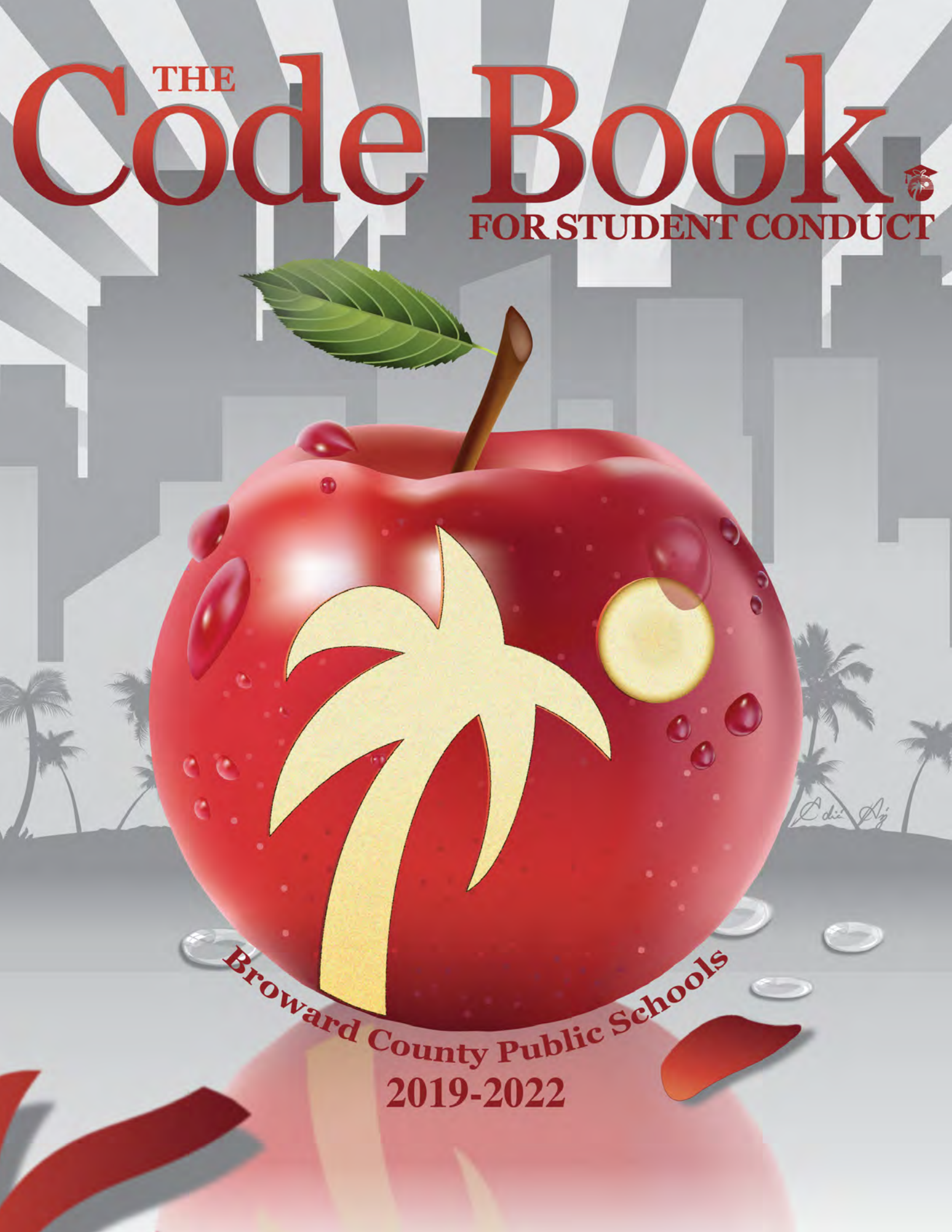
THE Code Book

FOR STUDENT CONDUCT



Broward County Public Schools

2019-2022

FALSE ADDRESS CAN LEAD TO ARREST

IMPORTANT NOTICE TO PARENTS

SUBJECT: RESIDENCY

Your child has the right to attend school in the boundary in which you, the parent, reside. It is the responsibility of the parent to provide proper and accurate documentation to the school to prove residency. **The school shall have the right to verify any information that is provided to them.**

Submission of Fraudulent Documentation

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Policy 5.1, any parent who submits fraudulent documentation to register a student gives cause for such student **to be withdrawn immediately** and referred for enrollment in the appropriate boundaried school.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

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

IMPORTANT THINGS TO DO

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

1. The Acknowledgement Form on page xiii of this Code of Student Conduct book must be signed and returned within 3 days of receipt of the form. Your signature does not mean you agree or disagree with the rules, but rather that you have reviewed the electronic book and know the rules. A copy of the Acknowledgement Form is provided on page xliii of this booklet and should be retained for your records.

2. Choose your options for Media Release on page xiv. You must select one option in Section A and another option in Section B. If you do not choose an option in either section, you will default to allow the school to photograph your child, videotape your child, or for your child to be interviewed by the news media or the School District for school and district purposes.

3. Parents of students in any grade level (or independent students 18 or over) may opt out of (prevent) having any or all directory information provided to certain outside agencies as well as for certain uses within their child's school or school district (for example, information published in yearbooks and school programs).

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

4. For 11th and 12th grade students who do not wish to share directory information with armed services/military recruiters and/or postsecondary educational institutions, complete the Opt-Out Notification Form on page xvi and submit the form to the school.

5. The District's Discipline Matrix assigns specific consequences for violating the rules of the Code of Student Conduct and is part of the school's discipline plan. A copy is now located in Appendix A of this booklet. Please review the Discipline Matrix with your child. For more information on the matrix, talk with a school administrator.

Whenever the term "parent" is used, it also refers to either or both parents, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of a parent.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
600 S.E. 3rd Avenue • Fort Lauderdale, Florida 33301 • Office: 754-321-2600 • Fax: 754-321-2701

ROBERT W. RUNCIE
Superintendent of Schools

The School Board
Broward County, Florida

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Dr. Rosalind Osgood, Vice Chair

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Robin Bartleman
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Welcome to the New School Year!

Dear Students and Parents:

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

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

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

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

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

Sincerely,

Robert W. Runcie
Superintendent

RWR/ALH/NS/ar

See Something. Hear Something. Say Something.

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

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

Download and Use the SaferWatch App

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

Download and Use the FortifyFL App

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

Contact Silence Hurts

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

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

Established 1915
BROWARD
County Public Schools

Broward 2-1-1

Get Connected. Get Answers.

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 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

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

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

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

www.211-broward.org | Dial 2-1-1 or (954) 537-0211

Broward Schools and Broward County Library
Library Card Drive

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

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

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

Identification Requirements

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

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

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

Section A:

Photo Identification, such as:

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

Section B:

Address Verification, such as:

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

BROWARD COUNTY FLORIDA

HUMAN TRAFFICKING...

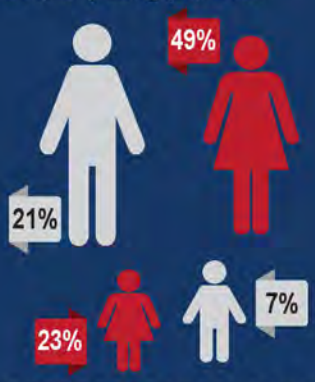
IT CAN HAPPEN TO **ANYONE!**

What is Human Trafficking?

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

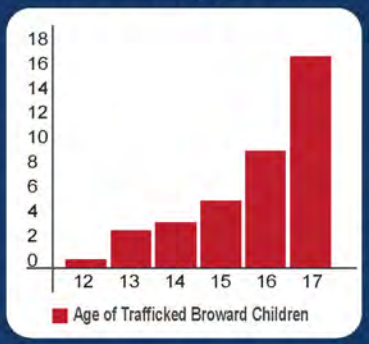
LET'S BREAK THE CHAINS OF SLAVERY

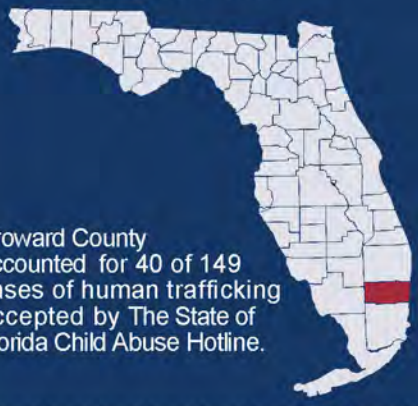
Trafficking happens everywhere, but most victims are trafficked close to home, and exploiters are often fellow citizens. The most common form of trafficking reported is sexual exploitation and most survivors are female. Some under-served populations at greater risk are those who may be LGBTQ, intellectually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



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

Broward County's Numbers





Broward County accounted for 40 of 149 cases of human trafficking accepted by The State of Florida Child Abuse Hotline.

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

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

KNOW THE SIGNS
Learn more at ***Browardschools.com/humantrafficking prevention***

SPREAD THE WORD
Observe Human Trafficking Awareness Day every January 11th, BCPS staff find resources in ***SC&D's SharePoint***

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

The School Board of Broward County, Florida • Lori Alhadeff • Robin Bartleman • Heather P. Brinkworth • Patricia Good • Donna P. Korn • Laurie Rich Levinson • Ann Murray • Dr. Rosalind Osgood • Nora Rupert • Robert W. Runcie, Superintendent of Schools

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

Table of Contents

FORMS

Acknowledgement Form....xiii
Media Release Form....xiv
FERPA Opt Out Notification Form (All Grades)....xv
ESSA Opt Out Notification Form (11th & 12th Grades)....xvi
Family Life/Human Sexuality Exemption Form (All Grades)....xix
Authorization for Medication Form (All Grades)....xxiii
Authorization for Selected Over-the-Counter (OTC) Medication with Parental Approval (Grades 9-12)....xxv
Authorization for Over-the-Counter (OTC) Topical Products with Parental Approval (All Grades)....xvii
Authorization for Respiratory Treatment Form....xxix
Authorization for Gastrointestinal/Genitourinary Treatment Form....xxxi
Health Screening Opt-Out Form....xxxiii
Florida Heiken Children's Vision Program Form....xxxv
Walking and Biking to School Parent Survey (All Grades)....xxxvii
Student Housing Questionnaire (SHQ) (All Grades)....xxxix
Acknowledgement Form (Parent Copy)....xlv

POLICY

Guiding Principles....1
Introduction....5

Section I: Attendance....7
Section II: Respect for Persons and Property....15
Expected Behaviors....16
Unacceptable Behaviors Leading to Disciplinary Action....17
School Bus Behavior....21
Discrimination and/or Harassment....23
Section III: Dress Code....25
Section IV: Technology Usage....29
Social Media Use Guidelines....32
Section V: Student Activities and Assembly....35
Section VI: Student Free Speech and Distribution of Materials....39
Section VII: School Sponsored Publications....43
Section VIII: Privacy of Student Records....45
Collection, Use and Disclosure of Social Security Numbers of Students....46
Family Educational Rights and Privacy Act (FERPA)....47
Protection of Pupil Rights Amendment (PPRA) Notice....50
Privacy Practices Related to Students and Family Medical/Mental Health Records (HIPAA)....52
Section IX: Interventions and/or Consequences....55
Possible Interventions and/or Consequences of Misbehavior....56
Consequences of Serious Misbehavior Leading to Suspension and/or Expulsion....57
Preventing Recidivism through Opportunities, Mentoring, Interventions, Supports and Education (PROMISE)....59
Medications: Use, Possession, Sale and/or Transmittal Leading to Suspension and Possible Expulsion....60
Drug and Substance Abuse Offenses Leading to Suspension and Possible Expulsion....61
Other Offenses (Non-Drug and Non-Substance Abuse Offenses) Leading to Suspension and Possible Offenses Leading to Mandatory Expulsion....71
Expulsion/Expulsion Abeyance....74
Workback....74

Out-of-District Expulsion 75
Definition of Weapons 76
Other Definitions for this Policy 77
Section X: Right to Appeal and Grievance Procedures.....79
Appendix A: Discipline Matrices.....83
Grades K-2.....85
Grades 3-5.....91
Grades 6-8.....97
Grades 9-12.....103

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

Summary of Changes

Additions and Revisions

Forms:

- Media Release Form
- Family Educational Rights and Privacy Act (FERPA)
- ESSA Opt-Out Form
- Family Life/Human Sexuality Exemption Form
- Authorization for Medication Form
- Authorization for Respiratory Treatment Form
- Authorization for Gastroinestinal/Genitourinary Treatment Form
- Safety Concern Notification Flyer
- Florida Heiken Children's Vision Program Form
- Power Up Meal Charge Policy Flyer
- Parent Survey about Walking and Biking to School
- Student Housing Questionnaire

Additions, Revisions and Clarifying Language pertaining to:

- Section I - Rights and Responsibilities
- Section I - Excused Absences
- Section II - Respect for Persons and Property
- Section II - Disruptive Incidents
- Section II - Substance Abuse/Drug Incidents
- Section II - Acts Against Persons
- Section II - Unacceptable Behaviors on a School Bus Leading to Disciplinary Action
- Section II - The Hope Scholarship Program
- Section V - Rights and Responsibilities
- Section VI - Student Free Speech and Distribution of Materials
- Section VIII - Family Educational Rights and Privacy Act (FERPA) Notice
- Section VIII - Protection of Pupil Rights Amendments (PPRA Notice)
- Section VIII - Health Insurance Portability and Accountability Act (HIPAA) Notice
- Section IX - Zero Tolerance
- Section IX - Preventing Recidivism through Opportunities, Mentoring, Interventions, Supports and Education (PROMISE)
- Section IX - Medications: Use, Possession, Sale, and/or Transmittal Leading to Suspension and Possible Expulsion
- Section IX - Drug and Substance Abuse Offenses Leading to Suspension and Possible Expulsion
- Section IX - Other Offenses (Non-Drug and Non-Substance Abuse Offenses) Leading to Suspension and Possible Expulsion
- Section IX - Mandatory Expulsion
- Section IX - Workback Program Opportunities
- Section IX - Out-of-District Expulsion and Other Actions
- Section IX - Other Definitions for this Policy
- Appendix – Discipline Matrices, Grades K-2; 3-5; 6-8 and 9-12

In alignment to Policy 5.8 adopted June 11, 2019

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Forms

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Acknowledgement

Policy 5.8, Code of Student Conduct, lists the District's rules for students in Broward County Public Schools. The rules apply to all activities occurring on school grounds, on other sites being used for school activities, and on any vehicles authorized to transport students. Your signature below does not indicate that you agree or disagree with the rules, but rather that you have reviewed the electronic copy of these rules (http://www.browardschools.com/codeofconduct). Return this form to school within 3 days from the first day of school or from the date of enrollment. If you would prefer to complete all required forms electronically, please access the Back to School Toolkit (https://www.browardschools.com/backtoschool).

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

- Know that for school safety, schools are not required to provide supervision more than 30 minutes prior to the official starting time, nor are they required to provide supervision for more than 30 minutes after the official closing time (F.S. 1003.31 (2)).
- Know that for school safety, for students who ride a school bus, drivers are NOT permitted to let students off the bus except at the designated stop.
- Provide the school with the names of current emergency contact person(s) and/or telephone numbers on an annual basis and when there are changes.
- Notify the school of anything that may affect their child's ability to learn, to attend school regularly, or to take part in school activities.
- Be aware that medicine must be administered in accordance with SB Policy 6305 and 6305.1, as may be amended, and that consequences for transmittal and/or sale or attempted sale of over-the-counter medications and possession and/or use of unauthorized medications can be found in SB Policy 5006. SB Policy 6305 outlines the rules regarding over-the-counter and prescription drugs and SB Policy 5006 outlines the consequences for violating those rules. You may view the complete health and suspension and/or expulsion policies, as well as all School Board policies, on the Web at: http://www.Broward.k12.fl.us/sbbcpolicies
- Be aware that parents have rights with regard to the privacy and confidentiality of student records that are maintained by schools as defined in Section VIII of this booklet.
- Neither the School Board of Broward County nor its employees will be held liable for items that are prohibited and are lost, stolen, or confiscated; or for wireless communication devices or other personal technology that are lost, stolen, or confiscated.
- Be aware that confiscated items not claimed by the end of the school year will be donated to local charities.
- Recognize that they are responsible for their student's behavior on the way to and from school and at the bus stop. A safe and respectful learning environment is key to academic achievement; therefore any student's off campus actions that seriously affect a student's ability to learn or a staff member's ability to teach may be handled as a disciplinary infraction. For serious incidents that occur at bus stops and/or that are not on School Board property, parents should contact law enforcement directly. For bullying incidents (see bullying definition, Section II), school officials should be notified and will investigate and/or provide assistance and intervention, as the principal/designee deems appropriate, which may include the use of the School Resource Officer.
- Ensure their child demonstrates legal, ethical and responsible use of technology including networks, digital tools, the Internet, and software, as defined in Section IV of this booklet.
- Parents will continue to maintain responsibility for students who reach the age of majority, (18 years or older), for all educational and discipline purposes, with exceptions as provided by statute.

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

Student Name (PRINT)	Student Signature
Parent/Guardian Name (PRINT)	Parent/Guardian Signature
Date	

In alignment to Policy 5.8 adopted June 11, 2019

Media Release Form 2020/2021 School Year (All Grades)

As a parent of a student in Broward County Public Schools, I understand that my child may be photographed, videotaped or interviewed by the news media or by the School District for informational and/or promotional purposes. I understand that pictures and interviews may be used on the District's website, in School District publications, external publications and electronic media as indicated below.

You Must Mark a Choice in Both Section A and Section B
(If no choice is marked in both sections, then the choice will default to Choice #1)

Section A - External Outlets/Media

Please Check Choice #1 or Choice #2

1. ____ I WILL permit my student to be photographed, videotaped, and/or interviewed by the news media when the news media has secured proper authorization from Broward County Public Schools.

2. ____ I WILL NOT permit my student to be photographed, videotaped, and/or interviewed by the news media.

Section B - Broward County Public Schools

Please Check Choice #1 or Choice #2

1. ____ I WILL permit my student to be photographed, videotaped, and/or interviewed for school publications, such as school yearbooks, school newspapers, school and/or District websites, social media/BECON TV, or for other communication tools by Broward County Public Schools or its approved vendors. I understand the District may be required to release this information if requested by the media or other members of the public (i.e., public records requests). *Note: Student's name, student's home address, student/* ***parent phone number, grade level, student identification number, teacher's name and room number may be released in*** *order to facilitate school-based publications. Athletic team member's team position and jersey number may be disclosed during sporting events.*

2. ____ I WILL NOT permit my student to be photographed, videotaped, and/or interviewed for school publications, such as school yearbooks, school newspapers, school and/or District websites, social media/BECON TV, or for other communication tools by Broward County Public Schools or its approved vendors.

_____	_____	_____
Student Name (PRINT)	Student Signature	Date
_____	_____	_____
Parent/Guardian Name (PRINT)	Parent/Guardian Signature	Date

FERPA Opt-Out Notification Form 2020/2021 School Year (All Grades)

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

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

PURPOSES OF DISCLOSURE OF DIRECTORY INFORMATION

"Directory Information" is personally identifiable information that would not generally be considered harmful or an invasion of privacy if disclosed. Pursuant to FERPA, SBBC may disclose, in its discretion, directory information of a student in any grade level, if the parent or student age 18 or over did not "opt out" of the disclosure. SBBC reserves the right to release the Directory Information only:

(a) to colleges, universities or other institutes of higher education in which the student is enrolled, may seek enrollment or may be recruited;

(b) for athletic events, school publications, instructional materials and other school communication tools (including, but not limited to, yearbooks, athletic programs, graduation programs, recruitment brochures, theatrical programs, school and District websites, social media, and postings and displays throughout the school facility);

(c) to Broward County health officials for purposes of communicating with parents to address conditions of public health importance as determined by Florida Department of Health (64D-3, F.A.C.), including information to meet or to prepare for a potential or confirmed health threat; and/or

(d) to class reunion committees (and the like) for purposes of class reunion activities.

TYPES OF DIRECTORY INFORMATION

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

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

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

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

Student Name _____ School _____

Parent/Guardian/Eligible Student's Name (Print) _____

Parent/Guardian/Eligible Student's Signature _____ Date _____

Note: Regarding former students, SBBC shall continue to honor any valid request to opt out of the discloure of directory information made while a student was in attendance, unless the former student rescinds the opt out request (34 CFR 99.37(b)).

For parents in selected occupations:

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

ESSA Opt-Out Form (11th & 12th Grades) 2020/2021 School Year

MILITARY & POSTSECONDARY

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

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

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

Information disclosed to armed services/military recruiters:

1. _____ I WILL permit the limited information listed above to be disclosed to armed services/military recruiters.

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

Information disclosed to postsecondary institutions:

1. _____ I WILL permit the limited information listed above to be disclosed to postsecondary institutions.

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

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

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

Student Name _____ Grade _____

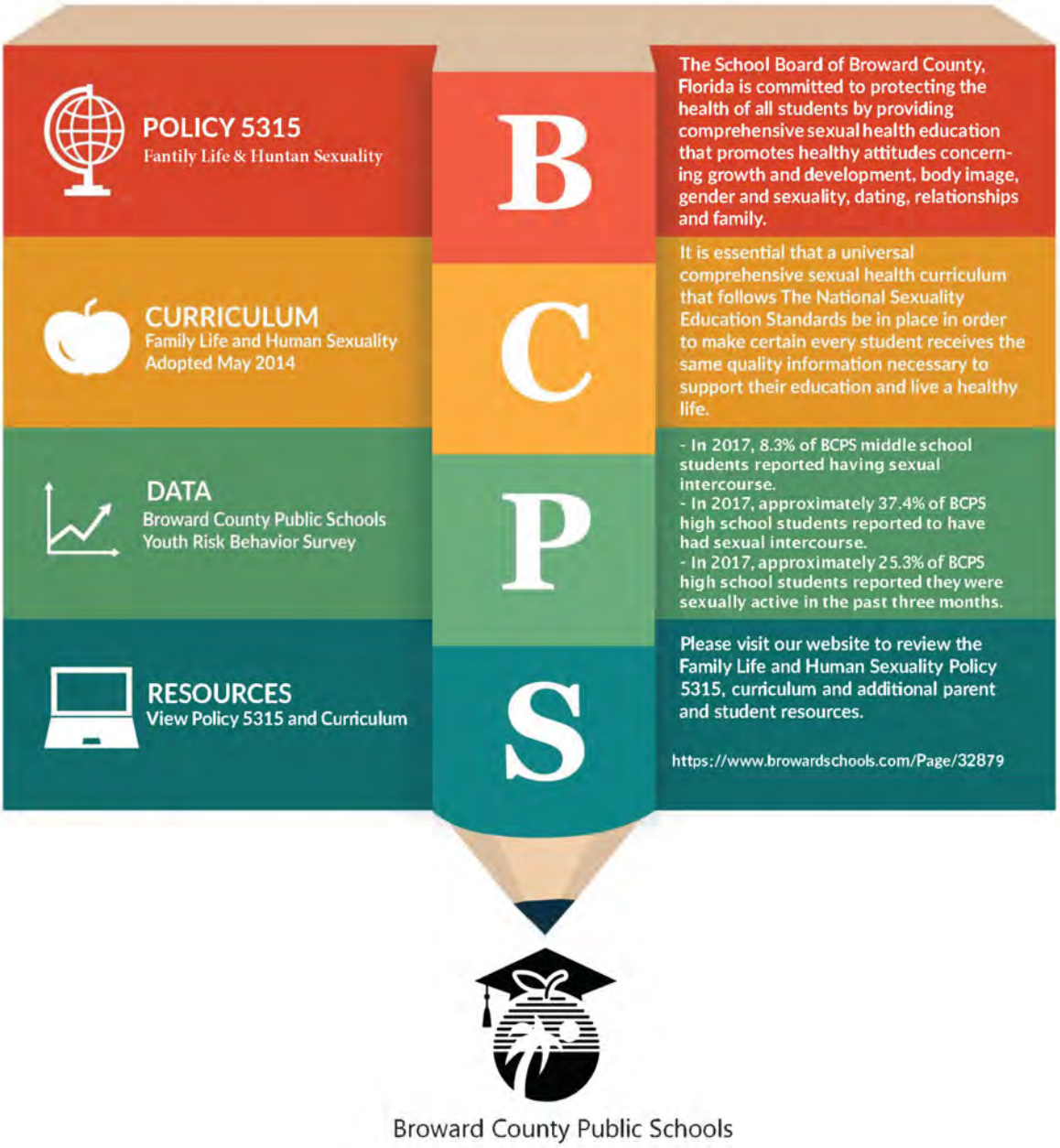
School Name _____

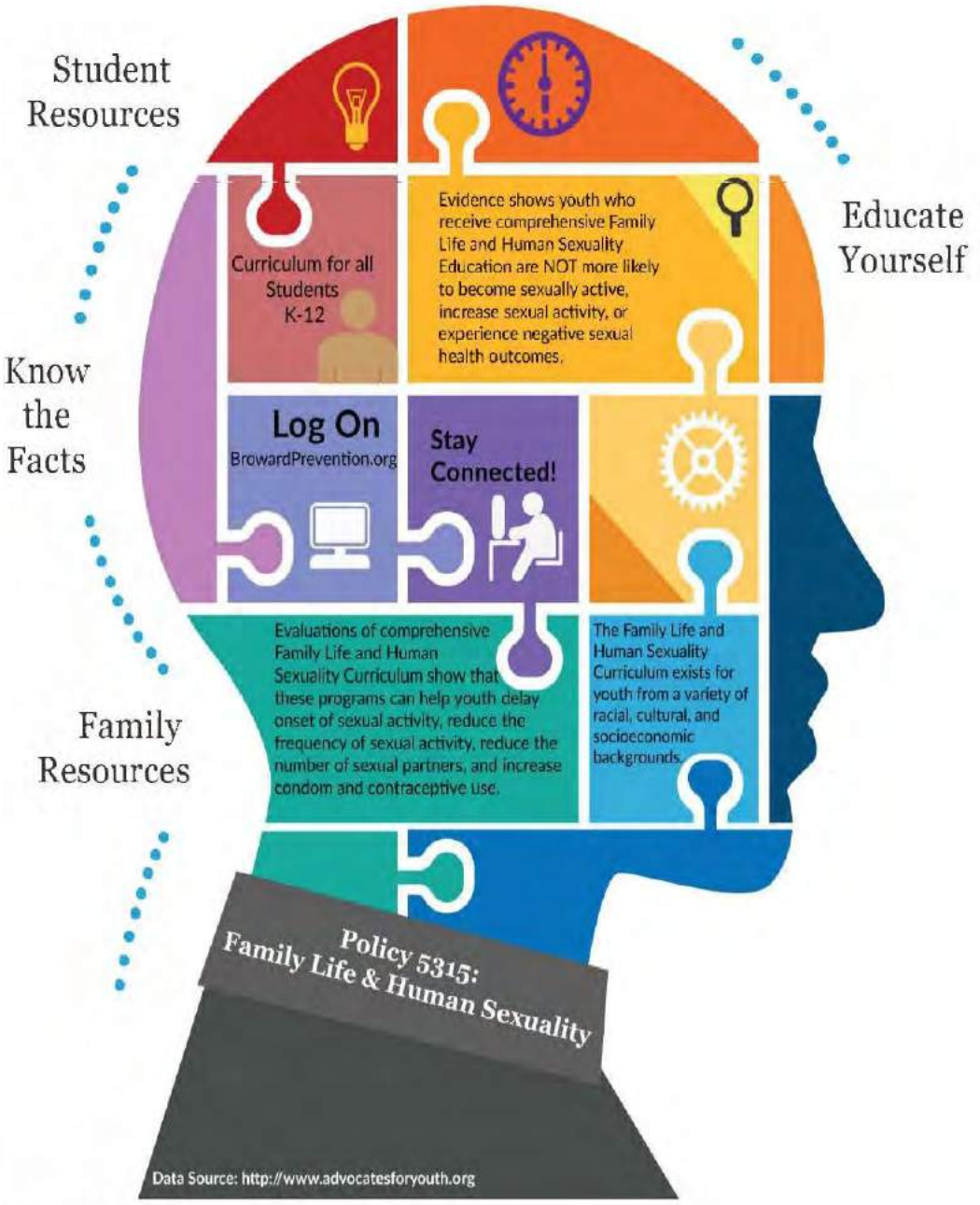
Parent/Guardian/Eligible Student's Name (Print) _____

Parent/Guardian/Eligible Student's Signature _____

Date _____

Family Life & Human Sexuality





What does the curriculum cover?

