

# **BAY DISTRICT SCHOOLS**



**2023-2024**

**HIGH SCHOOL DISCIPLINE MATRIX  
FOR  
SCHOOL-BASED ADMINISTRATORS**

## **Discipline Matrix**

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**The Bay District Schools Discipline Matrix is a tool for administrators to respond appropriately when students have committed behavioral infractions, per the Code of Student Conduct. This tool is designed to offer consistency at all levels across the District so that students are disciplined appropriately from school to school when their behavior requires punishment beyond the classroom. The Matrix provides progressive disciplinary actions to address multiple behaviors. 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.**

DISCIPLINE CODE	DEFINITION	RPT TO LE	SESIR/ LOCAL	9-12 DISCIPLINARY STEPS	REMINDERS
<b>SESIR DISCIPLINE CODES</b>					
<b>ALCOHOL</b>	(possession, use, or sale) Possession, sale, purchase, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.	Y	SESIR	<b>Zero Tolerance</b> -Consult w/ SRD, OSS, Expulsion	<p><b>SESIR Codes on this page are expected to include consultation with Law Enforcement.</b></p> <p><b>Other Administrative Disciplinary Actions:</b></p> <ul style="list-style-type: none"> <li>• Parent/Guardian contacted (Mandatory)</li> <li>• <b>Referral to Mental Health Services</b></li> <li>• Conference with student</li> <li>• Parent conference</li> <li>• Guidance Referral</li> <li>• Detention</li> <li>• Behavior Contract</li> <li>• Peer Mediation</li> <li>• Restorative Practices</li> <li>• Mentoring</li> </ul>
<b>AGGRAVATED BATTERY</b>	A battery where the attacker intentionally or knowingly causes great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant. (Violence carried out by a person who is NOT fighting back, must be "injury-related").	Y	SESIR*	<b>Zero Tolerance</b> -Consult w/ SRD, OSS, Expulsion	
<b>ARSON</b>	To intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance whether occupied or not, or its contents. Fires that are not intentional, that are caused by accident, or do not cause damage are not required to be reported in SESIR.	Y	SESIR^	<b>Zero Tolerance</b> -Consult w/ SRD, OSS, Expulsion	
<b>BURGLARY</b>	(illegal entry into a facility) Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.	Y	SESIR^	Consult w/ SRD <ol style="list-style-type: none"> <li>1. 3-5 days OSS</li> <li>2. 5-10 days OSS</li> <li>3. Admin Placement/Alt Placement/Expulsion</li> </ol>	
<b>CRIMINAL MISCHIEF</b>	<b>(DAMAGE MUST BE \$1000 OR MORE)</b> The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it.	Y	SESIR	<ol style="list-style-type: none"> <li>1. 5-10 days ISS and restitution</li> <li>2. 1-3 days OSS and restitution</li> <li>3. 3-10 days OSS w/option of Admin Placement/Alt Placement/Expulsion, restitution</li> </ol>	
<b>DISRUPTION ON CAMPUS (MAJOR)</b>	(major disruption of all or significant portion of campus activities, school-sponsored events, and school bus transportation) Examples: Bomb threat, inciting a riot, initiating false fire alarm. DO NOT use for defying authority, disobeying or showing disrespect to others, or classroom disruption.	Y	SESIR^	<b>Zero Tolerance</b> -Consult w/ SRD, OSS, Expulsion	
<b>DRUG SALE/ DISTRIBUTION (EXCLUDING ALCOHOL)</b>	(illegal sale or distribution of drugs) The manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance.	Y	SESIR	<b>Zero Tolerance</b> -Consult w/ SRD, OSS, Expulsion	

