F, K, V, W, DD	A, B, C, D, F, U, V, W, LL	
ZY	Cell Phone Violation (Punitive Action Begin on 2 <sup>nd</sup> Offense)	A, L	A, D, M	A, D, X		

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>						
SB	Disruptive (Unruly) Behavior	A, N	A, F, X	A, B, H, Y	A, B, Z	
UP	Disruptive (Unruly) Play	A, L	A, P, UU	A, F, Y		
01	Disobedience/Insubordination	A, X	A, F, Y	A, B, Z	A, B, Z	
ZW	Defiance of Authority-Habitual	A, B, BB	A, B, F, BB	A, B, H, CC		
02	Profanity – Use of Insulting/Offensive Language	A, N	A, L, X	A, Y		
ZX	Profanity Directed Towards a Staff Member	A, F, N	A, F, X	A, H, Y	A, B, BB	
SG	Gambling	A, D, F, P, V, W	A, D, N, V, W	A, D, O, V, W	A, B, D, X, V, W	
DC	Discriminatory Comments/Actions	A, C, F, V, W, BB	S, B, C, F, V, W, BB	A, B, C, F, V, W, CC		
Z1	Inciting a Disturbance	A, C, F, X	A, C, T	A, B, C, BB	A, B, C, BB	
S	Passing/Producing Counterfeit Money	A, D, V, W, X	A, D, H, V, W, Y			
ZH	Falsification/Misrepresentation (Lying or Forgery of signature)	A, N	A, X	A, B, Y		
ZC	Prohibited/Distracting Items – Possession/Use	A, D, N	A, D, X			
ZJ	Distribution/Sale of Unauthorized Materials (Non-criminal)	A, D, L	A, D, N			
S	G1 Gang Activity	A, C, E, F, V, W, CC	A, B, C, E, F, K, V, W, DD	A, B, C, E, F, U, V, W, LL, SS		
XA	Disruption on Campus – Minor	A, C, F, X	A, C, F, H, Y	A, B, C, Z		
S	Disruption on Campus – Major	A, C, F, V, W, BB	A, B, C, V, W, CC	A, B, C, K, V, W, DD	A, B, C, U, V, W, LL	
S	66 Trespassing	A, B, V, W, CC	A, B, C, V, W, FF	A, B, C, K, V, W, JJ	A, B, C, U, V, W, LL	
S	F9 False Fire Alarm/911 Call	A, C, H, V, W, BB	A, C, V, W, CC	A, B, C, K, V, W, DD	A, B, C, U, V, W, LL	

Broward County Public Schools  
Administrative Discipline Matrix (SY 2024-2025)  
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>						
Z4	Over-the-Counter Medication – Unauthorized Use/Possession/Purchase	A, D, L	A, D, L	A, D, F, X		
OC	Over-the-Counter Medication – Sale/Attempted Sale/ Transmittal	A, D, X	A, B, D, F, Y	A, B, C, F, BB		
S	Tobacco – Use/Possession/Sale/Purchase/Transmittal of tobacco and/or tobacco related products	A, B, D, F, N, V, W	A, B, D, F, Y, V, W			
S	Tobacco – Use/Possession/ Sale/Purchase/Transmittal of Nicotine, Vapor Devices and/or Components of E- Cigarettes, Vapor Devices, or Similar	A, B, D, F, N, V, W	A, B, D, F, Y, V, W	A, B, D, F, Y, V, W	A, B, D, F, Y, V, W	
S	Alcohol – Use/Possession/Purchase	A, B, D, F, V, W, FF	A, B, D, F, J, V, W, JJ	A, B, D, F, U, V, W, LL, SS		
S	Drug – Use/Possession of Leaf Marijuana (Less than 20g)	A, B, D, F, V, W, FF	A, B, D, F, J, V, W, JJ	A, B, D, F, U, V, W, LL, SS		
S	Drug – Purchase of Leaf Marijuana (Less than 20g)	A, B, D, F, V, W, FF	A, B, D, F, J, V, W, JJ, SS	A, B, D, F, U, V, W, LL, SS		
S	Drug – Use/Possession of Other Mood-Altering Substances	A, B, D, F, V, W, FF	A, B, D, F, J, V, W, JJ, SS	A, B, D, F, U, V, W, LL, SS		
S	Drug – Purchase of Other Mood-Altering Substances	A, B, D, F, V, W, FF	A, B, D, F, J, V, W, JJ, SS	A, B, D, F, U, V, W, LL, SS		
S	Alcohol – Being Under the Influence	A, B, F, V, W, FF	A, B, J, V, W, JJ, SS	A, B, U, V, W, LL, SS		
S	Drug – Being Under the Influence of Leaf Marijuana and/or Other Mood-Altering Substances	A, B, F, V, W, FF	A, B, J, V, W, JJ, SS	A, B, U, V, W, LL, SS		
S	Drug – Use/Possession of Unauthorized Substance	A, B, D, F, J, V, W, JJ, SS	A, B, D, F, U, V, W, LL, SS			
S	Drug – Purchase of Unauthorized Substance	A, B, D, F, J, V, W, JJ, SS	A, B, D, F, U, V, W, LL, SS			
S	Drug - Under the Influence of Unauthorized Substance	A, B, F, V, W, LL, SS	A, B, F, J, V, W, JJ, SS	A, B, F, U, V, W, LL, SS		
S	Alcohol - Sale/Attempted Sale/Transmittal	A, B, D, F, V, W, BB	A, B, D, F, V, W, BB	A, B, D, F, V, W, FF		
S	Drug – Possession with Intent to Sell, Sale, Attempted Sale, and/or Transmittal of Leaf Marijuana (less than 20g)	A, B, D, F, V, W, BB	A, B, D, F, V, W, CC	A, B, D, F, U, V, W, LL, SS		
S	Drug - Sale/Attempted Sale/Transmittal of Unauthorized Substance	A, B, D, F, V, W, BB	A, B, D, F, V, W, CC	A, B, D, F, U, V, W, LL, SS		
S	Drug Paraphernalia - Use/Possession/Sale/Purchase/Transmittal	A, B, D, F, V, W, FF	A, B, D, F, V, W, FF	A, B, D, F, J, V, W, JJ, SS	A, B, D, F, U, V, W, LL, SS	



