THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF THE SUPERINTENDENT

TUESDAY, APRIL 8, 2025 9:00 AM
Kathleen C. Wright Building
600 Southeast Third Avenue, Board Room
Fort Lauderdale, Florida 33301

AGENDA FOR BOARD WORKSHOP

BOARD WORKSHOP CAN BE VIEWED VIA LIVE STREAM OVER THE INTERNET ON THE DISTRICT'S WEBSITE (www.browardschools.com).

Revised 4/7/25

Public speakers will be permitted three minutes each to address a topic prior to Board Members' discussion on the topic. The times for items on the agenda are only estimates. The actual start times for these topics may vary up to an hour or more depending on the nature of the items and the length of the Board discussions and public comments. The meeting will also be live streamed. Public Written Agenda Comments- Members of the public may submit public written comments by visiting the District's webpage at www.browardschools.com/ publicparticipation. Public Written Agenda Comments must be submitted no later than 1:00 p.m. the day before the published date of the School Board Meeting or Workshop. Anonymous comments will not be accepted; therefore, written comments must include the person's name, city of residence, and zip code. Written agenda comments may not exceed a maximum of twenty-two hundred and fifty (2250) characters. Pursuant to School Board Policy 1020, the public may speak a total of twelve (12) minutes during any single meeting, not including committee reports. Additionally, in the event a large group of individuals (ten (10) or more) sign-up to speak on any one agenda item, the Board Chair has the authority to adjust the time limit for each speaker to speak less than the three (3) minutes usually permitted or limit the overall time speakers will be heard on that item.
Free guest parking is available at the southeast 3rd Avenue parking lot on all School Board meeting dates.

**TOPICS**

1. **9:00 A.M. - 10:00 A.M. – COMMITTEE REPORTS**
   Audit Committee
   Broward County Association of Student Councils and Student Advisor to the Board
   District Advisory Council
   Diversity Committee
   ESE Advisory Council
   ESOL Leadership Council
   Facilities Task Force
   Gifted Advisory Council
   Human Relations Committee
   Multilingual Advisory Committee

Parent Community Involvement Task Force
Small Business Advisory Committee
Technology Advisory Committee

2. **10:00 A.M. - 10:30 A.M. – School Board Policy 8040 (formerly known as School Board Policy 2314)**

Presentation.pdf
Policy 8040_Redline.pdf

3. **10:30 A.M. - 12:00 P.M. – Rule Development: Student Services Initiatives Policy Review**

Presentation.pdf
Policy 5010_5010A_Redline.pdf
Policy 5030_Redline.pdf
Policy 5090_Redline.pdf
Policy 5100_Redline.pdf

4. **12:00 P.M. - 12:30 P.M. – Rule Development: Communications and Legislative Affairs**

Presentation.pdf
Policy 1920 Redline.pdf
Policy 1940 Redline.pdf
Policy 1950 Redline.pdf
Policy 6208 Redline.pdf

5. **12:30 P.M. - 1:00 P.M. – Policy 1480 - Student Records: Confidentiality and Family Educational Rights**

Policy 1480 - Presentation.pdf
Policy 1480 - Redline.pdf
Policy 1480 - Procedure.pdf

6. **1:00 P.M. - 1:30 P.M. – Rule Development: Policy 8000 Approval of Facilities' Construction Contract Change Orders**

BCPS-ChangeOrderPolicy-Presentation.pdf

7. **1:30 P.M. - 3:00 P.M. – Budget Workshop**
**REVISED**

Budget Workshop April 8 2025
Budget Workshop April 8 2025 - REVISED.pdf

**ADJOURNMENT**

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals

who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or email eeo@browardschools.com.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or email eeo@browardschools.com. Language Interpretation/Translation Services are available for the public upon request to the Bilingual/ESOL Department by emailing ESOLRequests@browardschools.com.

Any person who decides to appeal any decision made at a meeting(s) announced by this Notice with respect to any matter considered at such meeting(s) will need a record of the proceedings and for such purpose may need that a verbatim record of the proceeding is made, which records testimony and evidence upon which the appeal is to be based.

Telephone conferencing or other telecommunications technology may be used in conducting this public meeting to permit absent Board Members to participate in discussions, to be heard by other School Board Members and the public, and to hear discussions taking place during the meeting.

Notice is hereby given that two or more Board Members of The School Board of Broward County, Florida, may be participating.

# SCHOOL BOARD POLICY PROJECT








Established 1915
BROWARD
County Public Schools

**Rule Development: School Board Policy 8040**
**April 8, 2025- Workshop**

# Introduction

**Rationale**

To revise School Board Policy 8040 as follows:

1. School Board Policy 2314 has been renumbered as School Board Policy 8040 and re-named "Leases of Real Property and Facilities and Event Contracts".

2. The revised Policy 8040 introduces new rules to govern Event Contracts, ensuring compliance and standardized practices for executing such contracts.

Policy 8040 was reviewed by Coward and Coward, PA and the Office of General in the Policy Review Project, Phase 1.

4. The revised Policy 8040 improves clarity and workflow by streamlining processes for real property, facility leasing, and event contracts. It ensures legal compliance, financial soundness, and consistency with the goal to safeguard the school district's interests.

## Purpose

School Board Policy 8040 will set forth rules that govern the Lease of Real Property and Facilities and Event Contracts.

## 2022-2027 STRATEGIC PLAN

- Business Operations

## Request of School Board

To review, discuss, and provide direction to staff regarding the proposed revisions to the Policy.

# Rationale for all Policy Reviews

Assists with giving Broward County Public Schools Purpose and Direction

Creates Tools that Support Teaching and Learning and Operations

SBBC Policies

Increases Organizational Effectiveness, Accountability, and Compliance

Promotes Partnerships in Creating Holistic Networks of Support



COLLEGE READY

CAREER READY

# Policy 8040 - Leases of Real Property and Facilities and Event Contracts

| Page | Section | Proposed Revision | Rationale/Looping feedback |
|---|---|---|---|
| P.1 | Introduction | The Introduction establishes the School Board as the sole authority to approve long term leases. Short-Term Leases (three (3) days or less) and Event Contracts may be administratively approved as delineated in the Policy. | Delineates and clarifies the review and approval process for leases and short-term contracts. |
| P.1 | Rule No. 1 | Specifies that the Director, Facility Planning & Real Estate (FP&RE) or Superintendent's designee shall coordinate the lease of real property by the School Board with the General Counsel's Office. Also, requires use of the School Board's standard lease agreement template, but with flexibility to utilize the lessor's lease form if lessor requires. | Delineates concise process for the lease of real property by the School Board. |
| P.1 | Rule No. 2 | Specifically requires that the Director, FP&RE or Superintendent's designee with real estate experience shall negotiate the lease of real property. | Specifies experience regarding entities delegated with authority to negotiate lease of real property for the School Board . |

# Policy 8040 - Leases of Real Property and Facilities and Event Contracts

| Page | Section | Proposed Revision | Rationale/Looping feedback |
|---|---|---|---|
| P.1 | Rule No. 3 | To assure legal protection, requires that all lease of real properties by the School Board shall be provided to the FP&RE for processing and subsequent review by the OGC. | To assure that appropriate liability and legal property protection has been established for School Board's protection. |
| P.1; P.2 | Rule No. 4 | List specific requirements to ensure thorough evaluation before a lease renewal or new lease is recommended to the School Board for consideration/approval, ensuring fiscal responsibility, student benefit, and that the best option is selected. | To ensure the implementation of due diligence, which includes but are not limited to fiscal responsibility, student benefit, etc. |
| P.2 | Rule No. 5 | To further clarify that all lease agreements have been reviewed and approved as to form and legal content by the OGC. | To further re-emphasize and require the OGC's role and review of all agreements and contracts processed for the lease of real property by the School Board. |

# Policy 8040 - Leases of Real Property and Facilities and Event Contracts

| Page | Section | Proposed Revision | Rationale/Looping feedback |
|---|---|---|---|
| P.2 | Rule No. 6 | To specify timeframes when leases due for renewal or new leases must be scheduled for the School Board's consideration/approval. However, provides flexibility and the need for explanation when the leases are scheduled outside of the timeframes. | To establish appropriate timeframes. |
| P.2; P.3 | Rule No. 7 | To specify that FP&RE shall be responsible for maintaining a master file and database of all School Board approved lease agreements. | Provides clarity regarding the maintenance of data regarding lease agreements and short-term contracts addressed in the Policy. |
| P.3 | Rule No. 8 | The revision delegates the authority for approving Short-Term leases and Event Contracts to the "Referring Administrator" and replaces the responsibility for the initial review of these contracts from the Office of School Performance and Accountability (OSPA) to the Regional Superintendent (RSO). | Increases efficiency, clarity, and responsiveness within the contracting process. |

# Policy 8040 - Leases of Real Property and Facilities and Event Contracts

| Page | Section | Proposed Revision | Rationale/Looping feedback |
|---|---|---|---|
| P.3 | Rule No. 9 | **New Rule:** To specify that the Referring Administrator submits short term contracts to the RSO for review and approval, and subsequent transmittal to the specified departments and the OGC for review and approval. Provides the "Referring Administrator" authority to execute the contract, provided the vendor signs the Event Contract Addendum. | Further clarifies the role of the Referring Administrator, the RSO, the FP&RE, the Risk Management Department, and the OGC In the review and approval of short-term contracts. |
| P.3 | Rule No. 10 | **New Rule:** This rule clarifies and limits the authority to execute Event Contracts to specific roles—principals, facility directors, executive directors, or their designees—ensuring that only authorized personnel can handle these contracts. It also explicitly prohibits instructional, clerical personnel, and students from executing Event Contracts, establishing clear boundaries for contract authority. | Provides clarity and removes ambiguity as to those given authority to sign contracts. |
| P.3 | Rule No. 11 | **New Rule:** This rule ensures that Event Contracts must adhere to legal parameters listed in the Rule. Also, to adhere to the school district's standard provisions or an addendum regarding contracts, and it sets clear steps for handling situations where a vendor refuses to comply. | Safeguards the district's legal and financial interests while keeping the contract process efficient. |

# Policy 8040 - Leases of Real Property and Facilities and Event Contracts

| Page | Section | Proposed Revision | Rationale/Looping feedback |
|---|---|---|---|
| P.4 | Rule No. 12 | **New Rule:** The rule requires that before executing an Event Contract, the vendor's authorized representative must sign and deliver an affidavit as required by Section 787.06(13), Florida Statutes. The executed affidavit must then be kept by the Referring Administrator in the Event Contract file. | To ensure compliance with Section 787.06(13) of the Florida Statutes. |
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| | | | |

Debra Hixon, Chair
Sarah Leonardi, Vice Chair

Lori Alhadeff
Maura McCarthy Bulman
Brenda Fam, Esq.
Dr. Jeff Holness
Nora Rupert
Rebecca Thompson
Dr. Allen Zeman

Dr. Howard Hepburn,
Superintendent of Schools

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## Policy 8040 ~~2314~~

## Leases of Real Property and Facilities; Event Contracts

**The School Board of Broward County, Florida ("SBBC") is the only entity ~~having~~that has the authority to approve leases in excess of three (3) calendar days for the school district. However, Event Contracts of no more than three (3) calendar days may be administratively executed in accordance with the requirements of this policy.**

**RULES**

1. Leases of Real Property and Facilities; Event ContractsThe Director of the~~,~~ Facility Planning and Real Estate ~~(FP&RE)~~ Department ("FP&RE") or in case of departmental name change or organizational change, the head of the ~~Succeeding~~ succeeding ~~Department~~ department (SD) or Superintendent's designee shall be responsible for coordinating the development of standard contracts for the ~~leasing~~ lease or rental of real property by The School Board of Broward, County Florida (~~School Board~~"SBBC") with the ~~School Board's~~ Office of the General Counsel except as stated herein regarding ~~the rental of venues for school events by district schools~~Event Contracts. All SBBC lease or rental agreements ~~by an operating unit~~ shall utilize ~~these~~ SBBC's standard lease contracts, except when the ~~owner~~ lessor of the real property requires ~~that~~ the lessor's lease contract ~~document~~ form to be utilized for such lease.

2. The FP&RE Director ~~, FP&RE Department or in case of departmental name change, the head of the SD~~ or the Superintendent's designee ~~(individual to have~~possessing with real estate negotiating experience~~)~~ shall be responsible for negotiating pertinent lease agreements regarding ~~the~~ SBBC's lease~~ing~~ or rental of real property ~~for The School Board of Broward County, Florida~~.

3. To assure appropriate liability and property protection has been arranged for ~~the~~ SBBC's protection ~~of the School Board~~ and to ascertain the extent of ~~the Board's~~SBBC's legal responsibilities, all lease or rental agreements, including renewals for real property, shall be sent by all the requesting departments to FP&RE ~~the Facility Planning & Real Estate Department or SD~~ or SD for processing, for review by the Office of the General Counsel~~'s review~~ and for ~~the School Board's~~SBBC's consideration and possible approval.

4. FP&RE ~~The Facility Planning & Real Estate Department or SD~~ must ~~demonstrate that~~exercise due diligence ~~has been conducted~~ before recommending the renewal of existing leases or ~~the entering~~the entry by SBBC into ~~of~~ new leases ~~are brought before the School Board for consideration and formal action~~. At a minimum, the following information must be addressed in the ~~Board~~ agenda items for leases brought forth for ~~School Board~~SBBC action:

    a. The reason and need for the proposed lease;
    b. Proof that no existing available ~~School Board~~SBBC ~~-~~owned facilities are available to house the needs that require the proposed lease;

c. The benefits/detriments to the student population of a leased site offering educational program(s) for students served shall be a factor for lease renewal or termination. Whenever possible ~~For the renewal of an existing lease that pertains to a site offering educational program(s) for students, the decision to renew or terminate the lease shall take into consideration the benefits/detriments of the location of the lease site to the student population served as a factor on whether to continue or terminate the lease., At a minimum,~~ the end of the lease term for each educational lease renewal ~~of such educational lease~~ shall be consistent with the end of the School District's school year ~~when possible~~;

d. If existing ~~School Board~~SBBC ~~-~~owned facilities are available to serve the needs to be met by~~of~~ the proposed leased facility, the construction cost per square foot to renovate the ~~School~~ existing ~~Board~~ SBBC ~~-~~owned facilities; and

e. Comparable lease rates for similar real property in the sub-market of ~~where~~ the proposed leased facility's location ~~is needed~~, and the construction cost per square foot to renovate the proposed leased space.

5. All real property lease~~s contracts for real property~~ shall be placed through FP&RE on ~~the~~ a SBBC agenda ~~through the Facility Planning and Real Estate Department or SD~~ when the appropriate lease documents ~~needed to schedule the lease contract for School Board action~~ have been received and approved as to form and legal content by the ~~School Board's~~ Office of the General Counsel. ~~This~~ Except as otherwise provided herein, this ~~provision~~ requirement shall not apply to ~~lease~~ Event ~~contracts~~ Contracts~~regarding the rental of venues for school events by district schools~~ as defined in this policy. ~~Such contracts shall be governed by the specific provisions stated herein regarding the rental of venues for school events by district schools.~~

6. ~~The L~~lease~~s contracts~~ must be scheduled in a timely manner for ~~School Board~~SBBC consideration and formal action ~~in a timely manner~~. ~~For L~~lease renewals should be placed on SBBC agendas for meetings ~~no later than~~at least ninety (90) calendar days before the lease is set to expire. New ~~, and for new~~ leases must be placed on SBBC agendas for meetings at least ninety (90) calendar days before the lease is set to commence. ~~no later than ninety (90) days before the lease is set to commence. This does not preclude for~~A ~~l~~lease renewal~~s to be brought forth in a timeframe that is~~may be placed on an SBBC agenda for a meeting less than ~~the~~ ninety (90) calendar days ~~stipulated herein~~before the expiration of the lease's current term; however, in such cases, FP&RE ~~demonstrated proof~~ must ~~be provided that~~ explain why ~~indicates why~~ the lease renewal was scheduled in an abbreviated timeframe ~~that is later than what is stipulated herein~~. ~~In any event~~Regardless of the foregoing, any renewal option that may be exercised by ~~The School Board~~SBBC shall ~~be submitted~~ appear ~~up~~on ~~a public~~the agenda of a SBBC meeting conducted ~~for its consideration~~ no less than ninety (90) calendar days prior to the deadline for ~~The School Board's~~SBBC's provision of notice to the ~~landlord~~ lessor of ~~its~~ SBBC's exercise of that renewal option.

7. With the exception of Event Contracts under Rule 8, FP&RE ~~The Facility Planning and Real Estate Department or SD~~ shall be responsible for maintaining a master file and database of all approved lease or rental contracts for real properties that are subject to the provisions of this Policy.

8. Short Term Rental Contracts/Event Contracts: A p~~P~~rincipal~~s~~, ~~and~~ facility director~~s~~, and executive director/director of an administrative department ("Referring Administrator") ~~are~~ is hereby delegated the authority to enter into and execute short term rental ~~agreements~~ contracts ("Event Contracts") of no more than three (3) calendar days in duration for the use of outside facilities, provided that the ~~agreements~~ Event Contracts have first been reviewed and approved by the ~~Office of School Performance and Accountability (OSPA),~~ pertinent Regional Superintendent (RSO), FP&RE~~the FP&RE Department~~, the Risk Management Department, and the Office of the General Counsel.

**Commented [RV1]:** Does district staff wish to increase the number of days? This was an issue when reserving a venue for multiple performances of a student play.

9. **Event Contract Review Process**: ~~Principals and facility directors~~Referring Administrators shall submit any proposed ~~short term rental~~Event ~~agreements~~ Contracts to ~~the Office of School Performance and Accountability~~OSPA the RSO(a) ~~(OSPA)~~ immediately upon its receipt from the outside facility; (b) ~~but~~ not less than five (5) business days prior to the date any requested review of those agreements is to be completed; and (c) not less than ten (10) business days before the scheduled event date. ~~District~~ School district administration will use its best efforts to facilitate the conduct of any event. ~~The~~ OSPA RSO shall promptly forward the ~~agreements~~ Event Contracts simultaneously to ~~the~~ FP&RE~~FP&RE Department~~, the Risk Management Department, and the Office of the General Counsel (~~with~~ accompanied by an Event ~~contract~~ Contract ~~routing~~ Routing ~~form~~Form) for those departments to conduct their respective review of the ~~agreements~~ Event Contracts by the review completion date. If the Referring Administrator does not receive Event Contract approval from the reviewing school district departments within five (5) business days of the Event Contract's distribution to those departments by ~~OSPA~~the RSO, the Referring ~~Admininstrator~~Administrator is authorized to proceed execute the Event Agreement provided that the vendor also executes the standard school district Event Contract Addendum.

10. **Limited Persons Authorized to Execute Event Contracts**: This policy only delegates contract authority to a principal, facility director, executive director/director of an administrative department ("Referring Administrator"), or in her/his absence, to the school district administrator assigned to fulfill the absent Referring Administrator's duties. This policy does not authorize instructional personnel, clerical personnel, or students to execute an Event Contract on behalf of the school district.

11. **Revision of Vendor Event Contracts**: Event Contracts that are prepared by outside vendors ~~Outside short term rental agreements~~ shall be revised to contain necessary standard school district provisions or will incorporate by reference an attached standard school district Event Contract ~~standard a~~Addendum [copy to be provided by the Office of the General Counsel during the Event Contract review process]. The terms of the standard school district~~'s~~ ~~standard a~~Event Contract Addendum will ~~provide that its terms shall~~ prevail in the event of any conflict within the vendor's standard ~~lease agreement~~event contract. ~~If the principal does not receive feedback from the District within five (5) days of submission of the agreement, they shall have the authority to proceed to execute the agreement provided that the vendor also executes the standard addendum.~~ Referring Administrators are not authorized to execute Event Contracts that require (1) arbitration; (2) the payment of attorney's fees in the event of litigation; (3) The School Board to be contractually liable for damages caused during an event by its personnel or guests [except as permitted by Section 768.28, Florida Statutes, or within the scope of any insurance coverage approved by the Risk Management Department and required by the Event Contract]; or (4) The

School Board to be liable for any claims against the vendor for copyright violations related to the event. —If a vendor refuses to alter its Event Contract as required by this policy and SBBC's reviewing departments, or refuses to execute the standard school district Event Contract Addendum, the Referring Administrator is not authorized to execute the Event Contract and (a) the Event Contract must be timely placed upon a School Board agenda for School Board approval; or (b) an alternate venue for the event must be identified by the Referring Administrator. Accordingly, Referring Administrators should expeditiously subject any Event Contracts for review and approval.

12. **Statutory Vendor Affidavits**: Prior to the execution of an Event Contract, the vendor's authorized representative must execute and deliver a standard affidavit form required by Section 787.06(13), Florida Statutes, [copy to be provided by the Office of the General Counsel during the Event Contract review process]. The executed affidavit shall be retained by the Referring Administrator in the Event Contract file.

Policy Custodian: Facility Planning and Real Estate Department

Former Policy Number: N/A

Policy Status: Active

AUTHORITY: Sections 120.536, 1001.30, 1001.32, 1001.371, 1001.40, 1001.41(1), (2) and (4); 1001.42, 1001.43, and 1013.15(1) and (2), Florida Statutes.
History Policy Adopted: 4/23/81; Amended:8/05/82; 2/19/91; 3/04/14

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BROWARD
County Public Schools








SCHOOL BOARD POLICY PROJECT

## Policy Review Project: Rule Development Workshop

5010 and 5010A: Teen Dating Violence and Abuse

5030: Mandatory Reports of Child Abuse, Abandonment, Neglect, or Need of Supervision

5090: Code of Student Conduct

5100: Suspension and Expulsion

# INTRODUCTION

POLICY NO. 1000

RULE DEVELOPMENT AND RULEMAKING

**7.** (POLICY) RULE UPDATES- Each rule (policy) must be reviewed and/or revised within five (5) years of the policy's last review to ensure that it continues to be relevant regarding the needs of the District and comply with current requirements of The School Board's governing laws and rules. Additionally, the Superintendent's designee(s) shall conduct a formal review of all District rules in compliance with Section 120.74, Fla. Stat.

Purpose

To allow all School Board members to discuss proposed policy revisions for the named policies and capture the Board's feedback for Rulemaking.

2022-2027 STRATEGIC PLAN

**GUARDRAIL: ACCOUNTABILITY**

The Superintendent may not allow the District to operate without an accountability system for policy implementation that includes expectations, evaluations, transparency, and continuous improvement

Request of School Board

Please review the proposed revisions to the identified School Board Policies and provide guidance and direction to the Superintendent for Rulemaking at a subsequent Board meeting.

Financial Impact: There is no financial impact for policy reviews.

# PROPOSED POLICY REVISION TIMELINE






**February 2025**
*District discipline committee discussed proposed revisions to Policy 5090 and staff gathered feedback from identified stakeholders*

**April 8, 2025**
*Rule Development Workshop (Capture School Board's Input)*

**May 6, 2025**
*2nd Rule Development Workshop if requested by the Board*

**June 17, 2025**
*Rulemaking: Regular School Board Meeting for final adoption of policy revisions*

# Policy 5010 SBBC Policy Against Student Dating Violence or Abuse and Policy 5010A Procedural Manual
# Summary of Revisions

| 5010 | 5010A |
| --- | --- |
| Recommendation: Revise<br>• Revising and reformatting for better grammar and fluency.<br>• Updating legal references for accuracy and compliance.<br>• Maintaining logical progression in the document structure.<br>• Removing unnecessary or redundant language.<br>• Aligning terminology with existing district policies.<br>• Ensuring inclusiveness and completeness of policy descriptions.<br>• Clarifying procedures to ensure effective policy implementation. | Recommendation: Repeal<br>• Policy 5010A is a procedural manual, not a policy.<br>• The procedural manual will be maintained by the Department of Equity, Diversity, and School Climate. |

*Coward & Coward conducted the comprehensive review of these policies and made the above recommendations

# Policy 5030: Mandatory Reports of Child Abuse, Abandonment, Neglect or Need of Supervision
## Summary of Revisions

| Page | Section | Proposed Revision | Rationale |
|---|---|---|---|
| Page 1 | Section I Purpose and Matters that Must be Reported | Remove, Revised, Add | The "Purpose" of the policy explains the need for reporting child abuse, abandonment, neglect, or the need of supervision and the adherence to State guidelines on reporting abuse timely to keep students safe and improve their capabilities for learning. Section I will delineate matters that must be reported to the Abuse Hotline. |
| Page 2 | Sections II, III, and IV Definitions, How to Make Reports, Confidentiality of Reporters' Names | Remove, Revised, Add | Definitions of abuse, abandonment, and neglect will be provided and where to go for definitions of additional types of abuse. The different ways to make a report to the hotline and the confidentiality of the reporters' names when a person does will be provided. |

# Policy 5030: Mandatory Reports of Child Abuse, Abandonment, Neglect or Need of Supervision
## Summary of Revisions

| Page | Section | Proposed Revision | Rationale |
|---|---|---|---|
| Page 3 | Sections V, VI, VII, VII, and IX Criminal Penalties for Failure to Report, Administrative Fines for False Reports, Immunity for Reporters, Training District Personnel, and Student Records: Confidentiality and Permitted Disclosures | Remove, Revised, Add | The penalties for failing to report, administrative fines for false reports, immunity for reporters, training District personnel on reporting abuse and what student information that can be released to external stakeholders will be provided. |
| Page 4 | Sections X and XI Investigations on School Campus and Removal of Child from School Campus | Remove, Revised, Add | Procedures for when an investigation takes place and what action(s) need to take place when a student is removed from a school campus will be discussed. |
| Page 5 | Section XII Child Abuse and Educator Misconduct Posters | Remove, Revised, Add | Florida Statute related to the displaying of information related to reporting child abuse and educator misconduct will be addressed. |

# Policy 5090: Code of Student Conduct
# Summary of Revisions

| Section | Rationale | Proposed Revision |
|---|---|---|
| Multiple | Restructure policy alignment to enhance clarity and coherence. | Align all requirements and services under one of the following sections:<br>I. Guiding Principles<br>II. Scope of Authority<br>III. Parental Rights<br>IV. Rights and Responsibilities of Students<br>V. Knowledge and Observation of Rules of Conduct<br>VI. Respect for Persons and Property<br>VII. School Bus Behavior<br>VIII. Interventions and Consequences<br>IX. Anti-bullying<br>X. Right to Appeal<br>Appendix A: Definitions<br>Appendix B: Health Insurance Portability and Accountability Act (HIPPA) Notice<br>Appendix C: Discipline Matrix |
| II and III | Switch sections to improve continuity and flow of policy | In the previous version of the policy, Parental Rights were found in Section II and the Scope of Authority was found in Section III. We are proposing to switch the two to enhance the flow and reader understanding of the scope of the policy, which is similar in nature to the Guiding Principles. |
| I: Guiding Principles | Remove information that is not relevant to student conduct | Remove responsibilities of students, parents/guardians, teachers, administrators, additional school-based staff, and district staff. The responsibilities of students are reflected in Section IV. The remaining responsibilities are not relevant to student conduct. |

# Policy 5090: Code of Student Conduct
# Summary of Revisions

| Section | Rationale | Proposed Revision |
|---|---|---|
| III: Parental Rights | Define parent and clarify parents' responsibilities in multiple areas | Move the following language from the attendance section to Section III: Parental Rights:<br>"When a student reaches the age of majority (18 years of age), the parent shall continue to perform the parental functions of a dependent student, including but not limited to, providing excusal of absences and tardiness, signing permission slips for early release, field trips, other activities, as necessary.<br><br>SB Policy 5070 Enrollment and Withdrawal governs processes and procedures related to registering, withdrawal, and termination of school enrollment for all students, regardless of age.<br><br>The term "parent" refers to either or both parents, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of a parent (F.S.§1000.21(6))." |
| Multiple | Remove redundancies and improve readability | Remove multiple tables outlining rights and responsibilities of students. Move this information to Section IV. |

# Policy 5090: Code of Student Conduct
# Summary of Revisions

| Section | Rationale | Proposed Revision |
|---|---|---|
| IV: Rights and Responsibilities of Students | Move all items that reflect a right and/or responsibility of a student under one section | Realign rights and responsibilities information from within policy to the following subsections:<br>A) Attendance<br>B) Right to Free Speech, Student Publications, and Distribution of Materials<br>C) Student Activities and Assembly<br>D) Student Privacy |
| V: Knowledge and Observation of Rules of Conduct | Move all general rules (excluding respect for persons and property and bus behavior) to one section of the policy | Realign all rules of conduct under the following subsections:<br>A) Dress Code<br>B) Technology Use<br>C) Use of Wireless Communication Devices (note: rules specific to how wireless communication devices are handled during standardized testing has been moved to this section)<br>D) Possession, use (including being under the influence), purchase, sale (including intent to sell, attempted sale, actual sale), and/or transmittal of alcohol, drugs, tobacco, nicotine products, medications (over the counter and prescription) and/or other mood-altering substances |

# Policy 5090: Code of Student Conduct
# Summary of Revisions

| Section | Rationale | Proposed Revision |
|---|---|---|
| VI: Respect for Persons and Property | Move all rules related to respecting others and property to one section | Realign rules related to respecting others and property to one section within policy to the following subsections:<br>A) Disruptive Incidents<br>B) Acts Against Persons<br>C) Property Incidents<br>D) Other Major Incidents |
| VII: School Bus Behavior | Add rules of conduct for battery and sex-related offenses while on school transportation | **Level 3 Violations:**<br>5. Committing battery and/or fighting on the bus.<br>6. Committing a sexual offense (misconduct, harassment, battery) and/or inappropriate touching of another student while on the bus. |
| VIII: Consequences and Interventions | Update to current practices | • Specify mitigating factors that may reduce and/or eliminate consequences for documented behavior. These factors include age, developmental level, and/or actual or suspected disability.<br>• Align interventions to those outlined in the discipline matrix.<br>• Move and update the HOPE Scholarship information to Interventions section. |

# Policy 5090: Code of Student Conduct
# Summary of Revisions

| Section | Rationale | Proposed Revision |
|---|---|---|
| IX: Anti-bullying | Summarize Policy 5900 and direct readers to the policy website for additional information | Replace former Anti-bullying section within the Code of Student Conduct to the following:<br>"SBBC believes that all persons are entitled to an educational setting that is safe, secure, equitable, and free from bullying or harassment of any kind. SBBC will not tolerate bullying, harassment, or discrimination of any kind, and violations of School Board Policy 5900: Anti-Bullying shall be just cause for disciplinary action as outlined in the Discipline Matrix. School Board Policy 5900 outlines expectations, stakeholder responsibilities, procedures for reporting allegations of bullying and/or harassment, requirements for responding to allegations of bullying and/or harassment, investigative procedures, and more. This policy, and all policies, can be viewed at www.browardschools.com/policies." |
| X: Right to Appeal | Improve clarity in the steps for an appeal and add additional clarification on student assignment during the appeals process for more serious incidents | Add the following language to Section X(A)(4)<br>a) For more serious incidents requiring a mandatory recommendation for an administrative assignment to a District behavior intervention program or expulsion, students will not be allowed to return to the school where the offense occurred. Instead, they will be eligible to receive their continuing education services at a District behavior intervention program site throughout the appeals process.<br>(i) Under specific circumstances, this provision may not apply to students with disabilities with an IEP or Section 504 Accommodation plan. At all times, all local, state, and federal laws will be followed. |

# Policy 5090: Code of Student Conduct
# Summary of Revisions

| Section | Rationale | Proposed Revision |
|---|---|---|
| Appendix A | Improve clarity and readability | Move all definitions to a common area within the policy instead of throughout. |
| Appendix B | Improve clarity and readability | Move the HIPPA notice to an appendix as it does not follow the format of policy numbering |
| Appendix C | Improve readability | Seeking Board feedback on layout |

# Policy 5100: Suspension and Expulsion Summary of Revisions

| Section | Rationale | Proposed Revision |
|---|---|---|
| Introduction | Align to SB Policy 5090 | Add the following language:<br>For incidents associated with drugs/substances and those with progressive discipline that rise to a recommendation for expulsion or behavior intervention, the school principal must seek approval from the Superintendent, or designee to deviate from the prescribed consequences. In these circumstances, consideration of the offenders' capacity to understand his or her behavior and the inappropriateness of his or her actions as well as the offender's age, development, and disability shall be considered (Rule 6A-1.0017, F.A.C.). |
| I | Align to SB Policy 5900 and clarify language | Modify language in the HOPE Scholarship Program to the following based on model language from the state:<br>Pursuant to F.S. §1002.40, the Hope Scholarship is for students in grades kindergarten through 12 who are enrolled in a Florida public school and have been subjected to an incident of battery; harassment; hazing; bullying; kidnapping; simple battery; robbery; sexual offenses, sexual harassment, sexual assault, or sexual battery; threat or intimidation; or fighting at school to have the opportunity to transfer to another public school with capacity or to receive a scholarship to enroll in an approved private school. Incidents reported may be investigated at the district level, however, there does not have to be substantiation on the part of the district to offer a transfer to another public school with capacity or the ability for the student to move to an eligible private school on scholarship. School district personnel in Florida have a responsibility to notify families of the Hope Scholarship Program |

# Policy 5100: Suspension and Expulsion
# Summary of Revisions

| Section | Rationale | Proposed Revision |
|---|---|---|
| IV.A. | Align to SB Policy 5090 | Remove the following language:<br>Commits a violation of SBP 5900: Anti-Bullying<br>Commits harassment<br>Commits fighting (mutual combat) |
| IV.A. | Align to SB Policy 5900 | Add the following language:<br>NOTE: A student shall be subjected to disciplinary action in accordance with the discipline matrix for possession of a Class B Weapon, unless it is determined through an investigation that the Class B Weapon was unknowingly/inadvertently possessed and upon discovery/awareness, the student "immediately" reported, relinquished, or delivered the Class B Weapon to a staff member without incident. This may apply only to incidents with a behavioral threat assessment outcome that indicates there is no threat or indication of intended harm. |
| V.B.3. | Clarify language | For cases requiring mandatory expulsion, the parent/guardian will be informed of the right to request a formal hearing as well as their right to be assisted by anyone they choose at their own expense, and will be informed that they have the right to call and question witnesses |

# Policy 5100: Suspension and Expulsion Summary of Revisions

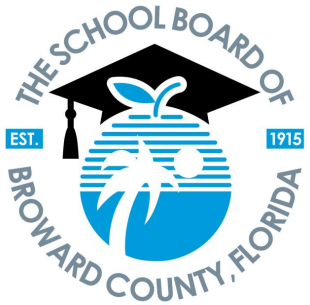
| Section | Rationale | Proposed Revision |
|---|---|---|
| V.B.5 | Clarify process | Students who are being recommended for expulsion shall be administratively assigned to participate in a District-approved Behavior Intervention Program for a period of time from the date of the Pre-Expulsion conference or determined waiver thereof.<br><br>If a hearing is requested, then the student shall be assigned to participate within the District-approved Behavior Intervention Program and the student will not be permitted on any regular school campus, school grounds or at any school-sponsored events during this period of time and may be subject to trespass arrest pursuant to F.S. §810.09(1). For non-disabled students, this assignment can be executed with or without the student or parent permission. |



# Board Discussion

&

# Guidance

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Superintendent of Schools

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

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or email eeo@browardschools.com.

## ~~SBBC POLICY AGAINST~~ PROHIBITION OF STUDENT DATING VIOLENCE OR ABUSE

The School Board of Broward County, Florida, (SBBC) is committed to protecting its students from dating violence and~~/or~~ abuse by students. SBBC believes all students are entitled to a safe, equitable and harassment-free school experience. Consistent with the intent and requirements of Section 1006.148, Florida Statutes, SBBC affirms that~~upholds~~ dating violence and~~/or~~ abuse will not be tolerated and shall be grounds for disciplinary action. This Policy ~~-~~shall be interpreted and applied consistently with all applicable State and Federal laws and School Board policies. ~~Conduct that constitutes dating violence or abuse, as defined herein is prohibited.~~

~~It is essential that a basic universal prevention curriculum be in place so every school will receive a foundation of prevention upon which to build a culture of health, wellness, safety, respect and excellence.~~

~~The standards of this policy constitute a specific, focused, coordinated, integrated, culturally sensitive system of supports for all students, staff, families, and community agencies which will improve relations within each school. It requires all school staff be trained and be supported in the school's efforts to provide awareness, intervention training, and instructional strategies on prevention, including violence prevention, to all school staff, parents, and students in the District.~~

### I. ~~SBBC Prohibits~~ Student Dating Violence and~~or~~ Abuse Prohibited

A. Dating violence and~~/or~~ abuse will not be tolerated and shall be grounds for disciplinary action if it occurs:
1. on school property,~~;~~
2. during any educational program or activity conducted by SBBC,~~;~~
3. during any school-related or school-sponsored program or activity,~~;~~
4. during school-sponsored transportation.

### II. Definition~~s Relating to Dating Violence and/or Abuse~~

**A. "*Dating Violence or Abuse*"** means a pattern of emotional, verbal, sexual, or physical abuse or threat of abuse used by one student in a current or past dating relationship to exert power and control over another student. Abuse may include insults, coercion, social sabotage, sexual harassment, stalking, threats and/or acts of physical or sexual abuse. The abusive partner uses this pattern of violent and~~/or~~ coercive behavior to gain power and maintain control over the dating partner. These acts, including harassment and stalking, may also occur electronically through cell phones, computers, or other digital means. ~~This may also include abuse, harassment, and stalking via electronic devices such as cell phones and computers, and~~ H~~h~~arassment, whether direct or through a third party, ~~and~~ may be physical, mental, or both.

### III. Expectations

The Broward County School District expects students to conduct themselves in keeping with their

levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and the educational purpose underlying all school activities.

A. All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for student and staff recognition through positive reinforcement for good conduct, ~~self-discipline~~self-discipline, good citizenship, and academic success~~, as seen in the required school plan to address positive school culture and behavior (a.k.a. Discipline Plan)~~.

B. Student rights shall be explained as outlined in this Policy and in the ~~Student~~ Code of Student Conduct~~: Respect for Persons and Property~~.

~~B.~~C. The District shall maintain procedures consistent with this Policy to ensure its effective implementation.

~~C.~~D. Proper prevention and intervention steps shall be taken based on the level of infraction severity as outlined in the Student Code of Student Conduct, including the Discipline Matrix, and this Policy.

**IV. Reporting an Act of Dating Violence ~~and/~~or Abuse**

The victim of dating violence or abuse, ~~anyone who witnessed an~~ a witness to the act ~~of dating violence or abuse~~, ~~and~~ or anyone who has reasonable suspicion that such an act has occurred ~~of dating violence and/or abuse has taken place~~ may file a report of dating violence or abuse. ~~**Anyone**~~**No one who submit~~s~~ting a good faith complaint or report ~~of violence or abuse~~ will face ~~not have~~ negative~~ly~~ consequences related to ~~affected their future~~ employment, grades, learning~~, or~~ work~~ing~~ environment, or work assignments.** Appropriate remedial action will be pursued against~~for persons~~anyone who knowingly makes a false accusation ~~found to have wrongfully and intentionally accused another of an act~~ of dating violence or abuse.

A. Each school's principal or ~~administrative~~ designee is responsible for receiving verbal or written complaints, as well as anonymous reports alleging violations of this policy. Any written or verbal reporting of an act of dating violence and/or abuse shall be considered an official means of reporting.

B. Any student, ~~and/~~or parent/guardian on that complainant's behalf, who believes he/she is a victim of dating violence ~~and/~~or abuse, and~~/or~~ any student who has ~~knowledge of any~~ incident(s) involving dating violence ~~and/~~or abuse of students is strongly encouraged to report the incident(s) to any school district employee as soon as possible.~~. **Complaints and reports should be submitted as soon as possible after the alleged incident, but must be filed within ninety (90) school days after the most recent alleged act of dating violence and/or abuse. Failure on the part of the alleged victim to initiate and/or follow up on the complaint within this period may result in the complaint being deemed abandoned regarding that particular incident.**~~

C. All district employees, faculty and staff are required and must promptly report, ~~promptly~~ in writing to the Principal or ~~/d~~Designee, any allegations of dating violence and/or abuse or violations of this Policy involving students. Failure to report will result in action(s) or discipline~~,~~ consistent with the collective bargaining agreement provisions or School Board Policy~~, up to and including termination of employment~~.

**V. Investigative Procedures and Accommodations**

A. At each school in the District, the school principal or ~~administrative~~ designee(s) who has

been trained in investigative procedures will be the only party to conduct investigations. The designee(s) may not be a relative of the accused perpetrator or alleged victim.

B. During the investigation, the principal or ~~/~~designee may take any action necessary to protect the complainant, alleged victim, and other students consistent with the requirements of applicable regulations and statutes. In general, student complainants and/or alleged victims will continue attendance at the same school and pursue their studies as directed while the investigation is conducted, and the complaint is pending resolution. Any applicable court order or applicable law ~~of a court~~ to the contrary shall~~will~~ prevail.

C. Requests for accommodations may be made verbally or in writing to any school employee and these requests should be taken to the principal or ~~principal's~~ designee who will document the request in writing. Accommodations may include, but are not limited to, class schedule changes, change of lunch schedule, private space for meeting with school guidance counselor or other appropriate school personnel, or safe egress/regress from school and within the school.

D. If it is determined dating violence ~~and/~~or abuse has occurred, the principal or ~~/~~designee shall~~will~~ take immediate disciplinary action, based on the circumstances of the behavior(s) and~~,~~ the ~~Student~~ Code of Student Conduct, including ~~and the District's~~ the Discipline Matrix.

~~E. When necessary to carry out the investigation or for other good reasons, and consistent with federal and state privacy laws, the principal/designee or appropriate area/District administrator may discuss the complaint with any school district employee, the parent of the alleged victim, the parent of the complainant or accused, if one or both is a minor (or has given consent or is an adult who has been determined to be incompetent or unable to give informed consent due to disability), and/or child protective agencies responsible for investigating child abuse.~~

~~F.~~E. When the ~~If the~~ principal or designee ~~determines the reported act of dating violence and/or abuse falls outside the jurisdiction of the District, and~~ suspects the alleged act to be criminal, it shall ~~will~~ be referred to appropriate law enforcement and reported to the School Police ~~Special Investigative Unit (SIU)~~. Any applicable interventions will be provided and documented according to this Policy.

~~G.~~F. Whenever possible, face-to-face contact between the alleged victim and alleged perpetrator will be avoided. If changes need to be made, attention should be given to the alleged victim's preference. The burden for any bus, classroom, or other schedule changes should be on the alleged perpetrator, not the alleged victim.

~~H.~~G. The District's threat assessment protocols shall~~will~~ be adhered to at all times.

**VI. Appeals Process**

Appeal procedure for dating violence and/or abuse by a student will follow the steps outlined in the Code of Student Conduct – "Right to Appeal Unfair Penalties."

**VII. Confidentiality**

School employees shall refrain from sharing confidential student information with other school employees, students, or community members, unless disclosure is required by law or is necessary to protect the student's safety, and consistent with federal and state laws.

A. To the greatest extent possible, all complaints will be treated as confidential and in accordance with SBBC Policy 1480~~5100.1, F.S. § 1002.22(2), § 1002.221~~; the Family

Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g; the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), Public Law 104-191; and ~~any F.S. §~~ Sections 1002.22, 1002.221 and 119.071~~(2)~~, of the Florida Statutes~~;~~.

~~B. Limited disclosure may be necessary to complete a thorough investigation as described above. The District's obligation to investigate and take corrective action may supersede an individual's right to privacy as provided by federal and/or state laws.~~

~~C.~~ The principal, designee, or appropriate District administrator shall respect the privacy of the victim and/or complainant, the accused, and the witnesses as much as possible, consistent with the SBBC's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law~~complainant's identity shall be protected as provided by law, but absolute confidentiality cannot be guaranteed.~~

~~D.~~B. ~~The identity of the victim of the reported act shall be protected as provided by law~~.

## VIII. Retaliation Prohibited

A. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment in connection with filing a report or complaint or assisting with an investigation under this Policy.

B. Retaliation~~ory~~ or intimidation~~ng~~ ~~conduct~~ against any individual who has made a complaint or report of dating violence ~~and/~~or abuse, ~~complaint or report~~ or ~~any individual~~ against anyone who has testified, assisted, or participated, in any manner, with~~in~~ an investigation, is ~~specifically~~ strictly prohibited and shall be grounds for disciplinary action.

## IX. Additional Referral

In all cases, the District reserves the right to refer the results of its own investigation to the State Attorney for the 17th Judicial Circuit of Florida for possible criminal charges, whether or not the District takes any other action.

## X. Dating Violence and~~/or~~ Abuse Prevention Training

A. At the beginning of each school year, each ~~and every~~ school principal or ~~/~~designee shall provide awareness and prominently publicize the provisions of this Policy to all~~ALL~~ students (regardless of age), school staff, parents, or other persons responsible for the welfare of a student.

B. Staff training on identifying, preventing, responding to, and investigating dating violence ~~and/~~or abuse shall be provided to all school staff at the beginning of ~~the~~each school year.

## XI. Dating Violence and~~/or~~ Abuse Prevention Curriculum

A. The health education curriculum for students in grades K through 6 shall include a dating violence and~~/or~~ abuse component through instructional staff in accordance ~~to~~with their developmental level.

~~A.~~B. The health education curriculum for students in grades 7 through 12 shall include a dating violence and/or abuse component through instructional staff in accordance with Section 1003.42, Florida Statutes. This dating violence and abuse component shall include,

but is not limited to, dating violence or abuse's definition, warning signs, recognition of abusive behavior, the characteristics of healthy relationships, measures to prevent and stop, as well as available community resources.

~~B.~~A. ~~The health education curriculum for students in grades K through 6 shall include a dating violence and/or abuse component through instructional staff in accordance to their developmental level.~~

C. The curriculum chosen shall have an emphasis on prevention-based education.

**XII. Constitutional Safeguard**

This Policy does not prohibit expressive activity protected by the First Amendment of the United State Constitution or Article I, Section 4 of the Florida Constitution.

**XIII. Preclusion**

This Policy shall not be interpreted as to prevent a victim or accused from seeking redress under any other available law either civil or criminal.

**XIV. Severability**

If a provision of this Policy is declared by a court of law to be illegal, invalid or unenforceable, that shall not affect the validity or enforceability of any other provision of this Policy.

• AUTHORITY: ~~F.S.~~Sections 1001.41~~(1), (2) AND (5)~~, 1001.42, 1001.43, 1003.42 and 1006.148, Florida Statutes

~~• LAWS IMPLEMENTED: F.S. 1006.148; F.S. 784.046~~

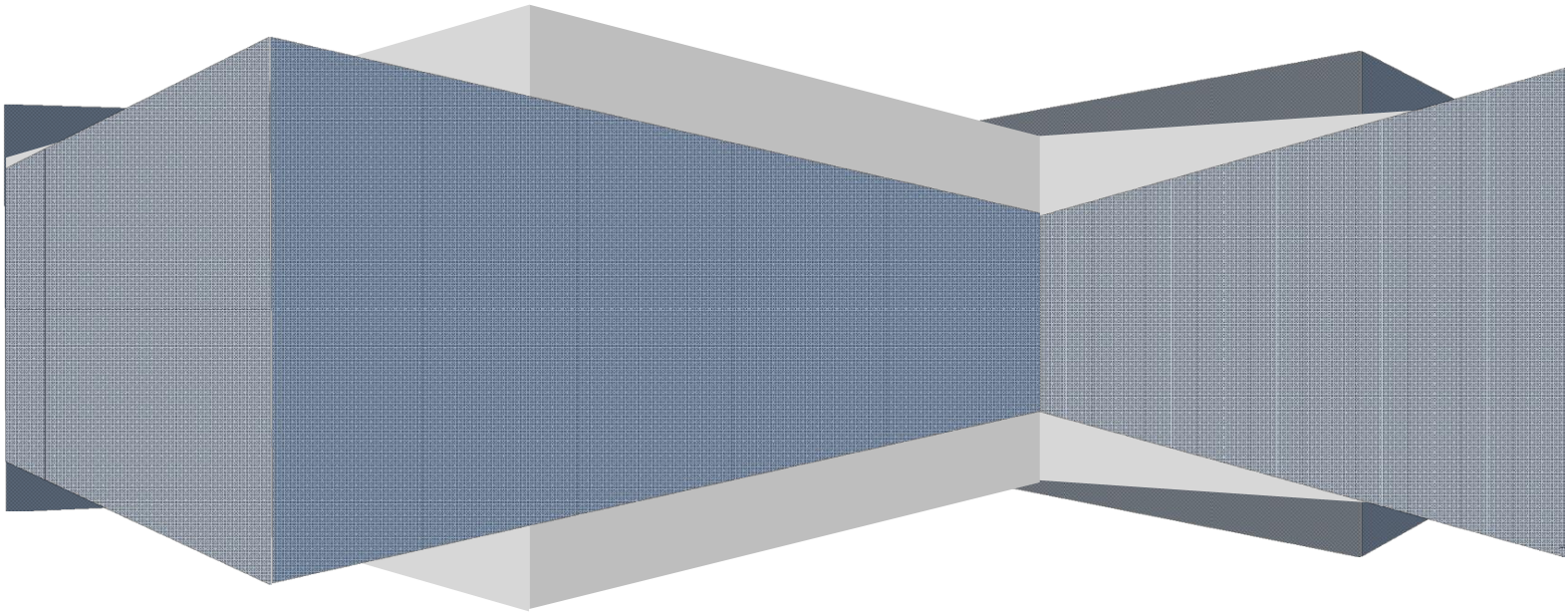
• POLICY ADOPTED: 8/2/11

# *Student Dating Violence Policy

## Procedural Manual 2011-12


**Dr. Joanne Harrison**
Deputy Superintendent, Educational Programs and Student Support
**Kathrine Francis**
Executive Director, Student Support Services
**Amalio Nieves**
Prevention Curriculum Specialist, Diversity, Cultural Outreach and Prevention


(*Addressing Florida Statute 1006.148)



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**~~SBBC POLICY AGAINST STUDENT DATING VIOLENCE OR ABUSE~~**

**~~PROCEDURAL GUIDELINES~~**

~~The purpose of this procedural manual is to provide school personnel and other interested parties with both the current Student Dating Violence or Abuse policy as well as the related procedural guidelines. This procedural information will be updated periodically by the **Division of Educational Programs and Student Support**.~~

~~Suggestions and questions are welcomed and should be sent to the following Executive Director:~~

~~Kathrine Francis, Student Support Services - 754-321-2560~~
~~e-mail: kathrine.francis@browardschools.com~~

## I. INTRODUCTION

Consistent with the intent and requirements of Section 1006.148, Florida Statutes, SBBC upholds that dating violence and/or abuse will not be tolerated and shall be grounds for disciplinary action. This Policy shall be interpreted and applied consistently with all applicable State and Federal laws and Board policies. Conduct that constitutes dating violence or abuse, as defined herein is prohibited.

It is essential that a basic universal prevention curriculum be in place so that every school will receive a foundation of prevention upon which to build a culture of health, wellness, safety, respect and excellence. Each school shall provide for a teen dating violence and abuse component in the health education curriculum, according to s. 1003.42(2)(n).

**II. Defining Dating Violence or Abuse**

***"Dating Violence or Abuse"*** means a pattern of emotional, verbal, sexual, or physical abuse or threat of abuse used by one student in a current or past dating relationship to exert power and control over another student. Abuse may include insults, coercion, social sabotage, sexual harassment, stalking, threats and/or acts of physical or sexual abuse. The abusive partner uses this pattern of violent and/or coercive behavior to gain power and maintain control over the dating partner. 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.

***"Dating Violence and/or Abuse"*** also encompasses:

1. retaliation against a student by another student for asserting or alleging an act of dating violence or abuse;
2. retaliation also includes reporting a baseless act of dating violence and/or abuse not made in good faith; and/or
3. perpetuation of conduct listed in the definition of dating violence and/or abuse by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student by:
   a. incitement or coercion;
   b. accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system; or
   c. acting in a manner that has an effect substantially similar to the effect of dating violence or abuse.

**SEE GLOSSARY FOR OTHER RELATED TERMS**

**III. Expectations**

The District ensures that schools sustain healthy, positive, and safe learning environments for all students.

Each school will change the social climate of the school and the social norms with regards to dating violence or abuse. This requires the efforts of everyone who affects the school environment – students, parents, teachers, administrators, counselors, school nurses, as well as other non-teaching staff (such as bus drivers, custodians, cafeteria workers, school resource officers, and/or instructional aides).

Expectations for School-Based Administrators:

1. Each School Administrator shall:
   a. receive investigative training and conduct investigations;
   b. utilize the school's designated Prevention Liaison in the dissemination of dating violence and/or abuse prevention curriculum;
   c. ensure the trainings set forth in this Policy are administered; and
   d. ensure multiple methods of anonymous reporting are made available as detailed in the Student Dating Violence Policy.

**~~IV. Reporting an Act of Dating Violence and/or Abuse~~**

1. ~~Each school's Principal or administrative Designee shall document in writing and/or via the specified data system all complaints regarding dating violence or abuse, as with all infractions of the Code of Student Conduct, to ensure problems are appropriately addressed in a timely manner, whether the report is made verbally or in writing.~~

2. ~~Each school's Principal or administrative Designee is responsible for ensuring multiple methods for anonymous reporting are made available.~~ **~~Formal disciplinary action may not be based solely on the basis of an uncorroborated anonymous report.~~** ~~The methods for anonymous reporting to be made available at each school are:~~
   ~~a. utilization of the Broward County Public Schools approved methods of reporting via the Report Form, which can be found on the School District's website www.browardschools.com, at each school's front office, and www.browardprevention.org;~~
   ~~b. via the Special Investigative Unit (SIU) website at www.broward.k12.fl.us/siu/tips/, Emergency/Silence Hurts Tipline at (754) 321-0911, email to school911@browardschools.com, or via text message by texting 'SBBC' [space], plus the text message to CRIMES (274637); and~~
   ~~c. through each school's "Reporting and Shout Out Box" placed at the single point of entry.~~

3. ~~When the Principal or Designee has reason to suspect an alleged violation of this policy may constitute a crime, he/she shall immediately report the complaint to law enforcement. Any uncertainty regarding whether an alleged violation might constitute a crime can be referred to the school-based SRO/Deputy, SIU, and/or to law enforcement with the recommendation of erring on the side it being a criminal complaint.~~

4. ~~In cases involving an alleged perpetrator who is of adult age and an alleged victim who is a minor, the investigating Principal/administrator must report their suspicions of child abuse to the Florida Abuse Hotline and/or local law enforcement pursuant to Section 39.201, Florida Statutes.~~

**V. Investigative Procedures and Accommodations**

Each school Principal or administrative Designee(s) who has been trained in investigative procedures will be the **only** party to conduct investigations. The Designee(s) may not be a relative of the accused perpetrator or alleged victim.

The Principal/Designee shall document all complaints in writing and/or through the appropriate data system to ensure that problems are addressed in a timely manner. This process is to be followed with all anonymous or oral complaints. Although this Policy encourages students to use the formal written complaint process, school officials "should investigate all complaints and reports of harassment, whether or not the complaint is in writing," as stated by the Office for Civil Rights in *Protecting Students from Harassment and Hate Crime: A Guide for Schools, Part II* (1999).

The Principal/Designee shall begin a thorough investigation and meet with the alleged victim, complainant and accused within two (2) school days of receiving a notification of complaint. The school Principal or Designee will document interviews of the victim, complainant, alleged perpetrator, and witnesses which are to be conducted separately and confidentially. **At no time will the name of the complainant be revealed and at no time will the parties be interviewed together.**

The Principal/Designee shall provide written notification to the parent/guardian of the alleged victim and accused within two (2) school days of receiving a notification of complaint.

a. If such notification is not in the best interest or impairs the safety of the students involved, the Principal may determine an exception will be made while adhering to all threat assessment protocols. Determination as to why parents/guardians are not notified will be documented and the records retained.

Whenever possible, face-to-face contact between the alleged victim and alleged perpetrator will be avoided. If changes need to be made, attention should be given to the victim's preference. **The burden for any bus, classroom, or other schedule changes should be on the alleged perpetrator, not the alleged victim.**

When meeting with each individual party, the investigating administrator will:

a. allow the party to respond in writing to the allegations;
b. identify and implement consequences and/or interventions that will help to prevent further incidents;
c. refer the parties and parent(s)/guardian(s) to available help and support within the school and community;
d. address the seriousness of retaliations against any parties;
e. provide for increased supervision of the alleged perpetrator and victim; and
f. document the meeting and action plans on all relevant electronic data collecting systems.