K-3

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

4-5

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

6-8

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

9-12

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

Family Life/Human Sexuality Exemption Form 2020/2021 (All Grades)

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

Policy 5315, Family Life/Human Sexuality, states in part:
"It is essential that a universal comprehensive sexual health curriculum that follows the National Sexuality Education Standards be in place in order to make certain every student receives the same quality information necessary to support their education and live a healthy life."

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

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

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

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

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

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

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

School Name _____

Student Name _____ Grade _____

Parent/Guardian Name (Print) _____

Parent/Guardian Signature _____ Date _____

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THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
1400 N.W. 14th Court • Fort Lauderdale, Florida 33311 • Office: 754-321-1575 • Fax: 754-321-1696

Coordinated Student Health Services
Marcia Bynoe, ARNP-BC,MSN, FNP/SNP, Director
www.browardschools.com
marcia.bynoe@browardschools.com

The School Board of
Broward County, Florida

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Dear Parent,

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

Medical Examination

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

Communicable Diseases/Illnesses

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

Please keep your child home if your child has:

- Flu-like symptoms
- Fever greater than 100.4 degrees
- Sore throat, coughs, chills, and/or body aches
- Rashes, yellow eye drainage, or greenish-yellow phlegm from a cough or cold, vomiting, diarrhea, etc.

Chronic Health Conditions

If your child has any of the following health conditions, including, but not limited to, asthma, diabetes, cystic fibrosis, sickle cell anemia, seizures, allergic reactions to food, insect bites, etc., please inform the school.

Parents should:

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

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

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

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

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

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

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

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

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

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

Immunizations (Please refer to F.S. 1003.22)

- Make sure your child's required immunizations are up to date. If you are not sure, you can check with your healthcare provider or the Florida Department of Health-Broward at (954) 467-4700
- Parents may obtain medical exemptions from their healthcare provider or a religious exemption from the Florida Department of Health-Broward

School Health Centers, Community Resources, Immunizations & Health Care

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

Additional information on school entry requirements is available at http://www.browardhealthservices.com/parent-information/registration-requirements/.
If you have any questions, please contact your child's school.

Authorization for Medication Form 2020/2021 (All Grades)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Coordinated Student Health Services • 1400 NW 14th Court, Ft. Lauderdale, FL 33311 • (754) 321-1575

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

PART I: TO BE COMPLETED BY PARENT/GUARDIAN

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

Student Name _____ Date of Birth _____ Grade _____

School _____

Parent/Guardian Signature _____ Phone # _____ Date _____

PART II: TO BE COMPLETED BY PHYSICIAN/PROVIDER

Allergies _____

Diagnosis _____

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

Please check the appropriate box:

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

Please list any limitations/precautions that should be considered _____

_____

Physician's Name (Print) _____ Physician's Signature _____

Physician's Telephone # _____ Physician's Fax # _____

Date Completed _____

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

Check as appropriate:

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

_____ _____ _____

School Designee/Healthcare Personnel (Print) | School Designee/Healthcare Personnel (Signature) | Date

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THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

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

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

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

I. Student/Parent Information

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

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

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

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

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

Parent/Guardian Name (Print) _____

Parent/Guardian Signature _____ Relationship to the Student _____

Home Phone _____ Business/Mobile Number _____

Email Address _____

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

Student Name (Print) _____

Student Signature _____

V. To Be Completed by Notary Public Only

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this __ day of _____, 20_____, by

_____.

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

(Notary Seal)

_____
Offical Notary Signature

_____
Printed Name of Notary

Authorization for Over-the-Counter (OTC) Topical Products with Parental Approval (All Grades) 2020/2021

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

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

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

Effective for School Year 20_____ - 20 _____

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

I. Student/Parent Information

Student's Name (Print Name)	Birth Date	Allergies	Grade

Parent/Guardian (Print Name)	Address

Home Phone	Work Phone	Other Phone

To Be Completed by Parent/Guardian

NO AEROSOL OR PUMP PRODUCTS PERMITTED

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

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

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

Parent/Guardian Name (Print) _____

Parent/Guardian Signature _____ Relationship to the Student _____

Home Phone _____ Business/Mobile Number _____

Email Address _____

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Authorization for Respiratory Treatment Form 2020/2021 (All Grades)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Coordinated Student Health Services • 1400 NW 14th Court, Ft. Lauderdale, FL 33311 • (754) 321-1575

Authorization for Medication/Treatment - Respiratory Treatment Form

PART I: TO BE COMPLETED BY PARENT/GUARDIAN

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

School _____

Student Name _____ Date of Birth _____ Grade _____

Parent/Guardian Signature _____ Phone # _____ Date _____

PART II: TO BE COMPLETED BY PHYSICIAN/PROVIDER

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

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

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

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

Physician's Name (Print) _____ Physician's Signature _____

Physician's Telephone # _____ Physician's Fax # _____

Date Completed _____

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Authorization for Gastrointestinal/Genitourinary Treatment Form 2020/2021 (All Grades)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

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

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

PART I: TO BE COMPLETED BY PARENT/GUARDIAN

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

School _____

Student Name _____ Date of Birth _____ Grade _____

Parent/Guardian Signature _____ Phone # _____ Date _____

PART II: TO BE COMPLETED BY PHYSICIAN/PROVIDER

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

Diagnosis

☐ G-Tube
G-Tube Type _____
Size _____ FR Length _____cm
Balloon Volume _____mL

☐ Oral feeds tolerated ☐ Nothing by mouth
☐ Not accessed during school hours
Type(s) of oral feeds tolerated _____
Tube feeding formula _____
Feeding amount _____
Delivered via ☐ Pump _____mL/hr ☐ Gravity
Frequency _____
Water flush _____mL Frequency _____

If G-Tube becomes dislodged and student is receiving services of trained one to one nurse, nurse may replace G-Tube
☐ Yes ☐ No

Specify Instructions _____
_____

Allergies

Ostomy Care Instructions _____

Catheterization:
☐ Indwelling ☐ Suprapubic ☐ Condom
☐ Mitrofanoff ☐ Straight ☐ Urostomy

Catheter Size _____
Frequency _____

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

_____

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

Physician's Name (Print) _____ Physician's Signature _____

Physician's Telephone and Fax # _____ Date Completed _____

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Health Screening Opt-Out Form 2020/2021 (Grades KG, 1st, 3rd and 6th)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Coordinated Student Health Services • 1400 NW 14th Court, Ft. Lauderdale, FL 33311 • (754) 321-1575

Health Screening Opt-Out Form

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

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

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

Student Name _____ Gender _____

School _____ Grade _____

DO NOT SCREEN:

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

Parent/Guardian Name (Print) _____

Parent/Guardian Signature _____

Date _____

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Florida Heiken Children's Vision Program Form 2020/2021 (All Grades)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

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

Florida Heiken Children's Vision Program

(Broward Free Eye Exam & Eyeglasses School Program)

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

School (Full Name) _____ Grade_____Teacher _____ Student I.D. _____

Student's Name_____ Male/Female (Circle One) Student's Date of Birth _____

Address _____ Apt._____ City _____ Zip Code _____

Home Phone _____ Parent/Guardian Day Phone _____

Parent/Guardian Name (Print) _____ E-mail Address _____

Ethnicity (Circle One): African-American Asian Hispanic Native-American White (Non-Hispanic) Haitian Other _____

Spoken Language (Circle One): English Spanish Creole Portuguese Other _____

Has your child seen an eye doctor in the past year? Yes_____ No _____ Does your child wear glasses? Yes _____ No _____

Please list any medication or eye drops your child uses: _____

Please list any allergies your child has: _____

Does your child have any special needs/developmental delays? Yes _____ No _____ Explain: _____

Does your child require any auxiliary aids (such as interpreter, sign language, visual aids, wheelchair, Braille)? Yes _____ No _____ If Yes, please explain: _____

Has your child had any of the following:

YES	NO	
☐	☐	Eye Surgery / Injury
☐	☐	Vision Therapy
☐	☐	Headaches
☐	☐	Glaucoma
☐	☐	Diabetes
☐	☐	Sickle Cell
☐	☐	Asthma

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

YES	NO	
☐	☐	Eye Turn / Lazy Eye
☐	☐	Blindness
☐	☐	Macular Degeneration
☐	☐	Glaucoma
☐	☐	High Blood Pressure
☐	☐	Sickle Cell
☐	☐	Other

Please explain any "YES" answers from above: _____

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

Notice of privacy practices - By signing below, I understand that the Notice of Privacy Practices for the Florida Heiken Children's Vision Program is available for review, if I should request a copy via phone at (305) 856-9830/(888) 996-9847.

Mutual exchange of information - By signing below, I authorize the mutual release of information between the Florida Heiken Children's Vision Program and Broward County Public Schools (BCPS) of any and all optometry medical reports on my child to participating program providers, to determine appropriate care. I also authorize BCPS to release any required information on my child's eligibility for the free/reduced lunch program and any missing or unclear information requested to process this application. I/We release and hold harmless the County School Board of any and all responsibility and liability for any injury or claim resulting from participation in the Florida Heiken Children's Vision Program because of accident or mishap involving the participation of my child/ward in the program.

LEGAL GUARDIAN SIGNATURE (to receive exam) _____ Date: _____

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

Signature (Authorization to bill insurance) _____ Date: _____

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

PARENTS: Apply for this FREE service with faster processing from your mobile phone at:http://www.floridaheiken.org/. If you don't have internet access, complete, sign, and return this to your child's school. For any questions, please call 1-888-996-9847.

FOR FASTER, SECURE PROCESSING, APPLY ON YOUR PHONE AT: http://www.floridaheiken.org/

For School Personnel Use Only:	**For Heiken Use Only:** Scanned ☐
County: **Broward**	Account #: _____
Referring school/agency: _____	Eligibility Status: _____
Vision Screening Fail Date (Mandatory): _____	Eligibility Date: _____
Qualifies for Free/Reduced Program (Circle One): YES NO	Insurance: _____
Signature: _____ **Date:** _____	

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

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Walking and Biking to School Parent Survey 2020/2021 (All Grades)

Dear Parent or Caregiver,

Your child's school wants to learn your thoughts about children walking and biking to school. This survey will take about 5-10 minutes to complete. We ask that each family complete only one survey, per school your children attend. If more than one child from a school brings a survey home, please fill out the survey for the child with the next birthday from today's date.

After you have completed this survey, send it back to the school with your child or give it to the teacher. Your responses will be kept confidential and neither your name nor your child's name will be associated with any results. **Thank you for participating in this survey!**

CAPITAL LETTERS ONLY - BLUE OR BLACK INK ONLY

School Name:

1. What is the grade of the child who brought home this survey? ☐☐ Grade (PK, K, 1, 2, 3...)

2. Is the child who brought home this survey male or female? ☐ Male ☐ Female

3. How many children do you have in Kindergarten through 8th grade? ☐☐

4. What is the street intersection nearest your home? (Provide the names of two intersecting streets)

and

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

5. How far does your child live from school?

☐ Less than ¼ mile
☐ ¼ mile up to ½ mile
☐ ½ mile up to 1 mile
☐ 1 mile up to 2 miles
☐ More than 2 miles
☐ Don't know

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

6. On most days, how does your child arrive and leave school? (Select one choise per column, mark box with X)

Arrive at School	Leave from School
☐ Walk	☐ Walk
☐ Bike	☐ Bike
☐ School Bus	☐ School Bus
☐ Family Vehicle (only children in your family)	☐ Family Vehicle (only children in your family)
☐ Carpool (children from other families)	☐ Carpool (children from other families)
☐ Transit (city bus, subway, etc.)	☐ Transit (city bus, subway, etc.)
☐ Other (skateboard, scooter, inline skates, etc.)	☐ Other (skateboard, scooter, inline skates, etc.)

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

7. How long does it normally take your child to get to/from school? (Select one choice per column, mark box with X)

Travel time to school	Travel time from school
☐ Less than 5 minutes	☐ Less than 5 minutes
☐ 5 – 10 minutes	☐ 5 – 10 minutes
☐ 11 – 20 minutes	☐ 11 – 20 minutes
☐ More than 20 minutes	☐ More than 20 minutes
☐ Don't know/Not sure	☐ Don't know/Not sure

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

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

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

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

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

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

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

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

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

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

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

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

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

16. Please provide any additional comments below.

Student Housing Questionnaire (SHQ) 2020/2021 (All Grades)

HEART
Tel #: (754) 321-1566

STUDENT HOUSING QUESTIONNAIRE (SHQ)

BROWARD County Public Schools

ATTENTION parents, caregivers and unaccompanied youth (not living with a parent or legal guardian):
The purpose of this questionnaire is to help identify school-aged children and youth who are experiencing housing instability as defined by Subtitle V11-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) According to this federal legislation, via the guidance of the HEART program, Broward County Public Schools is responsible for removing systemic barriers to the education of students experiencing homelessness by implementing the provisions of the law.

By completing this questionnaire, your school-aged child(ren) may qualify for HEART services and resources to help ensure school stability.

1. With whom does the student(s) live?

- ☐ Parent
- ☐ Legal guardian
- ☐ An adult (18+) caring for student who is unable to live with parent or legal guardian at this time.

  Name (first and last): _____ Relationship: _____
  IMPORTANT: Please contact the student's school to complete the required Caregiver Authorization Form.
- ☐ I am an unaccompanied youth. I do not live with either of my parents or a legal guardian at this time.

2. Where do you currently live?

- ☐ I rent or own my home ⟶ **STOP HERE AND SKIP TO QUESTION #4.**
- ☐ In an emergency or transitional shelter (A)
- ☐ Temporarily with a family member or friend (doubled-up) due to loss of housing, financial hardship, or similar reason (B)
- ☐ In a vehicle, trailer park or campground, abandoned building, or other substandard housing (D)
- ☐ In a hotel or motel due to loss of housing, financial hardship, or similar reason (E)

3. What caused your temporary residence?

- ☐ Eviction; Domestic Violence; Unemployment; Medical/Mental Disability, Poverty; Lack of Affordable Housing (O)
- ☐ Mortgage Foreclosure (M) ☐ Hurricane (H) ☐ Earthquake (E) ☐ Flood (F) ☐ Man-made Disaster (D)
- ☐ Tropical Storm (S) ☐ Tornado (T) ☐ Wildfire or house fire (W) ☐ Natural Disaster - Other (N)

IMPORTANT: Please complete the requested information below for all school-aged children (PreK-12) enrolled in, or pending enrollment in a Broward County, FL public or charter school. If you have children enrolled in muliple schools, please return a completed questionnaire to each school.

Student's Full Name (First and Last)	Student ID #	M/F	Date of Birth (mm/dd/yy)	Grade	School Currently Enrolled

By signing below, I am attesting that the information provided is accurate:

_____ _____ _____
Print Full Name (Person completing this form) **Signature** **Date**

_____ _____ _____ _____
Mailing Address **City** **State** **Zip Code**
Telephone #: _____ **E-mail:** _____

Florida Statute 837.06, provides that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree.

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Power Up Meal Charge Policy 2020/2021 (All Grades)

Meal Charge Policy

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

BREAKFAST AND LUNCH MEAL CHARGE POLICY

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

MEAL PAYMENTS

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

FREE AND REDUCED-PRICE MEALS

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

MEAL PRICES

SCHOOL LEVEL	BREAKFAST PRICE	LUNCH PRICE
Elementary	FREE	$2.00
Middle	FREE	$2.35
High	FREE	$2.50
Reduced Price *(Qualifying Students)*	FREE	$0.40
Adult	$1.80	$2.75
Half Pint of Milk	$0.50	$0.50
Á La Carte Items	browardschools.com/Page/30956	

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

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Multi-Tiered System of Supports (MTSS)/Response to Intervention (RtI) Parent Guidance

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

MTSS is a term used to describe an evidence-based model of schooling that integrates academic and behavioral instruction and intervention to promote the success of all

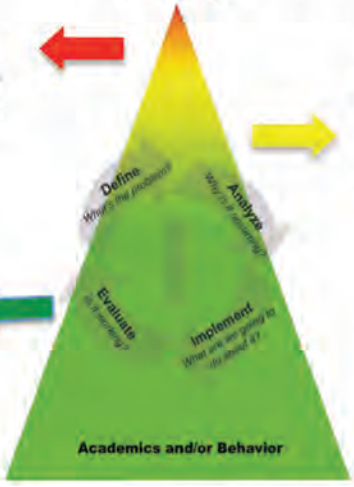
What is Response to Intervention (RtI)?

RtI is the practice of providing high quality instruction and intervention matched to the student's need with close monitoring of how a student responds to different types of instruction

Tier III refers to the intensive support a few students need

Tier II refers to the targeted support some students need

Tier I refers to the high quality instruction provided to ALL students



How will MTSS/RtI impact my child?

- Multi-tiered System of Supports (MTSS) ensures that your child receives varying levels of academic and behavior supports based upon his or her need
- Your child will be included in early identification of academic or behavioral problems so assistance can be provided at the first signs of difficulty
- Help for your child will increase or decrease depending on his or her needs
- You are encouraged to participate and become involved in planning and providing interventions to help your child
- You will receive frequent updates of your child's progress

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

- Talk with your child's teacher
- Review and assist with homework assignments
- Ask for regular meetings with your child's teacher
- Celebrate your child's successes
- Learn more about the curriculum, assessments, and interventions being used in your child's school
- Participate in conferences and problem-solving meetings for your child

Parental Resources

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

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

If you have any questions, please contact School Climate & Discipline at 754-321-1655 or access https://www.browardschools.com/Page/32437 for additional information and guidance.

How can I participate in MTSS/RtI?

Families play a critical role in supporting what their children are learning in school. The more parents are involved in student learning, the higher the student achievement. Ask questions to learn more about MTSS/RtI in your child's school:

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

http://florida-rti.org/parentresources/floridatools.htm

Acknowledgement - Parent Copy

Policy 5.8, Code of Student Conduct, lists the District's rules for students in Broward County Public Schools. The rules apply to all activities occurring on school grounds, on other sites being used for school activities, and on any vehicles authorized to transport students. Your signature below does not indicate that you agree or disagree with the rules, **but rather that you have reviewed the electronic copy of these rules** (http://www.browardschools.com/codeofconduct). Return this form to school within 3 days from the first day of school or from the date of enrollment. If you would prefer to complete all required forms electronically, please access the Back to School Toolkit (https://www.browardschools.com/bts-onlineforms).

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

- Know that for school safety, schools are not required to provide supervision more than 30 minutes prior to the official starting time, nor are they required to provide supervision for more than 30 minutes after the official closing time (F.S. 1003.31 (2)).
- Know that for school safety, for students who ride a school bus, drivers are NOT permitted to let students off the bus except at the designated stop.
- Provide the school with the names of current emergency contact person(s) and/or telephone numbers on an annual basis and when there are changes.
- Notify the school of anything that may affect their child's ability to learn, to attend school regularly, or to take part in school activities.
- Be aware that medicine must be administered in accordance with SB Policy 6305 and 6305.1, as may be amended, and that consequences for transmittal and/or sale or attempted sale of over-the-counter medications and possession and/or use of unauthorized medications can be found in SB Policy 5006. SB Policy 6305 outlines the rules regarding over-the-counter and prescription drugs and SB Policy 5006 outlines the consequences for violating those rules. You may view the complete health and suspension and/or expulsion policies, as well as all School Board policies, on the Web at: http://www.Broward.k12.fl.us/sbbcpolicies
- Be aware that parents have rights with regard to the privacy and confidentiality of student records that are maintained by schools as defined in Section VIII of this booklet.
- Neither the School Board of Broward County nor its employees will be held liable for items that are prohibited and are lost, stolen, or confiscated; or for wireless communication devices or other personal technology that are lost, stolen, or confiscated.
- Be aware that confiscated items not claimed by the end of the school year will be donated to local charities.
- Recognize that they are responsible for their student's behavior on the way to and from school and at the bus stop. A safe and respectful learning environment is key to academic achievement; therefore any student's off campus actions that seriously affect a student's ability to learn or a staff member's ability to teach may be handled as a disciplinary infraction. For serious incidents that occur at bus stops and/or that are not on School Board property, parents should contact law enforcement directly. For bullying incidents (see bullying definition, Section II), school officials should be notified and will investigate and/or provide assistance and intervention, as the principal/designee deems appropriate, which may include the use of the School Resource Officer.
- Ensure their child demonstrates legal, ethical and responsible use of technology including networks, digital tools, the Internet, and software, as defined in Section IV of this booklet.
- Parents will continue to maintain responsibility for students who reach the age of majority, (18 years or older), for all educational and discipline purposes, with exceptions as provided by statute.

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

Student Name (PRINT) _____ Student Signature _____

Parent/Guardian Name (PRINT) _____ Parent/Guardian Signature _____

Date _____

In alignment to Policy 5.8 adopted June 11, 2019

Guidance for Coronavirus (COVID-19)

In accordance with the Centers for Disease Control and Prevention (CDC), and/or state, local or district guidelines for the Coronavirus (COVID-19), or similar, students, parents and staff are required to adhere to the best practice procedural guidance and expectations communicated (https://news.browardschools.com/).

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Guiding Principles

Policy 5.8: Code of Student Conduct

Adopted 06/11/2019

Broward County Public Schools firmly believes a positive school culture promotes equal educational opportunity and establishes the framework for a safe learning environment. The Code of Student Conduct is comprised of a set of policies, rules, and laws by which order is established and maintained for the benefit of all. Discipline within a school must have the qualities of objectivity, consistency and equity. It is the responsibility of all school personnel, students, parents, external stakeholders and the greater community to ensure the school environment encourages a climate conducive to learning.

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

Broward County Public Schools expects all stakeholders to demonstrate mutual respect for the rights of others. It is expected that all involved in teaching and learning fully accept their responsibilities to model and practice the Character Traits - Responsibility, Citizenship, Kindness, Honesty, Self-Control, Tolerance, Respect and Cooperation. Stakeholders' responsibilities are outlined below.

Responsibility of Students

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

Responsibility of Parents/Guardians

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

Responsibility of Teachers

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

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

Responsibility of Administrators

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

Responsibility of Additional School-based Staff

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

Responsibility of District Staff

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

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

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Introduction

Section A

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

Section B

Florida law supports the active involvement of parents until the student graduates from school (F.S. §743.07, 1003.26, 1003.21). It is presumed that students are dependent students (as defined by FERPA 34 C.F.R §99.31(a)(8) and by Internal Revenue Code §152). Parents will be notified that when a student reaches the age of majority (18 years of age), the parent shall continue to perform the parental functions of a dependent student, including, but not limited to, provide excusal of absences and tardiness, permission slips for early release, field trips, other activities, as necessary, and to register or terminate (withdraw) school enrollment, until the student graduates, except under the following circumstances:

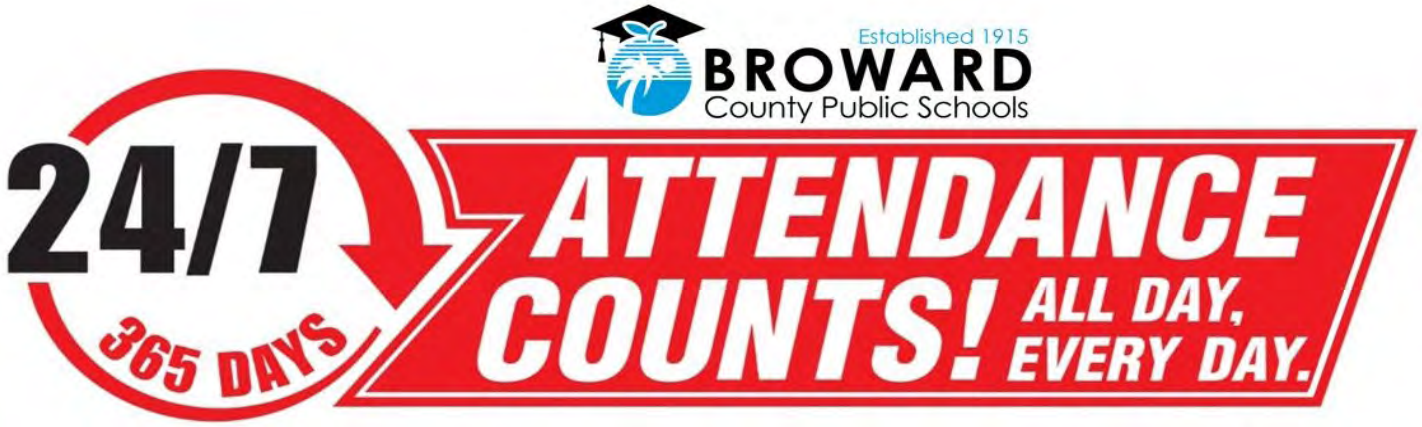
1. The student has been emancipated in compliance with Florida laws (F.S. §743.015) which provides the procedures for a court to remove the “disabilities of nonage” upon the filing of the appropriate papers and making the appropriate showing to the court.
2. When the student has no parent and this fact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

Attendance

The parent of a child of compulsory school age is responsible for the child's daily school attendance (F.S..§1003.24). School staff, parents, students, and appropriate state agencies are expected to work together to ensure that laws are obeyed including, but not limited to, referral to the state designated agency for possible court action for extended absence or truancy (F.S. §1003.27). SB Policy 5.5 outlines the rules that apply to attendance and attendance procedures. You may view this policy and all School Board policies on the Web at: http://www.broward.k12.fl.us/sbbcpolicies. Florida law supports the active involvement of parents* until the student graduates from school (F.S. §743.07, 1003.26, 1003.21). This serves as notice to the parent, that when a student reaches the age of majority (18 years of age) the parent shall continue to perform the parental functions of a dependent student, including, but not limited to, provide reasons for absences and tardiness, permission slips for early release, field trips, other activities, as necessary, and to register or terminate (withdraw) school enrollment, until the student graduates, except as indicated in Section B above.