Broward County Public Schools  
Administrative Discipline Matrix (SY 2024-2025)  
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	A, C, F, X	A, C, F, Y	A, B, C, BB		
Hope	ZA	A, B, C, U, W, LL, SS, TT				
Hope	HA	A, C, W, CC, TT	A, B, C, K, W, DD, TT	A, B, C, U, V, LL, SS, TT		
<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	A, C, V, W, BB, TT	A, B, C, V, W, CC, TT	A, B, C, K, V, W, HH, TT	A, B, C, U, V, W, LL, TT
Hope	S	F2	A, C, F, V, Y, TT	A, C, F, V, BB, TT	A, B, C, V, CC, TT	
Hope	S	Z1	A, F, X	A, F, Y	A, B, F, Y	
Hope	S	Z1				
Hope	S	SS	A, F, V, W, CC	A, B, F, K, V, W, DD	A, B, U, V, W, LL, SS	
<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	A, F, V, W, CC, TT	A, B, F, K, V, W, DD, TT	A, B, F, U, V, W, LL, SS, TT	
Hope	HT		A, F, X	A, B, F, Y	A, B, F, Y	
Hope	S	50	A, C, V, W, CC, TT	A, B, C, F, K, V, W, DD, TT	A, B, C, U, V, W, LL, SS, TT	
Hope	S	ZN	A, C, F, X, V, W	A, B, C, F, V, W, Y	A, B, C, F, V, W, Y	A, B, C, F, V, W, BB
Hope	S	TT	A, C, F, V, W, Y, TT	A, B, C, F, V, W, Y, TT	A, B, C, F, V, W, BB, TT	A, B, C, F, V, W, BB, TT
Hope	S	TW	A, B, C, F, K, V, W, DD, TT	A, B, C, F, U, V, W, LL, TT		
Hope	S	TV	A, B, C, F, U, V, W, LL, TT			
Hope	S	S2	A, B, C, F, K, V, W, DD, TT	A, B, C, F, U, V, W, LL, SS, TT		
Hope	21		A, C, X	A, B, C, Y		
Hope	PA	A, C, D, F, V, W, CC, TT	A, B, C, D, F, K, V, W, DD, TT	A, B, C, Y		
Hope	S	PE	A, B, C, F, U, V, W, LL, SS, TT			
Hope	S	23	A, B, C, F, U, V, W, LL, SS, TT			

**Broward County Public Schools**  
**Administrative Discipline Matrix (SY 2024-2025)**  
**Elementary Grades 3-5**

Property Incidents		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
	TH	Larceny/Theft – Minor <\$100	A, D, E, P	A, D, E, F, N	A, D, E, F, M, X		
	T5	Larceny/Theft – Petty <\$750	A, D, E, V, W, BB	A, B, D, E, V, W, FF	A, B, D, E, V, W, HH	A, B, D, E, V, W, HH	
S	T6	Larceny/Theft – Grand ≥ \$750	A, D, E, F, V, W, CC	A, D, E, F, K, V, W, DD	A, B, D, E, F, U, V, W, LL, SS		
	V4	Vandalism/Damage to Property < \$1000	A, B, D, E, V, W, BB	A, B, D, E, V, W, FF	A, B, D, E, V, W, HH	A, B, D, E, V, W, HH	
S	V5	Criminal Mischief/Damage to Property ≥ \$1000	A, D, E, F, V, W, CC	A, D, E, F, K, V, W, DD	A, B, D, E, F, U, V, W, LL, SS		
Z3		Technology – Inappropriate Use (Computers or Networks)	A, X	A, Y			
S	ST	Technology – Illegal Use (Computers or Networks)	A, W, CC	A, B, K, W, DD	A, B, U, V, W, LL, SS		
S	T3	Alison	A, B, CE, F, U, V, W, LL, SS				
FS		Fire – Starting a Fire on Campus	A, C, D, E, F, R, V, W, CC	A, B, C, D, E, F, K, R, V, W, DD	A, B, C, D, E, R, U, V, W, LL, SS		
S	36	Burglary – Unlawful Breaking/Entering into a School Facility or Property	A, D, E, F, V, W, CC	A, B, E, F, K, V, W, DD	A, B, E, U, V, W, LL, SS		

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						
	S	WA Weapons – Class A (Possessing/Displaying/Using/Selling/Transmitting)	A, B, C, D, F, T, V, W, LL, SS				
		WB Weapons – Class B (Possessing/Displaying/Using/Selling/Transmitting)	A, C, D, V, W, CC	A, B, C, D, K, V, W, DD, TT	A, B, C, D, F, U, V, W, LL, SS, TT		
Hope	S	R2 Robbery or Attempted Robbery	A, B, C, D, E, F, U, V, W, LL, SS, TT				
Hope	S	S1 Sexual Battery/Rape (Actual or Attempted)	A, B, C, F, U, V, W, LL, SS, TT				
Hope	S	K1 Kidnapping or Abduction/False Imprisonment	A, B, C, F, U, V, W, LL, SS, TT				
	S	42 Homicide	A, B, C, F, U, V, W, LL, SS				
	S	SE Extortion	A, C, V, W, CC				
	S	B3 Threat to Kill/Mass Shooting	A, B, C, F, T, V, W, LL, SS	A, B, C, K, V, W, DD	A, B, C, F, U, V, W, LL, SS		
	S	B4 False Report/Hoax	A, B, C, F, T, V, W, LL, SS				