DISCIPLINE CODE	DEFINITION	RPT TO LE	SESIR/ LOCAL	9-12 DISCIPLINARY STEPS	REMINDERS
<b>DRUG USE/ POSSESSION (EXCLUDING ALCOHOL)</b>	(illegal drug possession or use) The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.	Y	SESIR	<b>Zero Tolerance</b> -Consult w/ SRD, OSS, Expulsion	<b>SESIR Codes on this page are expected to include consultation with Law Enforcement.</b>
<b>GRAND THEFT</b>	<b>(\$750 threshold)</b> The unauthorized taking, carrying riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm. <u>Incidents that fall below the \$750 threshold are not reportable in SESIR, but instead should be reported as THEFT Local.</u>	Y	SESIR	Consult w/ SRD <ol style="list-style-type: none"> <li>3-5 days OSS and restitution</li> <li>5-10 days OSS and restitution</li> <li>Admin Placement/Alt Placement/Expulsion, restitution</li> </ol>	<b>Other Administrative Disciplinary Actions:</b> <ul style="list-style-type: none"> <li>Parent/Guardian contacted (Mandatory)</li> </ul>
<b>HAZING</b>	Any action or situation that endangers the mental or physical health or safety of a student at a school with any grades of 6-12 for the purposes of initiation or admission into or affiliation with any school-sanctioned organization.	Y	SESIR^	Consult w/ SRD <ol style="list-style-type: none"> <li>3-5 days OSS</li> <li>5-10 days OSS</li> <li>Admin Placement/Alt Placement/Expulsion</li> </ol>	<b>Referral to Mental Health Services</b> <ul style="list-style-type: none"> <li>Conference with student</li> </ul>
<b>HOMICIDE</b>	(murder/manslaughter) The unjustified killing of one human being by another.	Y	SESIR*	<b>Zero Tolerance</b> -Consult w/ SRD, OSS, Expulsion	<ul style="list-style-type: none"> <li>Parent conference</li> </ul>
<b>KIDNAPPING</b>	(abduction of an individual) Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.	Y	SESIR*	<b>Zero Tolerance</b> -Consult w/ SRD, OSS, Expulsion	<ul style="list-style-type: none"> <li>Guidance Referral</li> <li>Detention</li> </ul>
<b>OTHER MAJOR</b>	(major incidents that do not fit within the other definitions) Any serious, harmful incident resulting in the need for LE intervention not previously classified. Examples: Counterfeit money, gambling, possessing child pornography, or possessing drug paraphernalia	Y	SESIR^	Consult w/ SRD <ol style="list-style-type: none"> <li>3-5 days OSS</li> <li>5-10 days OSS</li> <li>Admin Placement/Alt Placement/Expulsion</li> </ol>	<ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Peer Mediation</li> <li>Restorative Practices</li> <li>Mentoring</li> </ul>
<b>ROBBERY</b>	(using force to take something from another) The taking or attempted taking of anything of value that is owned by another person or organization, under confrontational circumstances and/or putting the victim in fear.	Y	SESIR^	<b>Zero Tolerance</b> -Consult w/ SRD, OSS, Expulsion	
<b>SEXUAL ASSAULT</b>	An incident that includes threatened rape, fondling, indecent liberties, or child molestation. Both males and females can be victims of sexual assault.	Y	SESIR*	<b>Zero Tolerance</b> -Consult w/ SRD, OSS, Expulsion	
<b>SEXUAL BATTERY</b>	(attempted or actual) Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or foreign object. Both males and females can be victims of sexual battery.	Y	SESIR*	<b>Zero Tolerance</b> -Consult w/ SRD, OSS, Expulsion	

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<b>SEXUAL OFFENSES (OTHER)</b>	(lewdness, indecent exposure) Other sexual contact, including intercourse, without force or threat of force.	Y	SESIR	<ol style="list-style-type: none"> <li>3-5 days OSS</li> <li>5-10 days OSS</li> <li>Admin Placement/Alt Placement/Expulsion</li> </ol>	<p><b>SESIR Codes on this page are expected to include consultation with Law Enforcement.</b></p> <p><b>Other Administrative Disciplinary Actions:</b></p> <ul style="list-style-type: none"> <li>Parent/Guardian contacted (Mandatory)</li> <li>Referral to Mental Health Services</li> <li>Conference with student</li> <li>Parent conference</li> <li>Guidance Referral</li> <li>Detention</li> <li>Behavior Contract</li> <li>Peer Mediation</li> <li>Restorative Practices</li> <li>Mentoring</li> </ul>
<b>SIMPLE BATTERY</b>	The actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual.	Y	SESIR^	<p>Consult w/ SRD</p> <ol style="list-style-type: none"> <li>10 days OSS (could be reduced w/ counseling)</li> <li>10 days OSS (no reduction), parent re-entry meeting mandatory</li> <li>10 days OSS w/ option of Admin Placement/Alt Placement/Expulsion</li> </ol>	
<b>THREAT/ INTIMIDATION</b> <i>*Requires TAT Paperwork</i>	An incident where there was no physical contact between the offender and victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats (e.g. brandishing a weapon) and verbal threats of physical harm which are made in person, electronically or through any other means.	Y	SESIR	<b>Zero Tolerance</b> -Consult w/ SRD, OSS, Expulsion	
<b>TRESPASSING</b>	(illegal entry onto campus) To enter or remain on school grounds, school transportation, or at a school-sponsored event, without authorization or invitation and with no lawful purpose for entry.	Y	SESIR	<ol style="list-style-type: none"> <li>5-10 days ISS</li> <li>1-3 days OSS</li> <li>3-10 days OSS w/option of Admin Placement/Alt Placement/Expulsion</li> </ol>	
<b>WEAPONS POSSESSION</b>	(possession of firearms and other instruments which can cause harm) Possession of a firearm or any instrument or object (as defined <a href="#">by Section 790.001(13), Florida Statutes</a> , or district code of conduct) that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm.	Y	SESIR	<p><b>Zero Tolerance</b>-Consult w/ SRD, refer to Board Policy 7.203 for guidance</p> <p>*Mere possession of BB-gun, common pocketknife, or chemical propellants may be reported as a local code with appropriate discipline action.</p> <p>*If a student threatens with the aforementioned items, or instills fear or harm with it, or uses it, a SESIR code is used. Contact Katrina Evans if you have questions: 767-5448.</p>	