*When the term "parent" is used, it also refers to either or both parents, any guardian of a student, surrogate or any person in a parental relationship to a student or any person exercising supervisory authority over a student in place of a parent F.S. §1000.21(5).

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



Rights

Students have a right to know how the District defines and handles excused absences, unexcused absences, and tardiness. The District's Discipline Matrix that assigns specific consequences for misbehavior is part of the school's discipline plan. The Discipline Matrix, attached hereto as Appendix A, is hereby made part of this Code of Student Conduct. The Discipline Matrix sets forth the guidelines for assessing consequences for violations of School Board policies. School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances. Principals may deviate by one level when applying consequences per the Discipline Matrix, except for substance related and mandatory expulsion incidents.

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

Students have a right to make-up work they missed during an excused 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 from Make-Up Work (see Policy 6000.1: Student Progression Plan at https://www.browardschools.com/Page/37754.

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.

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Rule

The School Board of Broward County, Florida stresses the importance that all students attend school regularly and remain in school until they graduate from high school. However, "a child who attains the age of 16 years [or age specified by state statute, whichever is older] during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the child files a formal declaration of intent to terminate school enrollment with the District's School Board. The declaration must acknowledge that terminating school enrollment is likely to reduce earning potential and must be signed by the child and the child's parent. The school district must notify the child's parent of receipt of the child's declaration of intent to terminate school enrollment" (F.S. §1003.21). Declaration of Intent Forms are available at each school's administration office. Also be aware that students who drop out of school are not eligible to receive a driver's license or driver's permit or will have their license or permit revoked.

NON-ATTENDANCE AND EARLY SIGNS OF TRUANCY

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

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 5 days in one marking period or 10 days in 2 marking periods.

A student may be identified as "habitual truant" if he or she has 15 unexcused absences within 90 calendar days with or without the knowledge or justifiable consent of the child's parent, is subject to compulsory school attendance under F.S. §1003.21 (1) and (2)(a), and is not exempt under F.S. §1003.21 (3) or §1003.24, or by meeting the criteria for **any other exemption specified by law or rules of the State Board of Education. (F.S. §1003.01 (8)).**

Parents and students may verify absences at any time at school or at home by contacting the school or by accessing electronic attendance records through Virtual Counselor.

If after an accumulation of absences as noted above, the principal and/or his designee determines that the reasons for time out of school are invalid, the principal/designee shall refer the student to the Collaborative Problem Solving Team to determine if early patterns of truancy are developing and provide appropriate interventions (F.S. 1003.26 (1)(b)), and/or the State Attorney's Office will be notified due to non-compliance with compulsory school attendance laws. However, if the principal and/or his designee determine that the reasons for the absences are valid and there are no early signs of truancy, the parent must provide a note (to be kept on file at the school) that provides the reasons for those absences. No further action will be taken.

ABSENCE REPORTS

Absences may be reported by telephone or written note. The report must come from a parent and give the date(s) of the absence(s) and the reason for the absence(s). Parents MUST report these absences within two (2) days, although school principals MAY make exceptions in cases of need. School staff members have a legal right to ask for a written medical excuse.

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

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

EXCUSED ABSENCES

Students must be in school. However, when it is necessary to be out of school, absences may be excused for one of the reasons listed below. (Students on field trips, in internal in-school suspension, or attending alternative-to-suspension programs are not considered absent.) Parents must report the absence the day before, the day of, or within 2 school days following the absence, or the absence will be considered unexcused. Any absence is unexcused until the school receives a telephone call or a note to excuse the absence. A reason for the absence must be provided and absences can only be excused for one of the eight School Board allowed reasons for absences. Some situations will require written documentation from a private physician or public health unit. Excused absences include:

1. Illness. Students who expect to miss at least 15 consecutive school days due to illness, a medical condition, or for social/

emotional reasons, or who would miss excessive days intermittently throughout the school year for the same reasons and could benefit from instruction, should obtain a copy of the Hospital/Homebound referral packet from the Hospital/Homebound contact person at their school.
2. Illness of an immediate family member.
3. Death in the family.
4. Religious holidays of the student's specific faith.
5. Required court appearance or subpoena by a law enforcement agency.
6. Special event. Examples of special events include important public functions, education enrichment activities, conferences, state/national competitions, college/university campus tour/visit as well as exceptional cases of family need.
7. Scheduled doctor, dentist appointments, or treatment for autism spectrum disorder by a licensed health care practitioner or certified behavior analyst (F.S. §1003.21(2)(b)).
8. Students having or suspected of having a communicable disease or infestation that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. §1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo, and scabies. Students are allowed a maximum of five (5) days excused absence for each infestation of head lice.
9. Students on field trips, students who attend alternative-to-suspension programs, or internal in-school suspension programs are not considered absent.

UNEXCUSED ABSENCES

It is the responsibility of the school principal to ensure that parents are contacted after each unexcused absence and to ensure that there are specific, appropriate interventions as a result of each unexcused absence. Parents may receive letters to inform them of their student's unexcused absences. These letters are generated from official attendance records.

1. Absences are excused only for the reasons previously listed. If absences are not excused, as defined in the previous section, the absences are considered unexcused. This does not apply to suspensions.
2. Students without a completed Certificate of Immunization indicating compliance with the current required schedule of immunizations will not be allowed to attend classes until the certificate is provided or a waiver is obtained. Students who receive the first shot in a series of immunizations but who are late obtaining subsequent shots will be given 3 days grace period after which they will be excluded from school and the resulting absences will be considered unexcused.
3. For Secondary Only, students 14-18 years of age who drop out of school or who have 15 unexcused absences within 90 calendar days and have a driver's license or driver's permit will have their driving privileges suspended by the Division of Highway Safety and Motor Vehicles or will not be issued a license or permit if they apply for one. Additional information about procedures and waivers is available from school administration or guidance offices.

SUSPENSIONS

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

MAKE-UP WORK

For School Board policies regarding the earning of grades and credits for make-up work, related to absences, field trips and suspensions, see policies 5.5: Attendance and 6000.1: Student Progression Plan.

TARDINESS

Tardiness is disruptive to the learning environment and can have a negative impact on student achievement. Tardiness may also count toward establishing a pattern of non-attendance that may indicate early signs of truancy. A pattern of non-attendance may be established by an accumulation of tardiness, absences (excused and unexcused), and early sign outs that exceed five (5) days in a marking period or ten (10) days in two (2) marking periods.

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

EARLY SIGN OUTS

When students are signed out early on an ongoing basis, their academic performance may be negatively impacted. The school system strongly encourages parents to ensure their student is in school for the full school day every day. Signing out early may count toward establishing a pattern of non-attendance that may indicate early signs of truancy. A pattern of non-attendance may be established by an accumulation of tardiness, absences (excused and unexcused), and early sign outs that exceeds five (5) days in a marking period or ten (10) days in two (2) marking periods.

1. All schools will establish procedures for early release that ensure that all students are treated consistently.
2. Students shall not be released within the final 30 minutes of the school day unless the principal/designee determines that it is an emergency or the student has a medical/dental appointment that cannot be reasonably scheduled at another time.
3. Excessive early sign outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance.

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Respect for Persons and Property

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

Right

Students have the right to be treated with respect and honesty

Students have the right to privacy.

Students have the right to a safe and orderly school.

Responsibilities

Students have the responsibility to demonstrate the character education traits.

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

Students have the responsibility to respect the rights of others.

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

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

Rule

It is important for students to know their rights and responsibilities, which include obeying teachers and all other school employees, obeying each individual rule as defined by the school, and obeying bus drivers. Students are expected to honor their responsibilities and behave in ways that respect the rights of all. Consequences for unacceptable behaviors are found in the Discipline Matrix - see Appendix A.

Disciplinary incidents shall be reported to the Florida Department of Education in accordance with School Environmental Safety Reporting (SESIR) requirements through the approved reporting tool per Rule 6A-1.0014. All SESIR level incidents shall be addressed by school-based administrators only. Per Rule 6A-10017, each public school principal, including charter school principals or equivalent, must enusre 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)
- Secondary students must wear identification (ID) badges, if the school has the infrastructure and/or funding in place to require ID badges and the school's handbook specifies the rules and consequences for ID badges

UNACCEPTABLE BEHAVIORS LEADING TO DISCIPLINARY ACTION

ATTENDANCE INCIDENTS

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

RULE VIOLATION INCIDENTS (INCLUDING, BUT NOT LIMITED TO)

- Violating the dress code
- Taking, possessing, displaying, distributing, and/or transmitting pictures using a camera telephone during the school day.
- Littering

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
- Sole possession of a wireless communication device is not a violation of the Code of Student Conduct. However, the possession of a wireless communication device which disrupts the educational process; the use of a wireless communication device during school hours; except as indicated below; the use of a wireless communication device on school buses in the absence of an emergency concerning safety-to-life issues (defined as a bus accident, mechanical breakdown which delays the normal route, and/or thirty (30) minutes or more in a route delay); and the possession or use of a cellular telephone (other than text messaging that does not disrupt the bus driver), would be a violation of the Code of Student Conduct, subjecting violators to progressive discipline

Note: School Board employees will not be held liable for wireless communication devices that are lost, stolen, or confiscated. Violations of this policy will result in confiscation, and the device will only be released to the parent. F.S. §1006.07(2)(e) requires school districts to notify parents that students who use wireless communication devices in the commission of a criminal act may face school disciplinary action and/or criminal penalties

- Students will not be subject to disciplinary action for the use of their cell phones or other personal technology used to report a potentially dangerous situation
- Sole possession of personal technology is not a violation of the Code of Student Conduct. Personal technology, should be turned off or silenced and kept out-of-sight during all instructional and class time activities. No cell phone, video, audio,

voice-monitoring/recording or image capturing devices, or other personal technology may be used except under the direction of a teacher or administrator for instructional purposes. Using personal technology during all non-instructional or non-class time activities or during class time at the direction of a teacher will not be subject to discipline under this policy. Time before or after school, passing time between classes, or during lunch is not considered instructional time for secondary students. For elementary students, instructional time is defined as time from the beginning bell until the end of the school day bell: non- instructional time is time prior to the first bell or the bell at the end of the school day. Due to school and safety concerns, personal technology (headphones, earbuds, or other accessories) is restricted to minimal volume only to be heard by its user. One ear must remain free of the accessory at all times. Violations of this policy will result in confiscation, and the device will only be released to the parent. Progressive discipline will apply for repeated violations

- Using scooters and inline skates/rollerblades/heelies in the school building
- Behaving inappropriately on field trips
- Possessing pornographic/obscene material or drug paraphernalia at school
- Misrepresenting oneself by cheating, copying, plagiarizing, counterfeiting, using false identification, or making false reports by posing as a parent to excuse absences or tardiness, sign a report card, etc.
- Unauthorized possession or use of school/county documents or forms
- Abusing another student or staff member including, but not limited to, verbal abuse, actual or threatened physical harm, extortion, destruction of personal property, intentionally making a false accusation, or intentionally providing misinformation
- Conducting, recruiting, or participating in youth gang activities on campus
- Using gang-related or cult-related gestures, language, and/or signs
- Unauthorized presence on school property
- For Secondary Students Only, parking a motorized vehicle on school grounds without an official permit or in unauthorized areas
- Endangering the lives of students and staff by setting off unfounded fire alarms
- Gambling

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

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

ACTS AGAINST PERSONS (INCLUDING, BUT NOT LIMITED TO)

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

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

PROPERTY INCIDENTS (INCLUDING, BUT NOT LIMITED TO)

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

OTHER CRIMINAL INCIDENTS (INCLUDING, BUT NOT LIMITED TO)

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

DEFINITIONS

Hazing as defined in F.S. §1006.135 means any action or situation that endangers the mental or physical health or safety of a student at a school with any grades 6 through 12 for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a school with any grades 6 through 12. "Hazing" includes, but is not limited to:

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

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

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

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

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

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.

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

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

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

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

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

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. Has the effect of substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

Cyberstalking as defined in F.S. §784.048(d) means to engage 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.

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

Note: The scope of a public K-12 educational system means, regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at school-related or school-sponsored program or activity. The definitions of Computer-Related Crimes in F.S. 815.03 and the definition of 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.

Bullying, Cyberbullying and/or Harassment also encompasses:

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

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

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

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

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

SCHOOL BUS BEHAVIOR

Misconduct by any student while riding a school bus represents a serious threat to the safety of all occupants of the bus as well as other motorists, pedestrians, and members of the community. All rules that apply to the school grounds and school activities also apply to the school bus. Parents are responsible for their student's behavior on the way to and from school and at the bus stop. While the District does not assume any liability for incidents that occur at a bus stop or en route to and

from school, a student, parent, or witness may file a complaint following the same procedures for bullying against a student and the school will investigate and/or provide assistance and intervention as the principal/designee deems appropriate, which may include the use of the School Resource Officer. The principal/designee shall use all District Reporting Systems to log all reports and interventions.

Unacceptable Behaviors on a School Bus Leading to Disciplinary Action

Level One Violations

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

Level One Consequences

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

Level Two Violations

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

Level Two Consequences

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

Level Three Violations

- Placing head, arms, or legs outside the window of the bus
- Opening a school bus emergency door and/or exiting the bus when the bus is stopped, unless directed by the school bus operator in an emergency or during an evacuation drill
- Threats against the bus operator, bus attendant, or passengers on the bus
- Use of profanity
- Fighting on the bus
- Smoking/vaping on the bus
- Opening a school bus emergency exit door while the bus is in motion
- Throwing objects out of the window of the bus, which may or may not cause injury to persons or physical damage
- Throwing objects at a bus after leaving the bus, which may or may not cause injury to persons or physical damage
- Vandalism of seats or other bus equipment
- Boarding or attempting to board a bus route other than the student's assigned bus route or attempting to leave the school bus at other than the student's assigned bus stop without permission of the school principal or designee

Level Three Consequences

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

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

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

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

Discrimination and/or Harassment

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, ethnicity, gender identity, gender expression, genetic information, *national origin, marital status, race, religion, sex or sexual orientation. The School Board also provides equal access to Boys Scouts of America and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & the District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

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

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

FORMS OF DISCRIMINATION

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

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

SEXUAL HARASSMENT AND SEXUAL VIOLATIONS

Sexual harassment is a form of sex discrimination that violates the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and SB Policy 4001.1. Sexual violence is a physical act of aggression that includes a sexual act of sexual purpose. Sexual violence is also a violation of these same statutes and may also represent a criminal law violation. The school district prohibits any form of sexual harassment and sexual violence.

Sexual harassment and sexual violence are unlawful and will be grounds for disciplinary action. Students who believe they have been victims of sexual harassment or sexual violence should report the alleged act immediately to a teacher and/or

school administrator. Because sexual harassment can take on many forms, the following are some examples of sexual harassment/violence.

SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED

Sexual harassment consists of unwelcome/unwanted verbal, nonverbal, or physical behavior with sexual advances, sexual connonations, requests for sexual favors, sexually motivated physical conduct, or communication of a sexual nature by an adult or student that is severe or pervasive enough to creat an intimidating/hostile or offensive educational environment, causes discomfort or humilation or unreasonably interferes with the individual's school performance or participation as defined in in Rule 6A-19.009, F.A.C. Examples of sexual harassment include, but are not limited to, the following behaviors:

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

THE HOPE SCHOLARSHIP PROGRAM

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

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

NOTE: Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) SB Policy 4001.1, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA) prohibits discrimination against any students with regard to access to programs, services, and activities on the basis of disability. If any student feels he or she has been discriminated against because of such disabilities or perception of a disability, there are specific procedures to report such offenses. See Section X of this policy for the steps to report such offenses.

Dress Code

Appropriate dress and grooming can help to create a positive learning environment. Other attire may be allowed for special school activities with approval of the school administration. Possible consequences for violating the dress code are found on the Discipline Matrix. Changes to clothing trends will not override the dress code policy.

Rights

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

Responsibilities

Students have a responsibility to dress neatly appropriately, to be clean and well groomed.

Rule

All students are expected to honor their responsibilities and dress in a way that respects the rights of others.

1. Footwear must be worn at all times. For grades K-12, bedroom slippers are not allowed, and for elementary students, backless footwear is not allowed. Additionally, elementary students may not wear backless, sling-backs, or open-toed footwear. Socks may not be worn with backless shoes as a substitute back for backless shoes. Parent should ensure that the footwear their students wear to school does not impede their safety.
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.
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.

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.

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

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

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

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

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Technology Usage

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

Use of the school district's technology and/or software for any unauthorized purpose is prohibited. This includes the unauthorized use of a computer/technology, including, but not limited to, accessing or breaking into restricted accounts or networks, creating, modifying or destroying files/records without permission, copying software, entering, distributing or printing unauthorized files/records, uploading to the Internet and/or sharing or distributing, offensive or inappropriate material, including video, and any other misuse or violation of the School Board of Broward County Technology-AcceptableUse Policy 5306, Section 6.

Rights

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

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

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

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

Major Policy Provisions

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

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

Florida Standards Assessment (FSA) Administration Policy

- It is unlawful for anyone knowingly and willfully to violate test security rules adopted by the State Board of Education for mandatory tests, such as FSA, and knowingly and willfully fail to follow test administration directions specified in the test administration manuals (F.S. §1008.24)
- The FSA Administration Manual prohibits:
  Possession of an electronic device during testing that reproduces, transmits, calculates, or records is cause for invalidation. "Possession" is defined as "within arm's reach," even if the electronic device is not visible. For example, students [shall] not have cellular phones in their pockets, clipped to their belts, at their desks, or anywhere they can be easily accessed during testing."
- Schools will direct students on the appropriate storage of electronic devices during testing
- It is strongly advised that you do not bring a cell phone or any other prohibited electronic device to any testing environment including but not limited to: Advanced Placement exams, PSAT or International Baccalaureate. If your electronic device makes any noise, or you are seen using it at any time – including breaks – you may be dismissed immediately, your scores may be canceled, and the device may be confiscated

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

Broward County Public Schools Social Media Use Guidelines

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

Social Media refers to the use of web-based and mobile technologies that enable all Broward County Public Schools' internal and external stakeholders to connect, collaborate, and form virtual communities via the computer and/or Internet. For some, social media is used mainly for social purposes, but for others, these sites and technologies are used as tools to teach and to connect with the community.

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

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

General Etiquette for Social Media

- Be Honest/Truthful: Always be transparent about who you are and who you represent. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Maintain confidentiality: Do not post any confidential or proprietary information in regards to yourself and/or others.
- Students can reveal some information about themselves (ethnicity, political beliefs, stance on issues, interests) but should not offer any confidential information (place of residence, phone number, discretely identifiable information, common 'hang-out' locations).
- Know You Are Always "On": You must assume that your social media usage is visible to the world. Be sure to manage what and with whom you are sharing. Keep in mind that while we all have occasional frustrations, social media are not the best venues in which to air frustration as those comments are available to everyone.
- Be Respectful: Avoid remarks that are off topic or offensive. Always demonstrate respect for others' points of view, even when they're not offering the same in return. Never bully, pick fights, and do not respond to abusive comments. If you are sharing a negative experience, please try to do so in a constructive way.
- Think Ahead: Be smart about protecting yourself, your privacy and the privacy of others, and confidential or personal information. What you publish is widely accessible and will be around for a long time so consider the content and consequences carefully. Show good judgment as future employment and/or academic opportunities may be adversely affected by your comments.
- The Internet is not anonymous, nor does it forget: Everything written on the Web can be easily traced back to its author. Information is backed up often and repeatedly, and posts in one forum are usually replicated in others through trackbacks and reposts or references.

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

Faculty and Staff Guidelines

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

Student Guidelines

- Be aware of what you post online. Social media venues including wikis, blogs, photo and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn’t want friends, enemies, parents, teachers, or a future employer to see.
- Follow the school’s code of conduct when writing online. It is acceptable to disagree with someone else’s opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom will be inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Linking to other websites to support your thoughts and ideas is recommended when appropriate. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people’s intellectual property without their permission. It is a violation of copyright law to copy and paste other’s thoughts, images, designs, etc. When paraphrasing another’s idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
- Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons’ attribution.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else’s

identity. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.

- If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
- Students who do not abide by these guidelines may lose their opportunity to take part in the project and/or access to future use of BCPS online tools. In addition, disciplinary or legal action may apply.

Parent Guidelines

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

Referenced from: socialmediaguidelines.pbworks.com/

Reference List of District Documents:
School Board Policy 5306: School and District Technology Use
TINKER Rule: Ruling states that school officials may not silence student expression just because they dislike it. They must reasonably forecast, based on evidence and not on an "undifferentiated fear or apprehension of disturbance," that the student expression would lead to either (a) a substantial disruption of the school environment, or (b) an invasion of the rights of others.
Children's Internet Protection Act (CIPA)
Children's Online Privacy Protection (COPPA)
Neighborhood Children's Internet Protection Act
School Board Policy 5.9: Anti-Bullying Policy
School Board Policy 6000.1: Pupil Progression
Code of Student Conduct (in District Discipline Matrix)
Teacher Professional Standards
Education Code of Ethics
Web publishing guidelines
National Education Technology Standards for Students and Teachers
School Board Policy 6318: Copyright
School Board Policy 4212: Intellectual Property

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 same rights, as it pertains to make-up work, as students with excused absences.

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 extra curricular activities that are school-approved and/or sponsored by school clubs or groups, have a responsibility to follow the rules set forth in the Code of Student Conduct, and where applicable, by the conferences, conventions or contests they may attend. (See SB Policy 6303.) You may view the complete field trip policy and all School Board policies on the Web: http://www.broward.k12.fl.us/sbbcpolicies/.

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 organiations on campus
- Collect funds as prescribed by SB policy. Items cannot be sold for personal gain such as food, jewelry, T-shirts, etc.
- Have a school-related fundraising project on or off school grounds. Fundraising drives among students initiated by outside organizations such as the Salvation Army, United Way, Girl Scouts, etc., are not permitted in the schools
- Hold a demonstration
- Have a guest speaker and/or vendor on campus

FIELD TRIPS

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

activities (See SB Policy 6303).

INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES

Rule

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

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

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

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

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

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

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

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

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Student Free Speech and Distribution of Materials

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

Rights

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

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

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

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

Responsibilities

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

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

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

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

Rule

1. No printed, written materials or electronic media (hereafter "material") may be distributed in the schools or on school grounds unless the principal or his/her designee has granted permission. A principal or designee may deny permission to distribute if the material can reasonably be interpreted as:
   a. Obscene or pornographic;
   b. Libelous or slanderous;
   c. Likely to create a substantial disruption of, or material interference with, normal school activity or appropriate discipline in the operation of the school. Material will not be deemed to fall within this subsection only because students, faculty or staff may disagree with or find the contents of the material offensive;
   d. Profane, vulgar, or lewd language;
   e. Selling a commercial product or attempting to make a commercial profit from the sale of products. (For rules governing student/school fundraisers, refer to Section V, Student Activities and Assembly.
2. If material is denied distribution, the principal or designee must state to the student the specific reasons why such material was denied distribution.
3. If the material is denied distribution under Subsection (1)(c) as likely to cause a substantial disruption or material interference, the principal or designee must state to the student the specific reasons why a disruption is likely to occur as a result of the distribution and why such disruption would be substantial.
4. Notices of student non-curricular group meetings posted on general purpose student bulletin boards do not represent the viewpoint of the School Board and/or the administration. The Board is only offering physical space to such groups and does not promote, endorse, or otherwise sponsor such materials. Students are encouraged to be sensitive to other viewpoints and beliefs when posting such notices.
5. Students may not hand out petitions or surveys during class time unless they are curriculum-based.
6. A principal or designee must either approve or reject a request from a student to distribute materials within 24 hours, excluding non-school days, of the request by the student. Any request to distribute materials not acted upon within 24 hours, excluding non-school days, by the principal or designee is deemed approved.
   a. For approved materials, the principal or designee may assign reasonable restrictions with regard to time, place,

and manner of distribution.

b. For approved materials, the publication shall contain this phrase: “THE OPINIONS AND/OR ACTIVITIES ARE NOT ENDORSED OR SPONSORED BY THE SCHOOL BOARD.”

7. Any student aggrieved by a decision made under this section has the right to appeal such decision as specified in Section X of this policy.

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

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School Sponsored Publication

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

The contents of all school publications must meet the district's journalism standards, which prohibit obscenity, profanity, libelous or slanderous material, vulgar or lewd language, or material that may cause substantial disruption of normal school activities. All school sponsored publications must include the following statement: *The opinions expressed in this publication are not necessarily those of [insert name of school] or Broward County Public Schools.*

Approval for publication shall be based on:

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

The principal or designee(s) shall retain final authority to approve the design and content of all school publications prior to publication or posting. Any advertisements in school-sponsored publications must adhere to School Board Policy 6300-Advertising. Publications include, but are not limited to, items such as school newspapers, yearbooks, student newspapers, and publications put out by the PTA, Booster Clubs, and the like.

