

MATRIX of INCIDENTS AND ACTIONS SECONDARY SCHOOLS (EXCEPT AS NOTED FOR IDEA/504)

School District of Palm Beach County [for Policy 5.1813, revised Jan. 13, 2003]

	INCIDENTS	PC	EC	BC	25	32	40	41	42	43	44	45	46	47	48	50	60	65	81	83	86	90	EX	RL
01	Tardiness, Habitual	X	A		A			A	A	A		A					A	A						
02	Truancy/Unexplained Absence	X	A		A			A	A	A		A					A	A						
03	Out of Assigned Area	X	A					A	A	A		A					A	A						
04	Leaving School Grounds w/o Permission	X	A					A	A	A		A					A	A		A				
07	Dress Code Violation	X	A				A	A	A	A		A					A	A						
08	Public Display of Affection	X	A				A	A	A	A		A					A	A						
09	Cheating	X	A		A		A	A	A	A		A					A	A						
10	Failure to Comply With Rules	X	A				A	A	A	A		A					A	A						
11	Disobeying Rules on Bus	X	A	A		A	A	A	A	A		A					A	A						
14	Disruptive Play	X	A				A	A	A	A		A					A	A						
15	Disruptive Behavior	X	A		A		A	A	A	A		A					A	A						
16	Disrespectful Language	X	A		A		A	A	A	A		A					A	A						
17	Bullying/Harassment	X	A		M		A	A	A	A		A					A	A	A	A				
18	Confrontation	X	A		A		A	A	A	A		A					A	A						
19	Lying/Misrepresentation	X	A		A		A	A	A	A	M	A					A	A						
20	Articles Disruptive to School	X	A				A	A	A	A	M	A					A	A						
21	Prohibited Items (Non-Criminal)	X	A				A	A	A	A	M	A					A	A						
22	Unauthorized Materials (Non-Criminal)	X	A				A	A	A	A		A					A	A						
23	Inappropriate Activity	X	A		A		A	A	A	A		A					A	A						
25	Bus Disruption	X	A	A		A	A	A	A	A		A					A	A	A	A				
26	Disobedience/Insubordination	X	A		A		A	A	A	A		A					A	A	A	A				
27	Profane/Obscene Language	A			A			X	A	A		A					A	A	A	A	A			A
28	Threat (Non-Criminal)	X	A		M		A	A	A	A		A					A	A						
29	Physical Aggression	A			M				A	A		A					A	A	X	A	A			
30	Rep. Disruptive Behaviors	A			M				A	A							A	A		X	A			A
31	Rep. Disobedience/Defiance/Insubordination	A			M				A	A						A	A	A		X	A			A
32	Rep. Bullying/Harassment/Intimidating/Threat	A			M				A	A						A	A	A		X	A		A	A
33	Hazing	A			M				A	A						A	A	A		X	A			A
35	Abuse Property/Minor Vandalism	A			M		X	A	A	A		A			A	A	A	A	A	A				A
36	Petty Theft/Stealing Less Than \$50	A			M			X	A	A	M	A	A		A		A	A	A	A				A
39	Unserved Detention (Regular)	A			A		A		X	A														
40	Unserved Detention (Extended/Multiple)	A			A		A			A							X	A	A	A				
41	Unserved Saturday Detention/School	A			A		A										X	A	A	A				
42	Firecrackers/Poppers	A			M					X	M						A	A	A	A				A
43	Forgery of a Document/Signature	A			M				X	A		A					A	A	A	A				A
44	Gambling	A			M			X	A	A		A			A		A	A	A	A				A
45	Sexual Harassment	A			M			X	A	A						A	A	A	A	A	A		A	A
46	Menacing Statements	A			M				A	A						A	A	A		X	A			A
47	Severe/Rep Inappropriate Activity	A			M					A						A	A	A	A	X	A			A
		PC	EC	BC	25	32	40	41	42	43	44	45	46	47	48	50	60	65	81	83	86	90	EX	RL

(M) Mandatory Action (X) Minimum Mandatory Action (A) Additional Actions. The Matrix provides MINIMUM MANDATORY Actions for each incident. More severe consequences may be imposed at the discretion of the administrator.