Within twelve (12) school days of receiving the notification of complaint, there shall be a written decision by the Principal/Designee regarding the completion and determination of the investigation. The Principal/Designee shall make a decision about the validity of the allegations in the complaint and about any corrective action, if applicable, consistent with the Discipline Matrix.

**V. Investigative Procedures (continued)**

The Principal/Designee will inform all relevant parties in writing of the decision and the right to appeal in writing within five (5) school days. A copy of the decision will be sent to the originating school and be noted in all relevant data tracking systems including, but not limited to, the School Environmental Safety Incident Reporting system (SESIR).

Referral for accommodations may be made verbally or in writing to any school employee and these requests should be taken to the Principal or Principal's Designee who will document the request in writing. Accommodations may include, but are not limited to, class schedule changes, change of lunch schedule, private space for meeting with school guidance counselor or other appropriate school personnel, or safe egress/regress from school and within the school.

Accommodations for safety shall be considered even if the alleged perpetrator is not a student at the school or if the abuse occurred outside of school grounds.

When a referral for accommodation is made, the school shall provide a written decision to the student as soon as possible, but in all cases a decision must be made within five school days of the request and be kept confidential.

A denial to a request for accommodation must include the reason(s) for the denial. At no time shall the school personnel notify the alleged perpetrator of the student's request for accommodation, nor shall the school require the student to pursue a complaint against the alleged perpetrator through the school grievance process or the criminal justice system. **All accommodations under this policy are voluntary; the student may choose to decline or rescind any accommodations at any time by notifying the Principal or Designee.** The student shall not be subject to any retribution or disciplinary action for such decision and shall not lose the right to request and receive future accommodations.

Requests for intervention may also be made verbally or in writing to any school employee and these requests should be taken to the Principal or Principal's Designee who will document the request in writing. Interventions may include, but are not limited to, identified staff for communication, outside support and/or counseling, empathy training, anger management, or any assistance and support provided to parents/guardians, if deemed necessary and appropriate,

All steps necessary to protect the victim from further violations of this policy will be taken. They may include, but are not limited to, assignment of the perpetrator to a different school from that where the offense occurred. **Only the Superintendent/Designee may make such a reassignment. In such cases of reassignment, transportation will be provided by the District.**

~~Broward County Public Schools~~
~~DATING VIOLENCE INVESTIGATIVE PROCESS~~

## ~~INVESTIGATION PROCESS:~~
## ~~(Initiated when complaint received)~~

~~(Initiated when complaint received)~~

~~Begin Investigation Within 2 School Days:~~

- ~~document and notify guardians "in writing"~~
- ~~meet separately with alleged offender and victim~~

~~Document all interviews with parties and witnesses throughout the investigation (complainant, accused, victim, witnesses and parents).~~

Document all interviews with parties and witnesses throughout the investigation (complainant, accused, victim, witnesses and parents).

~~Additional Procedural Questions:~~

- ~~Are all threat assessment protocols being adhered to?~~

~~a~~

### Additional Procedural Questions:

- Are all threat assessment protocols being adhered to?
- Are any changes in schedules, lockers, etc. needed for safety or as an accommodation?
- Are any referrals to outside agencies needed?
- Is there a restraining order? If not, provide a copy of F.S. 784.046 and a blank "Petition for Injunction for Protection Against Repeat Violence, Sexual Violence, or Dating Violence."

- ~~document determination as to the results of the investigation~~

~~Complete Investigation Within 10 School Days:~~

- ~~document determination as to the results of the investigation~~
- ~~take any actions pursuant to the Discipline Matrix~~
- ~~refer parties for interventions as needed~~
- ~~refer parties to outside agencies/departments as needed~~
- ~~notify the accused and victim in writing of the determination and if their right to appeal to the Area Superintendant/Designee in writing~~

**Process for referral to or cooperation with external investigation:**

If a crime has been committed, the police and SIU will be immediately notified. If the alleged act in violation of this policy is also the subject of an investigation by law enforcement, the investigation by the school shall proceed in full cooperation, and without interference, with the criminal investigation.

A student or their guardian should inform the school that a restraining order or an order of protection has been issued. The Principal or Designee will notify law enforcement or campus police immediately if they have a reasonable belief that a criminal or civil restraining order has been violated.

**VI. Dating Violence and/or Abuse Prevention Training**

Annual trainings on identifying, preventing, and responding to dating violence and/or abuse will be made available to students, parents, teachers, area/District staff, school administrators, student support staff, counseling staff, bus drivers, School Resource Officers/Deputies, contractors and school volunteers.

Annual trainings will be offered to all school administrators on the proper identification, investigation, and intervention of dating violence and/or abuse incidents that fall within the jurisdiction of the school. **Only those administrative employees designated and trained in dating violence and abuse procedures may conduct investigations.**

**GLOSSARY**

"***Accused***" is defined as any SBBC student who is reported to have committed an act of dating violence or abuse.

"***Complainant***" is defined as any SBBC employee, consultant, contractor, agent, visitor, volunteer, student, or other person who formally or informally makes a report of dating violence or abuse.

"***Cyberbullying***" is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, texting on cell phones, social websites (e.g., MySpace, Facebook, Twitter, etc.), chat rooms, "sexting", instant messaging, or video voyeurism. *Note: Per F.S. 810.145, voyeurism, which may be utilized in cyberbullying, in and of itself, is a criminal offense

"***Cyberstalking***", as defined in Florida State Statute 784.048(d), means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

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

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

1. places a student 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 negatively impacting a student's emotional or mental well-being; or
4. has the effect of substantially disrupting the orderly operation of a school and/or school district work environment.

***"Student"*** is defined as any individual who is enrolled in a Broward County Public School program, regardless of age.

***"Third party"*** is defined as a person who is neither the victim nor the accused, but someone who is involved not as a principal party.

***"Victim"*** is defined as any SBBC student who is reported to have been the target of an act of dating violence or abuse.

Select Year: 2010 Go

# The 2010 Florida Statutes(including Special Session A)

Title XLVIII
K-20 EDUCATION CODE

Chapter 1006
SUPPORT FOR LEARNING

View Entire Chapter

**1006.148 Dating violence and abuse prohibited.**

(1) Each district school board shall adopt and implement a dating violence and abuse policy. The policy shall:

(a) Prohibit dating violence and abuse by any student on school property, during a school-sponsored activity, or during school-sponsored transportation.

(b) Provide procedures for responding to such incidents of dating violence or abuse, including accommodations for students experiencing dating violence or abuse.

(c) Define dating violence and abuse and provide for a teen dating violence and abuse component in the health education curriculum, according to s. 1003.42(2)(n), with emphasis on prevention education.

(d) Be implemented in a manner that is integrated with a school district's discipline policies.

(2) By January 1, 2011, the Department of Education shall develop a model policy to serve as a guide for district school boards in the development of the dating violence and abuse policy described in subsection (1).

(3) Each district school board shall provide training for teachers, staff, and school administrators to implement this section.

History. s. 2, ch. 2010-217.

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Select Year: 2010

# The 2010 Florida Statutes(including Special Session A)

Title XLVI CRIMES | Chapter 784 ASSAULT; BATTERY; CULPABLE NEGLIGENCE | View Entire Chapter

**784.046 Action by victim of repeat violence, sexual violence, or dating violence for protective injunction; dating violence investigations, notice to victims, and reporting; pretrial release violations.**

(1) As used in this section, the term:

(a) "Violence" means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, or false imprisonment, or any criminal offense resulting in physical injury or death, by a person against any other person.

(b) "Repeat violence" means two incidents of violence or stalking committed by the respondent, one of which must have been within 6 months of the filing of the petition, which are directed against the petitioner or the petitioner's immediate family member.

(c) "Sexual violence" means any one incident of:

1. Sexual battery, as defined in chapter 794;

2. A lewd or lascivious act, as defined in chapter 800, committed upon or in the presence of a person younger than 16 years of age;

3. Luring or enticing a child, as described in chapter 787;

4. Sexual performance by a child, as described in chapter 827; or

5. Any other forcible felony wherein a sexual act is committed or attempted,

regardless of whether criminal charges based on the incident were filed, reduced, or dismissed by the state attorney.

(d) "Dating violence" means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

1. A dating relationship must have existed within the past 6 months;

2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and

3. The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship.

The term does not include violence in a casual acquaintanceship or violence between individuals who only have engaged in ordinary fraternization in a business or social context.

(2) There is created a cause of action for an injunction for protection in cases of repeat violence, there is created a separate cause of action for an injunction for protection in cases of dating violence, and there is created a separate cause of action for an injunction for protection in cases of sexual violence.

(a) Any person who is the victim of repeat violence or the parent or legal guardian of any minor child who

is livir;ig at home and who seeks an injunction for protection against repeat violence on behalf of the minor child has standing in the circuit court to file a sworn petition for an injunction for protection against repeat violence.

(b) Any person who is the victim of dating violence and has reasonable cause to believe he or she is in imminent danger of becoming the victim of another act of dating violence, or any person who has reasonable cause to believe he or she is in imminent danger of becoming the victim of an act of dating violence, or the parent or legal guardian of any minor child who is living at home and who seeks an injunction for protection against dating violence on behalf of that minor child, has standing in the circuit court to file a sworn petition for an injunction for protection against dating violence.

(c) A person who is the victim of sexual violence or the parent or legal guardian of a minor child who is living at home who is the victim of sexual violence has standing in the circuit court to file a sworn petition for an injunction for protection against sexual violence on his or her own behalf or on behalf of the minor child if:

1. The person has reported the sexual violence to a law enforcement agency and is cooperating in any criminal proceeding against the respondent, regardless of whether criminal charges based on the sexual violence have been filed, reduced, or dismissed by the state attorney; or

2. The respondent who committed the sexual violence against the victim or minor child was sentenced to a term of imprisonment in state prison for the sexual violence and the respondent's term of imprisonment has expired or is due to expire within 90 days following the date the petition is filed.

(d) A cause of action for an injunction may be sought whether or not any other petition, complaint, or cause of action is currently available or pending between the parties.

(e) A cause of action for an injunction does not require that the petitioner be represented by an attorney.

(3)(a) The clerk of the court shall provide a copy of this section, simplified forms, and clerical assistance for the preparation and filing of such a petition by any person who is not represented by counsel.

(b) Notwithstanding any other law, the clerk of the court may not assess a fee for filing a petition for protection against repeat violence, sexual violence, or dating violence. However, subject to legislative appropriation, the clerk of the court may, each quarter, submit to the Office of the State Courts Administrator a certified request for reimbursement for petitions for protection issued by the court under this section at the rate of $40 per petition. The request for reimbursement shall be submitted in the form and manner prescribed by the Office of the State Courts Administrator. From this reimbursement, the clerk shall pay the law enforcement agency serving the injunction the fee requested by the law enforcement agency; however, this fee may not exceed $20.

(c) No bond shall be required by the court for the entry of an injunction.

(d) The clerk of the court shall provide the petitioner with a certified copy of any injunction for protection against repeat violence, sexual violence, or dating violence entered by the court.

(4)(a) The sworn petition shall allege the incidents of repeat violence, sexual violence, or dating violence and shall include the specific facts and circumstances that form the basis upon which relief is sought. With respect to a minor child who is living at home, the parent or legal guardian seeking the protective injunction on behalf of the minor child must:

1. Have been an eyewitness to, or have direct physical evidence or affidavits from eyewitnesses of, the specific facts and circumstances that form the basis upon which relief is sought, if the party against whom the protective injunction is sought is also a parent, stepparent, or legal guardian of the minor child; or

2. Have reasonable cause to believe that the minor child is a victim of repeat sexual or dating violence to form the basis upon which relief is sought, if the party against whom the protective injunction is sought is a person other than a parent, stepparent, or legal guardian of the minor child.

(b) The sworn petition must be in substantially the following form:

PETITION FOR INJUNCTION FOR PROTECTION AGAINST REPEAT VIOLENCE, SEXUAL VIOLENCE, OR DATING VIOLENCE

Before me, the undersigned authority, personally appeared Petitioner (Name) , who has been sworn and says that the following statements are true:

1. Petitioner resides at (address) (A petitioner for an injunction for protection against sexual violence may furnish an address to the court in a separate confidential filing if, for safety reasons, the petitioner requires the location of his or her current residence to be confidential pursuant to s. 119.071(2)(j), Florida Statutes.)

2. Respondent resides at (address) .

3.a. Petitioner has suffered repeat violence as demonstrated by the fact that the respondent has: (enumerate incidents of violence)

_____

_____

_____

b. Petitioner has suffered sexual violence as demonstrated by the fact that the respondent has: (enumerate incident of violence and include incident report number from law enforcement agency or attach notice of inmate release.)

_____

_____

_____

c. Petitioner is a victim of dating violence and has reasonable cause to believe that he or she is in imminent danger of becoming the victim of another act of dating violence or has reasonable cause to believe that he or she is in imminent danger of becoming a victim of dating violence, as demonstrated by the fact that the respondent has: (list the specific incident or incidents of violence and describe the length of time of the relationship, whether it has been in existence during the last 6 months, the nature of the relationship of a romantic or intimate nature, the frequency and type of interaction, and any other facts that characterize the relationship.)

_____

_____

_____

4. Petitioner genuinely fears repeat violence by the respondent.

5. Petitioner seeks: an immediate injunction against the respondent, enjoining him or her from committing any further acts of violence; an injunction enjoining the respondent from committing any further acts of violence; and an injunction providing any terms the court deems necessary for the protection of the petitioner and the petitioner's immediate family, including any injunctions or directives to law enforcement agencies.

(5) Upon the filing of the petition, the court shall set a hearing to be held at the earliest possible time. The respondent shall be personally served with a copy of the petition, notice of hearing, and temporary injunction, if any, prior to the hearing.

(6)(a) When it appears to the court that an immediate and present danger of violence exists, the court may grant a temporary injunction which may be granted in an ex parte hearing, pending a full hearing, and may grant such relief as the court deems proper, including an injunction enjoining the respondent from committing any acts of violence.

8-30-11

(b) In a hearing ex parte for the purpose of obtaining such temporary injunction, no evidence other than the verified pleading or affidavit shall be used as evidence, unless the respondent appears at the hearing or has received reasonable notice of the hearing.

(c) Any such ex parte temporary injunction shall be effective for a fixed period not to exceed 15 days. However, an ex parte temporary injunction granted under subparagraph (2)(c)2. is effective for 15 days following the date the respondent is released from incarceration. A full hearing, as provided by this section, shall be set for a date no later than the date when the temporary injunction ceases to be effective. The court may grant a continuance of the ex parte injunction and the full hearing before or during a hearing, for good cause shown by any party.

(7) Upon notice and hearing, the court may grant such relief as the court deems proper, including an injunction:

(a) Enjoining the respondent from committing any acts of violence.

(b) Ordering such other relief as the court deems necessary for the protection of the petitioner, including injunctions or directives to law enforcement agencies, as provided in this section.

(c) The terms of the injunction shall remain in full force and effect until modified or dissolved. Either party may move at any time to modify or dissolve the injunction. Such relief may be granted in addition to other civil or criminal remedies.

(d) A temporary or final judgment on injunction for protection against repeat violence, sexual violence, or dating violence entered pursuant to this section shall, on its face, indicate that:

1. The injunction is valid and enforceable in all counties of the State of Florida.

2. Law enforcement officers may use their arrest powers pursuant to s. 901.15(6) to enforce the terms of the injunction.

3. The court had jurisdiction over the parties and matter under the laws of Florida and that reasonable notice and opportunity to be heard was given to the person against whom the order is sought sufficient to protect that person's right to due process.

4. The date that the respondent was served with the temporary or final order, if obtainable.

(8)(a)1. The clerk of the court shall furnish a copy of the petition, notice of hearing, and temporary injunction, if any, to the sheriff or a law enforcement agency of the county where the respondent resides or can be found, who shall serve it upon the respondent as soon thereafter as possible on any day of the week and at any time of the day or night. When requested by the sheriff, the clerk of the court may transmit a facsimile copy of an injunction that has been certified by the clerk of the court, and this facsimile copy may be served in the same manner as a certified copy. Upon receiving a facsimile copy, the sheriff must verify receipt with the sender before attempting to serve it upon the respondent. In addition, if the sheriff is in possession of an injunction for protection that has been certified by the clerk of the court, the sheriff may transmit a facsimile copy of that injunction to a law enforcement officer who shall serve it in the same manner as a certified copy. The clerk of the court shall be responsible for furnishing to the sheriff such information on the respondent's physical description and location as is required by the department to comply with the verification procedures set forth in this section. Notwithstanding any other provision of law to the contrary, the chief judge of each circuit, in consultation with the appropriate sheriff, may authorize a law enforcement agency within the chief judge's jurisdiction to effect this type of service and to receive a portion of the service fee. No person shall be authorized or permitted to serve or execute an injunction issued under this section unless the person is a law enforcement officer as defined in chapter 943.

2. When an injunction is issued, if the petitioner requests the assistance of a law enforcement agency, the court may order that an officer from the appropriate law enforcement agency accompany the petitioner and assist in the execution or service of the injunction. A law enforcement officer shall accept a copy of an

injunction for protection against repeat violence, sexual violence, or dating violence, certified by the clerk of the court, from the petitioner and immediately serve it upon a respondent who has been located but not yet served.

(b) There shall be created a Domestic, Dating, Sexual, and Repeat Violence Injunction Statewide Verification System within the Department of Law Enforcement. The department shall establish, implement, and maintain a statewide communication system capable of electronically transmitting information to and between criminal justice agencies relating to domestic violence injunctions, dating violence injunctions, sexual violence injunctions, and repeat violence injunctions issued by the courts throughout the state. Such information must include, but is not limited to, information as to the existence and status of any injunction for verification purposes.

(c)1. Within 24 hours after the court issues an injunction for protection against repeat violence, sexual violence, or dating violence or changes or vacates an injunction for protection against repeat violence, sexual violence, or dating violence, the clerk of the court must forward a copy of the injunction to the sheriff with jurisdiction over the residence of the petitioner.

2. Within 24 hours after service of process of an injunction for protection against repeat violence, sexual violence, or dating violence upon a respondent, the law enforcement officer must forward the written proof of service of process to the sheriff with jurisdiction over the residence of the petitioner.

3. Within 24 hours after the sheriff receives a certified copy of the injunction for protection against repeat violence, sexual violence, or dating violence, the sheriff must make information relating to the injunction available to other law enforcement agencies by electronically transmitting such information to the department.

4. Within 24 hours after the sheriff or other law enforcement officer has made service upon the respondent and the sheriff has been so notified, the sheriff must make information relating to the service available to other law enforcement agencies by electronically transmitting such information to the department.

5. Within 24 hours after an injunction for protection against repeat violence, sexual violence, or dating violence is lifted, terminated, or otherwise rendered no longer effective by ruling of the court, the clerk of the court must notify the sheriff or local law enforcement agency receiving original notification of the injunction as provided in subparagraph 2. That agency shall, within 24 hours after receiving such notification from the clerk of the court, notify the department of such action of the court.

(9)(a) The court shall enforce, through a civil or criminal contempt proceeding, a violation of an injunction for protection. The court may enforce the respondent's compliance with the injunction by imposing a monetary assessment. The clerk of the court shall collect and receive such assessments. On a monthly basis, the clerk shall transfer the moneys collected pursuant to this paragraph to the State Treasury for deposit in the Crimes Compensation Trust Fund established ins. 960.21.

(b) If the respondent is arrested by a law enforcement officer under s. 901.15(6) for committing an act of repeat violence, sexual violence, or dating violence in violation of an injunction for protection, the respondent shall be held in custody until brought before the court as expeditiously as possible for the purpose of enforcing the injunction and for admittance to bail in accordance with chapter 903 and the applicable rules of criminal procedure, pending a hearing.

(10) The petitioner or the respondent may move the court to modify or dissolve an injunction at any time.

(11) Any law enforcement officer who investigates an alleged incident of dating violence shall assist the victim to obtain medical treatment if such is required as a result of the alleged incident to which the officer responds. Any law enforcement officer who investigates an alleged incident of dating violence shall advise the victim of such violence that there is a domestic violence center from which the victim may receive services.

The law enforcement officer shall give the victim immediate notice of the legal rights and remedies available on a standard form developed and distributed by the Department of Law Enforcement. As necessary, the Department of Law Enforcement shall revise the Legal Rights and Remedies Notice to Victims to include a general summary of this section, using simple English as well as Spanish, and shall distribute the notice as a model form to be used by all law enforcement agencies throughout the state. The notice shall include:

(a) The resource listing, including telephone number, for the area domestic violence center designated by the Department of Children and Family Services; and

(b) A copy of the following statement: "IF YOU ARE THE VICTIM OF DATING VIOLENCE, you may ask the state attorney to file a criminal complaint. You also have the right to go to court and file a petition requesting an injunction for protection from dating violence which may include, but need not be limited to, provisions that restrain the abuser from further acts of abuse; direct the abuser to leave your household; and prevent the abuser from entering your residence, school, business, or place of employment."

(12) When a law enforcement officer investigates an allegation that an incident of dating violence has occurred, the officer shall handle the incident pursuant to the arrest policy provided in s. 901.15(7), and as developed in accordance with subsections (13), (14), and (16). Whether or not an arrest is made, the officer shall make a written police report that is complete and clearly indicates that the alleged offense was an incident of dating violence. Such report shall be given to the officer's supervisor and filed with the law enforcement agency in a manner that will permit data on dating violence cases to be compiled. Such report must include:

(a) A description of physical injuries observed, if any.

(b) If a law enforcement officer decides not to make an arrest or decides to arrest two or more parties, the grounds for not arresting anyone or for arresting two or more parties.

(c) A statement which indicates that a copy of the legal rights and remedies notice was given to the victim.

Whenever possible, the law enforcement officer shall obtain a written statement from the victim and witnesses concerning the alleged dating violence. The officer shall submit the report to the supervisor or other person to whom the employer's rules or policies require reports of similar allegations of criminal activity to be made. The law enforcement agency shall, without charge, send a copy of the initial police report, as well as any subsequent, supplemental, or related report, which excludes victim or witness statements or other materials that are part of an active criminal investigation and are exempt from disclosure under chapter 119, to the nearest locally certified domestic violence center within 24 hours after the agency's receipt of the report. The report furnished to the domestic violence center must include a narrative description of the dating violence incident.

(13) Whenever a law enforcement officer determines upon probable cause that an act of dating violence has been committed within the jurisdiction, or that a person has violated a condition of pretrial release as provided in s. 903.047 and the original arrest was for an act of dating violence, the officer may arrest the person or persons suspected of its commission and charge such person or persons with the appropriate crime. The decision to arrest and charge shall not require consent of the victim or consideration of the relationship of the parties.

(14)(a) When complaints are received from two or more parties, the officers shall evaluate each complaint separately to determine whether there is probable cause for arrest.

(b) If a law enforcement officer has probable cause to believe that two or more persons have committed a misdemeanor or felony, or if two or more persons make complaints to the officer, the officer shall try to determine who was the primary aggressor. Arrest is the preferred response only with respect to the primary aggressor and not the preferred response with respect to a person who acts in a reasonable manner to protect

or defend hlmself or herself or another family or household member from dating violence.

(1S) A person who willfully violates a condition of pretrial release provided ins. 903.047, when the original arrest was for an act of dating violence as defined in this section, commits a misdemeanor of the first degree, punishable as provided ins. 775.082 ors. 775.083, and shall be held in custody until his or her first appearance.

(16) A law enforcement officer acting in good faith under this section and the officer's employing agency shall be immune from all liability, civil or criminal, that might otherwise be incurred or imposed by reason of the officer's or agency's actions in carrying out the provisions of this section.

History. s. 1, ch. 88-344; s. 70, ch. 88-381; s. 12, ch. 91-23; s. 7, ch. 94-134; s. 7, ch. 94-135; s. 14, ch. 94-170; s. 10, ch. 95-182; s. 38, ch. 95-184; s. 13, ch. 95-195; s. 1198, ch. 97-102; s. 8, ch. 97-155; s. 54, ch. 99-193; s. 21, ch. 2002-55; s. 2, ch. 2003-117; s. 1, ch. 2004-17; s. 142, ch. 2005-2; s. 1, ch. 2005-246; s. 109, ch. 2006-1; s. 2, ch. 2008-252; s. 8, ch. 2009-215.

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IN THE CIRCUIT COURT OF THE 17TH JUDICIAL CIRCUIT IN AND FOR BROWARD COUNTY, FLORIDA

CASE NO: _____

_____

Petitioner,

vs.

_____

Respondent.

_____

PETITION FOR INJUNCTION FOR PROTECTION AGAINST REPEAT VIOLENCE, SEXUAL VIOLENCE, OR DATING VIOLENCE
(Section 784/046, Florida Statute)

Before me, the undersigned authority, personally appeared Petitioner _____(Name), who has been sworn and says that the following statements are true:

1. Petitioner resides at *_____(address) (*A petitioner for an injunction for protection against sexual violence may furnish an address to the court in a separate confidential filing if, for safety reasons, the petitioner requires the location of his or her current residence to be confidential pursuant to s. 119.071(2)(j), Florida Statutes.)

2. Respondent resides at _____ _____(address).

1.a. Petitioner has suffered repeat violence as demonstrated by the fact that the respondent has: (enumerate incidents of violence)

_____

_____

_____

_____

b. Petitioner has suffered sexual violence as demonstrated by the fact that the respondent has: (enumerate incident of violence and include incident report number from law enforcement agency or attach notice of inmate release.)

_____

_____

_____

c. Petitioner is a victim of dating violence and has reasonable cause to believe that he or she is in imminent danger of becoming the victim of another act of dating violence or has reasonable cause to believe that he or she is in imminent danger of becoming a victim of dating violence, as demonstrated by the fact that the respondent has: (list the specific incident or incidents of violence and describe the length of time of the relationship, whether it has been in existence during the last 6 months, the nature of the relationship of a romantic or intimate nature, the frequency and type of interaction, and any other facts that characterize the relationship.)

_____

_____

_____

4. Petitioner genuinely fears repeat violence by the respondent.

5. Petitioner seeks: an immediate injunction against the respondent, enjoining him or her from committing any further acts of violence; an injunction enjoining the respondent from committing any further acts of violence; and an injunction providing any terms the court deems necessary

for the protection of the petitioner and the petitioner's immediate family, including any injunctions or directives to law enforcement agencies.

Executed on this _____ day of _____ , 201_.

_____
Signature

_____
Printed Name

STATE OF FLORIDA )
COUNTY OF BROWARD )

BE IT KNOWN, that on the _____ day of _____, 201_ before me a Notary Public in and for the State of Florida, duly commissioned and sworn, personally came and appeared _____, to me personally known, or who produced as identification_____ and known to me to be the same person described in and who executed the within Petition for Injunction For Protection against Repeat Violence, Sexual Violence, or Dating Violence.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my seal of office the day and year last above-written.

_____
Notary Public

_____
Printed Name of Notary

My Commission Expires:

**5030**

**MANDATORY REPORTS OF CHILD ABUSE, ABANDONMENT, NEGLECT OR IN NEED OF SUPERVISION**

THE PRIMARY GOAL OF EDUCATORS AND SCHOOLS IS TO TEACH SO THEIR STUDENTS MAY LEARN. HOWEVER, CHILDREN CANNOT LEARN IF THEIR ATTENTION AND ENERGY IS UNDERMINED BY THE STRESS THAT RESULTS FROM MALTREATMENT. COGNITIVE FUNCTIONING IS DIMINISHED WHEN PHYSICAL PAIN OR EMOTIONAL ANGUISH ARE PRESENT. AS A RESULT, ABUSED OR NEGLECTED STUDENTS MAY LACK FOCUS AND EXPERIENCE A DECLINE IN ACADEMIC PERFORMANCE. CHILDREN WHO ARE MALTREATED MAY DEVELOP LEARNING DEFICITS WHICH PLACES THEM AT A DISADVANTAGE IN THE CLASSROOM. ~~CHILDREN WHO HURT CANNOT LEARN,~~ THEREFORE, THE POLICY'S MAIN OBJECTIVE IS TO ENSURE ADHERENCE TO STATE GUIDELINES ON REPORTING ABUSE TIMELY TO KEEP STUDENTS SAFE AND IMPROVE THEIR CAPABILITIES FOR LEARNING.

## I. Definitions

"Abuse" means any willful act or threatened act that results in any physical, mental, or sexual abuse, injury, or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired.

"Abandoned" or "abandonment" means a situation in which the parent or legal custodian of a child or, in the absence of a parent or legal custodian, the caregiver, while being able, has made no significant contribution to the child's care and maintenance or has failed to establish or maintain a substantial and positive relationship with the child, or both.

"Caregiver" means the parent, legal custodian, permanent guardian, adult household member, or other person responsible for a child's welfare as ~~defined in~~defined in "other person responsible for a child's welfare."

"Neglect" occurs when a child is deprived of, or is allowed to be deprived of, necessary food, clothing, shelter, or medical treatment or a child is permitted to

live in an environment when such deprivation or environment causes the child's physical, mental, or emotional health to be significantly impaired or to be in danger of being significantly impaired.

"Other person responsible for a child's welfare" includes the child's legal guardian or foster parent; an employee of any school, public or private child day care center, residential home, institution, facility, or agency; a law enforcement officer employed in any facility, service, or program for children that is operated or contracted by the Department of Juvenile Justice; or any other person legally responsible for the child's welfare in a residential setting; and also includes an adult sitter or relative entrusted with a child's care.

## II. Matters that Must be Reported

**A.** All school and ~~d~~district personnel are required to report to the Department of Children and Families ("DCF") any knowledge or reasonable cause to suspect the following ~~matters~~:

1. that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare; or
2. that a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care; or
3. that a child is abused by an adult other than a parent, legal custodian, caregiver, or other person responsible for the child's welfare; or
4. that a child is the victim of childhood sexual abuse or the victim of a known or suspected juvenile sexual offender.

~~III. **Definitions of Abuse, Abandonment, and Neglect**~~

~~A. "Abuse" means any willful act or threatened act that results in any physical, mental, or sexual abuse, injury, or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired.~~

~~"Abandoned" or "abandonment" means a situation in which the parent or legal custodian of a child or, in the absence of a parent or legal custodian, the caregiver, while being able, has made no significant contribution to the child's care and maintenance or has failed to establish or maintain a substantial and positive relationship with the child, or both.~~

~~B. "Caregiver" means the parent, legal custodian, permanent guardian, adult household member, or other person responsible for a child's welfare as~~

~~defined in "other person responsible for a child's welfare."~~

~~"Neglect" occurs when a child is deprived of, or is allowed to be deprived of, necessary food, clothing, shelter, or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child's physical, mental, or emotional health to be significantly impaired or to be in danger of being significantly impaired.~~

~~C.~~

~~*Additional definitions and types of abuse can be found in F.S. 39.01*~~

## ~~IV.~~III. How to Make Reports

**A.** Section 39.201(1)(a), Florida Statutes, provides that reports shall be made to DCF through its toll-free hotline number~~. The hotline number is~~at 1-800-96 ABUSE (962-2873), Fax:1-800-914-0004, TTY:1-800-955-8771, or Online at: reportabuse.myflfamilies.com.

## ~~V.~~IV. Confidentiality of Reporters' Names

**A.** District school teachers, d~~d~~istrict school officials, ~~d~~district school personnel, social workers, day care center workers, professional childcare workers, law enforcement officers, physicians, nurses, health professionals and mental health professionals are among those persons required by Section 39.201(1)(b), Florida Statutes, to provide their names to DCF hotline staff. However, the names of reporters shall be held confidential and exempt from disclosure as provided by Section 39.202, Florida Statutes.

## ~~VI.~~V. Criminal Penalties for Failure to Report

**A.** A person who is required to report known or suspected child abuse, abandonment, or neglect and who knowingly and willingly fails to do so, or who knowingly and willfully prevents another person from doing so, commits a felony of the third degree pursuant to Section 39.205(1), Florida Statutes, which is punishable as provided in Sections 775.082, 775.083 or 775.084.

## ~~VII.~~VI. Administrative Fines for False Reports.

**A.** Section 39.206(1), Florida Statutes, entitles DCF to impose a fine, not to exceed $10,000 for each violation, upon a person who knowingly and willfully makes a false report of abuse, abandonment, or neglect of a child, or upon a person who counsels another to make a false report. In addition, a person who knowingly and willfully makes a false report may be civilly liable under Section 39.206(10), Florida Statutes, for damages suffered, including reasonable attorney fees and costs, as a result of the filing of the false report.

## ~~VIII.~~VII. Immunity for Reporters.

**A.** Any person reporting in good faith to DCF or any law enforcement agency any instance of child abuse, abandonment or neglect shall be immune under Section 39.203(1), Florida Statutes, from any civil or criminal liability which might otherwise result by reason of such action. Section 39.203(2), Florida Statutes, provides that no employee of a facility serving children may be subjected to reprisal or discharge because of his or her actions in reporting abuse, abandonment, or neglect.

## ~~IX.~~VIII. Training for District Personnel.

**A.** All school ~~district~~ personnel, including but not limited to instructional staff, ~~including~~ substitute teachers and non-instructional staff, school-based administrators, school-based support staff, including clerical, custodial and food service, d~~d~~istrict level personnel, bus drivers and attendants and all staff that interact with students, shall annually complete the DCF training on Reporting of Child Abuse and Neglect to the Florida Abuse Hotline.

## ~~X.~~IX. Student Records: Confidentiality and ~~Family Educational Rights~~ Permitted Disclosures.

**A.** Generally, schools must have written permission from the parent or eligible student ~~in order~~ to release any information from a student's education record. However, The Family Educational Rights and Privacy Act (FERPA) allows schools to disclose those records, without consent, to ~~the certain parties~~~~school~~ officials with a legitimate educational interest and who present a valid work identification~~:~~:

~~1. School officials with legitimate educational interest.~~

~~2.~~1. ~~Appropriate officials in cases of health and safety emergencies.~~

**B.** ~~Pursuant to BCPS policy 1480,~~FERPA also permits specified disclosures to appropriate parties in connection with an articulable and significant threat to health or safety of the student or other individuals in compliance with 34 CFR §§99.31(a)(10) and 99.36,

## X. Investigations on School Campus

A. In a child protective or criminal investigation, when the initial interview with the child is conducted at school, DCF or the law enforcement agency may allow a school staff member who is known by the child to be present during the interview if:

1. The investigator or law enforcement agency believes that the school staff member could enhance the success of the interview by his/her presence; and
2. The child requests or consents to the presence of the school staff member at the interview.

B. Information received during the interview or from any other source regarding the alleged abuse or neglect of the child is confidential, except as otherwise provided by court order. A separate record of the investigation of the abuse, abandonment, or neglect may not be maintained by the school or school staff.

## XI. Removal of a Child from School Campus

A. Removal of a child from school is authorized by law enforcement or the authorized agent of DCF, given reasonable grounds to believe that a child has been abused, neglected, abandoned, in need of supervision and care, or is in immediate danger.

1. It is mandatory that all parties wishing to remove a child for school have a valid photo identification of their place of employment.
2. The home addresses, telephone numbers, dates of birth, and photographs of active or former sworn law enforcement personnel or active or former civilian personnel employed by a law enforcement agency, including and correctional probation officers, personnel of DCF whose duties include the investigation of abuse, neglect, exploitation, fraud, theft, or other criminal activities, personnel of the Department of Health whose duties are to support the investigation of child abuse or neglect, and personnel are exempt from s. 119.07(1) and, therefore, shall be kept confidential. Thus, they are not required to show a driver's license, only their work identification.
3. SBBC Police must be contacted before the removal of any child from school. The identity of the person calling, the name of the school, and the child(ren) to be removed must be provided.
4. Upon the removal of a child, Form 1162 must be completed and signed by all parties at the school. If a child is removed with a court order, a copy of the court order must be left at the school.
5. It is the responsibility of the agency taking the child into custody to notify the child's parent(s) after the removal. School officials should obtain two business cards from the person affecting the removal to share with the parent(s) if they call or come to the school before being notified by the person who removed the child(ren).

## XII. Child Abuse and Educator Misconduct Posters.

A. Each district school board, charter school, and private school that accepts scholarship students who participate in a state scholarship program under 1002, Florida Statutes, shall:

1. Post in a prominent place in each school a notice that all employees and agent of the district school board, charter school, or private school have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect; have immunity from

liability if they report such cases in good faith; and have a duty to comply with child protective investigations and all other provisions of law relating to child abuse, abandonment, and neglect. The notice shall also include the statewide toll-free telephone number of the central abuse hotline.

2. Post in a prominent place at each school site and on each school's website, if available, the policies and procedures for reporting alleged misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student; the contact person to whom the report is made; and the penalties imposed on instructional personnel or school administrators who fail to report suspected or actual child abuse or alleged misconduct by other instructional personnel or school administrators.

Policy Custodian: Student Services Department

Former Policy Number: 5.3

Policy Status: Active ~~as of date 6/21/2016~~

Authority: F.S. §§ 120.52(6), 120.54, 120.81(1)(a), 1001.41(1) and (2); 1001.42~~F.S. §1001.41(1), (2)~~

Laws Implemented: F.S. §§39.01, 39.201, 39.203, 39.205(1); 39.206, 301(18). 1006.061, 119.071(4)(2a). ~~39.01~~, The Family Rights and Privacy Act, "FERPA," 20 USC §1232g, 34 §CFR 99.31(a)(10), ~~and~~ 99.36 ~~F.S. §39.01 is the cite for definitions but no definitions are included. Do you want to include definitions in this policy?~~

Policy Adopted: 9/5/74; 5/8/78; 11/1/84; 12/7/93; 9/15/98

History: Amended: 5/2/00, 9/3/03, 7/24/07, 9/19/14, 6/21/16, 5/15/24

**Policy 5090**

**Code of Student Conduct**

Florida Statute §1006.07 requires the District School Board (SB) to adopt a Code of Student Conduct for elementary and secondary schools and distribute the appropriate code to all teachers, school personnel, students, and parents, at the beginning of every school year. Each code shall be organized and written in language that is understandable to students and parents and shall be discussed at the beginning of every school year in student classes, School Advisory Council meetings, and parent and teacher association or organization meetings. Each code shall be based on the rules governing student conduct and discipline adopted by the District SB and shall be made available in the student handbook or similar publication. This policy shall serve as the foundation for the Code of Student Conduct at each respective level.

**SECTION I: GUIDING PRINCIPLES**

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA, (SBBC), firmly believes a positive school culture promotes equal educational opportunities~~opportunity~~ and establishes the framework for a safe learning environment. The Code of Student Conduct is grounded in~~comprised of~~ a set of policies, rules, and laws by which order is established and maintained for the benefit of all. Discipline within a school must have the qualities of objectivity, consistency, and equity. Parents have a fundamental right to direct the upbringing, moral or religious training, education, and care of their children. However, it is the responsibility of all school personnel, students, parents, external stakeholders, and the greater community to ensure the school environment encourages a climate conducive to learning.

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

SBBC promotes parental involvement in schools and expects all stakeholders to demonstrate mutual respect for the rights of others. It is expected that all involved in teaching and learning fully accept their responsibilities to model and practice the District's eight character traits of Responsibility, Citizenship, Kindness, Honesty, Self-Control, Tolerance, Respect and Cooperation.

~~Pursuant to F.S. §§ 1001.42(8)(c) and 1014.05, schools will promote parental involvement and work collaboratively with parents to improve parent and teacher cooperation in such areas as homework, school attendance, and discipline, so they can help their child succeed in school. Important information relating to a child should not be withheld, either inadvertently or purposefully, from their parent, including information relating to the child's health, well-being, and education, while the child is in the custody of the school district. Stakeholder responsibilities include but are not limited to:~~

~~**Responsibilities of Students**~~

- ~~Attend school daily, be prepared for class and complete assignments to the best of their abilities.~~

- Wear their current, unaltered, and official school issued identification (ID) badge, clearly visible on the front of their person and not lower than elbow level, at all times, while on school grounds and on school-sponsored transportation.
- Follow all rules outlined in the Code of Student Conduct and all school-based rules.
- Model and practice the expected behaviors and character traits.
- Notify school staff about any dangerous behavior, bullying or activity that occurs on school grounds, or off school grounds when it may result in disruption to the educational setting.
- Ask school personnel or other trusted adults for help in solving problems.
- Accept and respect individual differences and people.
- Bring only those materials to school that are allowed.
- Keep parents informed of school-related issues and ensure communications are brought home.
- Monitor their academic progress and review grades with their teachers.
- Take care of instructional materials/resources issued to them and to pay for lost or damaged instructional materials.

**Responsibilities of Parents/Guardians**

- Read the Code of Student Conduct and return the signed acknowledgement form to your child's school.
- Ensure your child attends school regularly and on time.
- Notify the school of all absences and/or tardies in a timely manner.
- Monitor your child's academic and behavioral progress by accessing and reviewing their school records, as appropriate.
- Talk with your child about school and behavioral expectations.
- Visit your child's school, as necessary.
- Play an active role and support your child's educational experience.
- Be a positive role model and practice the expected behaviors and character traits.
- Teach your child to respect the rights and property of others.

**Responsibilities of Teachers**

- Use well-planned, creative, and engaging instructional plans daily.
- Teach and review the Code of Student Conduct, as necessary.
- Set expectations, teach, model, and reinforce positive behavior.
- Provide students with meaningful feedback on their behavioral and academic progress.
- Maintain a safe and orderly learning environment by using appropriate classroom management, prevention, and intervention strategies.
- Provide corrective feedback and re-teach appropriate behaviors when a student demonstrates misconduct.
- Use professional judgment and appropriate de-escalation strategies to prevent minor incidents from escalating.
- Keep parents informed of student academic progress and behavior through regular communication.
- Support and cooperate in implementing opportunities for parents to participate in their child's education.
- Participate in ongoing professional learning and/or request support, as needed.
- Refer students in need of additional support to the school-based Collaborative Problem-Solving Team (CPST) for appropriate interventions.

**Responsibilities of Administrators**

- Distribute information about the Code of Student Conduct to students, parents, and school personnel and ensure a hardcopy is available for anyone who cannot access the electronic version.
- Maintain a safe and orderly school by using prevention and intervention strategies.
- Monitor, support and sustain the effective implementation and maintenance of a positive school culture and learning environment.
- Define, teach, model, reinforce and support appropriate student behaviors to maintain a positive school environment.

- Provide students with positive and constructive feedback on their behavioral and academic progress.
- Implement the Code of Student Conduct in a fair, equitable and consistent manner.
- Expand the adoption and implementation of alternatives to suspension at the school.
- Communicate policies, expectations and concerns to parents and students, when necessary.
- Respond to complaints or concerns from students and parents in a timely manner.
- Provide parents with information relating to State academic standards, report card requirements, attendance requirements, and school district policies for promotion or retention, including high school graduation requirements.
- Keep parents informed about school related issues, as appropriate, and ensure communication is sent home.
- Use professional judgment and de-escalation strategies to prevent minor incidents from escalating.
- Identify appropriate professional learning and resources as needed to implement positive behavior interventions and supports (PBIS).
- Provide parents with comprehensive information about their choices and opportunities for involvement in their child's education.
- Provide a framework for building and strengthening partnerships among parents, teachers, school administrators, district administrators, and other personnel.
- Provide parents with information on how they may object to instructional materials or other materials used in the classroom in accordance with SBBC Policy 4120: Library Media/Innovative Learning Commons and SBBC Policy 4140: Instructional Materials.
- Promptly notify the parent if an employee suspects that a criminal offense has been committed against their child, unless the incident has first been reported to law enforcement or the Department of Children and Families and notifying the parent would impede the investigation.

**Responsibilities of Additional School-based Staff**

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

**Responsibilities of District Staff**

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

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

**SECTION II: PARENTAL RIGHTS**

SBBC supports parents' fundamental rights to make decisions regarding the upbringing and control of their children. School district personnel shall encourage all students to discuss issues relating to their well-being with their parent. The school

district may not adopt procedures or student support forms that prohibit school district personnel from notifying a parent about their student's mental, emotional, or physical health or well-being, or change in related services or monitoring, or encourage or have the effect of encouraging a student to withhold such information unless a reasonably prudent person would believe the disclosure would result in abuse, abandonment, or neglect, as those terms are defined in F.S. §39.01. (F.S. §1001.42).

Florida law supports the active involvement of parents until the student graduates from school. (F.S. §§743.07, 1003.21, 1003.24). It is presumed that students are dependent students (as defined by the regulations supporting the Family Educational Rights and Privacy Act at 34 C.F.R §99.31(a)(8) and by Internal Revenue Code §152). When a student reaches the age of majority (18 years of age), the parent shall continue to perform the parental functions of a dependent student, including, but not limited to, providing excusal of absences and tardiness, signing permission slips for early release, field trips, other activities, as necessary, and to registering or terminating (withdrawing) school enrollment, until the student graduates, except under the following circumstances:

- The student has been emancipated in compliance with Florida laws. (F.S. §743.015).
- When the student has no parent and this fact is verified by the school administrator (e.g., by communications with relatives, the Homeless Education Program, or the Florida Department of Children and Families, as appropriate).
- The student has submitted specific and acceptable documentation (such as rental agreement, lease, etc.) to establish that they are independent of their parents and that the presumption of dependency does not apply to them.

The term "parent" refers to either or both parents, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of a parent. (F.S.§1000.21(6)).

A. School Safety

1.1) Parents of public school students have a right to access School Environmental Safety Incident Reporting (SESIR) incidents as required pursuant to F.S. §1006.07(9), receive timely notification of threats, unlawful acts, and significant emergencies pursuant to F.S.§1006.07(4)(b) and (7), and timely notification of the following unlawful acts or significant emergencies that occur on school grounds, during school transportation, or during school-sponsored activities:

a.a) Weapons possession or use when there is intended harm toward another person, hostage, and active assailant situations.

b.a) Murder, homicide, or manslaughter.

c.a) Sex offenses, including rape, sexual assault, or sexual misconduct with a student by school personnel.

d.a) Natural emergencies, including hurricanes, tornadoes, and severe storms.

e.a) Exposure as a result of a manmade emergency.

2. All schools utilize Safer Watch as their "Alyssa's Alert" mobile panic alert system that is connected to diverse emergency services technologies to ensure real-time coordination between multiple first responder agencies. Safer Watch is available on all district-owned devices and all stakeholders are encouraged to download it to their personal devices as well.

B. Involuntary Examinations and Mental Health

1) The Superintendent will annually report to the Florida Department of Education, (FLDOE), the number of involuntary examinations, as defined in F.S.§394.455, which are initiated at a school, on school transportation, or at a school sponsored activity (F.S. §1006.07(10)).

1) Parents of public-school students have a right to a reasonable attempt of notification from the school principal/designee before a student is removed from school, school-sponsored transportation, or a school-sponsored activity and taken to a receiving facility for an involuntary examination pursuant to F.S.§394.463. A "reasonable attempt to notify" means the exercise of reasonable diligence and care by the principal/designee to

make contact with the student's parent, guardian, or other known emergency contact whom the student's parent or guardian has authorized to receive notification of an involuntary examination. At a minimum, the principal/designee must take the following actions:

1.a) Use available methods of communication to contact the student's parent, guardian, or other known emergency contact, including but not limited to, telephone calls, text messages, e-mails, and voicemail messages following the decision to initiate an involuntary examination of the student.

2.a) Document the method and number of attempts made to contact the student's parent, guardian, or other known emergency contact, and the outcome of each attempt.

3.a) A principal/designee who successfully notifies any other known emergency contact may share only the information necessary to alert such contact that the parent or caregiver must be contacted. All such information must be in compliance with Federal and State law.

4.a) The principal/designee may delay the required notification for no more than 24 hours after the student is removed if:

a.(i) the principal/designee deems the delay to be in the student's best interest and if a report has been submitted to the central abuse hotline, pursuant to F.S.§39.201, based upon knowledge or suspicion of abuse, abandonment, or neglect; or

b.(i) the principal/designee reasonably believes that such delay is necessary to avoid jeopardizing the health and safety of the student.

5.a)Before a principal/designee contacts a law enforcement officer, he or she must verify that de-escalation strategies have been utilized and outreach to a mobile response team has been initiated unless the principal/designee reasonably believes that any delay in removing the student will increase the likelihood of harm to the student or others. This requirement does not supersede the authority of a law enforcement officer to act under F.S.§394.463.

6. In a student crisis situation, the law enforcement officer must make a reasonable attempt to contact a mental health professional who may initiate an involuntary examination pursuant to F.S. §394.463, unless the child poses an imminent danger to themselves or others, before initiating an involuntary examination pursuant to F.S.§394.463. Such contact may be in person or using telehealth as defined in F.S.§456.47. The mental health professional may be available to the school district either by contracts or interagency agreements with the managing entity, one or more local community behavioral health providers, or the local mobile response team or be a direct or contracted school district employee.

C. Mental Health Assistance Allocation

In accordance with the Mental Health Assistance Allocation, the District will enforce the plan to provide school-based mental health care, train educators and other school staff in detecting and responding to mental health issues, and connect children, youth, and families who may experience behavioral health issues with appropriate services.

The District's Mental Health Plan is focused on a multitiered system of supports to deliver evidence-based mental health care assessment, diagnosis, intervention, treatment, and recovery services to students with one or more mental health or co-occurring substance abuse diagnoses and to students at high risk of such diagnoses.

The District maintains contract(s) and/or interagency agreement(s) with one or more local community behavioral health providers or providers of Community Action Team services to provide a behavioral health staff presence and services at district schools. Services may include, but are not limited to, mental health screenings and assessments, individual counseling, family counseling, group counseling, psychiatric or psychological services, trauma-informed care, mobile crisis services, and behavior modification. These behavioral health services may be provided on or off the school campus and may be supplemented by telehealth.

Contracts or interagency agreements with service providers will ensure that students who are referred to a school-based or community-based mental health service provider for mental health screening for the identification of mental health concerns and assessment of students at risk for mental health disorders occurs within 15 days of referral. School-based mental health services must be initiated within 15 days after identification and assessment, and support by community-based mental health service providers for students who are referred for community-based mental health services must be initiated within 30 days after the school or district makes a referral.

## SECTION III: SCOPE OF AUTHORITY

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

This Code of Student Conduct is used to govern conduct and discipline of all students attending an SBBC school. It is expected that students obey District rules while on school grounds, while being transported to or from school at public expense, while on the school premises for instruction, and for authorized participation in a school-sponsored activity. During such times, all students are subject to the immediate control and direction of teachers, staff members, and/or bus drivers to whom such responsibility has been assigned by the principal.

Pursuant to F.S. §1006.09, this Code of Student Conduct also applies to students who commit felonies or delinquent acts which would be felonies if committed by an adult, off SBBC owned property or whose off-campus conduct creates a substantial disruption to the school environment. Off-campus conduct and conduct outside of school time that violates the District's Code of Student Conduct may also be the basis for discipline up to expulsion if it is accomplished through electronic means and substantially disrupts the educational process or orderly operation of a school. Off-campus conduct that poses a threat or danger to the safety of other students, staff, SB~~School Board~~ members, or other members of the District community, or school property may constitute behavior that has a substantial adverse impact on the educational environment requiring disciplinary action and/or administrative assignment to another District school under the authority of the District school superintendent (F.S. §1006.08). Furthermore, any offending student may be administratively reassigned to another District school in accordance with F.S. §1006.13(6) to protect a victim and/or the sibling of a victim from further victimization for incidents occurring on or off SBBC owned property.

Students should be advised that violations of the Code of Student Conduct may also be violations of Florida law. Thus, students may be subject to school/district level disciplinary actions as well as discipline imposed by local law enforcement authorities. School Resource Officers/Deputies (SRO/SRD) and other law enforcement authorities have the power to conduct investigations independent of those conducted by school personnel for the same incident. Furthermore, the sanctions imposed by the school district for misconduct are separate and distinct from the consequences that may be imposed following the arrest and prosecution of a student for a violation of law originating from the same incident. Please keep in mind that failure of law enforcement to act does not prevent SBBC from taking appropriate actions consistent with this Code of Student Conduct or with Florida law.

Disciplinary incidents shall be reported to the Florida Department of Education (FLDOE) in accordance with Rule 6A-1.0017, F.A.C. pertaining to School Environmental Safety Incident Reporting (SESIR) requirements through the approved reporting tool provided by the SBBC. All SESIR level incidents shall be addressed by school-based administrators only. Per Rule 6A-1.0017, each public-school principal, including charter school principals or equivalent, must ensure that all persons at the school responsible for SESIR information participate in the training set forth in subsection (10) of this rule and must ensure that SESIR data is accurately and timely reported. For additional guidance regarding the SESIR definitions and the appropriate Florida Statutes, please refer to http://www.fldoe.org/safe-schools/sesir-discipline-data/.

## SECTION III: PARENTAL RIGHTS

SBBC supports parents' fundamental rights to make decisions regarding the upbringing and control of their children. School district personnel shall encourage all students to discuss issues relating to their well-being with their parent. The school district may not adopt procedures or student support forms that prohibit school district personnel from notifying a parent about their student's mental, emotional, or physical health or well-being, or change in related services or monitoring, or encourage or have the effect of encouraging a student to withhold such information unless a reasonably prudent person would believe the disclosure would result in abuse, abandonment, or neglect, as those terms are defined in F.S. §39.01. (F.S. §1001.42).

Florida law supports the active involvement of parents until the student graduates from school (F.S. §§743.07, 1003.21, 1003.24). It is presumed that students are dependent students (as defined by the regulations supporting the Family Educational Rights and Privacy Act at 34 C.F.R §99.31(a)(8) and by Internal Revenue Code §152). When a student reaches the age of majority (18 years of age), the parent shall continue to perform the parental functions of a dependent student, including but not limited to, providing excusal of absences and tardiness, signing permission slips for early release, field trips, other activities, as necessary. SB Policy 5070 Enrollment and Withdrawal governs processes and procedures related to registering, withdrawal, and termination of school enrollment for all students, regardless of age.

The term "parent" refers to either or both parents, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of a parent (F.S.§1000.21(6)).

### A) SCHOOL SAFETY

1) Parents of public-school students have a right to access SESIR incidents as required pursuant to F.S. §1006.07(9), receive timely notification of threats, unlawful acts, and significant emergencies pursuant to F.S.§1006.07(4)(b) and

(7), and timely notification of the following unlawful acts or significant emergencies that occur on school grounds, during school transportation, or during school-sponsored activities:

a) Weapons possession or use when there is intended harm toward another person, hostage, and active assailant situations.
b) Murder, homicide, or manslaughter.
c) Sex offenses, including rape, sexual assault, or sexual misconduct with a student by school personnel.
d) Natural emergencies, including hurricanes, tornadoes, and severe storms.
e) Exposure as a result of a manmade emergency.

2) F.S. §1006.07(4)(b)5.(c) requires each public school, including charter schools, to implement a mobile panic alert system capable of connecting diverse emergency services technologies to ensure real-time coordination between multiple first responder agencies. Such system, known as "Alyssa's Alert," must integrate with local public safety answering point infrastructure to transmit 911 calls and mobile activations. All schools will utilize SaferWatch as their "Alyssa's Alert" mobile panic alert system. SaferWatch is available on all district-owned devices and all stakeholders are encouraged to download it to their personal devices as well. Schools will also utilize SaferWatch in their lockdown drills.

## B) INVOLUNTARY EXAMINATIONS AND MENTAL HEALTH

The Superintendent will annually report to the FLDOE the number of involuntary examinations, as defined in F.S.§394.455, which are initiated at a school, on school transportation, or at a school sponsored activity (F.S. §1006.07(10)).

