

**Broward County Public Schools**  
**Administrative Discipline Matrix – Grades K-2**  
**SY 2017-2020**

**NOTE: The Discipline Matrix sets forth the guidelines for assessing consequences for violations of School Board policies. School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances.**

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

**Action Legend**  
**Administrative Consequences/Interventions**

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

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

## Administrative Discipline Matrix Elementary Grades K-2

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

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

## 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	A, D, M	A, D, M	A, D, H, R		→
	OC	Over-the-Counter Medication – Sale/Attempted Sale/Transmittal	A, D, T	A, B, D, H, Z	A, B, D, G, BB		→
S	TU	Tobacco – Use/Possession/Sale/Transmittal	A, D, H, N, ZZ	A, D, F, T, ZZ	A, B, D, F, Z, ZZ	A, B, D, F, BB, ZZ	→
S	A1	Alcohol – Use/Possession/Under the Influence	P, A, B, D, F, II, ZZ	P, A, B, D, F, LL, NN, QQ, ZZ	P, A, B, D, F, LL, NN, ZZ	P, A, B, D, F, LL, NN, ZZ, AAA	→
S	D5	Drug – Possession/Use/Under the Influence	P, A, B, D, F, II, ZZ	P, A, B, D, F, LL, NN, QQ, ZZ	P, A, B, D, F, LL, NN, ZZ	P, A, B, D, F, LL, NN, ZZ, AAA	→
S	DF	Drug – Use/Possession of Unauthorized Substance	A, D, F, MM, NN, ZZ, AAA	A, B, D, F, MM, NN, ZZ, AAA			→
S	D6	Drug - Under the Influence of Unauthorized Substance	A, F, MM, ZZ, AAA	A, B, F, MM, NN, ZZ, AAA			→
S	A3	Alcohol - Sale/Attempted Sale/Transmittal	A, D, F, V, BB, ZZ	P, A, B, D, F, V, GG, ZZ, AAA	P, A, B, D, F, V, II, ZZ, AAA		→
S	D7	Drug - Sale/Attempted Sale/Transmittal	A, D, F, V, CC, ZZ, AAA	A, B, D, F, V, DD, ZZ, AAA	A, B, D, F, V, MM, NN, ZZ, AAA		→
S	DP	Drug Paraphernalia - Use/Possession/Sale/Transmittal	A, D, F, R, ZZ	P, A, B, D, F, GG, ZZ	P, A, B, D, F, II, ZZ	P, A, B, D, F, JJ, PP, ZZ, AAA	P, A, B, D, F, LL, NN, ZZ, AAA

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

## 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>							
	T5	Theft – Petty <\$300	A, B, E, R, ZZ	A, B, D, E, Z, ZZ	P, A, B, D, E, GG, ZZ	P, A, B, D, E, II, ZZ, AAA	P, A, B, D, E, JJ, ZZ, AAA
S	T6	Theft – Grand ≥ \$300	A, D, E, G, T, V, ZZ, AAA	A, B, D, E, G, V, Z, ZZ, AAA	A, B, D, E, I, CC, ZZ, AAA	A, B, D, E, I, FF, PP, ZZ, AAA	A, B, D, E, I, MM, NN, ZZ, AAA
S	80	Theft/Motor Vehicle	A, D, E, G, V, Z, ZZ, AAA	A, B, D, E, G, V, BB, ZZ, AAA	A, B, D, E, I, DD, ZZ, AAA	A, B, D, E, I, FF, PP, ZZ, AAA	A, B, D, E, I, MM, NN, ZZ, AAA
	V4	Vandalism/Damage to Property < \$1000	P, A, B, D, E, GG, ZZ	P, A, B, D, E, II, ZZ, AAA	P, A, B, D, E, JJ, PP, ZZ, AAA	P, A, B, D, E, LL, NN, ZZ, AAA	—————>
S	V5	Vandalism/Damage to Property ≥ \$1000	A, B, D, E, G, T, ZZ, AAA	A, B, D, E, G, BB, ZZ, AAA	A, B, D, E, I, DD, ZZ, AAA	A, B, D, E, I, FF, PP, ZZ, AAA	A, B, D, E, I, MM, NN, ZZ, AAA
	Z3	Technology – Inappropriate Use (computers or networks)	A, M, W, V	A, R, V	A, H, R, V		—————>
S	ST	Technology – Illegal Use (computers or networks)	A, CC, ZZ, AAA	A, B, EE, ZZ, AAA	A, B, FF, PP, ZZ, AAA	A, B, MM, NN, ZZ, AAA	—————>
S	13	Arson	A, B, E, G, FF, YY, ZZ, AAA	A, B, E, I, MM, NN, YY, ZZ, AAA			—————>
	FS	Fire – Starting a Fire on Campus	A, D, E, G, V, BB, ZZ, AAA	A, B, D, E, G, DD, YY, ZZ, AAA	A, B, D, E, I, FF, PP, YY, ZZ, AAA	A, B, D, E, I, MM, NN, YY, ZZ, AAA	—————>
S	36	Burglary – Unlawful breaking/entering into a school facility or property	A, B, D, E, H, R, ZZ, AAA	A, B, D, E, G, BB, ZZ, AAA	A, B, D, E, G, DD, ZZ, AAA	A, B, D, E, I, FF, PP, ZZ, AAA	A, B, D, E, I, MM, NN, ZZ, AAA

Type of Incident			1 <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	OS	Other Serious Incident/Delinquent Act	A, B, D, K, BB, ZZ, AAA	A, B, D, FF, PP, ZZ, AAA	A, B, D, MM, NN, ZZ, AAA		—————>
S	WA	Weapons – Class A (Possession/Use/Transmittal)	A, B, D, MM, OO, ZZ, AAA				—————>
S	WB	Weapons – Class B (Possession/Use/Transmittal)	A, B, D, BB, ZZ, AAA	A, B, D, CC, ZZ, AAA	A, B, D, EE, ZZ, AAA	A, B, D, FF, PP, ZZ, AAA	A, B, D, MM, NN, ZZ, AAA
S	R2	Robbery or Attempted Robbery	A, B, D, E, CC, ZZ, AAA	A, B, D, E, DD, ZZ, AAA	A, B, D, E, FF, ZZ, AAA	A, B, D, E, MM, NN, ZZ, AAA	—————>
S	R4	Robbery (Armed) or Attempted Armed Robbery	A, B, D, E, G, FF, NN, ZZ, AAA	A, B, D, G, MM, NN, ZZ, AAA			—————>
S	S1	Sexual Battery/Rape (Actual or Attempted)	A, B, FF, ZZ, AAA	A, B, G, MM, NN, ZZ, AAA			—————>
S	K1	Kidnapping or Abduction	A, B, FF, ZZ, AAA	A, B, G, MM, NN, ZZ, AAA			—————>
S	42	Homicide	A, B, MM, NN, ZZ, AAA				—————>
S	SE	Extortion	A, B, DD, ZZ, AAA	A, B, FF, ZZ, AAA	A, B, MM, NN, ZZ, AAA		—————>
S	B3	Bomb Threat (Placing)	A, B, MM, OO, ZZ, AAA				—————>
S	B4	Bomb Threat (False Reporting)	A, B, MM, OO, ZZ, AAA				—————>

### Elementary Grades K-2

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