	INCIDENTS	PC	EC	BC	25	32	40	41	42	43	44	45	46	47	48	50	60	65	81	83	86	90	EX	RL	
50	Fighting	A			M											A				X	A	A	A	A	
51	Verbal Assault to Student/Person	A			A											A				X	A	A	A	M	
52	Verbal Assault on SBE	A			A											A					X	A	A	M	
53	Physical Battery to Student/Person	A			A											A					X	A	A	M	
54	To Attempt Criminal Act Against a Person	A			A											A						M	A	M	
55	Extortion/Blackmail/Coercion	A			A											A						M	A	M	
56	Robbery	A			A											A						M	A	M	
57	Physical Aggression on an S. B. Employee	A			A											A					X	A	A	M	
60	Stealing More Than \$50	A			A								A		A					X	A	A	A	M	
61	Vandalism More Than \$100	A			A								A		A					X	A	A	A	M	
62	Breaking and Entering/Burglary	A			A								A		A							M	A	M	
63	Computer Misuse	A			A								A		A					X	A	A	A	A	
64	Reckless Vehicle Use	A			A																	M	A	M	
65	Motor Vehicle Theft	A			A								A		A							M	A	M	
66	Arson	A			A																	M	M	M	
67	Counterfeit/Misrepresented Document / Other Major Incident	A			A																X	A	A	M	
70	Tobacco Products (Possession/Use)	A			M						M	A			M*	M*		A	A	A	A	A	M*	A	A
71	Prescription Medication (Possession/Use)	A			M						M				M*	M*							M*	A	M
72	Intoxicants (Possession/Use)	A			M						M				M*	M*							M*	A	M
73	Alcohol (Possession/Use)	A			M						M				M*	M*							M*	A	M
74	Drug Paraphernalia (Possession/Use)	A			M						M				M*	M*							M*	A	M
75	Drugs/Imitation Drugs (Possession/Use)	A			M						M				M*	M*							M*	A	M
80	Disruption of School/Disorderly Conduct	A			A											A							M	A	M
81	Trespassing	A			A											A				X	A	A	A	M	
82	False Fire Alarm/911 Call	A			A											A							M	A	M
83	Bomb Threat	A			A											A							M	M	M
84	Inappropriate, Lewd, or Obscene Act	A			A											A				X	A	A	A	M	
85	Sexual Misconduct	A			A											A							M	A	M
86	Knife (Possession)	A			A						M					A				X	A	A	A	M	
87	Other Potentially Dangerous Items (Possession)	A			A						M					A				X	A	A	A	M	
89	Threat of Violence (High-Level)	A			A																		M	M	M
90	Possession of a Firearm	A			A						M												M	M	M
91	Possession of a Handgun	A			A						M												M	M	M
92	Explosive Device	A			A						M												M	M	M
93	Drugs/Imitation/Prescription (Sale/Distribution)	A			A						M												M	M	M
94	Aggravated Battery	A			A																		M	M	M
95	Armed Robbery	A			A																		M	M	M
96	Battery/Aggravated Battery on S. B. Employee	A			A																		M	M	M
97	Sexual Battery	A			A																		M	M	M
98	Kidnapping/Abduction	A			A																		M	M	M
99	Homicide	A			A																		M	M	M
		PC	EC	BC	25	32	40	41	42	43	44	45	46	47	48	50	60	65	81	83	86	90	EX	RL	

(M) Mandatory Action (X) Minimum Mandatory Action (A) Additional Actions. The Matrix provides MINIMUM Mandatory Actions for each incident. More severe consequences may be imposed at the discretion of the administrator.

SECONDARY QUICK GLANCE Discipline Referral ACTION Codes

PREVENTION CONSEQUENCES

- 01 Conference with Student/Warning
- 02 Referred to School Guidance Counselor
- 03 Referred for Mediation
- 04 Behavior Contract or Plan
- 05 Staffing (ESE/504/Other)
- 06 Written Communication to Custodial Parent/
Guardian (Other Than a Copy of the Referral)
- 07 Daily/Weekly Report
- 08 Schedule Change (Change of Regular Classes)
- 09 Custodial Parent/Guardian Contact
- 10 Custodial Parent/Guardian Conference With
Administrator/Teacher(s) at School
- 11 Custodial Parent/Guardian Attends Class with Child
- 12 Voluntary Restitution/Self-Designed Action(s)
- 13 Parent/Guardian Contact by a Language Facilitator

EARLY INTERVENTION CONSEQUENCES

- 20 Silent Lunch/Lunch Detention
- 21 School Service Work (During School Hours)
- 22 Temporary Removal from Classroom
- 23 Loss of Privileges (During School Hours)
- 24 Temporary Classroom Change (Short-Term)
- 25 Referral to School CORE Team