1) Parents of public-school students have a right to a reasonable attempt of notification from the school principal/designee before a student is removed from school, school-sponsored transportation, or a school-sponsored activity and taken to a receiving facility for an involuntary examination pursuant to F.S.§394.463. A "reasonable attempt to notify" means the exercise of reasonable diligence and care by the principal/designee to make contact with the student's parent, guardian, or other known emergency contact whom the student's parent or guardian has authorized to receive notification of an involuntary examination. At a minimum, the principal/designee must take the following actions:

a) Use available methods of communication to contact the student's parent, guardian, or other known emergency contact, including but not limited to, telephone calls, text messages, e-mails, and voicemail messages following the decision to initiate an involuntary examination of the student.
b) Document the method and number of attempts made to contact the student's parent, guardian, or other known emergency contact, and the outcome of each attempt.
c) A principal/designee who successfully notifies any other known emergency contact may share only the information necessary to alert such contact that the parent or caregiver must be contacted. All such information must be in compliance with Federal and State law.
d) The principal/designee may delay the required notification for no more than 24 hours after the student is removed if:
    (i) the principal/designee deems the delay to be in the student's best interest and if a report has been submitted to the central abuse hotline, pursuant to F.S.§39.201, based upon knowledge or suspicion of abuse, abandonment, or neglect; or
    (ii) the principal/designee reasonably believes that such delay is necessary to avoid jeopardizing the health and safety of the student.
e) Before a principal/designee contacts a law enforcement officer, he or she must verify that de-escalation strategies have been utilized and outreach to a mobile response team has been initiated unless the principal/designee reasonably believes that any delay in removing the student will increase the likelihood of harm to the student or others. This requirement does not supersede the authority of a law enforcement officer to act under F.S.§394.463.

In a student crisis situation, the law enforcement officer must make a reasonable attempt to contact a mental health professional who may initiate an involuntary examination pursuant to F.S. §394.463, unless the child poses an imminent danger to themselves or others, before initiating an involuntary examination pursuant to F.S.§394.463. Such contact may be in person or using telehealth as defined in F.S.§456.47. The mental health professional may be available to the school district either by contracts or interagency agreements with the managing entity, one or more local community behavioral health providers, or the local mobile response team or be a direct or contracted school district employee.

## SECTION IV: RIGHTS AND RESPONSIBILITIES OF STUDENTS

Students have the right to attend school daily and learn in a safe, orderly, and distraction free learning environment. They also have the right to free speech, student publications, assembly, participation in school programs and activities, and a right to privacy. Furthermore, students have a right to use appropriate online communications and information systems, the Internet, and networks to increase their access to information and resources, obtain information, create intellectual products, collaborate, and communicate for educational purposes, and to do so without the fear that their products or their personal reputation will be violated, misrepresented, tampered with, destroyed, or stolen.

To enhance the learning experience for all students, below is a list of responsibilities and behavioral expectations to increase the probability of student success in school:

- Treat others with respect and honesty.
- Come prepared for class by bringing the necessary school supplies.
- Listen and follow instructions from school/district-staff.
- Complete all assigned classwork and homework.
- Use class time wisely to complete work and get assistance from your teacher(s).
- Take home and return all paperwork.
- Follow all rules and regulations during school and at school-sponsored events/activities.
- Take care of and return all textbooks, library books, and school-owned materials loaned to you.
- Act responsibly on campus, school-sponsored transportation, field trips, and at all school-sponsored events, regardless of locations.
- Understand the difference between appropriate and unacceptable uses of online communications and information systems, the Internet, and networks.
- Use online communications and information systems, the Internet, and networks in a responsible, efficient, ethical, and legal manner in accordance with their educational mission.
- Recognize that the use of online communications and information systems, the Internet and networks is a privilege that can be withdrawn if they engage in unacceptable or illegal use of this resource.

### ATTENDANCE

**A)**

1) SBBC stresses the importance that all students attend school regularly and remain in school until they graduate from high school. However, a child who attains the age of 16 years old during the school year is not subject to compulsory school attendance beyond the date upon which they attain that age if the child files a formal declaration of intent to terminate school enrollment with the District's School Board in accordance with SB Policy 5070.~~.~~ The declaration must acknowledge that terminating school enrollment is likely to reduce earning potential and must be signed by the child and the child's parent. The school district must notify the child's parent of receipt of the child's declaration of intent to terminate school enrollment (F.S. §1003.21). Declaration of Intent Forms are available at each school's administration office. Also be aware that students who drop out of school are not eligible to receive a driver's license or driver's permit or will have their license or permit revoked (F.S. §322.091).
2) The parent of a child of compulsory school age is responsible for the child's daily school attendance. (F.S. §1003.24). School staff, parents, students, and appropriate State agencies are expected to work together to ensure that laws are obeyed including, but not limited to, referral to the State designated agency for possible court action for extended absence or truancy~~.~~ (F.S. §1003.27). SB Policy 5040 outlines the rules that apply to attendance and attendance procedures. Florida law supports the active involvement of parents until the student graduates from school (F.S. §§743.07, 1003.21, 1003.26).~~. (F.S. §§743.07, 1003.21, 1003.26). This serves as notice to the parent,~~

| Rights | Responsibilities |
| --- | --- |
| Students have a right to know how the District defines and handles excused absences, unexcused absences, and tardiness. | Students have a responsibility to attend all classes. |
| The District's *Discipline Matrix* (See Appendix A) that assigns specific consequences for misbehavior is part of the school's discipline plan. | Students have a responsibility to be on time for school and all classes. |
| Students have a right to make-up work they missed during an absence or suspension. | Students have a responsibility to ask their parents to notify the school when they are absent. |
| Students who are married, are parents, or are expectant mothers have a right to remain in the regular school program or to attend a special program designed to meet their needs. | Students have a responsibility to ask teachers for, and to complete make-up assignments, in accordance with the guidelines set forth by SBBC Policy 4000: Student Progression Plan. |
| Students have a right to be protected from exposure to communicable diseases and infestations when in school. | Students have a responsibility to get medical advice and/or counseling about how to adjust their schooling for marriage, pregnancy, and parenthood. |
| | Students having, or suspected of having, a communicable disease are not allowed to attend school. In order to return to school, parents must obtain a doctor's note stating that the student is no longer contagious. Chickenpox is the only infectious disease that does not require a doctor's note. |

that when a student reaches the age of majority (18 years of age) the parent shall continue to perform the parental functions of a dependent student, including, but not limited to, provide reasons for absences and tardiness, permission slips for early release, field trips, other activities, as necessary, and to register or terminate (withdraw) school enrollment, until the student graduates, except as previously indicated in Section II.

### 3) Non-attendance and early signs of truancy

It is important to be in school every day.

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

~~A. NON-ATTENDANCE AND EARLY SIGNS OF TRUANCY~~

~~**IT IS IMPORTANT TO BE IN SCHOOL EVERY DAY.**~~ If ~~a~~your child is not in school, they may be~~MAY BE~~ showing early signs of truancy through a pattern of non-attendance. ~~(SB Policy 5040).~~

~~WHAT IS A PATTERN OF NON-ATTENDANCE?~~

a) A student may be establishing a pattern of non-attendance when they have~~he or she has~~ an accumulation of tardiness, early sign-outs, and/or unexcused absences that exceed 5 school days in one marking period or 10 school days in 2 marking periods. If the school's collaborative problem-solving team (CPST) finds that a pattern of non-attendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies~~.~~ (F.S. §1003.26(1)(b)).

A student who

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

c) Parents and students may verify absences at any time at school or at home by contacting the school or by accessing electronic attendance records through the current student information system (SIS).~~FOCUS.~~

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

~~B. BROWARD TRUANCY INTERVENTION PROGRAM (BTIP)~~

4) ~~***For Elementary Only,*** the~~ **Broward Truancy Intervention Program (BTIP)**

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

b) *For Secondary Only*, the truancy prevention program for secondary grade levels aligns with Florida Statute §§ 1003.21, 1003.24, and 1003.27. This involves several phases including early identification and intervention, attendance monitoring, and regular parental communication. Phase 1 includes contacting parents for unexcused absences and making referrals to School Social Workers. Phase 2 involves the Attendance Team implementing interventions like mentoring and counseling. Phase 3 escalates to filing complaints with the Florida Department of Highway Safety and Motor Vehicles and other alternatives to withdrawal procedures for chronic truants. This comprehensive approach ensures thorough documentation and promotes educational success and student well-being.

5) **Reporting an absence**

~~C. REPORTING AN ABSENCE~~

a) Parents must report all school absences within two (2) school days of the absence, or the absence will be unexcused, unless otherwise excused by the school principal due to extenuating circumstances. When making the absence report, a reason for the absence must be provided along with the date(s) of the absence. Parents can find absence reporting options on each school's website. On the website, under CONTACT, select REPORT AN ABSENCE, parents can choose their preferred absence reporting method:

- (i) Online Form which provides~~that will provide~~ a confirmation email that includes the date and time of submission;
- (ii) Voicemail; or
- (iii) Handwritten note from parent delivered to the front office.

b) School staff members have a legal right to ask for a written medical excuse (F.S. §1003.24(4)). ~~(F.S. §1003.24(4)).~~

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

d) Excused absence criteria

~~D. EXCUSED ABSENCE CRITERIA~~

(i) When it is necessary to be out of school, absences may be excused for one of the eight reasons listed below. Please note that all absences will be considered unexcused until properly reported by the parent. ~~SBBC has eight allowable reasons for excused absences.~~ Some situations require written documentation from a physician or public health unit. Excused absences include:

~~1.~~(A) Illness of the student. If the child is expected to miss at least 15 school days due to illness, a medical condition, for social/emotional reasons, or who would miss excessive days intermittently throughout the school year for the same reasons and could benefit from supplemental instruction, parents should consult with the Hospital/Homebound contact person at the school.

~~2.~~(B) Illness of an immediate family member.

~~3.~~(C) Death in the family.

~~4.~~(D) Religious instruction or holidays of the student's specific faith.

~~5.~~(E) Required court appearance or subpoena by a law enforcement agency.

~~6.~~(F) Special event. Examples of special events include important public functions, education enrichment activities, conferences, State/national competitions, college/university campus tour/visit, as well as exceptional cases of family need.

~~7.~~(G) Scheduled doctor, dentist appointments, or treatment for autism spectrum disorder by a licensed health care practitioner or certified behavior analyst. (F.S. §1003.21(2)(b))

~~8.~~(A) Communicable disease. Students having or suspected of having a communicable disease or infestation that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard~~. (F.S. §1003.22). Examples of communicable diseases and infestations include, but are not limited to fleas, head lice, ringworm, impetigo, and scabies. Students are allowed a maximum of five (5) school days excused absence for each infestation of head lice.~~

(H) (F.S. §1003.22). Examples of communicable diseases and infestations include, but are not limited to fleas, head lice, ringworm, impetigo, and scabies. Students are allowed a maximum of five (5) school days excused absence for each infestation of head lice.

(ii) ~~Note:~~ Students on field trips, students who attend alternative-to-suspension programs, or in-school suspension programs are not considered absent.

~~E. UNEXCUSED ABSENCES~~

~~a)~~

~~(i) It is the responsibility of the school principal to ensure that parents are contacted after each unexcused absence and to ensure that there are specific, appropriate interventions as a result of each unexcused absence. Parents may receive phone calls, text messages, emails, and/or letters to inform them of their student's unexcused absences. These notifications are generated from official attendance records. Absences are only excused for the reasons listed above.~~

~~e) Students without a completed Certificate of Immunization indicating compliance with the current required schedule of immunizations will not be allowed to attend classes until the certificate is provided or a waiver is obtained.~~ **Unexcused absences**

(i) It is the responsibility of the school principal to ensure that parents are contacted after each unexcused absence and to ensure that there are specific, appropriate interventions as a result of each unexcused absence. Parents may receive phone calls, text messages, emails, and/or letters to inform them of their student's unexcused absences. These notifications are generated from official attendance records. Absences are only excused for the reasons listed above.

~~1.~~(A) Students without a completed Certificate of Immunization indicating compliance with the current required schedule of immunizations will not be allowed to attend classes until the certificate is provided or a waiver is obtained. Students who receive the first shot in a series of immunizations but who are late obtaining subsequent shots will be given a grace period of 3 school days ~~grace period~~ after which they will be excluded from school and the resulting absences will be considered unexcused.

~~2.~~(B) For secondary students, 14-18 years of age, who ~~drop out of school or who~~ have 15 unexcused absences within 90 school days, drop out of school and have a driver's license or learner's~~driver's~~ permit will have their driving privileges suspended by the Division of Highway Safety and Motor Vehicles or will not be issued a license or permit if they apply for one. Additional information about procedures and waivers is available from school administration or school counseling~~guidance~~ offices.

f) **Suspensions**

~~F. SUSPENSIONS~~

~~1.~~(i) Students who have been assigned an out-of-school suspension and choose not to participate at the alternative to external suspension (AES) program will be considered externally suspended.

~~2.~~(ii) Students who have been assigned an out-of-school suspension and do not attend all of the assigned days in the AES program, will be considered externally suspended for the day(s) they do not attend.

~~G. TARDINESS~~

~~a)~~

~~Tardiness is defined as a student not being in the classroom when classes are scheduled to begin. Tardiness is disruptive to the learning environment and can have a negative impact on student achievement. Tardiness may also count toward establishing a pattern of non-attendance that may indicate early signs of truancy.~~

~~(i)~~

~~1.(i) A tardy is excused for the same reasons that an absence is excused. In extenuating circumstances, principals and/or their designee may also excuse a tardy for reasons other than those stated if documentation is provided. Parents must follow the same process to excuse a tardy as they do to excuse an absence.~~

~~2.(i) A student who has an excused tardy should report directly to class after first checking in at the designated check- in area of the school.~~

3.(i) Excessive tardiness will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance.

4.(i) Tardiness to any class without documentation may be considered unexcused.

H. EARLY SIGN OUTS

a)

(i) When students are signed out early on an ongoing basis, their academic performance may be negatively impacted. The school system strongly encourages parents to ensure their student is in school for the full school day every day. Signing out early may count toward establishing a pattern of non-attendance that may indicate early signs of truancy.

1.(i) All schools will establish procedures for early release that ensure that all students are treated consistently.

2.(i) Students shall not be released within the final 30 minutes of the school day unless the principal/designee determines that it is an emergency, or the student has a medical/dental appointment that cannot be reasonably scheduled at another time.

3.(i) Excessive early sign outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance.

g) **Tardiness**

(i) Tardiness is defined as a student not being in the classroom when classes are scheduled to begin. Tardiness is disruptive to the learning environment and can have a negative impact on student achievement. Tardiness may also count toward establishing a pattern of non-attendance that may indicate early signs of truancy.

(ii) A tardy is excused for the same reasons that an absence is excused. In extenuating circumstances, principals and/or their designee may also excuse a tardy for reasons other than those stated if documentation is provided. Parents must follow the same process to excuse a tardy as they do to excuse an absence.

(iii) A student who has an excused tardy should report directly to class after first checking in at the designated check- in area of the school.

(iv) Excessive tardiness will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance.

(v) Tardiness to any class without documentation may be considered unexcused.

h) **Early sign outs**

(i) When students are signed out early on an ongoing basis, their academic performance may be negatively impacted. The school system strongly encourages parents to ensure their student is in school for the full school day every day. Signing out early may count toward establishing a pattern of non-attendance that may indicate early signs of truancy.

(ii) All schools will establish procedures for early release that ensure that all students are treated consistently.

(iii) Students shall not be released within the final 30 minutes of the school day unless the principal/designee determines that it is an emergency, or the student has a medical/dental appointment that cannot be reasonably scheduled at another time.

(iv) Excessive early sign outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance.

**Make-up work:** SB Policy 4000: Student Progression Plan contains all relevant information

I. MAKE-UP WORK

i) For SBBC policies regarding the earning of grades and credits for make-up work, related to absences, field trips and suspensions., see Policy 4000: Student Progression Plan

## SECTION V: RESPECT FOR PERSONS AND PROPERTY

*Character education is woven into the policies and procedures of SBBC. The character traits of Responsibility, Citizenship, Kindness, Respect, Honesty, Self-Control, Tolerance, and Cooperation are the foundation of this Code of Student Conduct.*

| **Rights** | **Responsibilities** |
|---|---|
| Students have the right to be treated with respect and honesty. | Students have the responsibility to demonstrate the District's eight character traits. |
| | Students have the responsibility to treat others with respect and honesty. |
| Students have the right to privacy. | Students have the responsibility to respect the rights of others. |
| Students have the right to a safe and orderly school. | Students have the responsibility to treat school property and the property of others with respect and to act in a way that does not interfere with the rights of others and is not harmful to the health and safety of others. |
| | Students have the responsibility to provide information on any potential dangerous situations to a staff member or through one of the anonymous tip lines provided by the District at www.browardschools.com/securitytips. |

**RULE –** It is important for students to know their rights and responsibilities, which include obeying teachers and all other school employees, obeying each individual rule as defined by the school, and obeying bus drivers. This also includes adherence to all SBBC safety and security protocols, including but not limited to weapons detection systems, handheld metal detectors, and specifically trained animals in search of firearms and ammunition on School Board property. (SBBC Policies 2010 & 2030). The rationale, procedures, and rules for the use of weapons detection systems, handheld metal detectors and specially trained animals are contained within the aforementioned policies. These policies apply to all students. Students are subject to disciplinary consequences inclusive of confiscation, suspension, assignment to a behavior intervention program, expulsion, and/or consultation with law enforcement in accordance with the Discipline Matrix for items found to be in their possession which violate the Code of Student Conduct.

Students are expected to honor their responsibilities and behave in ways that respect the rights of all. Consequences for unacceptable behaviors are found in the *Discipline Matrix* – see Appendix A.

Disciplinary incidents shall be reported to the FLDOE in accordance with Florida Administrative Code Rule 6A-1.0017 pertaining to SESIR requirements through the approved reporting tool provided by the SBBC. All SESIR level incidents shall be addressed by school-based administrators only. Per Rule 6A-1.0017, each public-school principal, including charter school principals or equivalent, must ensure that all persons at the school responsible for SESIR information participate in the training set forth in subsection (10) of this rule and must ensure that SESIR data is accurately and timely reported. For additional guidance regarding the SESIR definitions and the appropriate Florida Statutes, please refer to http://www.fldoe.org/safe-schools/sesir-discipline-data/.

## EXPECTED BEHAVIORS

- Treat others with respect and honesty
- Prepare for class by bringing paper, pencil, pen, books, and other needed supplies
- Complete all class work and homework
- Use class time properly
- Take home and return necessary forms
- Follow rules and regulations, including those for field trips
- Take care of and return all textbooks, library books, or other school-owned materials loaned to them
- Act responsibly on campus, on buses, on field trips, and at all school-sponsored events, regardless of location
- Wear properly fitted safety-rated helmets when riding a bicycle. Law enforcement officers may issue traffic citations and assess fines to riders under age 16 who do not comply (F.S. §316.2065).

## UNACCEPTABLE BEHAVIORS LEADING TO DISCIPLINARY ACTION

### ATTENDANCE INCIDENTS

- Leaving class or school without permission.
- Not attending school (truancy).
- Being tardy excessively.
- Skipping class.
- Out of assigned area (includes any area a student is not authorized to access).

## RULE VIOLATION INCIDENTS (INCLUDING, BUT NOT LIMITED TO)

- Violating the dress code.
- Taking, possessing, displaying, distributing, and/or transmitting pictures using a camera telephone during the school day.
  1) Note: Use of a camera telephone may result in additional consequences (beyond confiscation) if used to take pictures that are pornographic or obscene or to break rules or laws.
- Littering.

## DISRUPTIVE INCIDENTS (INCLUDING, BUT NOT LIMITED TO)

- Disturbing the class or school by being disrespectful or rude, refusing to obey any staff member, failing to follow classroom rules, running in the halls, throwing objects, possessing or igniting fireworks or firearms, fighting, gambling, or bringing distracting items to school. Examples of distracting items include, but are not limited to skateboards, scooters, in-line skates/roller blades/heelies (sneakers with wheels), toys, playing cards, games, cigarette lighters, radios, audio recorders, or laser pointers/pens and other laser devices.
- Using scooters and inline skates/rollerblades/heelies in the school building.
  1) Behaving inappropriately on field trips.
- Possessing pornographic/obscene material or drug paraphernalia at school.
  1) Misrepresenting oneself by cheating, copying, plagiarizing, counterfeiting, using false identification, or making false reports by posing as a parent to excuse absences or tardiness, sign a report card, etc.

- 1) Unauthorized possession or use of school/county documents or forms.
- 1) Abusing another student or staff member including, but not limited to, verbal abuse, actual or threatened physical harm, extortion, destruction of personal property, intentionally making a false accusation, or intentionally providing misinformation.
- Conducting, recruiting, or participating in youth gang-like activities on campus.
- Using gang-related or cult-related gestures, language, and/or signs.
- 1) Unauthorized presence on school property.
- 1) ***For Secondary Students Only,*** parking a motorized vehicle on school grounds without an official permit or in unauthorized areas.
- Endangering the lives of students and staff by setting off unfounded fire alarms.
- 1) Gambling.

## WIRELESS ELECTRONIC COMMUNICATION DEVICES

A)

- Sole possession of a wireless communication device is not a violation of the Code of Student Conduct. Wireless communication devices include, but are not limited to cellular/mobile phones, smart watches, personal digital assistants, tablets, two-way communication devices.
- Wireless communication devices shall be turned off or placed on silent mode and kept in the area designated by the teacher during all instructional and class time activities. (F.S. §1006.07). Use of personal wireless communication devices during the instructional day is only permitted under the direction of a teacher for instructional purposes. Time before or after school or during lunch is not considered instructional time for secondary students. For elementary students, instructional time is defined as time from the beginning bell until the end of the school day.
- Due to school safety concerns, personal technology (headphones, earbuds, or other accessories) is restricted to minimal volume only to be heard by its user. One ear must remain free of the accessory at all times.
  - 1) Students will not be subject to disciplinary action for the use of wireless communication devices when used to properly report any situation that can compromise the safety of students, staff, or property. In such an event, proper reporting includes, but is not limited, to photographs and/or videos that are reported immediately to school administration. Additional means to properly report include:
    - a) Call the District Security Operations Center (DSOC), 24 hours a day, 7 days a week at 754-321-3500
      - Send an email to securitytips@browardschools.com
    - a) Submit a tip online via FortifyFL at GetFortifyFL.com
      - Submit a tip through SaferWatch at www.saferwatchapp.com/browardschools/.

**Simply sharing the information on social media or through messaging apps with friends is not considered a means to properly report and solely sharing in this manner may result in disciplinary action.**

- The improper use of a wireless communication device during the school day, in attendance at a school function or on school transportation is a violation of this policy. Improper use is defined as one that disrupts the educational environment or interferes with the safety of students, staff, or property. Pursuant to F.S. §1006.07(2)(f), the SBBC is required to provide notice that students who use wireless communication devices in the commission of a criminal act while on school property or in attendance at a school function may face school disciplinary action and/or criminal penalties.
  - 1) Progressive discipline will apply for repeated violations as outlined in the Discipline Matrix. Repeated violations of this policy will result in the confiscation of the wireless communication device and the device will be released only to the parent.
  - 1) Schools are not responsible if a student's wireless communication device is lost or stolen while in school, in attendance at a school function or while on school transportation.

Note: The activated 2-way communication/wireless devices on school property without prior authorization from the principal is a violation of this policy.

## SUBSTANCE ABUSE/DRUG INCIDENTS

## (INCLUDING, BUT NOT LIMITED TO)

- Purchasing, possessing or using drugs, alcohol, tobacco/nicotine products, e-cigarette, vapor devices or similar, and/or unauthorized over-the- counter medications or unauthorized prescription medications.
- Sale or attempted sale and/or transmittal of drugs, alcohol, and/or tobacco/nicotine products, e-cigarette, vapor devices or similar, and/or authorized or unauthorized over-the-counter medications or prescription medications.
- Possessing drug paraphernalia.

## ACTS AGAINST PERSONS

## (INCLUDING, BUT NOT LIMITED TO)

- Bullying and/or harassment.
- Cyberbullying.
- 1) Taking part in physical acts of a sexual nature, engaging in sexual harassment, or offending others by indecent exposure.
- 1) Using insulting, abusive, profane, racially, or sexually offensive written or oral language, or making obscene remarks or gestures.
- 1) Harassing others because of age, color, disability, ethnicity, gender, gender identity, gender expression, linguistic differences, physical appearance, marital status, national origin, race, religion, sexual orientation, socio-economic background, or for any other reason.
- 1) Hazing.
- 1) Threatening, stalking, hitting, or hurting another student, teacher, or other school personnel.
- 1) Intentionally making a false accusation that jeopardizes the professional reputation, employment, or certification of a teacher or other member of a school staff.
- 1) Committing a hate crime.
- Fighting.

## PROPERTY INCIDENTS

## (INCLUDING, BUT NOT LIMITED TO)

A)

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

## OTHER CRIMINAL INCIDENTS

## (INCLUDING, BUT NOT LIMITED TO)

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

## DEFINITIONS

**Bullying**, **Cyberbullying, Harassment**, and **Discrimination** also encompass, but are not limited to, unwanted harm towards and by any Board member, District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school, outside the school at a school-sponsored event, on a school bus, or at a training facility/program sponsored by the District, in regard to their real or perceived: sex, race, color, religion, national origin, age, disability

(physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, genetic information, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background or being viewed as different in its education programs or admissions to education programs. The SBBC also provides equal access to the Boy Scouts, Girl Scouts, and other designated youth groups. For Federal requirements when these acts are against federally identified protected categories, refer to Policy 4001.1.

Retaliatory actions as defined below are also included in the definition of bullying, cyberbullying, harassment, and discrimination:

1. Retaliation for asserting or alleging an act of bullying, harassment, or discrimination against any Board member, District employee, student, agent, consultant, contractor, visitor, volunteer, or other person in the District.
2. Retaliation also includes reporting an act of bullying, harassment, or discrimination that is baseless or made in bad faith.
3. Perpetuation of conduct listed in the definition of bullying, cyberbullying, harassment, and/or discrimination by an individual or group with the intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
   a. Incitement or coercion;
   b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system; or
   c. Acting in a manner that has an effect substantially similar to that of bullying, cyberbullying, harassment, or discrimination.

Bullying or harassment of any student or employee is prohibited 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 a school district, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services or activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of school. (F.S. §1006.147(2)).

"Nothing in this section shall be construed to abridge the rights of students or SBBC employees that are protected by the First Amendment" to the State or Federal constitutions. (F.S.1006.147)(9).

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

**Bullying**, as defined in SESIR 6A-1.0017(7)(e) and F.S. §1006.147, includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress. As defined in F.S. §1006.147(3)(a), bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property. Behaviors defined as bullying must meet the criteria of being **Repeated**, be characterized by an **Imbalance** of power, and **Purposeful** in nature, known as RIP criteria.

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

**Cyberbullying** means bullying through the use of technology or any electronic communication , which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or part by a wire, radio, electromagnetic system, photoelectronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identify of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic

means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying. (F.S. §1006.147).

**Cyberstalking**, as defined in F.S. §784.048(1)(d), means engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. Additional definitions in F.S. §815.03 are also applicable.

Note: The scope of a public K-12 educational system means, regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at school-related or school-sponsored program or activity. The definitions of Computer-Related Crimes in F.S. §815.03 and the definition of Cyberstalk in F.S. §784.048(1)(d) are applicable to this section. Per F.S. §810.145, voyeurism, which may be utilized in cyberbullying, in and of itself, is a criminal offense.

**Harassment**, (one-time, insulting behaviors), means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct that:

1. Places said person in reasonable fear of harm to their person or damage to their property;
2. Has the effect of substantially interfering with a student's educational performance, or an employee's work performance, or either's opportunities or benefits;
3. Has the effect of substantially negatively impacting their emotional or mental well-being; or
4. Has the effect of substantially disrupting the orderly operation of a school and/or District work environment.

**Hate crime** refers to an attack or offense against an individual or his/her property in which the individual is intentionally selected because of his/her race, color, religion, national origin[1], gender, gender identity, gender expression, disability, sex, or sexual orientation. The attack or offense may range from racial remarks or graffiti on school walls to threats of physical harm, intimidation, hate mail and hate e-mail/social media, criminal mischief, arson, physical assault, etc. Students who believe they have been victims of a hate crime must immediately report the act to a teacher and/or school administrator. **The Special Investigative Unit Department conducts hate crime investigations.**

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

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

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

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

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

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

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

## SCHOOL BUS BEHAVIOR

Misconduct by any student while riding school sponsored transportation represents a serious threat to the safety of all occupants of the bus as well as other motorists, pedestrians, and members of the community. All rules that apply to the school grounds and school activities also apply to school sponsored transportation. Parents are responsible for their student's behavior on the way to and from school and at the bus stop. While the District does not assume any liability for incidents that occur at a bus stop or *en route* to and from school, a student, parent, or witness may file a complaint following the same procedures for bullying against a student. The school will investigate and provide assistance and intervention as deemed appropriate, which may include the involvement of local law enforcement. The principal/designee log all reports and interventions. School sponsored transportation violations are listed below and consequences for each level of violation are contained within the discipline matrix.

## UNACCEPTABLE BEHAVIORS ON A SCHOOL BUS LEADING TO DISCIPLINARY ACTION

A) Level One Violations

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

A) Level Two Violations

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

A) Level Three Violations

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

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

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

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

## DISCRIMINATION AND/OR HARASSMENT

a) The School Board of Broward County, Florida, prohibits any policy or procedure that results in discrimination on the basis of real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, genetic information, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background or being viewed as different in its education programs or admissions to education programs. The SBBC also provides equal access to the Boy Scouts, Girl Scouts, and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & the District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

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

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

**FORMS OF DISCRIMINATION**

Harassment can be a form of discrimination. Harassment based on real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, genetic information, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background or being viewed as different in its education programs or admissions to education programs are violations of SBBC policies, civil rights laws and statutes and should be addressed in a similar manner as detailed above.

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

SEXUAL HARASSMENT AND SEXUAL VIOLATIONS

Sexual harassment is a form of sex discrimination that violates the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, amended 2020 and SBBC Policies 4001.1 and 5900. Sexual violence is a physical act of aggression that includes a sexual act of sexual purpose. Sexual violence is also a violation of these same statutes and may also represent a criminal law violation. The school district prohibits any form of sexual harassment and sexual violence. Allegations of student-to-student sexual harassment will be investigated in the same manner prescribed by Anti-Bullying Policy 5900. The department of EEO/ADA compliance (Title IX District Coordinator) provides guidance and assistance to school-based Title IX coordinators.

a)

Sexual harassment and sexual violence are unlawful and will be grounds for disciplinary action. Students who believe they have been victims of sexual harassment or sexual violence should report the alleged act immediately to a teacher and/or school administrator. Because sexual harassment can take on many forms, it is further described in the subsequent paragraphs.

SEXUAL HARASSMENT DEFINED

Per SESIR 6A.1.0017(7)(t), sexual harassment consists of unwelcome conduct of a sexual nature, such as sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Examples of sexual harassment, carried out by school employees, students, and non-employee third parties, include, but are not limited to, the following verbal or nonverbal actions:

- Graphic and written statements.
- Statements made through computers, cellphones, and other devices connected to the Internet.
- Unwelcome statements of a sexual nature.
- Unwelcome solicitation or pressure for sexual activity.
- Intentional brushing against, patting, or pinching of another's body.
- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, unwanted physical contact, and blocking movements.
- Leering with sexual overtones, gestures, display of sexually suggestive objects, posters, or cartoons.

a)

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

**THE HOPE SCHOLARSHIP PROGRAM**

**A)**

Pursuant to F.S. §1002.40, the Hope Scholarship Program was established to provide the parent of a public school student who was subjected to a specific incident an opportunity to transfer the student to another public school or to request a scholarship for the student to enroll in and attend an eligible private school. The District does not provide public school Hope Scholarship Program students transportation.

A student enrolled in a Florida public school in kindergarten through grade 12 is eligible for the educational options described below if the student reported an incident of aggravated battery, harassment, hazing, bullying, kidnapping, physical attack/simple battery, robbery, sexual harassment, sexual assault, sexual battery, threat or intimidation, or fighting at school.

Upon receipt of a report of an incident, the school principal/designee, shall provide a copy of the report to the parent and investigate the incident to determine if the incident must be reported as a SESIR incident. Within 24 hours after receipt of the report, the principal/designee shall provide a copy of the report to the parent of the alleged offender and to the superintendent. Upon conclusion of the investigation or within 15 days after the incident was reported, whichever occurs first, the school district shall notify the parent of the program, offer the parent an opportunity to enroll their child in another public school that has capacity, and notify the parent of their eligibility to apply for a scholarship to attend an eligible private school under F.S. §§1002.394 and 1002.395.

In accordance with Emergency Rule 6AER21-02 COVID-19 Hope Scholarship Transfer Procedures adopted by the State Board of Education, parents are provided with a mechanism to transfer a child to a private school, request another public school in the district, or receive a transportation scholarship to another district under a Hope Scholarship when a student is subjected to harassment relating to, or as a result of, a school district's COVID-19 health protocols.

Additional information on the HOPE Scholarship program can be found at https://www.browardschools.com/Page/78462.

## SECTION VI: DRESS CODE

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

| **Rights** | **Responsibilities** |
|---|---|
| Students have a right to wear stylish clothes of their choice as long as those clothes are appropriate for school, are not dangerous to health and safety, and do not create a substantial and material disruption to the school.<br><br>Students have a right to wear an approved face covering to promote personal health and safety. Approved face coverings cover the mouth and nose and are made of medical grade fabric and/or cloth. | Students have a responsibility to dress neatly and appropriately, to be clean and well groomed, whether on campus, participating in a school-sponsored activity, or in the virtual educational environment.<br><br>A student's appearance on screen during virtual instruction must conform to the dress code. |

**RULE** - All students are expected to honor their responsibilities and dress in a way that respects the rights of others. This is applicable to students while on school campus, on school transportation or at a school-sponsored event.

1) 1.1) Footwear must be worn at all times. Parents should ensure that the shoes worn by their children do not impede their safety while at school. For grades K-12, bedroom slippers are not allowed. Students in grades K-8 may not

wear backless, sling-backs, or open-toed footwear. Students in grades 9-12 are permitted to wear backless, sling-back, or open-toed footwear.

2.1) Special clothing, including footwear, may be required for safety reasons in certain programs or activities such as physical education, home economics, career/technical education, and science.

3.1) Revealing clothing or clothing that exposes the torso is not allowed. Examples include but are not limited to tank tops or spaghetti straps without overblouses (long shirts) or jackets; see-through garments; mini-skirts or mini-dresses; halters; backless dresses; jackets, shirts, or blouses tied at the midriff; and bare midriff outfits.

4.1) Clothing which is not worn appropriately, is not properly fastened, or has tears that are *indecent will not be permitted. All trousers, including oversized or low-hanging trousers, must be worn and secured at waist level.

5. Garments including, but not limited to, pajamas, boxer shorts, bloomers, and bustiers, which were traditionally designed as undergarments, sleepwear, or beachwear, may not be worn as outer garments. Other clothing not allowed are leggings without overblouses (long shirts) that reach mid-thigh, tights, bodysuits, or hosiery, including those with lace trim, and bicycle racing attire unless they are worn underneath dresses, skirts, or shorts of appropriate length. Appropriate T-shirts may be worn as outer garments.

6.1) Clothing that exposes the upper thigh is not allowed. Shorts that are not shorter than mid-thigh, including walking shorts, Bermuda shorts, and split skirts (culottes), are allowed. For Pre-K through 3, shorter shorts may be worn since these are standard attire for these ages.

7. Clothing, jewelry, buttons, haircuts, or other items or markings which are, *suggestive, *revealing, or *indecent, associated with gangs or cults, encourage the use of drugs, alcohol, or violence, or support discrimination on the basis of age, color, disability, ethnicity, gender, gender identity, gender expression, linguistic differences, marital status, national origin, race, religion, socioeconomic background, sexual orientation, physical appearance, or on any other basis are not allowed.

8. Head coverings including, but not limited to, caps and hats are not allowed unless they are necessary for safety in programs such as home economics, technology education, vocational education, and athletics or are worn for religious or medical reasons. Bandanas are not allowed. Hats, that do not violate #7 above, are allowed to be worn outdoors for physical education and recess as a safety precaution from sun damage.

Note: Exceptions may be granted to head coverings at the principal's/designee's discretion based –

1) upon extenuating circumstances for a particular student.

9.1) Curlers and other hair grooming aids are not allowed. Personal grooming including, but not limited to, combing, brushing, and/or spraying hair, and applying cosmetics is allowed only in restrooms and/or designated areas.

10.1) Sunglasses may not be worn indoors unless a doctor's authorization is on file. Sunglasses are allowed to be worn outdoors for physical education and recess as a safety precaution from sun damage.

11.1) Any articles of clothing or jewelry that may cause injury including, but not limited to items with spikes or sharp objects, wallet chains, and heavy link chains are not allowed.

12. Students shall wear their current, unaltered, and official school issued identification (ID) badge, clearly visible on the front of their person and not lower than elbow level. Said item shall be worn at all times while on school grounds and on school-sponsored transportation. ID badges for students in grades 6-12 shall include the telephone numbers for the national and statewide crisis and suicide hotlines. F.S. §1008.386(3).

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

Note: Pursuant to F.S. §1006.07(2)(g), wearing clothing or accessories that depict a firearm or weapon or express an opinion regarding a right guaranteed by the Second Amendment to the United States Constitution is not grounds for disciplinary action or referral to the criminal justice or juvenile justice system. However, a student who wears clothing or accessory that causes a substantial disruption to student learning shall be issued a consequence as referred in the Discipline Matrix.

Note: It is not a violation of this policy or the Unified Dress policy if a student wears a button, armband, or other accoutrement to exercise the right to freedom of speech as guaranteed by the First Amendment and applicable SBBC policies. Any buttons, armbands, or other accoutrements must comply with the standards set forth in policy.

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

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

14.1) Violators of the Mandatory Unified School Dress policy (SBBC Policy 5309) shall be subject to the same penalties as violators of the dress code policy.

## SECTION VII: TECHNOLOGY USAGE

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

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

| **Rights** | **Responsibilities** |
|---|---|
| Students have a right to use appropriate online communications and information systems, the Internet, and networks to increase their access to information and resources. | Students have a responsibility to understand the difference between appropriate and unacceptable uses of online communications and information systems, the Internet, and networks. |
| Students have a right to use appropriate online communications and information systems, the Internet, and networks to obtain information, create intellectual products, collaborate, and communicate for educational purposes. | Students have a responsibility to use online communications and information systems, the Internet, and networks in a responsible, efficient, ethical, and legal manner in accordance with their educational mission. |
| Students have a right to use appropriate online communications and information systems, the Internet, and networks without the fear that their products or their personal reputation will be violated, misrepresented, tampered with, destroyed, or stolen. | Students have a responsibility to recognize that the use of online communications and information systems, the Internet and networks is a privilege that can be withdrawn if they engage in unacceptable or illegal use of this resource. |

**RULE** - Students are expected to use technology responsibly.

SBBC Policy 5306 defines the appropriate use of technology throughout the District. This policy describes how computers and networks must be used to support research and instructional activities in our classrooms, labs, and media centers. It also includes the use of digital resources provided by SBBC. First, it promotes the use of technology as a powerful educational tool. Second, it provides those students who use these computers, and the networks to which they are connected, to act in accordance with prescribed rules and behavioral codes detailed in the policy. Several major provisions are noted below.

### Major Policy Provisions

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

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

Florida Assessment of Student Thinking (FAST) Administration Policy

- Pursuant to F.S. §1008.24, a person may not knowingly and willfully violate test security rules adopted by the State Board of Education for mandatory tests administered by or through the State Board of Education or the Commissioner of Education to students, educators, or applicants for certification or administered by school districts pursuant to F.S. §§1003.52, 1003.56, 1007.25, 1007.35, 1008.22, 1008.25, and 1012.56, or with respect to any such test, knowingly and willfully to:

  (a) Give examinees access to test questions prior to testing;

  (b) Copy, reproduce, or use in any manner inconsistent with test security rules all or any portion of any secure test booklet;

  (c) Coach examinees during testing or alter or interfere with examinees' responses in any way;

  (d) Make answer keys available to examinees;

  (e) Fail to follow security rules for distribution and return of secure test as directed, or fail to account for all secure test materials before, during, and after testing;

  (f) Fail to follow test administration directions specified in the test administration manuals; or

  (g) Participate in, direct, aid, counsel, assist in, or encourage any of the acts prohibited in this section.

- The FAST Administration Manual prohibits:
  - "Possession of an electronic device during testing that reproduces, transmits, calculates, or records is cause for invalidation. "Possession" is defined as "within arm's reach," even if the electronic device is not visible. For example, students [shall] not have cellular phones in their pockets, clipped to their belts, at their desks, or anywhere they can be easily accessed during testing."
- Schools will direct students on the appropriate storage of electronic devices during testing.
- It is strongly advised that you do not bring a cell phone or any other prohibited electronic device to any testing environment, including but not limited to Advanced Placement exams, PSAT or International Baccalaureate. If your electronic device makes any noise, or you are seen using it at any time – including breaks- you may be dismissed immediately, your scores may be canceled, and the device may be confiscated.

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

## SOCIAL MEDIA USE GUIDELINES

SBBC realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of teachers, students and parents engaging, collaborating, learning, and sharing in these digital environments is a part

of 21st century learning. As such, educational standards are now requiring the use of online educational tools to demonstrate proficiency. To address related issues, SBBC has developed the following guidelines to provide direction for employees, students and the school district community when using or accessing BCPS tools, networks, online supports and resources to engage in social media activities.

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

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

a)

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

GENERAL ETIQUETTE FOR SOCIAL MEDIA

- (i) Be Honest/Truthful: Always be transparent about who you are and who you represent. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- (i) Maintain confidentiality: Do not post any confidential or proprietary information regarding yourself and/or others.

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

- When bringing your own technology to work make sure that you follow the guidelines set out in the SBBC Personally Owned Device Guidelines.

FACULTY AND STAFF GUIDELINES

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

STUDENT GUIDELINES

- (i) Be aware of what you post online. Social media venues including wikis, blogs, photo, and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
- (i) Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom will be inappropriate online.

- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
  - (i) Linking to other websites to support your thoughts and ideas is recommended when appropriate. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
  - (i) Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts, images, designs, etc. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
  - (i) Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons' attribution.
  - (i) How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
- If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
  - a) Students who do not abide by these guidelines may lose their opportunity to take part in the project and/or access to future use of SBBC online tools. In addition, disciplinary or legal action may apply.

PARENT GUIDELINES

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

Referenced from: socialmediaguidelines.pbworks.com/

REFERENCE LIST OF DOCUMENTS UTILIZED FOR USE OF DISTRICT TECHNOLOGY

- SBBC Policy 5306: School and District Technology Use
- TINKER Rule: Ruling states that school officials may not silence student expression just because they dislike it. They must reasonably forecast, based on evidence and not on an "undifferentiated fear or apprehension of disturbance," that the student expression would lead to either (a) a substantial disruption of the school environment, or (b) an invasion of the rights of others. *Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 292 U.S. 503 S.Ct. (1969).
- Children's Internet Protection Act (CIPA)
- Children's Online Privacy Protection (COPPA)
- Neighborhood Children's Internet Protection Act
- SBBC 5900: Anti-Bullying Policy

- ~~SBBC Policy 4000: Pupil Progression~~
- ~~SBBC Policy 5090: Code of Student Conduct~~
- ~~Rule 6A-10.081, F.A.C.: Principles of Professional Conduct for the Education Profession in Florida~~
- ~~National Education Technology Standards for Students and Teachers~~
- ~~SBBC Policy 6318: Copyright~~
- ~~SBBC Policy 4212: Intellectual Property~~

## SECTION VIII: STUDENT ACTIVITIES AND ASSEMBLY

School activities give students a chance to interact in positive ways. They can learn from each from other how to work together harmoniously for common goals.

| **Rights** | **Responsibilities** |
|---|---|
| Students have a right to take part in the following without discrimination on the basis of age, color, disability, ethnicity, gender, gender identity, gender expression, linguistic differences, marital status, national origin, race, religion, socioeconomic background, sexual orientation, physical appearance, or on any other basis:<br><br>• Extracurricular activities, assemblies, and school-approved organizations<br><br>• Electing officers for Student Government<br><br>• Consultation with faculty advisors of school-approved clubs and groups<br><br>• Seeking office in Student Government and/or school-approved clubs and groups<br><br>• Attend educational field trips or educational school-sponsored activities.<br><br>However, non-educational field trips are a privilege. Students on field trips will have the right to make-up their work. | Students have a responsibility to keep their extracurricular activities from interfering with their academic work and to know and follow the rules for the activities they choose.<br><br>Students have a responsibility to ensure that their actions as members of school clubs and groups meet the standards that have been set by the school administration.<br><br>Students have a responsibility to educate themselves as to the qualities needed for leadership and choose officers who have those qualities.<br><br>Students who hold office have a responsibility to learn how to do their jobs, support the goals of the group that elected them, and to treat other members of the group fairly.<br><br>Students who participate in field trips, social and/or extracurricular activities that are school-approved and/or sponsored by school clubs or groups, have a responsibility to follow the rules set forth in the *Code of Student Conduct*, and where applicable, by the conferences, conventions or contests they may attend. (See SBBC Policy 6310). |

a) **RULE** - Many students take part in school-related activities that are extracurricular (take place outside of school hours), social, and interscholastic (engage in competition with other schools). Students must attend half of the classes on the day of an activity in which they want to take part unless they have been excused or exempted from class by the school administration in advance. Students are expected to have prior approval from the school administration for many activities related to school-approved and school-sponsored clubs and groups. They need approval to:

(i) Present a program or an assembly.

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

FIELD TRIPS

a)

Under special conditions, students may be denied participation in educational or non-educational field trips and educational school-sponsored activities**RIGHT TO**. (See SBBC Policy 6310).

INTERSCHOLASTIC EXTRA CURRICULAR ACTIVITIES

**RULE** – Students must have parental consent and maintain satisfactory conduct in school and in the community to participate in interscholastic, extracurricular activities. SBBC Policy 6201 outlines the requirements to participate in these activities.

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

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

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

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

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

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

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

## B) ~~SECTION IX – STUDENT~~ FREE SPEECH, STUDENT PUBLICATIONS, AND DISTRIBUTION OF MATERIALS

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

| ~~Rights~~ | ~~Responsibilities~~ |
|---|---|
| ~~Students have a right to hear all sides of subjects about which people disagree.~~ | ~~Students have a responsibility to be informed about all sides of controversial issues.~~ |
| ~~Students have a right to give their opinions and points of view.~~ | ~~Students have a responsibility to listen politely to the viewpoints of others.~~ |
| ~~Students have a right to be free of censorship within a framework of mutual respect.~~ | ~~Students have a responsibility to use good judgment in developing student publications.~~ |
| ~~Students have a right to expect that materials listed under Section 1 below will not be allowed in the schools.~~ | ~~Students have a responsibility to use good judgment in selecting sources of information.~~ |

~~*NOTE* –~~Per 20 U.S.C. §7904, nothing in this policy prevents or denies a student's participation in constitutionally protected prayer in public elementary and secondary schools.

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

6. A principal or designee must either approve or reject a request from a student to distribute materials within 24 hours, excluding non-school days, of the request by the student. Any request to distribute materials not acted upon within 24 hours, excluding non-school days, by the principal or designee is deemed approved:

a. (1) For approved materials, the principal or designee may assign reasonable restrictions with regard to time, place, and manner of distribution.

b. (1) For approved materials, the publication shall contain this phrase: **"THE OPINIONS AND/OR ACTIVITIES ARE NOT ENDORSED OR SPONSORED BY THE SCHOOL BOARD."**

Students have a right to exchange ideas, give their opinions and points of view while hearing all sides of subjects about which people disagree. They have a right to be free of censorship within a framework of mutual respect. Students have a responsibility to be informed about all sides of controversial issues, to listen politely to the viewpoints of others, to use good judgement in developing student publications, and to use good judgement when selecting sources of information.

**1) Pledge of Allegiance**

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

~~PLEDGE OF ALLEGIANCE~~

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

**2) Moment of Silence**

~~**MOMENT OF SILENCE**~~

Pursuant to F.S. §1003.45, District schools will observe a moment of silence for 1-2 minutes. This moment of silence will occur during first period or at the beginning of the school day.

In accordance with statute, the District will not make suggestions as to the nature of any reflection in which a student may engage during the moment of silence. Families are encouraged to discuss the moment of silence with their child(ren) and to make suggestions as to the best use of this time.

**3) Printed, written, and electronic media.**

a) No printed, written materials, or electronic media may be distributed in schools or on school grounds without the permission of the principal, or designee.

~~SECTION X – SCHOOL SPONSORED PUBLICATIONS~~

(i) A principal or designee must either approve or reject a request from a student to distribute materials within 24 hours, excluding non-school days, of the request by the student. Any request to distribute materials not acted upon within 24 hours, excluding non-school days, by the principal or designee is deemed approved.

(A) Any request to distribute materials not acted upon within 24 hours, excluding non-school days, by the principal or designee is deemed approved.

(1) For approved materials, the principal or designee may assign reasonable restrictions with regard to time, place, and manner of distribution.

(2) For approved materials, the publication shall contain this phrase: **"THE OPINIONS AND/OR ACTIVITIES ARE NOT ENDORSED OR SPONSORED BY THE SCHOOL BOARD."**

(B) If material is denied distribution, the principal or designee must state to the student(s) the specific reasons why such material was denied distribution.

(C) If the material is denied distribution as likely to cause a substantial disruption or material interference, the principal or designee must state to the student the specific reasons why a disruption is likely to occur as a result of the distribution and why such disruption would be substantial.

(D) Any student who would like to appeal a decision made under this section has the right to appeal such decision as specified in Section X of this policy.

(ii) Students have a right to expect that the following materials will not be allowed on school property or distributed in schools if the material can reasonably be interpreted as:

(A) Obscene or pornographic;

(B) Libelous or slanderous;

(C) Likely to create a substantial disruption of, or material interference with, normal school activity or appropriate discipline in the operation of the school. Material will not be deemed to fall within this subsection only because students, faculty or staff may disagree with or find the contents of the material offensive;

(D) Profane, vulgar, or lewd language; or

(E) Selling a commercial product or attempting to make a commercial profit from the sale of products.

b) Notices of student non-curricular group meetings posted on general-purpose student bulletin boards do not represent the viewpoint of the SBBC and/or the administration. The Board is only offering physical space to

such groups and does not promote, endorse, or otherwise sponsor such materials. Students are encouraged to be sensitive to other viewpoints and beliefs when posting such notices.

c) Students may not hand out/circulate petitions or surveys during class time.

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

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

b) Approval for publication shall be based on:

~~1.~~(i) Consistency with the educational curriculum of the SBBC;
~~2.~~(ii) Reasonable school community standards and cultural values; and
~~3.~~(iii) The overall purpose of the publication in relation to the academic curriculum and school setting.

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

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

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

b) The First Amendment, in general, protects the rights of individuals to participate in social media; however, F.S. §501.1736(2)(a) prohibits a minor who is younger than 14 years of age from entering into a contract with a social media platform to become an account holder. Furthermore, the laws and courts have ruled that schools can discipline students and staff if their speech, including online postings, disrupts school operations or constitutes a violation of Federal or State laws or SBBC policies.

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

(i) Be Honest/Truthful: Always be transparent about who you are and who you represent. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

(ii) Maintain confidentiality: Do not post any confidential or proprietary information regarding yourself and/or others.

(iii) Students can reveal some information about themselves (ethnicity, political beliefs, stance on issues, interests) but should not offer any confidential information (place of residence, phone number, discretely identifiable information, common 'hang-out' locations). Never give out personal information, including,

but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your parents and teachers, if applicable.

(iv) Know You Are Always "On": You must assume that your social media usage is visible to the world. Be sure to manage what and with whom you are sharing. Keep in mind that while we all have occasional frustrations, social media are not the best venues in which to air frustration as those comments are available to everyone.

(v) Be Respectful: Avoid remarks that are off topic or offensive. Always demonstrate respect for others' points of view, even when they're not offering the same in return. Never bully or pick fights, and do not respond to abusive comments. If you are sharing a negative experience, please try to do so in a constructive way.

(vi) Think Ahead: Be smart about protecting yourself, your privacy, and the privacy of others, and confidential or personal information. What you publish online is widely accessible and will be around for a long time so consider the content and consequences carefully. Show good judgment as future employment and/or academic opportunities may be adversely affected by your posts and comments.

(vii) The Internet is not anonymous, nor does it forget: Everything written on the Web can be easily traced back to its author. Information is backed up often and repeatedly, and posts in one forum are usually replicated in others through trackbacks and reposts or references. Social media venues including wikis, blogs, photo, and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.

(viii) Avoid "hazardous" materials: Do not post or link to any materials that are inflammatory, defamatory, harassing, or indecent.

(ix) Your online behavior should reflect honesty, respect, and consideration.

(x) When bringing your own technology to school make sure that you follow the guidelines set out in the SBBC Personally Owned Device Guidelines.

(xi) Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom will be inappropriate online.

(xii) Linking to other websites to support your thoughts and ideas is recommended when appropriate. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.

(xiii) Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts, images, designs, etc. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.

(xiv) Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons' attribution.

(xv) How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.

(xvi) If you come across inappropriate material that makes you feel uncomfortable, or is not respectful, tell a school staff member right away.

d) Students who do not abide by these guidelines may lose their opportunity to take part in the project and/or access to future use of SBBC online tools. In addition, disciplinary or legal action may apply.

e) As outlined in Section II: Scope of Authority, students who utilize social media and/or other online tools/resources to bully, threaten, and/or otherwise disrupt the educational process or orderly operations of a school may be subject to discipline under the Code of Student Conduct, even if the action takes place off school property or after school hours.

**6) Student activities and assembly**

School activities give students a chance to interact in positive ways. They can learn from each from other how to work together harmoniously for common goals. Students have a right to take part in extracurricular activities, assemblies, and school approved organizations without discrimination on the basis of age, color, disability, ethnicity, gender, gender identity, gender expression, linguistic differences, marital status, national origin, race, religion, socioeconomic background, sexual orientation, physical appearance, or on any other basis. Students have the right to elect officers for student government, consult with faculty advisors of school-approved clubs/groups, and attend

educational field trips (non-educational field trips such as end-of-the-year celebrations, Grad Bash, etc. are a privilege).

Students have a responsibility to keep their extracurricular activities from interfering with their academic work and to know and follow the rules for the activities they choose. Students also have a responsibility to ensure that their actions as members of school clubs and groups meet the standards that have been set by the school administration. Students have a responsibility to educate themselves as to the qualities needed for leadership and choose officers who have those qualities. Students who hold office have a responsibility to learn how to do their jobs, support the goals of the group that elected them, and to treat other members of the group fairly.
Students who participate in field trips, social and/or extracurricular activities that are school-approved and/or sponsored by school clubs or groups, have a responsibility to follow the rules set forth in the Code of Student Conduct, School Board Policy 6310, and where applicable, by the conferences, conventions or contests they may attend.

a) Extra-curricular activities. Many students take part in school-related activities that are extracurricular (take place outside of school hours), social, and interscholastic (engage in competition with other schools). Students must attend half of the classes on the day of an activity in which they want to take part unless they have been excused or exempted from class by the school administration in advance. Students are expected to have prior approval from the school administration for many activities related to school-approved and school-sponsored clubs and groups. They need approval to:
   (i) Present a program or an assembly.
   (ii) Create and hold meetings for clubs or organizations on campus.
   (iii) Collect funds as prescribed by School Board policy. Items cannot be sold for personal gain such as food, jewelry, T-shirts, etc.
   (iv) Have a school-related fundraising project on or off school grounds. Fundraising drives among students initiated by outside organizations such as the Salvation Army, United Way, Girl Scouts, etc., are not permitted in the schools.
   (v) Hold a demonstration.
   (vi) Have a guest speaker and/or vendor on campus.

Field trips and interscholastic extra-curricular activities. Field trips and interscholastic extracurricular activities can be an integral part of the learning process in many areas of education. All students are guaranteed the right to be afforded an equal opportunity to participate in all school sponsored social and/or extracurricular activities when the student is otherwise qualified to participate. Reasonable accommodations must be made to allow all qualified students to attend and participate in a safe and equitable manner.

~~SECTION XI - PRIVACY OF STUDENT RECORDS~~

| ~~Rights~~ | ~~Responsibilities~~ |
|---|---|
| ~~dents have the right to expect that schools will keep student records safe, secure, and private. Students who are eighteen (18) years or older have the right to see their own school records.~~<br><br>~~dents have a right to expect that others will respect personal belongings.~~ | ~~dents have a responsibility to learn how the information in their school records is gathered, how it is used, and what it means.~~ |

b)
   (i) Under special conditions, students may be denied participation in educational or non-educational field trips and educational school-sponsored activities (See School Board Policy 6310).
   (ii) To attend a field trip or participate in an interscholastic extra-curricular activity:

(A) Students must have parental consent, meet academic eligibility requirements, and maintain satisfactory conduct in school and in the community to participate in interscholastic, extracurricular activities.

