DUVAL COUNTY
PUBLIC SCHOOLS

SCHOOL BOARD OF DUVAL COUNTY

NOTICE REGARDING CODE OF STUDENT CONDUCT FOR SCHOOL YEAR

2021-2022

School **Grade**

In order to conserve resources, schools will not distribute paper copies of the *Code of Student Conduct* (Code) to every student. You can locate an electronic copy of the Code online at the District website at: https://www.duvalschools.org. If you require a paper copy of the Code, please check the box where indicated below, sign and return this sheet, and one will be provided to your child.

This Code has been adopted to help your son/daughter gain the greatest possible benefit from his/her education. Please read and discuss the Code with your son/daughter. To request a printed copy of the Code, please sign this sheet and return it to school.

This form will be kept at the school. Training on the Code of Student Conduct will be provided to all students, teachers and administration during the first month of school.

FAILURE TO RETURN THIS ACKNOWLEDGEMENT FORM WILL NOT RELIEVE A STUDENT OR THE PARENT/ GUARDIAN OF THE RESPONSIBILITY FOR COMPLIANCE WITH THE *CODE OF STUDENT CONDUCT* OR ACCOUNTABILITY FOR LOSS OR DAMAGE TO DCPS PROPERTY.

Please check **only** if you require a printed copy of the 2021-2022 *Code of Student Conduct*. **One (1) copy per household will be provided.** ☐

Print Student Name **Student Name** **Date**

Print Parent/Guardian Name **Parent/Guardian Signature** **Date**

Duval County Public Schools
Elementary
Code of Student Conduct
2021-2022

DUVAL COUNTY
PUBLIC SCHOOLS

Duval County School Board Members

The Honorable Dr. Kelly Coker – District 1
The Honorable Elizabeth Andersen – District 2
The Honorable Cindy Pearson– District 3
The Honorable Darryl Willie – District 4
The Honorable Warren Jones – District 5
The Honorable Charlotte Joyce – District 6
The Honorable Lori Hershey – District 7

Superintendent of Schools
Dr. Diana Greene

EVERY school, ***EVERY*** classroom, ***EVERY*** student, ***EVERY*** day

DUVAL COUNTY
PUBLIC SCHOOLS

JURISDICTION OF THE SCHOOL BOARD

Duval County Public Schools' students are subject to the rules and regulations of the Duval County School Board. The jurisdiction of the Board is in effect during the school day; at regular school-sponsored activities; during transportation on school buses, officially designated bus stops or at public expense to and from school or other educational activities; and at all times and places where appropriate school personnel have jurisdiction over students, including, but not limited to, school-sponsored events, field trips, and athletic functions. All school regulations and prohibitions pertain to automobiles driven or parked on school property. The School Board does not have jurisdiction on routes that students take when walking to or from school or officially designated bus stops.

Jurisdictional control over the student may extend to the immediate vicinity of the school when the conduct of the student is deemed to have a detrimental effect on the health, safety, or welfare of the school. In addition, with respect to bullying, the jurisdiction of the Board may extend to data or computer software accessed at a non-school-related location, activity, function, or program, or to technology or an electronic device that is not owned, leased, or used by Duval County Public Schools.

Duval County Public School employees are not responsible for supervising students who arrive on school property 30 or more minutes before school or a school-sponsored activity is scheduled to begin. Further, Duval County Public School employees are not responsible for supervising students who remain on school property 30 or more minutes after school ends, or 30 or more minutes after a school-sponsored activity ends.

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DUVAL COUNTY PUBLIC SCHOOLS
CODE OF STUDENT CONDUCT

INTRODUCTION AND PHILOSOPHICAL BASIS

Instruction should occur in an environment that is conducive to learning. Good order and discipline are essential to effective instruction and to the ability of students and school personnel to work cooperatively toward mutually recognized and accepted goals. The rules outlined in the Code are designed to ensure that this primary reason for the existence of school is achieved. Any behavior that prevents learning from taking place is unacceptable and will result in the appropriate consequence.

Duval County Public Schools is committed to maintaining a safe, secure, and respectful school environment that reflects the highest standards of our community and society. All persons, students, teachers, administrators, parents, and others on our campuses are expected to conduct themselves in a considerate and respectful manner and support a safe and respectful school environment conducive to learning and constructive, civil dialogue. Teachers, administrators, and staff must operate in a safe and secure environment and receive the respect their positions demand if they are to effectively perform their duties. Offensive language, threats, assault or any other disrespectful or intimidating conduct directed toward a teacher or other school district employee will not be tolerated. Any such conduct by any student will result in immediate removal of the student from the subject classroom or school environment and requires parental engagement and school discipline.

Per state requirements outlined in 1006.07 – 1006.148 F.S., and to assist students, parents, guardians, administrators, and school personnel in maintaining such an effective learning environment, the *Code of Student Conduct* will:

- Identify classifications of Infractions and describe procedures for disciplinary actions
- Identify formal disciplinary actions and interventions designed to improve student behavior
- Standardize procedures for administering formal disciplinary actions and interventions
- Describe roles of the home, student, school and school personnel
- Describe rights and responsibilities of all students and parents/guardians
- Outline general code of appearance
- Describe rights of disabled students relating to discipline
- Inform parents/guardians and students of the district's Internet Safety and Acceptance Use Agreement

It is the responsibility of both student and parent/guardian to know the rules of the *Code of Student Conduct* and to support the fair and impartial administering of the rules. With age and maturity, students will be expected to assume greater responsibility for their actions. Students are responsible for accepting the consequences for actions that may violate the *Code of Student Conduct.*

It is the responsibility of the parent/guardian to ensure that their child behaves appropriately and demonstrates respect for all school staff, especially teachers, at all times. Repeated acts of disrespect and willful defiance will result in suspension from the regular learning environment. In turn, the district will do its part and to assist students with learning from their mistakes in order to maintain a healthy culture and climate conducive to achieving positive learning outcomes.

It is the responsibility of school personnel to be aware of the specifics of the *Code of Student Conduct* and to apply them appropriately. It is the responsibility of the school to convey information regarding individual school policies and procedures to students and parents/guardians via a school planner or through other appropriate means.

The School Board and personnel appointed at the district level are responsible for ensuring that the *Code of Student Conduct* and the consequences for the identified infractions are legal and fair. The Board is also responsible for conveying to the community and parents/guardians, that once these conditions are met, the actions taken by the local school will be supported for the good of the school system and the community as a whole.

As in all learning environments, respect for the process is essential to its success. As such, students are expected to behave in a manner that does not disrupt their own learning or that of their classmates. District leadership takes this responsibility very seriously, and through partnership with parents will ensure that student misbehavior is developed and managed appropriately. The progressive discipline structure of this Code of Conduct allows for opportunities to intervene with students who struggle with maintaining desirable behaviors early in the process, and hold students accountable for their actions should it become chronic and/or more aggressive.

CLASSIFICATIONS OF INFRACTIONS

Infractions of the *Code of Student Conduct* are grouped into four classes:

- Minor — Level I
- Intermediate — Level II
- Major — Level III
- Zero Tolerance — Level IV

Each classification is followed by a disciplinary procedure that is to be implemented by the principal/designee. The document is set up to ensure that principals and school administrators are consistent with administering discipline for infractions of the *Code of Student Conduct*. Consequences should be delivered based on the charts included in this document and the number of instances that particular infraction has occurred as indicated from left to right within each level. **Parent/Guardian contact, either written or verbal, should be made each time a student is disciplined by an administrator**. If necessary, students involved in a fight or dispute and assigned In-School Suspension will be separated during their suspension to avoid further conflict. In this instance, one student will serve his/her consequence for the assigned number of days and the other student will serve his suspension after the first student is released.

It is understood that when an infraction of the *Code of Student Conduct* occurs, the student's explanation shall be heard by the principal/designee before determining the classification of the infraction. The principal or designee will review each case, including all documentation provided by staff and other witnesses, individually before assigning consequences. Florida Statutes 1003.31, 1003.32, 1006.07, and 1006.09 describe responsibilities of the school principal or other designated staff.

Classroom teachers will address general classroom disruptions or minor offenses by taking appropriate and documented in-class interventions and/or disciplinary actions. It is expected that appropriate school staff (e.g., teachers, school counselors, administrators) will always make personal contact with parents/guardians when misbehavior occurs, and hold parent/teacher conferences to address the student need. When such measures do not cease the minor disruption, a disciplinary referral is appropriate and a close collaboration between the school and home should result in frequent communication and intervention implementation to help correct the misbehavior. (Failure to bring notebook, pencil, books, required materials and equipment to class, or failure to work in class, are not cause for disciplinary referrals).

SPECIAL NOTES

NOTE I: REPEATED INFRACTIONS: **Repeated infractions of the *Code of Student Conduct* in school and/or on the school bus will be considered willful disobedience and/or open defiance of authority resulting in possible suspension or expulsion from school and/or the school bus for the remainder of the school year or a specific period of time.** Such patterns of behavior will also warrant consideration for enrollment at one of the District's alternative education centers for students in grades 4 through 12. Such patterns of behavior will also warrant consideration for enrollment at one of the District's alternative education centers for students in grades 4 through 12.

NOTE II: HAZING: There shall be no type of hazing during any district sponsored event, club, organization, or class within the school or off campus. Hazing shall be defined as any action or situation for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the school which recklessly or intentionally endangers a student's mental or physical health or safety. Acts of hazing shall be addressed and will result in the appropriate consequence being administered in accordance with the *Code of Student Conduct*.

NOTE III: SEARCH AND SEIZURE: Federal and state laws grant individuals reasonable expectations of privacy and freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety and welfare of all students. Students may be subject to search of person or property if a reasonable suspicion exists that the student may have violated the *Code of Student Conduct* or state or federal law. Be advised that, upon reasonable suspicion, student lockers and other storage areas (including, but not limited to, book bags, pocketbooks, notebooks, pockets, personal electronic devices, etc.) may be searched. Additionally, school personnel are permitted to conduct administrative random searches for weapons and other contraband absent reasonable suspicion. Administrative random searches shall be carried out with a neutral plan for execution and in the least intrusive manner. Schools are permitted to use metal detectors to assist in this effort.

NOTE IV: PROHIBITED ITEMS: Students will be held responsible for prohibited items in their personal control, such as items located in book bags, clothing or items belonging to someone else.

NOTE V: TECHNOLOGY-BASED INFRACTIONS: Technology-based infractions may result in a suspension or limited access of network and/or Internet access. Alternative instructional materials may be provided.

NOTE VI: BUS RIDING PRIVILEGES: Bus riding is a privilege, which may be revoked. Misconduct by any student while riding a school bus represents a serious threat to the safety of all occupants on the bus as well as other motorists, pedestrians, and members of the community. Parents/guardians are urged to discuss with their children appropriate school bus conduct in order to ensure bus safety. All students who misbehave while riding the school bus will be disciplined according to the *Code of Student Conduct*.

A bus suspension is separate from a school suspension and applies only to the loss of bus riding privileges unless subject to other disciplinary actions, such as out-of-school suspension. Students are required to attend school. Bus suspension does not affect or excuse school attendance.

Suspension or revocation of school bus privileges applies to all vehicles in the Duval County Public School Transportation System. This does not apply to transportation authorized by School Administration for field trips. Students with disabilities (Exceptional Education Students other than Gifted) and students with Section 504 Plans may be suspended from the bus for up to three (3) days at one time.

SPECIAL NOTICES PURSUANT TO SECTION 1006.07, FLORIDA STATUTES

1. Violence against any district school board personnel by a student is grounds for in-school suspension, out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed.

2. Violation of district school board transportation policies, including disruptive behavior on a school bus by a student is grounds for suspension of the student's privilege of riding on a school bus and may be grounds for disciplinary action by the school and may also result in criminal penalties being imposed.

3. Violation of the district school board's sexual harassment policy by a student is grounds for in-school suspension, out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed.

4. Violent or disruptive students may be assigned to an alternative educational program or referred to mental health services identified by the school district pursuant to s. 1012.584(4).

5. Any student who is determined to have brought a firearm or weapon, as defined in chapter 790, to school, to any school function, or onto any school-sponsored transportation, or to have possessed a firearm at school, will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year and referred to mental health services identified by the school district pursuant to s. 1012.584(4) and the criminal justice or juvenile justice system.

6. Any student who is determined to have made a threat or false report, as defined by ss. 790.162 and 790.163, respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year and referred for criminal prosecution and mental health services identified by the school district pursuant to s. 1012.584(4) for evaluation or treatment, when appropriate. Students may be assigned to a disciplinary program or second chance school 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 it is determined to be in the best interest of the student and the school system

7. Any student in violation of F.S 836.10 Written Threats to Kill, who writes or composes and also sends or procures the sending of any letter, inscribed communication, or electronic communication, whether such letter or communication be signed or anonymous, to any person, containing a threat to kill or to do bodily injury to the person to whom such letter or communication is sent, or a threat to kill or do bodily injury to any member of the family of the person to whom such letter or communication is sent, or any person who makes, posts, or transmits a threat in a writing or other record, including an electronic record, to conduct a mass shooting or an act of terrorism, in any manner that would allow another person to view the threat, will be expelled, with orwithout continuing educational services, from the student's regular school for a period of not less than 1 full year and referred for criminal prosecution and mental health services identified by the school district pursuant to s. 1012.584(4) for evaluation or treatment, when appropriate.

8. Students who commit a criminal offense on school property, school bus, or school sponsored event, law enforcement may recommend a student to participate in a civil citation program or other diversion program as an alternative to arrest or expulsion. This is not in lieu of disciplinary actions outlined in the Code of Conduct Discipline Matrix.

CRITERIA FOR RECOMMENDING CIVIL CITATION OR OTHER DIVERSION PROGRAMS Students will be recommended for participation in the Juvenile Civil Citation program, Teen Court or other diversion programs, pursuant to the Memorandum of Understanding, Juvenile Civil Citation Program, Fourth Judicial Circuit.

NOTE VII: CONDUCT OUTSIDE OF SCHOOL: Conduct outside of school, including threats, intimidation, harassment, or discrimination, where the incident (conduct) has a detrimental effect on the health, safety and welfare of the school, and which causes a substantial disruption of, or interferes with, the educational process at school may also constitute an infraction of the *Code of Student Conduct.*

NOTE VIII: FACE MASKS: In the interest of student and employee safety, the wearing of facial coverings is strongly recommended during the school day and at school-related events. Should recommendations from the Florida Department of Education, Florida Department of Health, or other authoritative or controlling government health agency, and/or the City of Jacksonville be revised, the district may revise their requirements related to the wearing of facial coverings to comply with their updated guidance.

Any student not wearing a mask pursuant to this policy must, through his/her/their parent or guardian, complete the opt out procedures provided by his/her/their assigned school.

Facial coverings must meet the requirements of the General Code of Appearance and may cover the nose and mouth only. Facial coverings that cover the entire face may not be worn on school property or to a school sponsored event.

SCHOOL BUS CODE

Safety Rules

- Be respectful to the bus operator, monitor, and all other passengers
- Enter bus orderly, take assigned seat quickly, buckle seatbelt, and wear it during the entire trip
- Face forward and remain in your seat until you get off at your bus stop
- Talk quietly
- Keep all parts of the body and objects inside the bus window at all times
- Keep hands, legs, and belongings to yourself
- Eating, drinking and smoking is not allowed
- Follow directions given by the bus driver or monitor at all times

A student who boards or attempts to board a school bus other than the one to which the student is assigned or who boards or departs a school bus at a location other than assigned pick-up or drop-off bus stop without prior school administration permission is considered to be trespassing.

Responsibilities of Parents and Guardians of Transported Students (excerpted from F.A.C. 6A-3.0121)

- To ensure the safe travel of students to and from school and home when students are not under the custody and control of the district, including to and from home and the assigned bus stop.
- To ensure that students ride only in their assigned school buses and get off only at assigned bus stops, except when alternative buses or arrangements have been made.
- To ensure students are aware of and follow the expected rules of behavior while they are at the bus stops and to provide the necessary supervision during times when the bus is not present.
- To provide the necessary assistance for students to get on and off at the bus stop when the physical disability of the student renders them unable to get on and off the bus without assistance (as required by district policy or the student's individual education plan).

Safety Procedures and Responsibilities of Students Being Transported

- Arrive at the bus stop ten (10) minutes prior to the scheduled pick up time
- Take responsibility for their behavior and conduct themselves in a respectful, orderly manner while waiting at the bus stop for the bus to arrive
- Wait until the bus comes to a stop before attempting to get on or off
- Enter or leave the bus only at the front door after it has come to a stop, except in the case of an emergency as directed by the driver
- Leave the bus only with the consent of the driver
- Be silent when approaching or crossing railroad tracks
- Keep the aisle and step well clear at all times
- Do not tamper with door handles, windows, and other safety equipment at any time
- Do not use wireless communication devices, or electronic devices. Exception: Field trips in which the school administration approves the use of these devices or as a planned intervention for special needs students
- Do not use wireless communication devices except in 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)

School Bus Vandalism/Criminal Mischief

Vandalism or criminal mischief that occurs on a school bus or other contracted mode of transportation shall not be tolerated, and shall be handled according to the *Code of Student Conduct*. Vandalism or criminal mischief shall include, but not be limited to cutting, scratching, writing on, puncturing, ripping, breaking, or otherwise marring, defacing, or damaging any part of the bus. It is the student's responsibility to report any existing damages and to refrain from making the damage worse. Parents/guardians shall be responsible to the owner of the bus for restitution of any damages. If restitution is not received for bus damages, the student's riding privilege may be revoked.

Large Objects on the School Bus

Oversized objects, including, but not limited to, large band instruments or cases, school projects or athletic equipment which cannot be held in the seat, are prohibited, unless prior approval is obtained from the bus driver and the school administration.

Cameras

All school buses are equipped with video cameras for the purposes of ensuring the health, welfare and safety of all staff, students, and drivers.

NOTE VII: COUNSELING AND/OR TREATMENT: A student may be required to obtain counseling and/or attend a recognized treatment program at parental expense and show proof of completion of such counseling or program. Such offenses may include, but are not limited to, abuse of technology, substance abuse, stalking, threats, intimidation, bullying, harassment, teen dating violence or abuse or acts motivated by hate or bias.

NOTE VIII: COMPENSATION FOR ACTS OF VANDALISM: A student who willfully damages school property, a school bus, or bus equipment shall be properly disciplined. The parent(s) or legal guardian of a minor student (or the student, if he/she is an adult) shall reimburse the owner of the bus for restitution or for replacement of any damaged school property in accordance with the true value as determined by the appropriate administrative staff. Students who damage school property, a school bus or bus equipment shall be subject to disciplinary action according to the *Code of Student Conduct.*

NOTE IX: EXPULSION: The School Board has the sole authority to expel students pursuant to Florida Statute 1006.07. The School Board may expel a student from school based on grounds specified in the *Code of Student Conduct*. "Expulsion" means the removal of the right and obligation of a student to attend a public school under conditions set by the district school board, and for a period of time not to exceed the remainder of the term or school year and one (1) additional year of attendance. Expulsions may be imposed with or without continuing educational services and shall be reported accordingly.

The Duval County School Board will conduct an expulsion hearing for a student found to have committed a Zero Tolerance Offense, even if the student withdraws from Duval County Public Schools after committing the offense.