BUS-RELATED CONSEQUENCES

- 30 Bus, Assigned Seat
- 31 Bus, Probation
- 32 Bus, Suspension

DISCIPLINARY CONSEQUENCES

- 40 School Service Work (Before/After)
- 41 Detention (Regular/Traditional)
- 42 Detention (Extended or Multiple)
- 43 Saturday School/Detention
- 44 Confiscation
- 45 Loss of Extra-Curricular Privileges
- 46 Restitution
- 47 Tobacco/Alcohol/Drug Alternative
- 48 Days Held in Abeyance
- 50 Student Misconduct, Alternative to Suspension
Program
- 60 In-School Intervention Program
- 65 In-School Alternative to Suspension
- 81 Out of School Suspension, Short-Term (1-2 days)
- 83 Out of School Suspension, Short-Term (3-5 days)
- 86 Out of School Suspension, Long-Term (6-10 days)
- 88 Out of School Suspension for Days Held in Abeyance
- 90 Out of School Suspension, Mandatory 10 Days

DISTRICT-IMPOSED CONSEQUENCES

- 91 Long-Term Suspension (District Approved)
- 92 Assignment to Special Program/Alternative
School/Alternative Program (District-Placed)
- 95 Alternative Placement Pending Expulsion
- 98 Honoring an Expulsion From Another District
- 99 Expulsion

OTHER ACTION CODES

- FS Felony Suspension
- BA Baker Act
- FA Future Action
- RF Refer to Courts or Juvenile Authorities

1st Offense Drug or Alcohol (Codes 71-75 ONLY): MUST provide students with an opportunity to exchange 5 days of the mandatory 10-day Out-of-School Suspension for the District-approved alternative program.

Repeated Drug or Alcohol Violation: REQUIRE a 10-day out-of-school suspension AND Recommendation for Expulsion

1st Offense Tobacco Violation: MUST provide students with an opportunity to exchange 7 days of the mandatory 10-day Out-of-School Suspension for the District-approved alternative program.

2nd Offense Tobacco Violation: MUST provide students with an opportunity to exchange 5 days of the mandatory 10-day Out-of-School Suspension for the District-approved alternative program.

Repeated Tobacco Violations REQUIRE a 10-day Out-of-School Suspension.

NOTE: For ALL levels, any incident that is *Hate-related* and/or *Gang-related* should be coded in the appropriate "-related" category AND should be grounds to increase disciplinary actions.

PROGRESSIVE DISCIPLINE: When deciding what disciplinary action should be taken, the principal/designee shall consider the following and, whenever possible, shall impose disciplinary action in a progressive manner:

- √ Age
- √ Exceptionality
- √ Previous Conduct
- √ Intent
- √ Attitude
- √ Severity of the Offense
- √ Probability of a Recurring Violation

QUICK GLANCE Discipline Referral INCIDENT Codes - SECONDARY

LEVEL 1
Code
ATTENDANCE INCIDENTS
01 Tardiness, Habitual
02 Truancy/Unexplained Absence
03 Out of Assigned Area
04 Leaving School Grounds Without Permission
RULES VIOLATIONS INCIDENTS
07 Dress Code Violations
08 Public Display of Affection
09 Cheating
10 Failure To Comply With Class/School Rules
11 Disobeying Rules on the School Bus
DISRUPTIVE INCIDENTS
14 Disruptive Play
15 Disruptive Behavior
16 Disrespectful Language
17 Bullying/Harassment
18 Confrontation
19 Lying/Misrepresentation
20 Articles Disruptive to School
21 Prohibited Items, Non-Criminal
22 Unauthorized Sale/Distribution of Materials
23 Inappropriate Activity
LEVEL 2
DISRUPTIVE PHYSICAL/ VERBAL INCIDENTS
25 Bus Disruption
26 Disobedience/Insubordination
27 Profane/Obscene Language
28 Threat (Non-Criminal)
29 Physical Aggression (Not Involving Law Enforcement)
30 Repetitive Disruptive Behaviors
31 Repetitive Disobedience(Open Defiance/ Insubordination)
32 Repetitive Bullying, Harassing, Intimidating, or Threatening Behaviors
33 Hazing
PROPERTY INCIDENTS
35 Abuse of School Property/Minor Vandalism Less Than \$100
36 Petty Theft/Stealing Less Than \$50
RULES VIOLATIONS INCIDENTS AND OTHER SERIOUS INCIDENTS
39 Unserved Detention (Regular)
40 Unserved Detention (Extended/Multiple)
41 Unserved Detention (Saturday)
42 Firecrackers/Poppers
43 Forgery of a Document or Signature
44 Gambling
45 Sexual Harassment
46 Menacing Statements
47 Severe/Repetitive Inappropriate Activity