(B) To participate in Interscholastic Extracurricular Activities, students must meet and maintain specific eligibility requirements and standards. These requirements and standards are maintained by the Department of Athletics and Student Activities at https://www.browardschools.com/Page/43305.

(C) Since representing a school either as an elected school officer or in extracurricular activities is both an honor and a privilege, students must also meet requirements established by their club, school, instructional services, and/or the Board to serve as representatives of their school.

(D) In addition to the eligibility requirements and standards set forth by the Department of Athletics and Student Activities, students who are suspended from school, expelled, administratively reassigned to a behavior intervention program, or those convicted of, or found to have committed, a felony or a delinquent act that would have been a felony if committed by an adult, regardless of whether adjudication is withheld are ineligible to participate in Interscholastic Extracurricular activities sponsored by the Middle School Athletic Association (MSAA) and/or Florida High School Athletic Association (FHSAA) during the term of their suspension, expulsion, or behavior intervention assignment.

7) **STUDENT PRIVACY.** Students have the right and responsibility to learn how the information in their school records is gathered, how it is used, and what it means. Students have the right to expect that schools will keep their records safe, secure, and private. Students who are eighteen (18) years or older have the right to see their own school records. Students have the right to personal privacy and have the responsibility of respecting the rights of others. Information about another person must be treated with respect and privacy.

**COLLECTION, USE, AND DISCLOSURE OF SOCIAL SECURITY NUMBERS OF STUDENTS. ~~:~~**

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

~~1.~~(i) Compensation or financial assistance provided from State or Federal funds and administered by the FLDOE. (Authorized by F.S. §1009.90 et seq.)

~~2.~~(ii) Criminal history, Level 1 and Level 2 background screenings, including youth mentoring and volunteer applicants. (Required by F.S. §119.071(5)(a)2,6b)

~~3.~~(iii) Employment documents utilized in hiring student workers. (Authorized by F.S. §119.071(5)(a)6)

~~4.~~(iv) Enrollment & Salary Reduction Authorization Form (Benefits Department) for employee and dependent (student) if the student is being added to the Benefits plan. (Authorized by F.S. §119.071(5)(a)6.f)

~~5.~~(v) Financial aid, including the Free Application for Federal Student Aid (FAFSA), Florida Pre-Paid form, grants (including Pell Grants for vocational schools), 1098T tax form (Tuition Payment Statement) for vocational students, etc. (Authorized by F.S. §119.071(5)(a)6.b)

~~6.~~(vi) Information received from the FLDOE to locate missing Florida school children. (Required by ~~F.A.C.~~Rule 6A-6.083, F.A.C. and F.S. §119.071(5)(a)6).

~~7.~~(vii) Information sharing pursuant to the Interagency Agreement between SBBC, the Department of Juvenile Justice, Circuit 17, the Broward County Chiefs of Police Association, Inc., the Seventeenth Judicial Circuit In and For Broward County, Florida, the Florida Department of Children and Families, the State Attorney of the Seventeenth Circuit In and For Broward County, and the Sheriff of Broward County, Florida. (Authorized by FERPA regulations found at34 CFR §99.31(a)(5))

~~8.~~(viii) Reports from the Department of Motor Vehicles of each student whose driver's license is suspended for excessive unexcused absences and reports to the Department of non-enrollment or non-attendance upon the part of a student who is required to attend some school. (Required by F.S. §§322.091(5), 1003.27, and 119.071(5)(a)6).

~~9.~~(ix) Reports on students required to be submitted to the Florida Department of Education. (Authorized by F.S. §119.071(5)(a)2, 6).

~~10.~~(x) SBBC's management information system and school district databases (Required to request by F.S. §§1008.386 and authorized by 119.071(5)(a)6).

~~11.~~(xi) Selected state and national test documents, as part of the student identification and test security process. (Authorized by F.S. §119.071(5)(a)6.b).

~~12.~~(xii) Student registration and student identification numbers. (Authorized to request by F.S. §§1008.386 and 119.071 (5)(a)(6). Pursuant to F.S. §1008.386, SSNs are not required for enrollment or graduation. (Authorized by F.A.C. Rule 6A-10.0381 for adult students.)

~~13.~~(xiii) The collection and/or disclosure are imperative and necessary for the performance of the School District's duties and responsibilities as prescribed by law, including but not limited to child abuse reports to the Department of Children and Families (student victim and subjects of report); password identification to the School District's network, reports to Federal and State agencies who conduct discrimination investigations; and information pertaining to Social Security Assistance, court orders and subpoenas, and military purposes. (Authorized by F.S. §119.071(5)(a)(2); required by F.A.C. Rule 65C-29.002, F.S. §§39.201 and 119.071(5)(a)6.b).

~~14.~~(xiv) The disclosure is made to a commercial entity for the permissible uses set forth in the federal Driver's Privacy Protection Act of 1994, 18 U.S.C. §2721 et seq; the Fair Credit Reporting Act, 15 U.S.C. §1681 et seq.; or the Financial Services Modernization Act of 1999, 15 U.S.C. §6801 et seq., provided that the authorized commercial entity complies with the requirements of paragraph 5 in F.S. §119.071. (Authorized by F.S. §119.071(5)(a)6).

~~15.~~(xv) The disclosure is made to prevent and combat terrorism, to comply with the USA Patriot Act of 2001, Pub. L. No. 107-56, or Presidential Executive Order 13224. (Required by 31 U.S.C. §5318 and F.S. §119.071(5)(a)6).

~~16.~~(xvi) The disclosure is necessary for the receiving agency or governmental entity to perform its duties and responsibilities as prescribed by law. (Authorized by F.S. §119.071(5)(a)6.b).

~~17.~~(xvii) To determine eligibility for the school lunch program. (Required by 42 U.S.C. §1758, 7 C.F.R. §245.6a, and F.S. §119.071(5)(a)6).

~~18.~~(xviii) Tort claims and tort notices of claims against SBBC. (Required by F.S. §§768.28(6) and F.S. §119.071(5)(a)6).

~~19.~~(xix) Transcripts, applications, and other records sent to the school officials of educational institutions schools, colleges, and universities. (Authorized by FERPA, 34 C.F.R. §99.31(2)).

~~20.~~(xx) Written verification from employer for vocational education, student follow up (Required by F.A.C. Rule 6A-10.0341).

~~**RULE** - Students have the right to personal privacy and have the responsibility of respecting the rights of others.~~

~~1.~~1) ~~Information about another person must be treated with respect and privacy.~~

~~2. Student aides may not be in areas where they would be able to read student records and files that are confidential.~~

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (~~,~~FERPA) NOTICE.

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

FERPA, F.S. §§1002.22 and 1002.221 and SB Policy 1480 (Student Records: Confidentiality and Family Educational Rights) afford parents, guardians~~,~~ or eligible students (students over 18 years of age or attending a postsecondary institution) certain rights with respect to the student's education records maintained by the District. These rights are:

b)

~~1.~~(i) ***The right to inspect and review a student's education records within 30 days of the day the District receives a request for access.*** Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. When the education records contain information about more than one student, parents may review the information related only to his or her child. E-mails not maintained in a student's

file folders kept by the schools or District departments are not education records. In addition, records created and maintained solely by Special Investigative Unit (SIU) are not education records.

~~2.~~(ii) ***The right to request the amendment of a student's education records.*** Parents or eligible students may ask SBBC to amend a record that they believe is inaccurate, misleading, or in violation of the student's privacy rights. They should write the school principal~~,~~ clearly identify the part of the record they want changed and specify the reasons for the request. If the District decides not to amend the record as requested, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing within a reasonable period of time regarding the request for amendment. Additional information regarding the hearing procedures will be provided when the parent or eligible student is notified of the right to a hearing. NOTE: Substantive decision-making processes, which include but are not limited to Behavioral Threat Assessments, student discipline and grades are not subject to the amendment process.

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

(A) to SBBC school officials[1] ~~officials[1]~~ with a legitimate educational interest[2];

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

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

~~b.~~(B) to contracted outside agencies and organizations, whose personnel perform their duties in a "school official" role and who are prohibited from re-disclosing personally identifiable information from education records, except as required or permitted by law;

~~c.~~(C) to school officials of other institutions for the purposes of student transfer or student enrollment;

~~d.~~(D) to authorized Federal, State, and local officials, including educational authorities, and for audits or evaluations of Federal and State supported programs;

~~e.~~(E) to comply with judicial orders or lawfully issued subpoenas; the parent/guardians/majority age student will be notified in advance of SBBC's intent to comply in ten (10) days so the parent or majority age student may seek protective action, except where the law prohibits or does not require said notification;

~~f.~~(F) to appropriate parties in connection with a health or safety emergency; and,

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

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

~~g.~~(G) to an agency caseworker or representative of a State or local child welfare agency, or tribal organization, when the agency is legally responsible for the care and protection of the student.

(H) Additional requirements and conditions may apply to non-consensual disclosures. See SB Policy 1480 for a full listing of FERPA-permitted disclosures for which prior written consent is not required.

(iv) **Types of Directory Information**

~~TYPES OF DIRECTORY INFORMATION~~

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

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

**PURPOSES OF DISCLOSURE OF DIRECTORY INFORMATION.**

(v) SBBC reserves the right to release Directory Information only:

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

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

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

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

(vi) **Opt Out Procedure**

~~OPT OUT PROCEDURE~~

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

(B) Note: Opt out choices on the FERPA Opt Out Notification Form will be effective until the parent or student (age 18 or older) submits a new form.

**Disclosure to Military, Armed Forces, and Postsecondary Institutions.**

~~DISCLOSURE TO MILITARY, ARMED FORCES AND POSTSECONDARY INSTITUTIONS~~

(vii) SBBC is required to disclose, upon request, student name, address, and telephone number of 11th and 12th grade students to the armed services, military recruiters, and/or postsecondary institutions without prior written consent, unless the parent/guardian or eligible student opts out of disclosure. On the Every Student Succeeds Act (ESSA) Opt Out Form provided in the Code of Student Conduct Handbook, parents/guardians and eligible students must indicate the categories they wish not be disclosed. The ESSA Opt Out Form must be submitted to the school principal annually.

~~4.~~(viii) ***The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.*** The name and address of the office that administers FERPA is **Student Privacy Policy Office• U. S. Department of Education • 400 Maryland Avenue, S.W. • Washington, DC 20202.** *If you wish to discuss and try to resolve any FERPA concerns before contacting the Student Privacy Office, you may contact the SBBC Privacy Officer at 754-321-1914.*

(ix) **NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF STUDENT PERSONALLY IDENTIFIABLE INFORMATION (PII) COLLECTED FOR ONLINE EDUCATIONAL SERVICES**
Pursuant to 6A-1.09550, F.A.C., Student Online Personal Information Protection, section 3 (Review and Approval of Online Educational Services), a list of approved online educational services required for students and/or parents/guardians to use is posted on SBBC's Academic Division's website at www.browardschools.com/approvedsoftware, as well as each school's website. These postings also notify parents/guardians and eligible students of how PII will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any, via the posted SBBC Agreement, as well as the Supplier Terms and Conditions.

(x) For additional information refer to School Board~~SB~~ Policy 1480. This policy outlines the privacy rights of parents and students with respect to students' education records. You may view the complete student records policy and all SBBC policies at www.browardschools.com/policies.

~~on the Web at https://www.browardschools.com/Page/37754.~~

**PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) NOTICE.**

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

(i) **PPRA Rights~~RIGHTS~~**

~~1.~~(A) **The right to give prior written consent** before students are required to submit to surveys concerning "protected information," if the survey is funded in whole or in part by a program of the U.S. Department of Education. "Protected information" includes:

~~a.~~(1) Political affiliations or beliefs of the student or the student's parent;
~~b.~~(2) Mental or psychological problems of the student or the student's family;
~~c.~~(3) Sex behavior or attitudes;
~~d.~~(4) Illegal, anti-social, self-incriminating, or demeaning behavior;
~~e.~~(5) Critical appraisals of others with whom survey respondents have close family relationships;
~~f.~~(6) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
~~g.~~(7) Religious practices, affiliations, or beliefs of the student or student's parent; or
~~h.~~(8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

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

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

~~2.~~ **The right to receive notice and an opportunity to opt a student out** of participation in any other protected information survey, regardless of funding.

~~3.~~ The right to receive notice and an opportunity to opt a student out of any non-emergency invasive physical exam or screening required as a condition of school attendance administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. ~~**HOWEVER,** although the PPRA permits the "opt out" process, the District will still seek written consent from the parent / guardian prior to administering any or all health screenings.~~

(B)

~~4.~~(C) **The right to receive notice and an opportunity to opt a student out** of activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. This does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students and educational institutions.

~~5.~~(D) **The right to inspect, upon request and prior to administration or use** (a) protected information surveys of students, and surveys created by a third party, (b) instruments used to collect personal information from students for any marketing, sales, or other distribution purposes, and (c) instructional material used as part of the educational curriculum.

~~6.~~(E) These rights transfer from the parents/guardians to a student who is 18 years old or an emancipated minor under Florida law.

**(F) Privacy and Notification**

**~~PRIVACY AND NOTIFICATION~~**

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

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

planned activities and surveys and will be provided an opportunity to opt their child out of such activities and surveys and to review any pertinent surveys.

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

**(G) PPRA Procedures.~~PROCEDURES~~**

~~1.~~(1) To inspect surveys, instruments used to collect personal information, and instructional materials, parents/guardians must submit their requests in writing to the school. Such inspection must be conducted in-person under the supervision of designated staff and at the location designated by the school principal.

~~2.~~(2) Prior to the administration of protected information surveys, principals or designated District staff will provide direct notification (including but not limited to mail, e-mail, in-person, or by acknowledgement form) to parents, guardians, or eligible students and provide the required consent forms. All completed forms must be returned to the child's school.

~~3.~~(3) Principals or designated staff will directly send parents opt out forms for any instruments used to collect personal information for marketing, sales, or distribution purposes. All completed forms must be returned to the child's school.

~~4.~~(4) All surveys containing protected information and all instruments used to collect personal information for marketing, sales, or distribution will be administered in a manner that protects students' privacy.

~~5.~~(5) Parents will be provided reasonable advance notification of (a) the administration of protected information surveys of students, (b) the collection, disclosure, or use of personal information from students for marketing, sales, or distribution, and (c) any non-emergency, invasive physical examination, or screening. Notification of items (a), (b), and (c) shall occur at the beginning of the school year if the dates of surveys and activities have been identified, or after the school year starts if the dates are not available earlier, as long as parents have the opportunity to opt their child out.

~~**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) NOTICE**~~

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

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

~~**PLEASE REVIEW IT CAREFULLY**~~

~~**Effective Date of Notice: August 21, 2023 [change]**~~

~~**THE SCHOOL BOARD OF BROWARD COUNTY (SBBC) DUTIES UNDER HIPAA**~~

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

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

**HOW THE SCHOOL DISTRICT USES AND SHARES**

**YOUR AND YOUR CHILD'S PROTECTED HEALTH INFORMATION**

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

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

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

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

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

Unless specified above, the school district will not share your and/or your child's PHI unless you provide written authorization. This authorization will have an expiration date. Additionally, you may revoke the authorization in writing at any time. Certain uses and sharing of psychotherapy (counseling) notes may also require your written authorization, except when required by a subpoena or court order. Uses and disclosures of PHI for marketing purposes as well as disclosures that constitute a sale of PHI require written authorization.

**INDIVIDUAL RIGHTS**

1. **You have the right to request the school district to restrict the use and with whom your and/or your child's PHI may be shared.** You have the right to request restrictions or limitations on the PHI used and disclosed for treatment, payment, or health care operations. You also have the right to request a limit on the PHI the school district Plan discloses to someone involved in your care or the payment of your care, like a family member or friend. To request a restriction, you must make your request in writing to the department providing the service, or you may send the request to the SBBC Privacy Officer at 600 S.E. 3rd Avenue, 11th Floor, Fort Lauderdale, FL 33301. In

your request, you must tell us (1) what information you want to limit; (2) whether you want to limit our use, disclosure, or both; and (3) to whom you want the limits to apply. The school district will consider any of your requests but is not required to agree to them.

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

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

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

1.a. Was not created by the school district.
2.a. Does not qualify as PHI.
3.a. Is by law not available for your review.
4.a. Is accurate and complete.

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

1. You have the right to receive a list of the individuals and/or agencies with which the school district has shared your PHI. All requests for this list (also known as an accounting of disclosures) must state a time period that may not include a date earlier than six (6) years prior to the date of the request. The first list you request within a 12-month period will be provided free of charge. For additional lists, we may charge you for the costs of providing the list. The list will not include:
   1.a. Information shared to carry out treatment, payment, or health care operations.
   2.a. Information shared with you.
   3.a. Information incidental to otherwise permitted or required disclosures, pursuant to applicable regulations.
   4.a. Information you authorized to be shared.
   5.a. Information shared with individuals involved with your care.
   6.a. Information disclosed for national security or intelligence purposes.
   7.a. Information disclosed to correctional institutions or law enforcement officials when the disclosure was permitted without authorization.
   8.a. Information in a limited data set (which is PHI that excludes certain direct identifiers, such as name, address, social security number, etc.).

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

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

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

The law requires the school district to give this Notice of Privacy Practices to you. The school district is required to do what the notice currently in effect says it will do. SBBC is required to provide you with notice of its legal duties and privacy practices with respect to PHI, and to notify affected individuals following a breach of unsecured PHI. SBBC reserves the right to change the terms of this notice and to make the new provisions effective for al PHI that it maintains. If the school district changes how it handles your or your child's PHI records, you will be informed. The most current notice will be posted on the SBBC website, https://www.browardschools.com/Page/36133.

**FOR FURTHER INFORMATION**

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

**COMPLAINTS**

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

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

SECTION XII – INTERVENTION AND/OR CONSEQUENCES

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

## POSSIBLE INTERVENTIONS AND/OR CONSEQUENCES OF MISBEHAVIOR

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

A) Pursuant to F.S. §1006.08 and F.S. §1003.31, students who commit violent or disruptive behaviors that may pose a threat to the safety of school staff or students shall be assigned to an alternative educational program and/or referred

to mental health services identified by the school district. Pursuant to F.S. §1006.07(7), referral to mental health services shall be in consultation with the threat assessment team.

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

1)

It will not be necessary to use each consequence or to use consequences in the order listed below. However, as provided in the Discipline Matrix, certain rule violations do require specific consequences. The District's *Discipline Matrix* is attached and also available on the District's website at: https://www.browardschools.com/Page/38107.

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

- 1) ***For Secondary Only,*** warning, notification, or towing for motor vehicle violations:
  - a) First offense: Warning
  - a) Second offense: Parent notification
  - a) Third offense: Tow vehicle
    - Administrative referral to student services, outside agencies, counseling programs, alternative education programs, and/or placement in other special programs, such as a State-licensed drug rehabilitation program.
    - Out-of-school suspension from classes and all school activities in accordance with SBBC Policy 5100. This policy outlines the violations and the procedures for out-of-school suspension, behavior intervention program assignment, and expulsion. You may view the complete suspension/expulsion policy and all SBBC policies on the Web at https://www.browardschools.com/Page/37754.
    - Recommendation for a behavior intervention program assignment or expulsion in accordance with SBBC Policy 5100.
    - Referral to Special Investigative Unit/police.
    - Full restitution by parent(s) for damage done by student in accordance with SBBC policy 2303. This policy presents SBBC's position on financial responsibility for children's acts. You may view this complete policy and all SBBC policies on the Web at http://www.broward.k12.fl.us/sbbcpolicies.

*Notice of a suspension shall be sent within twenty-four (24) business hours from the suspension decision by mail or other method agreed to by the parent. When possible, notice of a suspension may also be emailed or hand- delivered to the parent/guardian (F.S. §1006.09(1)(b) or to the student, if the student is not a dependent (18 years or older)*

*student as defined in the Internal Revenue Code §152 or has been emancipated per F.S. §743.015 or whose parent is unknown as per Policy 5040: Attendance.*

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

- SBBC POLICY 5100: DISCIPLINE POLICY SUSPENSION AND/OR EXPULSION

The Code also includes provisions for action that MUST be taken if there are serious problems involving weapons, drugs (including alcohol), mood-altering substances, steroids, and criminal acts. Specific action, outlined in SBBC Policy 5100, will be taken as a result of these violations. However, if the principal determines that the student used an instrument or object in self-defense, the student may not be suspended or expelled.

1. If a student is unable to leave the area of a "pending attack" the student may use self-defense. Self-defense is defined as any action that is necessary to protect oneself from serious bodily harm using only the amount of force necessary to get away from the attack and immediately seek help from the nearest adult. Provocation and/or retaliatory actions are NOT considered self-defense and will be considered as mutual participation and subject to appropriate disciplinary actions. Provocation/retaliation is considered:
    - a. Provoking another student using actions or words (verbal or written), to engage in an altercation and striking back after being struck.
    - a. Willingly entering the area of a "pending attack" and involving oneself in the confrontation.
    - a. Continuing to strike or hit after being able to get away.
    - a. Choosing not to leave the area after being able to get away.
    - a. Returning to the confrontation after getting away.

*Note: F.S. §§776.012, 776.013 and 776.032, commonly known as the Florida Stand Your Ground law, are not applicable to charges of violations of the Code of Student Conduct and/or SBBC Policy 5100.*

In accordance with F.S. §§ 120.52(16) and 1001.32(2) , District school boards have the authority to exercise any power except as expressly prohibited by the State constitution or general law to develop, implement, interpret, or prescribe law or policy or describe the procedure or practice requirements of such rule.

SBBC Policy 5100 outlines all the violations that result in out-of-school suspension, assignment to a behavior intervention program, and expulsion and/or the consequences. You may view the complete suspension/expulsion policy and all SBBC policies on the Web at http://www.broward.k12.fl.us/sbbcpolicies.

1) All violations under SBBC Policy 5100 will involve the following steps:
    - Principal involvement
    - Immediate parent contact
    - Suspension from school grounds, all classes, and all school activities
    - Referral to Special Investigative Unit and police, when specified in SBBC Policy 5100, Section VI.

OUT-OF-SCHOOL SUSPENSION

1)

Out-of-School Suspension occurs when a student is removed from school and school-related activities on or off school grounds by the school's administration. Students who receive an out-of-school suspension shall be offered a short-term behavior intervention program in a District-approved behavior intervention program school.

~~BEHAVIOR INTERVENTION PROGRAM ASSIGNMENT~~

~~1)~~

~~A behavior intervention program assignment is when, by action of the Superintendent, or designee, a student is removed from school and school-related activities on or off school grounds. A behavior intervention program assignment is for a minimum of 45 days and continues until the student meets exit criteria of the assigned behavior intervention program.~~

~~EXPULSION~~

~~1)~~

~~An expulsion occurs when, by action of the School Board, a student is removed from school and school-related activities on or off school grounds. Students who are expelled may be eligible to receive continuing education services in a District-assigned behavior intervention program.~~

~~ZERO TOLERANCE~~

~~1)~~

~~Pursuant to F.S. §1006.13, District school boards shall promote a safe and supportive learning environment in schools by protecting students and staff from conduct that poses a threat to school safety. All incidents of threat shall be taken seriously and will be evaluated by a threat management team in accordance with SBBC Policy 4380: Behavioral Threat Assessment. A threat assessment team may use alternatives to expulsion or referral to law enforcement agencies to address disruptive behavior through restitution, civil citation, teen court, neighborhood restorative justice, or similar programs. Zero-tolerance policies may not be rigorously applied to petty acts of misconduct. Zero-tolerance policies must apply equally to all students regardless of their economic status, race, or disability.~~

~~The threat assessment team shall consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act, which would pose a threat to school safety. Refer to Policy: Behavioral Threat Assessment (BTA) for more information related to threats.~~

~~The District shall enter into agreements with the county sheriff's office and local police department specifying guidelines for ensuring that acts that pose a threat to school safety, whether committed by a student or adult, are reported to a law enforcement agency. The agreements must include the role of school resource officers, if applicable, in handling reported incidents and a procedure requiring school personnel to consult with school resource officers concerning appropriate delinquent acts and crimes.~~

~~The school principal shall notify all school personnel as to their responsibilities regarding incident reporting, that acts which pose a threat to school safety and crimes are properly reported to the school principal/designee, and that the disposition of the incident is properly documented.~~

~~Notwithstanding, any student who is attending a public school and is adjudicated guilty of or delinquent for, or is found to have committed, regardless of whether adjudication is withheld, or pleads guilty or nolo contendere to, a felony violation of as defined by F.S. §1006.13(6)(a) and, before or at the time of such adjudication, withholding of adjudication, or plea, the offender was attending a school attended by the victim or a sibling of the victim of the offense, the Department of Juvenile Justice shall notify the appropriate District school board of the adjudication or plea, the requirements in this paragraph, and whether the offender is prohibited from attending that school or riding on a school bus whenever the victim or a sibling of the victim is attending the same school or riding on the same school bus, except as provided pursuant to a written disposition order under F.S. §985.455(2). Upon receipt of such notice, the District school board shall take appropriate action.~~

d) **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) NOTICE.** The full HIPAA notice is available in Appendix B of this policy.

**SECTION V: KNOWLEDGE AND OBSERVATION OF RULES OF CONDUCT**

It is important for students to know their rights and responsibilities, which include obeying teachers and all other school employees, obeying each individual rule as defined by the school and this Code of Student Conduct, and obeying bus drivers. This also includes adherence to all SBBC safety and security protocols, including but not limited to weapons detection systems, handheld metal detectors, and specifically trained animals in search of firearms and ammunition on School Board property (School Board Policies 2010 & 2030). The rationale, procedures, and rules for the use of weapons detection systems, handheld metal detectors, and specially trained animals are contained within the aforementioned policies. These policies apply to all students. Students are subject to disciplinary consequences inclusive of confiscation, suspension, assignment to a behavior intervention program, expulsion, and/or consultation with law enforcement in accordance with the Discipline Matrix for items found to be in their possession which violate the Code of Student Conduct.

**A) Dress Code**

Appropriate dress and grooming can help to create a positive learning environment. Other attire may be allowed for special school activities with approval of the school administration. Possible consequences for violating the dress code are found in the Discipline Matrix. Changes in clothing trends will not override the dress code policy. All students are expected to honor their responsibilities and dress in a way that respects the rights of others. This is applicable to students while on school campus, on school transportation, or at a school-sponsored event.

1) Students shall wear their current, unaltered, and official school issued identification (ID) badge, clearly visible on the front of their person and worn using either a lanyard around their neck or a click on the upper portion of their shirt. Said item shall be worn at all times while on school grounds and on school-sponsored transportation. ID badges for students in grades 6-12 shall include the telephone numbers for the national and statewide crisis and suicide hotlines (F.S. §1008.386(3)).
2) Footwear must be worn at all times. Parents should ensure that the shoes worn by their children do not impede their safety while at school. Bedroom slippers are not allowed.
3) Students in grades K-5 may not wear backless, sling-backs, or open-toed footwear.
4) Students in grades 6-12 are permitted to wear backless, sling-back, or open-toed footwear.
5) Special clothing, including footwear, may be required for safety reasons in certain programs or activities such as physical education, home economics, career/technical education, and science.
6) Revealing clothing or clothing that exposes the torso is not allowed. Examples include but are not limited to tank tops or spaghetti straps without overblouses, long shirts, or jackets; see-through garments; mini-skirts or mini-dresses; halters; backless dresses; jackets, shirts, or blouses tied at the midriff; and bare midriff outfits.
7) Clothing which is not worn appropriately, is not properly fastened, or has tears that are *indecent will not be permitted. All trousers, including oversized or low-hanging trousers, must be worn and secured at waist level.
8) Garments including, but not limited to, pajamas, boxer shorts, bloomers, and bustiers, which were traditionally designed as undergarments, sleepwear, or beachwear, may not be worn as outer garments. Other clothing not allowed are leggings without overblouses or long shirts that reach mid-thigh, tights, bodysuits, or hosiery, including those with lace trim, and bicycle racing attire unless they are worn underneath dresses, skirts, or shorts of appropriate length.
9) Clothing that exposes the upper thigh is not allowed. Shorts that extend to at least mid-thigh, such as walking shorts, Bermuda shorts, and split skirts (culottes) are permitted. For Pre-K through 3, shorter shorts may be worn since these are standard attire for these ages.
10) Clothing, jewelry, buttons, haircuts, or other items or markings which are, *suggestive, *revealing, or *indecent, associated with gangs or cults, encourage the use of drugs, alcohol, or violence, or support discrimination on the basis of age, color, disability, ethnicity, gender, gender identity, gender expression, linguistic differences, marital status, national origin, race, religion, socioeconomic background, sexual orientation, physical appearance, or on any other basis are not allowed. *Indecent, suggestive, and revealing refer to exposure of private body parts and/or pictures or words with a sexual connotation.
11) Head coverings including, but not limited to, caps and hats are not allowed unless they are necessary for safety in programs such as home economics, technology education, vocational education, and athletics or are worn for religious or medical reasons. Bandanas are not allowed. Hats, that do not violate any of the rules set forth in the dress code, are allowed to be worn outdoors for physical education and recess as a safety precaution from sun damage. Note: Exceptions may be granted to head coverings at the principal's/designee's discretion based upon extenuating circumstances for a particular student.
12) Curlers and other hair grooming aids are not allowed. Personal grooming including, but not limited to, combing, brushing, and/or spraying hair, and applying cosmetics is allowed only in restrooms and/or designated areas.

13) Sunglasses may not be worn indoors unless a doctor's authorization is on file. Sunglasses are allowed to be worn outdoors for physical education and recess as a safety precaution from sun damage.
14) Any articles of clothing or jewelry that may cause injury including, but not limited to items with spikes or sharp objects, wallet chains, and heavy link chains are not allowed.
15) Pursuant to F.S. §1006.07(2)(g), wearing clothing or accessories that depict a firearm or weapon or express an opinion regarding a right guaranteed by the Second Amendment of the United States Constitution is not grounds for disciplinary action or referral to the criminal justice or juvenile justice system. However, a student who wears clothing or accessory that causes a substantial disruption to student learning shall be issued a consequence as outlined in the Discipline Matrix.
16) It is not a violation of this policy or the Mandatory Unified School Dress policy if a student wears a button, armband, or other accessory to exercise the right to freedom of speech as guaranteed by the First Amendment and applicable SBBC policies. Any buttons, armbands, or other accessories must comply with the standards set forth in policy.
17) In schools with a Mandatory Unified School Dress program, parents/guardians may request exemptions for their students from participation following procedures outlined in School Board Policy 5309 Mandatory Unified School Dress.
18) Violators of the Mandatory Unified School Dress policy (SBBC Policy 5309) shall be subject to the same penalties as violators of the dress code policy.

**B) Technology Usage**

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

1) Use of the school district's technology and/or software for any unauthorized purpose is prohibited as outlined in School Board Policy 5306: School and District Technology Usage and may result in students' losing their opportunity to take part in projects and/or access to future use of SBBC online tools. In addition, disciplinary or legal action may apply. This includes the unauthorized use of a computer/technology, including but not limited to:
   a) Accessing or breaking into restricted accounts or networks,
   b) Creating, modifying or destroying files/records without permission,
   c) Copying software,
   d) Entering, distributing or printing unauthorized files/records,
   e) Uploading to the internet and/or sharing or distributing, offensive or inappropriate material, including video, and
   f) Any other misuse or violation of the SBBC Policy 5306.

**C) Use of Wireless Communication Devices**

1) Sole possession of a wireless communication device is not a violation of the Code of Student Conduct. Wireless communication devices include, but are not limited to cellular/mobile phones, smart watches, personal digital assistants, tablets, and other two-way communication devices.
2) All wireless communication devices shall be turned off or placed on airplane mode and kept in the area designated by the teacher during all instructional and class time activities (F.S. §1006.07). Use of personal wireless communication devices during the instructional day is only permitted under the direction of a teacher for instructional purposes. Instructional time is defined as time from the beginning bell until the end of the school day.
3) Due to school safety concerns, headphones, earbuds, or other accessories are prohibited during instructional time.
4) A rule violation occurs when students use their wireless communication device during the instructional day and they are subject to disciplinary action under the cell phone violation code in the Discipline Matrix; however, when used to properly report any situation that can compromise the safety of students, staff, or property, students will not be subject to additional disciplinary action for infractions such as inciting a disturbance or major campus disruption. In such an event, proper reporting includes but is not limited to photographs and/or videos that are reported immediately to school administration. Additional means to properly report include:
   a) Call the District Security Operations Center (DSOC), 24 hours a day, 7 days a week at 754-321-3500
   b) Send an email to securitytips@browardschools.com
   c) Submit a tip online via FortifyFL at GetFortifyFL.com
   d) Submit a tip through SaferWatch at www.saferwatchapp.com/browardschools/.

**NOTE: Simply sharing the information on social media or through messaging apps with friends is not considered a means to properly report and solely sharing in this manner may result in disciplinary action.**

5) The improper use of a wireless communication device during the school day, in attendance at a school function, or on school transportation is a violation of this policy. Improper use is defined as one that disrupts the educational environment or interferes with the safety of students, staff, or property. Pursuant to F.S. §1006.07(2)(f), the SBBC is required to provide notice that students who use wireless communication devices in the commission of a criminal act while on school property or in attendance at a school function may face school disciplinary action and/or criminal penalties.

6) Progressive discipline will apply for repeated violations as outlined in the Discipline Matrix. Repeated violations of this policy will result in the confiscation of the wireless communication device and the device will be released only to the parent.

7) Schools are not responsible if a student's wireless communication device is lost or stolen while in school, in attendance at a school function or while on school transportation.

8) Possession of an electronic device is prohibited during all school, District, State, and National testing. Possession of an electronic device during testing that reproduces, transmits, calculates, or records is cause for invalidation of the test. Possession during testing is defined as within arm's reach, even if the electronic device is not visible. For example, students [shall] not have cellular phones in their pockets, clipped to their belts, at their desks, or anywhere they can be easily accessed during testing.

a) During testing, the test administrator will direct students on the appropriate storage of electronic devices.

b) It is strongly advised that students do not bring a cell phone or any other prohibited electronic device to any testing environment, including but not limited to Florida Assessment for Student Thinking (FAST), End-of-Course (EOC), Advanced Placement, AICE/Cambridge, International Baccalaureate, PSAT, SAT, and/or ACT exams. If an electronic device makes any noise, or a student is seen using it at any time – including breaks – the student may be dismissed immediately, scores may be canceled, and the device may be confiscated.

**D) Possession, use (including being under the influence), purchase, sale (including intent to sell, attempted sale, actual sale), and/or transmittal of alcohol, drugs, tobacco, nicotine products, medications (over the counter and prescription), and other mood-altering substances**

1) Students may be subject to disciplinary action for the following behaviors related to the possession, use (including being under the influence), purchase, sale (including intent to sell, attempted sale, actual sale), and/or transmittal of alcohol, drugs (including drug paraphernalia), tobacco, nicotine products, medications (over-the-counter and prescription) and/or other mood-altering substances, including those delivered through e-cigarettes, vapor devices, or similar. Specific information on consequences and interventions for incidents under this section can be found in School Board Policy 5100 Suspension and Expulsion. Students are prohibited from:

## ~~MEDICATIONS: USE, POSSESSION, SALE, AND/OR TRANSMITTAL LEADING TO SUSPENSION AND POSSIBLE LONG-TERM BEHAVIOR INTERVENTION~~

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

a) Prescription medication/treatment and over -the -counter (OTC) medications:

(i) Prescription medication/treatment and OTC medication require an Authorization for Medication/Treatment Form. The healthcare provider and parent/guardian must complete this form.

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

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

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

Students found to be in violation of SBBC Policy 6305: Administration of Medications/Treatments shall be subject to the disciplinary action outlined in the Discipline Matrix and SBBC Policy 5100.

## ~~Drug and Substance Abuse Offenses~~

## ~~Leading to Suspension and Possible Long-Term Behavior Intervention~~

~~SESIR guidelines require reporting to the FLDOE.~~

~~Pursuant to F.S. §1006.09(9), each principal shall post, in a place readily seen by students, a notice stating that a student's locker or other storage area may be subject to search based upon reasonable suspicion of possession of prohibited, unauthorized or illegal materials/objects, or substances and may also result in a search of person, possessions, locker and/or vehicle.~~

~~a)~~

~~1) School personnel shall report to the principal/designee the suspected unlawful use, possession, transmittal, sale or attempted sale by a student of any drugs, tobacco or tobacco related products, nicotine, e-cigarette, vapor devices or similar, over-the-counter or prescription substances, except those authorized under SBBC Policy 6305 (Administration of Medication/Treatments), and including any alcoholic beverage or inhalant, and shall be exempt from the civil liability when making such reports.~~

~~Note: The use, possession, sale, attempted sale, purchase or transmittal of tobacco/nicotine or tobacco/nicotine related products, e-cigarette, vapor devices or similar on school property, school sponsored transportation, or during a school sponsored activity is prohibited (see SBBC Policy 5060: Tobacco-Free Environment for further details or the Discipline Matrix – Appendix A in this policy for consequences).~~

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

~~1) If a student has been suspended or expelled for a prior drug offense by any in-State or out-of-State public, private, charter or research school, then the disposition of this offense shall constitute a second offense and the procedures for second offenses shall apply.~~

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

1) A student who is assigned a Probationary Substance Contract (PSC), will be in breach of that PSC, if that student commits another SBBC Policy 5100, section III violation for any other drug or substance, not including nicotine, synthetic nicotine, or paraphernalia, during the term of the current PSC. The student will be issued a ten-day suspension with a recommendation for a Behavior Intervention Program assignment for the subsequent violation.

***Note: In the case of a potential change of placement for a student with a disability, the current school's IEP/504 Team must convene as soon as possible and determine appropriate action.***

**USE, POSSESSION, SALE, PURCHASE AND/OR TRANSMITTAL OF TOBACCO, TOBACCO PRODUCTS, NICOTINE, SYNTHETIC NICOTINE, E-CIGARETTES, VAPOR DEVICES AND/OR COMPONENTS OF E-CIGARETTES, VAPOR DEVICES OR SIMILAR**

Use, possession, sale, purchase and/or transmittal of tobacco, tobacco products, nicotine, synthetic nicotine, e-cigarette, vapor devices and/or components of vapor devices or similar are prohibited. Students found to be in violation of this rule shall be subject to the disciplinary action outlined in the Discipline Matrix and SBBC Policy 5100.

*A. USE, POSSESSION, SALE, PURCHASE AND/OR TRANSMITTAL OF TOBACCO AND/OR TOBACCO PRODUCTS*

*B. USE, POSSESSION, SALE, PURHCASE AND/OR TRANSMITTAL OF NICOTINE, SYNTHETIC NICOTINE, E-CIGARETTES, VAPOR DEVICES AND/OR COMPONENTS OF E-CIGARETTES, VAPOR DEVICES OR SIMILAR*

This section also prohibits and is applicable to any electronic nicotine delivery system/vapor device accessory or clothing. Nicotine vapor devices shall be confiscated and placed in an appropriate receptacle at the school location for proper disposal and destruction. Students found to be in violation of this rule shall be subject to the disciplinary action outlined in the Discipline Matrix and SBBC Policy 5100.

***Note: Substances/drugs deemed illegal under Chapter 893, are drugs or controlled substances that constitute a felony under Florida statute. This includes types of cannabis, including, but not limited to, marijuana and hemp, and derivatives of such, including, but not limited to THC and CBD products. Refer to consequences for Unauthorized Substances for drugs and/or Drug Paraphernalia for any electronic nicotine delivery system/vapor device which is used with a drug as outlined by Chapter 893.***

**C. USE, POSSESSION AND/OR PURCHASE OF LEAF MARIJUANA (LESS THAN 20 GRAMS), ALCOHOL, AND/OR OTHER MOOD-ALTERING SUBSTANCES**

Purchase, use and/or possession of leaf marijuana (less than 20g), alcohol/alcoholic beverages and/or other mood-altering substances are prohibited. Students found to be in violation of this rule shall be subject to the disciplinary action outlined in the Discipline Matrix and SBBC Policy 5100.

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

Being under the influence of leaf marijuana, alcohol/alcoholic beverages, and/or other mood-altering substances, are prohibited. Students found to be in violation of this rule shall be subject to the disciplinary action outlined in the Discipline Matrix and SBBC Policy 5100.

**E. USE/POSSESSION/SALE/ATTEMPTED SALE/TRANSMITTAL/PURCHASE OF DRUG PARAPHERNALIA**

This incident is in alignment with Chapter 893.147 and is also applicable to electronic nicotine delivery systems/vapor devices which are used with a drug as outlined by Chapter 893. Students found to be in violation of this rule shall be subject to the disciplinary action outlined in the Discipline Matrix and SBBC Policy 5100.

~~F. USE/POSSESSION/PURCHASE OF UNAUTHORIZED SUBSTANCES ARE PROHIBITED~~

~~*For the purposes of this policy, unauthorized substances refers to prescription medication not prescribed for the student who is in possession of the medication, or any prescription medication not authorized by SBBC Policy 6305, substances/drugs deemed illegal under Chapter 893, are drugs or controlled substances that constitute a felony under Florida statute, are types of cannabis , including, but not limited to, marijuana and hemp, and derivatives of such, including, but not limited to THC and CBD products. Students found to be in violation of this rule shall be subject to the disciplinary action outlined in the Discipline Matrix and SBBC Policy 5100.*~~

(v) ~~Note:~~ Students violating SBBC Policy 6305: Administration of Medications/Treatments, by possessing or using their own prescription medication, as governed by this policy, and is in violation of SBBC Policy 6305, on school grounds, on school transportation, or at a school-sponsored activity, shall be issued a 10-day suspension. However, upon verification of prescription by the school principal/administrative designee, the recommendation for a behavior intervention program assignment may be withheld by the school.

b) Students violating SBBC Policy 6305.1: Medical Marijuana/Low THC Cannabis Use to Qualified Students in Schools, by possessing or using their own substance as governed by this policy, in violation of SBBC Policy 6305.1, on school grounds or at a school-sponsored activity, shall be issued a 10-day suspension. However, upon verification of prescription by the school principal/administrative designee, the recommendation for a behavior intervention program assignment may be withheld by the school.

c) Possession, use (including being under the influence), purchase, sale (including intent to sell, attempted sale, and actual sale), and/or transmittal of the following is strictly prohibited:

(i) Alcohol (including all beverages containing alcohol and those held out to be or represented as an alcoholic beverage)
(ii) Cannabis and derivatives of such including but not limited to:
(A) CBD
(B) Hemp
(C) Marijuana (leaf, liquid, synthetic)
(D) THC
(iii) Drugs and other controlled substances deemed illegal by Chapter 893, Florida Statute
(iv) Drug paraphernalia
(v) E-Cigarettes/Vapor Devices (including components of such)
(vi) Mood altering substances
(vii) Nicotine/Synthetic Nicotine
(viii) Prescription medication

Prescription medication not

~~G. BEING UNDER THE INFLUENCE OF UNAUTHORIZED SUBSTANCES ARE PROHIBITED~~

~~*For the purposes of this policy, unauthorized substances refers to prescription medication not prescribed for the student who is in possession of the medication, or any prescription medication not authorized by SBBC Policy 6305, substances/drugs deemed illegal under Chapter 893, are drugs or controlled substances that constitute a felony under Florida statute, are types of cannabis , including, but not limited to, marijuana and hemp, and derivatives of such, including, but not limited to THC and CBD products. Students found to be in violation of this rule shall be subject to the disciplinary action outlined in the Discipline Matrix and SBBC Policy 5100.*~~

~~**POSSESSION WITH INTENT TO SELL, SALE, ATTEMPTED SALE, AND/OR TRANSMITTAL OF LEAF MARIJUANA (LESS THAN 20g), SALE, ATTEMPTED SALE, AND/OR TRANSMITTAL OF DRUGS OR MOOD-ALTERING SUBSTANCES, UNAUTHORIZED SUBSTANCES, OR OTHER SUBSTANCES HELD OUT OR REPRESENTED TO BE DRUGS OR MOOD- ALTERING SUBSTANCES, INCLUDING ALCOHOL OR ALCOHOLIC BEVERAGES ARE PROHIBITED**~~.

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

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

~~Students are prohibited from possessing, using, selling, attempting to sell, and/or transmitting alcohol or alcoholic beverages, including substances held out or represented to be alcohol or alcoholic beverages. Students found to be in violation of this rule shall be subject to the disciplinary action outlined in the Discipline Matrix and SBBC Policy 5100.~~

~~I. PROCEDURES FOR POSSESSION WITH INTENT TO SELL, SALE, ATTEMPTED SALE, AND/OR TRANSMITTAL OF LEAF MARIJUANA (LESS THAN 20g). SALE, ATTEMPTED SALE, AND/OR TRANSMITTAL OF DRUGS OR MOOD-ALTERING SUBSTANCES, UNAUTHORIZED SUBSTANCES, OR OTHER SUBSTANCES HELD OUT OR REPRESENTED TO BE DRUGS OR MOOD-ALTERING SUBSTANCES~~

(A) ~~For the purposes of this policy, unauthorized substances refers to prescription medication not~~ prescribed for the student who is in possession of the medication

(B) Any prescription medication not authorized by SB Policy 6305

(ix) Tobacco/Tobacco Products

(x) Unauthorized substances

2) Pursuant to F.S. §1006.09(9), each principal shall post, in a place readily seen by students, a notice stating that a student's locker or other storage area may be subject to search based upon reasonable suspicion of possession of prohibited, unauthorized or illegal materials/objects, or substances and may also result in a search of person, possessions, locker and/or vehicle.

a) Any personal property brought on school grounds may be inspected by drug-sniffing dogs for, drugs, or other prohibited substances. Personal property that may be inspected includes, but is not limited to, cars parked on school grounds, desks, backpacks, lockers, book bags, and gym bags.

b) Reasonable suspicion of improper conduct is not required to use drug-sniffing dogs to inspect personal property. Drug-sniffing dogs will not be used to inspect students for alcohol, drugs, or other prohibited~~any prescription medication not authorized by SBBC Policy 6305,~~ substances.

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

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

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

6) A student who is assigned a Substance Probation Contract (SPC), will be in breach of that PSC, if that student commits another substance violation for any other drug or substance, not including nicotine, synthetic nicotine, or

paraphernalia, during the term of the current PSC. The student will be issued a ten-day suspension with a recommendation for a Behavior Intervention Program assignment for the subsequent violation.

## SECTION VI: RESPECT FOR PERSONS AND PROPERTY

Students have the right to be treated with respect and honesty; to learn in a safe, orderly, and distraction-free environment, and to have their property and rights respected. To honor these rights, students have the responsibility to treat school property and the property of others with respect; to act in a way that does not interfere with the rights of others; to act in a way that Is not harmful to the health and safety of others, and to provide information on any potentially dangerous situations to a staff member or through one of the anonymous tip lines provided by the District at www.browardschools.com/securitytips. ~~/drugs deemed illegal under Chapter 893, are drugs or controlled substances that constitute a felony under Florida statute, are types of cannabis , including,~~

Students are expected to honor their responsibilities and behave in ways that respect the rights of all persons and property. Consequences for unacceptable behaviors are found in the Discipline Matrix. Violations of this section include:

**A) Disruptive Incidents (including but not limited to):**

1) Taking, possessing, displaying, distributing, and/or transmitting pictures using a camera telephone during the school day. Note: Use of a camera telephone may result in additional consequences (beyond confiscation) if used to take pictures that are pornographic or obscene or to break rules or laws.
2) Disturbing the class or school by being disrespectful or rude, refusing to obey any staff member, failing to follow classroom rules, running in the halls, throwing objects, possessing or igniting fireworks or firearms, fighting, gambling, or bringing distracting items to school. Examples of distracting items include~~, marijuana and hemp, and derivatives of such, including,~~ but are not limited to in-line skates/roller blades/heelies (sneakers with wheels), toys, playing cards, games, cigarette lighters, radios, audio recorders, or laser pointers/pens and other laser devices.
3) Using scooters and inline skates/rollerblades/heelies in the school building or on school property.
4) Behaving inappropriately on field trips.
5) Possessing ~~THC~~ and/or transmitting pornographic/obscene material.
6) Misrepresenting oneself by cheating, copying, plagiarizing, counterfeiting, using false identification, or making false reports by posing as a parent to excuse absences or tardiness, sign a report card, etc.
7) Unauthorized possession or use of school/county documents or forms.
8) Conducting, recruiting, or participating ~~CBD products. Students found to be~~ in youth gang-like activities on campus including but not limited ~~violation of this rule shall be subject~~ to using gang-related or cult-related gestures, language, and/or signs.
9) Unauthorized presence on school property.
10) Endangering the lives of students and staff by causing major campus disruptions with behaviors including but not limited to setting off unfounded fire alarms, making false 9-1-1 calls, making false hoax/bomb threats, and/or swatting.
11) Gambling.
12) ***For Secondary Students Only,*** parking a motorized vehicle on school grounds without an official permit or in unauthorized areas.

**B) Acts Against Persons (including but not limited to):**

1) Bullying and/or harassment as defined in School Board Policy 5900.
2) Cyberbullying as defined in SB Policy 5900.
3) Taking part in physical acts of a sexual nature, engaging in sexual harassment, or offending others by indecent exposure.
4) Using insulting, abusive, profane, racially, or sexually offensive written or oral language, or making obscene remarks or gestures.
5) Abusing another student or staff member including, but not limited to, verbal abuse, actual or threatened physical harm, extortion, destruction of personal property, intentionally making a false accusation, or intentionally providing misinformation.
6) Harassing others because of age, color, disability, ethnicity, gender, gender identity, gender expression, linguistic differences, physical appearance, marital status, national origin, race, religion, sexual orientation, socio-economic background, or for any other reason.
   a) Harassment can be a form of discrimination. Harassment based on real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background,

ancestry, ethnicity, genetic information, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background or being viewed as different in its education programs or admissions to education programs are violations of SBBC policies, civil rights laws and statutes and should be addressed in the manner detailed in School Board Policy 5900. *National origin pertains to, but is not limited to, an individual's or his/her ancestor's place of origin, as well as physical, cultural, or linguistic characteristics.

b) Sexual harassment is a form of sex discrimination that violates the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, amended 2020 and SBBC Policies 4001.1 and 5900. Sexual violence is a physical act of aggression that includes a sexual act of sexual purpose. Sexual violence is also a violation of these same statutes and may also represent a criminal law violation. The school district prohibits any form of sexual harassment and sexual violence. Allegations of student-to-student sexual harassment will be investigated in the same manner prescribed by Anti-Bullying Policy 5900. The department of EEO/ADA compliance (Title IX District Coordinator) provides guidance and assistance to school-based Investigative Designees (ID)/Title IX coordinators.

(i) Sexual harassment and sexual violence are unlawful and will be grounds for disciplinary action. Students who believe they have been victims of sexual harassment or sexual violence should report the alleged act immediately to a teacher and/or school administrator. Because sexual harassment can take on many forms, it is further described in the definitions found in the Appendix.

7) Discrimination.

a) The School Board of Broward County, Florida, prohibits any policy or procedure that results in discrimination on the basis of real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, genetic information, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background or being viewed as different in its education programs or admissions to education programs. The SBBC also provides equal access to the Boy Scouts, Girl Scouts, and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & the District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

b) Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) SB Policy 4001.1, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA) prohibits discrimination against any students with regard to access to programs, services, and activities on the basis of disability. If any student feels he or she has been discriminated against because of such disabilities or perception of a disability, there are specific procedures to report such offenses. See School Board Policy 5900 for the steps to report such offenses.

c) If any student feels that he or she has been discriminated against or harassed, there are specific procedures to report such offenses~~disciplinary action~~ outlined in School Board Policy 5900.

8) Hazing.

9) Threatening, stalking, hitting, or hurting another student, teacher, or other school personnel.

10) Intentionally making a false accusation that jeopardizes the professional reputation, employment, or certification of a teacher or other member of a school staff.

11) Committing a hate crime.

12) Fighting.

13) Threatening or hurting a person with or without a weapon.

14) Committing theft.

15) Committing robbery.

16) Committing extortion.

17) Committing sexual assault, battery, or harassment.

18) Kidnapping or abduction.

19) Homicide.

**C) Property Incidents (including but not limited to):**

1) Damaging, destroying, or vandalizing school property.

2) Misusing technology.

3) Starting a fire (arson).

4) Breaking and entering/burglary.

**D) Other Major Incident (including but not limited to):**

1) Having and/or hiding a weapon.

2) Endangering the lives of students and staff by failing to report a threat of violence against others.
3) Committing other criminal acts.

## SECTION VII. SCHOOL BUS BEHAVIOR

Misconduct by any student while riding school sponsored transportation represents a serious threat to the safety of all occupants of the bus as well as other motorists, pedestrians, and members of the community. All rules that apply to the school grounds and school activities also apply to school sponsored transportation. Parents are responsible for their student's behavior on the way to and from school using means other than school-sponsored transportation and while their child is at the bus stop. While the District is not responsible for incidents that occur at a bus stop or en route to and from school using means other than school-sponsored transportation (e.g., walking, biking, riding in a personal car), a student, parent, or witness may file an incident report by contacting local law enforcement and/or the students' assigned school if it is known. They may also contact the DSOC in one of the following ways:

- Call the DSOC, 24 hours a day, 7 days a week at 754-321-3500
- Send an email to securitytips@browardschools.com
- Submit a tip online via FortifyFL at GetFortifyFL.com
- Submit a tip through SaferWatch at www.saferwatchapp.com/browardschools/.

Upon receipt of an incident report, the District/school may investigate and provide assistance and interventions as deemed appropriate. The principal/designee will log all reports and interventions in the current SIS. School sponsored transportation violations are listed below and consequences for each level of violation are contained within the discipline matrix.

A) Level One Violations
1) Eating or drinking on the bus.
2) Failing to sit in the seat assigned by the bus operator.

B) Level Two Violations
1) Disrupting, distracting, or disobeying a bus operator.
2) Failing to utilize required safety equipment on the bus.
3) Getting out of the seat while the bus is in motion.
4) Loud talking, inappropriate remarks, or spitting out of the bus window at other students, pedestrians, or motorists.

C) Level Three Violations
1) Placing head, arms, or legs outside the window of the bus.
2) Opening a school bus emergency door and/or exiting the bus when the bus is stopped, unless directed by the school bus operator in an emergency or during an evacuation drill.
3) Threats against the bus operator, bus attendant, or passengers on the bus.
4) Use of profanity.
5) Committing battery and/or fighting on the bus.
6) Committing a sexual offense (misconduct, harassment, battery) and/or inappropriate touching of another student while on the bus.
7) Smoking/vaping on the bus.
8) Opening a school bus emergency exit door while the bus is in motion.
9) Throwing objects out of the window of the bus, which may or may not cause injury to persons or physical damage.
10) Throwing objects at a bus after leaving the bus, which may or may not cause injury to persons or physical damage.
11) Criminal mischief of seats or other bus equipment.
12) Boarding or attempting to board a bus route other than the student's assigned bus route or attempting to leave the school bus at other than the student's assigned bus stop without permission of the school principal or designee.

## SECTION VIII: INTERVENTIONS AND CONSEQUENCES

The District will make every reasonable effort to correct student misbehavior through school-based resources at the lowest possible level, and to support students in learning the skills necessary to enhance a positive school environment and avoid negative behavior. Most disciplinary issues should be addressed at the classroom level by teachers. Additionally, students exhibiting serious or chronic behavior issues will be referred to the school's CPST for the development of multi-tiered interventions to address targeted behavior problems.

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

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

1) For IDEA-eligible ESE students and students determined to be disabled under Section 504 of the Rehabilitation Act of 1973, suspensions, expulsions, and other disciplinary measures shall follow applicable laws, SBBC policies, and provisions of the Individual Education Plan (IEP) or Section 504 Accommodation Plan.