Privacy of Student Records

Rights

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

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

Responsibilities

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

Collection, Use and Disclosure of Social Security Numbers of Students

Pursuant to F.S. §119.071(5), The School Board of Broward County, Florida (SBBC) collects, uses, and/or discloses Social Security numbers (SSNs) as mandated or authorized by law and as otherwise authorized in writing by the parent or adult/emancipated student (authorized by F.S. §119.071(5)(a)(6)(c). Students are not required to provide their social security number as a condition of enrollment or graduation. Social Security numbers are kept confidential and are exempt from public inspection in accordance with F.S. §19.071(5)(a)(5). Our District collects, uses, and/or discloses the Social Security numbers of students and/or parents for the following purposes:

1. Compensation or financial assistance provided from state or federal funds and administered by the Florida Department of Education. (Authorized by F.S. §1009.90 et seq.)
2. Criminal history, Level 1 and Level 2 background screenings, including Youth Mentoring and Volunteer applicants. (Required by F.S. §119.071(5)(a)(2), (6)
3. Employment documents utilized in hiring student workers. (Required by F.A.C. 6A-10.0341 and F.S. §119.071(5)(a)(6))
4. Enrollment & Salary Reduction Authorization Form (Benefits Department) for employee and dependent (student) if the student is being added to the Benefits plan. (Authorized by F.S. §119.071(5)(a)(6)(f))
5. Financial aid, including the Free Application for Federal Student Aid (FAFSA), Florida Pre-Paid form, grants (including Pell Grants for vocational schools), 1098T tax form (Tuition Payment Statement) for vocational students, etc. (Authorized by F.S. §119.071(5)(a)(6)(b))
6. Information received from the Florida Department of Education to locate missing Florida school children. (Required by F.A.C. 6A-6.083 and F.S. §119.071(5)(a)6))
7. Information sharing pursuant to the Interagency Agreement between SBBC, the Department of Juvenile Justice, Circuit 17, the Broward County Chiefs of Police Association, Inc., the Seventeenth Judicial Circuit In and For Broward County, Florida, the Florida Department of Children and Families, the State Attorney of the Seventeenth Circuit In and For Broward County, and the Sheriff of Broward County, Florida. (Authorized by 20 U.S.C. §1232(g); "F.E.R.P.A.," 34 C.F.R. §99.31(5))
8. Reports from the Department of Motor Vehicles of each student whose driver's license is suspended for excessive unexcused absences and reports to the Department of non-enrollment or non-attendance upon the part of a student who is required to attend some school. (Required by F.S. §322.091(5), 1003.27, and 119.071(5)(a)(6))
9. Reports on students required to be submitted to the Florida Department of Education. (Authorized by F.S. §119.071(5)(a)(2), (6))
10. SBBC's management information system and school district databases (Required to request by F.S. §1008.386 and 119.071(5)(a)6))
11. Selected state and national test documents, as part of the student identification and test security process. (Authorized by F.S. §119.071(5)(a)(6)(b))
12. Student registration and student identification numbers. (Required to request by F.S. §1008.386 and 119.071 (5)(a)(6)). Pursuant to §1008.386, SSNs are not required for enrollment or graduation. Required by F.A.C. 6A-10.0381 for adult students.)
13. The collection and/or disclosure are imperative and necessary for the performance of the School District's duties and

responsibilities as prescribed by law, including but not limited to child abuse reports to the Department of Children and Families (student victim and subjects of report); password identification to the School District's network, reports to federal and state agencies who conduct discrimination investigations; and information pertaining to Social Security Assistance, court orders and subpoenas, and military purposes. (Authorized by F.S. §119.071(5)(2) .(a)).; required by F.A.C. 65C-29.002, F.S. §39.201, and F.S. §119.071(5)(a)(6)(b))The disclosure is made to a commercial entity for the permissible uses set forth in the federal Driver's Privacy Protection Act of 1994, 18 USC Sec. 2721 et seq; the Fair Credit Reporting Act, 15 USC Sec. 1681 et seq.; or the Financial Services Modernization Act of 1999, 15 USC Sec. 6801 et seq., provided that the authorized commercial entity complies with the requirements of paragraph 5 in F.S. §119.071. (Authorized by F.S. §119.071(5)(a)6)

14. The disclosure is made to a commercial entity for the permissible uses set forth in the federal Driver's Privacy Protection Act of 1994, 18 U.S.C. § 2721 et seq; the Fair Credit Reporting Act, 15 U.S.C. Sec. 1681 et seq.; or the Financial Services Modernization Act of 1999, 15 U.S.C. §6801 et seq., provided that the authorized commercial entity complies with the requirements of paragraph 5 in F.S. §119.071. (Authorized by F.S. §119.071(5)(a)(6))The disclosure is necessary for the receiving agency or governmental entity to perform its duties and responsibilities as prescribed by law. (Authorized by F.S. §119.071(5)(a)6b)
15. The disclosure is made to prevent and combat terrorism, to comply with the USA Patriot Act of 2001, Pub. L. No. 107-56, or Presidential Executive Order 13224. (Required by 31 U.S.C. §5318 and F.S. §119.071(5)(a)(6))
16. The disclosure is necessary for the receiving agency or governmental entity to perform its duties and responsibilities as prescribed by law. (Authorized by F.S. §119.071(5)(a)(6)(b))
17. To determine eligibility for the school lunch program. (Required by 42 U.S.C. § 1758, 7 C.F.R. §245.6a, and F.S. §119.071(5)(a)(6))
18. Tort claims and tort notices of claims against SBBC. (Required by F.S. § 768.28(6) and F.S. §119.071(5)(a)(6))
19. Transcripts, applications, and other records sent to the school officials of educational institutions schools, colleges, and universities. (Authorized by FERPA 34 C.P.R. §99.31(2))
20. Written verification from employer for vocational education, student follow up (Required by F.A.C. §6A-10.0341).

Rule

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

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

Family Educational Rights and Privacy Act (FERPA) Notice

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

FERPA, F.S. §1002.22, F.S. §1002.221 and SB Policy 5100.1 (Student Records: Confidentiality and Family Educational Rights) afford parents, guardians or eligible students (students over 18 years of age or attending a postsecondary institution) certain rights with respect to the student's education records maintained by the District. These rights are:

1. The right to inspect and review a student's education records within 30 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. When the education records contain information about more than one student, a parent may review the information related only to his or her child. E-mails not maintained in a student's file folders kept by the schools or District departments are not education records. In addition, records created and maintained solely by Special Investigative Unit (SIU) are not education records.

2. **The right to request the amendment of a student's education records.** Parents or eligible students may ask The School Board of Broward County, Florida (SBBC) to amend a record they believe is inaccurate, misleading, or in violation of the student's privacy rights. They should write the school principal, clearly identify the part of the record they want changed, and specify the reasons for the request. If the District decides not to amend the record as requested, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing within a reasonable period of time regarding the request for amendment. Additional information regarding the hearing procedures will be provided when the parent or eligible student is notified of the right to a hearing.

3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without written consent.** FERPA permits disclosure without written consent in many situations, including:

a. to SBBC school officials[1] with a legitimate educational interest[2],
b. to contracted outside agencies and organizations, whose personnel perform their duties in a "school official" role and who are prohibited from re-disclosing personally identifiable information from education records, except as required or permitted by law,
c. to school officials of other institutions for the purposes of student transfer or student enrollment,
d. to authorized federal, state and local officials, including educational authorities, and for audits or evaluations of federal and state supported programs,
e. to comply with judicial orders or lawfully issued subpoenas; the parent/guardian/majority age student will be notified in advance of SBBC's intent to comply in ten (10) days so the parent or majority age student may seek protective action, except where the law prohibits or does not require said notification,
e. to appropriate parties in connection with a health or safety emergency, and,
g. to an agency caseworker or representative of a state or local child welfare agency, or tribal organization, when the agency is legally responsible for the care and protection of the student

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

Types of Directory Information:

"Directory Information" is personally identifiable information that would not generally be considered harmful or an invasion of privacy if disclosed. Pursuant to the FERPA, SBBC may disclose - in its discretion - directory information of a student in any grade level, if the parent or student age 18 or over did not "opt out" of the disclosure. SBBC designates the following as "directory information": student's name, parent's name, residential address, telephone number(s), date of birth, place of birth, major field of study, participation in school-sponsored activities and sports, height and weight of athletic team members, jersey number and team position of athletic team members, school grade level, dates of school attendance, degrees and awards*, the name of the most recent previous school or program attended, and room number.

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

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

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

Purposes of Disclosure of Directory Information:

SBBC reserves the right to release Directory Information only:

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

Opt Out Procedure:

Parents/guardians of students in any grade level (or eligible students, those over the age of 18 or attending a postsecondary institution) may opt out of (refuse to permit) the release of any or all of the above Directory Information. On the FERPA Opt Out Notification Form provided in the Code of Student Conduct Handbook, parents/guardians or eligible student must indicate the types of Directory Information they do not want disclosed. The FERPA Opt Out Notification Form must be submitted to the school principal annually. Regarding former students, SBBC shall continue to honor any valid request to opt out of the disclosure of directory information made while a student was in attendance, unless the former student rescinds the opt out request (34 CFR §99.37(b)).

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. Parents/guardians of students or eligible students in 11th and 12th grade may opt out of having student's name, address and telephone number provided to the armed services, military recruiters, and/or postsecondary institutions. 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 Family Policy Compliance Office • U. S. Department of Education • 400 Maryland Avenue, S.W. • Washington, DC 20202. If you wish to discuss and try to resolve any FERPA concerns before contacting the Family Policy Compliance Office, you may contact the SBBC Privacy Officer at 754-321-1914.

For additional information refer to SB Policy 5100.1. This policy outlines the privacy rights of parents and students with respect to students' education records. You may view the complete student records policy and all School Board policies on the Web at: http://www.Broward.k12.fl.us/sbbcpolicies.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) NOTICE

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

PPRA RIGHTS

1. The right to give prior written consent before students are required to submit to surveys concerning "protected information" if the survey is funded in whole or in part by a program of the U.S. Department of Education. "Protected information" includes:
   - Mental or psychological problems of the student or student's family;
   - Sex behavior or attitudes;
   - Illegal, anti-social, self-incriminating, or demeaning behavior;
   - Critical appraisals of others with whom survey respondents have close family relationships;
   - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
   - Income, other than as required by law to determine program eligibility

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

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

2. The right to receive notice and an opportunity to opt a student out of participation in any other protected information survey, regardless of funding.
3. The right to receive notice and an opportunity to opt a student out of any non-emergency invasive physical exam or screening required as a condition of school attendance administered by the school or its agent, and not necessary to protect the immediate health and safety of a student.
   Pursuant to F.S. §381.0056(4)(a)(6-9) and (6)(e), parents/guardians have the right to opt out of selected health screenings listed in Florida Administrative Code 64F-6.003(1-4) and the School Health Services Plan. These screenings – offered to students in selected grades – include vision, hearing, scoliosis, and body mass index (BMI), which is also referred to as "growth and development" and includes the calculation of height and weight.
4. The right to receive notice and an opportunity to opt a student out of activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. This does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students and educational institutions.
5. The right to inspect, upon request and prior to administration or use (a) protected information surveys of students, and surveys created by a third party, (b) instruments used to collect personal information from students for any marketing, sales, or other distribution purposes, and (c) instructional material used as part of the educational curriculum.
6. These rights transfer from the parents/guardians to a student who is 18 years old or an emancipated minor under Florida law.

PRIVACY AND NOTIFICATION

The District will ensure that student privacy is protected in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The District will directly notify parents of their PPRA rights at least annually at the start of each school year and after any substantive changes. Direct notification includes, but is not limited to, the Code Book of Student Conduct, mail, e-mail, in-person, or by acknowledgment form. The District will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted above and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and will be provided an opportunity to opt their child out of such activities and surveys and to review any pertinent surveys.

Those who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202. If you wish to discuss and try to resolve any PPRA concerns before contacting the Family Policy Compliance Office, you may contact the SBBC Privacy Officer at 754-321-1914.

PPRA PROCEDURES

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

PLEASE REVIEW IT CAREFULLY

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

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

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) NOTICE

Effective Date of Notice: 06/11/2019

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

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

HIPAA, a Federal law, requires entities covered by this law, including school districts in some limited situations, to maintain the privacy of all mental and physical health records. These records are referred to as "protected health information" (PHI).

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

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

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

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

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

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

Unless specified above, the school District will not share your and/or your child's PHI unless you provide written authorization. This authorization will have an expiration date.

Additionally, you may revoke the authorization in writing at any time. Certain uses and sharing of psychotherapy (counseling) notes may also require your written authorization, except when required by a subpoena or court order. Uses and disclosures of PHI for marketing purposes as well as disclosures that constitute a sale of PHI require written authorization.

INDIVIDUAL RIGHTS

You have the right to request the school District to restrict the use and with whom your and/or your child's PHI may be shared. You have the right to request restrictions or limitations on the PHI used and disclosed for treatment, payment or health care towards operations. You also have the right to request a limit on the PHI the school District discloses to someone involved in your care or the payment of your care, like a family member or friend. To request a restriction, you must make your request in writing to the department providing the service, or you may send the request to the SBBC Privacy Officer at 600 S.E. 3rd Avenue, 11th Floor, Fort Lauderdale, FL 33301. In your request, you must tell us (1) what information you want to limit; (2) whether you want to limit our use, disclosure, or both; and (3) to whom you want the limits to apply. The school District will consider any of your requests, but is not required to agree to them.

You have the right to request confidential communications. The school District may mail or call you with appointment reminders or regarding your responsibility to pay for services. We will make contact with you in the manner and at the address or telephone number you select. You may provide an address other than your residence where you can receive mail and where you may be contacted. You will be asked to put your contact information in writing.

You have the right to review and receive a copy of your PHI, except as limited by law. Your review of the PHI will be supervised and will be at a time and place that is convenient to you and a representative of the school District. You may be denied access as specified by law. This might occur if your child consented to care and the parent's consent was not required by law or if your child is receiving care at the direction of a court or a person appointed by the court. If access is denied, you have the right to request a review by a licensed health care professional who is not involved in the decision to deny access. The licensed health care professional will be designated by the school District. If you request a copy, you may be charged a reasonable fee. We will provide you access to the PHI in the form and format requested by you if it is readily producible in such a form and format, or if not, in a readable hard copy form. We will provide access (review and/or copy) requested within 30 days or notify you of a one-time 30-day extension, if necessary, and the reason for the extension and the date by which the information will be provided.

You have the right to correct your and/or your child's PHI. Your request to correct your or your child's PHI must be in writing and provide a reason to support your requested correction. If your correction is accepted, the school District will make the correction and tell you and others who need to know about the correction. The school District may deny your request, in whole or part, if it finds the PHI:

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

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

You have the right to receive a list of the individuals and/or agencies with which the school District has shared your PHI. All requests for this list (also known as an accounting of disclosures) must state a time period that may not include a date earlier than six (6) years prior to the date of the request. The first list you request within a 12-month period will be provided

free of charge. For additional lists, we may charge you for the costs of providing the list. The list will not include:

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

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

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

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

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

FOR FURTHER INFORMATION

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

COMPLAINTS

If you believe your HIPAA privacy rights have been violated, you may file a complaint with the SBBC Privacy Officer at 600 S.E. 3rd Avenue, 11th Floor, Fort Lauderdale, FL 33301/Telephone (754) 321-1914 and/or Region IV, Office for Civil Rights, U.S. Department of Health and Human Services, Sam Nunn, Atlanta Federal Center, Suite 16T70, 61 Forsyth Street, SW, Atlanta, GA 30303-8909/HIPAA Privacy Hotline Voice Phone (800) 368-1019; Fax: (404) 562-7881; TDD: (800) 537-7967. Please be advised the SBBC will not retaliate against you or your child for filing a complaint.

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

Intervention and/or Consequences

Possible Interventions and/or Consequences of Misbehavior

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

The District will make every reasonable effort to correct student misbehavior through school-based resources at the lowest possible level, and to support students in learning the skills necessary to enhance a positive school environment and avoid negative behavior. The vast majority of disciplinary issues should be addressed at the classroom level by teachers. Additionally, students exhibiting serious or chronic behavior issues will be referred to the school's Collaborative Problem Solving Team (CPST) for the development of multi-tiered interventions to address targeted behavior problems. For an overview of the Collaborative Problem Solving and Response to Intervention (CPS/RtI) process, see the following link or speak to administration:https://www.browardschools.com/Page/32437.

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

In all instances, school discipline should be reasonable, timely, fair, age-appropriate, and should match the severity of the student's misbehavior. Any disciplinary or prosecutorial action taken against a student who violates this policy must be based on particular circumstances of the student's misconduct.

It will not be necessary to use each consequence or to use consequences in the order listed below. However, as provided in the Discipline Matrix, certain rule violations do require specific consequences. The District's Discipline Matrix is attached and also available on the District's website at:https://www.browardschools.com/codeofconduct.

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

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

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

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

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

The Code also includes provisions for action that MUST be taken if there are serious problems involving weapons, drugs (including alcohol), mood-altering substances, steroids, and criminal acts. Specific action, outlined in SB Policy 5006, will be taken as a result of these violations. However, if the principal determines that the student used an instrument or object in self-defense, the student may not be suspended or expelled. Self-defense is an attempt to "prevent" an attack or a threatened injury or to stop the process of confrontation. It is not self-defense when the student uses an instrument/object to become an aggressor or to continue the confrontation after the original aggressor has retreated.

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

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

All violations under SB Policy 5006 will involve the following steps:
- Principal involvement
- Immediate parent contact

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

OUT-OF-SCHOOL SUSPENSION

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

EXPULSION

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

ZERO TOLERANCE

Pursuant to F.S. §1006.13, District school boards shall promote a safe and supportive learning environment in schools by protecting students and staff from conduct that poses a serious threat to school safety. A threat assessment team may use alternatives to expulsion or referral to law enforcement agencies to address disruptive behavior through restitution, civil citation, teen court, neighborhood restorative justice, or similar programs. Zero-tolerance policies may not be rigorously applied to petty acts of misconduct and misdemeanors, including, but not limited to, minor fights or disturbances. Zero-tolerance policies must apply equally to all students regardless of their economic status, race, or disability.

The threat assessment team shall consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act, which would pose a threat to school safety.

Zero-tolerance policies do not require the reporting of petty acts of misconduct and misdemeanors to a law enforcement agency, including, but not limited to, disorderly conduct, simple assault or battery, affray, theft of less than $300, trespassing, and vandalism of less than $1,000. However, if a student commits more than one misdemeanor, the threat assessment team must consult with law enforcement to determine if the act should be reported to law enforcement.

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

Notwithstanding, any student who is attending a public school and is adjudicated guilty of or delinquent for, or is found to have committed, regardless of whether adjudication is withheld, or pleads guilty or nolo contendere to, a felony violation of as defined by F.S. §1006.13 (b)(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 s. 985.455(2).

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

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

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

Note:

1. *The PROMISE program is not intended to limit the discretion of law enforcement.*
2. *Any student committing more than one misdemeanor must be referred to the threat assessment team, which includes law enforcement, to determine if the act should be reported to law enforcement for further action.*
3. *Additionally, a student who has accrued three cumulative incidents from the list below shall be referred to a community youth support diversion program, and to the Behavior Intervention Committee, as appropriate.*

The list of PROMISE eligible incidents are outlined below.

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

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

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

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

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

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

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

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

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

Students with special health conditions, e.g., asthma, diabetes and hypersensitivity, regardless of grade, may carry medication on self, only if approved by their physician and noted on the Authorization for Medication/Treatment Form.

Note: For Grades 9-12 only, self-carry and self-administration of selected over-the-counter (OTC) medication requires that an Authorization for Over-the-Counter (OTC) Medication with Parental Approval Form be completed and signed by the parent/guardian and student annually. Please refer to Policy 6305: Administration of Medications/Treatments for the list of approved self-carry and self-administration over-the-counter (OTC) medications.

All prescription medications and over-the-counter medications, excluding the select authorized OTC medications identified in Policy 6305: Administration of Medications/Treatments, must be transported to the school by the parent/guardian in the original sealed container along with the appropriate Authorization Form signed by the appropriate parties. Therefore, students are prohibited from possessing any medication while on school grounds, participating in school-sponsored activities, or on school transportation without appropriate authorization.

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

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

First and Second Offense Procedures

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

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

Third and Subsequent Offense Procedures

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

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

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

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

First Offense Procedures

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

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

Second Offense Procedures

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

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

Third and Subsequent Offense Procedures

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

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

Drug and Substance Abuse Offenses Leading to Suspension and Possible Expulsion

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

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

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

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

However, any personal property brought on school grounds may be inspected by drug-sniffing dogs for alcohol, drugs, or other prohibited substances. Personal property that may be inspected includes, but is not limited to, cars parked on school grounds, desks, backpacks, lockers, book bags, and gym bags. Reasonable suspicion of improper conduct is not required to use drug-sniffing dogs to inspect personal property. Drug-sniffing dogs will not be used to inspect students for alcohol, drugs, or other prohibited substances.

If a student has been suspended or expelled for a prior drug offense by any in-state or out-of-state public, private, charter or research school, then the disposition of this offense shall constitute a second offense and the procedures for second offenses shall apply.

Pursuant to F.S. §1006.07(7)(e), if an immediate mental health or substance abuse crisis is suspected, school personnel shall follow policies established by the threat assessment team to engage behavioral health crisis resources.

A. USE, POSSESSION, SALE, AND/OR TRANSMITTAL OF TOBACCO, TOBACCO PRODUCTS, E-CIGARETTES, VAPOR DEVICES AND/OR COMPONENTS OF E-CIGARETTES, VAPOR DEVICES OR SIMILAR

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

A1. USE, POSSESSION, SALE, AND/OR TRANSMITTAL OF TOBACCO AND/OR TOBACCO PRODUCTS

First Offense Procedures

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

Secondary students, (Grades 6-12): The student shall be issued a one to two (1-2) day in-school suspension and be referred to the Substance Abuse Case Manager.

Second and Subsequent Offense Procedures:

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

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

A2. USE, POSSESSION, SALE, AND/OR TRANSMITTAL OF 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/drug delivery system/vapor device accessory or clothing.

First Offense Procedures

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

Secondary students, (Grades 6-12): The student shall be issued a one to two (1-2) day in-school suspension, complete e-cigarette intervention assignments and be referred to the District substance abuse case manager.

Second Offense Procedures

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

Secondary students, (Grades 6-12): The student shall be suspended from the regular school program for six (6) days and referred to the District substance abuse case manager who shall refer the student to an appropriate treatment program. Three (3) days of the suspension shall be waived if the student attends the assigned Alternative to External Suspension (AES) program to complete curriculum assignments related to e-cigarette intervention. If the student does not complete the e-cigarette curriculum assignments or does not attend the AES program after acceptance, the remaining days of the initial six (6) day suspension shall be imposed.

Third Offense Procedures

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

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

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

Fourth and Subsequent Offense Procedures:

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

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

Note: Substances/drugs deemed illegal under Chapter 893, are drugs or controlled substances that constitute a felony under Florida statute. This includes derivatives of cannabis sativa plant, including, but not limited to, marijuana and hemp, and derivatives of such, including, but not limited to THC and CBD products. Refer to Unauthorized Substances below for consequences.

The following section addresses: (B) USE AND/OR POSSESSION OF LEAF MARIJUANA (LESS THAN 20 GRAMS) AND/OR ALCOHOL, (C) BEING UNDER THE INFLUENCE OF LEAF MARIJUANA, ALCOHOL AND/OR MOOD-ALTERING SUBSTANCES, (D) USE/POSSESSION OF UNAUTHORIZED SUBSTANCES, (E) BEING UNDER THE INFLUENCE OF UNATHORIZED SUBSTANCES AND (F) POSSESSION OF LEAF MARIJUANA WITH INTENT TO SELL, SALE, ATTEMPTED SALE, AND/OR TRANSMITTAL IS PROHIBITED.

Note: In the case of a change of placement, the IEP/504 TEAM should convene as soon as possible to address the student's program and determine appropriate action.

B. USE AND/OR, POSSESSION OF LEAF MARIJUANA (LESS THAN 20 GRAMS), AND/OR ALCOHOL

Use and/or possession of leaf marijuana (less than 20g), alcohol and/or alcoholic beverages is prohibited.

First Offense Procedures

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

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

Second Offense Procedures

Elementary students, (Grades K-5): The student shall be suspended from the regular school program for ten (10) days and referred for the Behavior Intervention Program via the Expulsion Abeyance Office. The student shall be placed on a Probationary Substance Contract in lieu of the Behavior Intervention Program Assignment via the Expulsion Abeyance Office. The Behavior Intervention Program via the Expulsion Abeyance Office will not be required if the student successfully completes the requirements of the Probationary Substance Contract while at a regular school program. The District substance abuse case manager shall monitor/verify that the student remains in compliance with the terms of the Probationary Substance Contract. If the student violates the terms of the Probationary Substance Contract then the student shall be placed in a Behavior Intervention Program via the Expulsion Abeyance Office, with Substance Workback. The student shall complete the state-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. If the student fails to complete the state certified drug/alcohol rehabilitation or treatment program, the full term of the Behavior Intervention Program Assignment shall be implemented. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. The District substance abuse case manager shall monitor/verify that the student has completed the program.

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

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

Third and Subsequent Offense Procedures

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

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

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

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

First Offense Procedures

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

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

Second Offense Procedures

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

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

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

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

Third and Subsequent Offense Procedures

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

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

D. USE/POSSESSION OF UNAUTHORIZED SUBSTANCES IS PROHIBITED

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

Note: Students violating Policy 6305: Administration of Medication, by possessing their own prescription medication on school grounds, on school transportation, or at a school-sponsored activity may receive a consequence under this section of the policy, but the recommendation for expulsion may not be upheld upon verification of the prescription through a Pre-Expulsion Conference. In such instances, students shall be required to follow Policy 6305.

First Offense Procedures

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

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

Second and Subsequent Offense Procedures

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

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

E. BEING UNDER THE INFLUENCE OF UNAUTHORIZED SUBSTANCES IS PROHIBITED

For the purposes of this policy, unauthorized substances refers to prescription medication not prescribed for the student who is in possession of the medication, or any prescription medication not authorized by Policy 6305, substances/drugs deemed

illegal under Chapter 893, are drugs or controlled substances that constitute a felony under Florida statute, are derivatives of the cannabis sativa plant, including, but not limited to, marijuana and hemp, and derivatives of such, including, but not limited to THC and CBD products.

First Offense Procedures

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

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

Second and Subsequent Offense Procedures

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

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

F. POSSESSION OF LEAF MARIJUANA WITH INTENT TO SELL, 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 IS PROHIBITED.

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

F1. PROCEDURES FOR SALE, ATTEMPTED SALE, AND/OR TRANSMITTAL OF ALCOHOL OR ALCOHOLIC BEVERAGES, INCLUDING SUBSTANCES HELD OUT OR REPRESENTED TO BE ALCOHOL OR ALCOHOLIC BEVERAGES

First Offense Procedures

Elementary students, (Grades K-5): The student shall be referred to the District substance abuse case manager who shall refer the student to an appropriate counseling program. The student shall be assigned to internal suspension for one to two

(1-2) days.

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

Second Offense Procedures

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

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

Third and Subsequent Offense Procedures

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

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

F2. PROCEDURES FOR POSSESSION OF LEAF MARIJUANA WITH INTENT TO SELL, 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, OTHER THAN ALCOHOL OR ALCOHOLIC BEVERAGES

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

First Offense Procedures

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

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

Second Offense Procedures

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

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

Third and Subsequent Procedures

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

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

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

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

Note: Pursuant to F.S. §1006.07(7)(e), if an immediate mental health or substance abuse crisis is suspected, school personnel shall follow policies established by the threat assessment team to engage behavioral health crisis resources.