Broward County Public Schools  
Administrative Discipline Matrix (2024-2025)  
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	Level One Violation: Eating/Drinking on bus. Failure to sit as assigned by bus driver	A, L	A, NN	A, QQ	
	Z8	Level Two Violation: Disrupting, distracting, disobeying the bus operator. Failure to utilize required safety equipment on the bus. Getting out of seat while bus is in motion. Loud talking, inappropriate remarks or spilling out of bus window at students, pedestrians, motorists	A, L	A, NN	A, QQ	
	Z9	Level Three Violation: Placing head, arms, and legs outside of window. Opening the emergency door while the bus is in motion. Opening or exiting emergency door when the bus is stopped unless directed by the bus operator. Threats against the bus operator, attendant or passengers on the bus. Profanity directed at the bus operator or bus attendant. Fighting or smoking on the bus. Throwing objects out of the bus window or at the bus. Criminal mischief/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, C, OO	A, C, PP	A, C, QQ	

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## Broward County Public Schools Administrative Discipline Matrix (SY 2024-2025)

NOTE: The Discipline Matrix sets forth the guidelines for assessing consequences for violations of SBBC policies. School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix if they determine in their sole discretion that there are mitigating or aggravating circumstances. Principals may deviate by one level when applying consequences per the Discipline Matrix, except for incidents associated with drugs/substances and those with progressive discipline that rise to a recommendation for expulsion or recommendation for behavior intervention as reflected on the discipline matrix.

Per F.S. §§1006.04 and 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 SBBC 4380: Threat Assessment for more information related to threats.

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

All SESIR level incidents shall be addressed by school-based administrators only.

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/INTERVENTIONS**

Documentation in the Student Information System and parent contact is required for all violations requiring administrative action. Discipline for ESE/504 students with disabilities shall be in accordance with State and Federal laws and SBBC policies. For incidents resulting in out-of-school suspensions, AES shall be offered when appropriate available (F.S. §1006.09(1)(a)).

A. Parent Contact/Conference (Mandatory for each offense)	X. In-School Suspension (less than 1 day) – including behavioral curriculum interventions (i.e., Suite360)
B. Referral to CPST/Rtl Team	Y. In-School Suspension: 1-2 days – including behavioral curriculum interventions (i.e., Suite360)
C. Refer to School-based Threat Management Team (SBTMT) Chair	Z. In-School Suspension: 1-3 days & Loss of Extra-Curricular Activities (1-30 days) – including behavioral curriculum interventions (i.e., Suite360)
D. Confiscation (when applicable)	AA. In-School Suspension: 3-5 days – including behavioral curriculum interventions (i.e., Suite360)
E. Restitution (when applicable)	BB. Out of School Suspension: 1-2 days (offer AES with behavioral curriculum interventions)
F. Referral for support services (i.e., School Counselor, School Social Worker, Family Therapist)	CC. Out of School Suspension: 3-5 days (offer AES with behavioral curriculum interventions)
G. School-based attendance contract (developed in conjunction with parent, administration, student, school counselor, and school social worker)	DD. Out of School Suspension: 6-9 days (offer AES with behavioral curriculum interventions)
H. School-based behavior contract (developed in conjunction with parent, administration, student, and school counselor)	EE. Out of School Suspension: 3 days (offer AES with behavioral curriculum interventions)
I. IMPAC AES	FF. Out of School Suspension: 4 days (offer AES with behavioral curriculum interventions)
J. Probationary Substance Abuse Contract (PSAC)	GG. Out of School Suspension: 5 days (offer AES with behavioral curriculum interventions)
K. Alternative Probationary Contract (APC)	HH. Out of School Suspension: 6 days (offer AES with behavioral curriculum interventions)
L. Verbal Warning or Written Reprimand (includes for school-sponsored transportation)	II. Out of School Suspension: 7 days (offer AES with behavioral curriculum interventions)
M. School/Community Service Work	JJ. Out of School Suspension: 8 days (offer AES with behavioral curriculum interventions)
N. Before/After School Detention (1)	KK. Out of School Suspension: 9 days (offer AES with behavioral curriculum interventions)
O. Multiple Before/After School Detentions (2-3) or Saturday Detention	LL. Out of School Suspension: 10 days (offer AES with behavioral curriculum interventions)
P. Time Out	MM. Bus Suspension: 1-2 days
Q. Loss of Extra-Curricular Activities (1-5 days)	NN. Bus Suspension: 3-5 days
R. Refer to Fire Starter Program	OO. Bus Suspension: 6-9 days
S. SESIR Incident Reporting Required	PP. Bus Suspension: 10 days
T. Recommendation for Expulsion (Mandatory)	QQ. Bus Expulsion for the Remainder of the School Year
U. Recommendation for District-assigned Behavior Intervention Program (Mandatory)	RR. Loss of all school-sanctioned activities for 1 calendar year
V. Consultation with Law Enforcement <sup>1</sup>	SS. Refer to Community Youth Support Service Programs (as available and appropriate)
W. Complete Immediate Notification to Regional Office and DSOC	TT. Issue HOPE Scholarship Initial Notification Form to Eligible Party(ies)

<sup>1</sup> In accordance with F.S. §1006.07(s)(n) 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 2024-2025)  
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, N	A, B, G, O, Q	A, B, O, Q		
ZM Tardiness, Habitual (5 in a Marking Period)	A, B, G, N	A, B, O, Q			
ZV Truancy	A, B, F, G	A, B, F, N	A, B, F, O		
ZG Leaving Campus Without Permission	A, B, H, O, Q	A, B, F, X, Q	A, B, F, Y		
ZU Out of Assigned Area	A, N	A, B, F, H, O	A, B, F, X, Q	A, F, Y	