C) It will not be necessary to use each consequence or to use consequences in the order listed below. However, as provided in the Discipline Matrix, certain rule violations do require specific consequences. The District's ~~the~~ Discipline Matrix is attached and also available on the District's website at: https://www.browardschools.com/codeofconduct. ~~and SBBC Policy 5100.~~

1) Parent contact/conference (mandatory for all offenses)
2) Referral to School-based Collaborative Problem Solving (CPTS)/Response to Intervention (RtI) Team
3) Referral to the Behavioral Threat Management Team

## ~~OTHER OFFENSES~~

## ~~(NON-DRUG AND NON-SUBSTANCE ABUSE OFFENSES)~~

## ~~LEADING TO SUSPENSION AND POSSIBLE LONG-TERM BEHAVIOR~~

4) ~~**Incidents occur by school level (Grades K-**~~Confiscation (when applicable)
5) Restitution (when applicable)
6) Referral for support services (School Counselor, School Social Worker, Family Counselor)
7) School-based attendance contract
8) School-based behavior contract
9) IMPAC AES
10) Substance Probation Contract
11) Alternative Probation Contract
12) Verbal Warning or Written Reprimand
13) School/Community Service Work
14) Before/After School Detention
15) Multiple Before/After School Detentions (2~~,~~ 3) or Saturday Detention
16) Timeout
17) Loss of Extra-Curricular Activities (1-5 days)
18) Refer to Fire Starter Program
19) ~~, 6-8~~SESIR Incident Reporting Required
20) Recommendation for Expulsion (Mandatory)
21) Recommendation for District-assigned Behavior Intervention Program (Mandatory)
22) Consultation with law enforcement
23) Notification to regional office and District Security Operations Center (DSOC)
24) In-school suspension (less than 1 day to 5 days)
25) Out of school suspension (1-10 days)
26) Bus suspension (1-10 days)
27) Bus expulsion for the remainder of the school year
28) Loss of all school-sanctioned activities for 1 calendar year
29) Referral to Community Youth Support Service Programs (as available and appropriate)
30) Issue HOPE Scholarship Initial Notification Form to Eligible Party(ies)
31) ***For Secondary Only,*** warning, notification, or towing for motor vehicle violations:
    a) First offense: Warning

b) Second offense: Parent notification
c) Third offense: Tow vehicle

**D) Consequences of Serious Misbehavior Leading to Suspension and/or Expulsion**

School Board Policy 5100: Suspension and Expulsion ~~9-12), unless policy~~ provides more specific information governing incidents that~~additional specificity. SESIR guidelines~~ require suspension, expulsion, or administrative assignment to a District Behavior Intervention Program. This policy can be viewed at www.browardschools.com/policies.~~reporting to the~~ FLDOE.

1) The Code of Student Conduct includes provisions for action that must be taken if there are serious problems involving weapons, drugs (including alcohol), mood-altering substances, steroids, and criminal acts. Specific action, outlined in SBBC Policy 5100, will be taken as a result of these violations, except in instances of self-defense.
   a) If the principal determines that the student used an action, instrument or object in self-defense, the student may not be suspended or expelled. Self-defense is when a student is unable to leave the area of a "pending attack" and must use any action that is necessary to protect oneself from serious bodily harm using only the amount of force necessary to get away from the attack and immediately seek help from the nearest adult. Provocation and/or retaliatory actions are NOT considered self-defense and will be considered as mutual participation and subject to appropriate disciplinary actions. Provocation/retaliation is considered:
      (i) Provoking another student using actions or words (verbal or written), to engage in an altercation and striking back after being struck.
      (ii) Willingly entering the area of a "pending attack" and involving oneself in the confrontation.
      (iii) Continuing to strike or hit after being able to get away.
      (iv) Choosing not to leave the area after being able to get away.
      (v) Returning to the confrontation after getting away.
   b) Florida Statutes §§776.012, 776.013 and 776.032, commonly known as the Florida Stand Your Ground law, are not applicable to charges of violations of the Code of Student Conduct and/or SBBC Policy 5100.
2) In accordance with Florida Statutes §§ 120.52(16) and 1001.32(2), District school boards have the authority to exercise any power except as expressly prohibited by the State constitution or general law to develop, implement, interpret, or prescribe law or policy or describe the procedure or practice requirements of such rule.
3) All violations under SBBC Policy 5100 will involve the following steps:
   a) Principal involvement.
   b) Immediate parent contact.
   c) Suspension from school grounds, all classes, and all school activities.
   d) Referral to Broward District Schools Police and local law enforcement, when specified in the Discipline Matrix and School Board Policy 5100.
      (i) All necessary steps will be taken to protect a victim from further victimization for incidents set forth in this policy, incidents that require mandatory assignment to a behavior intervention program or expulsion (See Section V of SBBC Policy 5100) or involve acts of bullying. Such actions may include assignment of the student (perpetrator) to a different school from that where the offense occurred. Only the superintendent/designee may assign a student to another school after completion of the mandatory requirements for a District-assignment behavior intervention program or expulsion assignment or after compliance with the bullying complaint procedures. Should the district make such a reassignment, transportation will be provided by the District. All "no contact orders" entered by a court shall be acknowledged and implemented to the extent possible. Students who return to school under a no contact order are responsible for following the terms outlined in the order. Failure to do so will result in a consultation with law enforcement and may result in an administrative assignment to an alternate school location. Transportation is not provided by the District when there is a court order for no contact requiring reassignment of the student to another school unless there is transportation available at no additional cost to the District.

**4) Out-of-School Suspension**

Out-of-School Suspension occurs when a student is removed from school and school-related activities on or off school grounds by the school's administration. Students who receive an out-of-school suspension shall be offered a short-term behavior intervention program in a District-approved behavior intervention program school.

a) Students shall be suspended and may be recommended for a behavior intervention or expulsion assignment when they:

~~1. Commit violations of SBBC Policy 5900: Anti-Bullying.~~

~~2.~~(i) Commit repeated violations of harassment.

~~3.~~(ii) Commit ~~repeated~~ violations of fighting (mutual combat).

~~4.~~(iii) Commit criminal mischief/damage to property (equal to or greater than $1,000).

~~5.~~(iv) Commit any act on campus or off campus that substantially disrupts the orderly conduct of the school/school activities.

~~6.~~(v) Commit grand theft (equal to or greater than $750).

~~7.~~(vi) Commit burglary – unlawful breaking/entering.

~~8.~~(vii) Commit a simple battery.

~~9.~~(viii) Commit a sexual assault.

~~10.~~(ix) Commit sexting.

~~11.~~(x) Commit sexual harassment.

~~12.~~(xi) Commit sexual misconduct (sexual offense).

~~13.~~(xii) Commit a false accusation against school staff.

~~14.~~(xiii) Commit a false fire alarm/911 call.

~~15.~~(xiv) Commit trespassing.

~~16.~~(xv) Commit threat/intimidation.

(A) ~~*Note:~~ If the SESIR definition is met, consideration of the following shall occur in order to determine the appropriate incident type:

- (1) Threat/Intimidation Very High Level – For instances where the SESIR definition is met, the Behavioral Threat Assessment (BTA) risk level has yielded an outcome level of high, and the threat involves the potential or actual use of a weapon, the student shall be issued a 10-day suspension and recommended for expulsion or a behavior intervention assignment.
- (2) Threat/Intimidation High Level - For instances where the SESIR definition is met, the BTA risk level is determined to be high, but there is no weapon involved, the school shall follow the Discipline Matrix.

(3) Additionally, the SESIR Threat/Intimidation incident type may not be applied in instances when the SESIR definition has not been met. To meet the SESIR Threat/Intimidation definition, the threat must include the following three (3) elements: intent, fear, and capability.

~~17.~~(xvi) Possesses/displays/uses/sells/transmits a Class B weapon, which includes laser pens/pointers and other laser devices used in a manner that could potentially harm or injure another individual.

(A) ~~Note:~~ If through investigation, a student is found to only possess Mace/Pepper Spray in a container with maximum capacity of 2 ounces or less and it has verified and determined by a school administrator that the item was possessed only, and not displayed, used, or transmitted, the student shall not be subjected to disciplinary action. However, if a student displays, uses, sells, or transmits the item, the student shall be subject to discipline for possession/display/use/sale/transmittal of a Class B weapon.

(B) A student shall be subjected to disciplinary action in accordance with the discipline matrix for possession of a Class B Weapon, unless it is determined through an investigation that the Class B Weapon was unknowingly/inadvertently possessed and upon discovery/awareness, the student "immediately" reported, relinquished, or delivered the Class B Weapon to a staff member without incident. This may apply only to incidents with a behavioral threat assessment outcome that indicates there is no threat or indication of intended harm.

~~18.~~(xvii) Commits fire starting** ~~– starts a fire on campus, at a school function, on school property and/or at a school bus stop.~~

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

~~19.~~(xviii) Conducts, recruits, or participates on campus in a formal or informal manner in order to foster youth gang or gang-like activity. This activity may include an association or group of three (3) or more persons who engage in a pattern of youth or street gang or gang-like activity and have a common name or

common identifying clothing, jewelry, buttons, colors, signs, symbols, or markings with the intent to threaten and/or present a danger to public order and safety.

~~20.~~(xix) Electronic device – the use of an electronic device to possess, display, or transmit offensive images, images that depict nudity or sexual content, video voyeurism, or the use of an electronic device to capture said images, or any other images of people which violates reasonable expectation of privacy. This includes images generated using artificial intelligence (AI) commonly known as "deep fakes." Deep fakes are defined as an image or video of another person in which their face or body has been digitally altered so that they appear to be someone else, that is used maliciously, or to spread false information.

(A) ~~*Note:*~~ Display of offensive images will not result in disciplinary consequences if it is determined that the student immediately[1] reported or delivered the offensive image(s) to a staff member.

~~21. Other Major - Other Serious Incident/Delinquent Act - any serious, harmful incident resulting in the need for law enforcement consultation not already set forth by SESIR guidelines or policy, which occur on SBBC property, during school events or activities, or on school transportation.~~

~~22.(i) Uses the school district's technology and/or software for any unauthorized purpose. This includes the unauthorized use of a computer/technology, including, but not limited to, accessing or breaking into restricted accounts or networks, creating, modifying or destroying files/records without permission, copying software, entering, distributing or printing unauthorized files/records, uploading to the internet and/or sharing or distributing, offensive or inappropriate material, including video, and any other misuse or violation of SBBC Policy 5306: School and District Technology Use, Section VI.~~

~~23.(i) Commits extortion.~~

(xx) Other Major - Other Serious Incident/Delinquent Act - any serious, harmful incident resulting in the need for law enforcement consultation not already set forth by SESIR guidelines or policy, which occur on SBBC property, during school events or activities, or on school transportation.

(xxi) Uses the school district's technology and/or software for any unauthorized purpose. This includes the unauthorized use of a computer/technology, including, but not limited to, accessing or breaking into restricted accounts or networks, creating, modifying or destroying files/records without permission, copying software, entering, distributing or printing unauthorized files/records, uploading to the internet and/or sharing or distributing, offensive or inappropriate material, including video, and any other misuse or violation of SBBC Policy 5306: School and District Technology Use, Section VI.

(xxii) Commits extortion.

(xxiii) ~~Note:~~ Non-School - Other Serious Incident/Delinquent Act - Suspension proceedings, pursuant to Rule 6A-1.0956, F.A.C., may be initiated against any enrolled student who is formally charged with a felony, or with a delinquent act which would be a felony if committed by an adult, by a proper prosecuting attorney for an incident which allegedly occurred on property other than public school property, if that incident is shown, in an administrative hearing with notice provided to the parents of the student by the principal of the school, to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled. (F.S. §1006.09(2)).

~~**SESIR guidelines require reporting to the FLDOE.**~~

~~(A) Any object or item which can be classified as a weapon in accordance with this policy shall be conclusively determined to be a weapon, and not considered to be an instrument or object other than a weapon as defined in this policy. Students are prohibited from possessing or using an object defined as a weapon within this policy at school, on school property, or at school sponsored events. Students may not be subject to mandatory suspension and expulsion proceedings when the principal determines~~

~~[1] *The term "immediately" means without delay as determined by the principal after considering the totality of the circumstances and prior to being reported by another individual.*~~

the student used an instrument or object, which is not otherwise defined as a weapon within this policy, in self-defense.

## MANDATORY EXPULSION

a)

**OFFENSES LEADING TO MANDATORY EXPULSION**

a)

Pursuant to F.S. §1006.13(3), students in grades K-12 found to have committed one of the following offenses involving any student, staff, school, and/or on school property, school transportation, or at a school-sponsored activity will be expelled, with or without continuing educational services, from the student's regular school for a period not less than 1 full year, will be referred to the criminal justice or juvenile justice system and referred to mental health services identified by the school district pursuant to F.S. §1006.04 and F.S. §1006.07(7), for evaluation and treatment as appropriate.

1.(i)Weapons Class A - Bringing a firearm or weapon, as defined in Chapter 790, including possessing, displaying, using, selling, or transmitting a firearm.

- (A)Per 790.161, a person who willfully and unlawfully makes, possesses, throws, projects, places, discharges, or attempts to make, possess, throw, project, place, or discharge any destructive device.
- (A)Per 790.1615, a person who perpetrates any unlawful throwing, projecting, placing, or discharging of any destructive device or bomb that results in any bodily harm, to any person, regardless of intent or lack of intent to cause such harm.

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

(A)

2. Threat to Kill/Mass Shooting – Per F.S. §836.10, any person who verbalizes a threat with intent to kill or cause bodily injury, writes or composes and/or 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 seen by another, 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 seen by another, or any person who makes, posts, transmits, a threat in writing or other record, including internet/electronic transmission record to conduct a **mass shooting** or an act of terrorism in writing or other record in any manner that would allow another person to view the threat, as defined by F.S. §§836.10, 790.161, 790.1615, 790.162, 790.163, 790.165, and, 1006.13.

*Note: Per F.S. §790.162, it is unlawful for any person to threaten to throw, project, place, or discharge any destructive device with intent to do bodily harm to any person or with intent to do damage to any property of any person.*

3.(i)False Report/Hoax - Per F.S. §790.163, it is unlawful for any person to make a false report/hoax, with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, other deadly explosive, or a weapon of mass destruction as defined in F.S. §790.166, or concerning the use of firearms in a violent manner against a person or persons, and/or in accordance with F.S. §790.164 concerning any act of arson or other violence to property.

- (A) Per F.S. §790.165, "hoax bomb" means any device or object that by its design, construction, content, or characteristics appear to be, or to contain, or is represented to be or to contain, a destructive device or explosive as defined in said chapter, but is, in fact, an inoperative facsimile or imitation of

such a destructive device or explosive, or contains no destructive device or explosive as was represented.

District school boards may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion. District school superintendents may consider the minimum 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 if the request for modification is in writing and it is determined to be in the best interest of the student and the school system. If a student committing any of the offenses in this subsection is a student who has a disability, the District school board shall comply with applicable State Board of Education rules. (F.S. §1006.13(3)).

**AT NO TIME is it appropriate for any student to possess or bring a weapon of any kind onto a school campus. Federal and State laws require local school districts to notify parents, through the Code of Student Conduct, that any student who is determined to have brought a firearm, electric weapon or device, or flare gun to school, to any school 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 full year and referred for criminal prosecution.**

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

## EXPULSION

1.a) The term of the expulsion shall commence with the date of the School Board's final order.

2. The term of exclusion from school shall not exceed the remainder of the current school year plus the subsequent school year. Students who enroll in the District-assigned behavior intervention program may qualify for an early completion transition no earlier than one calendar year from the date of the offense. Early completion requires regular school attendance, successful completion of the District-assigned behavior intervention program level system, and compliance with referred services, as applicable.

3.a) A District expulsion case manager shall monitor/verify that the student has successfully completed the assigned behavior intervention program and facilitate the student's transition and re-entry into the regular school program, except where otherwise indicated in this policy.

4. All expulsions shall be entered into the student's permanent record. This record shall be forwarded to any school upon request for the purpose of student admission.

## MANDATORY BEHAVIOR INTERVENTION PROGRAM ASSIGNMENTS

a) Students found to have committed the following offenses on school property, school-sponsored transportation, or during a school-sponsored activity shall receive the most severe consequences provided in this policy which shall be mandatory suspension and administrative assignment to the Behavior Intervention Program, a referral to local law enforcement, and a referral for counseling services, as appropriate.

a.(i) Aggravated Battery

b.(i) Arson or Attempted Arson

**5) Behavior Intervention Program Assignment**

A behavior intervention program assignment is when, by action of the Superintendent, or designee, a student is removed from their school and school-related activities on or off school grounds. A behavior intervention program assignment is for a minimum of one academic quarter and continues until the student meets exit criteria of the assigned behavior intervention program. Transitions from a behavior intervention program assignment to a

traditional school are considered at the end of each academic quarter for elementary students (Grades K-5) and each semester for secondary students (Grades 6-12). When a student is administratively assigned to a District Behavior Intervention Program for a violation of the Code of Student Conduct, and their parents refuse to have their child participate, the student will be prohibited from attending any Broward County Public School for the remainder of the current school year plus one additional academic year.

a) Students found to have committed the following offenses on school property, school-sponsored transportation, or during a school-sponsored activity shall receive the most severe consequences provided in this policy which shall be mandatory suspension and administrative assignment to the Behavior Intervention Program, a referral to local law enforcement, and a referral for counseling services, as appropriate.

(i) Aggravated Battery

(ii) Arson or Attempted Arson

(iii) Bullying (Grades 3-12)

~~c.~~(iv) Hazing (F.S. §1006.135)

~~d. Homicide~~

~~e.(i) Kidnapping or Abduction/False Imprisonment~~

~~f.(i) Robbery or Attempted Robbery~~

~~g.(i) Sexual Battery (Rape) or Attempted Sexual Battery (Rape)~~

~~h.(i) Simple Battery on School Board Employee, Sports Official, Law Enforcement Officers, Firefighters, Emergency Medical Care Providers, Public Transit Employees or Agents, or Other Specified Officers (F.S. §§1006.13(5), 784.081, and 784.07).~~

~~a)~~

~~(i) All necessary steps will be taken to protect a victim from further victimization for incidents set forth in this policy, incidents that require mandatory assignment to a behavior intervention program or expulsion (See Section V of SBBC Policy 5100) or involve acts of bullying. Such actions may include assignment of the student (perpetrator) to a different school from that where the offense occurred. Only the superintendent/designee may assign a student to another school after completion of the mandatory requirements for a District-assignment behavior intervention program or expulsion assignment or after compliance with the bullying complaint procedures. Should the district make such a reassignment, transportation will be provided by the District. All "no contact orders" entered by a court shall be enforced. Transportation is not provided by the District when there is a court order for no contact requiring reassignment of the student to another school unless there is transportation available at no additional cost to the District.~~

~~WORKBACK PROGRAM OPPORTUNITIES~~

(v) ~~Per F.S. §1006.13, District school boards may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion.~~ Kidnapping or Abduction/False Imprisonment

(vi) Repeated violations of the Code of Student Conduct (see discipline matrix)

(vii) Robbery or Attempted Robbery

(viii) Sexual Battery (Rape) or Attempted Sexual Battery (Rape)

(ix) Simple Battery on School Board Employee, Sports Official, Law Enforcement Officers, Firefighters, Emergency Medical Care Providers, Public Transit Employees or Agents, or Other Specified Officers (F.S. §§1006.13(5), 784.081, and 784.07).

(x) Violation of an Alternative Probation Contract or Substance Probation Contract

b) Workback Opportunities for Offenses Mandating an Administrative Assignment to a Behavior Intervention Program or Expulsion

(i) Success within all workback programs shall be based upon the requirements of the District-assigned Behavior Intervention program and workback agreements as determined by the District case managers.

~~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 if the request for modification is in writing and it is determined to be in the best interest of the student and the school system.~~

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

~~Secondary students, (Grades 6-12) shall be administratively placed in the Behavior Intervention Program for a minimum of one (1) calendar school year. For incidents that are eligible for workback consideration, the student may complete the workback program within 90-school days and be reinstated to a traditional school program. If the student is unsuccessful after 90-school days, the full term of the expulsion shall be served.~~

~~1)~~

(ii) ~~Substance~~ **Substance**~~use~~ **workback** shall mean that the student is eligible to return to a regular school program upon successful completion of the State-certified rehabilitation or treatment program as determined by the District substance abuse case manager.

~~a)~~

~~(i) Success within all workback programs shall be based upon the requirements of the District-assigned Behavior Intervention program and workback agreements as determined by the District case managers.~~

~~Students are **not** eligible for the workback program prior to one (1) calendar school year if they commit any of the following offenses:~~

~~1. Threat to Kill/Mass Shooting~~
~~2. False Report/Hoax~~
~~3. Arson or Attempted Arson~~
~~4. Sexual Battery (Rape) or Attempted Sexual Battery (Rape)~~
~~5. Weapons Possession (Class A)~~
~~6. Homicide~~
~~7. Kidnapping or Abduction/False Imprisonment~~
~~8. Robbery or Attempted Robbery~~
~~9. Aggravated Battery~~
~~10. **Hazing**~~
~~11. Simple Battery on School Board Employee, Sports Official, Law Enforcement Officers, Firefighters, Emergency Medical Care Providers, Public Transit Employees or Agents, or Other Specified Officers (F.S. §§1006.13(5), 784.081, and 784.07).~~

(iii) Upon successful completion of the District-assigned behavior intervention program, the student shall transition back to the regular school program, except when indicated otherwise in this policy. In the case of a student with a disability, a return to their regular ~~a~~ school program may be~~placement, is~~ a change in placement that would~~and will~~ require action by the IEP/504 Team.

**Expulsion**

~~OUT-OF-DISTRICT EXPULSIONS AND OTHER ACTIONS~~

**6)**

An expulsion occurs when, by action of the School Board, a student is removed from school and school-related activities on or off school grounds. Students who are expelled may be eligible to receive continuing education services in a District-assigned behavior intervention program. Students who engage in the continuing education services in a District-assigned behavior intervention program may be eligible to transition back to a traditional school after a minimum of one calendar year from the date of assignment to the program, if they meet the established exit criteria of the program. Students who do not engage in the continuing education services in a District-assigned behavior intervention program will be expelled for the remainder of the current school year plus one additional school year. If a student committing any of the offenses in this subsection is a student who has a disability, the District school board shall comply with applicable State Board of Education rules (F.S. §1006.13(3)).

a) The term of the expulsion shall commence with the date of the School Board's final order.

b) The term of exclusion from school shall not exceed the remainder of the current school year plus the subsequent school year. Students who enroll in the District-assigned behavior intervention program may qualify for an early completion transition no earlier than one calendar year from the date of the offense. Early completion requires regular school attendance, successful completion of the District-assigned behavior intervention program level

system, and compliance with referred services, as applicable. Transitions from a District-assigned behavior intervention program assignment to a traditional school are considered at the end of each academic quarter for elementary students (Grades K-5) and each semester for secondary students (Grades 6-12).

c) A District expulsion case manager shall monitor/verify that the student has successfully completed the assigned behavior intervention program and facilitate the student's transition and re-entry into the regular school program, except where otherwise indicated in this policy.

d) All expulsions shall be entered into the student information system and such documentation forwarded to any school upon request for the purpose of student admission.

e) Per F.S. §1006.13, District school boards may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion.

f) **OFFENSES LEADING TO MANDATORY EXPULSION**

Pursuant to F.S. §1006.13(3), students in grades K-12 found to have committed one of the following offenses involving any student, staff, school, and/or on school property, school transportation, or at a school-sponsored activity will be expelled, with or without continuing educational services, from the student's regular school for a period not less than 1 full year, will be referred to the criminal justice or juvenile justice system and referred to mental health services identified by the school district pursuant to F.S. §1006.04 and F.S. §1006.07(7), for evaluation and treatment as appropriate.

(i) Weapons Class A - Bringing a firearm or weapon, as defined in Chapter 790, including possessing, displaying, using, selling, or transmitting a firearm.

(A) Per 790.161, a person who willfully and unlawfully makes, possesses, throws, projects, places, discharges, or attempts to make, possess, throw, project, place, or discharge any destructive device.

(B) Per 790.1615, a person who perpetrates any unlawful throwing, projecting, placing, or discharging of any destructive device or bomb that results in any bodily harm, to any person, regardless of intent or lack of intent to cause such harm.

(C) Any object or item which can be classified as a weapon in accordance with this policy shall be conclusively determined to be a weapon and not considered to be an instrument or object other than a weapon as defined in this policy. Students are prohibited from possessing or using an object defined as a weapon within this policy at school, on school property, or at school sponsored events. Students may not be subject to mandatory suspension and expulsion proceedings when the principal determines the student used an instrument or object, which is not otherwise defined as a weapon within this policy, in self-defense.

(D) A student shall be subjected to mandatory expulsion for possession of a Class A Weapon, unless it is determined through the Pre-Expulsion conference that the Class A Weapon was unknowingly/inadvertently possessed and upon discovery/awareness, the student "immediately" reported, relinquished, or delivered the Class A Weapon to a staff member without incident. This may apply only to incidents with a behavioral threat assessment outcome that indicates there is no threat or indication of intended harm.

(ii) Threat to Kill/Mass Shooting – Per F.S. §836.10, any person who sends, posts, or transmits, or procures the sending, posting, or transmission of, a writing or other record, including an electronic record, in any manner in which it may be viewed by another person, when in such writing or record the person makes a threat to kill or do bodily harm to another, or conduct a mass shooting or act of terrorism.

(A) Electronic record is defined as any record created, modified, archived, received, or distributed electronically which contains any combination of text, graphics, video, audio, or pictorial represented in digital form. This does not include a telephone call.

(B) Per F.S. §790.162, it is unlawful for any person to threaten to throw, project, place, or discharge any destructive device with intent to do bodily harm to any person or with intent to do damage to any property of any person.

(iii) False Report/Hoax - Per F.S. §790.163, it is unlawful for any person to make a false report/hoax, with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, other deadly explosive, or a weapon of mass destruction as defined in F.S. §790.166, or concerning the use of firearms in a violent manner against a person or persons, and/or in accordance with F.S. §790.164 concerning any act of arson or other violence to property.

(A) Per F.S. §790.165, "hoax bomb" means any device or object that by its design, construction, content, or characteristics appear to be, or to contain, or is represented to be or to contain, a destructive device

or explosive as defined in said chapter, but is, in fact, an inoperative facsimile or imitation of such a destructive device or explosive, or contains no destructive device or explosive as was represented.

(iv) Homicide.

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

(i) Expulsion, ~~or~~ dismissal, or administrative assignment to an alternative school for behavior of a student from any in-State or out-of-State public, private, charter, or research school will be honored by the School Board of Broward County, Florida if the act committed is one that would be grounds for expulsion or mandatory assignment to a behavior intervention program under this policy.

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

(ii)

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

~~DEFINITION OF WEAPON~~

~~Disciplinary incidents shall be reported to the FLDOE in accordance with Rule 6A-1.0017 SESIR requirements through the approved reporting tool provided by the School Board. For additional guidance regarding the SESIR definitions and the appropriate Florida Statutes, please refer to http://www.fldoe.org/schools/safe-healthy-schools/safe-schools/sesir-discipline-data/.~~

~~Note: When the FLDOE revises the SESIR definitions and this policy has not completed the rule making/rule adoption process to align with such changes, the FLDOE definitions found at http://www.fldoe.org/safe-schools/sesir-discipline-data/ will supersede the definitions within this policy.~~

~~For purposes of this policy, weapons are defined in two categories, Class "A" or Class "B." An object, which can be, defined as a Class "A" weapon pursuant to this policy shall be conclusively determined to be a Class "A" weapon and further classifications shall not be considered.~~

~~Weapons – Class A (Possessing/Displaying/Using/Selling/Transmitting) include all weapons and firearms defined in Chapter 790, Florida Statute.~~

~~*A firearm, instrument, or object that can inflict serious harm on another person or can place a person in reasonable fear of serious harm. Possession of a firearm or any instrument or object as defined by Section 790.001, F.S., that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm.*~~

~~a. This category includes, but is not limited to:~~

- ~~i. Firearm, (whether operable or inoperable, loaded or unloaded) including, but not limited to, handgun, zip gun, pistol, rifle, shotgun, and starter gun, but excluding a BB gun, hard pellet gun, or airsoft gun.~~

- 1. Note that a student who wields or threatens with a BB gun, hard pellet gun, or airsoft gun is considered in possession of a weapon under Rule 6A-1.0017, F.A.C. These incidents shall be handled in accordance with possession of a Class A weapon under this policy and SBBC Policy 5100.

- i. Explosive propellants or destructive devices (operable or inoperable), including bombs
- i. Dirk
- i. Brass knuckles and/or metallic knuckles includes, but is not limited to, any device or instrument made of metal or other materials, designed to fit around the knuckles/fingers
- i. Billy club
- i. Tear gas
- i. Electric weapon or device including, but not limited to, stun gun and taser gun.
- i. Slungshot - is a striking weapon consisting of weight or other hard object affixed on a flexible handle or strap
- i. Chemical weapons or devices in a container with the capacity to hold more than 2 ounces of the chemical
- i. Flare gun
- i. Ice pick
- i. Knife – Any knife that may inflict harm on another person, or could be used to intimidate/threaten another person, including, but not limited to, fixed blade knives, regardless of size, switch blade knives, razor blades, or box cutters, but excluding blunt-bladed table knives and common pocketknives, defined as a folding knife with a blade of 3 ¾ inches or less. (see Class B weapons/items for other knives)
  - 1. Note that a student who wields or threatens with a common pocketknife is considered in possession of a weapon under Rule 6A-1.0017, F.A.C. These incidents shall be treated consistent with possession of a Class A weapon under this policy and SBBC Policy 5100.

*Weapons – Class B (Possessing/Displaying/Using/Selling/Transmitting) are restricted from school grounds/property, school-sanctioned activities, and transportation. This category includes, but is not limited to:*

- i. Chains (i.e., household, industrial)
- i. Pipe - a hollow cylinder or tube made of metal, wood, plastic, or similar material
- i. Other pointed instruments or sharp objects, other than school supplies (i.e., pencil, compass)
- i. Nunchakus, Chinese stars
- i. Chemical weapon or device such as pepper spray or mace in a container with the capacity to hold two (2) ounces or less of the chemical*
  - 1. *This does not apply to pepper spray/mace with the capacity to hold less than two (2) ounces if it was only possessed and not displayed, used, sold, or transmitted
- i. Ammunition and any component thereof, including, but not limited to bullets, shotgun shells, bullet casings and magazine clips
- i. Slingshot - a hand-held and hand-powered device consisting of a frame with attached rubber strap/straps, used for shooting objects
- i. Flammable liquids or combustible materials
- i. Projectile Device* - including, but not limited to, BB guns, hard pellet guns, and paint ball guns
  - 1. *Note: On a 1st offense only, for an elementary level student (Grades K-2), a projectile device shall not be categorized as a Class B weapon/item if the following conditions are met:
    - 1.a. the projectile device was unloaded; and
    - 2.a. the student was not in possession of ammunition for the projectile device.
  - 1. If the conditions above are met, for an elementary level student (Grades K-2), then the projectile device shall not be categorized as a Class B weapon/item per this policy.
- All other knives** made of any substance not categorized as Class A weapon

1. At the principal's discretion, a blunt-bladed, round-tipped knife, which is prohibited, shall not be categorized as a Class B weapon on the first offense, if all the following circumstances are met:
    1.a. the item is used for the consumption of food as an eating utensil; and
    2.a. the item presents no threat to the environment.

**Note: A plastic eating utensil (manufactured for single use and disposal) shall neither be categorized, nor consequenced, as a weapon/item under this SBBC Policy or Policy 5100: Suspension and Expulsion.*

- i. Any instrument, tool, object, or substance used in a threatening manner toward another person.

a. Pursuant to F.S. §1006.07(2)(g), simulating a firearm or weapon while playing is not grounds for disciplinary action or referral to the criminal justice or juvenile justice system. Simulating a firearm or weapon while playing includes, but is not limited to:
    1.i. Brandishing a partially consumed pastry or other food item to simulate a firearm or weapon
    2.i. Possessing a toy firearm or weapon that is 2 inches or less in overall length
    3.i. Possessing a toy firearm or weapon made of plastic snap-together building blocks
    4.i. Using a finger or hand to simulate a firearm or weapon
    5.i. Vocalizing an imaginary firearm or weapon
    6.i. Drawing a picture, or possessing an image, of a firearm or weapon
    7.i. Using a pencil, pen, or other writing or drawing utensil to simulate a firearm or weapon

However, a student may be subject to disciplinary action if simulating a firearm or weapon while playing substantially disrupts student learning, causes bodily harm to another person, or places another person in reasonable fear of bodily harm.

## OTHER DEFINITIONS FOR THIS POLICY

**Affray** is defined as an instance of fighting in a public place that disturbs the peace.

1. **Aggravated Battery** is defined as a battery where the attacker intentionally or knowingly causes more serious injury as defined in Rule 6A-1.0017(8)(g), 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. Note: This is applicable to battery on School Board of Broward County employees, sports officials, or other specified officials as listed in F.S. §§784.07 and 1006.13(5), battery on a law enforcement officer, firefighter, emergency medical care provider, and others as listed in F.S. §784.07. If the incident involves a Class A or Class B Weapon, said incident shall be documented as weapon related per SESIR guidelines.
1. **Alcohol** is defined as the possession, sale, purchase, transmittal, distribution, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to the use, or is discovered to have used in the course of an investigation. Note: Alcohol incidents must not be reported to FLDOE as drug related per SESIR guidelines.
1. **Arson** is defined as intentionally setting a fire. The intentional 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.

**Bullying** (which includes cyberbullying) is defined as systematically and chronically inflicting physical hurt or psychological distress that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; is carried out repeatedly and is often characterized by an imbalance of power.

1. **Burglary** is defined as illegal entry into a facility. The unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.
    a. **Cheating, Major** is defined as an act of academic dishonesty by a student who engages in unauthorized use, possession, coordination, promotion, marketing, sharing, distribution, publication, or duplication of tests/exams such as mid-terms, finals, end of course, or other standardized assessments. Cheating, Major also includes but is not limited to changing, giving, facilitating academic dishonesty, seeking to buy, buying grades, selling grades, facilitating the transaction, sale, or purchase of grades or examples, paying someone to change grades, access to exams, or grades or to securing answers to an exam in any manner.

**Cheating, Minor** is defined as an act of academic dishonesty by a student who chooses to submit work that is not their own.

1. **Class Cut (Skipping)** is defined as deliberate/willful refusal to attend an assigned class at the designated/required time.
1. **Criminal Mischief (Equal to or greater than $1,000)** is defined as willfully and maliciously injuring or damaging by any means any real or personal property belonging to another, including, but not limited to, the placement of graffiti thereon or other acts of vandalism thereto.
1. **Days** shall be construed to be school days (as determined by the applicable school calendar) whenever mentioned in this policy.
1. **Detention, Unserved** is defined as an unexcused absence from an assigned detention.
1. **Discriminatory Comments/Actions** per F.S. §775.085. and Florida Department of Law Enforcement's Hate Crime Report Manual, The Attorney General's Annual Report/Hate Crimes in Florida/January 1 – December 31, 2008, are defined as the use of discriminatory words, phrases, social media, actions/retaliation, gestures, symbols or images that slander/demean or is reasonably foreseeable to have a negative impact upon an individual, or community of people/group. This includes, but is not limited to, gender, gender identity, gender expression, race, color, religion, ethnicity, national origin, political beliefs, marital status, age, sexual orientation, social and family background, language, pregnancy, or linguistic preference, or mental/physical[1] disability, or other minority groups.

   [1]*Mental or Physical Disability means that the victim suffers from a condition of physical or mental incapacitation due to a developmental disability, organic brain damage, or mental illness, and has one or more physical or mental limitations that restrict the victim's ability to perform the normal activities of daily living.*
1. **Dress Code Violation** is defined as dressing or accessorizing in a manner that violates the Dress Code section of the Code of Student Conduct or a school's approved unified dress policy, or by dressing or accessorizing in a manner that is dangerous to the health and/or safety of oneself or others or in a manner that causes a substantial disruption to the learning environment.
1. **Drug Sale, Attempted Sale, Distribution or Transmittal** is defined as the illegal sale or distribution of drugs. The manufacture, cultivation, sale, distribution, or transmittal of any drug, leaf marijuana, narcotic, controlled substance, or substance represented to be a drug, narcotic, or controlled substance. This includes drug possession with intent to sell.

**Disruption on Campus-Major** is defined as a major disruption of all or a significant portion of campus activities, school-sponsored events, or school bus transportation. Disruptive behavior 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.

1. **Fighting-Major (Mutual Combat)** is defined as mutual combat or mutual altercation. The mutual participation of two or more persons using force or physical violence that results in injury requiring professional medical attention.
1. **Fighting-Medium** is defined as mutual participation of two or more persons using force or physical violence (i.e., punching, slapping, kicking, striking, etc.) that may require physical intervention and/or results in injury requiring first aid.
1. **Grand Theft (Equal to or greater than $750)** is defined as the unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm. The item(s) value must be worth $750 or more.
1. **Hazing** is defined as any action or situation that endangers the mental or physical health or safety of a student at a school with any grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. Hazing includes, but is not limited to pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.
1. **Homicide** is defined as the unjustified killing of one human being by another.

**Inciting a Disturbance** is defined as the encouragement or contribution to any fight, disruption, and/or any violation of the Code of Student Conduct, that is reasonably foreseeable to negatively impact a student's ability to learn, a teacher's ability to teach, or negatively impact the school community, school transportation or school-sponsored event. The incident is also applicable when off campus conduct creates a nexus between the school community impacting a student's ability to learn, a teacher's ability to teach, or resulting in a disruption on school campus, school transportation or school-sponsored event. Encouragement/contribution includes, but is not limited to knowingly using:

- 1. recording, displaying, posting an incident via an electronic device/social media, or through handwritten or verbal communication.

**Injury - Minor** is defined as an injury, which solely requires first aid.

a. **Injury - Serious** is defined as an injury, which requires treatment, by professional medical personnel or injury which involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty (18 U.S.C. 1365(h)(3)).

1. **Kidnapping** is defined as forcibly, secretly, or by threat, confining, abducting, or imprisoning another person against his or her will and without lawful authority.
1. **Larceny/Theft (Less than $750)** is defined as the unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm. The item(s) value must be less than $750.
1. **Leaving school grounds without permission** is defined as unauthorized leaving of the school grounds or school-sponsored event during the regular school day or during a school-sponsored event for which the parent has not given written authorization for the student to attend.
1. **Majority Age Student** is any student who is 18 years or older.
1. **Mistreatment of Peers** is defined as words or actions made directly or indirectly towards another that cause harm/hurt feelings that may or may not have minimal effect of interfering with the student's educational performance, opportunities, or benefits. This includes electronic statements.

**Mood-Altering Substance** is defined as any substance that is or may be detrimental to the user or to others, including, but not limited to, alcohol or alcoholic beverages, leaf marijuana (less than 20 grams), hallucinogens/chemical intoxication, inhalants, over- the-counter medication taken in excess of the manufacturer's recommended dosage limit.

1. **Non-School - Other Serious Incident/Delinquent Act** is defined as an act, off school property, which would be a felony if committed by an adult. (F.S. §1006.09(2)).
1. **Other Major - Other Serious Incident/Delinquent Act** is defined as any person who commits any serious, harmful incident resulting in the need for law enforcement consultation not already set forth by SESIR guidelines or policy, which occurs on SBBC property, during school events or activities, or on school transportation.
1. **Out of Assigned Area** means willfully entering an area of campus not on a student's assigned schedule, other than a common resource area, without permission. These areas include but are not limited to athletic facilities, classrooms, offices, and restrooms/changing facilities. For this to apply to restrooms/changing facilities, students must first be asked by school personnel to leave and refuse to do so (F.S. §553.865(9)(a)).
1. **Over the Counter (OTC) Medications** are medications that may be sold directly to a consumer without a prescription from a physician or licensed healthcare provider.
1. **Parent** is defined as either or both parents of a student, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of the parent. (F.S. §1000.21(6)).
1. **Petty Offenses or Petty Acts of Misconduct** - Acts, which **are not a threat to school safety and do not require consultation with law enforcement. (F.S. §1006.13(2)(c)). They include, but are not limited to:**

1.a. Willful disobedience;
2.a. Defiance of the authority of a member of the staff;
3.a. Use of profane or obscene language; or
4.a. Repeated exhibitions of behavior that interferes with the teacher's ability to communicate effectively;
5.a. Incidents as outlined by the Discipline Matrix.

A student will be subject to disciplinary action and/or assignment to an SBBC approved intervention program, in accordance with SBBC Policy 5090: Code of Student Conduct's Discipline Matrix. The criteria for assignment include, but is not limited to the incident violation type, frequency, student's age, grade, and exceptionality.

1. **Possession** is defined as the knowing, intentional, deliberate, or inadvertent control of any article, object, substance, asset, or property.
1. **Robbery** is defined as the use of force to take something from another. The taking or attempted taking of money or other property from the person or custody of another, with the intent to permanently or temporarily deprive the person or owner of the money or other property under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.

1. **Sexual Assault** is defined as an incident that includes actual fondling, actual indecent liberties, or actual child molestation or threatened rape. Both males and females can be victims of sexual assault.
1. **Sexual Battery (Rape)** is defined as forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or foreign object. Both males and females can be victims of sexual battery.
1. **Sexual Harassment** is defined as the unwelcomed conduct of sexual nature, such as sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassing conduct can include verbal or nonverbal actions, including graphic and written statements, and may include statements made through computers, cellphones, and other devices connected to the internet.
1. **Sexual Misconduct / Sexual Offenses (Other)** is defined as lewdness or indecent exposure. Other sexual contact, including intercourse, without force or threat of force. Includes subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner.
1. **Simple Battery** is defined as an actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual.
1. **Simple Battery on School Board Employee, Sports Official, Law Enforcement Officers, Firefighters, Emergency Medical Care Providers, Public Transit Employees or Agents, or Other Specified Officers (F.S. §§1006.13(5), 784.081, and 784.07)** is the actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual.
1. **Tardiness, Habitual** is defined as consistent/repeated (5 times in a marking period) failure to be in the required place of instruction at the assigned time.
1. **Threat/Intimidation** is defined instilling fear in others. An incident where there was no physical contact between the offender and victim, but the victim reasonably believed that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal and verbal threats of physical harm which are made in person, electronically or through any other means. Threat/intimidation must include the elements of intent, fear, and capability.
1. **Tobacco** is defined as cigarettes or other forms of tobacco/nicotine. The possession, sale, purchase, distribution, or use, transmittal of tobacco or nicotine products on schoolgrounds, at school-sponsored events, or on school transportation by any person under the age of 21. Tobacco incidents will not be reported to FLDOE as drug related per SESIR guidelines.
1. **Transmittal** is defined as the transfer of an object, thing, electronic message or image, or substance from one person to another. Transmittal does not occur when the person immediately returns the item back to the person who gave it to them or if it is immediately delivered to a teacher or school administrator.
1. **Trespassing** means to enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus, without authorization or invitation and with no lawful purpose for entry. Only incidents involving a student currently under suspension or expulsion, or incidents where any offender (student or non-student) was previously issued an official trespass warning by school officials, or where any offender was arrested for trespass are required to be reported to SESIR. Trespass incidents that did not have a prior official warning, did not result in arrest, or did not involve students under suspension or expulsion should be reported as locally defined incidents according to district policies.
1. **Unauthorized Substance** is defined as any narcotic, controlled substance, or when said drug/substance is used for chemical intoxication. Use means the person is caught in the act of using, admits to using or is discovered to have used in the course of an investigation. This includes any:
    1.a. substance/drug deemed illegal under Chapter 893.
    2.a. drug or controlled substance that constitute a felony under Florida statute.
    3.a. types of cannabis, including, but not limited to, marijuana and hemp, and derivatives of such, including, but not limited to THC and CBD products.
    4.a. prescription medication not prescribed for the student who is in possession of the medication, or any prescription medication not authorized by SBBC Policy 6305.
1. **Under the Influence** is defined as any student who attends a school or school-sponsored event subsequent to having used or ingested any mood-altering substance or unauthorized substance as defined within SBBC Policy 5100: Suspension and Expulsion.
1. **Vandalism (Less than $1,000)** is defined as destruction, damage, or defacement of school property. The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it.

7) ~~**Violent Behavior** is defined as the use of physical force that causes damage, injury, violates or abuses another person or property.~~**Zero Tolerance**

Pursuant to F.S. §1006.13, District school boards shall promote a safe and supportive learning environment in schools by protecting students and staff from conduct that poses a threat to school safety. All incidents of threat shall be taken seriously and will be evaluated by a threat management team in accordance with School Board Policy 4380. A threat assessment team may use alternatives to expulsion or referral to law enforcement agencies to address disruptive behavior through restitution, civil citation, teen court, neighborhood restorative justice, or similar programs. Zero-tolerance policies may not be rigorously applied to petty acts of misconduct. Zero-tolerance policies must apply equally to all students regardless of their economic status, race, or disability. The threat assessment team shall consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act which would post a threat to school safety.

The District shall enter into agreements with the county sheriff's office and local police department specifying guidelines for ensuring that acts that pose a threat to school safety, whether committed by a student or adult, are reported to a law enforcement agency. The agreements must include the role of school resource officers, if applicable, in handling reported incidents and a procedure requiring school personnel to consult with school resource officers concerning appropriate delinquent acts and crimes.

The school principal shall notify all school personnel as to their responsibilities regarding incident reporting, which acts which pose a threat to school safety and crimes are properly reported to the school principal/designee, and that the disposition of the incident is properly documented.

Notwithstanding, any student who is attending a public school and is adjudicated guilty of or delinquent for, or is found to have committed, regardless of whether adjudication is withheld, or pleads guilty or nolo contendere to, a felony violation of as defined by F.S. §1006.13(6)(a) and, before or at the time of such adjudication, withholding of adjudication, or plea, the offender was attending a school attended by the victim or a sibling of the victim of the offense, the Department of Juvenile Justice shall notify the appropriate District school board of the adjudication or plea, the requirements in this paragraph, and whether the offender is prohibited from attending that school or riding on a school bus whenever the victim or a sibling of the victim is attending the same school or riding on the same school bus, except as provided pursuant to a written disposition order under F.S. §985.455(2). Upon receipt of such notice, the District school board shall take appropriate action.

**The HOPE Scholarship Program**~~-~~

**B)**

1) Pursuant to F.S. §1002.40, the Hope Scholarship is for students in grades kindergarten through 12 who are enrolled in a Florida public school and have been subjected to an incident of battery; harassment; hazing; bullying; kidnapping; simple battery; robbery; sexual offenses, sexual harassment, sexual assault, or sexual battery; threat or intimidation; or fighting at school to have the opportunity to transfer to another public school with capacity or to receive a scholarship to enroll in an approved private school. Incidents reported may be investigated at the district level, however, there does not have to be substantiation on the part of the district to offer a transfer to another public school with capacity or the ability for the student to move to an eligible private school on scholarship. School district personnel in Florida have a responsibility to notify families of the Hope Scholarship Program.
2) Upon receipt of a report of an incident, the school principal (or designee), is required to notify the parents of the reported incident and to investigate the incident to determine if it must be reported in SESIR, as required by F.S. §1006.09(6). Additionally, within 24 hours after receipt of the report, the principal or his/her designee shall provide a copy of the report to the parent of the alleged offender and to the superintendent.
3) After the investigation is completed, or within 15 days after the incident was reported to the principal, whichever comes first, the school district must notify the parent of the reported victim of their opportunity to transfer their child to another school under the Hope Scholarship Program.
4) Parents who wish to transfer their student to another public school must email their completed HOPE Scholarship Notification Form to schoolchoice@browardschools.com. For more information on how to apply for a private school scholarship, please visit www.floridaschoolchoice.org. Parents are required to inform the school district when the parent withdraws a student to attend a private school under this program.

5) Additional information on the HOPE Scholarship program can be found at https://www.fldoe.org/schools/school-choice/k-12-scholarship-programs/hope/.

**SECTION IX: ANTI-BULLYING~~XIII~~**

SBBC believes that all persons are entitled to an educational setting that is safe, secure, equitable, and free from bullying or harassment of any kind. SBBC will not tolerate bullying, harassment, or discrimination of any kind, and violations of School Board Policy 5900: Anti-Bullying shall be just cause for disciplinary action as outlined in the Discipline Matrix.

School Board Policy 5900 outlines expectations, stakeholder responsibilities, procedures for reporting allegations of bullying and/or harassment, requirements for responding to allegations of bullying and/or harassment, investigative procedures, and more. This policy, and all policies, can be viewed at www.browardschools.com/policies.

**SECTION X: RIGHT TO APPEAL DISCIPLINARY INFRACTIONS AND ADMINISTRATIVE CONSEQUENCES,~~UNFAIR PENALTIES –~~ GRIEVANCE PROCEDURES for DISCRIMINATION, BULLYING and/or HARASSMENT OFFENSES, including SECTION 504 DISCRIMINATION**

**~~RIGHT TO AN APPEAL~~**

There may be times when students do not agree with a violation of the Code of Student Conduct for which they've ~~believe they have~~ been disciplined and/or the corresponding administrative consequences. Students may ~~unfairly penalized. Most problems can be solved if students~~ speak with school ~~the teacher or~~ staff first and allow them the opportunity to address the concern.~~member who was involved. If students feel uncomfortable with this person, they may request a conference with the next level of authority.~~ Students may also request the presence of a third party, such as a counselor, assistant principal, other staff person, translator, or interpreter. Parent(s), and/or their ~~family~~ attorney also have the right to be included.

If a discussion~~talking things over~~ does not resolve~~solve~~ the concern~~problem~~, the student and/or parent(s)~~following steps~~ may request an appeal meeting. When ~~be taken:~~

~~A written statement~~ requesting the~~an~~ appeal, the student and/or parent(s) must submit a request for an appeal ~~be presented by the parent(s)/student to the principal~~ within five (5) school days from the initial ~~last notification regarding the~~ disciplinary notification.~~consequence or incident.~~ The request for an appeal~~statement~~ must include a statement indicating~~tell~~ what happened, when it happened, who was involved, and a detailed explanation for why~~how the parent/student would like~~ the parent(s) or student feels ~~problem resolved. A copy of~~ the Code of Student Conduct, administrative consequences, and/or disciplinary infraction does not align with School Board policy or the discipline matrix.

A) Suspension appeals for District Schools

~~1.~~ Level 1 Appeal:~~statement must be filed and maintained as an educational record.~~ The principal or the administrator with the most knowledge of the incident shall schedule a meeting~~meet~~ with the parent/guardian within five (~~and has~~ 5) school days of receiving~~, from~~ the written request. Following ~~date of~~ the meeting,~~ to respond in writing to the appeal request.~~

1) ~~If~~ the Principal shall provide a written decision parent/guardian within five (5) school days. All appeal documentation must be filed and maintained in the student's educational record.

~~2.~~2) Level 2 Appeal: If a parent/guardian or student is unsatisfied with the outcome of the level 1 appeal,~~problem still has not been resolved~~ within five (5) school days from receipt of the school's written response, the parent(s)/student may request a second level of appeal in writing to their school's ~~with a request for an appointment with the Director/designee of the appropriate~~ Regional Superintendent's Office. The request~~letter asking~~ for a level 2 appeal~~the appointment~~ must include ~~a copy of~~ the school's~~first~~ written decision, original statement indicating what happened, when it happened, who was involved, and the detailed explanation of why the parent/guardian and/or student feels the Code of Student Conduct, administrative consequences, and/or disciplinary infraction does not align with School Board policy, or the disciplinary matrix~~school's response if one was received~~.

Upon receipt of such request, the Regional Superintendent, or designee, shall schedule a meeting with the parent/guardian and/or student ~~**In the case of Charter Schools:** If the problem has not been resolved~~ within five (5) school days ~~from receipt~~ of receiving the ~~school's~~ written request for a level two appeal. Following~~response,~~

the meeting, a written decision will be provided to the ~~charter school~~ parent/guardian and/or~~(s)~~ student ~~may request, in writing, a meeting with the Governing Board.~~

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

~~3.~~a) ~~Upon receipt of such request, the Director/designee of the appropriate Regional Superintendent's Office will schedule a meeting~~ within five (5) school days. Failure on the part of the parent/guardian or student to attend ~~with~~ the scheduled~~student and his or her parent. This~~ meeting will result in~~include~~ the appeal being abandoned and~~person(s) involved in~~ the appeals~~appeal~~ process will be concluded~~, the principal, the student, the parent(s), and any representative selected by the parent. Attorneys may attend as representatives of either the parent(s)/student and/or the school. The Director/designee of the appropriate Regional Superintendent's Office has five (5) school days after the date of the meeting to send a written response to the parent(s)/student~~.

~~4.~~3) Level 3 Appeal: For SBBC public schools ONLY. If the parent(s)/student are unsatisfied with the decision of the Regional Superintendent or designee, they can~~still not satisfied, they~~ file a third and final level appeal in writing to the Superintendent's Office/designee within five (5) school days of receipt of the outcome from the Regional Office.~~.~~ This letter of appeal must include all correspondence from all previous appeals.

~~5.~~a) Upon receipt of the request for appeal, the ~~The~~ Superintendent/designee will schedule a final~~another~~ meeting with the parent to attempt to resolve the matter. After the date of this meeting, the Superintendent/designee has five (5) school days to send a written response. The decision of the Superintendent/designee shall be final.

~~6.~~4) A student shall serve his or her suspension during the pendency of any appeals. If the student is successful in his or her appeal, the student's record shall be corrected to remove all indications of the suspension, and the absences shall be reflected as "excused," for the period in question.

a) For more serious incidents requiring a mandatory recommendation for an administrative assignment to a District behavior intervention program or expulsion, students will not be allowed to return to the school where the offense occurred. Instead, they will be eligible to receive their continuing education services at a District behavior intervention program site throughout the appeals process.

(i) Under specific circumstances, this provision may not apply to students with disabilities with an IEP or Section 504 Accommodation plan. At all times, all local, state, and federal laws will be followed.

B) Suspension appeals for Charter Schools

1) Level 1 Appeal: The principal or the administrator with the most knowledge of the incident shall schedule a meeting with the parent/guardian within five (5) school days of receiving the written request. Following the meeting, the Principal shall provide a written decision parent/guardian within five (5) school days. All appeal documentation must be filed and maintained in the student's educational record.

2) Level 2 Appeal: If a parent/guardian or student is unsatisfied with the outcome of the level 1 appeal, within five (5) school days from receipt of the school's written response, the parent(s)/student may request, in writing, a meeting with the Charter School's Governing Board. The letter asking for the appointment must include a copy of the first written statement and the school's response, if one was received. The decision of the Charter School's Governing Board shall be final.

Reporting discrimination and/or harassment offenses

~~REPORTING DISCRIMINATION and/or HARASSMENT OFFENSES~~

C)

1) If any District school student feels that he or she has been discriminated against or harassed, he or she may contact the Executive Director of Benefits and EEO Compliance in the Department of Equal Educational Opportunities, 600 Southeast Third Avenue, 14th Floor, Fort Lauderdale, Florida 33301, Phone: 754-321-2150. Teletype Machine (TTY): 754-321-2158. Email: EEO@Browardschools.com.~~Email: EEO@Browardschools.com.~~ Complaints relating to discrimination may also be addressed to the Office for Civil Rights, 61 Forsyth Street, S.W., Suite 19T70, Atlanta, GA 30303, or the State or Federal Office for Civil Rights.

Reporting Section

D) ~~REPORTING SECTION~~ 504 discrimination~~DISCRIMINATION~~

1) The steps below have been developed to comply with the law for resolution of individual complaints under Section 504/ADA. Persons aggrieved by District school actions are not required by law to exhaust the District's grievance procedures before filing a complaint at the Federal or State level.

2) The following steps should be followed if resolution on Section 504/ADA issues through informal discussion with appropriate District school personnel is not achieved. All meetings, discussions, etc., should be documented. Appropriate District school personnel could include teachers, the Section 504 liaison, counselors, school administrator, etc.

~~1.~~a) If informal discussions do not resolve the issue, the parent/guardian or the District student may obtain a Grievance Filing Form from the principal. The completed form should be submitted to the District school principal within fifteen (15) school days.

~~2.~~b) Within fifteen (15) school days of receipt of the written grievance, the District school principal shall provide the grievant with a Grievance Resolution Notice that upholds, modifies, or denies the resolution sought.