DISCIPLINE CODE	DEFINITION	RPT TO LE	SESIR/ LOCAL	9-12 DISCIPLINARY STEPS	REMINDERS
<b>BULLYING</b> <i>*Requires investigative paperwork*</i>	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 work environment; or unreasonably interfere with the individual's school performance or participation. Bullying includes instances of cyberbullying.	N	SESIR^	If necessary, consult w/SRD 1. 5-10 days ISS 2. 1-3 days OSS 3. 3-10 days OSS w/option of Admin Placement/Alt Placement/Expulsion	<p><b>SESIR codes on this page MAY NOT need to include consultation with Law Enforcement.</b></p> <p><b>Other Administrative Disciplinary Actions:</b></p> <ul style="list-style-type: none"> <li>• Parent/Guardian contacted (Mandatory)</li> <li>• Referral to Mental Health Services</li> <li>• Conference with student</li> <li>• Parent conference</li> <li>• Guidance Referral</li> <li>• Detention</li> <li>• Behavior Contract</li> <li>• Peer Mediation</li> <li>• Restorative Practices</li> <li>• Mentoring</li> </ul>
<b>FIGHTING</b>	(mutual combat, mutual altercation) The act of two or more persons mutually participating in use of force or physical violence that requires either: physical intervention or results in injury requiring first aid or medical attention. Do not report to SESIR lower level fights such as pushing, shoving, or altercations that stop upon verbal command—code them as Fighting Local.	N	SESIR^	If necessary, consult w/SRD 1. 10 days OSS (could be reduced w/counseling) 2. 10 days OSS (no reduction), parent re-entry meeting mandatory 3. 10 days OSS w/option of Admin Placement/Alt Placement/Expulsion	
<b>HARASSMENT</b> <i>*Requires investigative paperwork*</i>	Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear or harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that causes a substantial emotional distress in such a person and swerves no legitimate purpose.	N	SESIR^	If necessary, consult w/SRD 1. 5-10 days ISS 2. 1-3 days OSS 3. 3-10 days OSS w/option of Admin Placement/Alt Placement/Expulsion	
<b>SEXUAL HARASSMENT</b> <i>*Requires investigative paperwork*</i>	Unwanted verbal, nonverbal, or physical behavior with sexual connotations that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation as defined in Rule 6A-19.008, F.A.C.	N	SESIR^	If necessary, consult w/SRD 1. 5-10 days ISS 2. 1-3 days OSS 3. 3-10 days OSS w/option of Admin Placement/Alt Placement/Expulsion	
<b>TOBACCO/ VAPE (under 18 years of age)</b>	(cigarettes or other forms of tobacco) The possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, or on school transportation <b>by any person under the age of 21</b>	N	SESIR	1. Confiscation/Cessation Course/ticket, 3-5 days ISS 2. Confiscation/ticket, 5-10 days ISS 3. Confiscation/ticket, 1-3 days OSS	

\* "Violent Incidents" that **must** be reported in the data element "Injury-Related"

^ "Violent Incidents if they Result in Bodily Injury" that must be reported in the data element "Injury-Related"

## LOCAL DISCIPLINE CODES

DISCIPLINE CODE	DEFINITION	RPT TO LE	SESIR/ LOCAL	9-12 DISCIPLINARY STEPS	REMINDERS
<b>Cell Phone/ Technology Violation</b>	The misuse of wireless communication devices including but not limited to cellular telephones, camera telephones, MP3 players, iPods, e-readers and other electronic devices.	N	LOCAL	<ol style="list-style-type: none"> <li>1. Confiscation of the item – Student may pick up after school</li> <li>2. Confiscation– Return to parent only</li> <li>3. Confiscation– Parent pick-up only w/ 1-3 days ISS</li> <li>4. Confiscation– Parent pick-up only w/ 3-5 days ISS</li> </ol>	<b>Other Administrative Disciplinary Actions:</b> <ul style="list-style-type: none"> <li>• Parent/Guardian contacted (Mandatory)</li> <li>• Referral to Mental Health Services</li> <li>• Conference with student</li> <li>• Parent conference</li> <li>• Guidance Referral</li> <li>• Detention</li> <li>• Behavior Contract</li> <li>• Peer Mediation</li> <li>• Restorative Practices</li> <li>• Mentoring</li> </ul>
<b>Cheating (Cheat/Lying)</b>	Willful or deliberate unauthorized use of the work of another person for academic purposes, or unauthorized use of notes or other material in the completion of an academic assignment or test.	N	LOCAL	<ol style="list-style-type: none"> <li>1. Incomplete on assignment/test w/an opportunity to re-assess and 3 days ISS</li> <li>2. Incomplete on assignment/test w/an opportunity to re-assess and 1-3 days OSS</li> <li>3. Incomplete on assignment/test w/an opportunity to re-assess and 3-5 days OSS</li> </ol> <p><b>In accordance with the BDS APP Manual</b></p>	
<b>Dangerous Object</b>	When a student is found in possession of a pocketknife, BB-gun or eating utensil, but there was no wielding, threat, or harm instilled.	N	LOCAL	<ol style="list-style-type: none"> <li>1. Confiscation of item (return to parent only), Student conference/Parent contact and/or 1-3 days ISS or 1-3 days OSS</li> <li>2. Confiscation (return to parent only), 3-5 days ISS or 3-5 days OSS</li> <li>3. 5-10 days OSS w/option of Admin Placement/Alt Placement/Expulsion</li> </ol>	
<b>Defiance/ Insubordination/ Non-compliance</b>	The act of flagrantly or willfully challenging the authority of a school staff member, bus driver, or any other adult in authority.	N	LOCAL	<ol style="list-style-type: none"> <li>1. Student conference, parent contact and/or 1-3 days ISS</li> <li>2. 3 days ISS</li> <li>3. 3-5 days ISS or 1-3 days OSS</li> <li>4. 5 days ISS or 3 days OSS</li> </ol>	
<b>Disrespect</b>	Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration.	N	LOCAL	<ol style="list-style-type: none"> <li>1. Student conference, parent contact and/or 1-3 days ISS</li> <li>2. 3 days ISS or 1-3 days OSS</li> <li>3. 3-5 days ISS or 3-5 days OSS</li> <li>4. 5 days ISS or 5 days OSS</li> </ol>	
<b>Disruption Classroom/ Campus</b>	The act of behaving inappropriately which disrupts the learning environment, which inhibits the instructor's ability to teach, or interferes with other students' ability to learn.	N	LOCAL	<ol style="list-style-type: none"> <li>1. Student conference, parent contact and/or 1-3 days ISS</li> <li>2. 3 days ISS</li> <li>3. 3-5 days ISS or 1-3 days OSS</li> <li>4. 3 days OSS</li> <li>5. 3-5 days OSS</li> </ol>	