NOTE X: TESTING RESTRICTIONS: During State assessments and other testing which is determined by the principal or his/her designee, students may not have any electronic or recording devices, including, but not limited to smart phones, cell phones, personal computers, electronic games or similar devices, in their pockets, at their desk or anywhere they can reach them, before, during, or after the testing session. Possession of any electronic device that reproduces, transmits, records, or calculates (except for the State approved calculator), will result in the student's test being invalidated.

NOTE XI: BUS SAFETY: Pursuant to Florida law, each passenger on a school bus that is equipped with safety belts or restraint system shall wear a properly adjusted and fastened safety belt at all times while the bus is in operation.

NOTE XII: STUDENTS WITH DISABILITIES (IEP/SECTION 504 PLANS): Disciplinary action(s), as outlined in the *Code of Student Conduct* must comply with the Individuals with Disabilities Education Improvement Act (IDEIA) and Section 504 of the Rehabilitation Act of 1973, as well as state and local regulations.

For detailed information regarding students with disabilities refer to the current Discipline Guidelines for Students with Disabilities.

1. **If the student has an IEP/504 Plan, the administrator or designee MUST refer to the *Discipline Guidelines for Students with Disabilities* and the student's current IEP/504 Plan PRIOR to the assignment of any disciplinary action.**

Documenting the implementation of behavioral plans associated with the IEP or 504 Plan is essential. Prior to utilizing suspension as a disciplinary action for a *Code of Student Conduct* violation, the Principal/Designee **MUST** inquire with the teacher/staff involved to provide documentation of the implementation of the *Positive Behavior Support Plan* and *FBA/BIP* or Section 504 *Positive Behavior Support Plan*, as appropriate

2. The length of time the student with an IEP/504 Plan is suspended (ISSP/OSS) or assigned to ATOSS is subject to the current *Discipline Guidelines for Students with Disabilities*. A maximum of three (3) days of suspension/ATOSS can be assigned at one time. If the student with an IEP/504 Plan commits a Level 2, 3 or 4 infraction for which the disciplinary action warrants a referral to the Hearing Office **AND** is the option the Principal/Designee is seeking to pursue, a manifestation determination meeting **MUST** be scheduled and held **PRIOR** to referring to the Hearing Office. **In preparation for the return of the student to the educational setting, school personnel should consider the positive supports necessary to assist the student with being successful..**

3. PRIOR to contacting the parent/guardian/educational surrogate* of a student with an IEP/504 Plan to remove the student from school prior to the end of the day and/or the following day(s), documentation of a discipline referral and formal notice of suspension is **required** to be provided**.**

NOTE XIII: ANTI-BULLYING POLICY: Pursuant to Florida Statute 1006.147, it is the policy of the Duval County School Board (DCSB) that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. Accordingly, DCSB will not tolerate bullying or harassment against any student, employee, visitor, volunteer or agent who works on school-related activities, subject to the control of school officials. This policy shall be interpreted and applied consistently with all applicable state and federal laws and employee collective bargaining agreements. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

DCSB prohibits bullying/cyberbullying or harassment of any student or school employee, volunteer or agent:

1. During any education program or activity conducted by DCSB,

2. During any school-related or school-sponsored program or activity or on a school bus;

3. Through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of DCSB. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.

4. Through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by DCPS or a school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school. This paragraph does not require a school to staff or monitor any non-school-related activity, function, or program.

For more information, see DCSB 10.20 Anti-Bullying Policy. Bullying/Cyberbullying or harassment reporting forms may be found on the district's website at www.duvalschools.org.

Note XV: Principals, or their designee, at their discretion can allow or disallow different types of personal portable electronic devices (whose primary use is approved methods of communication and research) to be used while at school. Personal portable devices whose primary purpose is gaming, will not be allowed unless approved by the Principal or their designee. The use of such devices is done so voluntarily and is a privilege that can be suspended or revoked at any time. At no time may a student access unfiltered Internet through a cellular network or unauthorized Wi-Fi hotspot on their personal devices while on school grounds**. Bringing a personal portable electronic device to school puts that device at great risk of being lost, stolen or damaged; at no time will the District be liable for such loss or damage.**

Note XVI: In preparing our students for online testing and complying with State of Florida mandates, each Duval County Public School student will be assigned a computer network login that will provide the student with access to internal and external network resources including the Internet. The proper use of the Internet provides opportunities for research, learning, and web-based educational programs. **Some enrichment, online testing, and curriculum resources programs are only accessible through the Internet including some specific intervention and grade recovery programs.** A parent or guardian may make a written request by completing the **Parental Internet "Education Only" Form** available at their school to limit a student's access to "Educational Only" Internet resources. Such a request will severely limit the student's ability to perform online research, access enrichment, curriculum resources, and may limit the classes in which the student can participate in.

Note XVII: Gang Definition – The federal definition of gang as used by the Department of Justice and the Department of Homeland Security's Immigration and Customs Enforcement (ICE), is

- An association of three or more individuals;
- Whose members collectively identify themselves by adopting a group identity, which they use to create an atmosphere of fear or intimidation, frequently by employing one or more of the following: a common name, slogan, identifying sign, symbol, tattoo or other physical marking, style or color of clothing, hairstyle, hand sign or graffiti;
- Whose purpose in part is to engage in criminal activity and which uses violence or intimidation to further its criminal objectives.
- Whose members engage in criminal activity or acts of juvenile delinquency that if committed by an adult would be crimes with the intent to enhance or preserve the association's power, reputation or economic resources.
- The association may also possess some of the following characteristics:
- The members may employ rules for joining and operating within the association.
- The members may meet on a recurring basis.
- The association may provide physical protection of its members from others.
- The association may seek to exercise control over a particular geographic location or region, or it may simply defend its perceived interests against rivals.
- The association may have an identifiable structure.

Note XVIII: In School Board Policy Chapter 4, Section 16-18, physical education is required for all students as indicated in 1003.455 F.S. This statute requires that all students have time for daily physical education that equals 150 minutes per week. Therefore, we cannot use exclusion from physical activities as a consequence for student misbehavior. This is inclusive of physical education, teacher-directed PE, and recess.

MINOR INFRACTIONS-LEVEL I

Special Note- Infractions committed within the same Level in the *Code of Student Conduct* in school, at school-sponsored events and on the school bus will be considered willful disobedience and/or open defiance of authority. As a result, the student infraction may be escalated to the next occurrence on the Disciplinary Actions/Interventions Matrix. **The following Level 1 codes are grouped for occurrence purposes:**

- 1.01-1.03-1.05
- 1.04-1.08

Example: A student committing a 1.01 infraction followed by another 1.01, 1.03 and/or a 1.05 infraction will move to the next occurrence on the Disciplinary Actions/Interventions Matrix.

1.01 (ZZZ) Disruption in Class – Any conduct which is so disruptive as to interfere with the teacher's ability to communicate with the students in class and/or with the ability of other students to learn and does not cease with teacher/classroom documented based progressive discipline plan.

1.02 (ZZZ) Illegal Organization – Any participation in prohibited secret clubs or societies.

1.03 (ZZZ) Disorder Outside of Class – A student must not bother other students outside of class or participate in disruptive conduct that interferes with maintaining order in areas subject to school authority or the failure to follow directions to cease such conduct.

1.04 (ZZZ) Tardiness – Reporting late to school or class (refer to individual school's tardy procedures). Tardiness is defined as the physical absence of a student in the classroom at the beginning of a regularly scheduled session at which he or she is scheduled to be present. A student's tardiness shall be excused when the reason given for tardiness is acceptable to the principal or designee. Examples of acceptable reasons for tardiness are the same as the examples of acceptable reasons for excused absences.

A student has the responsibility to be in class on time. A student failing to make an effort to attend class in a timely manner shall be considered truant and subject to disciplinary action. A student's excessive unexcused tardiness shall be considered willful disobedience, and the student shall be subject to disciplinary action. Accumulation of tardies shall be on a nine-week grading period. Schools with electronic tardy tracking systems shall track tardies on an aggregate basis. Schools without electronic tardy tracking systems shall track tardies by period.

NOTE: **Pursuant to Florida law, out-of-school suspension is not a permissible disciplinary action for this infraction for students who are of compulsory attendance age. As such, action code 07 (out-of-school suspension) should not be used for this offense**

1.05 (ZZZ) Use of Abusive, Profane, or Obscene Language or Gestures– Must not use inappropriate language or gestures. (Not limited to students but also common areas, classes, hallways, and cafeteria)

1.06 (ZZZ) Nonconformity to the General Code of Appearance (see Appendix for General Code of Appearance)

1.07 (ZZZ) Inappropriate Public Display of Affection

1.08 (ZZZ) Unauthorized Absence from Class or School day activity but remaining on campus (Skipping)

NOTE: Pursuant to Florida law, out-of-school suspension is not a permissible disciplinary action for this infraction for students who are of compulsory attendance age. As such, action code 07 (out-of-school suspension) should not be used for this offense.

1.09 (ZZZ) Unauthorized Use of Wireless Communication Devices or Cell Phone – Possession of a wireless communication device is not an infraction of the *Code of Student Conduct*. However, it is an infraction of the ***Code of Student Conduct*** when the possession of a wireless communication device disrupts the educational process. This includes the unauthorized use of a wireless communication devices to capture images or recordings without permission during school hours and/or the unauthorized use 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).

NOTE: If students possess a wireless communication device, it must be turned off and kept out-of-sight inside a pocket, book bag, purse, or similar container, unless authorized by the Principal/designee or teacher. It is the expectation that parents/guardians should only contact students through the school office during school hours.

Violations of this policy will result in confiscation, and the device will only be released to the parent/guardian or student based on discipline matrix. Progressive discipline will apply for repeated infractions. School Board employees or agents will not be held liable for wireless communication devices that are lost, stolen, or confiscated. Florida Statute 1006.07 (2)(e) requires school districts to notify parents/guardians that students who use wireless communication devices in the commission of a criminal act may face school disciplinary action and/or criminal penalties.

During district and state assessments, students may not have any electronic or recording devices, including but not limited to, smartphones, tablets, personal computers, tablets, cell phones, or electronic games, in their pockets, at their desk or anywhere they can reach them, before, during, or after the testing session. Possession of any electronic device that reproduces, transmits, records, or calculates (except for the State approved calculator), will result in the student's test being invalidated.

1.10 (ZZZ) Failure to Follow Instructions on the School Bus – Any conduct or disruption on the school bus including, but not limited to, the following: eating, drinking, or littering; failure to sit in assigned seat; improper boarding or departing in a disorderly manner; failure to keep aisle and step wells clear; failure to utilize required safety equipment (example: seatbelts); and failure to present bus permit/student ID if one has been issued and is requested.

NOTE: Pursuant to Florida law, each passenger on a school bus that is equipped with safety belts or restraint system shall wear a properly adjusted and fastened safety belt at all times while the bus is in operation.

Disciplinary Actions/Interventions - Minor Infractions – Level I

Refer to Interventions Matrix for additional interventions for Level I Infractions

Level 1 Infractions	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	5th Occurrence
1.01 (ZZZ) Disruption in Class (Yelling out, out of seat, talking) ***Group*** *1.01* *1.03* *1.05*	• Parent Contact • Behavior Contract with progress monitoring • Detention • School service • Restorative Practice	• Parent Contact • Behavior Contract with progress monitoring • Detention • School service • Restorative Practice	• Parent Contact • Behavior Contract with progress monitoring • Detention • School service • Restorative Practice	• Parent Contact • Behavior Contract with progress monitoring • Detention • School service • Restorative Practice • 1 day Class Suspension	• SOS (if declined, 3 days ISSP) • Parent Shadowing • Parent Conference (if declined 1-day Class Suspension) • 2-3 days Class Suspension
1.02 (ZZZ) Illegal Organization	• Parent Conference • Detention	• Parent Conference • Planned Discussion • Restorative Practice	• Parent Conference • Behavior Contract with progress monitoring • Detention • School service • Restorative Practice	• Restorative Practice • 1 day Class Suspension	• 1-3 days Class Suspension
1.03 (ZZZ) Disorder Outside of Class ***Group*** *1.01* *1.03* *1.05*	• Parent Conference • Detention • Restorative Practice	• Parent Conference • Detention • Restorative Practice	• Detention • School service • Restorative Practice • Parent Shadowing • Behavior Contract with progress monitoring	• Restorative Practice • SOS • 1 day Class Suspension	• 1-3 days Class Suspension
1.04 (ZZZ) Tardiness (Chronic early dismissal) ***Group*** *1.04* *1.08*	• Warning • Parent Contact • Detention • • Principal Discretion depending on mode of transportation	• Parent Contact	• Referral to Attendance Intervention Team • Detention • Social Worker Referral	• Referral to Attendance Intervention Team • Use of Tardy Monitoring Sheet	• Referral to Attendance Intervention Team • Use of Tardy Monitoring Sheet • Check In/Check Out
1.05(ZZZ) Use of Abusive, Profane, or Obscene Language or Gestures ***Group*** *1.01* *1.03* *1.05*	• Parent Conference • Restorative Practice	• Parent Conference • Restorative Practice	• SOS (if declined, 2 days Class Suspension) • School service • Counseling Referral/ Intervention • Detention • Restorative Practice • Mentor Partner • Social Skills Lesson	• Restorative Practice • 3 days ISSP • Counseling Referral/ Intervention • SOS (if declined, 2 days Class Suspension)	• SOS (if declined, 3 days ISSP) • 3 days Class Suspension • Parent Shadowing (if declined, 3 days Class Suspension) • SOS (if declined, 2 days Class Suspension)

Level 1 Infraction	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	5th Occurrence
1.06 (ZZZ) Nonconformity to the General Code of Appearance (see appendix for general code of appearance)	• Warning • Parent Contact • Change of Clothes in office	• Parent Contact • Detention • Restorative Practice • Change of Clothes in office	• 1-day Class Suspension • Parent Conference • Change of Clothes in office • Detention	• 1-2 days Class Suspension	• 1-3 days Class Suspension • Planned Discussion • Mentor Partner
1.07 (ZZZ) Inappropriate Public Display of Affection	• Parent Conference • Restorative Practice	• Counseling Referral/ Intervention • Restorative Practice	• Detention • Restorative Practice • SOS (if declined 3 days Class Suspension)	• Counseling Referral/Intervention • Mentor Partner • Restorative Practice	• Counseling Referral/Intervention • Mentor Partner • Restorative Practice
1.08 (ZZZ) Unauthorized Absence from Class ***Group*** *1.04* *1.08*	• Teacher/Student/ Administrator Conference • Detention	• Parent Conference • Restorative Practice • Safety Plan • Detention	• Detention • Restorative Practice	• 1-day Class Suspension • Referral to Attendance Intervention Team • Use of Tardy Monitoring Sheet	• 2-3 days Class Suspension • Referral to Attendance Intervention Team • Use of Tardy Monitoring Sheet
1.09 (ZZZ) Unauthorized use of a Wireless Personal Device or Cell Phone	• Teacher/Student Conference • Confiscation and return to student at end of day	• Confiscation and return to student at end of day • Parent Conference	• Detention • Confiscation and return to student at end of day • Restorative Practice	• 1-day Class Suspension • Restorative Practice (Peer Mediation Confiscation and return to student at end of day	• 1-2 days Class Suspension • Restorative Practice (Student Accountability Board) • Confiscation and return to student at end of day
1.10 (ZZZ) Failure to follow Instructions on the School Bus (ex. Eating, drinking, improper boarding)	• Parent Contact • Detention • Restorative Practice	• Parent Conference • Restorative Practice • Behavior Contract with progress monitoring	• Restorative Practice • 1-3 days Bus Suspension	• 3-5-day Bus Suspension • SOS (if declined 6-day Bus Suspension) • Restorative Practice • Mentor Partner	• 1-3 days Class Suspension • 5-7 days Bus Suspension • Restorative Practice • Parent Conference • School service • Counseling Referral/ Intervention

NOTE: At the discretion of school based administration one or more of the disciplinary actions within each occurrence cell may be selected.

Important Note: If the student has an IEP/504 Plan, the administrator or designee MUST refer to the *Discipline Guidelines for Students with Disabilities* and the student's current IEP/504 Plan PRIOR to the assignment of any disciplinary action.

The length of time the student with an IEP/504 Plan is suspended (ISSP/OSS) or assigned to ATOSS is subject to the *Discipline Guidelines for Students with Disabilities*. A maximum of three (3) days can be assigned at one time. If the student with an IEP/504 Plan commits a Level 2, 3, or 4 infractions, for which the disciplinary action warrants referral to the Hearing Office **AND** is the option the principal/designee is seeking to pursue, a manifestation determination meeting **MUST** be scheduled **PRIOR** to referral to the Hearing Office. In preparation for the return of the student to the educational setting, the IEP/504 Team should consider the positive supports necessary to assist the student with being successful.

INTERMEDIATE INFRACTIONS - Level II

Special Note- Infractions committed within the same Level in the *Code of Student Conduct* in school, at school-sponsored events and on the school bus will be considered willful disobedience and/or open defiance of authority. As a result, the student infraction may be escalated to the next occurrence on the Disciplinary Actions/Interventions Matrix. **The following Level II codes are grouped for occurrence purposes:**

- 2.02-2.03
- 2.05-2.06-2.18-2.22
- 2.07-2.09-2.10-2.11-2.12-3.29
- 2.13-2.14
- 2.15-2.16-2.17
- 2.04-2.20

Example: A student committing a 2.07 infraction followed by another 2.07 or a 2.09, 2.10, 2.11 or 2.12 infraction will move to the next occurrence on the Disciplinary Actions/Interventions Matrix.

2.01 (ZZZ) Failure to Adhere to Safety Considerations – Any action that endangers self or others or has the potential to create danger and destruction. Examples may include situation resulting in the immediate area being cleared, throwing of dangerous objects which could cause bodily harm**. This offense may not be used to suspend students for tardies or multiple tardy behaviors or truancy.**

***NOTE*:** Any conduct which significantly disrupts all or portions of campus activities, (greater than one classroom) school-sponsored events or school bus transportation may constitute a Level III offense.

2.02 (TBC) Tobacco/Nicotine/Vape or Tobacco/Nicotine/Vape Products
(Cigarettes 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 21. Tobacco incidents cannot be Drug-related

NOTE: It is illegal to possess or use tobacco products if under the age of 21. Tobacco products shall include, but not be limited to, any lighted or unlighted cigarettes, cigars, pipe tobacco, pipe, bidi, clove cigarette, cigarillo, hookah, blunts, chewing tobacco, snuff, snus, orbs, strips, sticks, electronic cigars and cigarettes/vaping products and any other items containing or reasonably resembling tobacco or tobacco products.

To safeguard the health and safety of school district employees and students, the use of tobacco products on any School Board property is prohibited. School Board property, as used herein, shall mean any building owned or part thereof owned or used by the School Board, and the grounds upon which such building is located.

2.03 (ZZZ) Distribution, Possession, Sale or Purchase of Drug/Facsimile Products – Possession, Use and or Sale of Drug Facsimile Products. This includes substances which are not drugs, but may be imitating a drug or can be used as a drug (example: bagging oregano like marijuana, sniffing or snorting non-drug powders) **Police Notification/Consultation Required and BTA Team**

2.04 (ZZZ) Possession and/or Use of Matches or Lighters (Lighting of Flammable Materials which does not cause disruption on school campus)

2.05 (TRE) Intentional Threat of a School District Employee or Agent – A direct intentional threat by word or act to do violence on a school district employee or agent, coupled with the apparent ability to do so, creating fear in that person. **Police Notification/Consultation Required**

NOTE: There are specific disciplinary actions required for infractions of this offense.