~~3.~~c) If the parent/guardian or the District student is not satisfied with the response issued in Step 2, he/she may file a complaint with the Director of Benefits and EEO Compliance in the Department of Equal Educational Opportunities at 754-321-2150, who will inform the parent/student of his or her rights under Section 504/ADA, including an impartial hearing pursuant to Federal and State regulations. The Department of Equal Educational Opportunities will conduct an investigation, convene pertinent parties, including legal counsel, and make a determination as to whether probable cause exists to believe that the District school student was, in fact, discriminated against. A determination of possible cause will include specific recommendations for corrective behavior.

## APPENDIX A

## DEFINITIONS

## Definitions

1. **Aggravated Battery** is defined as a battery where the attacker intentionally or knowingly causes more serious injury as defined in Rule 6A-1.0017(8)(g), 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. Note: This is applicable to battery on School Board of Broward County employees, sports officials, or other specified officials as listed in F.S. §§784.07 and 1006.13(5), battery on a law enforcement officer, firefighter, emergency medical care provider, and others as listed in F.S. §784.07. If the incident involves a Class A or Class B Weapon, said incident shall be documented as weapon related per SESIR guidelines.
2. **Alcohol** is defined as the possession, sale, purchase, transmittal, distribution, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to the use, or is discovered to have used in the course of an investigation. Note: Alcohol incidents must not be reported to FLDOE as drug related per SESIR guidelines.
3. **Alternative Probation Contract (APC)** is a one-year probationary contract that, if violated, will result in a recommendation for an administrative assignment to a District behavior intervention program. The one-year period begins from the date of the qualifying incident. If the student transfers to another District or Charter school during the term of the APC, the terms of the contract still apply. Refer to the discipline matrix for qualifying incidents.
4. **Arson** is defined as intentionally setting a fire. The intentional 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.
5. **Bullying** (which includes cyberbullying) is defined in SB Policy 5900.
6. **Burglary** is defined as illegal entry into a facility. The unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.
7. **Cheating**
    a. **Major Cheating** is defined as an act of academic dishonesty by a student who engages in unauthorized use, possession, coordination, promotion, marketing, sharing, distribution, publication, or duplication of tests/exams such as mid-terms, finals, end of course, or other standardized assessments. Cheating, Major also includes but is not limited to changing, giving, facilitating academic dishonesty, seeking to buy, buying grades, selling grades, facilitating the transaction, sale, or purchase of grades or examples, paying someone to change grades, access to exams, or grades or to securing answers to an exam in any manner.
    b. **Minor Cheating** is defined as an act of academic dishonesty by a student who chooses to submit work that is not their own.
8. **Class Cut (Skipping)** is defined as deliberate/willful refusal to attend an assigned class at the designated/required time.
9. **Criminal Mischief (Equal to or greater than $1,000)** is defined as willfully and maliciously injuring or damaging by any means any real or personal property belonging to another, including, but not limited to, the placement of graffiti thereon or other acts of vandalism thereto.
10. **Days** shall be construed to be school days (as determined by the applicable school calendar) whenever mentioned in this policy.
11. **Detention, Unserved** is defined as an unexcused absence from an assigned detention.
12. **Discriminatory Comments/Actions** are defined as the use of discriminatory words, phrases, social media, actions/retaliation, gestures, symbols or images that slander/demean or is reasonably foreseeable to have a negative impact upon an individual, or community of people/group. This includes, but is not limited to, gender, gender identity, gender expression, race, color, religion, ethnicity, national origin, political beliefs, marital status, age, sexual orientation, social and family background, language, pregnancy, or linguistic preference, or mental/physical[1] disability, or other minority groups (per F.S. §775.085. and Florida Department of Law Enforcement's Hate Crime Report Manual, The Attorney General's Annual Report/Hate Crimes in Florida/January 1 – December 31, 2008).
    *[1]Mental or Physical Disability means that the victim suffers from a condition of physical or mental incapacitation due to a developmental disability, organic brain damage, or mental illness, and has one or more physical or mental limitations that restrict the victim's ability to perform the normal activities of daily living.*
13. **Disruption on Campus-Major** is defined as a major disruption of all or a significant portion of campus activities, school-sponsored events, or school bus transportation. Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others.
14. **Dress Code Violation** is defined as dressing or accessorizing in a manner that violates the Dress Code section of the Code of Student Conduct or a school's approved unified dress policy, or by dressing or accessorizing in a manner that

is dangerous to the health and/or safety of oneself or others or in a manner that causes a substantial disruption to the learning environment.

15. **Drug Sale, Attempted Sale, Distribution or Transmittal** is defined as the illegal sale or distribution of drugs. The manufacture, cultivation, sale, distribution, or transmittal of any drug, leaf marijuana, narcotic, controlled substance, or substance represented to be a drug, narcotic, or controlled substance. This includes drug possession with intent to sell.
16. **Fighting-Major (Mutual Combat)** is defined as mutual combat or mutual altercation. The mutual participation of two or more persons using force or physical violence that results in injury requiring professional medical attention.
17. **Fighting-Medium** is defined as mutual participation of two or more persons using force or physical violence (i.e., punching, slapping, kicking, striking, etc.) that may require physical intervention and/or results in injury requiring first aid.
18. **Grand Theft (Equal to or greater than $750)** is defined as the unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm. The item(s) value must be worth $750 or more.
19. **Harassment** is defined in School Board Policy 5900.
20. **Hazing** is defined as any action or situation that endangers the mental or physical health or safety of a student at a school with any grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. Hazing includes, but is not limited to pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.
21. **Homicide** is defined as the unjustified killing of one human being by another.
22. **Inciting a Disturbance** is defined as the encouragement or contribution to any fight, disruption, and/or any violation of the Code of Student Conduct, that is reasonably foreseeable to negatively impact a student's ability to learn, a teacher's ability to teach, or negatively impact the school community, school transportation or school-sponsored event. The incident is also applicable when off campus conduct creates a nexus between the school community impacting a student's ability to learn, a teacher's ability to teach, or resulting in a disruption on school campus, school transportation or school-sponsored event. Encouragement/contribution includes, but is not limited to knowingly recording, displaying, posting an incident via an electronic device/social media, or through handwritten or verbal communication.
23. **Injury**
    a. **Minor** is defined as an injury, which solely requires first aid.
    b. **Serious** is defined as an injury, which requires treatment, by professional medical personnel or injury which involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty (18 U.S.C. 1365(h)(3)).
24. **Kidnapping** is defined as forcibly, secretly, or by threat, confining, abducting, or imprisoning another person against his or her will and without lawful authority.
25. **Larceny/Theft (Less than $750)** is defined as the unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm. The item(s) value must be less than $750.
26. **Leaving school grounds without permission** is defined as unauthorized leaving of the school grounds or school-sponsored event during the regular school day or during a school-sponsored event for which the parent has not given written authorization for the student to attend.
27. **Majority Age Student** is any student who is 18 years or older.
28. **Mistreatment of Peers** is defined as words or actions made directly or indirectly towards another that cause harm/hurt feelings that may or may not have minimal effect of interfering with the student's educational performance, opportunities, or benefits. This includes electronic statements.
29. **Mood-Altering Substance** is defined as any substance that is or may be detrimental to the user or to others, including, but not limited to, alcohol or alcoholic beverages, leaf marijuana (less than 20 grams), hallucinogens/chemical intoxication, inhalants, over- the-counter medication taken in excess of the manufacturer's recommended dosage limit.
30. **Non-School - Other Serious Incident/Delinquent Act** is defined as an act, off school property, which would be a felony if committed by an adult. (F.S. §1006.09(2)).

31. **Other Major - Other Serious Incident/Delinquent Act** is defined as any person who commits any serious, harmful incident resulting in the need for law enforcement consultation not already set forth by SESIR guidelines or policy, which occurs on SBBC property, during school events or activities, or on school transportation.
32. **Out of Assigned Area** means willfully entering an area of campus not on a student's assigned schedule, other than a common resource area, without permission. These areas include but are not limited to athletic facilities, classrooms, offices, and restrooms/changing facilities. For this to apply to restrooms/changing facilities, students must first be asked by school personnel to leave and refuse to do so (F.S. §553.865(9)(a)).
33. **Over the Counter (OTC) Medications** are medications that may be sold directly to a consumer without a prescription from a physician or licensed healthcare provider.
34. **Parent** is defined as either or both parents of a student, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of the parent. (F.S. §1000.21(6)).
35. **Petty Offenses or Petty Acts of Misconduct - Acts that are not a threat to school safety and do not require consultation with law enforcement. (F.S. §1006.13(2)(c)). They include, but are not limited to:**
    a. Willful disobedience;
    b. Defiance of the authority of a member of the staff;
    c. Use of profane or obscene language; or
    d. Repeated exhibitions of behavior that interferes with the teacher's ability to communicate effectively;
    e. Incidents as outlined by the Discipline Matrix.
36. **Possession** is defined as the knowing, intentional, deliberate, or inadvertent control of any article, object, substance, asset, or property.
37. **Robbery** is defined as the use of force to take something from another. The taking or attempted taking of money or other property from the person or custody of another, with the intent to permanently or temporarily deprive the person or owner of the money or other property under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.
38. **Self-defense** is when a student is unable to leave the area of a "pending attack" and must use any action that is necessary to protect oneself from serious bodily harm using only the amount of force necessary to get away from the attack and immediately seek help from the nearest adult. Provocation and/or retaliatory actions are NOT considered self-defense and will be considered as mutual participation and subject to appropriate disciplinary actions. Provocation/retaliation is considered:
    a. Provoking another student using actions or words (verbal or written), to engage in an altercation and striking back after being struck.
    b. Willingly entering the area of a "pending attack" and involving oneself in the confrontation.
    c. Continuing to strike or hit after being able to get away.
    d. Choosing not to leave the area after being able to get away.
    e. Returning to the confrontation after getting away.
39. **Sexual Assault** is defined as an incident that includes actual fondling, actual indecent liberties, or actual child molestation or threatened rape. Both males and females can be victims of sexual assault.
40. **Sexual Battery (Rape)** is defined as forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or foreign object. Both males and females can be victims of sexual battery.
41. **Sexual Harassment** is defined as the unwelcomed conduct of sexual nature, such as sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassing conduct can include verbal or nonverbal actions, including graphic and written statements, and may include statements made through computers, cellphones, and other devices connected to the internet.
42. **Sexual Misconduct / Sexual Offenses (Other)** is defined as lewdness or indecent exposure. Other sexual contact, including intercourse, without force or threat of force. Includes subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner.
43. **Simple Battery** is defined as an actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual.
44. **Simple Battery on School Board Employee, Sports Official, Law Enforcement Officers, Firefighters, Emergency Medical Care Providers, Public Transit Employees or Agents, or Other Specified Officers (F.S. §§1006.13(5), 784.081, and 784.07)** is the actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual.

45. **Substance Probation Contract (SPC)** is a one-year probationary contract that, if violated, will result in a recommendation for an administrative assignment to a District behavior intervention program. The one-year period begins from the date of the qualifying incident. If the student transfers to another District or Charter school during the term of the SPC, the terms of the contract still apply. Refer to the discipline matrix for qualifying incidents.
46. **Tardiness, Habitual** is defined as consistent/repeated (5 times in a marking period) failure to be in the required place of instruction at the assigned time.
47. **Threat/Intimidation** is defined instilling fear in others. An incident where there was no physical contact between the offender and victim, but the victim reasonably believed that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal and verbal threats of physical harm which are made in person, electronically or through any other means. Threat/intimidation must include the elements of intent, fear, and capability.
48. **Tobacco** is defined as cigarettes or other forms of tobacco/nicotine. The possession, sale, purchase, distribution, or use, transmittal of tobacco or nicotine products on schoolgrounds, at school-sponsored events, or on school transportation by any person under the age of 21. Tobacco incidents will not be reported to FLDOE as drug related per SESIR guidelines.
49. **Transmittal** is defined as the transfer of an object, thing, electronic message or image, or substance from one person to another. Transmittal does not occur when the person immediately returns the item back to the person who gave it to them or if it is immediately delivered to a teacher or school administrator.
50. **Trespassing** means to enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus, without authorization or invitation and with no lawful purpose for entry. Only incidents involving a student currently under suspension or expulsion, or incidents where any offender (student or non-student) was previously issued an official trespass warning by school officials, or where any offender was arrested for trespass are required to be reported to SESIR. Trespass incidents that did not have a prior official warning, did not result in arrest, or did not involve students under suspension or expulsion should be reported as locally defined incidents according to district policies.
51. **Unauthorized Substance** is defined as any narcotic, controlled substance, or when said drug/substance is used for chemical intoxication. Use means the person is caught in the act of using, admits to using or is discovered to have used in the course of an investigation. This includes any:
    a. substance/drug deemed illegal under Chapter 893.
    b. drug or controlled substance that constitute a felony under Florida statute.
    c. types of cannabis, including, but not limited to, marijuana and hemp, and derivatives of such, including, but not limited to THC and CBD products.
    d. prescription medication not prescribed for the student who is in possession of the medication, or any prescription medication not authorized by SBBC Policy 6305.
52. **Under the Influence** is defined as any student who attends a school or school-sponsored event subsequent to having used or ingested any mood-altering substance or unauthorized substance as defined within SBBC Policy 5100: Suspension and Expulsion.
53. **Vandalism (Less than $1,000)** is defined as destruction, damage, or defacement of school property. The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it.
54. **Violent Behavior** is defined as the use of physical force that causes damage, injury, violates or abuses another person or property.
55. **Weapons**
    a. **Class A Weapons** include any firearm, instrument, or object that can inflict serious harm on another person or can place a person in reasonable fear of serious harm. Possession of a firearm or any instrument or object as defined by Section 790.001, F.S., that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm. This category includes, but is not limited to:
        i. Firearm, (whether operable or inoperable, loaded or unloaded) including, but not limited to, handgun, zip gun, pistol, rifle, shotgun, and starter gun, but excluding a BB gun, hard pellet gun, or airsoft gun.
            1. Note that a student who wields or threatens with a BB gun, hard pellet gun, or airsoft gun is considered in possession of a weapon under Rule 6A-1.0017, F.A.C. These incidents shall be handled in accordance with possession of a Class A weapon under this policy and SBBC Policy 5100.
        ii. Explosive propellants or destructive devices (operable or inoperable), including bombs
        iii. Dirk

iv. Brass knuckles and/or metallic knuckles includes, but is not limited to, any device or instrument made of metal or other materials, designed to fit around the knuckles/fingers
v. Billy club
vi. Tear gas
vii. Electric weapon or device including, but not limited to, stun gun and taser gun.
viii. Slungshot - is a striking weapon consisting of weight or other hard object affixed on a flexible handle or strap
ix. Chemical weapons or devices in a container with the capacity to hold more than 2 ounces of the chemical
x. Flare gun
xi. Ice pick
xii. Knife – Any knife that may inflict harm on another person, or could be used to intimidate/threaten another person, including, but not limited to, fixed blade knives, regardless of size, switch blade knives, razor blades, or box cutters, but excluding blunt-bladed table knives and common pocketknives, defined as a folding knife with a blade of 3 ¾ inches or less. (see Class B weapons/items for other knives)
1. Note that a student who wields or threatens with a common pocketknife is considered in possession of a weapon under Rule 6A-1.0017, F.A.C. These incidents shall be treated consistent with possession of a Class A weapon under this policy and SBBC Policy 5100.

**b. Class B Weapons** include but are not limited to the following:
i. Chains (i.e., household, industrial)
ii. Pipe - a hollow cylinder or tube made of metal, wood, plastic, or similar material
iii. Other pointed instruments or sharp objects, other than school supplies (i.e., pencil, compass)
iv. Nunchakus, Chinese stars
v. Chemical weapon or device such as pepper spray or mace in a container with the capacity to hold two (2) ounces or less of the chemical*
1. *This does not apply to pepper spray/mace with the capacity to hold less than two (2) ounces if it was only possessed and not displayed, used, sold, or transmitted
vi. Ammunition and any component thereof, including, but not limited to bullets, shotgun shells, bullet casings and magazine clips
vii. Slingshot - a hand-held and hand-powered device consisting of a frame with attached rubber strap/straps, used for shooting objects
viii. Flammable liquids or combustible materials
ix. Projectile Device* - including, but not limited to, BB guns, hard pellet guns, and paint ball guns
1. On a 1st offense only, for an elementary level student (Grades K-2), a projectile device shall not be categorized as a Class B weapon/item if the following conditions are met:
a. the projectile device was unloaded; and
b. the student was not in possession of ammunition for the projectile device.
2. If the conditions above are met, for an elementary level student (Grades K-2), then the projectile device shall not be categorized as a Class B weapon/item per this policy.
x. All knives (other than a plastic eating utensil, manufactured for single use and disposal) made of any substance not categorized as Class A weapon
1. At the principal's discretion, a blunt-bladed, round-tipped knife, which is prohibited, shall not be categorized as a Class B weapon on the first offense, if all the following circumstances are met:
a. the item is used for the consumption of food as an eating utensil; and
b. the item presents no threat to the environment.
2. A plastic eating utensil (manufactured for single use and disposal) shall neither be categorized, nor consequenced, as a weapon/item under this SB Policy or SB Policy 5100: Suspension and Expulsion.
xi. Any instrument, tool, object, or substance used in a threatening manner toward another person.

Pursuant to F.S. §1006.07(2)(g), simulating a firearm or weapon while playing is not grounds for disciplinary action or referral to the criminal justice or juvenile justice system unless simulating a firearm or weapon while playing substantially disrupts student learning, causes bodily harm to another person, or places another person in reasonable fear of bodily harm; however, this behavior shall not be classified as a Class B Weapon.

c. Simulating a firearm or weapon while playing includes, but is not limited to:
    i. Brandishing a partially consumed pastry or other food item to simulate a firearm or weapon
    ii. Possessing a toy firearm or weapon that is 2 inches or less in overall length
    iii. Possessing a toy firearm or weapon made of plastic snap-together building blocks
    iv. Using a finger or hand to simulate a firearm or weapon
    v. Vocalizing an imaginary firearm or weapon
    vi. Drawing a picture, or possessing an image, of a firearm or weapon
    vii. Using a pencil, pen, or other writing or drawing utensil to simulate a firearm or weapon

## APPENDIX B

## HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) NOTICE

## HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) NOTICE

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

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

**PLEASE REVIEW IT CAREFULLY**

**The effective date of this notice shall be August 11, 2025.**

### THE SCHOOL BOARD OF BROWARD COUNTY (SBBC) DUTIES UNDER HIPAA

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

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

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

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

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

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

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

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

Unless specified above, the school district will not share your and/or your child's PHI unless you provide written authorization. This authorization will have an expiration date. Additionally, you may revoke the authorization in writing at any time. Certain uses and sharing of psychotherapy (counseling) notes may also require your written authorization, except

when required by a subpoena or court order. Uses and disclosures of PHI for marketing purposes as well as disclosures that constitute a sale of PHI require written authorization.

**INDIVIDUAL RIGHTS**

1. You have the right to request the school district to restrict the use of your and/or your child's PHI and with whom it may be shared. You have the right to request restrictions or limitations on the PHI used and disclosed for treatment, payment, or health care operations. You also have the right to request a limit on the PHI the school district Plan discloses to someone involved in your care or the payment of your care, like a family member or friend. To request a restriction, you must make your request in writing to the department providing the service, or you may send the request to the SBBC Privacy Officer at 600 S.E. 3rd Avenue, 11th Floor, Fort Lauderdale, FL 33301. In your request, you must tell us (1) what information you want to limit; (2) whether you want to limit our use, disclosure, or both; and (3) to whom you want the limits to apply. The school district will consider any of your requests but is not required to agree to them.
2. You have the right to request confidential communications. The school district may mail or call you with appointment reminders or regarding your responsibility to pay for services. We will make contact with you in the manner and at the address or telephone number you select. You may provide an address other than your residence where you can receive mail and where you may be contacted. You will be asked to put your contact information in writing.
3. You have the right to review and receive a copy of your PHI, except as limited by law. Your review of the PHI will be supervised and will be at a time and place that is convenient to you and a representative of the school district. You may be denied access as specified by law. This might occur if your child consented to care, and the parent's consent was not required by law or if your child is receiving care at the direction of a court or a person appointed by the court. If access is denied, you have the right to request a review by a licensed health care professional who is not involved in the decision to deny access. The licensed health care professional will be designated by the school district. If you request a copy, you may be charged a reasonable fee. We will provide you access to the PHI in the form and format requested by you if it is readily producible in such form and format, or if not, in a readable hard copy form. We will provide access (review and/or copy) requested within 30 days or notify you of a one-time 30-day extension, if necessary, and the reason for the extension and the date by which the information will be provided.
4. You have the right to correct your and/or your child's PHI. Your request to correct your or your child's PHI must be in writing and provide a reason to support your requested correction. If your correction is accepted, the school district will make the correction and tell you and others who need to know about the correction. The school district may deny your request, in whole or part, if it finds the PHI:
   a. Was not created by the school district.
   b. Does not qualify as PHI.
   c. Is by law not available for your review.
   d. Is accurate and complete.

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

5. You have the right to receive a list of the individuals and/or agencies with which the school district has shared your PHI. All requests for this list (also known as an accounting of disclosures) must state a time period that may not include a date earlier than six (6) years prior to the date of the request. The first list you request within a 12-month period will be provided free of charge. For additional lists, we may charge you for the costs of providing the list. The list will not include:
   a. Information shared to carry out treatment, payment, or health care operations.
   b. Information shared with you.
   c. Information incidental to otherwise permitted or required disclosures, pursuant to applicable regulations.
   d. Information you authorized to be shared.
   e. Information shared with individuals involved with your care.
   f. Information disclosed for national security or intelligence purposes.
   g. Information disclosed to correctional institutions or law enforcement officials when the disclosure was permitted without authorization.
   h. Information in a limited data set (which is PHI that excludes certain direct identifiers, such as name, address, social security number, etc.).

6. You have the right to be notified of a breach. If a breach of your unsecured PHI occurs, meaning your private information was disclosed without the required authorization, you have a right to be notified.
7. You have a right to a paper copy of this notice upon request. To obtain a paper copy, contact the school or District department providing the service.

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

The law requires the school district to give this Notice of Privacy Practices to you. The school district is required to do what the notice currently in effect says it will do. SBBC is required to provide you with notice of its legal duties and privacy practices with respect to PHI, and to notify affected individuals following a breach of unsecured PHI. SBBC reserves the right to change the terms of this notice and to make the new provisions effective for all PHI that it maintains. If the school district changes how it handles your or your child's PHI records, you will be informed. The most current notice will be posted on the SBBC website, https://www.browardschools.com/Page/36133.

**FOR FURTHER INFORMATION**

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

**COMPLAINTS**

If you believe your HIPAA privacy rights have been violated, you may file a complaint with the SBBC Privacy Officer at 600 S.E. 3rd Avenue, 11th Floor, Fort Lauderdale, FL 33301/ Telephone (754) 321-1914. You may also file a complaint online with the U.S. Department of Health and Human Services, Office for Civil Rights Complaint Portal at https://ocrportal.hhs.gov/ocr/portal/lobby.jsf, or mailing to: US Department of Health and Human Services; 200 Independence Avenue, SW; Room 509F HHH Bldg., Washington, DC 20201, or by phone at 1-800-368-1019, TDD: 1-800-537-7697. Please be advised the SBBC will not retaliate against you or your child for filing a complaint.

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

**Appendix C**

~~**Broward County Public Schools**~~

**Administrative Discipline Matrix**

~~**(SY 2024-2025)**~~

~~***NOTE:***~~ The Administrative Discipline Matrix sets forth the guidelines for assessing consequences for violations of SB~~***SBBC***~~ policies. In accordance with Rule 6A-1.0017, F.A.C., school administrators~~***School principals***~~ have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix if they determine ~~***in their sole discretion***~~ that there are mitigating or aggravating circumstances. In circumstances that do not involve drugs/substances or incidents that rise to expulsion or behavior intervention through progressive discipline, principals ~~***Principals***~~ may deviate by one level when applying consequences per the Discipline Matrix~~***, except for incidents associated with drugs/substances and those with progressive discipline that rise to a recommendation for expulsion or recommendation for behavior intervention as reflected on the discipline matrix.***~~

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

~~*Per F.S. §1006.13, the threat assessment team shall consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act, which would pose a threat to school safety. Refer to SBBC Policy 4380: Behavioral Threat Assessment for more information related to threats.*~~

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

~~*All SESIR level incidents shall be addressed by school-based administrators only. SESIR guidelines require reporting to the FLDOE.*~~

~~*It is prohibited to issue an AES or an out of school suspension (OSS) in lieu of an in-school suspension (ISS) when the Discipline Matrix prescribes such an action.*~~

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# ACTION LEGEND ADMINISTRATIVE CONSEQUENCES/INTERVENTIONS

Documentation in the Student Information System and parent contact is required for all violations requiring administrative action. Discipline for ESE/504 students with disabilities shall be in accordance with State and Federal laws and SBBC policies. For incidents resulting in out-of-school suspension, AES shall be offered when appropriate and available (F.S. §1006.09(1)(a)).

| | |
|---|---|
| A. Parent Contact/Conference (Mandatory for each offense) | X. In-School Suspension (less than 1 day) – including behavioral curriculum interventions (i.e., Suite360) |
| B. Referral to CPST/RtI Team | Y. In-School Suspension: 1-2 days – including behavioral curriculum interventions (i.e., Suite360) |
| C. Refer to School-based Threat Management Team (SBTMT) Chair | Z. In-School Suspension: 1-3 days & Loss of Extra-Curricular Activities (1-30 days) – including behavioral curriculum interventions (i.e., Suite360) |
| D. Confiscation (when applicable) | AA. In-School Suspension: 3-5 days – including behavioral curriculum interventions (i.e., Suite360) |
| E. Restitution (when applicable) | BB. Out of School Suspension: 1-2 days (offer AES with behavioral curriculum interventions) |
| F. Referral for support services (i.e., School Counselor, School Social Worker, Family Therapist) | CC. Out of School Suspension: 3-5 days (offer AES with behavioral curriculum interventions) |
| G. School-based attendance contract (developed in conjunction with parent, administration, student, school counselor, and school social worker) | DD. Out of School Suspension: 6-9 days (offer AES with behavioral curriculum interventions) |
| H. School-based behavior contract (developed in conjunction with parent, administration, student, and school counselor) | EE. Out of School Suspension: 3 days (offer AES with behavioral curriculum interventions) |
| I. IMPAC AES | FF. Out of School Suspension: 4 days (offer AES with behavioral curriculum interventions) |
| J. Probationary Substance Abuse Contract (PSAC) | GG. Out of School Suspension: 5 days (offer AES with behavioral curriculum interventions) |
| K. Alternative Probationary Contract (APC) | HH. Out of School Suspension: 6 days (offer AES with behavioral curriculum interventions) |
| L. Verbal Warning or Written Reprimand (includes for school-sponsored transportation) | II. Out of School Suspension: 7 days (offer AES with behavioral curriculum interventions) |
| M. School/Community Service Work | JJ. Out of School Suspension: 8 days (offer AES with behavioral curriculum interventions) |
| N. Before/After School Detention (1) | KK. Out of School Suspension: 9 days (offer AES with behavioral curriculum interventions) |
| O. Multiple Before/After School Detentions (2-3) or Saturday Detention | LL. Out of School Suspension: 10 days (offer AES with behavioral curriculum interventions) |
| P. Time Out | MM. Bus Suspension: 1-2 days |
| Q. Loss of Extra-Curricular Activities (1-5 days) | NN. Bus Suspension: 3-5 days |
| R. Refer to Fire Starter Program | OO. Bus Suspension: 6-9 days |
| S. SESIR Incident Reporting Required | PP. Bus Suspension: 10 days |
| T. Recommendation for Expulsion (Mandatory) | QQ. Bus Expulsion for the Remainder of the School Year |
| U. Recommendation for District-assigned Behavior Intervention Program (Mandatory) | RR. Loss of all school-sanctioned activities for 1 calendar year |
| V. Consultation with Law Enforcement[1] | SS. Refer to Community Youth Support Service Programs (as available and appropriate) |
| W. Complete Immediate Notification to Regional Office and DSOC | TT. Issue HOPE Scholarship Initial Notification Form to Eligible Party(ies) |

[1] In accordance with F.S. §1006.07(2)(n) upon consultation with law enforcement by the school principal/designee for a SESIR level incident or any incident as outlined by the Code of Student Conduct's Discipline Matrix that requires consultation with law enforcement, if said incident is determined by the law enforcement officer to be a criminal offense requiring formal action, the school principal/designee will recommend that in lieu of the law enforcement officer arresting the student, the law enforcement officer should issue the student a civil citation when applicable under law. The criteria for the school principal/designee's recommendation for the

~~law enforcement officer's consideration regarding issuance of a civil citation in lieu of arrest, is appliable to students based on the incident type, frequency, student's age, grade, and exceptionality.~~

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**Broward County Public Schools**

**Administrative Discipline Matrix (SY 2024-2025)**

**Elementary Grades K-2**

| | | Type of Incident | 1st Consequence | 2nd Consequence | 3rd Consequence | 4th Consequence | Subsequent Consequence |
|---|---|---|---|---|---|---|---|
| **Attendance Incidents** | | | | | | | |
| | ZL | Class Cut (Skipping) | A, L | A, P | | | |
| | ZM | Tardiness, Habitual (5 in a Marking Period) | A | A, B, F | | | |
| | ZV | Truancy | A, B, F | | | | |
| | ZG | Leaving Campus Without Permission | A, N | A, B, F, O | | | |
| | ZU | Out of Assigned Area | A, L | A, F, P | A, F, N | A, F, O | |

| | | Type of Incident | 1st Consequence | 2nd Consequence | 3rd Consequence | 4th Consequence | Subsequent Consequence |
|---|---|---|---|---|---|---|---|
| **Rule Violation Incidents** | | | | | | | |
| | ZE | Dress Code Violation | A, F, L | A, F, Q | A, F, Z | | |
| | ZQ | Cheating Minor (Grades 3-12) | | | | | |
| | ZB | Cheating Major | A, B, N | | | | |
| | ZP | Detention – Unserved | A, X | | | | |
| | ZS | Unserved Saturday Detention | | | | | |
| S | ED | Electronic Devices | A, B, C, D, F, V, W, Y | A, B, C, D, F, V, W, BB | A, B, C, D, F, V, WCC | A, B, C, D, F, K, V, W, DD | A, B, C, D, F, U, V, W, LL, SS |
| S | SX | Sexting | A, B, C, D, F, V, W, Y, | A, B, C, D, F, V, W, BB, | A, B, C, D, F, V, W, CC | A, B, C, D, F, K, V, W, DD | A, B, C, D, F, U, V, W, LL |
| | ZY | Cell Phone Violation (Punitive Action Begin on 2nd Offense) | A, D, L | A, D, P | A, D, N | | |

## Administrative Discipline Matrix (SY 2024-2025)

## Elementary Grades K-2

| | | Type of Incident | 1st Consequence | 2nd Consequence | 3rd Consequence | 4th Consequence | Subsequent Consequence |
|---|---|---|---|---|---|---|---|
| Disruptive Incidents | | | | | | | |
| | SB | Disruptive (Unruly) Behavior | A, L | A, X, | A, F, Y | | |
| | UP | Disruptive (Unruly) Play | A, L | A, P, | A, X | | |
| | 01 | Disobedience/Insubordination | A, L | A, F, X | A, F, Y | A, B, F, Z | |
| | ZW | Defiance of Authority Habitual | A, B, F, AA | A, B, F, BB | | | |
| | 02 | Profanity – Use of Insulting/Obscene Language | A, L | A, N | | | |
| | ZX | Profanity Directed Towards a Staff Member | A, F, P | A, F, X | A, B, F, Y | | |
| S | SG | Gambling | A, D, F, L, V, W | A, D, F, P, V, W | A, B, D, F, N, V, W | | |
| | DC | Discriminatory Comments/Actions | A, B, C, F, X | A, B, C, F, X | A, B, C, F, Y | | |
| | Z1 | Inciting a Disturbance | A, B, C, F, P | A, B, C, F, X, | | | |
| S | SF | Passing/Producing Counterfeit Money | A, D, F, L, V, W | A, D, F, V, W, X | | | |
| | ZH | Falsification/Misrepresentation (Lying or Forgery of Signature) | A, C, L, Q | | | | |
| | ZC | Prohibited/Distracting Items – Possession/Use | A, C, D, L | A, C, D, P | | | |
| | ZJ | Distribution/Sale of Unauthorized Materials (non-criminal) | A, D, F, L | A, D, F, P | | | |
| S | G1 | Gang, or gang-like Activity | A, B, C, E, F, V, W, Y | A, B, C, E, F, V, W, BB | A, B, C, E, F, V, W, CC | A, B, C, E, F, K, V, W, DD | A, B, C, E, F, U, V, W, LL |
| | XA | Disruption on Campus – Minor | A, B, F, P | A, B, F, X | A, B, F, Y | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| S | D0 | Disruption on Campus – Major | A, B, C, F, V, W, Y | A, B, C, F, V, W, BB | A, B, C, F, V, W, CC | A, B, C, F, K, V, W, DD | A, B, C, E, F, U, V, W, LL |
| S | 66 | Trespassing | A, B, C, F, P, V, W | A, B, C, F, V, W, X | A, B, C, F, V, W, Y | A, B, C, F, V, W, AA | A, B, C, F, V, W, BB |
| S | F9 | False Fire Alarm/911 Call | A, B, C, F, H, V, W, Y | A, B, C, F, V, W, BB | A, B, C, F, V, W, CC | A, B, C, F, K, V, W, DD | A, B, C, F, U, V, W, LL |

**Broward County Public Schools**

**Administrative Discipline Matrix (SY 2024-2025)**

**Elementary Grades K-2**

| Type of Incident | | | 1st Consequence | 2nd Consequence | 3rd Consequence | 4th Consequence | Subsequent Consequence |
|---|---|---|---|---|---|---|---|
| **Substance Abuse/Drug Incidents** | | | | | | | |
| | Z4 | Over-the-Counter Medication – Unauthorized Use/Possession/Purchase | A, D, L | A, D, F, L | A, D, F, N | | |
| | OC | Over-the-Counter Medication – Sale/Attempted Sale/ Transmittal | A, C, D, X | A, B, C, D, F, Y | A, B, C, D, F, BB | | |
| S | TU | Tobacco – Use/Possession/Sale/Purchase/ Transmittal of tobacco and/or tobacco-related products | A, D, F, N, V, W | A, B, D, F, V, W, Y | | | |
| S | EC | Tobacco – Use/Possession/ Sale/Purchase/Transmittal of Nicotine, Vapor Devices and/or Components of E-Cigarettes, Vapor Devises, or Similar | A, B, D, F, N, V, W | A, B, D, F, V, W, Y | A, B, D, F, V, W, Y | A, B, D, F, V, W, Y | |
| S | A1 | Alcohol – Use/Possession/Purchase | A, B, D, F, V, W, FF | A, B, D, F, J, V, W, JJ, SS | A, B, D, F, U, V, W, LL | | |
| S | D5 | Drug – Use/Possession of Leaf Marijuana (Less than 20g) | A, B, D, F, V, W, FF | A, B, D, F, J, V, W, JJ, SS | A, B, D, F, U, V, W, LL | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| S | D8 | Drug – Purchase of Leaf Marijuana (Less than 20g) | A, B, D, F, V, W, FF | A, B, D, F, J, V, W, JJ, SS | A, B, D, F, U, V, W, LL | | |
| S | DB | Drug – Use/Possession of Other Mood Altering Substances | A, B, D, F, V, W, FF | A, B, D, F, J, V, W, JJ, SS | A, B, D, F, U, V, W, LL | | |
| S | D9 | Drug – Purchase of Other Mood Altering Substances | A, B, D, F, V, W, FF | A, B, D, F, J, V, W, JJ, SS | A, B, D, F, U, V, W, LL | | |
| S | AA | Alcohol – Being Under the Influence | A, B, F, V, W, FF | A, B, F, J, V, W, JJ, SS | A, B, F, U, V, W, LL | | |
| S | DA | Drug – Being Under the Influence of Leaf Marijuana and/or Other Mood Altering Substances | A, B, F, V, W, FF | A, B, F, J, V, W, JJ, SS | A, B, F, U, V, W, LL | | |
| S | DF | Drug – Use/Possession of Unauthorized Substance | A, B, D, F, J, V, W, JJ, SS | A, B, D, F, U, V, W, LL, SS | | | |
| S | D10 | Drug – Purchase of Unauthorized Substance | A, B, D, F, J, V, W, JJ, SS | A, B, D, F, U, V, W, LL, SS | | | |
| S | D6 | Drug – Under the Influence of Unauthorized Substance | A, B, F,LL, V, W, SS | A, B, F, J, JJ, V, W, SS | A, B, F, U, V, W, LL | | |
| S | A3 | Alcohol – Sale/Attempted Sale/Transmittal | A, B, C, D, F, V, W, BB | A, B, C, D, F, V, W, BB | A, B, C, D, F, V, W, FF | | |
| S | DS | Drug – Possession with Intent to Sell, Sale, Attempted Sale, and/or Transmittal of Leaf Marijuana (less than 20g) | A, B, D, F, BB, V, W | A, B, D, F,CC, V, W | A, B, D, F, LL, U, V, WW, SS | | |
| S | D7 | Drug – Sale/Attempted Sale/Transmittal of Unauthorized Substance | A, B, D, F, BB, V, W | A, B, D, F, CCV, W | A, B, D, F, U, V, W, LL, SS | | |
| S | DP | Drug Paraphernalia – Use/Possession/Sale/Purchase/ Transmittal | A, B, D, F, FF, V, W, | A, B, D, F, V, W, FF | A, B, D, F, J,V, W, JJ, SS | A, B, D, F, U, V, W, LL, SS | |

| Hope Scholarship Incident | Type of Incident | | | 1st Consequence | 2nd Consequence | 3rd Consequence | 4th Consequence | Subsequent Consequence |
|---|---|---|---|---|---|---|---|---|
| **Acts Against Persons** | | | | | | | | |
| | | MP | Mistreatment of Peers | A, C, E, F, P | A, B, C, E, F, H, X, | A, B, C, E, F, Y, | | |
| Hope | S | ZA | Bullying | A, B, C, F, K, DD, TT | A, B, C, F, U, LL, TT | | | |
| Hope | S | HA | Harassment | A, B, C, F, BB, TT | A, B, C, F, CC, TT | A, B, C, F, K, DD, TT | A, B, C, F, U, LL, TT | |
| ***When deciding what disciplinary action should be taken for Fighting, the Administrator may consequence the involuntary mutual combatant differently based upon the results of the investigation or provide no consequence.** | | | | | | | | |
| Hope | S | F1 | Fighting – Major Mutual Combat* **See above** | A, C, F, V, W, BB, TT | A, B, C, F, V, W, CC, TT | A, B, C, F, DD, TT | A, B, C, F, K, DD, TT | A, B, C, F, U, LL, TT |
| Hope | S | F2 | Fighting – Medium* **See above** | A, C, F, P, V, W, TT | A, C, F, V, W, Y, TT | A, B, C, F, V, W, AA, TT, | | |
| | | ZI | Minor Altercation/Confrontation | A, L | A, F, P | A, B, F, X | | |
| Hope | S | ZT | Hazing (Grades 6-12) | | | | | |
| | S | SS | False Accusation Against School Staff | A, B, F, V, W, Y | A, B, F, BB, V, W | A, B, F, V, W, CC | A, B, F, K, DD | A, B, C, F, U, LL |
| ***When deciding what disciplinary action should be taken, the Administrator may consider the severity of the offense and may impose a more severe consequence.** | | | | | | | | |
| Hope | S | 56 | Sexual Misconduct &/or Indecent Exposure (Sexual Offense)** | A, B, C, F, V, W, Y, TT | A, B, C, F, V, W, BB, TT | A, B, C, F, V, W CC, TT | A, B, C, F, K, V, W, DD, TT | A, B, C, F, U, LL, TT |
| | | HT | Inappropriate Touching/Language/ Gestures | A, F, P | A, F, X | A, B, F, Y | | |
| Hope | S | 50 | Sexual Harassment | A, B, C, F, X, TT | A, B, C, F, Y, TT | A, B, C, F, CC, SS, TT | A, B, C, F, K, DD, TT | A, B, C, F, U, LL, TT |
| | | ZN | Threat/Intimidation - Low | A, C, F, P | A, B, C, F, X | A, B, C, F, Y, | | |
| Hope | S | TT | Threat/Intimidation - Medium | A, B, C, F, V, W, Y, TT | A, B, C, F, V, W, AA, TT, | A, B, C, F, V, W, BB, TT | A, B, C, F, V, W, CC, TT | A, B, C, F, V, W, DD, TT |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Hope** | **S** | TW | Threat/Intimidation - High | A, B, C, F, K, V, W, DD, TT | A, B, C, F, U, V, W, LL, TT | | | |
| **Hope** | **S** | TV | Threat/Intimidation - Very High | A, B, C, F, U, V, W, LL, TT | | | | |
| **Hope** | **S** | S2 | Sexual Assault | A, C, F, V, W, BB, TT | A, C, F, V, W, CC, TT | A, B, C, F, K, V, W, DD, TT | A, B, C, F, U, V, W, LL, TT | |
| | | 21 | Battery – Low Level | A, C, L | A, B, C, F, P | A, B, C, F, X | A, B, C, F, Y | |
| **Hope** | **S** | PA | Simple Battery | A, C, F, V, W, Y, TT | A, C, F, V, W, BB, TT | A, B, C, F, V, W, CC, TT | A, B, C, F, K, V, W, DD, TT | A, B, C, F, U, V, W, LL, TT |
| | **S** | PE | Simple Battery on School Board Employee and Other Specified Categories | A, B, C, F, U, V, W, LL, TT | | | | |
| **Hope** | **S** | 23 | Aggravated Battery | A, B, C, F, U, V, W, LL, TT | | | | |

**Broward County Public Schools**

**Administrative Discipline Matrix (SY 2024-2025)**

**Elementary Grades K-2**

| | | Type of Incident | 1st Consequence | 2nd Consequence | 3rd Consequence | 4th Consequence | Subsequent Consequence |
|---|---|---|---|---|---|---|---|
| **Property Incidents** | | | | | | | |
| | | Larceny/Theft – Minor <$100 | A, D, E, L | A, D, E, F, P | A, D, E, F, M, N | | |
| | T5 | Larceny/Theft – Petty<$750 | A, D, E, Y | A, B, D, E, F, BB | A, B, D, E, F, CC | | |
| S | T6 | Larceny/Theft – Grand ≥ $750 | A, D, E, F, V, W, BB | A, D, E, F, V, W, CC | A, D, E, F, K, V, W, DD | A, B, D, E, F, U, V, W, LL | |
| | V4 | Vandalism/Damage to Property < $1000 | A, B, D, E, Y | A, B, D, E, F, BB | A, B, D, E, F, CC | | |
| S | V5 | Criminal Mischief/Damage to Property ≥ $1000 | A, C, D, E, F, V, W, BB | A, C, D, E, F, V, W, CC | A, C, D, E, F,K, V, W, BDD | A, B, C, D, E, F, V, W, LL | |
| | Z3 | Technology – Inappropriate Use (Computers or Networks) | A, L | A, P | A, N | | |
| S | ST | Technology – Illegal Use (Computers or Networks) | A, F, V, W, Y | A, F, V, W, BB | A, F, V, W, CC | A, B, F, K, V, W, DD | A, B, F, U, V, W, LL |
| S | 13 | Arson | A, B, C, E, F, U, V, W, LL | | | | |
| | FS | Fire – Starting a Fire on Campus | A, C, D, E, F, Y | A, C, D, E, F, R, BB | A, B, C, D, E, F, R, CC | A, B, C, D, E, F, K, DD | A, B, C, D, E, F, U, LL |
| S | 36 | Burglary – Unlawful Breaking/Entering into a School Facility or Property | A, C, D, E, F, V, W, , BB | A, B, C, D, E, F, V, W, CC | A, B, C, D, E, F, K, V, W, DD | A, B, C, D, E, F, V, W, LL | |

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**Broward County Public Schools**

**Administrative Discipline Matrix (SY 2024-2025)**

**Elementary Grades K-2**

| Hope Scholarship Incident | Type of Incident | | | 1st Consequence | 2nd Consequence | 3rd Consequence | 4th Consequence | Subsequent Consequence |
|---|---|---|---|---|---|---|---|---|
| | **Other Criminal Incidents** | | | | | | | |
| | S | WA | Weapons – Class A (Possessing/Displaying/Using/Selling/Transmitting) | A, B, C, D, F, T, V, W, LL | | | | |
| | | WB | Weapons – Class B (Possessing/Displaying/Using/Selling/Transmitting) | A, B, C, D, F, V, W, BB | A, B, C, D, F, V, W, CC | A, B, C, D, F, K, V, W, DD | A, B, C, D, F, U, V, W, LL | |
| Hope | S | R2 | Robbery or Attempted Robbery | A, B, C, D, E, F, U, V, W, LL | | | | |
| Hope | S | S1 | Sexual Battery/Rape (Actual or Attempted) | A, B, C, F, U, V, W, LL | | | | |
| Hope | S | K1 | Kidnapping or Abduction/False Imprisonment | A, B, C, F, U, V, W, LL | | | | |
| | S | 42 | Homicide | A, B, C, D, F, T, V, W, LL | | | | |
| | S | SE | Extortion | A, B, C, D, E, F, V, W, BB | A, B, C, D, E, F, V, W, CC | A, B, C, D, E, F, K, V, W, DD | A, B, C, D, E, F, , V, W, LL | |
| | S | B3 | Threat to Kill/Mass Shooting | A, B, C, D, F, T, V, W, LL | | | | |
| | S | B4 | False Report/Hoax | A, B, C, F, T, V, W, LL | | | | |

**Broward County Public Schools**

**Administrative Discipline Matrix (2024-2025)**

**Elementary Grades K-2**

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

~~**Broward County Public Schools**~~

~~**Administrative Discipline Matrix**~~

~~**(SY 2024-2025)**~~

~~***NOTE: The Discipline Matrix sets forth the guidelines for assessing consequences for violations of SBBC policies. School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances. Principals may deviate by one level when applying consequences per the Discipline Matrix, except for***~~ incidents associated with drugs/substances and those with progressive discipline that rise to a recommendation for expulsion or behavior intervention, the school principal must seek approval from the Superintendent, or designee to deviate from the prescribed consequences. In these circumstances, consideration of the offenders' capacity to understand his or her behavior and the inappropriateness of his or her actions as well as the offender's age, development, and disability shall be considered (Rule 6A-1.0017, F.A.C.). ~~***recommendation for behavior intervention via the Expulsion Abeyance Office as reflected on the discipline matrix.***~~

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

Per F.S. §1006.13, the threat assessment team shall consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act, which would pose a threat to school safety. Refer to SB Policy 4380~~*SBBC Policy4380*~~: Behavioral Threat Management~~*Assessment*~~ for more information related to threats.

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

A Recommendation for the Behavior Intervention Program via the Expulsion Abeyance Office applies when elementary level student (Grades K-5) commits an offense for which a secondary student would receive a mandatory expulsion under SBBC Policy 5100.

All SESIR level incidents shall be addressed by school-based administrators only. SESIR guidelines require reporting to the FLDOE.

**Interventions and consequences for students are listed in the matrices below. These interventions and consequences include but are not limited to:**

| | |
|---|---|
| • Parent conference/contact (mandatory) | • Verbal warning |
| • Referral to collaborative problem-solving team (CPST) | • Written reprimand |
| • Referral to School-based Threat Management Team (SBTMT) | • School/community service work |
| • Referral for support services (i.e., School Counselor, School Social Worker, Family Therapist) | • Detention (before school, afterschool, or Saturday) |

- School-based attendance contract
- School-based behavior contract
- Alternative Probationary Contract (APC)
- Substance Probationary Contract (SPC)
- Interventions Making Positive Adjustment Change (IMPAC) Program referral
- Referral to community programs, as available and applicable
- School Environmental Safety Incident Reporting (SESIR)
- Administrative assignment to a District-assigned behavior intervention program
- Consultation with law enforcement
- Time out
- Loss of extra-curricular activities (Up to 30 days)
- Confiscation and/or restitution
- In-school suspension
- Out-of-school suspension with Alternative to External Suspension (AES)
- Expulsion
- Bus suspension
- Loss of all school-sanctioned activities for 1 calendar year
- HOPE Scholarship

*

Note: It is prohibited to issue an AES or an out of school suspension (OSS) in lieu of an in-school suspension (ISS) when the Discipline Matrix prescribes such an action.

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# ~~ACTION LEGEND~~ ~~ADMINISTRATIVE CONSEQUENCES/INTERVENTIONS~~

Documentation in the Student Information System and parent contact is required for all violations requiring administrative action. Discipline for ESE/504 students with disabilities shall be in accordance with State and Federal laws and SBBC policies. For incidents resulting in out-of-school suspension, AES shall be offered when appropriate and available (F.S. §1006.09(1)(a)).