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<b>Dress Code Violation</b>	Dress in a manner that violates the established dress code policy and/or in a manner that would constitute a safety hazard.	N	LOCAL	Refer to Board Policy 7.209 for disciplinary measures	<b>Other Administrative Disciplinary Actions:</b> <ul style="list-style-type: none"> <li>• Parent/Guardian contacted (Mandatory)</li> <li>• Referral to Mental Health Services</li> <li>• Conference with student</li> <li>• Parent conference</li> <li>• Guidance Referral</li> <li>• Detention</li> <li>• Behavior Contract</li> <li>• Peer Mediation</li> <li>• Restorative Practices</li> <li>• Mentoring</li> </ul>
<b>Drug/OTC/ Legal</b>	The act of using, possessing, selling or distributing any substance which requires a physician's prescription or is an over-the-counter medication.	N	LOCAL	<ol style="list-style-type: none"> <li>1. Confiscation and Student conference/Parent contact and/or 1-3 days ISS</li> <li>2. Confiscation and 3 days ISS</li> <li>3. Confiscation and 1-3 days OSS</li> <li>4. Confiscation and 3-5 days OSS</li> </ol>	
<b>Excessive Tardies</b>	A consistent failure to be in a place of instruction at the assigned time.	N	LOCAL	<ol style="list-style-type: none"> <li>1. Student conference/Parent contact and/or Loss of privilege or Detention or 1-3 days ISS</li> <li>2. 3 days ISS or Detention or Loss of privilege</li> <li>3. 3-5 days ISS or Loss of privilege</li> <li>4. 5 days ISS</li> </ol>	
<b>Failure to Follow Administrator Directive</b>	The act of flagrantly or willfully challenging the authority of a school or district administrator.	N	LOCAL	<ol style="list-style-type: none"> <li>1. 3-5 days OSS</li> <li>2. 5-10 days OSS</li> <li>3. 10 days OSS w/ option of Admin Placement/Alt Placement/Expulsion</li> </ol>	
<b>Felony Charges Off School Property</b>	The formal charge by state attorney officials of a student for the alleged commission of a felony or delinquent act, which would be classified as a felony if committed by an adult.	N	LOCAL	See School Board Policy 7.203 for procedures	
<b>Fighting</b>	Two or more persons participating in an altercation involving physical violence in which individuals may or may not sustain personal injury. *If there are significant injuries, consult with Law Enforcement and code as Fighting SESIR.	N	LOCAL	<ol style="list-style-type: none"> <li>1. 5-10 days OSS (could be reduced w/counseling)</li> <li>2. 10 days OSS (no reduction)</li> <li>3. 10 days OSS w/option of Admin Placement/Alt Placement/Expulsion</li> </ol>	
<b>Inappropriate Behavior/ Language</b>	Written, verbal remarks, gestures, or physical aggression that shows a lack of respect, rudeness, and is inappropriate.	N	LOCAL	<ol style="list-style-type: none"> <li>1. Student conference/Parent contact and/or 1-3 days ISS or detention</li> <li>2. 3-5 days ISS</li> <li>3. 5 days ISS or 1-3 days OSS</li> <li>4. 3-5 days OSS</li> </ol>	
<b>Physical Attack</b>	The act of an actual and intentional striking of another person against his/her will, with no significant injury.	N	LOCAL	<ol style="list-style-type: none"> <li>1. 3-5 days OSS (could be reduced w/ counseling)</li> <li>2. 5-10 days OSS (no reduction)</li> <li>3. 10 days OSS w/option of Admin Placement/Alt Placement/Expulsion</li> </ol>	