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

1. Commits repeated violations of Policy 5.9: Anti-Bullying
2. Commits repeated violations of harassment
3. Commits battery - medium
4. Commits or threatens to commit vandalism/damage to property
5. Commits any act on campus or off campus that substantially disrupts the orderly conduct of the classroom or school activities
6. Commits larceny/theft (equal to or greater than $750)
7. Commits burglary - unlawful breaking/entering

8. Commits a physical attack
9. Commits a sexual assault
10. Commits sexting
11. Commits sexual harassment
12. Commits sexual misconduct (Sexual offense)
13. Uses/possesses/transmits drug paraphernalia
14. Commits a false accusation against school staff
15. Commits a false fire alarm/911 call
16. Commits trespassing
17. Possesses/displays/uses/transmits a Class B weapon, which includes laser pens/pointers and other laser devices used in a manner that could potentially harm or injure another individual
18. Commits fire starting*-starts a fire on campus, at a school function, on school property and/or at a school bus stop

**Note: The school administrator shall refer the student for participation in a local Fire Starter Program. The suspension shall be reduced by 3 days upon parent/guardian agreement to participate in said program. Failure on the part of the student to successfully complete the program may result in the reissuance of the 3 days.*

19. Conducts, recruits, or participates on campus in a formal or informal manner in order to foster youth gang activity. This activity may include an association or group of three (3) or more persons who are gang-related individually or collectively who engage in a pattern of youth or street gang activity and have a common name or common identifying clothing, jewelry, buttons, colors, signs, symbols, or markings with the intent to threaten and/or present a danger to public order and safety
20. Electronic device – the use of an electronic device to possess, display, or transmit offensive images, images that depict nudity or sexual content, video voyeurism, or the use of an electronic device to capture said images, or any other images of people which violates reasonable expectation of privacy.

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

**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.*

21. Commits any harmful incident/other criminal actions resulting in the need for law enforcement consultation on School Board property, or during school sponsored events or activities not already set forth by SESIR guidelines
22. Uses the school district's technology and/or software for any unauthorized purpose. This includes the unauthorized use of a computer/technology, including, but not limited to, accessing or breaking into restricted accounts or networks, creating, modifying or destroying files/records without permission, copying software, entering, distributing or printing unauthorized files/records, uploading to the internet and/or sharing or distributing, offensive or inappropriate material, including video, and any other misuse or violation of the School Board of Broward County Technology-Acceptable Use Policy 5306, Section VI

Note: Administrative reassignment may be imposed when a student is formally charged under 18a above, for an event that takes place off campus and is determined via an administrative hearing that the incident may have adverse impact on the educational program, discipline or welfare in the school in which the student is enrolled (F.S. §1006.09) (2)). The procedures set forth in State Board Rule 6A-1.0956 F.A.C. shall be followed as applicable.

Mandatory Expulsion

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

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

School Environmental Safety Incident Reporting (SESIR) guidelines to the Florida Department of Education.

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

Note: F.S. § 776.012, 776.013 and 776.032, commonly known as the Florida Stand Your Ground law, are not applicable to charges of violation of the Code of Student Conduct and/or Board Policy 5006.

Pursuant to F.S. §1006.07(7)(e), if an immediate mental health or substance abuse crisis is suspected, school personnel shall follow policies established by the threat assessment team to engage behavioral health crisis resources.

Offenses Leading to Mandatory Expulsion

Students found to have committed one of the following offenses will be expelled, with or without continuing educational services, from the student's regular school for a period not less than 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. Bringing a firearm or weapon, as defined in Chapter 790, to school, to any school function, or onto any school-sponsored transportation or possessing, displaying, using, selling or transmitting a firearm at school.

Note: A student shall be subjected to mandatory expulsion for possession of a Class A Weapon, unless it is determined through the Pre-Expulsion conference that the Class A Weapon was inadvertently possessed upon discovery or awareness, and that the student "immediately" reported or delivered the Class A Weapon to a staff member.

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

It is unlawful for any person to make a false report, with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, other deadly explosive, or 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.

2. Making, posting, transmitting, including internet/electronic transmission of a threat or false report, to conduct a bomb threat, 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. §790.161, 790.1615, 790.162, 790.163, 790.164, 790.165, and 790.166 respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity, including:
   a. Threatening to throw, project, place, or discharge a destructive device with intent to do bodily harm to any person or with intent to damage any property of any person
3. In addition, students found to have committed the following offenses on school property, school-sponsored transportation, or during a school-sponsored activity shall receive the most severe consequences provided in this policy which shall be mandatory suspension and administrative assignment to the Behavior Intervention Program or expulsion, referral to appropriate counseling services, and may be referred to the local law enforcement agency for criminal prosecution. (See section on Workback. This provision is not available for some of the following offenses.) These acts pose a serious threat to school safety and include:
   - Assault/threat - serious
   - Assault/threat - high
   - Arson or attempted arson
   - Sexual battery (rape) or attempted sexual battery (rape)

- Possessing, displaying, using, selling or transmitting of a Class A weapon
- Homicide
- Kidnapping or abduction
- Bringing, possessing using, or selling of any explosive propellant or destructive device
- Robbery or attempted robbery
- Armed robbery or attempted armed robbery
- Motor vehicle theft
- Battery - serious
- *Battery on School Board of Broward County employee, sports official, or other specified officials as listed in F.S. §784.081
- *Found, by a court, to have committed an assault on specified officials, or School Board employees or sports official. (F.S. §784.081)
- *Found, by a court, to have committed an assault on a law enforcement officer, firefighter, emergency medical care provider, etc., (F.S. §784.07)
- Extortion
- Hazing (F.S. §1006.135)

Note: A recommendation for the Behavior Intervention Program assignment via the Expulsion Abeyance Office, applies when an elementary level student commits an offense, within this section for which a secondary level student would receive a mandatory expulsion under this policy. However, Class "A" Weapons, Bomb Threat/Mass Shooting (Placing/Actual) and Bomb Threat/Mass Shooting (False Reporting), shall be expellable offenses for all students, Grades K-12 (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 functions, or on any school-sponsored transportation will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one full year and referred for criminal prosecution.

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

Expulsion/Expulsion Abeyance

1. The expulsion shall commence with the date of the School Board's final order or, in the case of a student with a disability, the date established by the IEP/504 Team. However, the term of exclusion from the regular school shall not exceed one calendar year from the date of the offense. Additionally, the expulsion shall be held in abeyance and the student shall be given the opportunity to participate in an established Expulsion Abeyance Program.
2. If a student enrolls in an Expulsion Abeyance Program or in a program designated by the Superintendent and successfully completes the program, the expulsion shall not be documented on the student's official transcript. The District student services substance abuse/expulsion case manager will facilitate the student's re-entry into the regular school program, except where indicated otherwise in this policy. In the case of a student with a disability, return to a school placement may require action by the IEP/504 Team.
3. Refusal or failure to meet conditions specified in the Expulsion Abeyance Agreement may result in the removal of the abeyance option, and the student may be expelled from all programs and schools in the Broward County Schools until the duration of the original expulsion has lapsed.
4. The appropriate expulsion code shall be entered into the student's permanent record. This record shall be forwarded to any school requesting that record for the purpose of student admission.
5. The District student services case manager shall monitor/verify that the student has completed the program.
6. All steps necessary to protect the victim, of any acts set forth in this policy, from further victimization will be taken. With infractions that require mandatory expulsion (See Section V) or involve serious repeated acts of bullying, such actions

may include assignment of the student (perpetrator) to a different school from that where the offense occurred. Only the superintendent/designee may assign a student to another school after completion of the mandatory requirements for expulsion abeyance or after compliance with the bullying complaint procedures. Should the district make such a reassignment, transportation will be provided by the District. All "no contact orders" entered by a court shall be enforced. Transportation is not provided by the District when there is a court order for no contact requiring reassignment of the student to another school, unless there is transportation available at no additional cost to the District.

Workback Program Opportunities

Per F.S. §1006.13, District school boards may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion. District school superintendents may consider the 1-year expulsion requirement on a case-by-case basis and request the district school board to modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system.

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

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

Substance Workback shall mean that the student is eligible to return to a regular school program upon successful completion of the state-certified rehabilitation or treatment program as determined by the District substance abuse case manager.

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

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

Section IV Incidents	Section V Incidents
a. Physical attack b. Sexual assault c. Sexual harassment d. Sexual misconduct (sexual offense) e. False accusation against school staff f. Gang activity g. Other criminal actions/delinquent act	a. Bomb threat (placing/actual) b. Bomb Threat/Mass Shooting (False Reporting) c. Assault/threat-serious d. Assault/threat - high e. Arson or attempted arson f. Sexual battery (rape) or attempted sexual battery (rape) g. Class A weapon h. Homicide i. Kidnapping or abduction j. Robbery or attempted robbery k. Armed robbery or attempted armed robbery l. Motor vehicle theft m. Battery – serious n. Battery on School Board employees, sports officials, law enforcement, fire fighters & emergency medical care providers o. Hazing

Upon successful completion of the Workback Program, the student shall transition back to the regular school program, except when indicated otherwise in this policy. In the case of a student with a disability, return to a school placement, is a change in placement and will require action by the IEP/504 Team.

Out-of-District Expulsions and Other Actions

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

Expulsion or dismissal of a student from any in-state or out-of-state public, private, charter, or research school will be honored by The School Board of Broward County, Florida if the act committed is one that would be grounds for expulsion under this policy.

If a student who has been expelled or dismissed from another district, charter school or private school wishes admission, he/she shall be placed in an appropriate expulsion abeyance program or a program designated by the Superintendent/designee for a period of time to commensurate with the terms of the original expulsion. The student shall also be referred to mental health services identified by the school district pursuant to F.S. §1012.584(4), when appropriate, at the direction of the district school board.

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

Definition of Weapons

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.

Use/Possession/Transmittal of Class A weapons include, all Weapons and Firearms defined in Chapter 790, Florida Statute

This category includes, but is not limited to:

- Billy clubs
- 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
- Chemical weapons or devices with the capacity to hold more than 2 ounces of the chemical
- Dirks
- Electric weapon or device including, but not limited to, stun guns and taser guns
- Explosive propellants or destructive devices (operable or inoperable)
- Firearms, (whether operable or inoperable, loaded or unloaded) including, but not limited to, hand gun, zip gun, pistol, rifle, shotgun, and starter gun
- Flare guns
- Ice pick
- Knives – Any knife that may inflict harm on another person, or could be used to intimidate/threaten another person, including, but not limited to, fixed blade knives, regardless of size, switch blade knives, razor blades, or box cutters, but excluding blunt-bladed table knives and common pocket knives (see Class B weapons/items for other knives)
- Slungshot - is a striking weapon consisting of weight or other hard object affixed on a flexible handle or strap
- Tear gas

Use/Possession/Transmittal of the following restricted weapons/items (also referred o in this policyas Class B weapons) are prohibited from school grounds/property, school-sanctioned activities and transportation. The category includes, but not limited to:

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

**Note: At the principal's discretion, a blunt-bladed, round-tipped knife, which is prohibited, shall not be categorized as a Class B weapon on the first offense, if all of the following circumstances are met:*

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

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

- Ammunition and any component thereof, including, but not limited to bullets, shotgun shells, bullet casings and magazine clips
- Any instrument, tool, object or substance used in a threatening manner toward another person
- Chains (i.e., household, industrial)
- Chemical weapon or device such as pepper spray or mace with the capacity to hold two (2) ounces or less of the chemical
- Flammable liquids or combustible materials
- Nunchakus, Chinese stars
- Other pointed instruments or sharp objects, other than school supplies (i.e., pencil, compass)
- Pipe - A hollow cylinder or tube made of metal, wood, plastic or similar material
- 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.

- Slingshot - a hand-held and hand-powered device consisting of a frame with attached rubber strap/straps, used for shooting objects

Note: Pursuant to F.S. §1006.07(2)(g), simulating a firearm or weapon while playing is not grounds for disciplinary action or referral to the criminal justice or juvenile justice system. Simulating a firearm or weapon while playing includes, but is not limited to:

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

Assault/threat is instilling fear in others. A threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: 1) intent - an intention that the threat is heard or seen by the person who is the object of the threat; 2) fear - a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and 3) capability - the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.

Battery is the intention to cause great bodily harm. The physical use of force or violence by an individual against another. The attack must be serious enough to warrant consulting law enforcement and result in more serious bodily injury. In the case of "battery on a School Board employee" or "Law Enforcement Officer" there must be evidence of an unprovoked, deliberate act with intent to cause physical harm to the person.

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

Disruptive Behavior is that which causes confusion or disorder or interrupts, interferes, or impedes normal classroom or school activity.

Fighting Major (Mutual Combat) is when two or more persons mutually participate in a hostile, physical encounter/altercation involving serious fore/violence that results in injury requiring professional medical attention and/or brings about a major campus disruption.

Grand Theft is defined as taking property of another worth $750 or more.

Inciting a Disturbance is defined as the encouragement of confrontations, fights, disruptions, and/or any violation of the Code of Student Conduct, that are reasonably foreseeable to negatively impact the school community and/or cause substantial disruption on school campus or during a school-sponsored event. Encouragement includes, but is not limited to knowingly using:

1. an electronic device/social media to incite a disturbance
2. racial slurs/epithets of any kind or any form of discrimination as outlined in Section II of this policy or Policy 4001.1: Non-Discrimination to incite a disturbance

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

Minor Injury is defined as an injury which solely requires immediate first aid.

Mood-Altering Substance is any substance that is or may be detrimental to the user or to others, including, but not limited to, alcohol or alcoholic beverages, leaf marijuana (less than 20 grams), hallucinogens/chemical intoxication, inhalants, over-the counter medication taken in excess of the manufacturer's recommended dosage limit. "Over-the-counter (OTC) medications" are medications that may be sold directly to a consumer without a prescription from a physician or licensed healthcare provider.

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

Petty Theft is defined as taking property of another that is less than $750.

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

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

Serious Assault is defined as an assault in which a Class A or Class B weapon is used to commit the assault.

Serious Battery is defined as committing battery (1) using a Class A or Class B weapon or (2) causing serious injury.

Serious Injury is defined as an injury which requires treatment by professional medical personnel.

Sexual Assault is an incident that includes a threat of rape, fondling, indecent liberties, child molestation, or sodomy. Both male and female students can be victims of sexual assault. The threat must include all of the following:

1. Intent;
2. Fear; and
3. Capability.

Substantial Disruption is defined as an incident which results in the temporary suspension of the educational process due to a school evacuation, interference with learning activities/educational process, and/or requires the intervention of outside agencies such as the police or fire department.

Transmittal is the transfer of an object, thing, electronic message or image, or substance from one person to another. Transmittal does not occur when the person immediately* returns the item back to the person who gave it to them or if it is immediately delivered to a teacher or school administrator. *The term "immediately" means without delay.

Unauthorized Substances/Drugs includes any:

1. substance/drug deemed illegal under Chapter 893
2. drug or controlled substance that constitute a felony under Florida statute

3. derivatives of the cannabis sativa plant, including, but not limited to, marijuana and hemp, and derivatives of such, including, but not limited to THC and CBD products
4. prescription medication not prescribed for the student who is in possession of the medication, or any prescription medication not authorized by Policy 6305.

Under the Influence refers to any student who attends a school or school-sponsored event subsequent to having used or ingested any mood-altering or unauthorized substance as defined within Policy 5006: Suspension and Expulsion.

Violent Behavior is that using physical force that causes damage or injury or violates or abuses another person or property.

Right to Appeal and Grievance Procedures

RIGHT TO AN APPEAL

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

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

1. A written statement must be presented to the principal within five (5) school days after the last conference. The statement must tell what happened, when it happened, who was involved, and how the student would like the problem resolved. A copy of the statement should be filed and maintained as an educational record. The principal or the administrator with the most knowledge of the incident has 5 school days to respond in writing.

2. If the problem still has not been resolved within five (5) school days from receipt of the school's written response, the student/parent(s) may request in writing, an appointment with the Director/designee of the Office of Service Quality. The letter asking for the appointment must include a copy of the first written statement and the school's response, if one was received.

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

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

3. Upon receipt of such request, the Director/designee of the Office of Service Quality will schedule a meeting within five (5) school days with the District student and his or her parent(s). This meeting will include the person(s) involved in the appeal process, the principal, the District student, the parent(s) and any representative selected by the parent(s). Attorneys may attend as representatives of either the District student/parent(s) and/or the school. The Director/designee of the Office of Service Quality has five (5) school days after the date of the meeting to send a written response to the District student/parent(s).

4. If the District students/parent(s) are still not satisfied, they may take the problem to the Superintendent's Office/designee following the above procedures.

5. The Superintendent/designee will schedule another meeting to attempt to resolve the matter. After the date of this meeting, the Superintendent/designee has five (5) school days to send a written response. The decision of the Superintendent/designee shall be final for the appeal of any penalty that is less than ten (10) days suspension. For suspension appeals of ten (10) days, District students/parent(s) have the right to appeal to the School Board by submitting a request to the Superintendent's Office.

6. A student shall serve his or her suspension during the pendency of any appeals. If the student is successful in his or her appeal, the student's record shall be corrected to remove all indications of the suspension and the absences shall be reflected as "excused," for the period in question. Refer to Section I, regarding make-up work.

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

REPORTING DISCRIMINATION, BULLYING and/or HARASSMENT OFFENSES

If any district school student feels that he or she has been discriminated against or harassed, he or she may contact the Executive Director of Benefits and EEO Compliance in the Department of Equal Educational Opportunities, 600 Southeast Third Avenue, 14th Floor, Fort Lauderdale, Florida 33301, Phone: 754-321-2150. Teletype Machine (TTY): 754-321-2158. Email: EEO@BrowardSchools.com. 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.

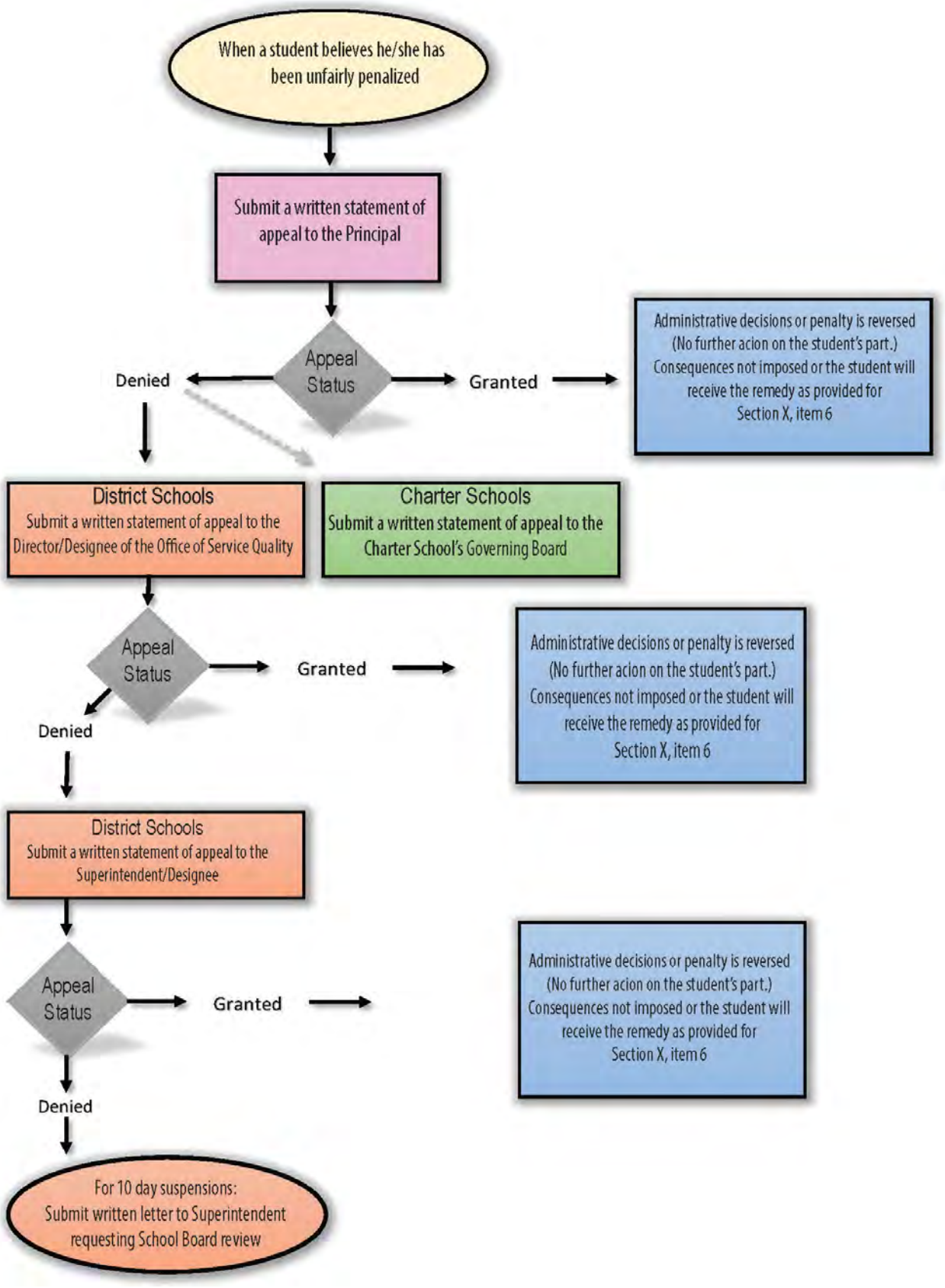
REPORTING SECTION 504 DISCRIMINATION

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, the district school student/parent/guardian may obtain a Grievance Filing Form from the principal. The completed form should be submitted to the district school principal.
2. Within 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 district school student/parent/guardian is not satisfied with the response issued in Step 2, he/she may file a complaint with the Director of Benefits and EEO Compliance in the Department of Equal Educational Opportunities at 754-321-2150, who will inform the district school student of his or her rights under Section 504/ADA, including an impartial hearing pursuant to federal and state regulations. The Department of Equal Educational Opportunities will conduct an investigation, convene pertinent parties, including legal counsel, and make a determination as to whether probable cause exists to believe that the district school student was, in fact, discriminated against. A determination of possible cause will include specific recommendations for corrective behavior.

Right to Appeal Process



APPENDIX

Discipline Matrix

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 1st Consequence. Second offense violation will be listed in the box for the 2nd 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.

Broward County Public Schools
Administrative Discipline Matrix
SY 2019-2022

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

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

Per F.S. §1006.13, the threat assessment team shall consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act, which would pose a threat to school safety. If a student commits more than one misdemeanor, the threat assessment team must consult with law enforcement to determine if the act should be reported to law enforcement.