LEVEL 3
Code
CRIMES AGAINST PERSONS INCIDENTS
50 Fighting
51 Verbal Assault on a Student/Person (Non-SBE)
52 Verbal Assault on a School Board Employee
53 Physical Battery on a Student/Person
54 To Attempt a Criminal Act Against a Person
55 Extortion/Blackmail/Coercion
56 Robbery
57 Physical Aggression on School Board Employee
PROPERTY INCIDENTS
60 Stealing More Than \$50
61 Vandalism More Than \$100
62 Breaking & Entering/Burglary
63 Computer Misuse
64 Reckless Vehicle Use
65 Motor Vehicle Theft
66 Arson
67 Counterfeit / Misrepresented Document/Other Major Incident
ALCOHOL AND DRUGS INCIDENTS
70 Tobacco Products (Possession/Use)
71 Prescription Medications (Unauthorized Possession/Misuse)
72 Intoxicants (Use)
73 Alcohol/Intoxicating Beverages (Possession/Use/ Manufacture/Sale/ Storage/Distribution)
74 Drug Paraphernalia (Possession/Use/Sale/Storage/ Distribution)
75 Drugs/Imitation Drugs (Possession/Use /Storage)
DISORDERLY CONDUCT/WEAPONS INCIDENTS
80 Disruption of a School/Disorderly Conduct
81 Trespassing
82 False Fire Alarm/911 Call
83 Bomb Threat
84 Inappropriate, Lewd, or Obscene Act
85 Sexual Misconduct
86 Knife (Possession)
87 Other Potentially Dangerous Items (Possession)
LEVEL 4 - CRIMINAL INCIDENTS
89 Threat of Violence, High Level
90 Firearm (Possession)
91 Possession of a Handgun
92 Explosive Device (Possession/Use/Sale/Storage/ Distribution)
93 Drugs/Imitation Drugs/Prescription Medications (Sale/Intent to Sell/Distribution)
94 Aggravated Battery
95 Armed Robbery
96 Battery/Aggravated Battery on SBE
97 Sexual Battery
98 Kidnapping/Abduction
99 Homicide
OTHER INCIDENT CODES
FS Felony Suspension Incident
PI Previous Incident

A) * For ALL levels, any incident that *is hate-related* and/or *gang-related* should be coded in the appropriate *"-related"* category AND should be grounds to increase disciplinary actions.
 B) All bold face numbers indicate reportable to FDOE.

M* Drug or Alcohol Violation

1st Offense (Codes 71-75 ONLY) - MUST provide students with an opportunity to exchange 5 days of the Out-of-School Suspension for the district-approved alternative program.

Repeated REQUIRE a 10-day Out-of-School Suspension AND Recommendation for Expulsion.

Tobacco Violation

1st Offense – MUST provide students with an opportunity to exchange 7 days of the Out-of-School Suspension for the district-approved alternative program.

2nd Offense – MUST provide students with an opportunity to exchange 5 days of Out-of-School Suspension for the district-approved alternative program.

Repeated REQUIRE a 10-day Out-of-School Suspension.

DIRECTIONS: When a student has committed an infraction, the misbehavior is to be classified according to the definition(s) that best describes the event. The minimum actions(s) that must be taken by Administrators/Disciplinarians are outlined in the Matrix of Incidents and Actions. (NOTE: If a school does not provide one of the prescribed minimum actions, then the next most appropriate action should be taken.) To identify the most appropriate action(s), locate the cells found at the intersection of the incident (rows) and the Action codes (columns). The Action codes correspond with the consequences listed in the box below. The Matrix provides MINIMUM Mandatory Actions for each incident. More severe consequences may be imposed at the discretion of the administrator.

PC Prevention Consequences
EC Early Intervention Consequences
BC Bus Consequences
25 CORE Team Referral
32 Bus Suspension
40 School Service Work
41 Detention (Regular)
42 Detention (Extended)
43 Detention (Saturday)
44 Confiscation
45 Loss of Extra-Curricular Privileges
47* Tobacco/Alcohol/Drug Alternative
48* Days Held in Abeyance
50 Student Misconduct Alternative Program
60 In-School Intervention Program
65 In-School Alternative to Suspension
81 Out-of-School Suspension, 1-2 Days
83 Out-of-School Suspension, 3-5 Days
86 Out-of-School Suspension, 6-10 Days
90 Out-of-School Suspension, Mandatory 10 days
DI Other District-Imposed Actions
EX Recommendation for Expulsion
FS Felony Suspension
RL Reported to Law Enforcement