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<b>Profanity Directed Towards Staff</b>	Abusive, profane, obscene, or vulgar language (verbal, written, or gestures) directed toward staff.	N	LOCAL	<ol style="list-style-type: none"> <li>1-3 days ISS or 1-3 days OSS</li> <li>3-5 days OSS</li> <li>5-10 days OSS</li> <li>10 days OSS w/ option of Admin Placement/Alt Placement/Expulsion</li> </ol>	<b>Other Administrative Disciplinary Actions:</b> <ul style="list-style-type: none"> <li>• Parent/Guardian contacted (Mandatory)</li> <li>• Referral to Mental Health Services</li> <li>• Conference with student</li> <li>• Parent conference</li> <li>• Guidance Referral</li> <li>• Detention</li> <li>• Behavior Contract</li> <li>• Peer Mediation</li> <li>• Restorative Practices</li> <li>• Mentoring</li> </ul>
<b>Skipping – Off/On Campus</b>	Failure to report to class or school without receiving proper prior approval and/or following the established procedures for checking out of school.	N	LOCAL	<ol style="list-style-type: none"> <li>1-3 days ISS</li> <li>3-5 days ISS</li> <li>5 days ISS</li> <li>5-10 days ISS</li> </ol>	
<b>Theft</b>	<b>(less than \$300)</b> The unauthorized taking, carrying riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm.	N	LOCAL	<ol style="list-style-type: none"> <li>1-3 days ISS; restitution</li> <li>3-5 days OSS; restitution</li> <li>5-10 days OSS; restitution</li> </ol>	
<b>Threat/ Intimidation</b> <b>*Requires TAT Paperwork</b>	The act of making another person fearful of being harmed by a declaration of intent through words (oral, written, electronic, or symbolic) or acts to do violence to another person. <b>(Transient in nature or an expression of anger)</b>	N	LOCAL	<ol style="list-style-type: none"> <li>Student conference/Parent contact and/or 1-3 days ISS</li> <li>1-3 days OSS</li> <li>3-5 days OSS</li> <li>5-10 days OSS; can be reduced with counseling</li> </ol>	
<b>Tobacco/VAPE (18 years and older)</b>	(cigarettes or other forms of tobacco) The possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, or on school transportation <b>by any person the age of 18 and older.</b>	N	LOCAL	<ol style="list-style-type: none"> <li>Confiscation, and 3-5 days ISS</li> <li>Confiscation, and 5-10 days ISS</li> <li>Confiscation, and 1-3 days OSS</li> </ol>	
<b>Use/ Possession of Combustibles</b>	Possession, use or sale of fireworks, matches, cigarette lighters or other destructive device. This code is NOT intended for vape.	N	LOCAL	<ol style="list-style-type: none"> <li>Student conference/Parent contact and/or 1-3 days ISS or 3 days OSS, confiscation</li> <li>3-5 days ISS or 3-5 days OSS, confiscation</li> <li>5-10 days ISS or 5-10 days OSS, confiscation, w/ option of Admin Placement/Alt Placement/Expulsion</li> </ol>	
<b>Vandalism/ Property Damage</b>	<b>(MUST BE UNDER \$1000)</b> The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it.	N	LOCAL	<ol style="list-style-type: none"> <li>1-3 days ISS; restitution</li> <li>1-3 days OSS; restitution</li> <li>3-10 days OSS; restitution</li> </ol>	
<b>Violation of Detention/ Work Detail</b>	The act of not attending detention or work detail assigned as a disciplinary consequence.	N	LOCAL	<ol style="list-style-type: none"> <li>1-3 days ISS, may be reduced with completion of detention/work detail</li> <li>3-5 days ISS, may be reduced with completion of detention/work detail</li> <li>5 days ISS</li> </ol>	
<b>Vehicle Violation</b>	Failure to follow established rules and regulations concerning the privilege of driving and parking vehicles on a school campus.	N	LOCAL	<ol style="list-style-type: none"> <li>Violation sticker and student required to purchase parking decal</li> </ol>	