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

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

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

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

Action Legend
Administrative Consequences/Interventions

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

A. Parent Contact/Conference (Required for each offense)	AA. In-School Suspension: 3-5 Days
A1. Administrative Transition Meeting (per Staff Request)	BB. Out-of-School Suspension: 1-2 Days (Assign AES)
B. Collaborative Problem Solving Team (MTSS/RtI) Referral	CC. Out-of-School Suspension: 2 Days (Assign AES)
B1. Refer to Threat Assessment Team (when applicable)	DD. Out-of-School Suspension: 3-5 Days (Assign AES)
C. Comprehensive Threat Assessment Protocol (when applicable)	EE. Out-of-School Suspension: 4 Days (Assign AES)
D. Confiscation (when applicable)	FF. Out-of-School Suspension: 6-9 Days (Assign AES)
E. Restitution (when applicable)	GG. Out-of-School Suspension: 2 Days (PROMISE AES Mandatory)
E1. Refer for Mental Health Services (as appropriate)	HH. Out-of-School Suspension: 3 Days (PROMISE AES Mandatory)
F. Referral to Substance Abuse Case Manager	II. Out-of-School Suspension: 4 Days (PROMISE AES Mandatory)
G. Referral to Social Worker	JJ. Out-of-School Suspension: 6 Days (PROMISE AES Mandatory)
H. Referral to School Counselor	JJ1. Out-of-School Suspension: 6 Days (Assign AES)
I. Referral to Family Counselor	KK. Out-of-School Suspension: 9 Days (PROMISE AES Mandatory)
J. Collaborative Attendance Contract (includes Parent, Administration, Student, School Counselor & Social Worker)	KK1. Out-of-School Suspension: 9 Days (Assign AES)
K. Collaborative Behavior Contract (includes Parent, Administration, Student, School Counselor & Social Worker)	LL. Out-of-School Suspension: 10 Days (PROMISE AES Mandatory)
L. Behavioral Consultation with Curriculum Support (LEAPS)	MM. Out-of-School Suspension: 10 Days (Assign AES)
M. Verbal Warning	NN. Recommendation for Behavior Intervention Program via the Expulsion Abeyance Office
N. Detention (1)	OO. Mandatory Recommendation for Expulsion
N1. Saturday Detention	PP. Alternative Probationary Contract
O. Multiple Detentions (2-3)	QQ. Probationary Substance Contract
P. PROMISE Eligible Incident (District students 11 years or older or in Grades 6-12)	RR. Bus – Verbal or Written Reprimand
Q. School/Community Service Work	SS. Bus – 3 Days School Bus Suspension
R. School Specific Consequence	TT. Bus – 1 to 10 Days School Bus Suspension
S. Incident Codes Reported to the State	UU. Bus – 10 Days School Bus Suspension
T. In-School Suspension (Less than a day)	VV. Bus – Expulsion from School Bus for the Remainder of the School Year
U. Time Out	WW. Loss of Specific School-Sanctioned Activity for 1 Year
V. Additional Interventions (as appropriate)	XX. Loss of All School-Sanctioned Activities for 1 Year
W. Loss of Privilege	YY. Referral to Fire Starter Program
X. In-School Suspension (1-3 Days) & Loss of Extra Curricular Activities (1-30 Days)	ZZ. Complete Immediate Notification Form (SIU)
Y. Loss of Extra Curricular Activities (Up to 5 days)	AAA. Consultation with Law Enforcement
Z. In-School Suspension: 1-2 Days	BBB. Refer to Community Youth Support Diversion Programs by District (as appropriate)

Broward County Public Schools
Administrative Discipline Matrix (SY 2019-2022)
Elementary Grades K-2

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Attendance Incidents							
	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	

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Rule Violation Incidents							
	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	A, D, H, Z, ZZ, AAA	A, B, B1, D, G, V, BB, ZZ, AAA	A, B, B1, D, G, V, DD, ZZ, AAA	A, B, B1, D, G, V, FF, PP, ZZ, AAA	A, B, B1, D, G, V, MM, NN, ZZ, AAA, BBB
S	SX	Sexting	A, D, G, Z, ZZ, AAA	A, B, B1, D, G, V, BB, ZZ, AAA	A, B, B1, D, G, V, DD, ZZ, AAA	A, B, B1, D, G, V, FF, PP, ZZ, AAA	A, B, B1, D, G, V, MM, NN, ZZ, AAA, BBB
	ZY	Cell Phone Violation (punitive action begin on 2nd offense)	A, M	A, D	A, D, R		

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Disruptive Incidents							
PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12th grade with a maximum of three (3) referral assignments to the program.							
	SB	Disruptive (Unruly) Behavior	A, M	A, R, L	A, H, R, V		
	UP	Disruptive (Unruly) Play	A, M	A, L, U	A, H, R, V		
	01	Disobedience/Insubordination	A, L, M	A, H, R, V	A, I, R, V	A, B, R, W	
	ZW	Defiance of Authority-Habitual	A, B, R, W	A, B, Z	A, B, BB		
	02	Profanity – Use of Insulting/Obscene Language	A, N	A, R			
	ZX	Profanity Directed Towards a Staff Member	A, A1, H, U	A, A1, H, L R	A, A1, 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, H, T	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, H, Z, ZZ, AAA	A, B, D, H, BB, ZZ, AAA	A, B, D, G, DD, ZZ, AAA	A, B, D, I, FF, PP, ZZ, AAA	A, B, D, MM, NN, ZZ, AAA, BBB
S	G1	Gang Activity	A, B1, C, E, H, Z, ZZ, AAA	A, B, B1, C, E, G, H, BB, ZZ, AAA	A, B, B1, C, E, G, DD, ZZ, AAA	A, B, B1, C, E, I, FF, PP, ZZ, AAA	A, B, B1, C, E, MM, NN, ZZ, AAA, BBB
	XA	Disruption on Campus – Minor	A, H, M, U	A, H, K, R	A, B, R		
S	D0	Disruption on Campus – Major	A, G, Z, ZZ, AAA	A, B, B1, BB, ZZ, AAA	A, B, B1, DD, ZZ, AAA	A, B, B1, FF, PP, ZZ, AAA	A, B, B1, MM, NN, ZZ, AAA
S	66	Trespassing	A, Z, ZZ, AAA	A, B, B1, BB, ZZ, AAA	A, B, B1, DD, ZZ, AAA	A, B, B1, FF, PP, ZZ, AAA	A, B, B1, MM, NN, ZZ, AAA, BBB
S	F9	False Fire Alarm/911 Call	A, K, Z, ZZ, AAA	A, B, B1, BB, ZZ, AAA	A, B, B1, DD, ZZ, AAA	A, B, B1, FF, PP, ZZ, AAA	A, B, B1, MM, NN, ZZ, AAA, BBB

Broward County Public Schools
Administrative Discipline Matrix (SY 2019-2022)
Elementary Grades K-2

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Substance Abuse/Drug Incidents							
PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12th grade with a maximum of three (3) referral assignments to the program.							
	Z4	Over-the-Counter Medication – Unauthorized Use/Possession	A, D, M	A, D, M	A, D, H, R		
	OC	Over-the-Counter Medication – Sale/Attempted Sale/ Transmittal	A, D, T	A, B, D, H, Z	A, B, D, G, BB		
S	TU	Tobacco – Use/Possession/Sale/Transmittal of tobacco and/or tobacco related products	A, D, H, N, ZZ	A, B, D, F, Z, ZZ			
S	EC	Tobacco – Use/Possession/ Sale/Transmittal of Vapor Devices and/or Components of E- Cigarettes, Vapor Devises, or Similar	A, D, H, N, ZZ, AAA	A, B, D, F, Z, ZZ, AAA	A, B, D, F, Z, ZZ, AAA	A, B, D, F, Z, ZZ, AAA	
S	A1	Alcohol – Use/Possession	A, B, D, F, EE, ZZ, AAA	A, B, B1, D, F, MM, NN, QQ, ZZ, AAA, BBB	A, B, B1, D, F, MM, NN, ZZ, AAA, BBB		
S	D5	Drug – Use/Possession of Leaf Marijuana	A, B, D, F, EE, ZZ, AAA	A, B, B1, D, F, MM, NN, QQ, ZZ, AAA, BBB	A, B, B1, D, F, MM, NN, ZZ, AAA, BBB		
S	DA	Drug – Being Under the Influence of Leaf Marijuana, Alcohol and/or Mood-Altering Substances	A, F, EE, ZZ, AAA	A, B, MM, NN, QQ, ZZ, AAA, BBB	A, B, MM, NN, ZZ, AAA, BBB		
S	DF	Drug – Use/Possession of Unauthorized Substance	A, B, B1, D, F, MM, NN, ZZ, AAA, BBB				
S	D6	Drug - Under the Influence of Unauthorized Substance	A, F, MM, ZZ, AAA	A, B, F, MM, NN, ZZ, AAA, BBB			
S	A3	Alcohol - Sale/Attempted Sale/Transmittal	A, D, F, V, BB, ZZ, AAA	A, B, B1, D, F, V, CC, ZZ, AAA	A, B, B1, D, F, V, EE, ZZ, AAA		
S	DS	Drug – Possession of Leaf Marijuana with Intent to Sell	A, B1, D, F, V, CC, ZZ, AAA	A, B, B1, D, F, V, DD, ZZ, AAA	A, B, B1, D, F, MM, NN, ZZ, AAA, BBB		
S	D7	Drug - Sale/Attempted Sale/Transmittal	A, B1, D, F, V, CC, ZZ, AAA	A, B, B1, D, F, V, DD, ZZ, AAA	A, B, B1, D, F, MM, NN, ZZ, AAA, BBB		
S	DP	Drug Paraphernalia - Use/Possession/Sale/Transmittal	A, D, F, Z, ZZ, AAA	A, B, B1, D, F, BB, ZZ, AAA	A, B, B1, D, F, DD, ZZ, AAA	A, B, B1, D, F, FF, PP, ZZ, AAA	A, B, B1, D, F, MM, NN, ZZ, AAA, BBB

Broward County Public Schools
Administrative Discipline Matrix (SY 2019-2022)
Elementary Grades K-2

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Acts Against Persons							
PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12th grade with a maximum of three (3) referral assignments to the program.							
	BL	Bullying – Low Level	A, U	A, L, T	A, B, L, Z	A, B, BB	
S	ZA	Bullying	A, B1, C, Z, ZZ	A, B, B1, C, L, BB, ZZ	A, B, B1, C, L, DD, ZZ	A, B, B1, C, FF, PP, ZZ	A, B, B1, C, MM, NN, ZZ
	HL	Harassment – Low Level	A, U	A, L, T	A, B, L, Z	A, B, BB	
S	HA	Harassment	A, B1, C, Z, ZZ	A, B, B1, C, L, BB, ZZ	A, B, B1, C, D, L, D, ZZ	A, B, B1, C, FF, PP, ZZ	A, B, B1, C, MM, NN, ZZ
**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.*							
S	F1	Fighting –Major Mutual Combat* See above	A, Z, ZZ, AAA	A, B, B1, L, BB, ZZ, AAA	A, B, B1, L, DD, ZZ, AAA		
S	F2	Fighting – Medium* See above	A, H, U	A, H, L, T	A, B, L, W, Z		
	ZI	Fighting – Minor Altercation/Confrontation* See above	A, M	A, U, V	A, G, R		
S	ZT	Hazing (Grades 6-12)					
S	SS	False Accusation Against School Staff	A, H, Z, ZZ, AAA	A, B1, G, BB, ZZ, AAA	A, B, B1, E1, G, DD, ZZ, AAA	A, B, B1, E1, I, FF, PP, ZZ, AAA	A, B, B1, E1, MM, NN, ZZ, AAA, BBB
***When deciding what disciplinary action should be taken, the Administrator may consider the severity of the offense and may impose a more severe consequence.*							
S	56	Sexual Misconduct &/or Indecent Exposure**	A, G, Z, ZZ, AAA	A, B, B1, E1, G, V, BB, ZZ, AAA	A, B, B1, E1, I, V, DD, ZZ, AAA	A, B, B1, E1, I, V, FF, PP, ZZ, AAA	A, B, B1, E1, I, V, MM, NN, ZZ, AAA, BBB
	HT	Inappropriate Touching/Language/Gestures	A, H, U	A, H, T	A, G, W, Z		
S	50	Sexual Harassment	A, B, G, Z, ZZ, AAA	A, B, B1, G, W, BB, ZZ, AAA	A, B, B1, I, V, DD, ZZ, AAA	A, B, B1, I, V, FF, PP, ZZ, AAA	A, B, B1, I, V, MM, NN, ZZ, AAA, BBB
	ZN	Assault/Threat (Low level, non-criminal)	A, B1, C, E1, H, R, AAA	A, B1, C, E1, H, Z, AAA	A, B, B1, C, E1, K, BB, AAA	A, B, B1, C, E1, W, BB, AAA	
	A5	Assault/Threat (no harm or injury) – medium level	A, B, B1, C, E1, Z, ZZ, AAA	A, B, B1, C, E1, K, BB, ZZ, AAA	A, B, B1, C, E1, W, DD, ZZ, AAA		
S	A6	Assault/Threat – High	A, B, B1, C, D, E1, I, MM, NN, ZZ, AAA, BBB				
S	A7	Assault/Threat -- Serious	A, B, B1, C, D, E1, I, MM, NN, ZZ, AAA, BBB				
S	S2	Sexual Assault -- Threat	A, B1, C, E1, G, BB, ZZ, AAA	A, B, B1, C, E1, G, DD, ZZ, AAA	A, B, B1, C, E1, G, FF, PP, ZZ, AAA	A, B, B1, C, E1, I, MM, NN, ZZ, AAA, BBB	
	21	Battery – Low Level	A, H, U	A, H, T	A, B, K, Z	A, B, W, Z	
	22	Battery - Medium	A, B, H, Z, ZZ, AAA	A, B, B1, G, BB, ZZ, AAA	A, B, B1, I, V, DD, ZZ, AAA	A, B, B1, I, FF, PP, ZZ, AAA	A, B, B1, I, MM, NN, ZZ, AAA, BBB
S	PA	Physical Attack	A, B, D, H, Z, ZZ, AAA	A, B, B1, D, E1, H, BB, ZZ, AAA	A, B, B1, D, E1, G, DD, ZZ, AAA	A, B, B1, D, E1, I, FF, PP, ZZ, AAA	A, B, B1, D, E1, I, MM, NN, ZZ, AAA, BBB
S	26	Battery on SBBC Employee/Law Enforcement	A, B, B1, E1, I, MM, NN, ZZ, AAA, BBB				
S	23	Battery - Serious	A, B, B1, E1, I, MM, NN, ZZ, AAA, BBB				

Broward County Public Schools
Administrative Discipline Matrix (SY 2019-2022)
Elementary Grades K-2

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Property Incidents							
PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12th grade with a maximum of three (3) referral assignments to the program.							
	T5	Theft – Petty <$750	A, D, E, Z, ZZ, AAA	A, B, B1, D, E, BB, ZZ, AAA	A, B, B1, D, E, DD, ZZ, AAA		
S	T6	Theft – Grand ≥ $750	A, D, E, G, V, Z, ZZ, AAA	A, B, B1, D, E, E1, G, V, BB, ZZ, AAA	A, B, B1, D, E, E1, I, V, DD, ZZ, AAA	A, B, B1, D, E, E1, I, V, FF, PP, ZZ, AAA	A, B, B1, D, E, E1, I, MM, NN, ZZ, AAA, BBB
S	80	Theft/Motor Vehicle	A, B, B1, D, E, E1, I, V, MM, NN, ZZ, AAA, BBB				
	V4	Vandalism/Damage to Property < $1000	A, B, D, E, Z, ZZ, AAA	A, B, B1, D, E, BB, ZZ, AAA	A, B, B1, D, E, DD, ZZ, AAA		
S	V5	Vandalism/Damage to Property ≥ $1000	A, B1, D, E, E1, G, T, Z, ZZ, AAA	A, B, B1, D, E, E1, G, BB, ZZ, AAA	A, B, B1, D, E, E1, I, DD, ZZ, AAA	A, B, B1, D, E, E1, I, FF, PP, ZZ, AAA	A, B, B1, D, E, E1, I, MM, NN, ZZ, AAA, BBB
	Z3	Technology – Inappropriate Use (computers or networks)	A, U	A, W, V	A, R, V		
S	ST	Technology – Illegal Use (computers or networks)	A, B, Z, ZZ, AAA	A, B, B1, BB, ZZ, AAA	A, B, B1, DD, ZZ, AAA	A, B, B1, FF, PP, ZZ, AAA	A, B, B1, MM, NN, ZZ, AAA, BBB
S	13	Arson	A, B, B1, C, E, E1, MM, NN, YY, ZZ, AAA, BBB				
	FS	Fire – Starting a Fire on Campus	A, D, E, H, Z, ZZ, AAA	A, B, D, E, G, V, BB, ZZ, AAA	A, B, D, E, G, DD, YY, ZZ, AAA	A, B, D, E, I, FF, PP, YY, ZZ, AAA	A, B, D, E, I, MM, NN, YY, ZZ, AAA, BBB
S	36	Burglary – Unlawful breaking/entering into a school facility or property	A, D, E, H, Z, ZZ, AAA	A, B, B1, D, E, G, BB, ZZ, AAA	A, B, B1, D, E, G, DD, ZZ, AAA	A, B, B1, D, E, I, FF, PP, ZZ, AAA	A, B, B1, D, E, I, MM, NN, ZZ, AAA, BBB

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Other Criminal Incidents							
S	OS	Other Serious Incident/Delinquent Act	A, B, B1, D, BB, ZZ, AAA	A, B, B1, D, K, DD, ZZ, AAA	A, B, B1, D, FF, PP, ZZ, AAA	A, B, B1, D, MM, NN, ZZ, AAA, BBB	
S	WA	Weapons – Class A (Possession/Use/Transmittal)	A, B, B1, C, D, E1, MM, OO, ZZ, AAA, BBB				
	WB	Weapons – Class B (Possession/Use/Transmittal)	A, B, D, E1, BB, ZZ, AAA	A, B, B1, C, D, E1, K, EE, ZZ, AAA	A, B, B1, C, D, E1, FF, PP, ZZ, AAA	A, B, B1, C, D, E1, MM, NN, ZZ, AAA, BBB	
S	R2	Robbery or Attempted Robbery	A, B, B1, C, D, E, E1, MM, NN, ZZ, AAA, BBB				
S	R4	Robbery (Armed) or Attempted Armed Robbery	A, B, B1, C, D, E, E1, MM, NN, ZZ, AAA, BBB				
S	S1	Sexual Battery/Rape (Actual or Attempted)	A, B, B1, C, E1, MM, NN, ZZ, AAA, BBB				
S	K1	Kidnapping or Abduction	A, B, B1, C, E1, MM, NN, ZZ, AAA				
S	42	Homicide	A, B, B1, C, E1, MM, NN, ZZ, AAA, BBB				
S	SE	Extortion	A, B, B1, C, E1, MM, NN, ZZ, AAA, BBB				
S	B3	Bomb/Mass Shooting (Placing/Actual)	A, B, B1, C, E1, MM, OO, ZZ, AAA, BBB				
S	B4	Bomb Threat/Mass Shooting (False Reporting)	A, B, B1, C, E1, MM, OO, ZZ, AAA, BBB				

Broward County Public Schools
Administrative Discipline Matrix (SY 2019-2022)
Elementary Grades K-2

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

Broward County Public Schools
Administrative Discipline Matrix
SY 2019-2022

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

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

Per F.S. §1006.13, the threat assessment team shall consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act, which would pose a threat to school safety. If a student commits more than one misdemeanor, the threat assessment team must consult with law enforcement to determine if the act should be reported to law enforcement.

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

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

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

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

Action Legend
Administrative Consequences/Interventions

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

A.	Parent Contact/Conference (Required for each offense)	AA.	In-School Suspension: 3-5 Days
A1.	Administrative Transition Meeting (per Staff Request)	BB.	Out-of-School Suspension: 1-2 Days (Assign AES)
B.	Collaborative Problem Solving Team (MTSS/RtI) Referral	CC.	Out-of-School Suspension: 2 Days (Assign AES)
B1.	Refer to Threat Assessment Team (when applicable)	DD.	Out-of-School Suspension: 3-5 Days (Assign AES)
C.	Comprehensive Threat Assessment Protocol (when applicable)	EE.	Out-of-School Suspension: 4 Days (Assign AES)
D.	Confiscation (when applicable)	FF.	Out-of-School Suspension: 6-9 Days (Assign AES)
E.	Restitution (when applicable)	GG.	Out-of-School Suspension: 2 Days (PROMISE AES Mandatory)
E1.	Refer for Mental Health Services (as appropriate)	HH.	Out-of-School Suspension: 3 Days (PROMISE AES Mandatory)
F.	Referral to Substance Abuse Case Manager	II.	Out-of-School Suspension: 4 Days (PROMISE AES Mandatory)
G.	Referral to Social Worker	JJ.	Out-of-School Suspension: 6 Days (PROMISE AES Mandatory)
H.	Referral to School Counselor	JJ1.	Out-of-School Suspension: 6 Days (Assign AES)
I.	Referral to Family Counselor	KK.	Out-of-School Suspension: 9 Days (PROMISE AES Mandatory)
J.	Collaborative Attendance Contract (includes Parent, Administration, Student, School Counselor & Social Worker)	KK1.	Out-of-School Suspension: 9 Days (Assign AES)
K.	Collaborative Behavior Contract (includes Parent, Administration, Student, School Counselor & Social Worker)	LL.	Out-of-School Suspension: 10 Days (PROMISE AES Mandatory)
L.	Behavioral Consultation with Curriculum Support (LEAPS)	MM.	Out-of-School Suspension: 10 Days (Assign AES)
M.	Verbal Warning	NN.	Recommendation for Behavior Intervention Program via the Expulsion Abeyance Office
N.	Detention (1)	OO.	Mandatory Recommendation for Expulsion
N1.	Saturday Detention	PP.	Alternative Probationary Contract
O.	Multiple Detentions (2-3)	QQ.	Probationary Substance Contract
P.	PROMISE Eligible Incident (District students 11 years or older or in Grades 6-12)	RR.	Bus – Verbal or Written Reprimand
Q.	School/Community Service Work	SS.	Bus – 3 Days School Bus Suspension
R.	School Specific Consequence	TT.	Bus – 1 to 10 Days School Bus Suspension
S.	Incident Codes Reported to the State	UU.	Bus – 10 Days School Bus Suspension
T.	In-School Suspension (Less than a day)	VV.	Bus – Expulsion from School Bus for the Remainder of the School Year
U.	Time Out	WW.	Loss of Specific School-Sanctioned Activity for 1 Year
V.	Additional Interventions (as appropriate)	XX.	Loss of All School-Sanctioned Activities for 1 Year
W.	Loss of Privilege	YY.	Referral to Fire Starter Program
X.	In-School Suspension (1-3 Days) & Loss of Extra Curricular Activities (1-30 Days)	ZZ.	Complete Immediate Notification Form (SIU)
Y.	Loss of Extra Curricular Activities (Up to 5 days)	AAA.	Consultation with Law Enforcement
Z.	In-School Suspension: 1-2 Days	BBB.	Refer to Community Youth Support Diversion Programs by District (as appropriate)

Broward County Public Schools
Administrative Discipline Matrix (SY 2019-2022)
Elementary Grades 3-5

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Attendance Incidents							
	ZL	Class Cut (Skipping)	A, M	A, V, R	A, B, W		
	ZM	Tardiness, Habitual (5 in a marking period)	A	A, B, H, J			
	ZV	Truancy	A	A, B, H, J			
	ZG	Leaving Campus Without Permission	A, R	A, B, H, R			
	ZU	Out of Assigned Area	A, M	A, R	A, H, R	A, J, R	

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Rule Violation Incidents							
	ZE	Dress Code Violation	A, M	A, Y	A, X		
	ZQ	Cheating Minor (Grades 6-12)					
	ZB	Cheating Major	A, H, K, T	A, I, Z	A, B, AA		
	ZP	Detention – Unserved	A, R	A, R	A, W		
	ZS	Unserved Saturday Detention					
S	ED	Electronic Devices	A, D, H, K, BB, ZZ, AAA	A, B, B1, D, G, V, W, DD, ZZ, AAA	A, B, B1, D, I, FF, PP, ZZ, AAA	A, B, B1, D, I, MM, NN, ZZ, AAA, BBB	
S	SX	Sexting	A, D, G, V, BB, ZZ, AAA	A, B, B1, D, G, K, V, DD, ZZ, AAA	A, B, B1, D, G, V, FF, PP, ZZ, AAA	A, B, B1, D, G, V, MM, NN, ZZ, AAA, BBB	
	ZY	Cell Phone Violation (punitive action begin on 2nd offense)	A, M	A, D	A, D, R		

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Disruptive Incidents							
PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12th grade with a maximum of three (3) referral assignments to the program.							
	SB	Disruptive (Unruly) Behavior	A, U	A, H, K, L	A, G, L, R, W	A, B, L, Z	
	UP	Disruptive (Unruly) Play	A, M	A, L, U	A, H, L, R, V		
	01	Disobedience/Insubordination	A, M, L	A, H, K, L	A, G, R, V, W	A, B, W, Z	
	ZW	Defiance of Authority-Habitual	A, B, W, Z	A, B, G, BB	A, B, G, DD		
	02	Profanity – Use of Insulting/Obscene Language	A, N	A, L, R	A, V, Z		
	ZX	Profanity Directed Towards a Staff Member	A, A1, H, N	A, A1, H, L, R	A, A1, B, Z	A, A1, B, BB	
S	SG	Gambling	A, D, M, H, ZZ	A, B, D, N, ZZ	A, B, D, R, ZZ	A, B, D, R, ZZ, AAA	
	Z1	Inciting a Disturbance	A, H, L, R	A, B, V, Z	A, B, W, BB		
S	SF	Passing/Producing Counterfeit Money	A, D, R, ZZ, AAA	A, D, H, Z, ZZ, AAA			
	ZH	Falsification/Misrepresentation (lying, forgery of signature)	A, R	A, T	A, B, Z		
	ZC	Prohibited/Distracting Items – Possession/Use	A, D, R	A, D, T			
	ZJ	Distribution/Sale of Unauthorized Materials (non-criminal)	A, D, R	A, D, T			
S	Z2	Laser Device – Inappropriate Use	A, D, H, BB, ZZ, AAA	A, B, D, G, DD, ZZ, AAA	A, B, D, I, FF, PP, ZZ, AAA	A, B, D, MM, NN, ZZ, AAA, BBB	
S	G1	Gang Activity	A, B1, C, E, H, BB, ZZ, AAA	A, B, B1, C, E, G, DD, ZZ, AAA	A, B, B1, C, E, I, FF, PP, ZZ, AAA	A, B, B1, C, E, MM, NN, ZZ, AAA, BBB	
	XA	Disruption on Campus – Minor	A, H, R	A, H, K, L, N	A, B, W, O		
S	D0	Disruption on Campus – Major	A, G, BB, ZZ, AAA	A, B, B1, DD, ZZ, AAA	A, B, B1, FF, PP, ZZ, AAA	A, B, B1, MM, NN, ZZ, AAA, BBB	
S	66	Trespassing	A, BB, ZZ, AAA	A, B, B1, DD, ZZ, AAA	A, B, B1, FF, PP, ZZ, AAA	A, B, B1, MM, NN, ZZ, AAA, BBB	
S	F9	False Fire Alarm/911 Call	A, K, BB, ZZ, AAA	A, B, B1, DD, ZZ, AAA	A, B, B1, FF, PP, ZZ, AAA	A, B, B1, MM, OO, ZZ, AAA, BBB	

Broward County Public Schools
Administrative Discipline Matrix (SY 2019-2022)
Elementary Grades 3-5

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Substance Abuse/Drug Incidents							
PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12th grade with a maximum of three (3) referral assignments to the program.							
	Z4	Over-the-Counter Medication – Unauthorized Use/Possession	A, D, M	A, D, M	A, D, G, R		
	OC	Over-the-Counter Medication – Sale/Attempted Sale/ Transmittal	A, D, T	A, B, D, G, Z	A, B, D, G, BB		
S	TU	Tobacco – Use/Possession/Sale/Transmittal of tobacco and/or tobacco related products	A, D, G, N, ZZ	A, B, D, F, Z, ZZ			
S	EC	Tobacco – Use/Possession/ Sale/Transmittal of Vapor Devices and/or Components of E- Cigarettes, Vapor Devises, or Similar	A, D, H, N, ZZ, AAA	A, B, D, F, Z, ZZ, AAA	A, B, D, F, Z, ZZ, AAA	A, B, D, F, Z, ZZ, AAA	
S	A1	Alcohol – Use/Possession	A, B, D, F, EE, ZZ, AAA	A, B, B1, D, F, MM, NN, QQ, ZZ, AAA, BBB	A, B, B1, D, F, MM, NN, ZZ, AAA, BBB		
S	D5	Drug – Use/Possession of Leaf Marijuana	A, B, D, F, EE, ZZ, AAA	A, B, B1, D, F, MM, NN, QQ, ZZ, AAA, BBB	A, B, B1, D, F, MM, NN, ZZ, AAA, BBB		
S	DA	Drug – Being Under the Influence of Leaf Marijuana, Alcohol and/or Mood-Altering Substances	A, F, EE, ZZ, AAA	A, B, MM, NN, QQ, ZZ, AAA, BBB	A, B, MM, NN, ZZ, AAA, BBB		
S	DF	Drug – Use/Possession of Unauthorized Substance	A, B, B1, D, F, MM, NN, ZZ, AAA, BBB				
S	D6	Drug - Under the Influence of Unauthorized Substance	A, F, MM, ZZ, AAA	A, B, F, MM, NN, ZZ, AAA, BBB			
S	A3	Alcohol - Sale/Attempted Sale/Transmittal	A, D, F, V, BB, ZZ, AAA	A, B, B1, D, F, V, CC, ZZ, AAA	A, B, B1, D, F, V, EE, ZZ, AAA		
S	D5	Drug – Possession of Leaf Marijuana with Intent to Sell	A, B1, D, F, V, CC, ZZ, AAA	A, B, B1, D, F, V, DD, ZZ, AAA	A, B, B1, D, F, MM, NN, ZZ, AAA, BBB		
S	D7	Drug - Sale/Attempted Sale/Transmittal	A, B1, D, F, V, CC, ZZ, AAA	A, B, B1, D, F, V, DD, ZZ, AAA	A, B, B1, D, F, MM, NN, ZZ, AAA, BBB		
S	DP	Drug Paraphernalia - Use/Possession/Sale/Transmittal	A, B, D, F, BB, ZZ, AAA	A, B, B1, D, F, DD, ZZ, AAA	A, B, B1, D, F, FF, PP, ZZ, AAA	A, B, B1, D, F, MM, NN, ZZ, AAA, BBB	