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, F, L	A, F, Q	A, F, Z		
ZQ Cheating Minor (Grades 3-12)	A, Y	A, Q, AA	A, B, F, Q, AA	A, B, F, Q, BB	
ZB Cheating Major	A, A2, W, DD, ZZ, AAA	A, B, W, FF, ZZ, AAA			
ZP Detention – Unserved	A, X	A, Y			
ZS Unserved Saturday Detention	A, Y	A, Z			
ED Electronic Devices	A, B, C, D, F, V, W, CC	A, B, C, D, F, K, V, W, DD	A, B, C, D, F, U, V, W, LL, SS		
S SX Sexting	A, B, C, D, F, V, W, CC	A, B, C, D, F, K, V, W, DD	A, B, C, D, F, U, V, W, LL, SS		
ZY Cell Phone Violation (Punitive Action Begin on 2 <sup>nd</sup> Offense)	A, L	A, D, N	A, Q, O	A, D, Z	

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>					
SB Disruptive (Unruly) Behavior	A, X	A, H, Y	A, B, BB		
UP Disruptive (Unruly) Play	A, N	A, X	A, Y		
O1 Disobedience/Insubordination	A, Y	A, H, Z	A, F, BB	A, B, F, BB	
ZW Defiance of Authority-Habitual	A, B, F, BB	A, B, F, CC			
O2 Profanity – Use of Insulting/Offensive Language	A, X	A, B, Y	A, B, Z		
ZX Profanity Directed Towards a Staff Member	A, B, F, BB	A, B, C, CC			
S SG Gambling	A, D, N, V, W	A, D, O, V, W	A, B, D, V, W, X	A, B, D, V, W, Y	
DC Discriminatory Actions/Comments	A, B, C, F, V, W, CC	A, B, C, V, W, DD	A, B, C, F, V, W, LL		
Z1 Inciting a Disturbance	A, C, H, Y	A, B, C, BB	A, B, C, BB	A, B, C, CC	
S SF Passing/Producing Counterfeit Money	A, D, V, W, BB	A, B, D, V, W, CC			
ZH Falsification/Misrepresentation (Lying or Forgery of Signature)	A, O	A, Y	A, B, BB		
ZC Prohibited/Disfranchising Items – Possession/Use	A, D, N	A, D, O	A, B, D, Y		
ZJ Distribution/Sale of Unauthorized Materials (Non-criminal)	A, D, N	A, D, O			
S G1 Gang Activity	A, C, E, F, V, W, CC	A, B, C, E, F, K, V, W, DD	A, B, C, E, F, U, V, W, LL, SS		
XA Disruption on Campus – Minor	A, C, H, Y	A, C, F, Z	A, B, C, BB		
S D0 Disruption on Campus – Major	A, B, C, I, K, V, W, KK	A, B, C, I, U, V, W, LL, SS			
S 66 Trespassing	A, B, C, I, T, V, W, KK	A, B, C, I, U, V, W, LL, SS			
S F9 False Fire Alarm/911 Call	A, B, C, K, V, W, KK	A, B, C, U, V, W, LL, SS			



**Broward County Public Schools**  
**Administrative Discipline Matrix (SY 2024-2025)**  
**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>						
Z4	Over-the-Counter Medication – Unauthorized Use/Possession/Purchase	A, D, L	A, D, L	A, B, D, F, X		
OC	Over-the-Counter Medication – Sale/Attempted Sale/ Transmittal	A, D, BB	A, C, D, F, BB	A, B, D, F, CC		
S	Tobacco – Use/Possession/Sale/Purchase/Transmittal of tobacco and/or tobacco related products	A, B, D, V, W, Y	A, B, D, F, V, W, BB	A, B, D, F, V, W, BB		
S	Tobacco – Use/Possession/ Sale/Purchase/Transmittal of Nicotine, Vapor Devices and/or Components of E- Cigarettes, Vapor Devices, or Similar	A, B, D, V, W, Y	A, B, D, F, V, W, HH	A, B, D, F, J, V, W, JJ	A, B, D, F, U, V, W, LL	
S	Alcohol – Use/Possession/Purchase	A, B, D, F, I, V, W, HH	A, B, D, F, I, J, V, W, JJ	A, B, D, F, I, U, V, W, LL, SS		
S	Drug – Use/Possession of Leaf Marijuana (Less than 20g)	A, B, D, F, I, V, W, HH	A, B, D, F, I, J, V, W, JJ	A, B, D, F, I, U, V, W, LL, SS		
S	Drug – Purchase of Leaf Marijuana (Less than 20g)	A, B, D, F, V, W, HH	A, B, D, F, J, V, W, JJ	A, B, D, F, U, V, W, LL, SS		
S	Drug – Use/Possession of Other Mood-Altering Substances	A, B, D, F, V, W, HH	A, B, D, F, J, V, W, JJ	A, B, D, F, U, V, W, LL, SS		
S	Drug – Purchase of Other Mood-Altering Substances	A, B, D, F, V, W, HH	A, B, D, F, J, V, W, JJ	A, B, D, F, U, V, W, LL, SS		
S	Alcohol – Being Under the Influence	A, B, D, F, I, V, W, HH	A, B, D, F, I, J, V, W, JJ	A, B, D, F, I, U, V, W, LL, SS		
S	Drug – Being Under the Influence of Leaf Marijuana and/or Mood-Altering Substances	A, B, D, F, I, V, W, HH	A, B, D, F, I, J, V, W, JJ	A, B, D, F, I, U, V, W, LL, SS		
S	Drug – Use/Possession of Unauthorized Substance	A, B, D, F, J, V, W, JJ	A, B, D, F, U, V, W, LL, SS			
S	Drug – Purchase of Unauthorized Substance	A, B, D, F, J, V, W, JJ	A, B, D, F, U, V, W, LL, SS			
S	Drug – Under the Influence of Unauthorized Substance	A, B, F, V, W, LL	A, B, F, J, V, W, JJ	A, B, F, U, V, W, LL, SS		
S	Alcohol - Sale/Attempted Sale/Transmittal	A, B, D, F, U, V, W, LL, SS				
S	Drug – Possession with Intent to Sell, Sale, Attempted Sale, and/or Transmittal of Leaf Marijuana (less than 20g)	A, B, D, F, U, V, W, LL, SS				
S	Drug - Sale/Attempted Sale/Transmittal of Unauthorized Substance	A, B, D, F, U, V, W, LL, SS				
S	Drug Paraphernalia - Use/Possession/Sale/Purchase/Transmittal	A, B, D, F, I, V, W, HH	A, B, D, F, I, V, W, HH	A, B, D, F, I, J, V, W, JJ	A, B, D, F, I, U, V, W, LL, SS	