A student with disabilities (IEP/Section 504 Plan) must be referred first to the Re-evaluation Review Team (RRT)/Section 504 Team for a manifestation determination and recommendation prior to referral to the Hearing Officer.

2.06 (TRE) Intentional Threat of a Student – A direct intentional threat, by word or act, to do violence to a student, coupled with the apparent ability to do so, and doing some act, which creates fear in that person
Police Notification/Consultation Required

2.07 (ZZZ) Intentionally Striking a Student a Student – Intentionally striking another student against his or her will that **Does Not** cause bodily harm/medical documentation to an individual. (This code does not include horseplay)

2.08 (ZZZ) Lower Level Confrontation or Dispute – Lower-level confrontations such as, mutual or non-mutual pushing and shoving or altercations which stop upon verbal command and are resolved without injury or need for physical restraint.

NOTE: **Out-of-school suspension shall not be a disciplinary action for a first offense of a dispute.**

2.09 (FIT) Fighting (Mutual combat, Mutual altercation) – When two or more persons mutually participate in use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention. Lower-level fights, including pushing, shoving, or altercations that stop on verbal command are not required to be reported in School Environment Safety Incident Report (SESIR).

NOTE: **Police Notification/Consultation Required** for any 2.09 fight that occurs during a school sponsored event/activity.

2.10 (ZZZ) Initiating a Fight – When a student intentionally initiates a fight between others or with another student or impedes adults/agent from breaking up a fight (This code should only be used when a fight occurs)

2.11 (FIT) Fighting or Striking a student on a School Bus/Officially Designated Bus Stop - When two or more persons mutually participate in physical violence that requires physical restraint and/or results in injury on a school bus or officially designated bus stops.

2.12 (ZZZ) Response to Physical Attack - A student that responds to a physical attack with a combative response not through self-defense.

NOTE: Self-defense is described as an action to block an attack by another person or to shield yourself from being hit by another person. If the retaliation meets this definition, then there will be no consequence. Retaliating by hitting a person back is not self-defense and consequences outlined in the rubric should be followed.

2.13 (ZZZ) Use of a Device to Record a Fight between Students or School Board Employee – Students shall not use cameras or any other recording device (digital, video, cell phone, smart watches, cameras, tablets, smart technology etc.) to capture and/or share images or videos taken on school property, the bus, or at a school-sponsored event to record a fight/altercation or school board employee.

2.14 (ZZZ) Premeditated Use of a Device to Record a Fight – Student is aware that a fight, altercation, or infraction will occur and intentionally uses a recording device to record the offense.

2.15 (ZZZ) Vandalism – Any intentional and deliberate action resulting in damages of less than $200 to public property, school district property, or the real estate or personal property belonging to another including, but not limited to, the placement of graffiti thereon or other acts of vandalism thereto as defined by Florida Statute 806 (Documentation of assessment of damages required). A student who willfully damages school property, a school bus, or bus equipment shall be properly disciplined. The parent(s) or legal guardian of a minor student (or the student, if he/she is an adult) shall reimburse the owner of the bus for restoration or for replacement of any damaged property in accordance with the true value as determined by the appropriate administrative staff. Students who damage school property, a school bus or bus equipment shall be subject to disciplinary action according to the *Code of Student Conduct*. **Damage to property valued at $200 to $999.00 constitutes a** Level **III Offense**

2.16 (ZZZ) Stealing or Use of Counterfeit Bills – Any intentional unlawful taking and/or carrying away of property valued at less than $750 belonging to, or in the lawful possession or custody of another, including, but not limited to, money, credit cards, debit cards, gift cards, jewelry and personal items located in lockers, cars, book bags, clothing, or anywhere else on school property or the use of counterfeit money for procuring school items (i.e., lunch, fundraisers, uniforms, etc.). (Proof of purchase price required). **The taking of property valued at $751 or more constitutes a Level III Offense**.

2.17 (ZZZ) Possession of Stolen Property (with the knowledge that it is stolen)
Police Notification/Consultation Required

2.18 (ZZZ) Teasing/Intimidation/Ridicule – Verbal, written or printed communication that maliciously threatens injury to a person, property, or reputation of another, or other conduct that demeans or ridicules another. Multiple 2.18 offenses may rise to the level of bullying. Completion of the threat, either by the victim complying with the demands, or the carrying out of threats against the victim, constitutes a Level III Offense.

2.19 (TRS) Trespassing – Willfully entering or remaining in any structure, conveyance, on school property or school bus without being authorized, licensed, or invited; or having been authorized, licensed, or invited, and is warned by an authorized person to depart and refuses to do so. **A student who has been suspended or expelled from school or school bus and returns to any School Board property (without being authorized) or who enters a school other than their own (without permission) is considered to be trespassing and is subject to arrest.**
Police Notification/Consultation Required

2.20 (ZZZ) Possession of Fireworks, Firecrackers, Smoke/Stink Bombs, or Flammable Materials
Police Notification/Consultation Required

2.21 (ZZZ) Verbal Sexual Harassment – Any unwelcomed sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or electronic contact when submitting to or rejecting the conduct affects or unreasonably interferes with the learning environment or creates an intimidating, hostile, or offensive educational environment (6A-19.008 SBE Rule). It includes, but is not limited to, sexually-oriented jokes, verbal advances, sexually-oriented kidding, teasing, using language that has a double meaning and is sexually suggestive.

NOTE: **Infraction of the School Board's sexual harassment policy may be grounds for in-school suspension, out-of-school suspension, expulsion, or the imposition of other disciplinary action by the school, and may also result in criminal charges by State or local units of government. Severe and/or repeated inappropriate or unwelcome conduct or speech that is sexual in nature may constitute a Level III offense.**

2.22 (ZZZ) Obscene, Profane, or Offensive Language or Gestures directed to a School District Employee or Agent
Any behavior offensive to common propriety or decency directed to school district employee or non-student including, but not limited to, any verbal, written, electronic, or physical conduct such as, slurs, or innuendos, which has the purpose or the effect of creating an intimidating, hostile, or offensive educational environment. (Hearing a student use profanity about an employee that is not directed at the employee is not an example of this code.)

2.23(ZZZ) Leaving School Grounds or the Site of Any School Activity without permission.

2.24 (ZZZ) False Information - Intentionally providing false information to a school district employee or agent, including giving false student information data and concealment of information directly relating to school business. This includes, but is not limited to, failure to provide correct name, correct phone number or other pertinent data, forgery of school notes, re-admit slips, tardy slips, excuse blanks, report cards, hall passes, field trip forms, scholarship warnings, notes to or from parents/guardians, or any other related materials.

NOTE: A student is responsible for ensuring that parents/guardians receive any materials sent home by the school and for ensuring that school personnel receive any materials sent to school by the parent/guardian.

2.25 (ZZZ) Refusal to Attend or Participate in Other Previously Assigned Discipline

2.26 (ZZZ) Inappropriate Use of Instructional Technology or an Electronic Device

- Students will only use computers with permission and must abide by the district's Acceptable Use Policy (AUP).
- Students will not share logins, usernames, or passwords with anyone. **Students are responsible for any activity that occurs under their account.** Students have no expectation of privacy while utilizing the DCPS network, computers, or any device that is attached to it.
- Students will not attempt to access websites blocked by district policy, including the use of proxy services, software, or websites. **If the website is blocked, do not attempt to bypass the block by any means.**

- Students will not use the network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). **Students shall immediately notify a teacher or administrator if inappropriate information is mistakenly accessed or found anywhere on the DCPS network including student shares.** This may protect students against a claim of intentional infraction of this policy.
- Students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc. This information may not be provided to an individual, organization, or company, including websites that solicit personal information. Promptly disclose to a teacher any messages received that are inappropriate or make you feel uncomfortable.

- The use of the DCPS network or computers is a privilege that may be restricted or removed by school based administration, automated content control systems, or the Office of Information Security. If access restrictions are made, the student will maintain access to technology directly related to curriculum associated with learning and instruction.
- Students will not make any attempt to bypass a firewall, intrusion detection/prevention system or any security system designed to secure the network. Students will not use sniffing (unauthorized monitoring of network traffic/usage) or remote access technology to monitor the network or other user's activity.
- Students will not download or store unauthorized music, videos, movies, software, or games on the DCPS network.
- Students will not use technology for personal gain, profit, or any illegal conduct, such as fraud, copyright infringement, hacking, cheating, or distributing viruses or malware that result in minor disruptions.
- Students using a personal device will only access the filtered internet through the DCPS BYOD (Bring Your Own Device) Network while authenticated with their own username and password.
- Students will not possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety, or use the Internet or websites at school to encourage illegal behavior, or threaten school safety.

NOTE: Infractions, which constitute any major disruption of an educational or business process, may result in a Level III or IV Offense.

2.27 (ZZZ) Gambling – Any participation in games of chance for money and/or other things of value.

2.28 (ZZZ) Failure to Adhere to Safety Considerations on School Bus – Failure to adhere to expected school bus safety considerations include, but are not limited to, failure to remain seated, spitting out of the bus window, boarding or attempting to board a school bus other than the one to which the student is assigned, boarding or departing a school bus at a location other than assigned pick-up or drop-off bus stop without prior school administration permission, yelling out of the bus and making any gesture to others outside of the bus that may be considered offensive to decency or common propriety.

A student who boards or attempts to board a school bus other than the one to which the student is assigned or who boards or departs a school bus at a location other than assigned pick-up or drop-off bus stop without prior school administration permission is considered to be a 2.28 *Code of Student Conduct* offense and subject to formal disciplinary action.

2.29 (ZZZ) Cheating and/or Copying the Work of Others – Intentionally copying or using another's work to receive credit or improve grades. Examples would include, but are not limited to, plagiarizing, giving or receiving answers during testing.

2.30 (ZZZ) Extortion – A student may not obtain money or property from an unwilling person by force, threat of force, or other means of coercion. **Police Notification/Consultation Required**

2.31 (ZZZ) Unjustified Activation of Bus Emergency System while the bus is not moving - Any unjustified activation of bus emergency doors, emergency windows, or other systems unless directed by the bus operator/attendant, or other authorized school district employee or agent in an emergency or in the case of an evacuation drill.

2.32 (ZZZ) Gang Activity or Expression- Willful use of overt language or action indicating gang related association. **Police Notification/Consultation Required**

Disciplinary Actions/Interventions - Intermediate Infractions – Level II
Refer to Interventions Matrix for additional interventions for Level II infractions
Note: Schools may choose Parent Shadowing in lieu of OSS for Level II Infractions

Level 2 Infraction	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
2.01 (ZZZ) Failure to Adhere to Safety Considerations	• Parent Contact • Restorative Practice • Detention • Mentor Partner • Meaningful Work • Guidance Referral	• Parent Conference • 1-3 days Class Suspension • Behavior Contract with progress monitoring • Restorative Practice • Restorative Justice Support Circle • Mentor Partner • Cafeteria Suspension • SOS	• Parent Conference • 1-3 days Class Suspension • Behavior Contract with progress monitoring • Restorative Practice • Restorative Justice Support Circle • Mentor Partner • SOS • Meaningful Work	• Parent Conference • Parent Shadowing • 1-3 days Class Suspension • Behavior Contract with progress monitoring • Restorative Practice • SOS • Teen Court (ages 11 and up)
2.02 (TBC) Possession and/or Use of Tobacco/Facsimile Products ***Group*** *2.02* *2.03*	• Counseling referral • Restorative Practice • Mentor Partner • Check In/Check Out • Nicotine/Vaping Class (Age Appropriate) See Specialist	• 1-3 days Class Suspension • Parent Conference • Restorative Practice •	• 3-5 days Class Suspension • Parent Shadowing • SOS (if declined 3-5 days Class Suspension) • Restorative Practice	• 1-3 days OSS
2.03 (TBC) Distribution and/or Sale or Purchase of Tobacco/Facsimile Products ***Group*** *2.02* *2.03*	• Counseling Referral/Intervention • 1-3 days Class Suspension • Parent/Student conference • Restorative Practice • Mentor Partner • SOS	• Restorative Practice • SOS (if declined, 3-5 days ISSP or Class Suspension)	• 3-5 days Class Suspension	• 5-7 days Class Suspension
2.04 (ZZZ) Possession and/or Use of Matches or Lighters ***Group*** *2.04* *2.20*	• Parent Conference • Behavior contract with progress monitoring • Detention • Restorative Practice • Mentor Partner	• 1-day Class Suspension • Counseling Referral/Intervention • Restorative Practice	• 2-3 days Class Suspension	• 3-5 days Class Suspension

Level 2 Infraction	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
2.05 (TRE) Intentional Threat on School District Employee or Agent ***Group*** *2.05* *2.06* *2.18*	• Contact Hearing Office for Situations that are more serious in nature for Teen Court or other intervention • Parent Conference • 1-day Class Suspension • Restorative Practice including letter of apology	• 2 days Class Suspension • Parent Conference • Restorative Practice including letter of apology • Adult Led Mediation • SOS (if declined 3 days Class Suspension)	• Restorative Practice • Parent Conference and Parent Shadowing • Adult led mediation • 2 days Class Suspension • SOS (if declined, 2 days OSS)	• 3-5 days OSS • SOS (if declined 5 days OSS) • Parent Shadowing (if declined 3-5 days OSS)
2.06 (TRE) Intentional Threat on a Student ***Group*** *2.05* *2.06* *2.18*	• Parent Contact • Behavior Contract with progress monitoring • Counseling Referral/Intervention • Adult-Led Mediation • Restorative Justice Peer Mediation • Restorative Practice	• 1-2 days Class Suspension • Parent Conference • Behavior Contract with progress monitoring • Counseling Referral/Intervention • Adult-Led Mediation • Restorative Justice Peer Mediation • Restorative Practice	• Parent Conference and SOS (if declined 3-5 days Class Suspension) and Behavior Contract with progress monitoring	• 1-2 days Class Suspension OSS • Referral to Hearing Office (if grade eligible)
2.07 (ZZZ)) Intentionally Striking a Student ***Group*** *2.07* *2.09* *2.10* *2.11* *2.12* *3.29*	• Restorative Practice including letter of apology • 1-2 days Class Suspension and Behavior Contract w/progress monitoring • Parent Conference and Loss of all extracurricular activities for 10 Days • SOS 3rd Grade or Higher • Mentor Partner	• Counseling Referral/ Intervention • Restorative Practice • SOS 3rd Grade or Higher • Parent Conference and Loss of all extracurricular activities for 20 Days • Mentor Partner • 2-3 day ISSP and Restorative Practice	• 1-2 Days OSS • SOS • Restorative Practice	• 2-3 Days OSS • SOS • Restorative Practice
2.08 (ZZZ) Confrontation or Dispute	• Parent Conference and Behavior Contract with Progress Monitoring • Parent Conference and Counseling Referral/Intervention • Adult-Led Mediation • Restorative Justice Peer Mediation • Restorative Practice • Mentor Partner	• Parent Conference and Behavior Contract with Progress Monitoring • Parent Conference and Counseling Referral/Intervention • Adult-Led Mediation • Restorative Justice Peer Mediation • Restorative Practice • Mentor Partner • Detention • 2 days Class Suspension • Bus Dispute – 2-3 Days off Bus	• SOS and 1-day Class Suspension • Parent Shadowing • 1-3 days Class Suspension • Bus Dispute – 3-4 Days off Bus	• 1-3 days OSS • Parent Shadowing • Check In/Check Out

Level 2 Infraction	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
2.09 (FIT) Fighting (Mutual combat, mutual altercation) ***Group*** *2.07* *2.09* *2.10* *2.11* *2.12*	• Parent Conference and Behavior Contract with Progress Monitoring • Parent Conference and Counseling Referral/Intervention • Adult-Led Mediation • Restorative Justice Peer Mediation • Restorative Practice • Mentor Partner • 1-2 days Class Suspension • SOS if declined 1 Day OSS	• Parent Conference and Behavior Contract with Progress Monitoring • Parent Conference and Counseling Referral/Intervention • Adult-Led Mediation • Restorative Justice Peer Mediation • Restorative Practice • Mentor Partner • 1-2days OSS and Restorative Practice • SOS if declined 1-2 Day OSS	• Parent Conference and Mandatory SOS and 2-3 days OSS and Restorative Practice	• 3 days OSS • Referral to Hearing Office (if grade eligible) at Principal Discretion
2.10 (FIT) Initiating a Fight ***Group*** *2.07* *2.09* *2.10* *2.11* *2.12*	• Parent Conference and Behavior Contract with Progress Monitoring • Parent Conference and Counseling Referral/Intervention • Adult-Led Mediation • Restorative Justice Peer Mediation • Restorative Practice • Mentor Partner • SOS	• Parent Conference and Behavior Contract with Progress Monitoring • Parent Conference and Counseling Referral/Intervention • Adult-Led Mediation • Restorative Justice Peer Mediation • Restorative Practice • Mentor Partner • 1-2 days OSS and Restorative Practice • SOS	• Parent Conference and SOS and 1 day OSS (if declined 3 days OSS) • 2-3 days OSS and Restorative Practice	• 3 days OSS • Referral to Hearing Office if grade eligible per principal discretion
2.11(FIT) Fighting or Striking a Student on a School Bus/Officially Designated Bus Stop ***Group*** *2.07* *2.09* *2.10* *2.11* *2.12*	• Parent Conference and Behavior Contract with Progress Monitoring • Parent Conference and Counseling Referral/Intervention • Adult-Led Mediation • Restorative Justice Peer Mediation • Restorative Practice • Mentor Partner • 1-2 days Class Suspension • 5 days Bus Suspension • SOS	• Parent Conference and Behavior Contract with Progress Monitoring • Parent Conference and Counseling Referral/Intervention • Adult-Led Mediation • Restorative Justice Peer Mediation • Restorative Practice • Mentor Partner • 3-5 days Class Suspension or Class Suspension • 5-10 days Bus Suspension • SOS	• 10-20-day Bus Suspension • 2-5 days OSS • SOS and 1 day OSS	• Removal of Bus Privileges • Referral to Hearing Office (if grade eligible) • 5-10 days OSS
2.12 Response to a Physical Attack *(Group 2.07-2.09-2.10-2.11-2.12)*	• Restorative Practice • Parent Contact • Behavior Contract with progress monitoring	• Restorative Practice • Parent Contact Behavior Contract with progress monitoring	• SOS (if declined 1-2 days Class Suspension or ISSP) • Restorative Practice	• 3-5 days Class Suspension