DISCIPLINE CODE	DEFINITION	RPT TO LE	SESIR/ LOCAL	9-12 DISCIPLINARY STEPS	REMINDEES
Other Minor/Major Infractions (Refer to Board Policy 7.209) Only use this code if behavior is <b>NOT</b> specifically described above which <u>substantially disrupts</u> the orderly conduct in the school environment.		N	LOCAL	Disciplinary Measures to be determined by administration.	Administrators will email <b>Swanda Everett</b>
<p><b>BUS DISCIPLINE CODES</b></p> <p>School bus drivers will provide an initial warning to all students. Upon reoccurrence, the bus driver will contact individual parents to inform them of the problem behavior(s) and seek support. Subsequent bus infractions will result in a referral.</p>					
<b>Minor Bus Infractions</b>	-Eating/Drinking on bus -Failure to wear seat belt -Loading or unloading on unassigned bus or bus stop -Not in assigned seat -Out of seat without permission while bus is in motion -Talking while lights are on at railroad crossing	N	LOCAL	<ol style="list-style-type: none"> <li>1. Parent notification, Loss of Privileges</li> <li>2. Parent conference, 1-3 days detention/I.S.S.</li> <li>3. 3-5 days Detention/I.S.S. and/or Bus Meeting</li> </ol>	in Transportation of ALL Major Bus Infractions that result in a Bus Suspension.  <b>Other Administrative Disciplinary Actions:</b>
<b>Major Bus Infractions</b>	-Putting belongings or any part of the body outside of the bus window while the bus is in motion -Throwing objects in/out of the bus.	N	LOCAL	<ol style="list-style-type: none"> <li>1. Loss of Privileges and/or 1-3 days Detention/I.S.S./Bus Suspension</li> <li>2. Bus Meeting and/or 3-5 days Bus Suspension/I.S.S. OR 3-5 days O.S.S.</li> <li>3. Bus Meeting and/or 5-10 days Bus Suspension/I.S.S. OR 3-5 days O.S.S.</li> </ol> <p>*If a student violates the Bus Suspension assigned, administration may convert the Bus Suspension to days of I.S.S.</p>	<ul style="list-style-type: none"> <li>• Parent/Guardian contacted (Mandatory)</li> <li>• <b>Referral to Mental Health Services</b></li> <li>• Conference with student</li> <li>• Parent conference</li> <li>• Guidance Referral</li> <li>• Detention</li> <li>• Behavior Contract</li> <li>• Peer Mediation</li> <li>• Restorative Practices</li> <li>• Mentoring</li> </ul>
<p><i>*For IDEA-eligible 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.</i></p>					

# Suggested Behavior Interventions

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## 1. *CICO-Check In/Check Out (10 minutes per day, 5 times per week)*

Designed to provide support and monitoring for students at-risk of developing serious or chronic behavior problems

Goals/expectations are developed and are monitored daily with a point card

- Instruction on expectations and social skills
- Daily check-in before school and check-out at end of the day with a positive adult mentor
- Regular check-in with teachers during the day to complete point card
- Data system to monitor student progress

Linking school and home support

- Provides opportunity for positive student/parent contact so student knows what is expected
- He/she receives attention/tangibles throughout the day for meeting these expectations
- Parents provide attention for meeting expectations
- Self-monitoring skills are developed

Best for: Students seeking adult attention, problem behavior throughout multiple settings, and mild acting out.

Fidelity: Daily fidelity log completed by the assigned CICO coordinator. Fidelity log should be uploaded to Enrich a minimum of once per 9 weeks.

Progress Monitoring: Daily, using school-wide core expectations CICO behavior report card to help identify patterns of behaviors (times, locations, groupings etc...).

## 2. *Mentoring (Should be a minimum of 30 minutes per week)*

Intensive mentor program using school staff and community volunteers as mentors. Staff members volunteer and are surveyed about the type of student they would like to mentor and the amount of time they have available. Mentors are encouraged to meet with their assigned student as often as needed. This program is not a reinforcement plan.

The goal of this program is to improve student behavior by providing the student with access to a caring role model. Access to the mentor should not be based upon the student's behavior. This intervention needs to be provided with fidelity for a period of time. The efficacy of this intervention should be monitored monthly.

Implementation will require:

- Training for staff and community mentors (very good PowerPoint on mentoring is available)
- Parent letter
- Form to collect information from the teacher about the student (Interest Inventory/Reinforcer Survey)
- Log or sign-in to support program fidelity

Best for: Students with more intense levels of behavior who need daily support, adult attention seeking, daily problematic behavior

Fidelity: mentor-completed fidelity log; uploaded into Enrich a minimum of every 9 weeks. *If Elevate Bay mentors do not meet with students weekly, then another person on campus will need to meet the weekly requirement.*

Progress Monitoring: Progress monitoring will be daily using a behavior report card aligned to schoolwide expectations and weekly averages will be entered into Enrich.

### 3. *Social Skills Groups (Should be a minimum of 30 minutes per week)*

With a full repertoire of social skills, students will have the ability to make social choices that will strengthen their interpersonal relationships and facilitate success in school.

Social Skills Groups can take the form of Lunch Bunch, Monday Morning Group or any other format deemed appropriate for your student population.

- Outcomes:
  - Child resiliency in the face of future crises or other stressful life events
  - Students who seek appropriate and safe avenues for aggression and frustration
  - Children who take personal responsibility for promoting school safety
- Students with poor social skills have been shown to:
  - Experience difficulties in interpersonal relationships with parents, teachers, and peers
  - Evoke highly negative responses from others that lead to high levels of peer rejection
  - Peer rejection has been linked with school violence on several occasions
  - Show signs of depression, aggression and anxiety
  - Demonstrate poor academic performance as an indirect consequence
  - Show a higher incidence of involvement in the criminal justice system as adults
- Implementation:
  - Create groups of 3-5 students with similar skill deficits
  - Small groups give students a chance to observe others, practice with peers, and receive feedback
  - Remove obstacles to learning
  - Try to meet early in the day so kids are attentive and have the whole day to practice what they learn in the lesson

Best for: students with behavioral skill deficits

Fidelity: attendance log with lesson identification

Progress Monitoring: rating scale completed by the teacher at least weekly, the rating scale is directly related to the skills being taught in the class. Continue to collect other data as relevant such as discipline referrals, parent alerts, class discipline system data, etc.