Broward County Public Schools  
Administrative Discipline Matrix (SY 2024-2025)  
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, C, Y	A, C, F, Z	A, B, C, F, H, BB		
Hope	S ZA Bullying	A, B, C, U, W, LL, SS, TT				
Hope	S HA Harassment	A, B, C, W, CC, TT	A, B, C, K, W, DD, TT	A, B, C, U, W, LL, SS, TT		
<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>						
<b>*For Fighting Medium &amp; Fighting – Minor Altercation/Confrontation suspension reduced to five (5) for 1<sup>st</sup> Consequence and seven (7) days 2<sup>nd</sup> Consequence if student attends AES.</b>						
Hope	S F1 Fighting –Major Mutual Combat* See above	A, B, C, I, K, V, W, KK, TT	A, B, C, I, U, V, W, LL, SS, TT			
Hope	S F2 Fighting – Medium* See above	A, B, C, I, KK, TT *Suspension reduced to 5 days if student attends AES	A, B, C, I, K, KK, TT *Suspension reduced to 7 days if student attends AES	A, B, C, I, U, LL, SS, TT		
	ZI Minor Altercation/Confrontation* See above	A, B, C, EE	A, B, C, GG	*Suspension reduced to 5 days if student attends AES A, B, C, II	A, B, C, KK *Suspension reduced to 7 days if student attends AES	
Hope	S ZT Hazing (Grades 6-12)	A, B, C, F, U, V, W, LL, SS, TT				
	S SS False Accusation Against School Staff	A, B, F, V, W, CC	A, B, F, K, V, W, DD	A, B, U, V, W, LL, SS		
<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, F, V, W, CC, TT	A, B, F, K, V, W, DD, TT	A, B, F, U, V, W, LL, SS, TT		
	HT Inappropriate Touching/Language/Gestures	A, F, Y	A, B, F, BB	A, B, F, H, BB		
Hope	S 50 Sexual Harassment	A, C, F, V, W, CC, TT	A, B, C, F, K, V, W, DD, TT	A, B, C, T, V, W, LL, SS, TT		
Hope	S ZN Threat/Intimidation (Low level/Transient)	A, C, F, V, W, Y	A, C, F, V, W, BB	A, B, C, F, V, W, BB		
	TT Threat/Intimidation Medium Level	A, C, F, V, W, Y, TT	A, B, C, F, V, W, BB, TT	A, B, C, V, W, EE, TT		
Hope	S TW Threat/Intimidation High Level	A, B, C, F, K, V, W, DD, TT	A, B, C, F, U, V, W, LL, SS, TT			
Hope	S TV Threat/Intimidation with Very High Level	A, B, C, F, U, V, W, LL, SS, TT				
Hope	S S2 Sexual Assault	A, B, C, F, K, V, W, DD, TT	A, B, C, F, U, V, W, LL, SS, TT			
	Z1 Battery – Low Level	A, C, F, Y	A, B, C, H, BB	A, B, C, F, BB		
Hope	S PA Simple Battery	A, B, C, D, F, K, V, W, DD, TT	A, B, C, D, F, U, V, W, LL, SS, TT			
	S PE Simple Battery on School Board Employee and Other Specified Categories	A, B, C, F, U, V, W, LL, SS				
Hope	S 23 Aggravated Battery	A, B, C, F, U, V, W, LL, SS, TT				

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## Broward County Public Schools Administrative Discipline Matrix (SY 2024-2025)

NOTE: The Discipline Matrix sets forth the guidelines for assessing consequences for violations of SBBC policies. School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix if they determine in their sole discretion that there are mitigating or aggravating circumstances. Principals may deviate by one level when applying consequences per the Discipline Matrix, except for incidents associated with drugs/substances and those with progressive discipline that rise to a recommendation for expulsion or recommendation for behavior intervention as reflected on the discipline matrix.

Per F.S. §§1006.04 and 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 SBBC 4380: Threat Assessment for more information related to threats.

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

All SESIR level incidents shall be addressed by school-based administrators only.

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/INTERVENTIONS**

Documentation in the Student Information System and parent contact is required for all violations requiring administrative action. Discipline for ESE/504 students with disabilities shall be in accordance with State and Federal laws and SBBC policies. For incidents resulting in out-of-school suspensions, AES shall be offered when appropriate available (F.S. §1006.09(1)(a)).