Level 2 Infraction	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
2.13 (ZZZ) Use of a device to record a fight or School Board Employee ***Group*** *2.13* *2.14*	• Parent Conference • Behavior contract with/progress monitoring • Detention • Confiscation of device /Parent Contact • Restorative Practice • Planned Discussion	• 1-3 days Class Suspension • Guidance referral • Confiscation of device/Parent Contact • Restorative Practice	• 3-5 days Class Suspension • Confiscation of device/Parent Contact Restorative Practice	• 5-7 days Class Suspension • Confiscation of device / Parent Contact Referral to Hearing Office if age appropriate
2.14 (ZZZ) Premeditated use of a device to record a fight ***Group*** *2.13* *2.14*	• Parent Conference • Behavior contract with/progress monitoring • 1-3 days of ISSP with Restorative Practice (1-day mandatory minimum) • Confiscation of device and return at end of day (returned to student • Planned Discussion	• 1-3 days Class Suspension with Restorative Practice • Guidance referral • Confiscation of device and return at end of day (returned to student)	• 3-5 days Class Suspension • Confiscation of device and return at end of day (returned to student)	• 1-3 days of OSS • Confiscation of device and return at end of day (returned to parent)
2.15 (ZZZ) Vandalism ***Group*** *2.15* *2.16* *2.17*	• Restorative Practice • Behavior Contract with progress monitoring • Restitution	• Restorative Practice • 1-2 days Class • Restitution • SOS	• Restoratives Practice • 2-3 Class Suspension • Mentor Partner • Teen Court (Age 11 and up) • Parent Shadowing • Restitution	• Restorative Practices • 5 days Class Suspension
2.16 (ZZZ)** Stealing or Use of Counterfeit Bills ***Group *2.15* *2.16* *2.17*	• Parent Conference and Restorative Practice • 1 Day Class Suspension • Counseling Referral/Intervention • Restitution	• Parent Conferences and Restorative Practice • 1-2 days Class Suspension • Mentor Partner • Check In/Check Out	• Restorative Practice • 1-2 days OSS • Class Suspension • SOS • Restitution • Parent Shadowing	• 1-3 days OSS • Teen Court (Age 11 and Up) • Refer to Hearing Office 4/5 Grade
2.17 (ZZZ)** Possession of Stolen Property ***Group *2.15* *2.16* *2.17*	• Restorative Practice • 1 Day Class Suspension	• 1-2 Days Class Suspension • Parent Conference • Restorative Practice • Mentor Partner	• 3 days Class Suspension • Parent Conference • SOS • Restorative Practice	• 2 days OSS • Teen Court • SOS
2.18 (ZZZ) Teasing/Intimidation/ Ridicule *Group* *2.05* *2.06* *2.18*	• Restorative Practice • Social Skills Lesson • Detention • Restorative Session • Restorative Justice Support Circle • Behavior Contract with Progress Monitoring • Mentor Partner • Counseling Referral/Intervention	• 2 days Class Suspension • Counseling Referral/Intervention • Parent Conference • SOS • Restorative Session	• 3 days Class Suspension • SOS • Restorative Practice • Parent Shadowing	• 5 days Class Suspension • Parent Shadowing • Subsequent Offense Level 3 bullying • 1 Day OSS

Level 2 Infraction	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
2.19 (TRS) Trespassing (unauthorized entering of school board property/school bus without the intent to cause harm)	• Add 1 day to Suspension (if applicable) • Detention • Mentor Partner • Counseling Referral/Intervention	• Add 2 days to suspension & subject to arrest • 1 days of Class Suspension • Restorative Practice • Detention	• 2-3 days Class Suspension • SOS	• 3 days of Class Suspension • Teen Court
2.20 (ZZZ) Possession of Fireworks, Firecrackers, Smoke/Stink Bombs, or Flammable Materials ***Group*** 2.04 2.20	• Guidance Referral • Parent Conference • Detention	• Parent Conference • Behavior Contract • Counseling Referral/Intervention • 1 day ISSP or Class Suspension • Restorative Practice	• 1 day Class Suspension	• 2-3 days Class Suspension
2.21 (ZZZ) Verbal Sexual Harassment	• Parent Conference • Restorative Session • Counseling Referral/Intervention • Mentor Partner	• 1-day Class Suspension • Parent Conference • Counseling Referral/Intervention • SOS	• 2 days Class Suspension • SOS • Restorative Practice	• 3 days Class Suspension and SOS
2.22 (ZZZ) Obscene, Profane, or Offensive Language or Gestures directed to a School District Employee or Agent	• Behavior Contract with progress monitoring • Restorative Practice • Teacher Student Mediation	• 1-3 days Class Suspension • Parent Conference • Counseling Referral/Intervention • Restorative Practice	• Class Suspension • SOS • Restorative Practice • Adult Led Mediation	• 3 days OSS • Parent Shadowing • Adult Led Mediation
2.23 (ZZZ) Leaving School Grounds or the Site of Any School Activity Without Permission	• Detention • 1 Day Class Suspension • Restorative Practice • Mentor Partner	• 2 days Class Suspension • Behavior Contract • Counseling Referral/Intervention • Restorative Practice • Check In/Check Out	• Class Suspension • SOS • Restorative Practice • Parent Shadowing	• 3 Days Class Suspension • SOS
2.24 (ZZZ) False Information	• Detention • Restorative Practice	• Parent Conference • Counseling Referral/Intervention • Detention • Restorative Practice	• 1-2 days Class Suspension • Restorative Practice • SOS	• 1-2 days OSS
2.25 (ZZZ) Refusal to Attend or Participate in Other Previously Assigned Discipline	• Reassigned Discipline	• 1 day Class Suspension	• 1-3 days Class Suspension • SOS	• 1 Day OSS Class Suspension • SOS
2.26 (ZZZ) Unauthorized Use of Instructional Technology	• Parent contact • Technology Contract	• Technology Contract • Detention • Parent Conference • Restorative Practice	• Suspension of Usage (30 days) • 1-3 days Class Suspension • Parent Conference • SOS • Restorative Practice	• Suspension of Usage • 3-5 days Parent Conference

Level 2 Infraction	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
2.27 (ZZZ) Gambling	• Detention • Restorative Practice • Counseling Referral/Intervention • Mentor Partner	• Parent Conference • Behavioral Contract with progress monitoring • 1-day Class Suspension • Restorative Practice • Detention • Restorative Session	• Parent Conference • SOS • Planned Discussion	• Parent Conference • Class Suspension
2.28 (ZZZ) Failure to Adhere to Safety Considerations on School Bus	• Detention • Restorative Practice	• 3-5 days bus Suspension Restorative Practice	• 5-7 days bus suspension	• 7-10 days bus suspension
2.29 (ZZZ) Cheating and/or Copying the Work of Others	• Restorative Practice (Consequences per pupil progression plan)	• Restorative Practice • Detention	• Restorative Practice • Class Suspension • SOS	• Restorative Practice • Parent Shadowing
2.30 (ZZZ) Extortion	• 1 day ISSP or Class Suspension • Parent Conference • Mentor Partner	• 3 days Class Suspension • Counseling Referral /Intervention • Restorative Practice	• 1-3 days OSS • SOS	• 3 days OSS • Teen Court • Referral to hearing office (if grade eligible)
2.31 (ZZZ) Unjustified Activation of Bus Emergency System while the bus in not moving	• 5-10 Days Bus Suspension • Parent Conference • Restorative Practice	• 10-20 Days Bus Suspension • 3rd Occurrence (Bus Packet)		
2.32 (ZZZ) Gang Activity or Expression	• Parent Conference • Counseling Referral/Intervention • SOS	• Parent Conference • Restorative Practice • Counseling referral /Intervention • Parent Shadowing	• Referral SRO	

NOTE: At the discretion of school based administration, one or more of the disciplinary actions within each occurrence cell may be selected. School disciplinary action is not contingent on the school police or other law enforcement agency and can be implemented while waiting on a response. It is the Principal's/Designees responsibility to determine the Code of Conduct infraction

Important Note: If the student has an IEP/504 Plan, the administrator or designee MUST refer to the *Discipline Guidelines for Students with Disabilities* and the student's current IEP/504 Plan PRIOR to the assignment of any disciplinary action.

The length of time the student with an IEP/504 Plan is suspended (ISSP/OSS) or assigned to ATOSS is subject to the *Discipline Guidelines for Students with Disabilities*. A maximum of three (3) days can be assigned at one time. If the student with an IEP/504 Plan commits a Level 2, 3, or 4 infractions, for which the disciplinary action warrants referral to the Hearing Office **AND** is the option the principal/designee is seeking to pursue, a manifestation determination meeting **MUST** be scheduled **PRIOR** to referral to the Hearing Office. In preparation for the return of the student to the educational setting, the IEP/504 Team should consider the positive supports necessary to assist the student with being successful.

* **Infractions marked with an asterisk will require immediate police notification and possible arrest, as determined by law enforcement.**

MAJOR INFRACTIONS - Level III

Special Note- Infractions committed within the same Level in the *Code of Student Conduct* in school, at school-sponsored events and on the school bus will be considered willful disobedience and/or open defiance of authority. As a result, the student infraction may be escalated to the next occurrence on the Disciplinary Actions/Interventions Matrix.
The following Level III codes are grouped for occurrence purposes:

- 3.04/3.05/3.06/3.07
- 3.09/3.10/3.11/3.22
- 3.14/3.15
- 3.01/3.02/3.08/3.27 (3.08 for Prohibited Substance Only)

Example: A student committing a 3.04 infraction followed by another 3.04 or a 3.05, 3.06 or a 3.07 infraction will move to the next occurrence on the Disciplinary Actions/Interventions Matrix.

Special Note – Behavioral Threat Assessment (BTA) – Infractions with the acronym (BTA) should initiate the Behavioral Threat Assessment Team, which is a multi-disciplinary team that convenes when there is a real or perceived threat to schools or persons related to behavioral health. Students who commit any violent infraction a mental health referral to district provider must be submitted

3.01 (ALC) Alcohol Possession, purchase, or use/sharing 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. Alcohol incidents cannot be Drug Related.
(This includes students on campus**,** school sponsored event or school transportation under the influence of Alcohol)
Police Notification/Consultation Required and BTA Team

NOTE: It is illegal to possess or use alcoholic beverages if under the age of 21.

3.02 (DRU) Drugs Use/Possession - The use/sharing or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. This includes vaping products containing THC. 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. (This includes students on campus school sponsored event or school transportation under the influence of Drugs)
Police Notification/Consultation Required and BTA Team

NOTE: The possession or use of illicit drugs is illegal and harmful.

3.03 (PHA) Physical Attack of a School Board Employee or Non Student – (Including by not limited to) Actual and **intentional** striking, pushing, or spitting on a School Board Employee or Non Student against his/her will, or intentionally causing bodily harm to an individual. **Police Notification/Consultation Required**

3.04 (ROB) Robbery (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. A key difference in robbery and larceny /theft is that robbery involves a threat or assault. **Police Notification/Consultation Required and BTA Team**

3.05 (STL) Stealing/Larceny/Theft – Any intentional unlawful taking, carrying, riding away, or concealing the property of another valued at $300 or more belonging to, or in the lawful possession or custody of another, without threat of violence or bodily harm. This offense also includes the theft of credit cards, debit cards, checks, school keys, and motor vehicles (**Proof of purchase price required**). **(Replacement value will be reviewed).**
Police Notification/Consultation Required

3.06 (BRK) Burglary– Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein. Pursuant to Florida Statute 810. 02.. **Police Notification/Consultation Required**

3.07 (ZZZ) Vandalism – Any intentional and deliberate action resulting in damages of $200 to $1,000 to school district property, public property or the real or personal property of another not limited to the placement of graffiti thereon or other acts of vandalism thereto as defined Pursuant to Florida Statute 806.13. **(Documentation of assessment of damages required). Police Notification/Consultation Required**

NOTE: Damage to property valued more than $1,000 constitutes a Level IV offense.

3.08 (ZZZ) Possession of Prohibited Substance or Objects – Possession of any blade not considered to be a weapon (includes common pocketknife, plastic knife, or blunt-bladed table knife), martial arts weapons, bullets, syringes, BB guns, paint guns, air strike guns, over-the-counter drugs, or devices including, but not limited to, mace or pepper spray (2 oz. or less), firearm facsimile, or any other object that may puncture, wound, or otherwise injure another person.

3.09 (ZZZ) Indecent, Offensive or Lewd Behavior – Any behavior offensive to common propriety or decency, including, but not limited to, "mooning," sexting, offensive touching, indecent exposure, possession, distribution, or display if lewd behavior. **Police Notification/Consultation Required**

3.10 (SXH) Physical Sexual Harassment – (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-19.008(1) SBE Rule). **Police Notification/Consultation and BTA Team**

There is no requirement in School Board policies that specific body parts must be touched (i.e., sexual organs), or that sexual harassment, in any form, must be shown to have occurred repeatedly, over a long period of time, and/or be severe.

NOTE: Infraction of the School Board's sexual harassment policy relating to a student is grounds for in-school suspension, out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed.

3.11 (SXO) Sexual Offenses – Law enforcement must be notified to investigate other sexual contact, including intercourse, without force or threat of force. This includes subjecting an individual to lewd, sexual gestures, sexual activities, or exposing private body parts in a lewd manner. **Law enforcement must be notified to investigate and a report must be provided for this offense from the police department.**

3.12 (BAT) Striking of a Student Resulting in Bodily Harm – Intentional striking of another student against the will of that person which causes bodily harm. **(Contact the Hearing Office)**
Requires medical treatment and documentation uploaded in student information system.
Police Notification/Consultation Required and BTA Team

3.13 (DOC) Inciting or Participating in Major Student Disorder – Disruption of all or significant portion of campus activities, school-sponsored events, or school bus transportation that poses a serious threat to the learning environment, health, safety, or welfare of others. Examples of major disruptions include bomb threats, inciting a riot, or initiating a false fire alarm **(Hearing Office must be contacted)**
Police Notification/Consultation Required and BTA Team

3.14 (DOC) Unjustified Activation of a Fire Alarm System or Fire Extinguisher

3.15 (DOC) Unjustified Activation of Bus Emergency Systems while the Bus is Moving – Any unjustified activation of bus emergency doors, emergency windows, or other systems unless directed by the bus operator/attendant, or other authorized school district employee or agent in an emergency or in the case of an evacuation drill.
Police Notification/Consultation Required and BTA Team

3.16 (ZZZ) Defamation of Character – A knowingly false communication, either oral or written, that is harmful or injurious to a school board employee, student, or agent's reputation and/or exposes that person to contempt, scorn or ridicule and jeopardizes the school board employee or agent's employment with the District.

3.17 (ZZZ) Stalking – Engaging in a pattern of behavior or activity that involves willful, malicious, and repeated following, harassing, or cyberstalking of another as defined under Pursuant to Florida Statute 784.048 (2). **BTA Team**

NOTE: The above-referenced code infraction shall be applicable in accordance with the jurisdiction of the School Board as defined on page 1 of the *Code of Student Conduct*.

3.18 (ZZZ) Unauthorized Use of Instructional Technology

* Use of another user's account to bypass restrictions placed on his or her account.

- Intentionally utilizing a teacher or staff member's account to access district resources that are not intended for student use.
- Knowingly making unauthorized changes to grades, test scores, or student data on internal or externally hosted systems.
- Production and/or distribution of pornography or making pornography available to users.

3.19 (OMC) Major Altercation – The willful act of participating in a disruption involving physical contact with multiple participants which causes disruption of all or significant portion of campus activities or school-sponsored events resulting in a major altercation**.** Disruptive behavior that poses a serious threat to the learning environment health, safety, and welfare of others **(Examples included but not limited to- code red, buses delayed more than 20min, change of school bell schedule, required CCR number) (Hearing Office must be contacted)**
Police Notification/Consultation Required and BTA Team

3.20 (TRE) Repeated Threats Upon School District Employee, Student or Agent – Repeated intentional threats by word or acts to do violence to the person of another and after having been disciplined in accordance with 2.05/2.06 of the Code for a first Infraction, doing a second (or repeated) act(s) which create(s) a well-founded fear in such other person that such violence is imminent, when the person committing the offense knows or has reason to know the identity or position or employment of the victim. (The repeated threat should be made to the same individual)
Police Notification/Consultation Required and BTA Team

3.21 (BUL) Bullying/Cyberbullying – Systematically and chronically, inflicting physical hurt or psychological distress on one or more students or employees, often characterized by an imbalance of power and is unwanted, purposeful and repeated through written, verbal, nonverbal, physical behavior, electronic communication or the use of technology, by a student or adult that is severe or pervasive enough to create an intimidating, hostile or offensive environment and substantially interferes with the individual's school performance or participation. Bullying includes instances of cyberbullying **(School must have completed a bullying packet to assign this charge).**

Note: Cyberbullying includes, but is not limited to, electronic mail, Internet communications, instant messages, facsimile, texting, social media, creating webpages and weblogs, assuming the identity of another person, distribution by electronic means or posting of materials on an electronic medium that may be accessed by one or more persons which creates any of the conditions enumerated in the definition of bullying.

(UBL) **UNSUBSTANTIATED BULLYING -** After a complete investigation and follow up of a reported bullying incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of bullying as listed in the Jeffery Johnston Stand Up for all Students Act (section 1006.147, F.S.).

(UHR) **UNSUBSTANTIATED HARASSMENT –** After a complete investigation and follow up of a reported harassment incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under definition of harassment as listed in the Jeffrey Johnston Stand Up for all Students Act (section 1006.147, F.S.).

3.22 (SXA) Sexual Assault- An incident that includes threatened rape, fondling, indecent liberties, or child molestation. Both Male and Female students can be victims of sexual assault. **Police Notification/Consultation Required and BTA**

3.23 (TRS) Trespassing –A student who enters school board property or attends a school function when suspended or who enters a school other than their own with the intent to incite disruption (also subject to arrest).
Police Notification/Consultation Required

3.24 (ZZZ) Teen Dating Violence or Abuse - Pattern of emotional, verbal, sexual, or physical abuse used by one person in a current or past dating relationship to exert power and control over another when one or both of the partners is a teenager. This may also include abuse, harassment, and stalking via electronic devices such as cell phones and computers, and harassment through a third party, and may be physical, mental, or both.
Police Notification/Consultation Required and BTA Team

3.25 (HAR) Harassment – 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, including but not limited to cutting of hair2) 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. **(As defined by the School Environmental Safety Incident Report (SESIR) codes and definitions. Requires compliance with the district's Anti-Bullying Policy as well as compliance with the district's Anti-Bullying Procedures. The required bullying and harassment investigation must be completed and the required documentation placed in the student's disciplinary folder**).

3.26 (TRE) School Wide Threat – Any form of communication that is/was posted that poses a school wide threat which causes serious disruption to the educational environment in which law enforcement had to be notified and threat assessment had to be performed.to include but not limited to threats to shoot school/officials. Investigation with threat assessment must be presented to the Hearing Office with CCR#.
Police Notification/Consultation Required and BTA Team

Special Note: Senate Bill 7026 any student who is determined to have made a threat or false report must be referred to mental health services identified by the school district for evaluation or treatment, when appropriate.

3.27 (OMC) Drug/Alcohol Paraphernalia - Any equipment that is used to produce, conceal, or consume illicit drugs. It includes but is not limited to items such as bongs, roach clips, miniature spoons, grinders, various types of pipes and any item that is used to take drugs. **Police Notification/Consultation Required**

3.28 (OMC) Motor Vehicle Theft – The taking or unauthorized driving of a motor vehicle that belongs to someone else with the intent to deprive the owner of the object. **Police Notification/Consultation Required**

3.29 (OMC) Moving Bus Violations – When two or more persons mutually participate in physical violence while the bus is moving that requires physical restraint and/or results in injury. Including but not limited to throwing harmful items out of the window, jumping off the bus, throwing items at the bus driver.