## Administrative Discipline Matrix for Kindergarten through Grade 2

| Incident Code | Incident | 1st Occurrence | 2nd Occurrence | 3rd Occurrence | 4th Occurrence | 5th Occurrence |
|---|---|---|---|---|---|---|
| 23 | Aggravated Battery | Out of School Suspension 10 days (Offer AES) | | | | |
| A. A1 ~~Parent Contact/Conference (Mandatory for each offense)~~ | Alcohol Possession | Out of ~~X. In-~~ School Suspension 4 days (offer AES ~~(less than 1 day) – including behavioral curriculum interventions (i.e., Suite360)~~) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| B. A3 ~~Referral to CPST/RtI Team~~ | Alcohol Sale | Out of ~~Y. In-~~ School Suspension~~:~~ 1-2 days (offer AES ~~– including behavioral curriculum interventions (i.e., Suite360)~~) | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 4 days (offer AES) | | |
| AA | Alcohol Under the influence | Out of School Suspension 4 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| 13 | Arson | Out of School Suspension 10 days (Offer AES) | | | | |

| Incident Code | | Incident | 1st Occurrence | 2nd Occurrence | 3rd Occurrence | 4th Occurrence | 5th Occurrence |
|---|---|---|---|---|---|---|---|
| ZN | | Battery Low | Time out | Internal Suspension less than a day | Internal Suspension 1-2 days | Internal Suspension 1-2 days | |
| ZA | | Bullying | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| 36 | Burglary | ~~C.~~ Out of School Suspension 1-2 days (offer AES)~~Refer to School-based Threat Management Team (SBTMT) Chair~~ | Out of ~~Z. In-~~ School Suspension ~~: 1-~~ 3~~-~~5 days (offer AES~~& Loss of Extra-Curricular Activities~~ | Out of School Suspension 6 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |

| Incident Code | Incident | 1st Occurrence | 2nd Occurrence | 3rd Occurrence | 4th Occurrence | 5th Occurrence |
|---|---|---|---|---|---|---|
| | | ~~(1-30 days) – including behavioral curriculum interventions (i.e., Suite360~~ ) | | | | |
| | **Bus Level 1** | Verbal Warning/Written Reprimand | Verbal Warning/ Written Reprimand | Bus Suspension 3-5 days | Bus Expulsion for the Remainder of the Year | |
| | **Bus Level 2** | Verbal Warning/Written Reprimand | Bus Suspension 3-5 days | Bus Expulsion for the Remainder of the Year | | |
| | **Bus Level 3** | Bus Suspension 6-9 days | Bus Suspension 10 days | Bus Expulsion for the Remainder of the Year | | |
| ZY | **Cell Phone Violation** | Verbal Warning/ Written Reprimand | Time out | One Detention | One Detention | |

| Incident Code | Incident | 1st Occurrence | 2nd Occurrence | 3rd Occurrence | 4th Occurrence | 5th Occurrence |
|---|---|---|---|---|---|---|
| ZB | Cheating Major | One Detention | One Detention | One Detention | One Detention | |
| ZQ | Cheating Minor (Grades 3 12) | | | | | |
| ZL | Class Cutting | Verbal Warning/ Written Reprimand | Time out | Time out | Time out | |
| D. V5 ~~Confiscation (when applicable)~~ | Criminal Mischief greater 1000 | Out of School Suspension 1-2 days (offer AES) | Out of ~~AA - In-~~ School Suspension ~~:~~ 3-5 days (offer AES ~~including behavioral curriculum interventions (i.e.,~~ | Out of School Suspension 6 days (offer AES) | Out of School Suspension 10 days (Offer AES) | |

| Incident Code | Incident | 1st Occurrence | 2nd Occurrence | 3rd Occurrence | 4th Occurrence | 5th Occurrence |
|---|---|---|---|---|---|---|
| | | ~~Suite360~~) | | | | |
| ZP | Detention Unserved | Two Detentions or Saturday School | Internal Suspension less than a day | Internal Suspension less than a day | Internal Suspension less than a day | |
| DC | Discriminatory Actions Comments | Time out | Internal Suspension less than a day | Internal Suspension 1-2 days | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | |
| 1 | Disobedience Insubordination | Verbal Warning/ Written Reprimand | Internal Suspension less than a day | Internal Suspension 1-2 days | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | |
| ~~E.~~ DO~~Restitution (when applicable)~~ | Disruption on Campus Major | Internal Suspension 1-2 days | ~~BB.~~ Out of School Suspension: 1-2 days (offer | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) |

| Incident Code | Incident | 1st Occurrence | 2nd Occurrence | 3rd Occurrence | 4th Occurrence | 5th Occurrence |
|---|---|---|---|---|---|---|
| | | | AES ~~with behavioral curriculum interventions~~) | | | |
| XA | Disruption on Campus Minor | Time out | Internal Suspension less than a day | Internal Suspension 1-2 days | Internal Suspension 1-2 days | |
| SB | Disruptive Unruly Behavior | Verbal Warning/ Written Reprimand | Internal Suspension less than a day | Internal Suspension 1-2 days | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | |
| UP | Disruptive Unruly Play | Verbal Warning/ Written Reprimand | Time out | Internal Suspension less than a day | Internal Suspension 1-2 days | |
| ZJ | Distribution Sale of Unauthorized Materials Non-Criminal | Verbal Warning/ Written Reprimand | Time out | One Detention | Two Detentions or Saturday School | |
| ZE | Dress Code Violation | Verbal Warning/ Written Reprimand | Two Detentions or Saturday School | Internal Suspension 1-3 days & | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | |

| Incident Code | | Incident | 1st Occurrence | | 2nd Occurrence | 3rd Occurrence | 4th Occurrence | 5th Occurrence |
|---|---|---|---|---|---|---|---|---|
| | | | | | | Loss of Extra-Curricular Activities (1-30 days) | | |
| DP | Drug Paraphernalia | ~~F.~~ Out of School Suspension 4 days (offer AES)~~Referral for support services (i.e., School Counselor, School Social Worker, Family Therapist)~~ | ~~CC.~~ Out of School Suspension 4~~: 3-5~~ days (offer AES~~ with behavioral curriculum interventions~~) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| D5 | | Drug Possession Leaf Mari | Out of School Suspension 4 days (offer AES) | | Out of School Suspensi | Out of School Suspe | | |

| Incident Code | Incident | 1st Occurrence | 2nd Occurrence | 3rd Occurrence | 4th Occurrence | 5th Occurrence |
|---|---|---|---|---|---|---|
| | | | on 8 days (offer AES) | nsion 10 days (Offer AES) | | |
| DB | **Drug Possession Mood Altering** | Out of School Suspension 4 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| D8 | **Drug Purchase Leaf Mari** | Out of School Suspension 4 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| D9 | **Drug Purchase Mood Altering** | Out of School Suspension 4 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| D1 | **Drug Purchase Unauthorized Sub** | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| DS | **Drug Sale Leaf Mari** | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 10 days | | |

| Incident Code | | | Incident | 1st Occurrence | 2nd Occurrence | 3rd Occurrence | 4th Occurrence | 5th Occurrence |
|---|---|---|---|---|---|---|---|---|
| | | | | | | (Offer AES) | | |
| D7 | | | **Drug Sale Unauthorized Subs** | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| DA | | | **Drug Under the influence leaf mood** | Out of School Suspension 4 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| D6 | | | **Drug Under the influence Unauthorized Sub** | Out of School Suspension 10 days (Offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| DF | | | **Drug Use Poss Unauthorized Sub** | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| ED | **Electronic Devices** | Internal Suspension 1-2 days | ~~G.~~ Out of School Suspension 1-2 days (offer AES)~~School-based attendance contract (developed in~~ | Out of School Suspension 3-5 days (offer AES) | ~~DD.~~ Out of School Suspension~~:~~ 6-9 days (offer AES ~~with behavioral curriculum interventions~~) | | | |

| Incident Code | | | Incident | 1st Occurrence | 2nd Occurrence | 3rd Occurrence | 4th Occurrence | 5th Occurrence |
|---|---|---|---|---|---|---|---|---|
| | | | ~~conjunction with parent, administration, student, school counselor, and school social worker)~~ | | | | | |
| SE | Extortion | | ~~H.~~ Out of School Suspension 1-2 days (offer AES)~~School-based behavior contract (developed in conjunction with parent, administration, student, and school counselor)~~ | ~~EE.~~ Out of School Suspension: 3-5 days (offer AES ~~with behavioral curriculum interventions~~) | Out of School Suspension 6 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| ~~I.~~ SS~~IMPAC AES~~ | | False Accusation Against School Staff | Internal Suspension 1-2 days | ~~FF.~~ Out of Sc | Out of School Suspension 3-5 | Out of School Suspension 6 | Out of School Suspension 10 days (Offer AES) | |

| Incident Code | Incident | 1st Occurrence | 2nd Occurrence | 3rd Occurrence | 4th Occurrence | 5th Occurrence |
|---|---|---|---|---|---|---|
| | | | hool Suspension 1-2~~:~~ ~~4~~ days (offer AES~~ with behavioral curriculum interventions~~) | days (offer AES) | days (offer AES) | |
| ~~J.~~ F9~~Probationary Substance Abuse Contract (PSAC)~~ | False Fire Alarm 911 Call | Internal Suspension 1-2 days | Out of School Suspension 1-2 days (offer AES) | ~~GG.~~ Out of School Suspension 3-~~:~~ ~~5~~ days (offer AES~~ with behavioral curriculum interventions~~) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) |
| B4 | False Report Hoax | Out of School Suspension 10 days (Offer AES) | | | | |
| ZH | Falsification Misrepresentation Lying | Verbal Warning/ Written Reprimand | One Detention | One Detention | One Detention | |

| Incident Code | | Incident | 1st Occurrence | | 2nd Occurrence | 3rd Occurrence | 4th Occurrence | 5th Occurrence |
|---|---|---|---|---|---|---|---|---|
| | | Forgery of Signature | | | | | | |
| K. F1 Alternative Probationary Contract (APC) | Fight Major Mutual | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | HH. Out of School Suspension: 6 days (offer AES with behavioral curriculum interventions) | Out of School Suspension 6 days (offer AES) | | Out of School Suspension 10 days (Offer AES) | |
| L. F2 Verbal Warning or Written Reprimand (includes for school-sponsored transportation) | Fight Medium | Time out | Internal Suspension 1-2 days | II. Out of School Suspension 1-2: 7 days (offer AES with behavioral curriculum interventions) | Out of School Suspension 1-2 days (offer AES) | | Out of School Suspension 3-5 days (offer AES) | |
| FS | Fire Starting | Internal Suspension 1-2 days | M. Out of School Suspension 1-2 days (offer AES)/Community Service Work | | JJ. Out of School Suspension 3-5: 8 days (offer AES with behavioral curriculum interventions) | Out of School Suspension 6 days (offer AES) | Out of School Suspension 10 days (Offer AES) | |
| SG | | | Gambling | Verbal Warning/ Written Reprimand | Time out | One Detention | Two Detentions or Saturday School | |
| G1 | Gang Activity | Internal Suspension 1-2 days | N. Out of Before/After School Suspension Detention (1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | KK. Out of School Suspension 6-: 9 days (offer AES with behavioral curriculum interventions) | | Out of School Suspension 10 days (Offer AES) | |

| Incident Code | | | Incident | 1st Occurrence | 2nd Occurrence | 3rd Occurrence | 4th Occurrence | 5th Occurrence |
|---|---|---|---|---|---|---|---|---|
| ZW | Habitual Defiance of Authority 4 Disobedience Insubordination | Internal Suspension 1-2 days | ~~O.~~ Out of School Suspension 1-2 days (offer AES)~~Multiple Before/After School Detentions (2-3) or Saturday Detention~~ | ~~LL.~~ Out of School Suspension 1-2~~: 10~~ days (offer AES~~ with behavioral curriculum interventions~~) | Out of School Suspension 1-2 days (offer AES) | | | |
| HA | | | Harassment | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | |
| ZT | | | Hazing | | | | | |
| 42 | | | Homicide | Out of School Suspension 10 days (Offer AES) | | | | |
| ST | | | Illegal Use of Technology | Internal Suspension 1-2 days | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days | Out of School Suspension 6 days (offer AES) | Out of School Susp |

| Incident Code | | Incident | 1st Occurrence | 2nd Occurrence | 3rd Occurrence | 4th Occurrence | 5th Occurrence |
|---|---|---|---|---|---|---|---|
| | | | | | (offer AES) | | ension 10 days (Offer AES) |
| HT | Inappropriate Touching | ~~P.~~ Time out~~Out~~ | Internal ~~MM. Bus~~ Suspension less than a day: ~~1-2 days~~ | Internal Suspension 1-2 days | Internal Suspension 1-2 days | | |
| Z3 | | Inappropriate Use of Technology | Verbal Warning/Written Reprimand | Time out | One Detention | One Detention | |
| Z1 | | Inciting a Disturbance | Time out | Internal Suspension less than a day | Internal Suspension 1-2 days | Internal Suspension 1-2 days | |
| K1 | | Kidnapping | Out of School Suspension 10 days (Offer AES) | | | | |

| Incident Code | | | | Incident | 1st Occurrence | 2nd Occurrence | 3rd Occurrence | 4th Occurrence | 5th Occurrence |
|---|---|---|---|---|---|---|---|---|---|
| T6 | | | | Larceny Theft Grand greater than 750 | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6 days (offer AES) | Out of School Suspension 10 days (Offer AES) | |
| TH | | | | Larceny Theft Minor less than 100 | Verbal Warning/Written Reprimand | Time out | One Detention | One Detention | |
| ZG | | | | Leaving Campus without Permission | One Detention | Two Detentions or Saturday School | Two Detentions or Saturday School | Two Detentions or Saturday School | |
| ZI | Minor Altercation | Time out | Internal Suspension less than a day | ~~Q.~~ Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30~~5~~ days) | Internal~~NN. Bus~~ Suspension 1-~~:~~ 3~~-5~~ days & Loss of Extra-Curricular Activities (1-30 days) | | | | |
| ~~R.~~ MP~~Refer to Fire Starter Program~~ | | | | | | Mistreatment of Peers~~OO. Bus~~ | Time out | Internal Suspension less than a day | Internal Suspension | Internal Suspension |

| Incident Code | Incident | 1st Occurrence | 2nd Occurrence | 3rd Occurrence | 4th Occurrence | | 5th Occurrence |
|---|---|---|---|---|---|---|---|
| | | ~~Suspension: 6-9 days~~ | | | 1-2 days | 1-2 days | |
| ~~S.~~ ZU~~SESIR Incident Reporting Required~~ | | **Out of Assigned Area** ~~PP. Bus Suspension: 10 days~~ | Verbal Warning/ Written Reprimand | Time out | One Detention | Two Detentions or Saturday School | |
| ~~T.~~ Z4~~Recommendation for Expulsion (Mandatory)~~ | | **Over the Counter Medication**~~QQ. Bus Expulsion for the Remainder of the School Year~~ | Verbal Warning/ Written Reprimand | Verbal Warning/Written Reprimand | One Detention | One Detention | |
| OC | **Over the Counter Medication Sale** | Internal Suspension less than a day | Internal Suspension 1-2 days | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | | |
| SF | **Passing Producing Counterfeit Money** | Verbal Warning/ Written Reprimand | Internal Suspension less than a day | Internal Suspension | Internal Suspension 1-2 days | | |

| Incident Code | Incident | 1st Occurrence | 2nd Occurrence | 3rd Occurrence | 4th Occurrence | 5th Occurrence |
|---|---|---|---|---|---|---|
| | | | | 1-2 days | | |
| T5 | **Petty Theft 100 to 750** | Internal Suspension 1-2 days | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | | |
| 2 | **Profanity** | Verbal Warning/ Written Reprimand | One Detention | One Detention | One Detention | |
| ZX | **Profanity Directed Towards a Staff Member** | Time out | One Detention | Internal Suspension less than a day | Internal Suspension 1-2 days | |
| ZC | **Prohibited Distracting Items Possession Use** | Verbal Warning/ Written Reprimand | Time out | One Detention | One Detention | |
| R2 | **Robbery** | Out of School Suspension 10 days (Offer AES) | | | | |
| SX | **Sexting** | Internal Suspension 1-2 days | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | |
| S2 | **Sexual Assault** | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days | Out of School Suspension 6-9 days | Out of School Suspension 10 days (Offer AES) | |

| Incident Code | Incident | 1st Occurrence | 2nd Occurrence | 3rd Occurrence | 4th Occurrence | 5th Occurrence |
|---|---|---|---|---|---|---|
| | | | (offer AES) | (offer AES) | | |
| S1 | **Sexual Battery Rape** | Out of School Suspension 10 days (Offer AES) | | | | |
| 50 | **Sexual Harassment** | Internal Suspension 1-2 days | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) |
| 56 | **Sexual Misconduct** | Internal Suspension 1-2 days | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) |

| Incident Code | Incident | 1st Occurrence | 2nd Occurrence | 3rd Occurrence | 4th Occurrence | 5th Occurrence |
|---|---|---|---|---|---|---|
| PA | Simple Battery | Internal Suspension 1-2 days | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) |
| PE | Simple Battery School Board Employee | Out of School Suspension 10 days (Offer AES) | | | | |
| ZM | Tardiness Habitual | | | | | |
| TW | Threat High | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| ~~U.~~ ZN~~Recommendation for District-assigned Behavior Intervention Program (Mandatory)~~ | Threat Low | Time out | Internal Suspension less than a day | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) ~~RR. Loss of all school-sanctioned activities for 1 calendar year~~ | | |

| Incident Code | | | Incident | 1st Occurrence | | 2nd Occurrence | 3rd Occurrence | 4th Occurrence | | | 5th Occurrence |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | 2 days | | | | | | | |
| V. | TTConsultation with Law Enforcement[4] | | | Threat MediumSS. Refer to Community Youth Support Service Programs (as available and appropriate) | Internal Suspension 1-2 days | Internal Suspension 1-2 days | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | | |
| W. | B3Complete Immediate Notification to Regional Office and DSOC | | | Threat to Kill Mass ShootingTT. Issue HOP | Out of School Suspension 10 days (Offer AES) | | | | | | |

| Incident Code | Incident | 1st Occurrence | 2nd Occurrence | 3rd Occurrence | 4th Occurrence | 5th Occurrence |
|---|---|---|---|---|---|---|
| | | ~~E-Scholarship Initial Notification Form to Eligible Party (ies)~~ | | | | |
| TV | | Threat Very High | Out of School Suspension 10 days (Offer AES) | | | |
| TU | Tobacco | One Detention | Internal Suspension 1-2 days | Internal Suspension 1-2 days | Internal Suspension 1-2 days | |
| EC | Tobacco Vape | One Detention | Internal Suspension 1-2 days | Internal Suspension 1-2 days | Internal Suspension 1-2 days | |
| 66 | Trespassing | Time out | Internal Suspension less than a day | Internal Suspension 1-2 days | Internal Suspension 1-2 days | Out of School Suspension 1-2 da |

| Incident Code | Incident | 1st Occurrence | 2nd Occurrence | 3rd Occurrence | 4th Occurrence | 5th Occurrence |
|---|---|---|---|---|---|---|
| | | | | | | ys (offer AES) |
| ZV | **Truancy** | | | | | |
| ZS | **Unserved Saturday School** | | | | | |
| V4 | **Vandalism less than 1000** | Internal Suspension 1-2 days | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | | |
| WA | **Weapons A** | Out of School Suspension 10 days (Offer AES) | | | | |
| WB | **Weapons B** | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6 days (offer AES) | Out of School Suspension 10 days (Offer AES) | |

[1] In accordance with F.S. §1006.07(2)(n) upon consultation with law enforcement by the school principal/designee for a SESIR level incident or any incident as outlined by the Code of Student Conduct's Discipline Matrix that requires consultation with law enforcement, if said incident is determined by the law enforcement officer to be a criminal offense requiring formal action, the school principal/designee will recommend that in lieu of the law enforcement officer arresting the student, the law enforcement officer should issue the student a civil citation when applicable under law. The criteria for the school principal/designee's recommendation for the law enforcement officer's consideration regarding issuance of a civil citation in lieu of arrest, is appliable to students based on the incident type, frequency, student's age, grade, and exceptionality.

~~Broward County Public Schools~~

**Administrative Discipline Matrix for ~~(SY 2024-2025)~~**
**~~Elementary~~ Grades 3-5**

| ~~Type of~~ Incident Code | | Incident | 1st Occurrence~~Consequence~~ | 2nd Occurrence~~Consequence~~ | 3rd Occurrence~~Consequence~~ | 4th Occurrence~~Consequence~~ | 5th Occurrence~~Subsequent Consequence~~ | |
|---|---|---|---|---|---|---|---|---|
| 23~~Attendance Incidents~~ | | | **Aggravated Battery** | Out of School Suspension 10 days (Offer AES) | | | | |
| A1 | **Alcohol Possession** | Out of School Suspension 4 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | | |
| A3 | **Alcohol Sale** | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 4 days (offer AES) | | | | |
| AA | **Alcohol Under the influence** | Out of School Suspension 4 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | | |
| 13 | **Arson** | Out of School Suspension 10 days (Offer AES) | | | | | | |

| ~~Type of~~ Incident Code | | Incident | 1st Occurrence~~Consequence~~ | 2nd Occurrence~~Consequence~~ | 3rd Occurrence~~Consequence~~ | 4th Occurrence~~Consequence~~ | 5th Occurrence~~Subsequent Consequence~~ |
|---|---|---|---|---|---|---|---|
| ZN | **Battery Low** | Time out | Internal Suspension less than a day | Internal Suspension 1-2 days | Internal Suspension 1-2 days | | |
| ZA | **Bullying** | Out of School Suspension 10 days (Offer AES) | | | | | |
| 36 | **Burglary** | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| | **Bus Level 1** | Verbal Warning/ Written Repriman d | Verbal Warning/ Written Reprimand | Bus Suspension 3-5 days | Bus Expulsion for the Remainder of the Year | | |
| | **Bus Level 2** | Verbal Warning/ Written Repriman d | Bus Suspension 3-5 days | Bus Expulsion for the Remainder of the Year | | | |
| | **Bus Level 3** | Bus Suspensio n 6-9 days | Bus Suspension 10 days | Bus Expulsion for the Remainder of the Year | | | |

| ~~Type of~~ Incident Code | Incident | 1st Occurrence~~Consequence~~ | 2nd Occurrence~~Consequence~~ | 3rd Occurrence~~Consequence~~ | 4th Occurrence~~Consequence~~ | 5th Occurrence~~Subsequent Consequence~~ |
|---|---|---|---|---|---|---|
| ZY | **Cell Phone Violation** | Verbal Warning/ Written Reprimand | One Detention | Two Detentions or Saturday School | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | |
| ZB | **Cheating Major** | Internal Suspension 1-2 days | Internal Suspension 3-5 days | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | |
| ZQ | **Cheating Minor (Grades 3 12)** | Verbal Warning/ Written Reprimand | One Detention | Internal Suspension less than a day | Internal Suspension 1-2 days | |
| ZL | **Class Cutting**~~Cut (Skipping)~~ | Verbal Warning/ Written Reprimand~~A, L~~ | Time out~~A, G, P~~ | One Detention~~A, B, G, N~~ | Two Detentions or Saturday School~~A, B, G, O~~ | |
| V5 | **Criminal Mischief greater 1000** | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| ZP | **Detention Unserved** | Two Detentions or Saturday School | Internal Suspension less than a day | Internal Suspension 1-2 days | Internal Suspension 1-2 days | |
| DC | **Discriminatory Actions Comments** | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | |

| ~~Type of~~ Incident Code | | Incident | 1st Occurrence~~Consequence~~ | 2nd Occurrence~~Consequence~~ | 3rd Occurrence~~Consequence~~ | 4th Occurrence~~Consequence~~ | 5th Occurrence~~Subsequent Consequence~~ |
|---|---|---|---|---|---|---|---|
| O1 | **Disobedience Insubordination** | Internal Suspension less than a day | Internal Suspension 1-2 days | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | | |
| DO | **Disruption on Campus Major** | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| ZA | **Disruption on Campus Minor** | Internal Suspension less than a day | Internal Suspension 1-2 days | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | | |
| SB | **Disruptive Unruly Behavior** | One Detention | Internal Suspension less than a day | Internal Suspension 1-2 days | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | | |
| UP | **Disruptive Unruly Play** | Verbal Warning/ Written Repriman d | Time out | Internal Suspension less than a day | Internal Suspension 1-2 days | | |
| ZJ | **Distribution Sale of Unauthorized Materials Non-Criminal** | Verbal Warning/ Written Repriman d | One Detention | Two Detentions or Saturday School | Three Detentions or Saturday School | | |

| ~~Type of~~ Incident Code | | Incident | 1st Occurrence~~Consequence~~ | 2nd Occurrence~~Consequence~~ | 3rd Occurrence~~Consequence~~ | 4th Occurrence~~Consequence~~ | 5th Occurrence~~Subsequent Consequence~~ |
|---|---|---|---|---|---|---|---|
| ZE | **Dress Code Violation** | Verbal Warning/ Written Repriman d | Two Detentions or Saturday School | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | | |
| DP | **Drug Paraphernalia** | Out of School Suspensio n 4 days (offer AES) | Out of School Suspension 6 days (offer AES) | Out of School Suspension 9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| D5 | **Drug Possession Leaf Mari** | Out of School Suspensio n 4 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| DB | **Drug Possession Mood Altering** | Out of School Suspensio n 4 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| D8 | **Drug Purchase Leaf Mari** | Out of School Suspensio n 4 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| D9 | **Drug Purchase Mood Altering** | Out of School Suspensio n 4 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| D1 | **Drug Purchase Unauthorized Sub** | Out of School Suspensio | Out of School Suspension 10 days (Offer AES) | | | | |

| ~~Type of~~ Incident Code | | Incident | 1st Occurrence~~Consequence~~ | 2nd Occurrence~~Consequence~~ | 3rd Occurrence~~Consequence~~ | 4th Occurrence~~Consequence~~ | 5th Occurrence~~Subsequent Consequence~~ |
|---|---|---|---|---|---|---|---|
| | | n 8 days (offer AES) | | | | | |
| DS | **Drug Sale Leaf Mari** | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| D7 | **Drug Sale Unauthorized Subs** | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| DA | **Drug Under the influence leaf mood** | Out of School Suspension 4 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| D6 | **Drug Under the influence Unauthorized Sub** | Out of School Suspension 10 days (Offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| DF | **Drug Use Poss Unauthorized Sub** | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | | |
| ED | **Electronic Devices** | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |

| ~~Type of~~ Incident Code | | Incident | 1st Occurrence~~Consequence~~ | 2nd Occurrence~~Consequence~~ | 3rd Occurrence~~Consequence~~ | 4th Occurrence~~Consequence~~ | 5th Occurrence~~Subsequent Consequence~~ |
|---|---|---|---|---|---|---|---|
| SE | **Extortion** | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| SS | **False Accusation Against School Staff** | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| F9 | **False Fire Alarm 911 Call** | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| B4 | **False Report Hoax** | Out of School Suspension 10 days (Offer AES) | | | | | |
| ZH | **Falsification Misrepresentation Lying Forgery of Signature** | One Detention | Internal Suspension less than a day | Internal Suspension 1-2 days | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | | |
| F1 | **Fight Major Mutual** | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |

| ~~Type of~~ Incident Code | | Incident | 1st Occurrence~~Consequence~~ | 2nd Occurrence~~Consequence~~ | 3rd Occurrence~~Consequence~~ | 4th Occurrence~~Consequence~~ | 5th Occurrence~~Subsequent Consequence~~ |
|---|---|---|---|---|---|---|---|
| F2 | **Fight Medium** | Internal Suspension 1-2 days | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | | | |
| FS | **Fire Starting** | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| SG | **Gambling** | Time out | One Detention | Two Detentions or Saturday School | Internal Suspension less than a day | | |
| G1 | **Gang Activity** | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| Z W | ~~ZM~~ | ~~Tardiness,~~ **Habitual Defiance of Authority 4 Disobedience Insubordination**~~(5 in a Marking Period)~~ | Out of School Suspension 1-2 days (offer AES)~~A, G~~ | Out of School Suspension 1-2 days (offer AES)~~A, B, F, N~~ | Out of School Suspension 3-5 days (offer AES)~~A, B, F, O~~ | Out of School Suspension 3-5 days (offer AES) | |
| H A | **Harassment**~~Z V~~ | Out of School Suspension 3-5 days (offer AES)~~Truancy~~ | Out of School Suspension 6-9 days (offer AES)~~A, B, F~~ | Out of School Suspension 10 days (Offer AES)~~A, B, F, G~~ | | | |
| ZT | **Hazing** | | | | | | |
| 42 | **Homicide** | Out of School Suspension 10 days (Offer AES) | | | | | |
| ST | **Illegal Use of Technology** | Out of School Suspensio | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |

| ~~Type of~~ Incident Code | | Incident | 1st Occurrence~~Consequence~~ | 2nd Occurrence~~Consequence~~ | 3rd Occurrence~~Consequence~~ | 4th Occurrence~~Consequence~~ | 5th Occurrence~~Subsequent Consequence~~ |
|---|---|---|---|---|---|---|---|
| | | n 3-5 days (offer AES) | | | | | |
| HT | **Inappropriate Touching** | Internal Suspension less than a day | Internal Suspension 1-2 days | Internal Suspension 1-2 days | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | | |
| Z3 | **Inappropriate Use of Technology** | Internal Suspension less than a day | Internal Suspension 1-2 days | Internal Suspension 1-2 days | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | | |
| Z1 | **Inciting a Disturbance** | Internal Suspension less than a day | Internal Suspension 1-2 days | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | | |
| K1 | **Kidnapping** | Out of School Suspension 10 days (Offer AES) | | | | | |
| T6 | **Larceny Theft Grand greater than 750** | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| TH | **Larceny Theft Minor less than 100** | Time out | One Detention | Internal Suspension less than a day | Internal Suspension 1-2 days | | |

| ~~Type of~~ Incident Code | Incident | 1st Occurrence~~Consequence~~ | 2nd Occurrence~~Consequence~~ | 3rd Occurrence~~Consequence~~ | 4th Occurrence~~Consequence~~ | 5th Occurrence~~Subsequent Consequence~~ |
|---|---|---|---|---|---|---|
| ZG | **Leaving Campus without~~Without~~ Permission** | One Detention~~A, N~~ | Two Detentions or Saturday School~~A, B, F, O~~ | Internal Suspension less than a day~~A, B, F, H, X~~ | Internal Suspension 1-2 days~~A, B, F, Y~~ | |
| ZI | **Minor Altercation** | Internal Suspension less than a day | Internal Suspension 1-2 days | Internal Suspension 1-2 days | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | |
| MP | **Mistreatment of Peers** | Internal Suspension 1-2 days | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | |
| ZU | **Out of Assigned Area** | Verbal Warning/ Written Reprimand~~A, L~~ | Time out~~A, F, P~~ | One Detention~~A, F, N~~ | Two Detentions or Saturday School~~A, F, O~~ | Internal Suspension less than a day~~A, F, X~~ |
| Z4 | **Over the Counter Medication** | Verbal Warning/ Written Repriman d | Verbal Warning/ Written Reprimand | Internal Suspension less than a day | Internal Suspension 1-2 days | |
| OC | **Over the Counter Medication Sale** | Internal Suspension less than a day | Internal Suspension 1-2 days | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | |
| SF | **Passing Producing Counterfeit Money** | Internal Suspension less than a day | Internal Suspension 1-2 days | Internal Suspension 1-2 days | Internal Suspension 1-2 days | |

| ~~Type of~~ Incident Code | | Incident | 1st Occurrence~~Consequence~~ | 2nd Occurrence~~Consequence~~ | 3rd Occurrence~~Consequence~~ | 4th Occurrence~~Consequence~~ | 5th Occurrence~~Subsequent Consequence~~ |
|---|---|---|---|---|---|---|---|
| T5 | **Petty Theft 100 to 750** | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 4 days (offer AES) | Out of School Suspension 6 days (offer AES) | Out of School Suspension 6 days (offer AES) | | |
| O2 | **Profanity** | One Detention | Internal Suspension less than a day | Internal Suspension 1-2 days | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | | |
| ZX | **Profanity Directed Towards a Staff Member** | Internal Suspension less than a day | Internal Suspension 1-2 days | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | Out of School Suspension 1-2 days (offer AES) | | |
| ZC | **Prohibited Distracting Items Possesion Use** | One Detention | Two Detentions or Saturday School | Internal Suspension less than a day | Internal Suspension 1-2 days | | |
| R2 | **Robbery** | Out of School Suspension 10 days (Offer AES) | | | | | |
| SX | **Sexting** | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |

| ~~Type of~~ Incident Code | | Incident | 1st Occurrence~~Consequence~~ | 2nd Occurrence~~Consequence~~ | 3rd Occurrence~~Consequence~~ | 4th Occurrence~~Consequence~~ | 5th Occurrence~~Subsequent Consequence~~ |
|---|---|---|---|---|---|---|---|
| S2 | **Sexual Assault** | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | | |
| S1 | **Sexual Battery Rape** | Out of School Suspension 10 days (Offer AES) | | | | | |
| 50 | **Sexual Harassment** | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| 56 | **Sexual Misconduct** | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| PA | **Simple Battery** | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| PE | **Simple Battery School Board Employee** | Out of School Suspension 10 days (Offer AES) | | | | | |

| ~~Type of~~ Incident Code | | Incident | 1st Occurrence~~Consequence~~ | 2nd Occurrence~~Consequence~~ | 3rd Occurrence~~Consequence~~ | 4th Occurrence~~Consequence~~ | 5th Occurrence~~Subsequent Consequence~~ |
|---|---|---|---|---|---|---|---|
| ZM | **Tardiness Habitual** | One Detention | Two Detentions or Saturday School | Three Detentions or Saturday School | Three Detentions or Saturday School | | |
| TW | **Threat High** | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | | |
| ZN | **Threat Low** | Internal Suspension less than a day | Internal Suspension 1-2 days | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | Out of School Suspension 1-2 days (offer AES) | | |
| TT | **Threat Medium** | Internal Suspension 1-2 days | Internal Suspension 1-2 days | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | | |
| B3 | **Threat to Kill Mass Shooting** | Out of School Suspension 10 days (Offer AES) | | | | | |
| TV | **Threat Very High** | Out of School Suspension 10 days (Offer AES) | | | | | |
| TU | **Tobacco** | One Detention | Internal Suspension 1-2 days | Internal Suspension 1-2 days | Internal Suspension 1-2 days | | |

| ~~Type of~~ Incident Code | | Incident | 1st Occurrence~~Consequence~~ | 2nd Occurrence~~Consequence~~ | 3rd Occurrence~~Consequence~~ | 4th Occurrence~~Consequence~~ | 5th Occurrence~~Subsequent Consequence~~ |
|---|---|---|---|---|---|---|---|
| EC | **Tobacco Vape** | One Detention | Internal Suspension 1-2 days | Internal Suspension 1-2 days | Internal Suspension 1-2 days | | |
| 66 | **Trespassing** | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 4 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| ZV | **Truancy** | One Detention | Two Detentions or Saturday School | Three Detentions or Saturday School | Three Detentions or Saturday School | | |
| ZS | **Unserved Saturday School** | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | | |
| V4 | **Vandalism less than 1000** | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 4 days (offer AES) | Out of School Suspension 6 days (offer AES) | Out of School Suspension 6 days (offer AES) | | |
| WA | **Weapons A** | Out of School Suspension 10 days (Offer AES) | | | | | |
| WB | **Weapons B** | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |

## Administrative Discipline Matrix for Grades 6-8

| ~~Type of~~ Incident Code | | Incident ~~1st Consequence~~ | 1st Occurrence ~~2nd Consequence~~ | 2nd Occurrence ~~3rd Consequence~~ | 3rd Occurrence ~~4th Subsequent Consequence~~ | 4th Occurrence |
|---|---|---|---|---|---|---|
| 23 ~~Rule Violation Incidents~~ | | Aggravated Battery | Out of School Suspension 10 days (Offer AES) | | | |
| A1 | Alcohol Possession | Out of School Suspension 6 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| A3 | Alcohol Sale | Out of School Suspension 10 days (Offer AES) | | | | |
| AA | Alcohol Under the influence | Out of School Suspension 6 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| 13 | Arson | Out of School Suspension 10 days (Offer AES) | | | | |
| ZN | Battery Low | Internal Suspension 1-2 days | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | |
| ZA | Bullying | Out of School Suspension 10 days (Offer AES) | | | | |

| ~~Type of~~ Incident Code | | | Incident~~1st Consequence~~ | 1st Occurrence~~2nd Consequence~~ | | 2nd Occurrence~~3rd Consequence~~ | 3rd Occurrence~~4th Consequence~~ | 4th Occurrence~~Subsequent Consequence~~ |
|---|---|---|---|---|---|---|---|---|
| 36 | | Burglary | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| | | Bus Level 1 | Verbal Warning/ Written Reprimand | Verbal Warning/ Written Reprimand | Bus Suspension 3-5 days | Bus Expulsion for the Remainder of the Year | | |
| | | Bus Level 2 | Verbal Warning/ Written Reprimand | Bus Suspension 3-5 days | Bus Expulsion for the Remainder of the Year | | | |
| | | Bus Level 3 | Bus Suspension 6-9 days | Bus Suspension 10 days | Bus Expulsion for the Remainder of the Year | | | |
| ZY | ~~ZE~~ | Cell Phone~~Dress Code~~ Violation | Verbal Warning/ Written Reprimand~~A, F, L~~ | One Detention~~A, F, Q~~ | | Two Detentions or Saturday School~~A, F, Z~~ | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | |
| ZB | | Cheating Major | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 4 days (offer AES) | Out of School Suspension 4 days (offer AES) | Out of School Suspension 4 days (offer AES) | | |
| | ZQ | Cheating Minor (Grades 3-12) | Internal Suspension 1-2 days~~A, F, L~~ | Internal Suspension 3-5 days~~A, B, N,~~ | | Internal Suspension 3-5 days~~A, B, X~~ | Out of School Suspension 1-2 days (offer AES) | |

| ~~Type of~~ Incident Code | | | Incident~~1st Consequence~~ | 1st Occurrence~~2nd Consequence~~ | 2nd Occurrence~~3rd Consequence~~ | 3rd Occurrence~~4th Consequence~~ | 4th Occurrence~~Subsequent Consequence~~ |
|---|---|---|---|---|---|---|---|
| ZL | Class Cutting~~ZB~~ | One Detention~~Cheating Major~~ | Two Detentions or Saturday School~~A, B, F, H, Y~~ | Three Detentions or Saturday School~~A, B, F, AA~~ | Three Detentions or Saturday School | | |
| V5 | | **Criminal Mischief greater 1000** | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| | ZP | **Detention—Unserved** | Internal Suspension less than a day~~A, O~~ | Internal Suspension 1-2 days~~A, X~~ | Internal Suspension 1-2 days~~A, Y~~ | Internal Suspension 1-2 days | |
| DC | | **Discriminatory Actions Comments** | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | Out of School Suspension 10 days (Offer AES) | |
| O1 | | **Disobedience Insubordination** | Internal Suspension 1-2 days | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | |
| D0 | | **Disruption on Campus Major** | Out of School Suspension 9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| ZA | | **Disruption on Campus Minor** | Internal Suspension 1-2 days | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | |

| ~~Type of~~ Incident Code | | Incident~~1st Consequence~~ | 1st Occurrence~~2nd Consequence~~ | | 2nd Occurrence~~3rd Consequence~~ | 3rd Occurrence~~4th Consequence~~ | 4th Occurrence~~Subsequent Consequence~~ |
|---|---|---|---|---|---|---|---|
| SB | **Disruptive Unruly Behavior** | Internal Suspension less than a day | Internal Suspension 1-2 days | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | | |
| UP | **Disruptive Unruly Play** | One Detention | Internal Suspension less than a day | Internal Suspension 1-2 days | Internal Suspension 1-2 days | | |
| ZJ | **Distribution Sale of Unauthorized Materials Non-Criminal**~~Z S~~ | One~~Unserved Saturday~~ Detention | Two Detentions or Saturday School | Three Detentions or Saturday School | Three Detentions or Saturday School | | |
| ZE | **Dress Code Violation** | Verbal Warning/ Written Reprimand | Two Detentions or Saturday School | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | | |
| DP | **Drug Paraphernalia** | Out of School Suspension 6 days (offer AES) | Out of School Suspension 6 days (offer AES) | Out of School Suspension 9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| D5 | **Drug Possession Leaf Mari** | Out of School Suspension 6 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |

| ~~Type of~~ Incident Code | | Incident~~1st Consequence~~ | 1st Occurrence~~2nd Consequence~~ | | 2nd Occurrence~~3rd Consequence~~ | 3rd Occurrence~~4th Consequence~~ | 4th Occurrence~~Subsequent Consequence~~ |
|---|---|---|---|---|---|---|---|
| DB | Drug Possession Mood Altering | Out of School Suspension 6 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| D8 | Drug Purchase Leaf Mari | Out of School Suspension 6 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| D9 | Drug Purchase Mood Altering | Out of School Suspension 6 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| D1 | Drug Purchase Unauthorized Sub | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | | |
| DS | Drug Sale Leaf Mari | Out of School Suspension 10 days (Offer AES) | | | | | |
| D7 | Drug Sale Unauthorized Subs | Out of School Suspension 10 days (Offer AES) | | | | | |
| DA | Drug Under the influence leaf mood | Out of School Suspension 6 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| D6 | Drug Under the influence Unauthorized Sub | Out of School Suspension 10 days (Offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension | | | |

| ~~Type of~~ Incident Code | | Incident~~1st Consequence~~ | 1st Occurrence~~2nd Consequence~~ | 2nd Occurrence~~3rd Consequence~~ | 3rd Occurrence~~4th Consequence~~ | 4th Occurrence~~Subsequent Consequence~~ |
|---|---|---|---|---|---|---|
| | | | | 10 days (Offer AES) | | |
| DF | **Drug Use Poss Unauthorized Sub** | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| ~~S~~ ED | **Electronic Devices** | Out of School Suspension 3-5 days (offer AES) ~~A, B, C, D, F, V, W, BB~~ | Out of School Suspension 6-9 days (offer AES) ~~A, B, C, D, F, V, W, CC~~ | Out of School Suspension 10 days (Offer AES) ~~A, B, C, D, F, K, V, W, DD~~ | ~~A, B, C, D, F, U, V, W, LL~~ | |
| SE | **Extortion** | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| SS | **False Accusation Against School Staff** | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| F9 | **False Fire Alarm 911 Call** | Out of School Suspension 9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| B4 | **False Report Hoax** | Out of School Suspension 10 days (Offer AES) | | | | |
| ZH | **Falsification Misrepresentation Lying Forgery of Signature** | Two Detentions or Saturday School | Internal Suspension 1-2 days | Out of School Suspension 1-2 days (offer AES) | | |

| ~~Type of~~ Incident Code | | Incident~~1st~~ ~~Consequence~~ | 1st Occurrence~~2nd~~ ~~Consequence~~ | | 2nd Occurrence~~3rd~~ ~~Consequence~~ | 3rd Occurrence~~4th~~ ~~Consequence~~ | 4th Occurrence~~Subsequent~~ ~~Consequence~~ |
|---|---|---|---|---|---|---|---|
| F1 | **Fight Major Mutual** | Out of School Suspension 9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | | |
| F2 | **Fight Medium** | Out of School Suspension 9 days (offer AES) | Out of School Suspension 9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| FS | **Fire Starting** | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| SG | **Gambling** | One Detention | Two Detentions or Saturday School | Internal Suspension less than a day | Internal Suspension 1-2 days | | |
| G1 | **Gang Activity** | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| ZW | **Habitual Defiance of Authority 4 Disobedience Insubordination** | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | | |
| HA | **Harassment** | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |

| ~~Type of~~ Incident Code | | Incident~~1st Consequence~~ | 1st Occurrence~~2nd Consequence~~ | | 2nd Occurrence~~3rd Consequence~~ | 3rd Occurrence~~4th Consequence~~ | 4th Occurrence~~Subsequent Consequence~~ |
|---|---|---|---|---|---|---|---|
| ZT | Hazing | Out of School Suspension 10 days (Offer AES) | | | | | |
| 42 | Homicide | Out of School Suspension 10 days (Offer AES) | | | | | |
| ST | Illegal Use of Technology | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| HT | Inappropriate Touching | Internal Suspension 1-2 days | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | | |
| Z3 | Inappropriate Use of Technology | Internal Suspension 1-2 days | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | | |
| Z1 | Inciting a Disturbance | Internal Suspension 1-2 days | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | | |
| K1 | Kidnapping | Out of School Suspension 10 days (Offer AES) | | | | | |
| T6 | Larceny Theft Grand greater than 750 | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |

| ~~Type of~~ Incident Code | | Incident~~1st Consequence~~ | 1st Occurrence~~2nd Consequence~~ | | 2nd Occurrence~~3rd Consequence~~ | 3rd Occurrence~~4th Consequence~~ | 4th Occurrence~~Subsequent Consequence~~ |
|---|---|---|---|---|---|---|---|
| TH | **Larceny Theft Minor less than 100** | Internal Suspension 1-2 days | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | | |
| ZG | **Leaving Campus without Permission** | Two Detentions or Saturday School | Internal Suspension less than a day | Internal Suspension 1-2 days | Internal Suspension 1-2 days | | |
| ZI | **Minor Altercation** | Out of School Suspension 3 days (offer AES) | Out of School Suspension 5 days (offer AES) | Out of School Suspension 7 days (offer AES) | Out of School Suspension 9 days (offer AES) | | |
| MP | **Mistreatment of Peers** | Internal Suspension 1-2 days | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | | |
| ZU | **Out of Assigned Area** | One Detention | Two Detentions or Saturday School | Internal Suspension less than a day | Internal Suspension 1-2 days | | |
| Z4 | **Over the Counter Medication** | Verbal Warning/ Written Reprimand | Verbal Warning/ Written Reprimand | Internal Suspension less than a day | Internal Suspension 1-2 days | | |
| OC | **Over the Counter Medication Sale** | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension | Out of School Suspension 3-5 days (offer AES) | | |

| ~~Type of~~ Incident Code | | Incident~~1st~~ ~~Consequence~~ | 1st Occurrence~~2nd~~ ~~Consequence~~ | | 2nd Occurrence~~3rd~~ ~~Consequence~~ | 3rd Occurrence~~4th~~ ~~Consequence~~ | 4th Occurrence~~Subsequent~~ ~~Consequence~~ |
|---|---|---|---|---|---|---|---|
| | | | | 3-5 days (offer AES) | | | |
| SF | **Passing Producing Counterfeit Money** | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | | |
| T5 | **Petty Theft 100 to 750** | Out of School Suspension 3 days (offer AES) | Out of School Suspension 6 days (offer AES) | Out of School Suspension 9 days (offer AES) | Out of School Suspension 9 days (offer AES) | | |
| O2 | **Profanity** | Internal Suspension less than a day | Internal Suspension 1-2 days | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | | |
| ZX | **Profanity Directed Towards a Staff Member** | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | | |
| ZC | **Prohibited Distracting Items Possesion Use** | One Detention | Two Detentions or Saturday School | Internal Suspension 1-2 days | Internal Suspension 1-2 days | | |
| R2 | **Robbery** | Out of School Suspension 10 days (Offer AES) | | | | | |

| ~~Type of~~ Incident Code | | | Incident~~1st Consequence~~ | 1st Occurrence~~2nd Consequence~~ | | 2nd Occurrence~~3rd Consequence~~ | 3rd Occurrence~~4th Consequence~~ | 4th Occurrence~~Subsequent Consequence~~ |
|---|---|---|---|---|---|---|---|---|
| ~~S~~ | SX | **Sexting** | Out of School Suspension 3-5 days (offer AES) ~~A, B, C, D, F, V, W, BB~~ | Out of School Suspension 6-9 days (offer AES) ~~A, B, C, D, F, V, W, CC~~ | | Out of School Suspension 10 days (Offer AES) ~~A, B, B1C, D, F, K, V, W, DD~~ | ~~A, B, C, D, F, U, V, W, LL~~ | |
| S2 | | **Sexual Assault** | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | | |
| S1 | | **Sexual Battery Rape** | Out of School Suspension 10 days (Offer AES) | | | | | |
| 50 | | **Sexual Harassment** | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| 56 | | **Sexual Misconduct** | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| PA | | **Simple Battery** | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | | |
| PE | | **Simple Batt School Board Employee** | Out of School Suspension 10 days (Offer AES) | | | | | |
| ZM | | **Tardiness Habitual** | One Detention | Two Detentions or Saturday School | Three Detentions or Saturday School | Three Detentions or Saturday School | | |

| ~~Type of~~ Incident Code | | Incident ~~1st Consequence~~ | 1st Occurrence ~~2nd Consequence~~ | | 2nd Occurrence ~~3rd Consequence~~ | 3rd Occurrence ~~4th Consequence~~ | 4th Occurrence ~~Subsequent Consequence~~ |
|---|---|---|---|---|---|---|---|
| TW | **Threat High** | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | | |
| ZN | **Threat Low** | Internal Suspension 1-2 days | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | | |
| TT | **Threat Medium** | Internal Suspension 1-2 days | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3 days (offer AES) | Out of School Suspension 3 days (offer AES) | | |
| B3 | **Threat to Kill Mass Shooting** | Out of School Suspension 10 days (Offer AES) | | | | | |
| TV | **Threat Very High** | Out of School Suspension 10 days (Offer AES) | | | | | |
| TU | **Tobacco** | Internal Suspension 1-2 days | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | | |
| EC | **Tobacco Vape** | Internal Suspension 1-2 days | Out of School Suspension 6 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| 66 | **Trespassing** | Out of School Suspension 9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | | |

| ~~Type of~~ Incident Code | | Incident~~1st Consequence~~ | 1st Occurrence~~2nd Consequence~~ | | 2nd Occurrence~~3rd Consequence~~ | 3rd Occurrence~~4th Consequence~~ | 4th Occurrence~~Subsequent Consequence~~ |
|---|---|---|---|---|---|---|---|
| ZV | **Truancy** | One Detention | Two Detentions or Saturday School | Three Detentions or Saturday School | Three Detentions or Saturday School | | |
| ZS | **Unserved Saturday School** | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | | |
| V4 | **Vandalism less than 1000** | Out of School Suspension 3 days (offer AES) | Out of School Suspension 6 days (offer AES) | Out of School Suspension 9 days (offer AES) | Out of School Suspension 9 days (offer AES) | | |
| WA ~~ZY~~ | ~~Cell Phone Violation (Punitive Action Begin on 2nd Offense)~~ | **Weapons A~~, L~~** | Out of School Suspension 10 days (Offer AES)~~A, D, N~~ | | ~~A, D, X~~ | | |
| WB | **Weapons B** | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |

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~~Broward County Public Schools~~

**Administrative Discipline Matrix for ~~(SY 2024-2025)~~**
**~~Elementary~~ Grades 9-12~~3-5~~**

| ~~Type of~~ Incident Code | Incident~~1st~~ ~~Consequence~~ | 1st Occurrence~~2nd~~ ~~Consequence~~ | 2nd Occurrence~~3rd~~ ~~Consequence~~ | 3rd Occurrence~~4th~~ ~~Consequence~~ | 4th Occurrence~~Subsequent Consequence~~ |
|---|---|---|---|---|---|
| 23~~Disruptive Incidents~~ | **Aggravated Battery** | Out of School Suspension 10 days (Offer AES) | | | |
| A1 | **Alcohol Possession** | Out of School Suspension 6 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | |
| A3 | **Alcohol Sale** | Out of School Suspension 10 days (Offer AES) | | | |
| AA | **Alcohol Under the influence** | Out of School Suspension 6 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | |
| 13 | **Arson** | Out of School Suspension 10 days (Offer AES) | | | |
| ZN | **Battery Low** | Internal Suspension 1-2 days | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) |
| ZA | **Bullying** | Out of School Suspension 10 days (Offer AES) | | | |
| 36 | **Burglary** | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |

| ~~Type of~~ Incident Code | | Incident ~~1st Consequence~~ | 1st Occurrence ~~2nd Consequence~~ | 2nd Occurrence ~~3rd Consequence~~ | 3rd Occurrence ~~4th Subsequent Consequence~~ | 4th Occurrence ~~Consequence~~ |
|---|---|---|---|---|---|---|
| | **Bus Level 1** | Verbal Warning/ Written Reprimand | Verbal Warning/ Written Reprimand | Bus Suspension 3-5 days | Bus Expulsion for the Remainder of the Year | |
| | **Bus Level 2** | Verbal Warning/ Written Reprimand | Bus Suspension 3-5 days | Bus Expulsion for the Remainder of the Year | | |
| | **Bus Level 3** | Bus Suspension 6-9 days | Bus Suspension 10 days | Bus Expulsion for the Remainder of the Year | | |
| ZY | **Cell Phone Violation** | Verbal Warning/ Written Reprimand | One Detention | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | Out of School Suspension 1-2 days (offer AES) | |
| ZB | **Cheating Major** | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | |
| ZQ | **Cheating Minor (Grades 3 12)** | Internal Suspension 1-2 days | Internal Suspension 3-5 days | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | |
| ZL | **Class Cutting** | Two Detentions or Saturday School | Three Detentions or Saturday School | Three Detentions or Saturday School | Three Detentions or Saturday School | |
| V5 | **Criminal Mischief greater 1000** | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |

| ~~Type of~~ Incident Code | | Incident~~1st Consequence~~ | 1st Occurrence~~2nd Consequence~~ | 2nd Occurrence~~3rd Consequence~~ | 3rd Occurrence~~4th Consequence~~ | 4th Occurrence~~Subsequent Consequence~~ |
|---|---|---|---|---|---|---|
| ZP | **Detention Unserved** | Internal Suspension 1-2 days | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | |
| DC | **Discriminatory Actions Comments** | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | Out of School Suspension 10 days (Offer AES) | |
| O1 | **Disobedience Insubordination** | Internal Suspension 1-2 days | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | |
| DO | **Disruption on Campus Major** | Out of School Suspension 9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| ZA | **Disruption on Campus Minor** | Internal Suspension 1-2 days | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | |
| SB | **Disruptive ~~(~~Unruly~~)~~ Behavior** | Internal Suspension less than a day~~A, N~~ | Internal Suspension 1-2 days~~A, F, X~~ | Out of School Suspension 1-2 days (offer AES)~~A, B, H, Y~~ | Out of School Suspension 1-2 days (offer AES)~~A, B, Z~~ | |
| UP | **Disruptive ~~(~~Unruly~~)~~ Play** | Internal Suspension less than a day~~A, L~~ | Internal Suspension 1-2 days~~A, P, UU~~ | Internal Suspension 3-5 days~~A, F, Y~~ | Internal Suspension 3-5 days | |
| ZJ | **Distribution Sale of Unauthorized Materials** | One Detention~~Disobedience/Insubordination~~ | Two Detentions or Saturday School~~A, X~~ | Three Detentions or Saturday School~~A, F, Y~~ | Three Detentions or Saturday School~~A, B, Z~~ | ~~A, B, Z~~ |

| ~~Type of~~ Incident Code | | Incident~~1st~~ ~~Consequence~~ | 1st Occurrence~~2nd~~ ~~Consequence~~ | 2nd Occurrence~~3rd~~ ~~Consequence~~ | 3rd Occurrence~~4th~~ ~~Consequence~~ | 4th Occurrence~~Subsequent~~ ~~Consequence~~ |
|---|---|---|---|---|---|---|
| Non-Criminal~~01~~ | | | | | | |
| ZE | **Dress Code Violation** | Verbal Warning/ Written Reprimand | Two Detentions or Saturday School | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | |
| DP | **Drug Paraphernalia** | Out of School Suspension 6 days (offer AES) | Out of School Suspension 6 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | |
| D5 | **Drug Possession Leaf Mari** | Out of School Suspension 6 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| DB | **Drug Possession Mood Altering** | Out of School Suspension 6 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| D8 | **Drug Purchase Leaf Mari** | Out of School Suspension 6 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| D9 | **Drug Purchase Mood Altering** | Out of School Suspension 6 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| D1 | **Drug Purchase Unauthorized Sub** | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |

| ~~Type of~~ Incident Code | | Incident ~~1st Consequence~~ | 1st Occurrence ~~2nd Consequence~~ | 2nd Occurrence ~~3rd Consequence~~ | 3rd Occurrence ~~4th Consequence~~ | 4th Occurrence ~~Subsequent Consequence~~ |
|---|---|---|---|---|---|---|
| DS | **Drug Sale Leaf Mari** | Out of School Suspension 10 days (Offer AES) | | | | |
| D7 | **Drug Sale Unauthorized Subs** | Out of School Suspension 10 days (Offer AES) | | | | |
| DA | **Drug Under the influence leaf mood** | Out of School Suspension 6 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| D6 | **Drug Under the influence Unauthorized Sub** | Out of School Suspension 10 days (Offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| DF | **Drug Use Poss Unauthorized Sub** | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| ED | **Electronic Devices** | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| SE | **Extortion** | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| SS | **False Accusation Against School Staff** | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| F9 | **False Fire Alarm 911 Call** | Out of School Suspension 9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |

| ~~Type of~~ Incident Code | | Incident ~~1st Consequence~~ | 1st Occurrence ~~2nd Consequence~~ | 2nd Occurrence ~~3rd Consequence~~ | 3rd Occurrence ~~4th Consequence~~ | 4th Occurrence ~~Subsequent Consequence~~ |
|---|---|---|---|---|---|---|
| B4 | **False Report Hoax** | Out of School Suspension 10 days (Offer AES) | | | | |
| ZH | **Falsification Misrepresentation Lying Forgery of Signature** | Two Detentions or Saturday School | Internal Suspension 1-2 days | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | |
| F1 | **Fight Major Mutual** | Out of School Suspension 9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| F2 | **Fight Medium** | Out of School Suspension 9 days (offer AES) | Out of School Suspension 9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| FS | **Fire Starting** | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| SG | **Gambling** | One Detention | Internal Suspension 1-2 days | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | |
| G1 | **Gang Activity** | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| ZW | **Habitual Defiance of Authority 4 Disobedience Insubordination ~~Habitual~~** | Out of School Suspension 1-2 days (offer AES) ~~A, B, BB~~ | Out of School Suspension 3-5 days (offer AES) ~~A, B, F, BB~~ | Out of School Suspension 6-9 days (offer AES) ~~A, B, H, CC~~ | Out of School Suspension 6-9 days (offer AES) | |

| ~~Type of~~ Incident Code | | | Incident~~1st~~ ~~Consequence~~ | 1st Occurrence~~2nd~~ ~~Consequence~~ | 2nd Occurrence~~3rd~~ ~~Consequence~~ | 3rd Occurrence~~4th~~ ~~Consequence~~ | 4th Occurrence~~Subsequent~~ ~~Consequence~~ |
|---|---|---|---|---|---|---|---|
| HA | | Harassment | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| ZT | | Hazing | Out of School Suspension 10 days (Offer AES) | | | | |
| 42 | | Homicide | Out of School Suspension 10 days (Offer AES) | | | | |
| ST | ~~02~~ | Illegal~~Profanity~~ Use of Technology~~Insulting/Obscene Language~~ | Out of School Suspension 6-9 days (offer AES)~~A, N~~ | Out of School Suspension 10 days (Offer AES)~~A, L, X~~ | ~~A, Y~~ | | |
| HT | Inappropriate Touching~~ZX~~ | Internal Suspension 1-2 days~~Profanity Directed Towards a Staff Member~~ | Out of School Suspension 1-2 days (offer AES)~~A, F, N~~ | Out of School Suspension 1-2 days (offer AES)~~A, F, X~~ | Out of School Suspension 1-2 days (offer AES)~~A, H, Y~~ | ~~A, B, BB~~ | |
| Z3 ~~S~~ | Inappropriate Use of Technology ~~SG~~ | ~~Gambling~~Internal Suspension 1-2 days | Out of School Suspension 1-2 days (offer AES)~~A, D, P, F V, W~~ | Out of School Suspension 1-2 days (offer AES)~~A, D, N, V, W~~ | Out of School Suspension 1-2 days (offer AES)~~A, A2, D, O ZZ, AAA~~ | ~~A, B, D, X, ZZ, AAA~~ | |
| | ~~DC~~ | ~~Discriminatory Comments/Actions~~ | ~~A, C, F, V, W, BB~~ | ~~A, B, C, F, V, W, BB~~ | ~~A, B, C, F V, W, CC~~ | | |
| | Z1 | | Inciting a Disturbance | Out of School Suspension 1-2 days (offer AES)~~A, C, F, X~~ | Out of School Suspension 1-2 days (offer AES)~~A, C, Y~~ | Out of School Suspension 3-5 days (offer AES)~~A, B C, BB~~ | Out of School Suspension 3-5 days (offer AES)~~A, B, C, BB~~ |
| K1 | | | Kidnapping | Out of School Suspension 10 days (Offer AES) | | | |

| | | | | | |
|---|---|---|---|---|---|
| T6 | **Larceny Theft Grand greater than 750** | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| TH | **Larceny Theft Minor less than 100** | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 3-5 days (offer AES) |
| ZG | **Leaving Campus without Permission** | Two Detentions or Saturday School | Internal Suspension less than a day | Internal Suspension 1-2 days | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) |
| ZI | **Minor Altercation** | Out of School Suspension 3 days (offer AES) | Out of School Suspension 5 days (offer AES) | Out of School Suspension 7 days (offer AES) | Out of School Suspension 9 days (offer AES) |
| MP | **Mistreatment of Peers** | Internal Suspension 1-2 days | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) |
| ZU | **Out of Assigned Area** | One Detention | Internal Suspension less than a day | Internal Suspension 1-2 days | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Z4 | | **Over the Counter Medication** | Verbal Warning/ Written Reprimand | Internal Suspension less than a day | Internal Suspension 1-2 days | Internal Suspension 1-2 days | |
| OC | | **Over the Counter Medication Sale** | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | |
| ~~S~~ | SF | **Passing~~/~~Producing Counterfeit Money** | Out of School Suspension 1-2 days (offer AES)~~A, D, V, W, X~~ | Out of School Suspension 3-5 days (offer AES)~~A, D, H, V, W, Y~~ | | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 3-5 days (offer AES) |
| T5 | **Petty Theft 100 to 750**~~ZH~~ | Out of School Suspension 3 days (offer AES)~~Falsification/Misrepresentation (Lying or Forgery of signature)~~ | Out of School Suspension 6 days (offer AES)~~A, N~~ | Out of School Suspension 9 days (offer AES)~~A, X~~ | | Out of School Suspension 9 days (offer AES)~~A, B, Y~~ | |
| O2 | | **Profanity** | Internal Suspension less than a day | Internal Suspension 1-2 days | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | Internal Suspension 1-3 days & Loss of Extra-Curricular Activities (1-30 days) | |
| ZX | | **Profanity Directed Towards a Staff Member** | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | |
| | ZC | **Prohibited~~/~~Distracting Items ~~–~~ Possession~~/~~Use** | One Detention~~A, D, N~~ | Two Detentions or Saturday School~~A, D, X~~ | | Internal Suspension 1-2 days | Internal Suspension 1-2 days |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| R2 | **Robbery~~ZJ~~** | | Out of School Suspension 10 days (Offer AES)~~Distribution/Sale of Unauthorized Materials (Non-criminal)~~ | ~~A, D, L~~ | ~~A, D, N~~ | | | |
| SX | | | **Sexting** | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| S2 | | | **Sexual Assault** | Out of School Suspension 10 days (Offer AES) | | | | |
| S1 | | | **Sexual Battery Rape** | Out of School Suspension 10 days (Offer AES) | | | | |
| 50 | | | **Sexual Harassment** | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| 56 | | | **Sexual Misconduct** | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| PA | | | **Simple Battery** | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | | |
| PE | | | **Simple Battery School Board Employee** | Out of School Suspension 10 days (Offer AES) | | | | |
| ZM~~S~~ | **Tardiness Habitual~~G1~~** | One Detention | Two Detentions~~Gang,~~ or Saturday School~~gang-like Activity~~ | Three Detentions or Saturday School~~A, C, E, F, V, W CC~~ | Three Detentions or Saturday School~~A, B, C, E, F, K, V, W, DD~~ | | ~~A, B, C, E, F, U, V, W, LL, SS~~ | |
| TW | **Threat High~~XA~~** | | Out of School Suspension 6-9 days (offer AES)~~Disruption on Campus – Minor~~ | Out of School Suspension 10 days (Offer AES)~~A, C, F, X~~ | ~~A, C, F, H, Y~~ | | ~~A, B, C, Z~~ | |
| ZN~~S~~ | **Threat Low~~D0~~** | | Internal Suspension 1-2 days~~Disruption on Campus – Major~~ | Internal Suspension 1-2 days~~A, C, F, V, W BB~~ | Out of School Suspension 3 days (offer AES)~~A, B, C, V, W CC~~ | | Out of School Suspension 3 days | ~~A, B, C, U, V, W, LL~~ |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | | (offer AES)~~A, B, C, K, V, W DD~~ | | |
| TT | | **Threat Medium** | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 3 days (offer AES) | Out of School Suspension 3-5 days (offer AES) | Out of School Suspension 6-9 days (offer AES) | | |
| B3 | | **Threat to Kill Mass Shooting** | Out of School Suspension 10 days (Offer AES) | | | | | |
| TV | | **Threat Very High** | Out of School Suspension 10 days (Offer AES) | | | | | |
| TU | | **Tobacco** | Internal Suspension 1-2 days | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | | |
| EC | | **Tobacco Vape** | Internal Suspension 1-2 days | Out of School Suspension 6 days (offer AES) | Out of School Suspension 8 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |
| ~~S~~ | 66 | **Trespassing** | Out of School Suspension 9 days (offer AES)~~A, B, CC, V, W~~ | Out of School Suspension 10 days (Offer AES)~~A, B, C, FF, V, W~~ | | ~~A, B, C, K, JJ, V, W~~ | ~~A, B, C, U, V, W, LL~~ | |
| ZV~~S~~ | **Truancy**~~F9~~ | Two Detentions or Saturday School~~False Fire Alarm/911 Call~~ | Three Detentions or Saturday School~~A, C, H, V, W, BB~~ | Three Detentions or Saturday School~~A, C, V, W, CC~~ | | Three Detentions or Saturday School~~A, B, C, K, V, W, DD~~ | ~~A, B, C, U, V, W, LL~~ | |

| | | | | | |
|---|---|---|---|---|---|
| ZS | **Unserved Satyrday School** | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) | Out of School Suspension 1-2 days (offer AES) |
| V4 | **Vandalism less than 1000** | Out of School Suspension 3 days (offer AES) | Out of School Suspension 6 days (offer AES) | Out of School Suspension 9 days (offer AES) | Out of School Suspension 9 days (offer AES) |
| WA | **Weapons A** | Out of School Suspension 10 days (Offer AES) | | | |
| WB | **Weapons B** | Out of School Suspension 6-9 days (offer AES) | Out of School Suspension 10 days (Offer AES) | | |