Broward County Public Schools
Administrative Discipline Matrix (SY 2019-2022)
Elementary Grades 3-5

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Acts Against Persons							
PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12th grade with a maximum of three (3) referral assignments to the program.							
	BL	Bullying – Low Level	A, T	A, B, L, Z	A, B, L , BB		
S	ZA	Bullying	A, B1, C, Z, ZZ	A, B1, C, L, BB, ZZ	A, B, B1, C, L, DD, ZZ	A, B, B1, C, FF, PP, ZZ	A, B, B1, C, MM, NN, ZZ
	HL	Harassment – Low Level	A, T	A, B, L, Z	A, B, L, BB		
S	HA	Harassment	A, B1, C, Z, ZZ	A, B1, C, L, BB, ZZ	A, B, B1, C, L, DD, ZZ	A, B, B1, C, FF, PP, ZZ	A, B, B1, C, MM, NN, ZZ
**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.*							
S	F1	Fighting –Major Mutual Combat* See above	A, CC, ZZ, AAA	A, B, L, B1, EE, ZZ, AAA	A, B, B1, K, L, JJ1, ZZ, AAA		
S	F2	Fighting – Medium* See above	A, H, Z	A, H, K, L, BB	A, B, L, W, DD		
	ZI	Fighting – Minor Altercation/Confrontation* See above	A, HT	A, H, Z			
S	ZT	Hazing (Grades 6-12)					
S	SS	False Accusation Against School Staff	A, G, BB, ZZ, AAA	A, B, B1, E1, G, DD, ZZ, AAA	A, B, B1, E1, I, FF, PP, ZZ, AAA	A, B, B1, E1, MM, NN, ZZ, AAA, BBB	
***When deciding what disciplinary action should be taken, the Administrator may consider the severity of the offense and may impose a more severe consequence.*							
S	56	Sexual Misconduct &/or Indecent Exposure**	A, G, K, BB, ZZ, AAA	A, B, B1, E1, I, DD, V, W, ZZ, AAA	A, B, B1, E1, I, V, FF, PP, ZZ, AAA	A, B, B1, E1, I, V, MM, NN, ZZ, AAA, BBB	
	HT	Inappropriate Touching/Language/Gestures	A, H, T	A, H, W, Z	A, B, G, W, Z		
S	50	Sexual Harassment	A, B, G, K, BB, ZZ, AAA	A, B, B1, I, V, W, DD, ZZ, AAA	A, B, B1, I, V, FF, PP, ZZ, AAA	A, B, B1, I, V, MM, NN, ZZ, AAA, BBB	
	ZN	Assault/Threat (Low level, non-criminal)	A, B1, C, E1, H, Z, AAA	A, B1, C, E1, H, Z, AAA	A, B, B1, C, E1, K, BB, AAA	A, B, B1, C, E1, W, BB, AAA	
	A5	Assault/Threat (no harm or injury) – medium level	A, B, B1, C, E1, BB, ZZ	A, B, B1, C, E1, K, DD, ZZ	A, B, B1, C, E1, W, JJ1, ZZ		
S	A6	Assault/Threat – High	A, B, B1, C, E1, I, MM, NN, ZZ, AAA, BBB				
S	A7	Assault/Threat – Serious	A, B, B1, C, D, E1, I, MM, NN, ZZ, AAA, BBB				
S	S2	Sexual Assault-Threat	A, B1, C, E1, G, DD, ZZ, AAA	A, B, B1, C, E1, G, FF, PP, ZZ, AAA	A, B, B1, C, E1, I, MM, NN, ZZ, AAA, BBB		
	21	Battery – Low Level	A, H, Z	A, B, K, BB	A, B, W, DD		
	22	Battery - Medium	A, B, G, BB, ZZ, AAA	A, B, B1, I, V, DD, ZZ, AAA	A, B, B1, I, FF, PP, ZZ, AAA	A, B, B1, I, MM, NN, ZZ, AAA, BBB	
S	PA	Physical Attack	A, B, D, H, BB, ZZ, AAA	A, B, B1, D, E1, G, DD, ZZ, AAA	A, B, B1, D, E1, I, FF, PP, ZZ, AAA	A, B, B1, D, E1, I, MM, NN, ZZ, AAA, BBB	
S	26	Battery on SBBC Employee/Law Enforcement Officer	A, B, B1, E1, I, MM, NN, ZZ, AAA, BBB				
S	23	Battery – Serious	A, B, B1, E1, I, MM, NN, ZZ, AAA, BBB				

Broward County Public Schools
Administrative Discipline Matrix (SY 2019-2022)
Elementary Grades 3-5

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Property Incidents							
PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12th grade with a maximum of three (3) referral assignments to the program.							
	T5	Theft – Petty <$750	A, D, E, BB, ZZ, AAA	A, B, B1, D, E, DD, ZZ, AAA	A, B, B1, D, E, JJ1, ZZ, AAA		
S	T6	Theft – Grand ≥ $750	A, D, E, G, V, BB, ZZ, AAA	A, B, B1, D, E, E1, I, V, DD, ZZ, AAA	A, B, B1, D, E, E1, I, V, FF, PP, ZZ, AAA	A, B, B1, D, E, E1, I, MM, NN, ZZ, AAA, BBB	
S	80	Theft/Motor Vehicle	A, B, B1, D, E, E1, I, V, MM, NN, ZZ, AAA, BBB				
	V4	Vandalism/Damage to Property < $1000	A, B, D, E, BB, ZZ, AAA	A, B, B1, D, E, DD, ZZ, AAA	A, B, B1, D, E, JJ1, ZZ, AAA		
S	V5	Vandalism/Damage to Property ≥ $1000	A, B1, D, E, E1, G, BB, ZZ, AAA	A, B, B1, D, E, E1, I, DD, ZZ, AAA	A, B, B1, D, E, E1, I, FF, PP, ZZ, AAA	A, B, B1, D, E, E1, I, MM, NN, ZZ, AAA, BBB	
	Z3	Technology – Inappropriate Use (computers or networks)	A, M, W, V	A, R, V, T	A, H, V, Z	A, G, V, Z	
S	ST	Technology – Illegal Use (computers or networks)	A, H, BB, ZZ, AAA	A, B, B1, G, DD, ZZ, AAA	A, B, B1, I, FF, PP, ZZ, AAA	A, B, B1, MM, NN, ZZ, AAA, BBB	
S	13	Arson	A, B, B1, C, E, E1, MM, NN, YY, ZZ, AAA, BBB				
	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, BBB	
S	36	Burglary – Unlawful breaking/entering into a school facility or property	A, D, E, G, BB, ZZ, AAA	A, B, B1, D, E, G, DD, ZZ, AAA	A, B, B1, D, E, I, FF, PP, ZZ, AAA	A, B, B1, D, E, I, MM, NN, ZZ, AAA, BBB	

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Other Criminal Incidents							
S	OS	Other Serious Incident/Delinquent Act	A, B, D, K, DD, ZZ, AAA	A, B, B1, D, FF, PP, ZZ, AAA	A, B, B1, D, MM, NN, ZZ, AAA, BBB		
S	WA	Weapons – Class A (Possession/Use/Transmittal)	A, B, B1, C, D, E1, MM, OO, ZZ, AAA, BBB				
	WB	Weapons – Class B (Possession/Use/Transmittal)	A, B, D, K, DD, ZZ, AAA	A, B, B1, C, E1, D, FF, PP, ZZ AAA	A, B, B1, C, D, E1, MM, NN, ZZ, AAA, BBB		
S	R2	Robbery or Attempted Robbery	A, B, B1, C, D, E, E1, MM, NN, ZZ, AAA, BBB				
S	R4	Robbery (Armed) or Attempted Armed Robbery	A, B, B1, C, D, E, E1, MM, NN, ZZ, AAA, BBB				
S	S1	Sexual Battery/Rape (Actual or Attempted)	A, B, B1, C, E1, MM, NN, ZZ, AAA, BBB				
S	K1	Kidnapping or Abduction	A, B, B1, C, E1, MM, NN, ZZ, AAA, BBB				
S	42	Homicide	A, B, B1, C, E1, MM, NN, ZZ, AAA, BBB				
S	SE	Extortion	A, B, B1, C, E1, MM, NN, ZZ, AAA, BBB				
S	B3	Bomb/Mass Shooting (Placing/Actual)	A, B, B1, C, E1, MM, OO, ZZ, AAA, BBB				
S	B4	Bomb Threat/Mass Shooting (False Reporting)	A, B, B1, C, E1, MM, OO, ZZ, AAA, BBB				

Broward County Public Schools
Administrative Discipline Matrix (SY 2019-2022)
Elementary Grades 3-5

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

Broward County Public Schools
Administrative Discipline Matrix
SY 2019-2022

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

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

Per F.S. §1006.13, the threat assessment team shall consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act, which would pose a threat to school safety. If a student commits more than one misdemeanor, the threat assessment team must consult with law enforcement to determine if the act should be reported to law enforcement.

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

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

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

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

Action Legend
Administrative Consequences/Interventions

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

A.	Parent Contact/Conference (Required for each offense)	AA.	In-School Suspension: 3-5 Days
A1.	Administrative Transition Meeting (per Staff Request)	BB.	Out-of-School Suspension: 1-2 Days (Assign AES)
B.	Collaborative Problem Solving Team (MTSS/RtI) Referral	CC.	Out-of-School Suspension: 2 Days (Assign AES)
B1.	Refer to Threat Assessment Team (when applicable)	DD.	Out-of-School Suspension: 3-5 Days (Assign AES)
C.	Comprehensive Threat Assessment Protocol (when applicable)	EE.	Out-of-School Suspension: 4 Days (Assign AES)
D.	Confiscation (when applicable)	FF.	Out-of-School Suspension: 6-9 Days (Assign AES)
E.	Restitution (when applicable)	GG.	Out-of-School Suspension: 2 Days (PROMISE AES Mandatory)
E1.	Refer for Mental Health Services (as appropriate)	HH.	Out-of-School Suspension: 3 Days (PROMISE AES Mandatory)
F.	Referral to Substance Abuse Case Manager	II.	Out-of-School Suspension: 4 Days (PROMISE AES Mandatory)
G.	Referral to Social Worker	JJ.	Out-of-School Suspension: 6 Days (PROMISE AES Mandatory)
H.	Referral to School Counselor	JJ1.	Out-of-School Suspension: 6 Days (Assign AES)
I.	Referral to Family Counselor	KK.	Out-of-School Suspension: 9 Days (PROMISE AES Mandatory)
J.	Collaborative Attendance Contract (includes Parent, Administration, Student, School Counselor & Social Worker)	KK1.	Out-of-School Suspension: 9 Days (Assign AES)
K.	Collaborative Behavior Contract (includes Parent, Administration, Student, School Counselor & Social Worker)	LL.	Out-of-School Suspension: 10 Days (PROMISE AES Mandatory)
L.	Behavioral Consultation with Curriculum Support (LEAPS)	MM.	Out-of-School Suspension: 10 Days (Assign AES)
M.	Verbal Warning	NN.	Recommendation for Behavior Intervention Program via the Expulsion Abeyance Office
N.	Detention (1)	OO.	Mandatory Recommendation for Expulsion
N1.	Saturday Detention	PP.	Alternative Probationary Contract
O.	Multiple Detentions (2-3)	QQ.	Probationary Substance Contract
P.	PROMISE Eligible Incident (District students 11 years or older or in Grades 6-12)	RR.	Bus – Verbal or Written Reprimand
Q.	School/Community Service Work	SS.	Bus – 3 Days School Bus Suspension
R.	School Specific Consequence	TT.	Bus – 1 to 10 Days School Bus Suspension
S.	Incident Codes Reported to the State	UU.	Bus – 10 Days School Bus Suspension
T.	In-School Suspension (Less than a day)	VV.	Bus – Expulsion from School Bus for the Remainder of the School Year
U.	Time Out	WW.	Loss of Specific School-Sanctioned Activity for 1 Year
V.	Additional Interventions (as appropriate)	XX.	Loss of All School-Sanctioned Activities for 1 Year
W.	Loss of Privilege	YY.	Referral to Fire Starter Program
X.	In-School Suspension (1-3 Days) & Loss of Extra Curricular Activities (1-30 Days)	ZZ.	Complete Immediate Notification Form (SIU)
Y.	Loss of Extra Curricular Activities (Up to 5 days)	AAA.	Consultation with Law Enforcement
Z.	In-School Suspension: 1-2 Days	BBB.	Refer to Community Youth Support Diversion Programs by District (as appropriate)

Broward County Public Schools
Administrative Discipline Matrix (SY 2019-2022)
Secondary Grades 6-8

	Type of Incident		1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Attendance Incidents							
	ZL	Class Cut (Skipping)	A, O, W	A, B, J, N1, W			
	ZM	Tardiness, Habitual (5 in a marking period)	A, B, J, N	A, B, G, O	A, B, G, N1		
	ZV	Truancy	A, G, N1	A, B, G, N1	A, B, G, W, O		
	ZG	Leaving Campus Without Permission	A, J, N1	A, B, W, V, N1			
	ZU	Out of Assigned Area	A, N	A, B, O	A, B, O	A, B, N1	

	Type of Incident		1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Rule Violation Incidents							
	ZE	Dress Code Violation	A, M	A, Y	A, X		
	ZQ	Cheating Minor (Grades 6-12)	A, Z	A, L, AA	A, H, L, W, AA		
	ZB	Cheating Major	A, DD	A, B, FF			
	ZP	Detention – Unserved	A, O	A, B, N1			
	ZS	Unserved Saturday Detention	A, Z	A, B, AA			
S	ED	Electronic Devices	A, D, K, DD, ZZ, AAA	A, B, B1, D, W, FF, PP, ZZ, AAA	A, B, B1, D, MM, OO, ZZ, AAA, BBB		
S	SX	Sexting	A, D, G, K, V, DD, ZZ, AAA	A, B, B1, D, V, W, FF, PP, ZZ, AAA	A, B, B1, D, V, MM, OO, ZZ, AAA, BBB		
	ZY	Cell Phone Violation (punitive action begin on 2nd offense)	A, M	A, D, M	A, D, X		

	Type of Incident		1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Disruptive Incidents							
PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12th grade with a maximum of three (3) referral assignments to the program.							
	SB	Disruptive (Unruly) Behavior	A, L, T	A, B, K, L, Z	A, B, L, W, AA		
	UP	Disruptive (Unruly) Play	A, L, N	A, L, O			
	01	Disobedience/Insubordination	A, L, T	A, B, K, L, Z	A, B, G, L, W, Z		
	ZW	Defiance of Authority-Habitual	A, B, G, BB	A, B, G, BB	A, B, I, CC	A, B, I, DD	
	02	Profanity – Use of Insulting/Obscene Language	A, L, T	A, L, Z	A, B, Z		
	ZX	Profanity Directed Towards a Staff Member	A, A1, BB	A, A1, B, DD			
S	SG	Gambling	A, D, N, ZZ	A, B, D, O, ZZ	A, B, D, N1, ZZ, AAA	A, B, D, R, ZZ, AAA	
	Z1	Inciting a Disturbance	A, K, Z	A, W, AA	A, W, BB	A, W, DD	
S	SF	Passing/Producing Counterfeit Money	A, D, BB, ZZ, AAA	A, B, D, DD, ZZ, AAA			
	ZH	Falsification/Misrepresentation (lying, forgery of signature)	A, O	A, B, Z	A, B, DD		
	ZC	Prohibited/Distracting Items – Possession/Use	A, D, N	A, D, O	A, B, D, Z		
	ZJ	Distribution/Sale of Unauthorized Materials (non-criminal)	A, D, N	A, D, O			
S	Z2	Laser Device – Inappropriate Use	A, D, DD, ZZ, AAA	A, B, D, H, FF, PP, ZZ, AAA	A, B, D, MM, OO, ZZ, AAA, BBB		
S	G1	Gang Activity	A, B1, C, E, G, DD, ZZ, AAA	A, B, B1, C, E, G, FF, PP, ZZ, AAA	A, B, B1, C, E, G, MM, OO, ZZ, AAA, BBB		
	XA	Disruption on Campus – Minor	A, K, L, N	A, B, L, N1	A, B, W, Z		
S	D0	**Disruption on Campus – Major**	P, A, B, KK, PP, ZZ, AAA	P, A, B, B1, LL, OO, ZZ, AAA, BBB	P, A, B, B1, LL, OO, ZZ, BBB	A, B, B1, MM, OO, ZZ, BBB	
S	66	**Trespassing**	P, A, B, KK, PP, ZZ, AAA	P, A, B, B1, LL, OO, ZZ, AAA, BBB	P, A, B, B1, LL, OO, ZZ, AAA, BBB	A, B, B1, MM, OO, ZZ, AAA, BBB	
S	F9	False Fire Alarm/911 Call	A, K, DD, ZZ, AAA	A, B, B1, FF, PP, ZZ, AAA	A, B, B1, MM, OO, ZZ, AAA, BBB		

Broward County Public Schools
Administrative Discipline Matrix (SY 2019-2022)
Secondary Grades 6-8

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Substance Abuse/Drug Incidents							
PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12th grade with a maximum of three (3) referral assignments to the program.							
	Z4	Over-the-Counter Medication – Unauthorized Use/Possession	A, D, M	A, D, M	A, D, G, N		
	OC	Over-the-Counter Medication – Sale/Attempted Sale/ Transmittal	A, D, AA	A, B, D, G, BB	A, B, D, F, V, DD		
S	TU	Tobacco – Use/Possession/Sale/Transmittal of tobacco and/or tobacco related products	A, D, F, Z, ZZ	A, B, D, F, AA, ZZ			
S	EC	Tobacco – Use/Possession/ Sale/Transmittal of Vapor Devices and/or Components of E- Cigarettes, Vapor Devises, or Similar	A, D, F, Z, ZZ, AAA	A, B, D, F, JJ1, ZZ, AAA	A, B, D, F, MM, OO, QQ, ZZ, AAA	A, B, D, F, MM, OO, ZZ, AAA	
S	A1	Alcohol – Use/Possession	P, A, B, D, F, JJ, ZZ, AAA	P, A, B, B1, D, F, LL, OO, QQ, ZZ, AAA, BBB	P, A, B, B1, D, F, LL, OO, ZZ, AAA, BBB	A, B, B1, D, F, MM, OO, ZZ, AAA, BBB	
S	D5	Drug – Use/Possession of Leaf Marijuana	P, A, B, D, F, JJ, ZZ, AAA	P, A, B, B1, D, F, LL, OO, QQ, ZZ, AAA, BBB	P, A, B, B1, D, F, LL, OO, ZZ, AAA, BBB	A, B, B1, D, F, MM, OO, ZZ, AAA, BBB	
S	DA	Drug – Being Under the Influence of Leaf Marijuana, Alcohol and/or Mood-Altering Substances	A, B, D, F, JJ1, ZZ, AAA	A, B, D, F, MM, OO, QQ, ZZ, AAA, BBB	A, B, D, F, MM, OO, ZZ, AAA, BBB		
S	DF	Drug – Use/Possession of Unauthorized Substance	A, B, B1, D, F, MM, OO, ZZ, AAA, BBB				
S	D6	Drug - Under the Influence of Unauthorized Substance	A, F, MM, ZZ, AAA	A, B, F, MM, OO, ZZ, AAA, BBB			
S	A3	Alcohol - Sale/Attempted Sale/Transmittal	P, A, B, D, F, LL, OO, ZZ, AAA, BBB	P, A, B, B1, D, F, LL, OO, ZZ, AAA, BBB	P, A, B, B1, D, F, LL, OO, ZZ, AAA, BBB	A, B, B1, D, F, MM, OO, ZZ, AAA, BBB	
S	D5	Drug – Possession of Leaf Marijuana with Intent to Sell	A, B, B1, D, F, MM, OO, ZZ, AAA, BBB				
S	D7	Drug - Sale/Attempted Sale/Transmittal	A, B, B1, D, F, MM, OO, ZZ, AAA, BBB				
S	DP	Drug Paraphernalia - Use/Possession/Sale/Transmittal	P, A, B, D, F, KK, PP, ZZ, AAA	P, A, B, B1, D, F, LL, OO, ZZ, AAA, BBB	P, A, B, B1, D, F, LL, OO, ZZ, AAA, BBB	A, B, B1, D, F, MM, OO, ZZ, AAA, BBB	

Broward County Public Schools
Administrative Discipline Matrix (SY 2019-2022)
Secondary Grades 6-8

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Acts Against Persons							
PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12th grade with a maximum of three (3) referral assignments to the program.							
	BL	Bullying – Low Level	A, Z	A, B, L, AA	A, B, K, L, BB		
S	ZA	Bullying	A, B, B1, C, BB, ZZ	A, B, B1, C, L, DD, ZZ	A, B, B1, C, L, FF, PP, ZZ	A, B, B1, C, MM, OO, ZZ, BBB	
	HL	Harassment – Low Level	A, Z	A, B, L, AA	A, B, K, L, BB		
S	HA	Harassment	A, B, B1, C, BB, ZZ	A, B, B1, C, L, DD, ZZ	A, B, B1, C, L, FF, PP, ZZ	A, B, B1, C, MM, OO, ZZ, BBB	
**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.*							
S	F1	Fighting –Major Mutual Combat* See above	P, A, B, HH, ZZ, AAA	P, A, B, L, B1, JJ, ZZ, AAA	P, A, B, K, L, B1, KK, ZZ, AAA, BBB	A, B, L, B1, KK1, ZZ, AAA, BBB	
S	F2	Fighting – Medium* See above	A, H, BB	A, H, L, DD	A, B, K, L, DD	A, B, W, FF	
	ZI	Fighting – Minor Altercation/Confrontation* See above	A, H, L, Z	A, H, K, L, AA	A, B, I, V, W, BB		
S	ZT	Hazing (Grades 6-12)	A, B, B1, C, E1, MM, OO, ZZ, AAA, BBB				
S	SS	False Accusation Against School Staff	A, G, DD, ZZ, AAA	A, B, B1, E1, I, FF, PP, ZZ, AAA	A, B, B1, E1, MM, OO, ZZ, AAA, BBB		
***When deciding what disciplinary action should be taken, the Administrator may consider the severity of the offense and may impose a more severe consequence.*							
S	56	Sexual Misconduct &/or Indecent Exposure**	A, G, DD, ZZ, AAA	A, B, B1, E1, I, FF, PP, ZZ, AAA	A, B, B1, E1, MM, OO, ZZ, AAA, BBB		
	HT	Inappropriate Touching/Language/Gestures	A, H, T	A, H, W, Z	A, B, G, W, AA	A, B, I, K, BB	
S	50	Sexual Harassment	A, H, DD, ZZ, AAA	A, B, B1, I, FF, PP, ZZ, AAA	A, B, B1, MM, OO, ZZ, AAA, BBB		
	ZN	Assault/Threat (Low level, non-criminal)	A, B1, C, E1, H, Z, AAA	A, B1, C, E1, H, W, AA, AAA	A, B, B1, C, E1, W, BB, AAA		
	A5	Assault/Threat (no harm or injury) – medium level	A, B, B1, C, E1, JJ1, ZZ, AAA	A, B, B1, C, E1, KK1, ZZ, AAA			
S	A6	Assault/Threat – High	A, B, B1, C, E1, MM, OO, ZZ, AAA, BBB				
S	A7	Assault/Threat – Serious	A, B, B1, C, D, E1, MM, OO, ZZ, AAA, BBB				
S	S2	Sexual Assault-Threat	A, B1, C, E1, G, DD, ZZ, AAA	A, B1, C, E1, G, FF, PP, ZZ, AAA	A, B, B1, C, E1, G, MM, OO, ZZ, AAA, BBB		
	21	Battery – Low Level	A, G, BB	A, B, K, DD	A, B, W, DD		
	22	Battery - Medium	A, W, DD, ZZ, AAA	A, B, B1, FF, PP, ZZ, AAA	A, B, B1, MM, OO, ZZ, AAA, BBB		
S	PA	Physical Attack	A, D, H, W, DD, ZZ, AAA	A, B, B1, D, E1, FF, PP, ZZ, AAA	A, B, B1, D, E1, MM, OO, ZZ, AAA, BBB		
S	26	Battery on SBBC Employee/Law Enforcement Officer	A, B, B1, E1, MM, OO, ZZ, AAA, BBB				
S	23	Battery – Serious	A, B, B1, E1, MM, OO, ZZ, AAA, BBB				

Broward County Public Schools
Administrative Discipline Matrix (SY 2019-2022)
Secondary Grades 6-8

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Property Incidents							
PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12th grade with a maximum of three (3) referral assignments to the program.							
	T5	Theft – Petty <$750	P, A, B, D, E, HH, ZZ, AAA	P, A, B, B1, D, E, JJ, ZZ, AAA,	P, A, B, B1, D, E, KK, ZZ, AAA, BBB	A, B, B1, D, E, KK1, ZZ, AAA, BBB	
S	T6	Theft – Grand ≥ $750	A, B1, D, E, E1, DD, ZZ, AAA	A, B1, D, E, E1, FF, PP, ZZ, AAA	A, B, B1, D, E, E1, MM, OO, ZZ, AAA, BBB		
S	80	Theft/Motor Vehicle	A, B, B1, D, E, E1, G, MM, OO, ZZ, AAA, BBB				
	V4	Vandalism/Damage to Property < $1000	P, A, B, D, E, HH, ZZ, AAA	P, A, B, B1, D, E, JJ, ZZ, AAA	P, A, B, B1, D, E, KK, ZZ, AAA, BBB	A, B, B1, C, D, E, KK1, ZZ, AAA, BBB	
S	V5	Vandalism/Damage to Property ≥ $1000	A, B1, D, E, E1, DD, ZZ, AAA	A, B1, D, E, E1, FF, PP, ZZ, AAA	A, B, B1, D, E, E1, MM, OO, ZZ, AAA, BBB		
	Z3	Technology – Inappropriate Use (computers or networks)	A, W, Z	A, B, W, AA			
S	ST	Technology – Illegal Use (computers or networks)	A, W, DD, ZZ, AAA	A, B, B1, FF, PP, ZZ, AAA	A, B, B1, MM, OO, ZZ, AAA, BBB		
S	13	Arson	A, B, B1, C, E, E1, MM, OO, YY, ZZ, AAA, BBB				
	FS	Fire – Starting a Fire on Campus	A, D, E, G, DD, YY, ZZ, AAA	A, D, E, G, FF, PP, YY, ZZ, AAA	A, B, D, E, I, MM, OO, YY, ZZ, AAA, BBB		
S	36	Burglary – Unlawful breaking/entering into a school facility or property	A, D, E, G, DD, ZZ, AAA	A, B1, D, E, G, FF, PP, ZZ, AAA	A, B, B1, D, E, I, MM, OO, ZZ, AAA, BBB		

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Other Criminal Incidents							
S	OS	Other Serious Incident/Delinquent Act	A, D, G, FF, PP, ZZ, AAA	A, B, B1, D, MM, OO, ZZ, AAA, BBB			
S	WA	Weapons – Class A (Possession/Use/Transmittal)	A, B, B1, C, D, E1, MM, OO, ZZ, AAA, BBB				
	WB	Weapons – Class B (Possession/Use/Transmittal)	A, B, D, FF, PP, ZZ, AAA	A, B, B1, C, D, E1, MM, OO, ZZ, AAA, BBB			
S	R2	Robbery or Attempted Robbery	A, B, B1, C, D, E, E1, MM, OO, ZZ, AAA, BBB				
S	R4	Robbery (Armed) or Attempted Armed Robbery	A, B, B1, C, D, E, E1, MM, OO, ZZ, AAA, BBB				
S	S1	Sexual Battery/Rape (Actual or Attempted)	A, B, B1, C, E1, MM, OO, ZZ, AAA, BBB				
S	K1	Kidnapping or Abduction	A, B, B1, C E1, MM, OO, ZZ, AAA, BBB				
S	42	Homicide	A, B, B1, C, E1, MM, OO, ZZ, AAA, BBB				
S	SE	Extortion	A, B, B1, C, E1, MM, OO, ZZ, AAA, BBB				
S	B3	Bomb/Mass Shooting (Placing/Actual)	A, B, B1, C, E1, MM, OO, ZZ, AAA, BBB				
S	B4	Bomb Threat/Mass Shooting (False Reporting)	A, B, B1, C, E1, MM, OO, ZZ, AAA, BBB				

Broward County Public Schools
Administrative Discipline Matrix (SY 2019-2022)
Secondary Grades 6-8

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

Broward County Public Schools
Administrative Discipline Matrix
SY 2019-2022

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

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

Per F.S. §1006.13, the threat assessment team shall consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act, which would pose a threat to school safety. If a student commits more than one misdemeanor, the threat assessment team must consult with law enforcement to determine if the act should be reported to law enforcement.