3.30 (BAT) Striking of a School District Employee or Non-Student resulting in Bodily Harm – The physical use of force or violence to a School Board employee or Agent. The attack must be serious enough to warrant law enforcement resulting in more serious bodily injury. **Requires medical treatment and documentation uploaded to student information system. Police Notification/Consultation Required and BTA Team**

3.31(ZZZ) Burning of Flammable Materials – Intentional burning of flammable materials or objects which may cause disturbance/disruption to school campus or school sponsored event. Including but not limited to person, hair and clothing. **Police Notification/Consultation Required and BTA Team**

3.32(PHA) Physical Attack of a Student – Actual and intentional striking/spitting/bodily fluid on another person against his/her will, intentionally **causing bodily harm** to an individual. (This infraction does not include students involved in horse playing.) Bodily harm does not include lower level scrapes and bruising.
Police Notification/Consultation Required and BTA Team

3.33(ZZZ) Hate Speech/Communication/Material abusive or threatening speech that expresses prejudice/hate against a particular group through verbal or written communication, material, electronic images, text, or similar behavior.
Police Notification/Consultation Required and BTA Team

3.34 (WPO)Weapons Possession - Possession of any instrument or object as defined by Section 790.001, F.S., 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. Incidents involving toys and simulated firearms or weapons are subject to the limitations defined in Section 1006.07(2)(g), F.S. **Police Notification/Consultation Required and BTA Team**

790.001 F.S. Examples included, but not limited to, dirk, knife, electric weapon (taser/stun gun), metallic knuckles, slingshot, billie, tear gas gun, chemical weapon or device, or other deadly weapon except a firearm or a common pocketknife, plastic knife, or blunt-bladed table knife.

Disciplinary Actions/Interventions – Major Infractions – Level III		
Level 3 Infraction	**1st Occurrence**	**2nd Occurrence**
3.01 (ALC) Possession, purchase, or use of alcoholic beverages (Group 3.01/3.02/3.08/3.27)	• SOS and/or 3 days OSS • Substance Abuse Program (Age 11/up)	• 5 days OSS • Teen Court (Age 11 and up)
***3.02 (DRU)** Use or possession of drugs or controlled substances (Group 3.01/3.02/3.08/3.27)	• SOS and/or 3 days OSS • Substance Abuse Program (Ages 11 and up)	• 5 days OSS • Teen Court (Ages 11 and up)
3.03 (PHA) Physical Attack of a School Board Employee or Non Student	• SOS and 1-2 days OSS	• 7 days OSS and refer to Hearing Office 4th and 5th Grade Only Teen Court (Age 11 and up)
***3.04 (ROB)** Robbery (Group 3.04/3.05/3.06/3.07)	• 1-2 days OSS	• 3-5 days OSS • Teen Court (Age 11 and up)
***3.05 (STL)** Stealing/Larceny/Theft *(Group 3.04/3.05/3.06/3.07)*	• 1-2 days OSS	• 3-5 days OSS • Teen Court (Age 11 and up)
***3.06 (BRK)** Burglary of School Structure *(Group 3.04/3.05/3.06/3.07)*	• 1-2 days OSS	• 3-5 days OSS • Teen Court (Age 11 and up)
***3.07 (ZZZ)** Vandalism *(Group 3.04/3.05/3.06/3.07)*	• 1-2 days OSS	• 3-5 days OSS • Teen Court (Age 11 and up)
3.08 (ZZZ) Possession of Prohibited Substance or Objects *(Group 3.01/3.02/3.08/3.27) (3.08 link is for Prohibited Substance)*	• 1-2 days OSS	• 3-5 days OSS • Teen Court (Age 11 and up)
***3.09 (ZZZ)** Indecent, Offensive or Lewd Behavior *(Group 3.09/3.10/3.11/3.022)*	• 1-2 days OSS • SOS	• 3-5 days OSS • Teen Court (Age 11 and up)
***3.10 (SXH)** Physical Sexual Harassment *(Group 3.09/3.10/3.11/3.022)*	• 1-2 days OSS • Teen Court (Age Appropriate)	• 3-5 days OSS
***3.11 (SXO)** Sexual Offenses *(Group 3.09/3.10/3.11/3.022)*	• 1-2 days OSS	• 3-5 days OSS
***3.12 (BAT)** Striking of a Student, School District Employee or Agent Resulting in Bodily Harm	• SOS and/or 1-2 days OSS	• 3-5 days OSS • Teen Court (Age 11 and up)
***3.13 (DOC)** Inciting Or Participating in Major Student Disorder (Must contact the Hearing Office)	• 1-2 days OSS	• 3-5 days OSS • Teen Court (Age 11 and up)
3.14 (DOC) Unjustified Activation of a Fire Alarm *(Group 3.14/3.15)*	• 1 day of OSS	• 3 days OSS
3.15 (DOC) Unjustified Activation of Bus Emergency Systems while the bus is moving *(Group 3.14/3.15)*	• 20 Days Bus Suspension	• Removal of Bus Privilege
3.16 (ZZZ) Defamation of Character	• 1-2 days OSS • SOS	• 2-3 days OSS
***3.17 (ZZZ)** Stalking	• 1-2 days OSS • SOS	• 2-3 days OSS • Teen Court (Age 11 and up)

Level 3 Infraction	1st Occurrence	2nd Occurrence
3.18 (ZZZ) Unauthorized Use of Instructional Technology	• 3 days OSS	• 2-3 days OSS
***3.19 (DOC)** Major Altercation (Must contact the Hearing Office)	• 3 days OSS • SOS • Teen Court	• 5 days OSS • Teen Court (Age 11 and up) • 7 days OSS and refer to Hearing Office 4th and 5th Grade Only
***3.20 (TRE)** Repeated Threats Upon School District Employee, Student or Agen**t**	• 5 days OSS • Teen Court	• 7 days OSS and refer to Hearing Office 4th and 5th Grade Only
3.21 (BUL) Bullying/Cyberbullying	• 3 days OSS • SOS	• 5 days OSS • Teen Court • 7 days OSS and refer to Hearing Office 4th and 5th Grade Only
***3.22 (SXA)** Sexual Assault *Group 3.09/3.10/3.11/3.022)*	• 5 days OSS and refer to the Hearing Office	• 7 days OSS and refer to the Hearing Office 4th and 5th Only
3.23 (TRS) Trespassing (unauthorized entering of school board property with the intent to cause harm)	• 3 days OSS	• 7 days OSS • Teen Court (Age 11 and up)
3.24 (ZZZ) Teen Dating Violence or Abuse	• 3 days OSS • SOS	• 7 days OSS • Teen Court (Age 11 and up)
3.25 (HAR) Harassment	• 5 days OSS • SOS	• 7 days OSS • Teen Court (Age 11 and up)
3.26 (ZZZ) School Wide Threat	• 3 Days OSS	• 7 days OSS and refer to Hearing Office 4th and 5th Grades Only
3.27 (OMC) Drug Alcohol Paraphernalia (Roach clips, Pipes, Mini Spoons, Bongs, Water pipes, Grinders) *(Group 3.01/3.02/3.08/3.27)*	• 3 Days OSS • SOS	• 5 days OSS • Teen Court (Age 11 and up)
3.28 (OMC) Motor Vehicle Theft	• 5 Days OSS • Teen Court (Age 11 and up)	• 7 days OSS and Principal may at his/her discretion, refer the student to hearing office (4th and 5th Grade)
3.29 (ZZZ) Moving Bus Violation	• 1-3 Days OSS/Bus Removal • SOS • Removal of bus privileges if/until referral of hearing packet (4th/5th Grade Only	• 3-5 Days OSS • Removal of bus privileges until referral of hearing packet (4th/5th Grade Only)
3.30 (BAT) Striking of a school district employee or Non Student resulting in bodily harm	• 5 Days OSS • SOS • Teen Court (Age 11 and up) • 7 days OSS and refer to Hearing Office 4th and 5th Grade Only	• 7 days OSS and Principal may at his/her discretion, refer the student to hearing office (4th and 5th Grade)
3.31 (ZZZ) Burning of Flammable Materials (But not limited to Hair, Body and Clothing)	• 3 days OSS • Teen Court Referral and behavior contract with progress	• 5-7 days OSS • Teen Court (11 years old and over) • Referral of hearing packet(4th/5th Grade)

	monitoring (if declined 3 Days OSS) (11 years old and over)	
3.32 (PHA) Physical Attack of a Student	• 3 Days OSS • Restorative Practice • SOS • Guidance Referral	• 7 days OSS and Principal may at his/her discretion, refer the student to hearing office (4th and 5th Grade)
3.33 (ZZZ) Hate Speech/Communication/Material	• Parent Conference and SOS (if declined, 1-3 days OSS) • Parent Shadowing (if declined, 1-3 days OSS) • Restorative Practice • Guidance Referral • In House Mental Health Counselor	• 5-7 days OSS • Teen Court (11 years old and over) • Referral of hearing packet (4th/5th Grade)
3.34 (WPO) Weapons Possession	• 1-3 Days OSS and Parent Conference • SOS (If declined 1-3 Days OSS) • Guidance Referral • Restorative Justice • In House Mental Health Counselor	• 7 days OSS and Principal may at his/her discretion, refer the student to hearing office (4th and 5th Grade)

NOTE: At the discretion of school based administration, one or more of the disciplinary actions within each occurrence cell may be selected. School disciplinary action is not contingent on the school police or other law enforcement agency and can be implemented while waiting on a response. It is the Principal's/Designees responsibility to determine the Code of Conduct infraction.

Important Note: If the student has an IEP/504 Plan, the administrator or designee MUST refer to the *Discipline Guidelines for Students with Disabilities* and the student's current IEP/504 Plan PRIOR to the assignment of any disciplinary action.

The length of time the student with an IEP/504 Plan is suspended (ISSP/OSS) or assigned to ATOSS is subject to the *Discipline Guidelines for Students with Disabilities*. A maximum of three (3) days can be assigned at one time. If the student with an IEP/504 Plan commits a Level 2, 3, or 4 infractions, for which the disciplinary action warrants referral to the Hearing Office **AND** is the option the principal/designee is seeking to pursue, a manifestation determination meeting **MUST** be scheduled **PRIOR** to referral to the Hearing Office. In preparation for the return of the student to the educational setting, the IEP/504 Team should consider the positive supports necessary to assist the student with being successful.

ZERO TOLERANCE INFRACTIONS - Level IV

The Duval County School Board has adopted a zero tolerance policy with respect to the following offenses. Students who commit these offenses shall receive the most severe consequences, including possible expulsion. See Duval County School Board Policy 5.28, Zero Tolerance for School Related Crimes.

***NOTE*: The highlighted (**) offenses are defined under Florida Statute 1006.13 and carry the recommendation of expulsion for a period not to exceed the remainder of the school year and one (1) additional year of attendance. All Level IV offenses may lead to the recommendation for expulsion.**

The Duval County School Board will conduct an expulsion hearing for a student found to have committed a Zero Tolerance Offense, even if the student withdraws from Duval County Public Schools after committing the offense.

Special Note – Behavioral Threat Assessment (BTA) – Infractions with the acronym (BTA) should initiate the Behavioral Threat Assessment Team, which is a multi-disciplinary team that convenes when there is a real or perceived threat to schools or persons related to behavioral health.

*** Police Notification/Consultation required on all Level 4 Infractions.**

4.01 (ALC) Alcohol – Any possession of an alcoholic beverage with the intent to sell, or otherwise distribute to another person.

NOTE: **It is illegal to possess or use alcoholic beverages if under the age of 21.**

4.02 (DRD) Drug Sale/Distribution – The manufacture, cultivation, sale or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance.
NOTE: **The possession or use of illicit drugs is illegal and harmful.**

4.03 (ARS) Arson – 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. **BTA Team**

4.04 (ROB) **Armed Robbery – The taking of money or other property from the person or custody of another by use of a weapon, or in the course of the taking, putting another in fear of the use of a weapon, force, or violence.
BTA Team

4.05 (WPO) **Possession of a Firearm – Possession, discharge, use, or sale of any firearm or destructive device on school property, school-sponsored transportation, or during a school-sponsored activity. A firearm is any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such a weapon; any firearm muffler or firearm silencer, any destructive device, or any machine gun. A "destructive device" means any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing an explosive, incendiary, or poison gas and includes any frangible (breakable) container filled with an explosive, incendiary, explosive gas, or expanding gas, which is designed or so constructed as to explode by such filler and is capable of causing bodily harm or property damage. Incidents involving toys and simulated firearms or weapons are subject to limitations defined in Section 1006.07(2)(g), F.S
BTA Team

NOTE: Under the Gun-Free School Act, any student (regardless of age) who is determined to have brought a firearm, as defined in 18 U.S.C. 921, to school, any school function, or on any school-sponsored transportation will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year. (The expulsion requirement is subject to modification, on a case-by-case basis, as allowed by law.) A student who is determined to have brought a firearm to school will be referred for criminal prosecution.
The Duval County School Board will conduct an expulsion hearing for a student (regardless of age) found to have committed a Zero Tolerance Offense, even if the student withdraws from the Duval County Public School after committing the offense.

Pursuant to § 790.115(2)(a)3, Florida Statutes, the School Board of Duval County, Florida hereby waives § 790.115(2)(a)3, Florida Statutes, that otherwise would permit any person to possess a firearm on any school campus or at any school sponsored activity pursuant to § 790.25(5), Florida Statutes. Pursuant to the waiver set forth above, no person with parking privileges, such as students or employees of the School Board of Duval County, Florida, shall possess a firearm in any vehicle, locked or unlocked, parked on any school property, at any school facility, or at any school sponsored events.

Special Note: Senate Bill 7026 any student who is determined to have brought a firearm or weapon must also be referred to mental health services identified by Duval County Public Schools.

4.06 (WPO) **Use of a Deadly Weapon – Possession of any deadly weapon, other than a firearm, which is used in a threatening manner and is perceived by the individual being threatened as capable of inflicting physical harm. **BTA Team**

NOTE: The possession of a firearm, knife, other type of weapon, or any item that can be used as a weapon by any student while the student is on school property or in attendance at a school function, is grounds for disciplinary action and may also result in criminal prosecution. Incidents involving toys and simulated firearms or weapons are subject to limitations defined in Section 1006.07(2)(g), F.S

The Duval County School Board will conduct an expulsion hearing for a student found to have committed a Zero Tolerance Offense, even if the student withdraws from the Duval County Public School after committing the offense.

4.07 (WPO) Use of a Prohibited Object or Substance (See Code 3.08) – Use of any prohibited object or substance to strike or to threaten in a manner, which is perceived by the individual being threatened as capable of inflicting physical harm. **BTA Team**

4.08 (DOC) Bomb Threats – Reporting to school district employees or agents, police, or fire officials the presence of a bomb on or near school property with a reasonable belief that a bomb is actually present. Also giving a false report concerning planting a bomb, an explosive, or a weapon of mass destruction, or concerning the use of firearms in a violent manner; penalty. (Pursuant to Florida Statute 790.163)

4.09 (WPO) **Explosives – Preparing, possession, or igniting on School Board property, explosives likely to cause serious bodily injury or property damage. **BTA Team**

NOTE: Under the Gun-Free School Act, any student (regardless of age) who is determined to have brought an explosive, as defined in 18 U.S.C. 921, to school, any school function, or on any school-sponsored transportation will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year. (The expulsion requirement is subject to modification, on a case-by-case basis, as allowed by law.) A student who is determined to have brought a firearm to school will be referred for criminal prosecution.

The Duval County School Board will conduct an expulsion hearing for a student found to have committed a Zero Tolerance Offense, even if the student withdraws from Duval County Public Schools after committing the offense.

4.10 (SXB) **Sexual Battery– (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 object. Both males and females can be victims of sexual battery. **BTA Team**

4.11 (BAT) **Aggravated Battery – A battery where the attacker intentionally or knowingly causes more serious injury, such as, great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant. **BTA Team**

4.12 (TRE) Aggravated Stalking – Engaging in a pattern of behavior or activity that involves willful, malicious, and repeated following, harassing, or cyber stalking of another and making a credible threat with the intent to place that person in reasonable fear of death or bodily injury of the person, or the person's child, sibling, spouse, parent, or dependent, Pursuant to Florida Statute 784.048(3). **BTA Team**

NOTE: The above-referenced code infraction shall be applicable in accordance with the jurisdiction of the School Board as defined on page 2 of the *Code of Student Conduct***.**

4.13 (OMC) Other Major Offense- (Major incidents that do not fit within the other definitions) - Any serious, harmful incident resulting in the need for law enforcement consultation not previously classified. This included any drug or weapon found unattended and not linked to any individual; such incidents must be coded with the appropriate Related element (such as Drug-related or Weapon-related) and incident involvement must be reported unknown.

4.14 (KID) **Kidnapping/Abduction - Forcibly, or by threat, confining, abducting, or imprisoning another person against his/or her will and without lawful authority.

4.15 (HOM) **Homicide- The unjustified killing of one human being by another.

4.16 (VAN) Vandalism – The intentional destruction, damage, or defacement of public or private property over $1000.00 without consent of the owner or the person having custody or control of it. (Documentation of assessment of damages required).

******These carry the recommendation of expulsion for a period not to exceed the remainder of the school year and one (1) additional year of attendance.

Disciplinary Action **Zero Tolerance Infractions –Level IV**	
Level 4 Infraction	**1st Occurrence**
4.01 (ALC) Alcohol – Any possession of an alcoholic beverage with the intent to sell, give away, or otherwise distribute to another person.	•7 days OSS & referred to hearing office (possible expulsion)
***4.02 (DRD) Drugs** Any possession of a drug with the intent to sell, or give away, or otherwise distribute to another person including any substance alleged to be a drug, regardless of its content.	•7 days OSS & referred to hearing office (possible expulsion)
***4.03 (ARS) Arson** Any willful and malicious burning of any part of a dwelling, structure, building or conveyance, whether occupied or not, or its contents.	•7 days OSS & referred to hearing office (possible expulsion)
***4.04 (ROB) *Armed Robbery** The taking of money or other property from the person or custody of another by use of a weapon, or in the course of the taking, putting another in fear of the use of a weapon, force, or violence.	•7 days OSS & referred to hearing office (possible expulsion)
***4.05 (WPO)** **Possession of a Firearm	•7 days OSS & referred to hearing office (possible expulsion)
***4.06 (WPO)** **Use of a Deadly Weapon	•7 days OSS & referred to hearing office (possible expulsion)
***4.07 (WPO)** Use of a Prohibited Object or Substance	•7 days OSS & referred to hearing office (possible expulsion)
***4.08 (DOC)** Bomb Threats	•7 days OSS & referred to hearing office (possible expulsion)
***4.09 (WPO)** **Explosives	•7 days OSS & referred to hearing office (possible expulsion)
***4.10 (SXB)** **Sexual Battery/Rape	•7 days OSS & referred to hearing office (possible expulsion)
***4.11 (BAT)** **Aggravated Battery	•7 days OSS & referred to hearing office (possible expulsion)
***4.12 (TRE**) Aggravated Stalking	•7 days OSS & referred to hearing office (possible expulsion)
***4.13 (OMC)** Any Major Offense Which Is Reasonably Likely to Cause Great Bodily Harm or Serious Disruption of the Educational Process	•7 days OSS & referred to hearing office (possible expulsion)
***4.14 (KID)** **Kidnapping/Abduction	•7 days OSS & referred to hearing office (possible expulsion)
***4.15 (HOM)** **Homicide/Murder/Manslaughter	•7 days OSS & referred to hearing office (possible expulsion)
***4.16 (VAN)** Vandalism	•7 days OSS & referred to hearing office (possible expulsion)

NOTE: When district school board action on a recommendation for the expulsion of a student is pending, the district school superintendent may extend the suspension assigned by the principal beyond 10 school days if such suspension period expires before the next regular or special meeting of the district school board. School disciplinary action is not contingent on the school police or other law enforcement agency and can be implemented while waiting on a response. It is the Principal's/Designees responsibility to determine the Code of Conduct infraction.