A. Parent Contact/Conference (Mandatory for each offense)	X. In-School Suspension (less than 1 day) – including behavioral curriculum interventions (i.e., Suite360)
B. Referral to CPST/Rtl Team	Y. In-School Suspension: 1-2 days – including behavioral curriculum interventions (i.e., Suite360)
C. Refer to School-based Threat Management Team (SBTMT) Chair	Z. In-School Suspension: 1-3 days & Loss of Extra-Curricular Activities (1-30 days) – including behavioral curriculum interventions (i.e., Suite360)
D. Confiscation (when applicable)	AA. In-School Suspension: 3-5 days – including behavioral curriculum interventions (i.e., Suite360)
E. Restitution (when applicable)	BB. Out of School Suspension: 1-2 days (offer AES with behavioral curriculum interventions)
F. Referral for support services (i.e., School Counselor, School Social Worker, Family Therapist)	CC. Out of School Suspension: 3-5 days (offer AES with behavioral curriculum interventions)
G. School-based attendance contract (developed in conjunction with parent, administration, student, school counselor, and school social worker)	DD. Out of School Suspension: 6-9 days (offer AES with behavioral curriculum interventions)
H. School-based behavior contract (developed in conjunction with parent, administration, student, and school counselor)	EE. Out of School Suspension: 3 days (offer AES with behavioral curriculum interventions)
I. IMPAC AES	FF. Out of School Suspension: 4 days (offer AES with behavioral curriculum interventions)
J. Probationary Substance Abuse Contract (PSAC)	GG. Out of School Suspension: 5 days (offer AES with behavioral curriculum interventions)
K. Alternative Probationary Contract (APC)	HH. Out of School Suspension: 6 days (offer AES with behavioral curriculum interventions)
L. Verbal Warning or Written Reprimand (includes for school-sponsored transportation)	II. Out of School Suspension: 7 days (offer AES with behavioral curriculum interventions)
M. School/Community Service Work	JJ. Out of School Suspension: 8 days (offer AES with behavioral curriculum interventions)
N. Before/After School Detention (1)	KK. Out of School Suspension: 9 days (offer AES with behavioral curriculum interventions)
O. Multiple Before/After School Detentions (2-3) or Saturday Detention	LL. Out of School Suspension: 10 days (offer AES with behavioral curriculum interventions)
P. Time Out	MM. Bus Suspension: 1-2 days
Q. Loss of Extra-Curricular Activities (1-5 days)	NN. Bus Suspension: 3-5 days
R. Refer to Fire Starter Program	OO. Bus Suspension: 6-9 days
S. SESIR Incident Reporting Required	PP. Bus Suspension: 10 days
T. Recommendation for Expulsion (Mandatory)	QQ. Bus Expulsion for the Remainder of the School Year
U. Recommendation for District-assigned Behavior Intervention Program (Mandatory)	RR. Loss of all school-sanctioned activities for 1 calendar year
V. Consultation with Law Enforcement <sup>1</sup>	SS. Refer to Community Youth Support Service Programs (as available and appropriate)
W. Complete Immediate Notification to Regional Office and DSOC	TT. Issue HOPE Scholarship Initial Notification Form to Eligible Party(ies)

<sup>1</sup> In accordance with F.S. §1006.07(s)(n) 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 2024-2025)  
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, O	A, B, G, O, O	A, B, O, O		
ZM Tardiness; Habitual (5 in a Marking Period)	A, B, G, N	A, B, F, O, O			
ZV Truancy	A, B, F, G, O	A, B, F, G, O, O	A, B, F, O		
ZG Leaving Campus Without Permission	A, B, H, O, O	A, B, Q, X	A, B, F, Z		
ZU Out of Assigned Area	A, N	A, B, H, X	A, B, O, Y	A, F, Z	

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, L	A, O	A, Z		
ZQ Cheating Minor (Grades 3-12)	A, Y	A, AA	A, B, BB		
ZB Cheating Major	A, B, Q, V, W, CC	A, B, Q, V, W, DD			
ZP Detention – Unserved	A, Y	A, BB			
ZS Unserved Saturday Detention	A, Y	A, BB			
S ED Electronic Devices	A, B, C, D, F, K, V, W, DD	A, B, C, D, U, V, W, LL, SS			
S SX Sexting	A, B, C, D, F, K, V, W, DD	A, B, C, D, U, V, W, LL, SS			
ZY Cell Phone Violation (Punitive Action Begin on 2 <sup>nd</sup> Offense)	A, L	A, D, N	A, D, Z	A, D, BB	

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>					
SB Disruptive (Unruly) Behavior	A, X	A, H, Y	A, B, BB		
UP Disruptive (Unruly) Play	A, X	A, H, Y	A, AA		
01 Disobedience/Insubordination	A, Y	A, H, Z	A, F, BB	A, B, F, BB	
ZW Defiance of Authority-Habitual	A, B, F, BB	A, B, F, CC	A, B, F, DD		
02 Profanity – Use of Insulting/Offensive Language	A, X	A, B, Y	A, B, Z		
ZX Profanity Directed Towards a Staff Member	A, B, F, BB	A, B, CC	A, B, F, DD		
S SG Gambling	A, D, N, V, W	A, B, D, V, W, Y	A, B, D, V, W, Z		
DC Discriminatory Actions/Comments	A, B, C, F, V, W, CC	A, B, C, F, V, W, DD	A, B, C, F, V, W, LL		
Z1 Inciting a Disturbance	A, C, H, BB	A, B, C, BB	A, B, C, CC		
S SF Passing/Producing Counterfeit Money	A, D, V, W, BB	A, B, D, V, W, CC			
ZH Falsification/Misrepresentation (Lying or Forgery of Signature)	A, O	A, Y	A, B, BB		
ZC Prohibited/Distracting Items – Possession/Use	A, D, N	A, D, O	A, B, D, Y		
ZJ Distribution/Sale of Unauthorized Materials (Non-criminal)	A, D, N	A, D, O			
S G1 Gang Activity	A, B, C, E, F, K, V, W, DD	A, B, C, E, F, U, V, W, LL, SS			
XA Disruption on Campus – Minor	A, C, H, Y	A, C, F, Z	A, B, C, BB		
S D0 Disruption on Campus – Major	A, B, C, I, K, V, W, KK	A, B, C, I, U, V, W, LL, SS			
S 66 Trespassing	A, B, C, I, K, V, W, KK	A, B, C, I, U, V, W, LL, SS			
S F9 False Fire Alarm/911 Call	A, B, C, K, V, W, KK	A, B, C, U, V, W, LL, SS			