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

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

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

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

Action Legend
Administrative Consequences/Interventions

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

A.	Parent Contact/Conference (Required for each offense)	AA.	In-School Suspension: 3-5 Days
A1.	Administrative Transition Meeting (per Staff Request)	BB.	Out-of-School Suspension: 1-2 Days (Assign AES)
B.	Collaborative Problem Solving Team (MTSS/RtI) Referral	CC.	Out-of-School Suspension: 2 Days (Assign AES)
B1.	Refer to Threat Assessment Team (when applicable)	DD.	Out-of-School Suspension: 3-5 Days (Assign AES)
C.	Comprehensive Threat Assessment Protocol (when applicable)	EE.	Out-of-School Suspension: 4 Days (Assign AES)
D.	Confiscation (when applicable)	FF.	Out-of-School Suspension: 6-9 Days (Assign AES)
E.	Restitution (when applicable)	GG.	Out-of-School Suspension: 2 Days (PROMISE AES Mandatory)
E1.	Refer for Mental Health Services (as appropriate)	HH.	Out-of-School Suspension: 3 Days (PROMISE AES Mandatory)
F.	Referral to Substance Abuse Case Manager	II.	Out-of-School Suspension: 4 Days (PROMISE AES Mandatory)
G.	Referral to Social Worker	JJ.	Out-of-School Suspension: 6 Days (PROMISE AES Mandatory)
H.	Referral to School Counselor	JJ1.	Out-of-School Suspension: 6 Days (Assign AES)
I.	Referral to Family Counselor	KK.	Out-of-School Suspension: 9 Days (PROMISE AES Mandatory)
J.	Collaborative Attendance Contract (includes Parent, Administration, Student, School Counselor & Social Worker)	KK1.	Out-of-School Suspension: 9 Days (Assign AES)
K.	Collaborative Behavior Contract (includes Parent, Administration, Student, School Counselor & Social Worker)	LL.	Out-of-School Suspension: 10 Days (PROMISE AES Mandatory)
L.	Behavioral Consultation with Curriculum Support (LEAPS)	MM.	Out-of-School Suspension: 10 Days (Assign AES)
M.	Verbal Warning	NN.	Recommendation for Behavior Intervention Program via the Expulsion Abeyance Office
N.	Detention (1)	OO.	Mandatory Recommendation for Expulsion
N1.	Saturday Detention	PP.	Alternative Probationary Contract
O.	Multiple Detentions (2-3)	QQ.	Probationary Substance Contract
P.	PROMISE Eligible Incident (District students 11 years or older or in Grades 6-12)	RR.	Bus – Verbal or Written Reprimand
Q.	School/Community Service Work	SS.	Bus – 3 Days School Bus Suspension
R.	School Specific Consequence	TT.	Bus – 1 to 10 Days School Bus Suspension
S.	Incident Codes Reported to the State	UU.	Bus – 10 Days School Bus Suspension
T.	In-School Suspension (Less than a day)	VV.	Bus – Expulsion from School Bus for the Remainder of the School Year
U.	Time Out	WW.	Loss of Specific School-Sanctioned Activity for 1 Year
V.	Additional Interventions (as appropriate)	XX.	Loss of All School-Sanctioned Activities for 1 Year
W.	Loss of Privilege	YY.	Referral to Fire Starter Program
X.	In-School Suspension (1-3 Days) & Loss of Extra Curricular Activities (1-30 Days)	ZZ.	Complete Immediate Notification Form (SIU)
Y.	Loss of Extra Curricular Activities (Up to 5 days)	AAA.	Consultation with Law Enforcement
Z.	In-School Suspension: 1-2 Days	BBB.	Refer to Community Youth Support Diversion Programs by District (as appropriate)

Broward County Public Schools
Administrative Discipline Matrix (SY 2019-2022)
Secondary Grades 9-12

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Attendance Incidents							
	ZL	Class Cut (Skipping)	A, O, W	A, B, J, N1, W			
	ZM	Tardiness, Habitual (5 in a marking period)	A, B, J, N	A, B, G, O, W	A, B, G, N1		
	ZV	Truancy	A, G, J, N1	A, B, G, N1, W	A, B, G, O		
	ZG	Leaving Campus Without Permission	A, J, Q, N1	A, B, J, Z			
	ZU	Out of Assigned Area	A, N	A, B, O	A, B, O		

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Rule Violation Incidents							
	ZE	Dress Code Violation	A, M	A, Y	A, X		
	ZQ	Cheating Minor (Grades 6-12)	A, Z	A, L, AA	A, H, L, W, AA		
	ZB	Cheating Major	A, DD	A, B, FF			
	ZP	Detention – Unserved	A, O	A, Q, R			
	ZS	Unserved Saturday Detention	A, R				
S	ED	Electronic Devices	A, B, D, W, FF, PP, ZZ, AAA	A, B, B1, D, MM, OO, ZZ, AAA, BBB			
S	SX	Sexting	A, D, G, V, W, FF, PP, ZZ, AAA	A, B, B1, D, V, MM OO, ZZ, AAA, BBB			
	ZY	Cell Phone Violation (punitive action begin on 2nd offense)	A, M,	A, D, N	A, D, X		

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Disruptive Incidents							
PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12th grade with a maximum of three (3) referral assignments to the program.							
	SB	Disruptive (Unruly) Behavior	A, L, T	A, K, L, Z	A, B, L, W, AA		
	UP	Disruptive (Unruly) Play	A, L, R	A, K, L, R	A, L, W		
	01	Disobedience/Insubordination	A, L, T	A, K, L, Z	A, B, L, AA		
	ZW	Defiance of Authority-Habitual	A, B, G, BB	A, B, G, DD	A, B, I, FF		
	02	Profanity – Use of Insulting/Obscene Language	A, L, T	A, L, Z	A, B, Z		
	ZX	Profanity Directed Towards a Staff Member	A, A1, BB	A, A1, B, DD			
S	SG	Gambling	A, D, N, ZZ	A, B, D, O, ZZ	A, B, D, Q, ZZ, AAA		
	Z1	Inciting a Disturbance	A, K, Z	A, W, BB	A, W, DD		
S	SF	Passing/Producing Counterfeit Money	A, D, BB, ZZ, AAA	A, D, DD, ZZ, AAA			
	ZH	Falsification/Misrepresentation (lying, forgery of signature)	A, O	A, B, Z	A, B, DD		
	ZC	Prohibited/Distracting Items – Possession/Use	A, D, N	A, D, O	A, B, D, Z		
	ZJ	Distribution/Sale of Unauthorized Materials (non-criminal)	A, D, N	A, D, O			
S	Z2	Laser Device – Inappropriate Use	A, B, D, H, FF, PP, ZZ	A, B, D, MM, OO, ZZ, BBB			
S	G1	Gang Activity	A, B, B1, C, D, E, G, FF, PP, ZZ, AAA	A, B, B1, C, D, E, G, MM, OO, ZZ, AAA, BBB			
	XA	Disruption on Campus – Minor	A, K, L, O	A, B, L, N1, W	A, B, W, Z		
S	D0	Disruption on Campus – Major	P, A, B, KK, PP, ZZ, AAA	P, A, B, B1, LL, OO, ZZ, AAA, BBB	P, A, B, B1, LL, OO, ZZ, AAA, BBB	A, B, B1, MM, OO, ZZ, AAA, BBB	
S	66	Trespassing	P, A, B, KK, PP, ZZ, AAA	P, A, B, B1, LL, OO, ZZ, AAA, BBB	P, A, B, B1, LL, OO, ZZ, AAA, BBB	A, B, B1, MM, OO, ZZ, AAA, BBB	
S	F9	False Fire Alarm/911 Call	A, B, FF, PP, ZZ, AAA	A, B, B1, MM, OO, ZZ, AAA, BBB			

Broward County Public Schools
Administrative Discipline Matrix (SY 2019-2022)
Secondary Grades 9-12

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Substance Abuse/Drug Incidents							
PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12th grade with a maximum of three (3) referral assignments to the program.							
	Z4	Over-the-Counter Medication – Unauthorized Use/Possession	A, D, M	A, D, M	A, D, G, N		
	OC	Over-the-Counter Medication – Sale/Attempted Sale/ Transmittal	A, D, AA	A, B, D, G, BB	A, B, D, F, V, BB		
S	TU	Tobacco – Use/Possession/Sale/Transmittal of Tobacco and/or Tobacco Related Products	A, D, F, Z, ZZ	A, B, D, F, AA, ZZ			
S	EC	Tobacco – Use/Possession/Sale/Transmittal of Vapor Devices and/or Components of E-Cigarettes, Vapor Devices or Similar	A, D, F, Z, ZZ, AAA	A, B, D, F, JJ1, ZZ, AAA	A, B, D, F, MM, OO, QQ, ZZ, AAA	A, B, D, F, MM, OO, ZZ, AAA	
S	A1	Alcohol – Use/Possession	P, A, B, D, F, JJ, ZZ, AAA	P, A, B, B1, D, F, LL, OO, QQ, ZZ, AAA, BBB	P, A, B, B1, D, F, LL, OO, ZZ, AAA, BBB	A, B, B1, D, F, MM, OO, ZZ, AAA, BBB	
S	D5	Drug – Use/Possession of Leaf Marijuana	P, A, B, D, F, JJ, ZZ, AAA	P, A, B, B1, D, F, LL, OO, QQ, ZZ, AAA, BBB	P, A, B, B1, D, F, LL, OO, ZZ, AAA, BBB	A, B, B1, D, F, MM, OO, ZZ, AAA, BBB	
	DA	Drug - Being Under the Influence of Leaf Marijuana, Alcohol and/or Mood-Altering Substances	A, B, D, F, JJ1, ZZ, AAA	A, B, D, F, MM, OO, QQ, ZZ, AAA, BBB	A, B, D, F, MM, OO, ZZ, AAA, BBB		
S	DF	Drug – Use/Possession of Unauthorized Substance	A, B, B1, D, F, MM, OO, ZZ, AAA, BBB				
S	D6	Drug - Under the Influence of Unauthorized Substance	A, F, MM, ZZ, AAA	A, B, F, MM, OO, ZZ, AAA, BBB			
S	A3	Alcohol - Sale/Attempted Sale/Transmittal	P, A, B, D, F, LL, OO, ZZ, AAA, BBB	P, A, B, B1, D, F, LL, OO, ZZ, AAA, BBB	P, A, B, B1, D, F, LL, OO, ZZ, AAA, BBB	A, B, B1, D, F, MM, OO, ZZ, AAA, BBB	
S	DS	Drug – Possession of Leaf Marijuana with Intent to Sell	A, B, B1, D, F, MM, OO, ZZ, AAA, BBB				
S	D7	Drug - Sale/Attempted Sale/Transmittal	A, B, B1, D, F, MM, OO, ZZ, AAA, BBB				
S	DP	Drug Paraphernalia - Use/Possession/Sale/Transmittal	P, A, B, D, F, KK, PP, ZZ, AAA	P, A, B, B1, D, F, LL, OO, ZZ, AAA, BBB	P, A, B, B1, D, F, LL, OO, ZZ, AAA, BBB	A, B, B1, D, F, MM, OO, ZZ, AAA, BBB	

Broward County Public Schools
Administrative Discipline Matrix (SY 2019-2022)
Secondary Grades 9-12

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Acts Against Persons							
PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12th grade with a maximum of three (3) referral assignments to the program.							
	BL	Bullying – Low Level	A, Z	A, B, L, AA	A, B, K, L, BB		
S	ZA	Bullying	A, B, B1, C, DD, ZZ	A, B, B1, C, L, FF, PP, ZZ	A, B, B1, C, L, MM, OO, ZZ, BBB		
	HL	Harassment – Low Level	A, Z	A, B, L, AA	A, B, K, L, BB		
S	HA	Harassment	A, B, B1, C, DD, ZZ	A, B, B1, C, L, FF, PP, ZZ	A, B, B1, C, L, MM, OO, ZZ, BBB		
**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.*							
S	F1	Fighting –Major Mutual Combat* See above	P, A, B, HH, ZZ, AAA	P, A, B, L, B1, JJ, ZZ, AAA	P, A, B, L, B1, K, KK, ZZ, AAA, BBB	A, B, L, B1, KK1, ZZ, AAA, BBB	
S	F2	Fighting – Medium* See above	A, H, K, BB	A, H, L, W, DD	A, B, L, W, FF		
	ZI	Fighting – Minor Altercation/Confrontation* See above	A, H, L, Z	A, H, K, L, AA	A, B, I, V, W, BB		
S	ZT	Hazing (Grades 6-12)	A, B, B1, C, E1, MM, OO, ZZ, AAA, BBB				
S	SS	False Accusation Against School Staff	A, B, I, FF, PP, ZZ, AAA	A, B, B1, E1, MM, OO, ZZ, AAA, BBB			
***When deciding what disciplinary action should be taken, the Administrator may consider the severity of the offense and may impose a more severe consequence.**							
S	56	Sexual Misconduct &/or Indecent Exposure**	A, B, I, FF, PP, ZZ, AAA	A, B, B1, E1, MM, OO, ZZ, AAA, BBB			
	HT	Inappropriate Touching/Language/ Gestures	A, H, W, Z	A, B, G, W, AA	A, B, I, K, BB		
S	50	Sexual Harassment	A, B, I, FF, PP, ZZ, AAA	A, B, B1, MM, OO, ZZ, AAA, BBB			
	ZN	Assault/Threat (Low level, non-criminal)	A, B1, C, E1, H, Z, AAA	A, B1, C, E1, H, W, AA, AAA	A, B, B1, C, E1, W, BB, AAA		
	A5	Assault/Threat (no harm or injury) – medium level	A, B, B1, C, E1, JJ1, ZZ, AAA	A, B, B1, C, E1, KK1, ZZ, AAA, BBB			
S	A6	Assault/Threat – High	A, B, B1, C, E1, MM, OO, ZZ, AAA, BBB				
S	A7	Assault/Threat – Serious	A, B, B1, C, D, E1, MM, OO, ZZ, AAA, BBB				
S	S2	Sexual Assault-Threat	A, B1, C, E1, G, FF, PP, ZZ, AAA	A, B, B1, C, E1, G, MM, OO, ZZ, AAA, BBB			
	21	Battery – Low Level	A, G, BB	A, B, K, DD	A, B, W, DD		
	22	Battery - Medium	A, B, FF, PP, ZZ, AAA	A, B, B1, MM, OO, ZZ, AAA, BBB			
S	PA	Physical Attack	A, B, D, B1, E1, FF, PP, ZZ, AAA	A, B, D, B1, E1, MM, OO, ZZ, AAA, BBB			
S	26	Battery on SBBC Employee/Law Enforcement Officer	A, B, B1, E1, MM, OO, ZZ, AAA, BBB				
S	23	Battery – Serious	A, B, B1, E1, MM, OO, ZZ, AAA, BBB				

Broward County Public Schools
Administrative Discipline Matrix (SY 2019-2022)
Secondary Grades 9-12

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Property Incidents							
PROMISE is a mandatory program, which is eligible to students of at least 11 years of age and/or enrolled in a District 6-12 school program. PROMISE incidents for said students shall accrue through 12th grade with a maximum of three (3) referral assignments to the program.							
	T5	Theft – Petty <$750	P, A, B, D, E, HH, ZZ, AAA	P, A, B, B1, D, E, JJ, ZZ, AAA	P, A, B, B1, D, E, KK, ZZ, AAA, BBB	A, B, B1, D, E, KK1, ZZ, AAA, BBB	
S	T6	Theft – Grand ≥ $750	A, B1, D, E, E1, FF, PP, ZZ, AAA	A, B, B1, D, E, E1, MM, OO, ZZ, AAA, BBB			
S	80	Theft/Motor Vehicle	A, B, B1, D, E, E1, G, MM, OO, ZZ, AAA, BBB				
	V4	Vandalism/Damage to Property < $1000	P, A, B, D, E, HH, ZZ, AAA	P, A, B, B1, D, E, JJ, ZZ, AAA	P, A, B, B1, D, E, K, KK, ZZ, AAA, BBB	A, B, B1, D, E, KK1, ZZ, AAA, BBB	
S	V5	Vandalism/Damage to Property ≥ $1000	A, B1, D, E, E1, FF, PP, ZZ, AAA	A, B, B1, D, E, E1, MM, OO, ZZ, AAA, BBB			
	Z3	Technology – Inappropriate Use (computers or networks)	A, W, Z	A, B, W, AA			
S	ST	Technology – Illegal Use (computers or networks)	A, B, FF, PP, ZZ, AAA	A, B, B1, MM, OO, ZZ, AAA, BBB			
S	13	Arson	A, B, B1, C, E, E1, MM, OO, YY, ZZ, AAA, BBB				
	FS	Fire – Starting a Fire on Campus	A, D, E, G, FF, PP, YY, ZZ, AAA	A, B, D, E, I, MM, OO, YY, ZZ, AAA, BBB			
S	36	Burglary – Unlawful breaking/entering into a school facility or property	A, D, E, G, FF, PP, ZZ, AAA	A, B, B1, D, E, I, MM, OO, ZZ, AAA, BBB			

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Other Criminal Incidents							
S	OS	Other Serious Incident/Delinquent Act	A, D, G, FF, PP, ZZ, AAA	A, B, B1, D, MM, OO, ZZ, AAA, BBB			
S	WA	Weapons – Class A (Possession/Use/Transmittal)	A, B, B1, C, D, E1, MM, OO, ZZ, AAA, BBB				
	WB	Weapons – Class B (Possession/Use/Transmittal)	A, B, D, FF, PP, ZZ, AAA	A, B, B1, C, D, E1, MM, OO, ZZ, AAA, BBB			
S	R2	Robbery or Attempted Robbery	A, B, B1, C, D, E, E1, MM, OO, ZZ, AAA, BBB				
S	R4	Robbery (Armed) or Attempted Armed Robbery	A, B, B1, C, D, E, E1, MM, OO, ZZ, AAA, BBB				
S	S1	Sexual Battery/Rape (Actual or Attempted)	A, B, B1, C, E1, MM, OO, ZZ, AAA, BBB				
S	K1	Kidnapping or Abduction	A, B, B1, C, E1, MM, OO, ZZ, AAA, BBB				
S	42	Homicide	A, B, B1, C, E1, MM, OO, ZZ, AAA, BBB				
S	SE	Extortion	A, B, B1, C, E1, MM, OO, ZZ, AAA, BBB				
S	B3	Bomb/Mass Shooting (Placing/Actual)	A, B, B1, C, E1, MM, OO, ZZ, AAA, BBB				
S	B4	Bomb Threat/Mass Shooting (False Reporting)	A, B, B1, C, E1, MM, OO, ZZ, AAA, BBB				

Broward County Public Schools
Administrative Discipline Matrix (SY 2019-2022)
Secondary Grades 9-12

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

INDEX

Absence Report 10
Abuse of staff and/or students 18
Alcohol, Tobacco & Drugs iii, vi, xiii, xxxix, 18, 26, 57, 59, 62, 64-70, 78
Alternative to Suspension Program 10-11
Attendance ii, vii, xv, 8-12, 17, 46, 48-50, 57

Bicycle Helmets 16
Broward Truancy Intervention Program (BTIP) 10
Bullets and Shell Casings 76
Bullying and Cyberbullying xiii, xxxix, 2, 18-22, 24, 34, 71, 74, 81
Bus Behavior vii, xiii, xxxix, 21

Communicable/contagious diseases xxi, 9, 11-12
Camera Telephones, Cellular Telephones 17, 31
Character Education 2, 16
Clubs and Extracurricular Activities 36-37, 44
Confiscated items xiii, xxxix, 17, 31, 60-61
Consequences and Interventions v, 56
Consequences of Serious Misbehavior Leading to Suspension and/or Expulsion vii, 57

Damage to school property 20, 57, 59, 71, 73, 78
Dating Violence 111
Directory Information i, ii, xv, 48-49
Discrimination vi, vii, 21-24, 26, 36, 40, 47, 78, 81
Discrimination and/or Harassment and Grievance Procedures ii, vi
Doctor/Dentist Appointments 11-12
Dress Code vii, 17, 26-27
Driver's License Suspension v, 9, 11, 46
Drug and Substance Abuse Offenses Leading to Suspension and Possible Expulsion vii, ix, 61
Drug-sniffing dogs 62

Early Sign Outs 9-10, 12
Excused Absences ix, 9-12, 36, 46
Expected Behaviors vii, 2, 16
Expulsion/Expulsion Abeyance vii, 74
ESSA Opt-Out Form vii, ix, xvi,

Failing to report threats 19
Family Educational Rights and Privacy Act (FERPA) vii, ix, xv, xvi, 6, 33, 47-49, 52
Field Trips xxii, 6, 8, 10-12, 16, 18, 36
Fire alarms 18
Firearms 17, 73, 76
Fireworks 17
Footwear 26
Forms of Discrimination 23

Free Speech (student publications) ii, vii, ix, 39
Fundraising 36

Gangs 26

Hair 26-27
Harassment/Discrimination other than Sexual Harassment vi, vii, 18, 20-24, 26, 36, 47, 71, 81
Hate Crime 18-19
Hats 26-27
Hazing 18-24, 73, 75
Health Records vii, 52
High School Eligibility 37
Hospital/Homebound Instruction 11

IDEA (Individuals with Disabilities Education Act (IDEA) 23, 57
Immunization xxii, 11

Littering 17
Lying to staff intentionally 89

Make-Up Work v9, 12, 80
Matrix, Discipline i, xxviii, xxix, 9, 16, 26-27,m 34, 56, 59-62, 84
Media Release Form i, vii, ix, xiv, xv
Medicine, administration of xiii, xxii, xxiii, xxv, xxviii, xix, 60, 62, 67
Middle School Eligibility 37
Mood-Altering Substances 57,64-65, 69-70
Motor Vehicle Violations 57

Offenses Leading to Mandatory Expulsion xii, 67
Possible Interventions and/or Consequences of Misbehavior vii, 56
Other Offenses (Non-Drug and Non-Substance Abuse Offenses) Leading to Suspension and Possible Expulsion vii, ix, 57, 60-61, 71
Over-the-Counter Medications xiii, xxii, xxviii, xxix, 18, 60
Pajamas 26
Pattern of Non-Attendance 8-10, 12
Petitions 40
Physical (Body) Contact 24
Pornographic/Obscene Materials 17-18,31, 40
Posters 24
Privacy of Student Records vii, 46, 48-50, 52, 54

Protection of Pupil Rights Amendment (PPRA) Notice vii, ix, 50-51

Physical/Mental Health Records (HIPAA) 51, 53
Prescription Drugs xiii, xxix
Release of Records xiii, xiv, xxxix, 33, 46-47, 49
Respect for Persons and Property vii, xx, 16, 18, 20, 22, 24
Right to Appeal ii, viii, 41, 78, 80, 82
Rules Violations i, ii, xiii, xxxix, 2, 6, 17, 31, 84

School Sponsored Publications i, vii, xiv-xv, 40, 44, 49
School's discipline plan i, 9, 27
Search of Persons and/or Property 61
Section 504 23-24, 57, 81
Self-Defense 57, 72
Sexual Harassment 18, 23-24, 71, 75, 84
Sexual Harassment and Sexual Violations 23
Sexual Harassment/Sexual Violence Defined 23
Silence Hurts iii, 112
Skateboards, scooters, in-line skates/rollerblades/heelies xxxv, 17-18
Social Media Guidelines vii, 32, 111
Student Activities and Assembly vii, 36, 40
Student Records ii, vii, xiii, xxxix, 46-54
Substance Abuse iv, vii, ix, 18, 61-72, 74-75
Summary of Changes ix
Sunglasses 27
Surveys 40, 50-51
Suspension vii, ix, xiii, xxxix, 3, 9-12, 22-23, 56-64, 66, 68-69, 71-73, 76, 78, 80, 82
Tardiness 2, 6, 8-10, 12, 17-18
Toys 17
Technology Usage Computers and Telecommunications ii, vii, xiii, xxxix, 17-20, 26, 30-34, 72
Unacceptable Behaviors Leading to Disciplinary Action vii, ix, 16-17, 22-23
Unexcused Absences 9-12,41, 46
Uniform 27

Weapons, Definitions of vii, 19, 76
Weapons viii, 19, 57, 74, 76
Wireless Communication Devices xiii,xxxix, 17
Workback vii, ix, 63-71, 73-75

2-1-1 iv, 111

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WE ALL DESERVE TO FEEL SAFE AND RESPECTED!

CHOOSE PEACE STOP VIOLENCE

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.

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