# School Environmental Safety Incident Reporting

**SESIR Codes and Definitions** The following SESIR definitions were developed to enable school districts to correctly code data used to report incidents that are against the law or represent serious breaches of the code of student conduct. This includes those incidents considered severe enough to require the involvement of a School Resource Officer (SRO) or incidents to be "Reported to Law Enforcement." The following definitions are not meant to match the Uniform Crime Report, nor are they intended to be an additional, reporting system for law enforcement. When interpreting student behavior for SESIR reporting, consideration should be given to both developmental age-appropriate behavior and to those students with an Individual Educational Plan (IEP) or a 504 Plan.

## INCIDENTS THAT **MUST** BE REPORTED TO SESIR AND ARE EXPECTED TO INCLUDE CONSULTATION WITH LAW ENFORCEMENT

- **ALCOHOL (ALC)-LEVEL IV**  
(possession, use, or sale) Possession, sale, purchase, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.
- **ARSON (ARS)- LEVEL I**  
(intentionally) setting a fire on school property) To damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents.
- **BATTERY (BAT)- LEVEL I**  
(physical attack/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. (Do not distinguish from Fighting, report an incident as Battery only when the force or violence is carried out against a person who is not fighting back.)
- **BREAKING AND ENTERING/BURGLARY (BRK)-LEVEL II**  
(illegal entry into a facility) Unlawful entry with force, or unauthorized presence in a building or other structure or conveyance with evidence of the intent to damage or remove property or harm a person(s).
- **DISRUPTION ON CAMPUS MAJOR (DOC)-LEVEL III**  
(major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation) Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Example: Bomb threat, initiating a riot, initiating a false fire alarm. (Do not use this code for students defying authority, disobeying or showing disrespect to others, using inappropriate language or gestures, or classroom disruption.)
- **DRUG SALE/DISTRIBUTION EXCLUDING ALCOHOL (DRD)-LEVEL II**  
(illegal sale or distribution of drugs) The manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance.
- **DRUG USE/POSSESSION EXCLUDING ALCOHOL (DRU)-LEVEL III**  
(illegal drug possession or use) The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation.

- **HAZING (HAZ)- LEVEL III**  
Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. "Hazing" includes, but is not limited to: (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior; or (b) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.
- **HOMICIDE (HOM)-LEVEL I**  
(murder, manslaughter) The unjustified killing of one human being by another.
- **KIDNAPPING (KID)-LEVEL I**  
(abduction of an individual) Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.
- **PHYSICAL ATTACK (PHA)-LEVEL II**  
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.
- **ROBBERY (ROB)-LEVEL II**  
(using force to take something from another) The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.
- **LARCENY/THEFT (STL)-LEVEL III**  
(taking of property from a person, building, or a vehicle) The unauthorized taking, carrying, riding away with, use, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm. (The item(s) value must be \$300 or more to report in SESIR.)
- **SEXUAL ASSAULT (SXA)-LEVEL II**

- **SEXUAL OFFENSES (OTHER) (SXO)-LEVEL III**  
(lewdness, indecent exposure) Other sexual contact, including intercourse, without force or threat of force, subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner. (Law enforcement must be notified to investigate.)
- **THREAT/INTIMIDATION (TRE)-LEVEL III**  
(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.
- **TRESPASSING (TRS)-LEVEL II**  
(illegal entry onto campus) To enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus, without authorization or invitation and with no lawful purpose for entry.
- **VANDALISM (VAN)-LEVEL III**  
(destruction, damage, or defacement of school or personal property) The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it. (Damage must be \$1,000 or more to report in SESIR.)
- **WEAPONS POSSESSION (WPO)-LEVEL II**  
(possession of firearms and other instruments which can cause harm) Possession of any instrument or object, as defined by Section 790.001, Florida Statutes, or district code of conduct that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm. (Possession of a common pocketknife is exempted from state zero tolerance expulsion requirement 1006.07(2) F.S.; however, law enforcement should be notified of any weapon or knife, including pocketknives, for investigation.)
- **OTHER MAJOR (OMC)-LEVEL III**  
(major incidents that do not fit within the other definitions) Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. Examples: Student producing or knowingly using counterfeit money, participating in gambling activities, possessing child pornography, or possessing drug paraphernalia.