Broward County Public Schools  
Administrative Discipline Matrix (SY 2024-2025)  
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>					
Z4	Over-the-Counter Medication – Unauthorized Use/Possession/Purchase	A, D, L	A, D, L	A, C, D, F, Y		
OC	Over-the-Counter Medication – Sale/Attempted Sale/Transmittal	A, D, BB	A, C, D, F, BB	A, B, D, F, CC		
S TU	Tobacco – Use/Possession/Sale/Purchase/Transmittal of Tobacco and/or Tobacco Related Products	A, C, D, V, W, Y	A, B, D, F, V, W, BB	A, B, D, F, V, W, BB		
S EC	Tobacco – Use/Possession/Sale/Purchase/Transmittal of Nicotine, Vapor Devices and/or Components of E-Cigarettes, Vapor Devices or Similar	A, B, D, V, W, Y	A, B, D, F, V, W, HH	A, B, D, F, J, V, W, JJ	A, B, D, F, U, V, W, LL	
S A1	Alcohol – Use/Possession/Purchase	A, B, D, F, I, V, W, HH	A, B, D, F, I, J, V, W, JJ	A, B, D, F, I, U, V, W, LL, SS		
S D5	Drug – Use/Possession of Leaf Marijuana (Less than 20g)	A, B, D, F, I, V, W, HH	A, B, D, F, I, J, V, W, JJ	A, B, D, F, I, U, V, W, LL, SS		
S D8	Drug – Purchase of Leaf Marijuana (Less than 20g)	A, B, D, F, V, W, HH	A, B, D, F, J, V, W, JJ	A, B, D, F, U, V, W, LL, SS		
S DB	Drug – Use/Possession of Other Mood-Altering Substances	A, B, D, F, V, W, HH	A, B, D, F, J, V, W, JJ	A, B, D, F, U, V, W, LL, SS		
S D9	Drug – Purchase of Other Mood-Altering Substances	A, B, D, F, V, W, HH	A, B, D, F, J, V, W, JJ	A, B, D, F, U, V, W, LL, SS		
S AA	Alcohol - Being Under the Influence	A, B, D, F, I, V, W, HH	A, B, D, F, I, J, V, W, JJ	A, B, D, F, I, U, V, W, LL, SS		
S DA	Drug - Being Under the Influence of Leaf Marijuana and/or Other Mood-Altering Substances	A, B, D, F, V, W, HH	A, B, D, F, J, V, W, JJ	A, B, D, F, U, V, W, LL, SS		
S DF	Drug – Use/Possession of Unauthorized Substance	A, B, D, F, J, V, W, JJ	A, B, D, F, U, V, W, LL, SS			
S D1	Drug – Purchase of Unauthorized Substance	A, B, D, F, J, V, W, JJ	A, B, D, F, U, V, W, LL, SS			
S D6	Drug - Under the Influence of Unauthorized Substance	A, B, F, V, W, LL	A, B, F, J, V, W, JJ	A, B, F, U, V, W, LL, SS		
S A3	Alcohol - Sale/Attempted Sale/Transmittal	A, B, D, F, I, U, V, W, LL, SS				
S DS	Drug – Possession with Intent to Sell, Sale, Attempted Sale, and/or Transmittal of Leaf Marijuana (less than 20g)	A, B, D, F, U, V, W, LL, SS				
S D7	Drug - Sale/Attempted Sale/Transmittal of Unauthorized Substance	A, B, D, F, U, V, W, LL, SS				
S DP	Drug Paraphernalia - Use/Possession/Sale/Purchase/Transmittal	A, B, D, F, I, V, W, HH	A, B, D, F, I, V, W, HH	A, B, D, F, I, J, V, W, JJ	A, B, D, F, U, V, W, LL, SS	

Broward County Public Schools  
Administrative Discipline Matrix (SY 2024-2025)  
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
	Acts Against Persons						
		MP	Mistreatment of Peers	A, C, Y			
Hope	S	ZA	Bullying	A, B, C, U, W, LL, SS, TT	A, C, F, BB	A, B, C, H, BB	
Hope	S	HA	Harassment	A, B, C, K, W, DD, TT	A, B, C, U, W, LL, SS, TT		
*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.							
*For Fighting Medium & Fighting – Minor Altercation/Confrontation suspension reduced to five (5) for 1 <sup>st</sup> Consequence and seven (7) days 2 <sup>nd</sup> Consequence if student attends AES.							
Hope	S	F1	Fighting –Major Mutual Combat* See above	A, B, C, I, K, V, W, KK, TT	A, B, C, I, U, V, W, LL, SS, TT		
Hope	S	F2	Fighting – Medium* See above	A, B, C, I, KK, TT *Suspension reduced to 5 days if student attends AES	A, B, C, I, K, KK, TT *Suspension reduced to 7 days if student attends AES	A, B, C, I, U, LL, TT	
		ZI	Minor Altercation/Confrontation* See above	A, B, C, EE	A, B, C, GG	A, B, C, K, II *Suspension reduced to 5 days if student attends AES	A, B, C, KK *Suspension reduced to 7 days if student attends AES
Hope	S	ZT	Hazing (Grades 6-12)	A, B, C, F, U, V, W, LL, SS, TT			
	S	SS	False Accusation Against School Staff	A, B, F, I, K, V, W, DD, TT	A, B, U, V, W, LL, SS, TT		
**When deciding what disciplinary action should be taken, the Administrator may consider the severity of the offense and may impose a more severe consequence.							
Hope	S	56	Sexual Misconduct &/or Indecent Exposure (Sexual Offense)**	A, B, F, K, V, W, DD, TT	A, B, F, U, V, W, LL, SS, TT		
		HT	Inappropriate Touching/Language/Gestures	A, F, Y	A, B, F, BB	A, B, F, H, BB	
Hope	S	50	Sexual Harassment	A, B, C, F, V, W, DD, TT	A, B, C, U, V, W, LL, SS, TT		
		ZN	Threat/Intimidation Low level/Transient	A, C, F, Y	A, B, C, F, V, W, BB	A, B, C, F, V, W, EE	
Hope	S	TT	Threat/Intimidation Medium Level	A, C, F, V, W, BB, 77	A, B, C, F, V, W, EE, TT	A, B, C, F, V, W, CC, TT	A, B, C, F, V, W, DD, TT
Hope	S	TW	Threat/Intimidation with High Level	A, B, C, F, K, V, W, DD, TT	A, B, C, F, U, V, W, LL, SS, TT		
Hope	S	TV	Threat/Intimidation with Very High Level	A, B, C, F, U, V, W, LL, SS, TT			
Hope	S	S2	Sexual Assault	A, B, C, F, U, V, W, LL, SS, TT			
		21	Battery – Low Level	A, C, F, Y	A, B, C, F, H, BB		
Hope	S	PA	Simple Battery	A, B, C, D, F, K, V, W, DD, TT	A, B, C, D, F, U, V, W, LL, SS, TT		
	S	PE	Simple Battery on School Board Employee and Other Specified Categories	A, B, C, F, U, V, W, LL, SS			
Hope	S	23	Aggravated Battery	A, B, C, F, U, V, W, LL, SS, TT			