Important Note: If the student has an IEP/504 Plan, the administrator or designee MUST refer to the *Discipline Guidelines for Students with Disabilities* and the student's current IEP/504 Plan PRIOR to the assignment of any disciplinary action.

The length of time the student with an IEP/504 Plan is suspended (ISSP/OSS) or assigned to ATOSS is subject to the *Discipline Guidelines for Students with Disabilities*. A maximum of three (3) days can be assigned at one time. If the student with an IEP/504 Plan commits a Level 2, 3, or 4 infractions, for which the disciplinary action warrants referral to the Hearing Office **AND** is the option the principal/designee is seeking to pursue, a manifestation determination meeting **MUST** be scheduled **PRIOR** to referral to the Hearing Office. In preparation for the return of the student to the educational setting, the IEP/504 Team should consider the positive supports necessary to assist the student with being successful.

***Infractions marked with an asterisk will require immediate police notification and possible arrest, as determined by law enforcement.**

Intervention Definitions

Note: Interventions should be implemented with consistent progress monitoring and documented in the student information system. Interventions may be used at any point in the discipline cycle to assist the need of the student
Behavior Contract – A simple positive-reinforcement intervention that is used to help students modify an undesired behavior; it spells out in detail the expectations of the student and teacher (and sometimes parents) in carrying out intervention plan; this should be monitored and followed up by the adult on campus that drafts it and any other adults specified in the plan
Community Service - An intervention assigned by the Hearing Officer where the student will be a part of a mandated work program; incomplete assignments should be referred back to the Hearing Office
Parent Contact – Contact with the parent/guardian of student; you must either speak directly with the parent/guardian or receive a response from an email sent to the parent. Leaving a message or emailing a parent/guardian with no response will not be considered contact.
Parent Conference – A scheduled meeting with the parent/guardian that takes place on campus with the parent/guardian/student and school representative in attendance. Phone calls will not suffice as a parent conference.
Peer Mediation – Structured problem solving by youth with youth by which two or more students involved in a dispute meet in private, safe and confidential setting to work out problems. Student mediators should be trained.
Student Accountability Board – An adult led restorative session with the assistance of trained mediators and the referred student where strategies, interventions, restitution, and/or recommendations are offered as consequences for the infraction committed. All parties must agree.
Student Support Circle – A tier II intervention to be used with a targeted student or group of students; topics depend on the nature of the infraction; helps to build community within the school.
Parent Shadowing – Parent visits school to shadow student in the school setting. Parents must sign waivers to not interfere with instruction or any students other than their own. Teachers should be notified 24-48 hours in advance.
Counseling Referral/Intervention– Referral to guidance for social/emotional support.
Refer to AIT – Attendance Intervention Team – Administrator refers student to AIT as an intervention to improve attendance.
Planned Discussion- One or more adults confer with a student about a particular concern and develop a plan for resolving it
Goal Setting- Opportunity for student and school official to meet and develop strategic goals relating to student's success. Plan should be followed up by adult that drafts it and any other adult on campus outlined in the plan.
Mentor Partner – School based mentoring program developed for students that need more support with academics or behavior management. Adult will advise or train students to use replacement behaviors and act as an extra layer of support. All external mentors should complete and be approved through Family and Community Engagement/Volunteer Management.
Check In/Check Out – An evidence based Tier II group oriented intervention designed especially for students whose problem behaviors would be supported by increased positive adult contact, embedded social skills training, and positive reinforcement.
Teacher Student Mediation- Mediation led by admin between teacher and student. This should not be used for student accountability board.
Adult Lead Mediation – Mediation of two students or groups of students lead by an adult - Examples: Admin, AFL, City Year, SRO, CIS .
Restitution – A restoring of something lost or stolen to its proper owner; recompense for injury or loss. In restorative justice, this is used with the referred student makes a mends with the victim of their behavior.

Restorative Session- Before or after School session with students to provide a restorative approach to discipline. This should not be used for detention.
Social Skills Lesson – Lesson for students that need extra support with social skills; lessons can be found in Second Step, Learning for Life, etc.
Meaningful Work- A school based jobs program that gives students responsibility to help them develop purpose, self-worth, and a sense of belonging.
Self-Monitoring Tool – Document that is provided to student that allows student to self-monitor behavior; this should be done with progress monitoring.
SOS – Student Option for Success – After school intervention for behavior management and social skills; students grades 3 – 12 may be referred to the 5 sites in the county; runs 6:30pm-8:30pm on Tuesday and Thursday nights.
Night-time Substance Abuse Counseling – DCPS substance abuse program that is 6 weeks/12 sessions
Letter of Apology – Student writes an apology to students or school officials
Safety Plan – Specific plan designed to provide safe protocols for transitions in and around schools for individual or multiple groups of students
School Service – School defined intervention which may include cafeteria duty, beautification of school grounds Ect.
MTSS - A Multi-Tiered System of Supports organizes instruction and intervention into tiers, or levels of support: ♦ Tier 1 – All students receive high-quality instruction in academics. ♦ Tier 2 – In addition to Tier 1, students needing more support also receive small-group intervention and supports. The difference is increased time, smaller groups of students or narrowed focus of instruction. ♦ Tier 3 – In addition to Tiers 1 and 2, students receiving Tier 3 intervention receive the most intensive supports based on individual need. The difference is individual team-based problem-solving, increased time, smaller groups of students and narrowed focus of instruction.

EXTRACURRICULAR ACTIVITIES and ATHLETICS

Students will exhibit satisfactory conduct in order to retain eligibility to participate in extracurricular activities in the Duval County Public Schools. Students attending an Alternative School cannot participate in extracurricular activities.

Disciplinary Actions - Extracurricular Activities/Athletics

For In-school Suspension: Students may participate in extracurricular activities during in-school suspension except for the fighting grouped section and when placed as an intervention in discipline chart. (Example: loss of extracurricular activities)

For Out of School Suspension: Students assigned to ***Out of School Suspension*** shall be excluded from participating in all extracurricular activities from the date of the offense until completion of the disciplinary action. For the purpose of continuity, suspension shall begin the day the referral is finalized and the consequences issued by the appropriate administrator.

For* Level *III, or* Level *IV Offenses: Students who commit a Level *III, or* Level *IV Offense* shall be excluded from participating in all extracurricular activities from the date of the offense until completion of the disciplinary action.

Students referred to the Hearing Office are not eligible to participate in athletic or extracurricular events until completion of the hearing and the completion of any consequences issued by the hearing office from the date of the offense until completion of the disciplinary action.

Alcohol and/Drug Offenses: In addition to the actions listed above, a student who commits an Alcohol and/or Drug offense must be referred to the Night-time Substance Use Prevention Counseling Education Program and shall not participate in any extracurricular activities during the term of the disciplinary action.

Students entering Duval County Public Schools from another school district or charter school must complete any disciplinary actions from the previous school district before the student is eligible to participate in any interscholastic or intrascholastic school activity within Duval County Public Schools.

Athletic Policies

1. A student not currently suspended from interscholastic or intrascholastic extracurricular activities, or suspended or expelled from school, pursuant to a district school board's suspension or expulsion powers provided in law, including ss. 1006.07, 1006.08, and 1006.09, is eligible to participate in interscholastic and intrascholastic extracurricular activities.

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 s. 1006.15(3)(h).

3. A student's eligibility to participate in any interscholastic or intrascholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to s. 1006.20(2)(b).

The following includes a list of examples, such as, but not limited to, which may be considered for exclusion as eligibility standards to participate in extracurricular interscholastic or intrascholastic activities:

- School attendance policy that may prevent a student from participating
- Alcohol/drug related behavior
- School/classroom discipline issues
- Social Media issues
- Bullying/Cyberbullying
- Homicide
- Sportsmanship
- Dress Code Policy
- Limit of Eligibility
- High School Age Limit 19 years on or before September 1st High School Eligibility- 4 Years
- Middle School Age Limit 15 years on or before September 1st Middle School Eligibility – 3 Years
- Physical Evaluation (EL2) and Consent and Release from Liability Certificate (EL3)
- Any other district policy which would remove or prevent a student from participating in extracurricular activities
- Middle School Eligibility – 3 Years High School Eligibility- 4 Years
- Verification of Health Insurance
- Any other district policy which would remove or prevent a student from participating in extracurricular activities

Middle School Eligibility

Academic Requirements: A student will become academically eligible upon his or her promotion to the 6th grade. Thereafter the student must maintain a 2.0 grade point average (GPA) for each grading period. A student must not have more than one failing grade to remain eligible for athletics. (Two or more F's with or without a 2.0, the student is not eligible to participate in sports).

a) For 7th and 8th grade students, their eligibility is based on the entire previous school years' cumulative average. The final grades for each class are what are to be used to determine GPA a student must not have more than 1 failing grade. (An F is considered a failing grade).

b) The report card will determine eligibility at the end of the 1st, 2nd, and 3rd nine week grading periods.

(Eligibility will be determined the day report cards are issued.) The student will become eligible or ineligible on the day that report cards are issued. Grade recovery will not affect the student's eligibility until the day report cards are issued for the next nine-week period. ***(See Middle School Bylaws)***

Athletic Student Transfer Eligibility

A student who transfers is immediately eligible as long as all other eligibility requirements are met. Students may not participate in the same sport in the same year at more than one school (unless one of the exceptions are met).

1. Children of active duty military whose move resulted from military orders
2. Children relocated due to foster care placement or McKinney –Vento Act
3. Children who move due to a court-ordered change in custody due to separation, or serious illness or death of custodial parent
4. An EL 6 form, must be completed and submitted to the receiving school prior to tryouts

5. Good cause policy in district or charter (district placement)
    a) Special Assignment by Regional Superintendent, School Choice Office, or Office of School Culture and Climate
    b) Move to a new residence following the marriage of the student. The student immediately establishes a new residence that makes it necessary to attend a different school.
    c) Reassignment by District School Board or Charter School Board
    d) Transfer of school within the first twenty days – i.e. acceptance into a previously applied for magnet program.
    e) Any athletic appeal which will require the Office of Athletics Review Committee to intervene and make a decision on a case led by the Executive Director of Athletics. All decisions will be given within 10 school days from the date of the appeal.

FORMAL DISCIPLINARY ACTIONS AND PROCEDURES

Definitions Relating to Formal Disciplinary Actions

The following are examples of formal disciplinary actions that may or may not be used in each school. Students and parents/guardians who desire to have further information about the disciplinary actions used in specific schools should contact officials at that school.

- **Alternative Education Centers –** The district has two (2) Education Centers - Grand Park and Mattie V. Rutherford. These centers provide a structured educational environment for the student who with a pattern of disobedience in the regular school setting. These schools are committed to guiding students toward academic excellence by assisting the student in modifying inappropriate behaviors, and instilling positive student interactions that allow them to interact positively in the regular school setting and the community.

- **Alternative Education Centers and Programs –** Schools and programs developed by the School Board for placement of students who have violated the *Code of Student Conduct* may be offered these voluntary programs in special circumstances in lieu of other disciplinary actions. Such schools and programs include, but are not limited to, the Education Centers, the Night-time Substance Use Prevention Counseling Education Program (Night-time Program) and the Students Option for Success Program (SOS).

- **Before/After School Detention –** Assignment to a designated area on campus at the beginning or end of the regular school day for a specified period of time.

- **Cafeteria Suspension –** Denial of the privilege of eating meals in the cafeteria with other students for a specified period of time and assignment to another area in the school for meals.

- **Class Suspension –** Denial of the privilege of attending an individual class for a specified period of time and assignment to another area in the school for the time that class meets.

- **Commission of Level III or Level IV Infractions by Seniors** – A senior student who commits a Level III or IV Infraction, described in the *Code of Student Conduct*, shall forfeit the right to participate in graduation exercises and other senior-related activities until the student has successfully completed all assigned consequences and disciplinary actions. School Board Policies and Procedures regarding assignment to alternative centers shall apply to students who commit a Level III or Level IV Infraction.

- **Expulsion –** Removal of the right and obligation of a student to attend a public school under conditions set by the School Board for a period of time not to exceed the remainder of the school year and one (1) additional year of attendance.

  The School Board may expel a student from school based on grounds specified in the *Code of Student Conduct*. "Expulsion" means the removal of the right and obligation of a student to attend a public school under conditions set by the district school board, and for a period of time not to exceed the remainder of the term or school year and one (1) additional year of attendance. Expulsions may be imposed with or without continuing educational services and shall be reported accordingly. The School Board has the sole authority to expel students pursuant to Florida Statute 1006.07.

  The Duval County School Board will conduct an expulsion hearing for a student found to have committed a Zero Tolerance Offense, even if the student withdraws from Duval County Public Schools after committing the offense.

- **In-School Suspension –** Assignment to a designated area within the school when a student is removed from the regular school program for a specified period of time.

- **Network/Internet Suspension –** Certain technology-based infractions may result in a suspension of network and/or Internet access. Alternative instructional materials may be provided.

- **Saturday Detention/School** – Assignment to a session at the school on Saturday for work assignments, academic work, or guidance.

- **School Board Hearing Officer –** Designee of the Superintendent who holds a disciplinary hearing with the parent/guardian in the event that resolution is not achieved at the school level.

  School Board Hearing – Hearing by the School Board with the parent/guardian and School Board staff where staff and parent/guardian are g**ive**n the opportunity to speak before the Board (Available for Level IV Offenses only)

  School Bus Suspension or Revocation – Denial of the privilege of riding a school bus based on misconduct occurring while the student is being transported at public expense. Bus code Infractions may result in the suspension of bus privileges. A student may be suspended or expelled from riding the bus at any point in the discipline process. A bus suspension is separate from a school suspension and applies only to the loss of bus riding privileges unless subject to other disciplinary actions, such as out-of-school suspension. Students are required to attend school**.** Bus suspension does not affect or excuse school attendance.

  NOTE: **A student who has been suspended or expelled from the school bus who boards, rides, or attempts to ride a school bus, without being authorized to do so, is considered to be trespassing and is subject to arrest.**

- **Student Option for Success (SOS) Program –** An evening counseling program developed to assist elementary, middle and high school students who are experiencing disciplinary problems in the regular school settings. **Participation must begin on first available class. Parental participation is required. (3rd through 12th Grade)**

- **Night-time Substance Use Prevention Counseling Education Program –** The Night-time Substance Use Prevention Counseling Education Program is an alternative program available to students who have committed a 3.01 (Alcohol) or 3.02 (Drugs) Infraction against the *Code of Student Conduct*. **Parental participation is required. (Ages 11 and up)**

- **Suspension –** Removal of students from their regular school program for a period **not to exceed seven (7) days.** Pursuant to Florida Statute 1006.09, no student who is required by law to attend shall be suspended for unexcused tardiness, absence or truancy. Therefore, suspension is not an appropriate disciplinary action for Code Infraction 1.05 and 1.10, as it relates to students who fall within the mandatory state attendance requirements.

  ***NOTE*:** **A student who has been suspended or expelled from school and returns to any School Board property without being authorized to do so is considered to be trespassing and is subject to arrest.**

- **Teen Court -** Teen Court is based on the philosophy that a youthful law violator is less likely to continue to offend when a peer jury decides the punishment. Teen Court attempts to interrupt developing patterns of criminal behavior by promoting feelings of self-esteem and healthy attitudes toward authority. The program places a high priority on educating teens about citizenship and accepting responsibility for their actions. In some cases, juvenile participants are given stern consequences for those actions. This program is recommended for certain *Code of Student Conduct* offenses and is offered at secondary schools. **Parental consent is required for participation. Parental participation is required. (Ages 11 and up) (This intervention is used for serious infractions only)**

PROCEDURES FOR ADMINISTRATION OF FORMAL DISCIPLINARY ACTION

When a formal disciplinary action is required, the principal/designee will make every reasonable effort to contact the parent/guardian immediately. If telephone contact cannot be made, written notice will be sent home with the student, or placed in the U.S. Mail within twenty-four (24) hours.

It is the responsibility of the student to notify and/or deliver to his/her parent/guardian all written communications from the school; failure to do so may result in further disciplinary action.

When disciplinary action reaches the level of denial of educational participation, the following procedural steps shall be adhered to in order to protect the rights of the student.

Suspension

The student shall be given notice of the charges against him/her and shall be given the opportunity to present his/her explanation of the situation before any action is taken.

When a suspension is necessary, the principal/designee will make every reasonable effort to contact the parent/guardian immediately. Written notice shall be sent to the parent/guardian via **U. S. mail within forty-eight (48) hours,** regarding the reason disciplinary action was taken. Generally, a notice and a conference should precede the student's suspension from school. However, if the immediate suspension of the student is justified because the student's presence endangers others, school property, or would seriously disrupt the orderly academic process, the mailed notice will follow as soon thereafter as is practical. The parent/guardian may request a conference with the principal/designee regarding the suspension

Level IV Offenses

The principal is initially responsible for determining that an offense has been committed. In investigating such incidents, the student will be given, in writing, the pending charges and an opportunity to admit or refute those charges. It should be noted that any statement the student makes might be used, with other documentation, to prove whether the student is guilty of the offense(s) charged.

The principal will review the above documentation with the parent/guardian. If, at the disciplinary conference, the principal concludes that extenuating circumstances exist, the student will be eligible for admission back into school following the determination of appropriate disciplinary action to be taken.

In the absence of extenuating circumstances, the principal may, at his/her discretion, recommend an alternative school or other programs provided by the school district. Should the parent/guardian be offered this opportunity and declines it, the principal shall recommend expulsion and immediately send all of the documentation of the incident to the School Board Hearing Officer.

At this time, the School Board Hearing Officer, acting as the Superintendent's designee, shall review the facts pertaining to the offense and shall request a conference with the parent/guardian and the suspended student within the suspension period.

Bus Revocation - Bus riding is a privilege, which may be revoked. If a student displays inappropriate behavior on a bus, the student may be referred to the appropriate Region Superintendent for possible revocation of bus privileges. Commission of a Level IV Offense on a school bus will result in revocation of bus privileges.

Expulsion – Removal of the right and obligation of a student to attend a public school under conditions set by the School Board for a period of time not to exceed the remainder of the school year and one (1) additional year of attendance.

The School Board may expel a student from school based on grounds specified in the *Code of Student Conduct*. Expulsion means the removal of the right and obligation of a student to attend a public school under conditions set by the district school board, and for a period of time not to exceed the remainder of the term or school year and an additional year of attendance. Expulsions may be imposed with or without continuing educational services and shall be reported accordingly. The School Board has the sole authority to expel students pursuant to Florida Statute 1006.07.