## INCIDENTS THAT **MUST** BE REPORTED TO SESIR BUT **MAY** NOT NEED TO INCLUDE CONSULTATION WITH LAW ENFORCEMENT

- **BULLYING (BUL)-LEVEL IV**  
(intimidating behaviors) Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation.
- **FIGHTING (FTF)-LEVEL III**  
(mutual combat, mutual altercation) When two or more persons mutually participate in use of force or physical violence that requires either 1) physical restraint or 2) results in injury requiring first aid or medical attention. (Do not report to SESIR lower level fights such as pushing, shoving, or altercations that stop upon verbal command. Use local codes.)
- **HARASSMENT (HAR)-LEVEL IV**  
(insulting behaviors) Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct 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 interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.
- **SEXUAL HARASSMENT (SXH)-LEVEL III**  
(undesired sexual behavior) Unwanted verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation (6A-19.006(1) SBE Rule). An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.
- **TOBACCO (TBC)-LEVEL IV**  
(lighter or other forms of tobacco) The possession, use, distribution, or sale of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 18.

### REPORTING GUIDELINES

**REPORTED TO LAW ENFORCEMENT** – "Reported to Law Enforcement" means that an official report was taken by a School Resource Officer (SRO) or a local Law Enforcement Officer such as a case number was assigned, a report was filed, an affidavit was filed, a civil citation was issued, an investigation was conducted and found to be an incident reportable to SESIR, or an arrest was made. The presence of notification of, or consultation with a Law Enforcement Officer or SRO, is not sufficient for an incident to be coded as "Reported to Law Enforcement."

**LEVELS I - IV – PRELIMINARY RANK ORDERING OF INCIDENT TYPES FOR SCHOOL REPORTING**-(level I incidents are the most serious, and level IV incidents are the least serious). General Rule- When multiple incidents occur at the same time and place, code the incident that is the most serious incident. The incident that caused the most injury or the highest loss of property or monetary cost should be the one reported. The particular context of the incidents should also be considered when determining the level of seriousness. If school personnel determine that an incident ranked at this guide, school personnel should report the incident which is ranked higher according to this guide. School personnel should report the incident they judge to be more serious. Any Related Elements that apply must also be reported.

#### DISCIPLINARY ACTIONS FOR SESIR INCIDENTS

The following disciplinary actions are the only actions that should be reported for SESIR incidents.  
(C) Corporal Punishment; (I) In-School Suspension; (O) Out-of-School Suspension; (H) Suspension Extended; Pending Hearing; (E) Exclusion without Services; (F) Exclusion with Services; (P) Alternative Placement; (U) Change in Placement (not to exceed 45 days) following a drug, weapon, or serious bodily injury offense for students with disabilities only; (S) Other SESIR Defined; (M) Mechanical Restraint; (R) Physical Restraint and (1) Seclusion. Three disciplinary actions may also be used for less serious physical incidents with the exception of (S) Other SESIR Defined and (U) Change in Placement. Note: Districts are reminded to update code (H) Suspension Extended, Pending Hearing to (E), (F), or (P) for Survey 5 (based on the final outcome of the School Board Hearing).

#### REPORTING REQUIREMENTS FOR VIOLENT INCIDENTS

The U.S. Department of Education (US ED) has mandated reporting requirements for SESIR which include reporting of "Violent incidents with Physical Injury" and "Violent incidents without Physical Injury." SESIR has identified "Violent Incidents" as Kidnapping, Homicide, Battery, and Sexual Injury. (A large star \* precedes "Violent Incidents.") **Violent Incidents they Report in Bodily Injury** are Arson, Bullying, Breaking and Entering, Disruption on Campus-Major, Fighting, Harassment, Hazing, Other Major Offenses, Physical Attack, Robbery, and Sexual Harassment. (A large diamond ♦ precedes "Violent Incidents if they Result in Bodily Injury.")

When reporting any of the above violent SESIR incidents, districts must also complete the "Injury-Related" element. The "Injury-Related" element is broken down into three separate codes: More Serious, Less Serious, or No Serious Bodily Injury. This allows DOE to track US ED reporting requirements. For more information, please refer to the current SESIR Definitions and Guidelines, and Appendix F, Definitions for Incident Reporting.

**RELATED ELEMENTS:**  
FOR EACH SESIR INCIDENT, APPLICABLE "RELATED ELEMENTS" MUST ALSO BE REPORTED TO SESIR:

Alcohol-Related	Hate Crime-Related
Bullying-Related	Hazing-Related
Drug-Related	Injury-Related
Gun-Related	Weapon-Related

Definitions for all Related Elements may be found in the document current SESIR Definitions and Guidelines, and the DOE Information Data Base Requirements, Automated Student Information System, Automated Student Data Elements, Every Weapon Possession Incident should be coded as Weapon-Related and should include the "Weapon, Description" data element.

#### KEY:

- \*Violent incidents\* their must be reported in the data element "Injury-Related"
- ♦Violent incidents if they result in Bodily Injury" their must be reported in the data element "Injury-Related"

For more Information/Training go to contact us go to: [www.fldoe.org/safeschools/SESIR-Online-SESIR-Training-is-available-at-www.SESIR.org](http://www.fldoe.org/safeschools/SESIR-Online-SESIR-Training-is-available-at-www.SESIR.org)