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>						
TH	Larceny/Theft – Minor <\$100	A, D, E, Z	A, D, E, F, BB	A, D, E, F, M, CC		
T5	Larceny/Theft – Petty <\$750	A, B, D, E, I, V, W, EE	A, B, D, E, I, H, V, W, HH	A, B, D, E, I, V, W, KK, SS		
S	Larceny/Theft – Grand ≥ \$750	A, B, D, E, F, K, V, DD	A, B, D, E, F, U, V, W, LL, SS			
V4	Vandalism/Damage to Property < \$1000	A, B, D, E, I, V, W, EE,	A, B, D, E, I, V, W, HH	A, B, D, E, I, V, W, KK, SS		
S	Criminal Mischief/Damage to Property ≥ \$1000	A, B, D, E, F, K, V, W, DD	A, B, D, E, F, U, V, W, LL, SS			
Z3	Technology – Inappropriate Use (Computers or Networks)	A, Y	A, B, BB			
S	Technology – Illegal Use (Computers or Networks)	A, B, K, V, W, DD	A, B, U, V, W, LL, SS			
S	Arson	A, B, C, E, F, U, R, V, W, LL, SS				
FS	Fire – Starting a Fire on Campus	A, B, C, D, E, F, K, R, V, W, DD	A, B, C, D, E, F, R, U, V, W, LL, SS			
S	Burglary – Unlawful Breaking/Entering into a School Facility or Property	A, B, E, F, K, V, W, DD	A, B, E, F, U, V, W, LL, SS			

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							
	S	WA	Weapons – Class A (Possessing/Displaying/Using/Selling/Transmitting)	A, B, C, D, F, T, V, W, LL, SS			
		WB	Weapons – Class B (Possessing/Displaying/Using/Selling/Transmitting)	A, B, C, D, K, V, W, DD	A, B, C, D, F, U, V, W, LL, SS		
Hope	S	R2	Robbery or Attempted Robbery	A, B, C, D, E, F, U, V, W, LL, SS, TT			
Hope	S	S1	Sexual Battery/Rape (Actual or Attempted)	A, B, C, F, U, V, W, LL, SS, TT			
Hope	S	K1	Kidnapping or Abduction/False Imprisonment	A, B, C, F, U, V, W, LL, SS, TT			
	S	42	Homicide	A, B, C, F, U, V, W, LL, SS			
	S	SE	Extortion	A, B, C, K, V, W, DD	A, B, C, F, U, V, W, LL, SS		
	S	B3	Threat to Kill/Mass Shooting	A, B, C, F, T, V, W, LL, SS			
	S	B4	False Report/Hoax	A, B, C, F, T, V, W, LL, SS			

Broward County Public Schools  
Administrative Discipline Matrix (SY 2024-2025)  
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	Level One Violation: Eating/Drinking on bus. Failure to sit as assigned by bus driver	A, L	A, L	A, NN	A, QQ	
Z8	Level Two Violation: Disrupting, distracting, disobeying the bus operator. Failure to utilize required safety equipment on the bus. Getting out of seat while bus is in motion. Loud talking, inappropriate remarks or spitting out of bus window at students, pedestrians, motorists	A, L	A, NN	A, QQ		
Z9	Level Three Violation: Placing head, arms, and legs outside of window. Opening the emergency door while the bus is in motion. Opening or exiting emergency door when the bus is stopped unless directed by the bus operator. Threats against the bus operator, attendant or passengers on the bus. Profanity directed at the bus operator or bus attendant. Fighting or smoking on the bus. Throwing objects out of the bus window or at the bus. Criminal Mischief/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, C, OO	A, C, PP	A, C, QQ		

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"Educating Today's Students to Succeed in Tomorrow's World."

Broward County Public Schools Is an Equal Opportunity/Equal Access Employer

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

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Code Book for Student Conduct

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# WE ALL DESERVE TO FEEL SAFE AND RESPECTED!



## Did you know?

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



## Who can you talk to for help?

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

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



# If you see something, say something.

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



## FortifyFL

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



## Broward Schools Online Tips

Go to [www.browardschools.com/SecurityTips](http://www.browardschools.com/SecurityTips) to submit an anonymous or confidential tip online.



## Broward Schools 24/7 Tipline

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



## Broward Schools Email for Tips

Submit a confidential tip by emailing [SecurityTips@browardschools.com](mailto:SecurityTips@browardschools.com).