PLACEMENT PROCEDURES IN ALTERNATIVE EDUCATION CENTERS

All alternative education center packets and appeals must be signed in at the Hearing Office or Regional Superintendent for review by the third (3rd) school day following the most recent infraction resulting in the hearing packet. No student should remain suspended for more than seven (7) days without a due process hearing or administrative placement at an alternative school. *Refer to the Discipline Guidelines for Students with Disabilities (IEP/504) for those students involved with Level II, III, and IV infractions that indicate disciplinary action of referral to the Hearing*

Special Note: No students should be in Out of School Suspension for more than 7th consecutive days. After the 7th day students return to home school. A request for extended OSS can be made to Hearing Office prior to the 7-day limit if special circumstances arise, Hearing Packets will not be accepted after the 7th day of the suspension window without prior approval from the Hearing Offic*e.*

Placement of Students at Alternative Schools - Florida Statute, Section 1003.53 (5) states that "the school principal or his or her designee shall, **prior** to placement in a dropout prevention and academic intervention program or the provision of an academic service, provide written notice of placement or services by certified mail, return receipt requested, to the student's parent/guardian. The parent/guardian of the student shall sign an acknowledgment of the notice of placement for service and

return the signed acknowledgment to the principal within three (3) days after receipt of the notice. The parent/guardian of a student assigned to such a dropout prevention and academic intervention program shall be notified in writing and entitled to an administrative review of any action by school personnel relating to such placement pursuant to the provisions of Florida Statute 120.

1. **Within twenty-four (24) hours of suspending a student for the purpose of transferring to an alternative education center, the principal shall send the parent/guardian a certified letter, return receipt requested, informing the parent/guardian of the placement (School Calendar Day).** This notice shall include the suggested date for a parent/guardian conference, as well as the automatic date of placement in the event the parent/guardian fails to respond to the notice. The Notice of Pupil Placement at an Alternative School must be sent via certified mail, return receipt requested, whether the parent/guardian is contacted by phone or not (or receives a copy of the charges and Parent Conference Checklist in a face-to-face conference).

2. The *Parent Conference Checklist* contained in the **Alternative Education Centers' Admissions Packet must be given to parent/guardian during the parent/guardian conference.** The *Parent Conference Checklist* serves as written documentation that the parent/guardian was informed of the charges against their child, provided an opportunity to refute or show mitigation to the charges, and discuss alternative disciplines. The *Parent Conference Checklist* also serves as documentation of parent/guardian's decision regarding the student's placement at an alternative school and informs the parent/guardian of the Appeal Process.

   The discipline/administrative transfer of a student to the alternative center should take place on or before the seventh (7th) day of suspension. However, if the parent/guardian indicates on the *Parent Conference Checklist* or in writing that they would like a review of the principal's decision, the school shall, within 24 hours, forward the student's Alternative School admission packet to the appropriate Region Superintendent for Level III offenses or to the Hearing Officer for Level **IV offenses.** *The review/appeal process does not postpone the pending disciplinary action unless a written agreement can be established between the parent/guardian and the principal that the child should remain suspended until resolution of the appeal.*
   Parent/guardian who fails to enroll their child in an alternative school setting may violate compulsory school attendance requirements and is subject to criminal prosecution under Florida Statutes, Section 1003.27 (2). No student should remain suspended for more than five (5) days without a due process hearing or administrative placement at an alternative education center.

3. If a satisfactory resolution between the parent/guardian and school administrator cannot be obtained, the parent/guardian may request a review by the Region Superintendent. This is a review of documentation only and does not involve a formal hearing. The Region Superintendent review will result in a written response within two (2) working days.

4. Following the review of the principal's decision by the Region Superintendent or his/her designee, upon request; a parent/guardian may have an administrative review. The Hearing Officer will have this responsibility. The Hearing Officer will issue a final order upon the completion of the administrative review. **(This is the final step in the process and the Hearing Officer's recommendation is the final decision from the District).**

5. Once an Alternative Education Center packet has been forwarded to the hearing office there are two ways that the packets are evaluated.

   a) Students that have never been assigned to alternative school will have their Alternative School Packets processed through an administrative review **(This does not include a formal hearing with the Hearing Officer).** If the parent has not requested an appeal before this point the decision is final. **(Though a formal hearing is not required, one may be scheduled at Hearing Officer's Discretion)**
   b) Students that have attended an Alternative Center will be contacted for a formal hearing with the DCPS hearing officer.

NOTE: If a student is voluntarily withdrawn in lieu of attending an alternative school/program, he/she must remain out of the Duval County Public Schools for one calendar year. If the student chooses to return to the Duval County Public Schools before the time has expired, he/she must complete the alternative school assignment before entering another public school in Duval County.

Alternative Education Centers/Programs

Mattie V. Rutherford alternative center will serve 4th thru 8th grade students that exhibit minor chronic behaviors of the *Code of Student Conduct*. Students will be assigned to this alternative center for a period of 45 to 180 school days based on a profile of behaviors as follows:

Note: Students being referred to the Hearing Officer for violation of Multiple Infraction Rubrics must be referred to the District Student Option for Success Program (SOS) before a hearing packet may be submitted. **Documentation from the school is required. (Teen Court is not an option for Multiple Rubric Infraction Violations)**

Note: Students assigned to the Alternative Center during a school year will retain their special/magnet assignment from the sending school, if the student has completed their alternative assignment in the same school year. If a student's attendance rolls over to the next calendar school year, the student will lose the special/magnet assignment and return to their home school.

1. **Discipline Rubric Mattie V. Rutherford**

When a student in grades 4th – 8th obtains the minimum threshold of 12 points based on a pattern of behavior specific to the Discipline Rubric, he/she may be referred to the hearing office.

a. Student may be assigned 45, 90, or 180 days to the Alternative Education Center when the minimum point's threshold has been met. (12 Points does not constitute automatic assignment to the Alternative Education Center)

b. After completion of suspension days, students must return to school, while awaiting a hearing.

c. Students must receive restorative practice when a student meets the 6-point threshold in the points matrix. Student will not be referred to the Hearing Office without documented Restorative Justice Interventions during this process.

d. After completion of suspension days, students must return to school, while awaiting a hearing.

Code	Description	Rubric Weight
	Disruptive Behaviors	
1.01	Disruption in Class	.50
1.03	Disorder outside of class	.50
1.05	Profanity	.50
2.01	Failure to Adhere to Safety Consideration	2
2.05	Intentional Threat of a School District Employee or Agent	3
2.06	Intentional Threat of a Student	2
2.07	Physical Attack of a Student	3
2.08	Dispute	2
2.09	Fighting (Mutual combat, mutual altercation)	3
2.10	Initiating a Fight	3
2.11	Fighting or striking another student on bus	3
2.12	Response to Physical Attack	1
2.16	Stealing	2
2.22	Obscene, Profane, or Offensive Language or Gestures directed to a School District Employee	2
2.23	Leaving School Grounds/Activity	1
2.28	Failure to adhere to safety consideration on bus	1
2.31	Unjustified Activation of bus emergency system	2

Note: Hearing Office will determine points for Level 3 Infractions

ALTERNATIVE CENTER DISCIPLINE MATRIX

Mattie V. Rutherford alternative center will serve 4th thru 8th grade and **Grand Park** alternative center will serve 6th – 12th grade students. Students that exhibit behaviors outlined in the *Code of Student Conduct* at the alternative school will follow the following discipline progression plan:

Minor Violations				
Offense	**1st Occurrence**	**2nd Occurrence**	**3rd Occurrence**	**4th Occurrence**
1.01 – Disruption in Class 1.02 – Illegal Organization 1.03 – Disorder Outside of Classroom 1.04 – Tardiness 1.05 – Profanity 1.06 – General Code of Appearance 1.07 – Inappropriate Display of Affection 1.09 - Unauthorized Use Wireless Device	Teacher/Student Administrator	Parent Contact by Phone or Conference 1-3 Days ISSP	1-3 day ISSP/PBIS 3-5 days ISSP/PBIS or 1-3 days OSS (Other than attendance infraction)	3-5 day ISSP/PBIS

Disruptive Behaviors				
Offense	**1st Occurrence**	**2nd Occurrence**	**3rd Occurrence**	**4th Occurrence**
1.08 – Unauthorized Absence from Class 2.01 – Failure to Follow Directions 2.23 – Leaving School Grounds/Activity 2.25 – Refusal to Attend or Participate in Other Previously Assigned Discipline 2.32 – Gang Activity or Expression	Parent Contact by Phone or Conference	1-3 Days ISSP/PBIS or 1-2 days OSS/	1-3 Days OSS	7 days OSS (Multiple repeated occurrences may result referral to hearing office for additional assignment of days or alternative intervention)

Intermediate Class II Behaviors				
Offense	**1st Occurrence**	**2nd Occurrence**	**3rd Occurrence**	**4th Occurrence**
2.02 – Use, Possession, Distribution, or Sale of Tobacco/Nicotine or Products 2.03 – Distribution, Possession, Sale or Purchase of Drug Facsimile Products 2.04 – Possession and/or Use of Matches or Lighters 2.13 – Use of a Device to Record a Fight or School Board Employee 2.15 – Premediated Use of a Device to Record a Fight 2.16 – Stealing of Use of Counterfeit Bills 2.17 – Possession of Stolen Property 2.18 – Teasing/Intimidation/Ridicule 2.19 – Trespassing 2.20 – Possession of Fireworks, Firecrackers, Smoke Bombs, or Flammable Materials 2.21 – Verbal Sexual Harassment 2.24 – False Information	Parent Contact by Phone or Conference 2.02 Refer to Vaping Course	1-3 Day ISSP/PBIS	3 Days ISSP or 1-2 day OSS	3 to 5 day OSS (Multiple repeated occurrences may result in referral to hearing office for additional assignment of days or alternative intervention)

2.26 – Inappropriate Use of Instructional Technology or an Electronic Device 2.27 – Gambling 2.29 – Cheating and/or Copying the Work of Others 2.30 – Extortion				

Aggressive/Violent Behaviors				
Offense	**1st Occurrence**	**2nd Occurrence**	**3rd Occurrence**	**4th Occurrence**
2.07 – Intentionally Striking another Student 2.08 – Dispute 2.09 – Fighting (Mutual combat or altercation) 2.10 – Initiating a Fight 2.12 – Response to a Physical Attack (???) 2.22 – Directing Obscene, Profane, or Offensive Lang. or Gestures to SBE or Agent 3.12 – Striking of a Student, School District Employee or Agent causing Bodily Harm	5-7 Days OSS Principal may request additional days from hearing office for violation of these level 3 infractions	5-10 Days OSS Principal may request additional days from hearing office for violation of these level 3 infractions	10 Days OSS and Refer to Hearing Office for Possible Expulsion Mattie V. Rutherford student may be referred to Grand Park for additional assignment per hearing officer and Alternative	10 Days OSS and Refer to Hearing Office for Additional Assignment of Days or Possible Expulsion
2.05 – Intentional Threat of a School District Employee or Agent 2.06 – Intentional Threat on a Student 3.20 – Repeated Threats Upon School District Employee, Student or Agent 3.23 - Trespassing	3 Days OSS	5 Days OSS	10 Days OSS	10 Days OSS and Refer to Hearing Office for Additional Assignment of Days or Possible Expulsion

Drugs and Alcohol				
Offense	**1st Occurrence**	**2nd Occurrence**	**3rd Occurrence**	**4th Occurrence**
3.01 – Alcohol 3.02 – Drugs 3.27 – Drug/Alcohol Paraphernalia	5 Day OSS Must complete Night Time Program	10 Day OSS	10 Day OSS/ATOSS Refer to Hearing Office for Gateway Placement	
Bus Violation				
Offense	**1st Occurrence**	**2nd Occurrence**	**3rd Occurrence**	**4th Occurrence**
1.10 – Failure to follow Instruction on School Bus 2.28 – Failure to Adhere to Safety Considerations on School Bus 2.31 – Unjustified Activation of Bus Emergency System while the bus is not moving.	10 days Bus Suspension	30 Day Bus Suspension	Bus Suspension for Remainder of School Year	
2.11 – Fighting or Striking a student on a School Bus 3.15 – Unjustified Activation of Bus Emergency Systems while bus is moving	30 Day Bus Suspension	Bus Suspension for Remainder of School Year		

Major Offenses Class III				
Offense	**1st Occurrence**	**2nd Occurrence**	**3rd Occurrence**	**4th Occurrence**
3.03 – Striking a School Board Employee 3.04 – Robbery (using force to take something) 3.05 – Stealing/Larceny/Theft 3.06 – Burglary of School Structure 3.07 – Vandalism 3.08 - Possession of Prohibited Substance or Objects 3.09 – Lewd, Indecent, or Offensive Behavior 3.10 – Physical Sexual Harassment 3.11 – Sexual Offenses 3.13 – Inciting or Participating in Major Student Disorder 3.19 – Major Dispute or Altercation 3.16 – Defamation of Character 3.17 – Stalking 3.21 – Bullying/Cyberbullying 3.22 – Sexual Assault 3.24 – Teen Dating Violence or Abuse 3.25 – Harassment 3.26 – Hazing	10 Days OSS Principal may request additional days from hearing office for violation of these level 3 infractions	10 Day OSS Principal may request additional days from hearing office for violation of these level 3 infractions	10 Day OSS and Refer to Hearing Office for Additional Assignment of Days or Possible Expulsion	

Zero Tolerance Offenses	
Offense	**1st Occurrence**
All Class IV Violations	10 Days OSS & referred to hearing office (possible expulsion)

Note: Students who attend the Alternative Education Center will be assigned interventions/discipline when they violate the Code of Student Conduct while at Alternative School. Additional assigned time for the Alternative Center is not mandated by the Code of Student conduct for a student to return to school. When a student returns to his/her home school student discipline rubric returns to zero.

Code of Student Conduct Action Metric

When a student violates specific offenses outlined in the Code of Student Conduct, the progressive discipline occurrence will be used to determine action.

Note: Students who commit petty acts of misconduct may be referred to a school-based intervention program, these petty acts of misconduct are identified by the district pursuant to sections 1006.13(2)(c)

Appeals Procedures

Procedures for Appealing Disciplinary Actions – A parent/guardian wishing to appeal a disciplinary action for a Level I, II, or III offense may appeal to the principal/designee within three (3) school days of being notified of the infraction and the parent/guardian has met with the principal/designee. If a satisfactory resolution cannot be obtained, the parent/guardian may appeal to the appropriate Region Superintendent. This appeal is a review of documentation and does not involve a formal hearing.

Procedures for Appealing Placement at an Alternative Education Center – A parent and guardian wishing to appeal the recommendation of placement of their child at an Alternative Education Center is entitled to an administrative review of any action by school personnel relating to such placement pursuant to the provisions of Florida Statute Chapter 120.

1. The discipline/administrative transfer of a student to the alternative center should take place on or before the fifth (5th) day of suspension. **However, if the parent/guardian indicates on the *Parent Conference Checklist* that they would like a review of the principal's decision, the school shall, within 24 hours, forward the student's Alternative School admission packet to the appropriate Region Superintendent** for Level **III offenses or to the Hearing Office for** Level **IV offenses. (The appeal process is for the student's behavior/infraction and not the alternative assignment)**

   The review/appeal process does not postpone the pending disciplinary action unless a written agreement can be established between the parent/guardian and the principal that the child should remain suspended until resolution of the appeal. No student should remain suspended for more than five (5) days without a due process hearing or administrative placement.

2. If a satisfactory resolution between the parent/guardian and school administrator cannot be obtained, the parent/guardian may request a review by the Region Superintendent. This review may include all level infractions/disciplinary action appeals. This is a review of documentation only and does not involve a formal hearing. The Region Superintendent review will result in a written response within three (3) working days.

***Note for the level 1 and 2 infractions this is the final appeal and the regional superintendent's decision is final.**

3. Following the review of the principal's decision by the Region Superintendent or his/her designee, upon request; a parent/guardian may have an administrative review. The Hearing Officer will have this responsibility. The Hearing Officer will issue a final order upon the completion of the administrative review.

FELONIES COMMITTED BY STUDENTS

Following appropriate due process procedures, a student charged with a felony or delinquent act that would be a felony if committed by an adult, whether it occurred on or off the school property, may be assigned to an alternative program or receive alternative educational services and/or forfeit Senior Privileges. Such assignment and/or forfeiture may be made upon determination that the student is eligible according to federal and state program criteria, and:

- ❖ The nature of the offense is such that the student poses a threat to safety of other students or personnel at school or the student's safety is at risk by remaining in school or school sponsored event with other students.
  - The principal shall initiate this process **in writing** through their Region Superintendent.
  - Regional Superintendent will approve and forwards to the Hearing Office.

The recommendation of the principal to exercise this policy Must be approved by their Region Superintendent.

GENERAL CODE OF APPEARANCE

Administrators and teachers of the Duval County Public Schools shall enforce dress and grooming guidelines outlined in 1006.07(2)(d) F.S. that promotes the successful operation of the schools. The site administration shall be the final judge as to neatness and cleanliness of wearing apparel and whether or not such apparel is appropriate, disruptive, distracting, or in Infraction of health and safety rules.

Each student has the responsibility to dress appropriately and have respect for self, others and the school environment. Wearing apparel, jewelry (such as body piercing (s), ornaments), hair, and general appearance shall not disrupt the classroom atmosphere, and/or shall not violate health and safety rules of the school. These guidelines for dress and grooming are provided to assist parents/guardians and shall apply to all students in the Duval County Public Schools. Student dress and grooming shall be neat and clean, and follow the general guidelines below.

1. Elementary school students are not allowed to wear shoes without closed heels or back straps.

2. Shoes must be worn. However, bedroom shoes or slippers shall not be worn.

3. Halter-tops, tank tops, backless tops, tops with thin or no straps, or tops that show midriff or expose the body are prohibited.

4. See-through or mesh garments shall not be worn without appropriate undergarments.

5. Form-fitting or overly tight clothing shall not be worn without appropriate outer garments.

6. Properly hemmed outer garments such as shorts, divided skirts, and dresses may be worn, provided they are not disruptive or distractive, as determined by the school administration. Garments including, but not limited to, such items as boxer shorts, traditionally designed as undergarments, may not be worn as outer garments.

7. Clothing, accessories and facial coverings, shall not be worn if they display profanity, violence, lewd and obscene messages, sexually suggestive phrases, or advertisements, phrases or symbols of alcohol, tobacco, or drugs or other symbols phrases or advertisements that would be offensive to common propriety or decency. Bandanas may not be worn as facial coverings.

8. Head coverings, including, but not limited to, caps, hats, bandannas, hair curlers, and/or sunglasses, shall not be worn on school property, unless required by a physician or authorized by school personnel.

9. Students are prohibited from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment. The waistband of shorts, slacks, skirts, and similar garments shall not be worn below the hips. ***Clothing which is not worn appropriately, is not properly fastened, has tears that reveal or expose body parts, has printing with words or pictures that have a sexual connotation will not be permitted***. All trousers, including oversized or low-hanging trousers, must be worn and secured at waist level. Underwear, midriff and back may not be exposed. If belts, suspenders, and straps are worn, they shall be worn in place and fastened.
10. Any articles of clothing or jewelry that may cause injury to oneself or to other students are not allowed.

All students must adhere to these minimal guidelines for acceptable apparel and appearance. A school may implement a school uniform requirement through the shared decision-making process, with input from the School Advisory Council. In order to maximize instructional time, students will be given an opportunity to immediately correct dress code Infractions.

Pledge of Allegiance Notice

Pursuant to Florida Statutes, students have the right not to participate in reciting the pledge. Upon written request by his or her parent, a student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart.

Student Discipline and the Collective Bargaining Agreement

1. Teachers and administrators should work together in a mutually supportive manner to maintain proper student conduct. Each teacher shall have the right to promulgate and have enforced reasonable rules of classroom conduct which apply to students while in that teacher's class. Such rules shall not conflict with employer or school rules.

2. Any teacher shall have the right to send a student to the office, with a written explanation or referral, whenever the student is involved in an incident contrary to the established rules of conduct. The teacher will notify the office immediately when this action is taken.

3. To assist in the investigation of a serious incident, the teacher shall submit to the office a written account of the matter not later than the end of the school day on the day of the disturbance, unless impracticable.

4. The principal or his designee shall confer with the teacher regarding possible corrective action prior to the student's return to the classroom.

5. The teacher will receive from the principal or his designee an explanation of the steps taken along with any suggestions for working with the problem. Such explanation and suggestions shall be in writing if requested.

6. The teacher shall have the right to again send the student to the office whenever the student is again involved in a classroom disturbance.

7. In addition to the district-wide Code of Student Conduct, school rules shall be developed and reviewed as necessary by a committee made up of the school principal and teachers.

8. A continuous statistical record of student discipline cases will be maintained in a place and manner available to all staff to use as a basis for recommendations for administering discipline and the periodic revision of the school rules for conduct.

9. If a teacher is concerned with the manner in which behavioral problems are being adjusted, the matter shall be discussed in private with the appropriate administrator.

Glossary of Terms	
Aggravated Battery:	Intentionally or knowingly causing great bodily harm, permanent disfigurement, or permanent disability to another, or committing battery against another with the use of a deadly weapon. Example: Using a deadly weapon to injure someone which results in the person being physically disabled to the point where he/she cannot fight back constitutes aggravated battery.
Aggravated Robbery:	The taking of money or property from another through force or fear and causing serious injury during the robbery. Example: The man was arrested for aggravated robbery when the woman had a heart attack after he robbed her.
Armed Robbery:	The taking of money or property from another through use of force, violence, assault, or putting in fear and while having a weapon. Example: The armed robber told the cashier that he would use the gun in his pocket unless she gave him all of the money.
Alcohol:	Mind-altering or mood-altering beverages, including but not limited to beer, wine, wine coolers, vodka coolers, liquors, etc. Possession, use, sale, or distribution of alcohol or controlled substances will result in corrective actions at school and may lead to arrest and criminal penalties. Example: Consumption of excessive alcohol can cause death.
Arson:	Willfully, or while committing any felony, causing damage to a building, structure, or dwelling by fire or explosion. Example: The girl was arrested for arson and expelled because she intentionally started a fire in the restroom.
Assault (Verbal):	An intentional, unlawful threat by word or act to do violence to another, coupled with the apparent ability to do so, and doing some act, which creates a well - founded fear in the other person that such violence is imminent. Example: The students assaulted another girl by sending her notes saying that they would beat her up right after class.
Assault (Aggravated):	An assault with the use of a weapon or with the intent to commit another felony. Example: Using a weapon to attempt harming someone is aggravated assault.
Battery:	Actually and intentionally touching or striking another against his or her will, or intentionally causing bodily harm to another. Under Florida law, battery that causes great bodily harm, permanent disfigurement, or permanent disability is called “felony battery.” Under the law, battery, felony battery, and aggravated battery are distinguishable. Example: The student battered the teacher by pushing her against the wall.
Behavior Contract:	Behavior Contract: Behavior Contracts are used to facilitate a desired change in behavior using a systematic approach. All contracts should include a clear description of the following elements: *Undesired Behavior to Change *Desired Behavior following use of contract *Strategy used to change behavior *Person(s) responsible for implementing strategy *Behavior tracking tool to be used to progress monitor intervention used *Clearly indicated dates to review implementation and outcomes *Desired rates of change

Bullying:	Systematically and chronically, inflicting physical hurt or psychological distress on one or more students or school employees. It is further defined as a pattern of unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, dehumanizing gesture 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 that includes a noted power differential. Example: When the girl repeatedly made fun of another student for being poor, the girl was guilty of bullying.
Burglary/Breaking and Entering:	Entering a building, structure, or dwelling with the intent to commit an offense therein, without license or invitation to enter, unless the structure is open to the public, or remaining in a building, structure, or dwelling after permission has been withdrawn, surreptitiously with the intent to commit an offense. Example: The students committed burglary by crawling through the unlocked window to steal the school's camera.
Cheating:	Using unauthorized answers or sources to receive credit for school work. Some examples are looking at someone else's paper, copying from your notebook when you are supposed to use only your memory, or copying someone else's homework because you did not complete yours. Example: The teacher accused him of cheating when she found answers to the test written on his desk. Plagiarism is a form of cheating when you present another person's words or ideas as your own without giving the originator credit for the information. Some common examples of plagiarism are copying information from a book without using quotation marks and without including a bibliography at the end of the assignment listing the sources used. All information in academic assignments that is not common knowledge must be cited and documented. An example of common knowledge is: Jacksonville is a city in Florida.
Class Suspension	Student is placed in an alternative classroom setting away from the scheduled classroom for a period of time. Student is provided classwork to complete during this time.
Controlled Substance (Drugs):	Mind-altering or mood-altering drugs, including but not limited to marijuana, cocaine, heroin, various pills, etc. Possession, use, sale, and/or distribution of controlled substances will result in corrective strategies at school and may lead to arrest and criminal penalties. Example: Use of controlled substances can be deadly.* Chapter 893, Florida Statutes (Drug Abuse Prevention and Control) provides a more extensive list of controlled substances.
Cyberbullying:	The willful and repeated harassment and intimidation of an individual through the use of electronic mail or electronic communication with the intent to coerce, intimidate, harass, or cause substantial emotional distress to a person. Example: Cyberbullying can cause students to get in trouble at school even if they use their home computer.
Defiance:	Refusing to follow the directions of authority figures within the school, such as administrators, teachers, office workers, custodians, volunteer parents/guardians, cafeteria workers, and others. Example: He received detention for defying the cafeteria manager by refusing to pick up his lunch tray when she told him to do so.
Destructive Device:	Any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing an explosive, incendiary, or poison gas and includes any frangible container filled with an explosive, incendiary, explosive gas, or expanding gas, which is designed or so constructed as to explode by such filler and is capable of causing bodily harm or property damage; any combination of parts either designed or intended for use in converting any device into a destructive device and from which a destructive device may be readily assembled; any device declared a destructive device by the Bureau of Alcohol, Tobacco, and Firearms; any type of weapon which will, is designed to, or may readily be converted to expel a projectile by the action of any explosive and which has a barrel with a bore of one -half inch or more in diameter; and ammunition for such destructive devices, but not including shotgun shells or any other ammunition designed for use in a firearm other than a destructive device.

	Example: Students shall be expelled for bringing to school destructive devices that can explode and hurt others.
Detention:	A corrective strategy in which a student must spend time at school, either before or after the regular school day or on a Saturday. Detention can include students assigned to campus beautification, cafeteria clean-up, and school-community service. Example: The student served detention for one week after school for purposely breaking a window. School service – Cleaning of school grounds or property that was vandalized by a student.
Dispute	An argument or squabble with two students, does not include major physical actions Example: The student went up to the custodian and caused a confrontation by yelling at him when the custodian asked him not to walk on the wet floor.
Disruption:	Behavior that disturbs the learning and/or safety of others in class, on the school bus and at the bus stop. Example: The math class could not focus on preparing for FCAT because the girls' constant chatting was disruptive.
Distribution:	Giving out, sharing, dispensing to others. Example: She was expelled for distribution of pills to other students.
Drugs:	Any substance or chemical that alters mood or is used for mood altering, including but not limited to alcohol, marijuana, cocaine, heroin, pills, over-the-counter medications that are unauthorized or abused, etc. Possession, use, sale, or distribution of controlled substances that result in corrective actions at school may lead to arrest and criminal penalties. Example: The misuse of drugs can be deadly, especially for young people.
Electronic Devices:	Any wireless communications/electronic device that is powered by electricity or a battery, which is not required by the curriculum and includes items such as; compact disc players, MP3 players, headphones, cellular phones, PDAs, electronic readers, tablets, laptops, cameras and any similar device. Example: Unauthorized use of electronic devices can disrupt the learning process and is not allowed in class.
Expulsion:	The most serious disciplinary action that can be taken and defined as the exclusion of a student from a traditional school for the number of school days remaining in the school year in which the incident that gives rise to expulsion takes place and one (1) additional school year. Example: The student was expelled from school for carrying possessing a gun at school.
False Accusation:	An untrue and serious statement about a teacher, staff member, or any other person. False accusations are serious when they hurt the professional reputation of others or otherwise get a person in trouble that they do not deserve. Example: The student's father made a false accusation about the teacher.
False Fire Alarm:	Any action that causes people to believe that there is a fire or threat of a fire when there is not. Example: The boys received a suspension for reporting a false fire alarm, even though they meant it as a joke.

False Report or Bomb Threat:	Any action that causes people to believe that the school is under a serious threat, including but not limited to explosives and weapons of mass destruction. Example: Students who make false bomb threat could be expelled and arrested. Sections 790.162 and 790.163, F.S. (Weapons and Firearms), further define the making of a false threat or report. Making a false report requires mandatory expulsion not less than one year and may lead to arrest and criminal penalties.
Fighting:	Two or more students trying to physically hurt each other. Fighting often begins with a disagreement between students that can be solved without fighting.
Fighting (Minor):	Occurs when two or more students engage in physical force against each other and • They stop when an authority figure gives them a verbal command to stop, AND • There are no injuries that require medical attention as a result of the fight. Example: The students began to fight, but they stopped when the teacher told them to stop and no one was hurt.
Fighting (Serious):	Occurs when two or more students engage in physical force or violence against each other and • They become so enraged that they do not stop when given a verbal command to do so. OR • Physical restraint is required AND/OR • Someone is injured to an extent that requires immediate first aid or medical attention. Serious fighting must be reported to school police. Example: Students involved in serious fighting that causes injury or requires medical attention will be suspended. If the principal or designee determines that one student or a group of students attacked someone who did not fight back, the aggressors should receive punishment for battery, aggravated battery, and/or bullying, depending on the facts, and will likely be arrested. Otherwise, administrators will report and punish all other incidents involving mutual participation as Fighting (Serious) without regard to who was the original aggressor.
Forgery (Written Misrepresentation):	Making, altering, or signing a document with the intent to defraud or signing another person's signature without the person's consent. Example: The student was not permitted to go on the field trip because she forged her mother's name on the permission slip.
Gambling:	Participating in games of chance for money and/or other things of value. Example: Throwing dice for money is gambling.
Grand Theft:	Stealing something over $300.00 in value. Example: He was charged with grand theft when he stole the school's computer.

Harassment (Civil Rights):	Any threatening, insulting or dehumanizing gesture, use of data or computer software, 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 interfering with a student's educational performance, opportunities, or benefits 3. Has the effect of substantially disrupting the orderly operation of a school Example: What some people think is "just joking around" might constitute harassment if the person at whom it is directed is distressed by it. Repeated harassment is bullying. Harassment directed at someone because of his or her gender, gender identity, race, color, religion, ethnicity, national origin, political beliefs, marital status, age, sexual orientation, social and family background, language, pregnancy, or disability. Example: Using racial slurs towards someone who is from a different country is harassment based on a characteristic concerning his civil rights. Example: Using racial slurs towards someone who is from a different country is harassment based on a characteristic concerning his civil rights.
Hazing:	Pressuring or coercing another student into violating laws. Any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student. Any activity that would subject another student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Any act of hazing that causes risk of serious bodily injury or death is a misdemeanor. Any act of hazing that results in serious bodily injury or death is a felony. Example: Requiring new students to stay awake for two nights in order to join a club is committing hazing.
Hazing (Felony):	Any act of hazing that results in serious bodily injury or death.
Hazing (Misdemeanor):	Any act of hazing that causes risk of serious bodily injury or death.
Hearing:	A formal proceeding where different sides of a story are presented to a person who makes a decision about what happened and what to do. Example: My parent and I asked for a hearing when I was suspended for having a butter knife in my backpack.
Inappropriate Public Display of Affection:	Engaging in unsuitable, intimate, sexually-suggestive behavior (example: kissing and touching), in agreement with someone else, in places where others are likely to be present, such as hallways, stairwells, classrooms, school buses, etc. Example: Kissing in the hallway and stairwells is an example of an inappropriate public display of affection. Engaging in this type of behavior in hidden places is also inappropriate, and depending on the circumstances, may constitute a more serious infraction. See Sexual Offenses (Other) in this glossary.
Infraction:	The breaking of a school policy; a violation; an infringement. Example: Every infraction in the Code of Student Conduct has a range of corrective responses.
Inciting Behavior:	Behavior that incites or urges others to do something wrong. Example: The student instigated his classmates to riot by daring them to create a disturbance in the school.

Intimidate:	To make another person afraid. Example: The boy tried to intimidate another student by threatening to report him to the principal.
Lewd:	Vulgar, indecent, improper, and of a sexual nature. Example: The student called her friend a lewd and derogatory word for a body part.
Loss of Privilege	Restricting access to an activity for a specified period of time.
Loss of Extracurricular Activity	A loss of privilege that describes a student's restriction from school-sanctioned club, sports, and association for a specified period of time.
OSS Suspension:	A corrective response to serious behavior where the student is not permitted to attend the regular school program for a specific number of days. Example: Serious behavioral infractions at school will result in suspension from school.
Peer Mentor	Another student who can serve as a resource, helping hand, sounding board, and referral service
Petit Theft:	Knowingly obtaining or using the property of another under $300.00 in value with the intent to temporarily or permanently deprive the owner of its use or benefit. Example: The principal called school police to report the petit theft of a student's purse.
Robbery	The taking of money or property from another through use of force, violence, assault, or putting in fear. Example: The students surrounded the boy in a circle and robbed him of his electronic game.
Sale:	Distribution or sharing for money or profit in return. Example: She was expelled for selling drugs to other students.
Sexting:	Sexting, sending or forwarding through cellular telephones and other electronic media sexually explicit, nude or partially nude photographs/images. Sexting may involve: • Transmission to one or more students • Partially nude or fully nude photographs/images • Possession, without transmittal, of partially nude or fully nude photographs/images • Substantial interference with the academic environment and student performance • Interference with a person's personal and social demeanor Example: Taking a picture of someone's private parts with or without consent and sending through a cellular phone to share with others is sexting.
Sexual Battery:	Using force or the threat of force to touch, feel, or hurt someone in sexual way against his or her will, or to use force to attempt to do so. Example: Touching another person's private body parts without his/her consent is sexual battery. • Also refer to Sexual Offenses (Other) for other sexual acts.
Sexual Harassment:	Displaying unwanted and repeated conduct of a sexual nature that substantially interferes with a student's academic performance and/or creates an intimidating, hostile, or offensive school environment, or causes discomfort or humiliation for that student. Example: The student was suspended for sexual harassment because he repeatedly talked about a female student's private parts, making her feel uncomfortable.

Sexual Offences (other):	Sexual contact in a lewd manner. A variety of actions can be characterized as sexual offenses at school. Examples: include, but are not limited to •Possessing and/or distributing obscene or lewd materials at school; •Exposing or touching private body parts in a lewd manner; •Touching someone else's body in a lewd manner; • Voyeurism (e.g., secretly looking at or photographing someone in the restroom or locker room without his/her knowledge); • Consensual sexual activity on school grounds between students who are 16 – years - old or older; •Any type of sexual contact with a student who is under age 16 years old. * Under Florida law, students who are under 16 years of age cannot legally consent to sex.
Skipping:	Not going to class when you are supposed to be in class. Example: The girls who tried to sign in to school after first period were caught and assigned detention for cutting/skipping class.
Slander:	Speaking false words that are capable of hurting another person's reputation, community standing, office, trade, business, or means of livelihood. Example: Starting an untrue rumor about someone might constitute slander.
(CCR#)	School Police Automated Reporting system for recording infractions that are reported to school police. Example: Administrators must create a CCR for battery, a serious infraction of the Code of Student Conduct.
Stealing (see Theft):	Knowingly obtaining or using the property of another with the intent to temporarily or permanently deprive the owner of its use or benefit. Example: He stole the library book when he slipped it into his backpack and left the library without checking it out.
Theft:	Knowingly obtaining or using the property of another with the intent to temporarily or permanently deprive the owner of its use or benefit. Example: He committed theft when he slipped the library book into his backpack and left the library without checking it out.
Threat / Assault	An intentional, unlawful threat by word or act to do violence to another, coupled with the apparent ability to do so, and doing some act, which creates a well - founded fear in the other person that such violence is imminent. Example: The student was suspended for making a threat to kill the teacher, causing her to fear for her life.
Tobacco Product:	Any product made from tobacco, including but not limited to cigarettes, cigars, and chewing tobacco.
Trespassing:	Entering and/or remaining upon a school campus, school transportation, or at school - sponsored events off campus or other School Board property without authorization or invitation to enter or remain, including students who are suspended or expelled. Example: The student was trespassing when he entered the school after being warned by the principal that the school was closed.
Unauthorized Medication:	Any medication prescribed by a medical provider and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies that have not been authorized by the student's physician and/or parent/guardian. Example: The student was swallowing two aspirins, an unauthorized medication, given to her by her best friend in the school cafeteria during lunch.

Vandalism:	The intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it. Major: resulting in damages over $1,000.00 Minor: resulting in damages under $1,000.00 Example: The student committed vandalism when he spray painted graffiti on the school.
Violence:	Physical force used to injure, damage, or destroy. Example: Acts of violence include serious fighting, using a weapon to hurt someone, and throwing objects hard enough to injure a person or damage property.
Weapon:	Any instrument that can be used to inflict serious harm on another person or that places another person in fear of serious harm. Examples include but are not limited to all types of firearms (weapons used to shoot with, such as guns), dart - guns, stun guns, dirks (daggers), knives *, metallic knuckles, clubs, tear gas guns, chemical weapons or devices, bombs, aerosols, and other destructive devices (any item that can explode or cause destruction, such as grenades, mines, rockets, or missiles) and any other object used to inflict harm. This definition does not include simulated weapons. *Although common pocket knives are not classified as weapons under the Florida criminal code, Duval County Public Schools students are prohibited from carrying pocket knives on school property. School Operations/Alternative Education will determine the appropriate disciplinary action to apply based on the item that is confiscated and how it is used. Example: Everyday objects such as pens, pencils, thumbtacks, and rubber bands can be weapons if they are used to seriously harm or attempt to seriously harm someone. *Section 790.001, F.S. (Weapons and Firearms), provides a further definition of weapons
Zero Tolerance:	A principle that violence will not be tolerated at school, during school activities, on school property, or on school - sponsored transportation.