**Broward County Public Schools**

**Administrative Discipline Matrix (SY 2024-2025)**

**Elementary Grades 3-5**

| | | Type of Incident | 1st Consequence | 2nd Consequence | 3rd Consequence | 4th Consequence | Subsequent Consequence |
|---|---|---|---|---|---|---|---|
| **Substance Abuse/Drug Incidents** | | | | | | | |
| | | | | | | | |
| | Z4 | Over-the-Counter Medication – Unauthorized Use/Possession/Purchase | A, D, L | A, D, L | A, D, F, X | | |
| | OC | Over-the-Counter Medication – Sale/Attempted Sale/ Transmittal | A, D, X | A, B, D, F, Y | A, B, D, F, BB | | |
| S | TU | Tobacco – Use/Possession/Sale/Purchase/Transmittal of tobacco and/or tobacco related products | A, B, D, F, N, V, W | A, B, D, F, Y, V, W | | | |
| S | EC | Tobacco – Use/Possession/ Sale/Purchase/Transmittal of Nicotine, Vapor Devices and/or Components of E- Cigarettes, Vapor Devises, or Similar | A, B D, F N, V, W | A, B, D, F, Y, V, W | A, B, D, F, Y, V, W | A, B, D, F, Y, V, W | |
| S | A1 | Alcohol – Use/Possession/Purchase | A, B, D, F, FF, V, W, AAA | A, B, D, F, J, JJ V, W, WW | A, B, D, F, LL, U, V, W, SS | | |
| S | D5 | Drug – Use/Possession of Leaf Marijuana (Less than 20g) | A, B, D, F, FF, V, W | A, B, D, F, J, JJ, V, W | A, B, D, F, LL,U, V, W, SS | | |
| S | D8 | Drug – Purchase of Leaf Marijuana (Less than 20g) | A, B, D, F, FF, V, W | A, B, D, F, J, JJ, V, W, SS | A, B, D, F, LL, U, V, W, SS | | |
| S | DB | Drug – Use/Possession of Other Mood-Altering Substances | A, B, D, F, FF, V, W, | A, B, D, F,J, JJ, V, W, SS | A, B, D, F, LL, U, V, W, SS | | |
| S | D9 | Drug – Purchase of Other Mood-Altering Substances | A, B, D, F, FF, V, W | A, B, D, F, J, JJ, V, W, SS | A, B, D, F, LL, U, V, W, SS | | |
| S | AA | Alcohol – Being Under the Influence | A, B, F, FF, V, W | A, B, J, JJ, V, W, SS | A, B, LL, U, V, W, SS | | |
| S | DA | Drug – Being Under the Influence of Leaf Marijuana and/or Other Mood-Altering Substances | A, B, F, FF, V, W | A, B, J, JJ, V, W, SS | A, B, LL, U, V, W, SS | | |
| S | DF | Drug – Use/Possession of Unauthorized Substance | A, B, D, F, J, JJ, V, W, SS | A, B, D, F, LL, U, V, W, SS | | | |
| S | D1 | Drug – Purchase of Unauthorized Substance | A, B, D, F, J, JJ, V, W, SS | A, B, D, F, LL, U, V, W, SS | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| S | D6 | Drug - Under the Influence of Unauthorized Substance | A, B, F, LL, V, W, SS | A, B, F, J, JJ, V, W, SS | A, B, F, LL, U, V, W, SS | | |
| S | A3 | Alcohol - Sale/Attempted Sale/Transmittal | A, B, D, F, , BB, V, W, | A, B, D, F, BB, V, W | A, B, D, F, , FF, V, W | | |
| S | DS | Drug – Possession with Intent to Sell, Sale, Attempted Sale, and/or Transmittal of Leaf Marijuana (less than 20g) | A, B, D, F, , BB, V, W | A, B, D, F, CC, V, W | A, B, D, F, LL, U, V, W, SS | | |
| S | D7 | Drug - Sale/Attempted Sale/Transmittal of Unauthorized Substance | A, B, D, F, BB, V, W | A, B, D, F, CC, V, W | A, B, D, F,LL, U, V, W, SS | | |
| S | DP | Drug Paraphernalia - Use/Possession/Sale/Purchase/Transmittal | A, B, D, F, FF, V, W | A, B, D, F, FF, V, W | A, B, D, F, JJ, J, V, W, SS | A, B, D, F, LL, U, V, W, SS | |

**Broward County Public Schools**

**Administrative Discipline Matrix (SY 2024-2025)**

**Elementary Grades 3-5**

| Hope Scholarship Incident | | Type of Incident | | 1st Consequence | 2nd Consequence | 3rd Consequence | 4th Consequence | Subsequent Consequence |
|---|---|---|---|---|---|---|---|---|
| **Acts Against Persons** | | | | | | | | |
| | | | | | | | | |
| | | MP | Mistreatment of Peers | A, C, F, X | A, C, F, Y | A, B, C, BB | | |
| Hope | S | ZA | Bullying | A, B, C, LL, U, W, SS, TT | | | | |
| Hope | S | HA | Harassment | A, C, CC, W, TT | A, B, C, DD, K, W, TT | A, B, C, LL, U, W, SS, TT | | |
| *When deciding what disciplinary action should be taken for Fighting, the Administrator may consequence the involuntary mutual combatant differently based upon the results of the investigation or provide no consequence. | | | | | | | | |
| Hope | S | F1 | Fighting – Major Mutual Combat* **See above** | A, C, BB, V, W, TT | A, B, C, CC, V, W, TT | A, B, C, K, HH, V, W, TT | A, B, C, LL, U, V, W, TT | |
| Hope | S | F2 | Fighting – Medium* **See above** | A, C, F, Y, TT | A, C, F, BB, TT | A, B, C, CC, TT | | |
| | | ZI | Fighting – Minor Altercation/Confrontation* **See above** | A, F, X | A, F, Y | A, B, F, Y | | |
| Hope | S | ZT | Hazing (Grades 6-12) | | | | | |
| | S | SS | False Accusation Against School Staff | A, , F, CC, V, W | A, B, F, K, DD, V, W | A, B, LL, U, V, W, SS | | |
| **When deciding what disciplinary action should be taken, the Administrator may consider the severity of the offense and may impose a more severe consequence. | | | | | | | | |
| Hope | S | 56 | Sexual Misconduct &/or Indecent Exposure (Sexual Offense)** | A, F, CC, V, W, TT | A, B, F, K, DD, V, W, TT | A, B, F, LL, U, V, W, SS, TT | | |
| | | HT | Inappropriate Touching/Language/Gestures | A, F, X | A, B, F, Y | A, B, F, Y | | |
| Hope | S | 50 | Sexual Harassment | A, C, CC, V, W, TT | A, B, C, F, K, DD, V, W, TT | A, B, C, LL, U, V, W, SS, TT | | |
| | | ZN | Threat/Intimidation Low level/Transient | A, C, F, X, V, W | A, B, C, F, Y, V, W | A, B, C, F, Y, V, W | A, B, C, F, BB, V, W | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Hope | S | TT | Threat/Intimidation Medium Level | A, C, F, Y, V, W, TT | A, B, C, F, Y, V, W, TT | A, B, C, F, BB, V, W, TT | A, B, C, F, BB, V, W, TT | |
| Hope | S | TW | Threat/Intimidation High Level | A, B, C, F, DD, K, V, W, TT | A, B, C, F, LL, U, V, W, TT | | | |
| Hope | S | TV | Threat/Intimidation with Very High Level | A, B, C, F, LL, U, V, W, TT | | | | |
| Hope | S | S2 | Sexual Assault | A, B, C, F, DD, K, V, W, TT | A, B, C, F, LL, U, V, W, SS, TT | | | |
| | | 21 | Battery – Low Level | A, C, P | A, C, X | A, B, C, Y | | |
| Hope | S | PA | Simple Battery | A, C, D,F, CC, V, W, TT | A, B, C, D, F D K, V, W, DD, TT | A, B, C, D, F, LL, U, V, W, SS, TT | | |
| | S | PE | Simple Battery on School Board Employee and Other Specified Categories | A, B, C, F, LL, U, V, W, SS, TT | | | | |
| Hope | S | 23 | Aggravated Battery | A, B, C, F, LL, U, V, W, SS, TT | | | | |

**Broward County Public Schools**

**Administrative Discipline Matrix (SY 2024-2025)**

**Elementary Grades 3-5**

| | | Type of Incident | 1st Consequence | 2nd Consequence | 3rd Consequence | 4th Consequence | Subsequent Consequence |
|---|---|---|---|---|---|---|---|
| **Property Incidents** | | | | | | | |
| | | **Larceny/Theft - Petty Minor <100** | | | | | |
| | T5 | Larceny/Theft – Petty <$750 | A, D, E, BB, V, W | A, B, D, E, FF, V, W | A, B, D, E, HH, V, W | A, B, D, E, HH, V, W | |
| S | T6 | Larceny/Theft – Grand > $750 | A, D, E, F, CC, V, W | A, A2, D, E, F, K, DD, V, W | A, B, D, E, F, LL, U, V, W, SS | | |
| | V4 | Vandalism/Damage to Property < $1000 | A, B, D, E, BB, V, W | A, B, D, E, FF, V, W | A, B, D, E, HH, V. W | A, B, D, E, HH, V, W | |
| S | V5 | Criminal Mischief/Damage to Property > $1000 | A, D, E, F, CC, V, W | A, A2, D, E, F, DD, K, V, W | A, B, D, E, F, LL, U, V, W, SS | | |
| | Z3 | Technology – Inappropriate Use (Computers or Networks) | A, X | A, Y | | | |
| S | ST | Technology – Illegal Use (Computers or Networks) | A, CC, W | A, B, K, DD, W | A, B, LL, U, V, W, SS | | |
| S | 13 | Arson | A, B, B1, E, F, LL, U, V, W, SS | | | | |
| | FS | Fire – Starting a Fire on Campus | A, C, D, E, F CC, R, V, W | A, B, C, D, E, F DD, K, R, V, W | A, B, C, D, E,R, LL, U, V, W, SS | | |
| S | 36 | Burglary – Unlawful Breaking/Entering into a School Facility or Property | A, D, E, F, CC, V, W | A, B E, F, K, DD, V, W | A, B, E, LL, U, V, W, SS | | |

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**Broward County Public Schools**

**Administrative Discipline Matrix (SY 2024-2025)**

**Elementary Grades 3-5**

| Hope Scholarship Incident | Type of Incident | | | 1st Consequence | 2nd Consequence | 3rd Consequence | 4th Consequence | Subsequent Consequence |
|---|---|---|---|---|---|---|---|---|
| Other Criminal Incidents | | | | | | | | |
| | S | WA | Weapons – Class A (Possessing/Displaying/Using/Selling/Transmitting) | A, B, C, D, F, LL, T, V, W, SS | | | | |
| | | WB | Weapons – Class B (Possessing/Displaying/Using/Selling/Transmitting) | A, C, D, CC, V, W | A, B, C, D, DD, K, V, W, TT | A, B, C, D, F, LL, U, V, W, SS, TT | | |
| Hope | S | R2 | Robbery or Attempted Robbery | A, B, C, D, E, F, LL, U, V, W, SS, TT | | | | |
| Hope | S | S1 | Sexual Battery/Rape (Actual or Attempted) | A, B, C, F, LL, U, V, W, SS, TT | | | | |
| Hope | S | K1 | Kidnapping or Abduction/False Imprisonment | A, B, B1, F, LL, U, V, W, SS, TT | | | | |
| | S | 42 | Homicide | A, B, B1, F, LL, U, V, WW, SS | | | | |
| | S | SE | Extortion | A, C, CC, V, W | A, B, C, DD, K, V, W | A, B, C, F, LL, U, V, W, SS | | |
| | S | B3 | Threat to Kill/Mass Shooting | A, B, C, F, T, LL, V, W, SS | | | | |
| | S | B4 | False Report/Hoax | A, B, C, F, T, LL, V, W, SS | | | | |

**Broward County Public Schools**

**Administrative Discipline Matrix (SY 2024-2025)**

**Elementary Grades 3-5**

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

**~~Broward County Public Schools~~**

**~~Administrative Discipline Matrix~~**

**~~(SY 2024-2025)~~**

***~~NOTE: The Discipline Matrix sets forth the guidelines for assessing consequences for violations of SBBC policies. School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances. Principals may deviate by one level when applying consequences per the Discipline Matrix with the exception of incidents associated with drugs/substances and those with progressive discipline that rise to a recommendation for expulsion or recommendation for behavior intervention via the Expulsion Abeyance Office as reflected on the discipline matrix.~~***

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

*~~Per F.S. §1006.13, the threat assessment team shall consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act, which would pose a threat to school safety. Refer to Policy4380: Behavioral Threat Assessment for more information related to threats.~~*

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

*~~A Recommendation for the Behavior Intervention Program via the Expulsion Abeyance Office applies when elementary level student (Grades K-5) commits an offense for which a secondary student would receive a mandatory expulsion under SBBC Policy 5100.~~*

*~~All SESIR level incidents shall be addressed by school-based administrators only. SESIR guidelines require reporting to the FLDOE.~~*

*~~It is prohibited to issue an AES or an out of school suspension (OSS) in lieu of an in-school suspension (ISS) when the Discipline Matrix prescribes such an action.~~*

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# ACTION LEGEND ADMINISTRATIVE CONSEQUENCES/INTERVENTIONS

Documentation in the Student Information System and parent contact is required for all violations requiring administrative action Discipline for ESE/504 students with disabilities shall be in accordance with State and Federal laws and SBBC policies. For incidents resulting in out-of-school suspension, AES shall be offered when appropriate and available. (F.S. §1006.09(1)(a)).

| | |
|---|---|
| A. Parent Contact/Conference (Mandatory for each offense) | In-School Suspension (less than 1 day) – including behavioral curriculum interventions (i.e., Suite360) |
| B. Referral to CPST/RtI Team | In-School Suspension: 1-2 days – including behavioral curriculum interventions (i.e., Suite360) |
| C. Refer to School-based Threat Management Team (SBTMT) Chair | In-School Suspension: 1-3 days & Loss of Extra-Curricular Activities (1-30 days) – including behavioral curriculum interventions (i.e., Suite360) |
| D. Confiscation (when applicable) | In-School Suspension: 3-5 days – including behavioral curriculum interventions (i.e., Suite360) |
| E. Restitution (when applicable) | Out of School Suspension: 1-2 days (offer AES with behavioral curriculum interventions) |
| F. Referral for support services (i.e., School Counselor, School Social Worker, Family Therapist) | Out of School Suspension: 3-5 days (offer AES with behavioral curriculum interventions) |
| G. School-based attendance contract (developed in conjunction with parent, administration, student, school counselor, and school social worker) | Out of School Suspension: 6-9 days (offer AES with behavioral curriculum interventions) |
| H. School-based behavior contract (developed in conjunction with parent, administration, student, and school counselor) | Out of School Suspension: 3 days (offer AES with behavioral curriculum interventions) |
| I. IMPAC AES | Out of School Suspension: 4 days (offer AES with behavioral curriculum interventions) |
| J. Probationary Substance Abuse Contract (PSAC) | Out of School Suspension: 5 days (offer AES with behavioral curriculum interventions) |
| K. Alternative Probationary Contract (APC) | Out of School Suspension: 6 days (offer AES with behavioral curriculum interventions) |
| L. Verbal Warning or Written Reprimand (includes for school-sponsored transportation) | Out of School Suspension: 7 days (offer AES with behavioral curriculum interventions) |
| M. School/Community Service Work | Out of School Suspension: 8 days (offer AES with behavioral curriculum interventions) |
| N. Before/After School Detention (1) | Out of School Suspension: 9 days (offer AES with behavioral curriculum interventions) |
| O. Multiple Before/After School Detentions (2-3) or Saturday Detention | Out of School Suspension: 10 days (offer AES with behavioral curriculum interventions) |
| P. Time Out | Bus Suspension: 1-2 days |
| Q. Loss of Extra-Curricular Activities (1-5 days) | Bus Suspension: 3-5 days |
| R. Refer to Fire Starter Program | Bus Suspension: 6-9 days |
| S. SESIR Incident Reporting Required | Bus Suspension: 10 days |
| T. Recommendation for Expulsion (Mandatory) | Bus Expulsion for the Remainder of the School Year |
| U. Recommendation for District-assigned Behavior Intervention Program (Mandatory) | Loss of all school-sanctioned activities for 1 calendar year |
| V. Consultation with Law Enforcement1 | Refer to Community Youth Support Service Programs (as available and appropriate) |
| W. Complete Immediate Notification to Regional Office and DSOC | Issue HOPE Scholarship Initial Notification Form to Eligible Party(ies) |

[1] In accordance with F.S.§1006.07(2)(n) upon consultation with law enforcement by the school principal/designee for a SESIR level incident or any incident as outlined by the Code of Student Conduct's Discipline Matrix that requires consultation with law enforcement, if said incident is determined by the law enforcement officer to be a criminal offense requiring formal action, the school principal/designee will recommend that in lieu of the law enforcement officer arresting the student, the law enforcement officer should issue the student a civil citation when applicable under law. The criteria for the school principal/designee's recommendation for the law enforcement officer's consideration regarding issuance of a civil citation in lieu of arrest, is appliable to students based on the incident type, frequency, student's age, grade, and exceptionality.

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**Broward County Public Schools**

**Administrative Discipline Matrix (SY 2024-2025)**

**Secondary Grades 6-8**

| Type of Incident | | | 1st Consequence | 2nd Consequence | 3rd Consequence | 4th Consequence | Subsequent Consequence |
|---|---|---|---|---|---|---|---|
| **Attendance Incidents** | | | | | | | |
| | ZL | Class Cut (Skipping) | A, N, | A, B, G, O, Q | A, B, O, Q | | |
| | ZM | Tardiness, Habitual (5 in a Marking Period) | A, B, G, N | A, B, O, Q | | | |
| | ZV | Truancy | A, B, F, G | A, B, F, , N | A, B, F, O | | |
| | ZG | Leaving Campus Without Permission | A, B, H, O, Q | A, B, F, X, Q | A, B, F, Y | | |
| | ZU | Out of Assigned Area | A, N | A,B, F, , H, O | A, B, F, X Q | A, F, Y | |

| Type of Incident | | | 1st Consequence | 2nd Consequence | 3rd Consequence | 4th Consequence | Subsequent Consequence |
|---|---|---|---|---|---|---|---|
| **Rule Violation Incidents** | | | | | | | |
| | ZE | Dress Code Violation | A, F, L | A, F, Q | A, F, Z | | |
| | ZQ | Cheating Minor (Grades 3-12) | A, Y | A, Q, AA | A, B, F, Q, AA | A, B, F, Q, BB | |
| | ZB | Cheating Major | A, B, Q, CC, V, W | A, B, F, Q, DD, V, W | | | |
| | ZP | Detention – Unserved | A, X | A, Y | | | |
| | ZS | Unserved Saturday Detention | A, Y | Z | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| S | ED | Electronic Devices | A, B, C, D, F, V, W, CC | A, B, C, D, F, K, V, W, DD | A, B, C, D, F, U, V, W, LL, SS | | |
| S | SX | Sexting | A, B, C, D, F, V, W, CC | A, B, C, D, F, K, V, W, DD | A, B, C, D, F, U, V, W, LL, SS | | |
| | ZY | Cell Phone Violation (Punitive Action Begin on 2nd Offense) | A, L | A, D, N | A, Q, O | A, D, Z | |

**Broward County Public Schools**

**Administrative Discipline Matrix (SY 2024-2025)**

**Secondary Grades 6-8**

| Type of Incident | 1st Consequence | 2nd Consequence | 3rd Consequence | 4th Consequence | Subsequent Consequence |
|---|---|---|---|---|---|
| **Disruptive Incidents** | | | | | |
| | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | SB | Disruptive (Unruly) Behavior | A, X | A, H, Y | A, B,BB | | |
| | UP | Disruptive (Unruly) Play | A, N | A, X | A, Y | | |
| | 01 | Disobedience/Insubordination | A, Y | A, H, Z | A, F, BB | A, B, F, BB | |
| | ZW | Defiance of Authority Habitual | A, B, F, BB | A, B, F, CC | - | ——— | |
| | | | | | | | |
| | 02 | Profanity – Use of Insulting/Obscene Language | A, X | A, B, Y | A, B, Z | | |
| | ZX | Profanity Directed Towards a Staff Member | A, B, F, BB | A, B, C, CC | | | |
| S | SG | Gambling | A, D, N, W, V | A, D, O, V, W | A, B, D, X, V, W | A, B, D, Y, V, W | |
| | DC | Discriminatory Actions/Comments | A, B, C, F , CC, V, W | A, B, C,DD, V, W | A, B, C, F LL, V, W | | |
| | Z1 | Inciting a Disturbance | A, C, H, Y | A, B, C, BB | A, B, C, BB | A, B, C, CC | |
| S | SF | Passing/Producing Counterfeit Money | A, D, BB, V, W | A, B, D, CC, V, W | | | |
| | ZH | Falsification/Misrepresentation (Lying or Forgery of Signature) | A, O | A, Y | A, B, BB | | |
| | ZC | Prohibited/Distracting Items – Possession/Use | A, D, N | A, D, O | A, B, D, Y | | |
| | ZJ | Distribution/Sale of Unauthorized Materials (Non-criminal) | A, D, N | A, D,O | | | |
| S | G1 | Gang, or gang-like Activity | A, C, E, F, CC, V, W | A, B, C, E, F, K, DD, V, W | A, B, C, E, F, LL, U, V, W, SS | | |
| | XA | Disruption on Campus – Minor | A, C, H, Y | A, C, F, , Z | A, B, C, BB | | |
| S | D0 | Disruption on Campus – Major | A, B, C, I, KK, K, V, W | A, B, C, I, U, LL, V, W, SS | - | | |
| S | 66 | Trespassing | A, B, C, I, KK, T, V, W, | A, B, C, I, U, V, W, SS, LL | | | |
| S | F9 | False Fire Alarm/911 Call | A, B, C, K, KK, , V, W | A, B, C U, LL, V, W, SS | | | |

**Broward County Public Schools**

**Administrative Discipline Matrix (SY 2024-2025)**

**Secondary Grades 6-8**

| | | Type of Incident | 1st Consequence | 2nd Consequence | 3rd Consequence | 4th Consequence | Subsequent Consequence |
|---|---|---|---|---|---|---|---|
| **Substance Abuse/Drug Incidents** | | | | | | | |
| | | | | | | | |
| | Z4 | Over-the-Counter Medication – Unauthorized Use/Possession/Purchase | A, D, L | A, D, L | A, B, D, F, X | | |
| | OC | Over-the-Counter Medication – Sale/Attempted Sale/ Transmittal | A, D, BB | A, C, D, F, BB | A, B, D, F, CC | | |
| S | TU | Tobacco – Use/Possession/Sale/Purchase/Transmittal of tobacco and/or tobacco related products | A, B, D, V, W, Y | A, B, D, F, V, W, BB | A, B, D, F, V, W, BB | | |
| S | EC | Tobacco – Use/Possession/ Sale/Purchase/Transmittal of Nicotine, Vapor Devices and/or Components of E- Cigarettes, Vapor Devises, or Similar | A, B, D, Y, V, W | A, B, D, F, HH, V, W | A, B, D, F, J, V, W, JJ | A, B, D, F, U, V, W, LL | |
| S | A1 | Alcohol – Use/Possession/Purchase | A, B, D, F, I, HH, V, W, | A, B, D, F, I, J, JJ, V, W | A, B, D, F, I, U, LL, V, W, SS, | | |
| S | D5 | Drug – Use/Possession of Leaf Marijuana (Less than 20g) | A, B, D, F, I, HH, V, W | A, B, D, F, I, J, JJ, V, W | A, B, D, F, I, U, LL, V, W, SS | | |
| S | D8 | Drug – Purchase of Leaf Marijuana (Less than 20g) | A, B, D, F, HH, V, W | A, B, D, F, J, JJ, V, W | A, B, D, F, U, LL, V, W, SS | | |
| S | DB | Drug – Use/Possession of Other Mood-Altering Substances | A, B, D, F, HH, V, W | A, B, D, F, J, JJ, V, W | A, B, D, F, U, LL, V, W, SS | | |
| S | D9 | Drug – Purchase of Other Mood-Altering Substances | A, B, D, F, HH, V, W | A, B, D, F, J, JJ, V, W | A, B, D, F, U, LL, V, W, SS | | |
| S | AA | Alcohol – Being Under the Influence | A, B, D, F, HH, V, W | A, B, D, F, J, JJ, V, W | A, B, D, F, U, LL, V, W, SS | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| S | DA | Drug – Being Under the Influence of Leaf Marijuana and/or Other Mood-Altering Substances | A, B, D, F, HH, V, W | A, B, D, F, J, JJ, V, W | A, B, D, F, U, LL, V, W, SS | | |
| S | DF | Drug – Use/Possession of Unauthorized Substance | A, B, D, F, J, JJ, V, W | A, B, D, F, U, LL, V, W, SS | | | |
| S | D10 | Drug – Purchase of Unauthorized Substance | A, B, D, F, J, JJ, V, W | A, B, D, F, U, LL, V, W, SS | | | |
| S | D6 | Drug - Under the Influence of Unauthorized Substance | A, B, F, LL, V, W | A, B, F, J, JJ, V, W | A, B, F, U, LL, V, W, SS | | |
| S | A3 | Alcohol - Sale/Attempted Sale/Transmittal | A, B, D, F, U, LL, V, W, SS | | | | |
| S | DS | Drug – Possession with Intent to Sell, Sale, Attempted Sale, and/or Transmittal of Leaf Marijuana (less than 20g) | A, B, D, F, U, LL, V, W, SS | | | | |
| S | D7 | Drug - Sale/Attempted Sale/Transmittal of Unauthorized Substance | A, B, D, F, U, LL, V, W, SS | | | | |
| S | DP | Drug Paraphernalia - Use/Possession/Sale/Purchase/Transmittal | A, B, D, F, I, HH, V, W | A, B, D, F, I, HH, V, W | A, B, D, F, I, J, JJ, V, W | A, B, D, F, I, U, LL, V, W, SS | |

**Broward County Public Schools**

**Administrative Discipline Matrix (SY 2024-2025)**

**Secondary Grades 6-8**

| Hope Scholarship Incident | Type of Incident | | | 1st Consequence | 2nd Consequence | 3rd Consequence | 4th Consequence | Subsequent Consequence |
|---|---|---|---|---|---|---|---|---|
| | **Acts Against Persons** | | | | | | | |
| | | | | | | | | |
| | | MP | Mistreatment of Peers | A, C, Y | A, C, F, Z | A, B,C, F, H, BB | | |
| **Hope** | **S** | ZA | Bullying | A, B, CU, LL, W, SS, TT | | | | |
| **Hope** | **S** | HA | Harassment | A, B, C, CC, W, TT | A, B, C, DD, K, W, TT | A, B, C, U, LL, W, SS, TT | | |
| ***When deciding what disciplinary action should be taken for Fighting, the Administrator may consequence the involuntary mutual combatant differently based upon the results of the investigation or provide no consequence. For Fighting Medium, if student attends AES, suspension shall be reduced by 4 days for 1st Consequence and 2 days for 2nd consequence. For Fighting Minor if student attends AES, suspension shall be reduced by 2 days for the 3rd and 4th consequence.*** | | | | | | | | |
| **Hope** | S | F1 | Fighting – Major Mutual Combat* See above | A, B, C, I KK, K,V, W, TT | A, B, C, I, U, LL, V, W, SS, TT | | | |
| **Hope** | **S** | F2 | Fighting – Medium* **See above** | A, B, C, I, KK, TT<br>*Suspension reduced to 5 days if student attends AES | A, B, C, I KK*, K, TT<br>*Suspension reduced to 7 days if student attends AES | A, B, C, I, U, LL, SS, TT | | |
| | | ZI | Minor Altercation/Confrontation* **See above** | A, B,C, EE | A, B, C, GG | A, B, *Suspension reduced to5 days if student attends AESC, II | A, B, C, KK<br>*Suspension can be reduced to 7 days if student attends AES | |
| **Hope** | **S** | ZT | Hazing (Grades 6-12) | A, B, C, F, U, LL, V, W, SS, TT | | | | |
| | **S** | SS | False Accusation Against School Staff | A, B, F, CC, V, W | A, B ,F, K, DD, V, W | A, , B, U, LL, V, W, SS | - | |
| ***When deciding what disciplinary action should be taken, the Administrator may consider the severity of the offense and may impose a more severe consequence.*** | | | | | | | | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Hope | S | 56 | Sexual Misconduct &/or Indecent Exposure (Sexual Offense)** | A, F, CC, V, W, TT | A, B, F, K, DD, V. W, TT | A, B, F, U, LL, V, W, SS, TT | | |
| | | HT | Inappropriate Touching/Language/Gestures | A, F, Y | A, B, F, BB | A, B, B, H BB | | |
| Hope | S | 50 | Sexual Harassment | A, C, F, CC, V, W, TT | A, B, C, F, K, DD, V, W, , TT | A, B, C, T, LL, V, W, SS, TT | | |
| | | ZN | Threat/Intimidation Low level/Transient | A, C, F, Y, V, W | A, C, F, BB, V, W | A, B, C, F, BB, V, W | | |
| Hope | S | TT | Threat/Intimidation Medium Level | A, C, F, V, W, Y, TT | A, B, C, F BB, V, W, TT | A, B, C, , EE, V, W, TT | | |
| Hope | S | TW | Threat/Intimidation High Level | A, B, C, F,DD, K, V, W, TT | A, B, C, F, U, V, W, LL, SS, TT | | | |
| Hope | S | TV | Threat/Intimidation with Very High Level | A, B, C, F, U, LL, V, W, SS, TT | | | | |
| Hope | S | S2 | Sexual Assault | A, B, C, F, K DD V, W, TT | A, B, C, F, U, LL, V, W, SS, TT | | | |
| | | 21 | Battery – Low Level | A,C, F, Y | A, B, C, H, BB | A, B, C, F, BB | | |
| Hope | S | PA | Simple Battery | A, B, C, D, F, K, DD, V, W, TT | A, B, C, D, F, U, LL, V, W, SS, TT | | | |
| | S | PE | Simple Battery on School Board Employee and Other Specified Categories | A, B, C, F, U, LL, V, W, SS, | | | | |
| Hope | S | 23 | Aggravated Battery | A, B, C, F, U, LL, V, W, SS, TT | | | | |

**Broward County Public Schools**

**Administrative Discipline Matrix (SY 2024-2025)**

**Secondary Grades 6-8**

| Type of Incident | 1st Consequence | 2nd Consequence | 3rd Consequence | 4th Consequence | Subsequent Consequence |
|---|---|---|---|---|---|

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Property Incidents** | | | | | | | |
| | | **Larceny/Theft - Petty Minor < $100** | | | | | |
| | T5 | Larceny/Theft – Petty <$750 | A, B, D, E, I, EE, V, W | A, B, D, E, I, HH, V, W | A, B, D, E, I, KK, V, W, SS | | |
| S | T6 | Larceny/Theft – Grand > $750 | A, D, E, F, CC, V, W, | A, B, D, E, F, K, DD, V, W | A, B, D, E, F, U, LL, V, W, SS | | |
| | V4 | Vandalism/Damage to Property < $1000 | A, B, D, E, EE, V, W | A, B, D, E, HH, V, W | A, B, D, E, KK, V, W, SS | | |
| S | V5 | Criminal Mischief/Damage to Property > $1000 | A, D, E, F, CC, V, W | A, A2, D, E, F, K, DD, V, W | A, B, D, E, F, U, LL, V, W, SS | | |
| | Z3 | Technology – Inappropriate Use (Computers or Networks) | A, Y | A, BB | | | |
| S | ST | Technology – Illegal Use (Computers or Networks) | A, CC, V, W | A, B, K, DD, V, W | A, B, U, LL, V, W, SS | | |
| S | 13 | Arson | A, B, C, E, F, U, LL, V, W, SS | | | | |
| | FS | Fire – Starting a Fire on Campus | A, C, D, E, F, CC, R, V, W | A, B, C, D, E, F,K, R, DD, V, W, | A, B, C, D, E, F, R,U, LL, V, W, SS, | | |
| S | 36 | Burglary – Unlawful Breaking/Entering into a School Facility or Property | A, D, E, F, CC, V, W | A, B, E, F, K, DD, V, W | A, B, E,F,U, LL, V, W, SS, | | |

**Broward County Public Schools**

**Administrative Discipline Matrix (SY 2024-2025)**

**Secondary Grades 6-8**

| Hope Scholarship Incident | Type of Incident | | | 1st Consequence | 2nd Consequence | 3rd Consequence | 4th Consequence | Subsequent Consequence |
|---|---|---|---|---|---|---|---|---|
| **Other Criminal Incidents** | | | | | | | | |
| | S | WA | Weapons – Class A (Possessing/Displaying/Using/Selling/Transmitting) | A, B, C, D, F, T, LL, V, W, SS | | | | |
| | | WB | Weapons – Class B (Possessing/Displaying/Using/Selling/Transmitting) | A, C, D, CC, V, W | A, B, C, D, K, DD, V, W, | A, B, C, D, F, U, LL, V, W, SS | | |
| Hope | S | R2 | Robbery or Attempted Robbery | A, B, C, D, E,F, U, V, W, LL, SS, TT | | | | |
| Hope | S | S1 | Sexual Battery/Rape (Actual or Attempted) | A, B, C, F, U, V, W, LL, SS, TT | | | | |
| Hope | S | K1 | Kidnapping or Abduction/False Imprisonment | A, B, C, F, U, V, W, LL, SS, TT | | | | |
| | S | 42 | Homicide | A, B, C, F, U, V, W, LL, SS | | | | |
| | S | SE | Extortion | A, C, CC, V, W | A, B, C, K, DD, V, W | A, B, C,F, U, V, W, LL, SS | | |
| | S | B3 | Threat to Kill/Mass Shooting | A, B, C, F, T, V, W, LL, SS | | | | |
| | S | B4 | False Report/Hoax | A, B, C,F, T, V, W, LL, SS | | | | |

**Broward County Public Schools**

**Administrative Discipline Matrix (SY 2024-2025)**

**Secondary Grades 6-8**

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

**~~Broward County Public Schools~~**

**~~Administrative Discipline Matrix~~**

**~~(SY 2024-2025)~~**

***~~NOTE: The Discipline Matrix sets forth the guidelines for assessing consequences for violations of SBBC policies. School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances. Principals may deviate by one level when applying consequences per the Discipline Matrix, with the exception of incidents associated with drugs/substances and those with progressive discipline that rise to a recommendation for expulsion or recommendation for behavior intervention via the Expulsion Abeyance Office as reflected on the discipline matrix.~~***

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

*~~Per F.S. §1006.13, the threat assessment team shall consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act, which would pose a threat to school safety. Refer to SBBC Policy4380: Behavioral Threat Assessment for more information related to threats.~~*

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

~~A Recommendation for the Behavior Intervention Program via the Expulsion Abeyance Office applies when elementary level student (Grades K-5) commits an offense for which a secondary student would receive a mandatory expulsion under SBBC Policy 5100.~~

*~~All SESIR level incidents shall be addressed by school-based administrators only. SESIR guidelines require reporting to the FLDOE.~~*

*~~Note: It is prohibited to issue an AES or an out of school suspension (OSS) in lieu of an in-school suspension (ISS) when the Discipline Matrix prescribes such an action.~~*

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# ACTION LEGEND ADMINISTRATIVE CONSEQUENCES/INTERVENTIONS

Documentation in the Student Information System and parent contact is required for all violations requiring administrative action. Discipline for ESE/504 students with disabilities shall be in accordance with State and Federal laws and SBBC policies. For incidents resulting in out-of-school suspension, AES shall be offered when appropriate and available (F.S. §1006.09(1)(a)).

| | |
|---|---|
| A. Parent Contact/Conference (Mandatory for each offense) | In-School Suspension (less than 1 day) – including behavioral curriculum interventions (i.e., Suite360) |
| B. Referral to CPST/RtI Team | In-School Suspension: 1-2 days – including behavioral curriculum interventions (i.e., Suite360) |
| C. Refer to School-based Threat Management Team (SBTMT) Chair | In-School Suspension: 1-3 days & Loss of Extra-Curricular Activities (1-30 days) – including behavioral curriculum interventions (i.e., Suite360) |
| D. Confiscation (when applicable) | In-School Suspension: 3-5 days – including behavioral curriculum interventions (i.e., Suite360) |
| E. Restitution (when applicable) | Out of School Suspension: 1-2 days (offer AES with behavioral curriculum interventions) |
| F. Referral for support services (i.e., School Counselor, School Social Worker, Family Therapist) | Out of School Suspension: 3-5 days (offer AES with behavioral curriculum interventions) |
| G. School-based attendance contract (developed in conjunction with parent, administration, student, school counselor, and school social worker) | Out of School Suspension: 6-9 days (offer AES with behavioral curriculum interventions) |
| H. School-based behavior contract (developed in conjunction with parent, administration, student, and school counselor) | Out of School Suspension: 3 days (offer AES with behavioral curriculum interventions) |
| I. IMPAC AES | Out of School Suspension: 4 days (offer AES with behavioral curriculum interventions) |
| J. Probationary Substance Abuse Contract (PSAC) | Out of School Suspension: 5 days (offer AES with behavioral curriculum interventions) |
| K. Alternative Probationary Contract (APC) | Out of School Suspension: 6 days (offer AES with behavioral curriculum interventions) |
| L. Verbal Warning or Written Reprimand (includes for school-sponsored transportation) | Out of School Suspension: 7 days (offer AES with behavioral curriculum interventions) |
| M. School/Community Service Work | Out of School Suspension: 8 days (offer AES with behavioral curriculum interventions) |
| N. Before/After School Detention (1) | Out of School Suspension: 9 days (offer AES with behavioral curriculum interventions) |
| O. Multiple Before/After School Detentions (2-3) or Saturday Detention | Out of School Suspension: 10 days (offer AES with behavioral curriculum interventions) |
| P. Time Out | Bus Suspension: 1-2 days |
| Q. Loss of Extra-Curricular Activities (1-5 days) | Bus Suspension: 3-5 days |
| R. Refer to Fire Starter Program | Bus Suspension: 6-9 days |
| S. SESIR Incident Reporting Required | Bus Suspension: 10 days |
| T. Recommendation for Expulsion (Mandatory) | Bus Expulsion for the Remainder of the School Year |
| U. Recommendation for District-assigned Behavior Intervention Program (Mandatory) | Loss of all school-sanctioned activities for 1 calendar year |
| V. Consultation with Law Enforcement1 | Refer to Community Youth Support Service Programs (as available and appropriate) |
| W. Complete Immediate Notification to Regional Office and DSOC | Issue HOPE Scholarship Initial Notification Form to Eligible Party(ies) |

[1] In accordance with F.S.§1006.07(2)(n) upon consultation with law enforcement by the school principal/designee for a SESIR level incident or any incident as outlined by the Code of Student Conduct's Discipline Matrix that requires consultation with law enforcement, if said incident is determined by the law enforcement officer to be a criminal offense requiring formal action, the school principal/designee will recommend that in lieu of the law enforcement officer arresting the student, the law enforcement officer should issue the student a civil citation when applicable under law. The criteria for the school principal/designee's recommendation for the law enforcement officer's consideration regarding issuance of a civil citation in lieu of arrest, is appliable to students based on the incident type, frequency, student's age, grade, and exceptionality.

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**Broward County Public Schools**

**Administrative Discipline Matrix (SY 2024-2025)**

**Secondary Grades 9-12**

| Type of Incident | | | 1st Consequence | 2nd Consequence | 3rd Consequence | 4th Consequence | Subsequent Consequence |
|---|---|---|---|---|---|---|---|
| **Attendance Incidents** | | | | | | | |
| | ZL | Class Cut (Skipping) | A, O, Q | A, B, G, O,Q | A, B, O, Q | | |
| | ZM | Tardiness, Habitual (5 in a Marking Period) | A, B, G, N | A, B, F, O, Q | | | |
| | ZV | Truancy | A, B, F,G,O | A, B, F, G, O, Q | A, B, F, O | | |
| | ZG | Leaving Campus Without Permission | A, B, , H, OQ | A, B, Q, X | A, B, F, Z | | |
| | ZU | Out of Assigned Area | A, N | A, B, H, X | A, B, Q, Y | A, F, Z | |

| Type of Incident | 1st Consequence | 2nd Consequence | 3rd Consequence | 4th Consequence | Subsequent Consequence |
|---|---|---|---|---|---|
| **Rule Violation Incidents** | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | ZE | Dress Code Violation | A, L | A, Q | A,Z | | |
| | ZQ | Cheating Minor (Grades 3-12) | A, Y | A, AA | A, B, BB | | |
| | ZB | Cheating Major | A, B Q, V, W, CC | A, B, Q, V, W, DD | | | |
| | ZP | Detention – Unserved | A, Y | A, , BB | | | |
| | ZS | Unserved Saturday Detention | A, Y | A, BB | | | |
| S | ED | Electronic Devices | A, B, C, , D, F, K, V, W, DD | A, B, C, D, U, V, W, LL, SS | | | |
| S | SX | Sexting | A, B, C, D, F, K, V, W, DD | A, B, C, D, U, V, W, LL, SS | | | |
| | ZY | Cell Phone Violation (Punitive Action Begin on 2nd Offense) | A, L | A, D, N | A, D, Z | A, D, BB | |

**Broward County Public Schools**

**Administrative Discipline Matrix (SY 2024-2025)**

**Secondary Grades 9-12**

| Type of Incident | 1st Consequence | 2nd Consequence | 3rd Consequence | 4th Consequence | Subsequent Consequence |
|---|---|---|---|---|---|
| **Disruptive Incidents** | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | SB | Disruptive (Unruly) Behavior | A, X | A, H, Y | A, B, BB | | |
| | UP | Disruptive (Unruly) Play | A, X | A, H, Y | A,AA | | |
| | 01 | Disobedience/Insubordination | A, Y | A, H, Z | A, FBB | A, B, F, BB | |
| | ZW | Defiance of Authority Habitual | A, B, F, BB | A, B, F, CC | A, B, F, DD | | |
| | 02 | Profanity – Use of Insulting/Obscene Language | A, X | A, B, Y | A, B,Z | | |
| | ZX | Profanity Directed Towards a Staff Member | A, B, F, BB | A, B, CC | A, B, F, DD | | |
| S | SG | Gambling | A, D, N, V, W | A, B, D, V, W, Y | A, B, D, V, W, Z | | |
| | DC | Discriminatory Actions/Comments | A, B, C, F, V, W, CC | A, B,C, F, V, W, DD | A, B, C, F, V, W, LL | | |
| | Z1 | Inciting a Disturbance | A,C, H, BB | A, B, C, BB | A, B, C, CC | | |
| S | SF | Passing/Producing Counterfeit Money | A, D, V, W, BB | A, B D, V, W CC | | | |
| | ZH | Falsification/Misrepresentation (Lying or Forgery of Signature) | A, O | A, Y | A, B, BB | | |
| | ZC | Prohibited/Distracting Items – Possession/Use | A, D, N | A, D, O | A, B, D, Y | | |
| | ZJ | Distribution/Sale of Unauthorized Materials (Non-criminal) | A, D, N | A, D, O | | | |
| S | G1 | Gang, or gang-like Activity | A, B, C, E, F, K, V, W, DD | A, B,C, E, F, U, V, W, LL, SS | | | |
| | XA | Disruption on Campus – Minor | A, C, H, Y | A, C, F, Z | A, B, C, BB | | |
| S | D0 | Disruption on Campus – Major | A, B, C, I, K, V, W, KK | A, B, C, I, U, V, W, LL, SS | | | |
| S | 66 | Trespassing | A, B,C, I, K, V, W, KK | A, B, C, I, U, V, W, LL, SS | | | |
| S | F9 | False Fire Alarm/911 Call | A, B, C, K, V, W, KK | A, B, C, U, V, W, LL, SS | | | |

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**Broward County Public Schools**

**Administrative Discipline Matrix (SY 2024-2025)**

**Secondary Grades 9-12**

| | | Type of Incident | 1st Consequence | 2nd Consequence | 3rd Consequence | 4th Consequence | Subsequent Consequence |
|---|---|---|---|---|---|---|---|
| **Substance Abuse/Drug Incidents** | | | | | | | |
| | | | | | | | |
| | Z4 | Over-the-Counter Medication – Unauthorized Use/Possession/Purchase | A, D, L | A, D, L | A, C, D, F, Y | | |
| | OC | Over-the-Counter Medication – Sale/Attempted Sale/ Transmittal | A, D, BB | A, C D, F, BB | A, B, D, F, , CC | | |
| **S** | TU | Tobacco – Use/Possession/Sale/Transmittal of Tobacco and/or Tobacco Related Products | A, C, D, V, W, Y | A, B, D, F, V, W, BB | A, B, D, F, V, W, BB | | |
| **S** | EC | Tobacco – Use/Possession/Sale/Transmittal of Nicotine, Vapor Devices and/or Components of E-Cigarettes, Vapor Devices or Similar | A, B, D,V, W, Y | A, B, D, F, V, W, HH | A, B, D, F, J, V, W, JJ | A, B, D, F, U, V, W, LL | |
| S | A1 | Alcohol – Use/Possession/Purchase | A, B, D, F, I, V, W, HH | A, B, D, F, I, J, V, W, JJ | A, B, D, F, I, U, V, W, SS | | |
| S | D5 | Drug – Use/Possession of Leaf Marijuana (Less than 20g) | A, B, D, F, I, V, W, HH | A, B, D, F, I, J, V, W, JJ | A, B, D, F, I, V, W, LL, SS | | |
| S | D8 | Drug – Purchase of Leaf Marijuana (Less than 20g) | A, B, D, F, V, W, HH | A, B, D, F, J, V, W, JJ | A, B, D, F, U, V, W, LL, SS | | |
| **S** | DB | Drug – Use/Possession of Other Mood-Altering Substances | A, B, D, F, V, W, HH | A, B, D, F, J, V, W, JJ | A, B, D, F, U, V, W, LL, SS | | |
| **S** | D9 | Drug – Purchase of Other Mood-Altering Substances | A, B, D, F, V, W, HH | A, B, D, F, J, V, W, JJ | A, B, D, F, U, V, W, LL, SS | | |
| **S** | AA | Alcohol - Being Under the Influence | A, B, D, F, V, W, HH | A, B, D, F, J, V, W, JJ | A, B, D, F, U, V, W, LL, SS | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| S | DA | Drug - Being Under the Influence of Leaf Marijuana and/or Other Mood-Altering Substances | A, B, D, F, V, W, HH | A, B, D, F, J, V, W, JJ | A, B, D, F, U, V, W, LL, SS | | |
| S | DF | Drug – Use/Possession of Unauthorized Substance | A, B, D, F, J, V, W, JJ | A, B, D, F, U, V, W, LL, SS | | | |
| S | D10 | Drug – Purchase of Unauthorized Substance | A, B, D, F, J, V, W, JJ | A, B, D, F, U, V, W, LL, SS | | | |
| S | D6 | Drug - Under the Influence of Unauthorized Substance | A, B, F, V, W, LL | A, B, F, J, V, W, JJ | A, B, F, U, V, W, LL, SS | | |
| S | A3 | Alcohol - Sale/Attempted Sale/Transmittal | A, B, D, F, I, U, V, W, LL, SS | | | | |
| S | DS | Drug – Possession with Intent to Sell, Sale, Attempted Sale, and/or Transmittal of Leaf Marijuana (less than 20g) | A, B, D, F, U, V, W, LL, SS | | | | |
| S | D7 | Drug - Sale/Attempted Sale/Transmittal of Unauthorized Substance | A, B, D, F, U, V, W, LL, SS | | | | |
| S | DP | Drug Paraphernalia – Use/Possession/Sale/Purchase/Transmittal | A, B, D, F, I, V, W, HH | A, B, D, F, I, V, W, HH | A, B, D, F, I, J, V, W, JJ | A, B, D, F, U, V, W, LL, SS | |

**Broward County Public Schools**

**Administrative Discipline Matrix (SY 2024-2025)**

**Secondary Grades 9-12**

| Hope Scholarship Incident | Type of Incident | 1st Consequence | 2nd Consequence | 3rd Consequence | 4th Consequence | Subsequent Consequence |
|---|---|---|---|---|---|---|
| Acts Against Persons | | | | | | |
| | | | | | | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | MP | Mistreatment of Peers | A, C, Y | A, C, F, BB | A, B, C, H, BB | | |
| Hope | S | ZA | Bullying | A, B, C, U, W, LL, SS, TT | | | | |
| Hope | S | HA | Harassment | A, B, C, K, W, DD, TT | A, B, C, U, W, LL, SS, TT | | | |
| *When deciding what disciplinary action should be taken for Fighting, the Administrator may consequence the involuntary mutual combatant differently based upon the results of the investigation or provide no consequence. | | | | | | | | |
| Hope | S | F1 | Fighting – Major Mutual Combat* See above | A, B, C, I, K, V, W, KK, TT | A, B, C, I, U, V, W, LL, SS, TT | | | |
| Hope | S | F2 | Fighting – Medium* **See above** | A, B, C, I, KK, TT<br>*Suspension reduced to 5 days if student attends AES | A, B, C, I, K, KK, TT<br>*Suspension reduced to 7 days if student attends AES | A, B, C, I, U, LL, TT | | |
| | | ZI | Minor Altercation/Confrontation* **See above** | A, B, C, EE | A, B, C, GG | A, B, C, K, II<br>*Suspension reduced to 5days if student attends AES | A, B,C, KK<br>*Suspension reduced to 7 days if student attends AES | |
| Hope | S | ZT | Hazing (Grades 6-12) | A, B,C, F, U, V, W, LL, SS, TT | | | | |
| | S | SS | False Accusation Against School Staff | A, B , F, K, I, V, W, DD, TT | A, B, U, V, W, LL, SS, TT | | | |
| **When deciding what disciplinary action should be taken, the Administrator may consider the severity of the offense and may impose a more severe consequence. | | | | | | | | |
| Hope | S | 56 | Sexual Misconduct &/or Indecent Exposure (Sexual Offense) ** | A, B, F, K, V, W, DD, TT | A, B, F, U, V, W, LL, SS, TT | | | |
| | | HT | Inappropriate Touching/Language/Gestures | A, F, Y | A, B, F, BB | A, B, F, H, BB | | |
| Hope | S | 50 | Sexual Harassment | A, A2, C, F, V, W, DD, TT | A, B, C, U, V, W, LL, SS, TT | | | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | ZN | Threat/Intimidation Low level/Transient | A, C,F, Y | A, B, C, F, V, W BB | A, B, C, F, V, W, EE | | |
| Hope | S | TT | Threat/Intimidation Medium Level | A, C, F, V, W, BB, TT | A, B, C, F, V, W, EE, TT | A, B, C, F, V, W, CC, TT | A, B, C, F, V, W, DD, TT | |
| Hope | S | TW | Threat/Intimidation with High Level | A, B, C, F, K, V, W, DD, TT | A, B, C, F, U, V, W, LL, SS, TT | | | |
| Hope | S | TV | Threat/Intimidation with Very High Level | A, B, C, F, U, V, W, LL, SS, TT | | | | |
| Hope | S | S2 | Sexual Assault | A, B, C, F, U, V, W, LL, SS, TT | | | | |
| | | 21 | Battery – Low Level | A, C, F, Y | A, B, C, F H BB | | | |
| Hope | S | PA | Simple Battery | A, B, C, D, F, K, V, W, DD, TT | A, B, C, D, F, U, V, W, LL, SS, TT | | | |
| | S | PE | Simple Battery on School Board Employee and Other Specified Categories | A, B, C, F, U, V, W, LL, SS | | | | |
| Hope | S | 23 | Aggravated Battery | A, B, C, F, U, V, W, LL, SS, TT | | | | |

## Broward County Public Schools

## Administrative Discipline Matrix (SY 2024-2025)

## Secondary Grades 9-12

| Type of Incident | | | 1st Consequence | 2nd Consequence | 3rd Consequence | 4th Consequence | Subsequent Consequence |
|---|---|---|---|---|---|---|---|
| Property Incidents | | | | | | | |
| | | Larceny/Theft - Petty Minor <$100 | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | T5 | Larceny/Theft – Petty <$750 | A, B, D, E, I, V, W, EE | A, B, D, E, I, HV, W, HH | A, B, D, E, I, V, W,KK, SS | | |
| S | T6 | Larceny/Theft – Grand ≥ $750 | A, B, D, E, F, K, V, DD | A, B, D, E, F, U, V, W, LL, SS | | | |
| | V4 | Vandalism/Damage to Property < $1000 | A, B, D, E, I, EE, V, W | A, B, D, E, I, V, W, HH, | A, B, D, E, I, V, W, KKSS | | |
| S | V5 | Criminal Mischief/Damage to Property ≥ $1000 | A, N, D, E, F, K, V, W, DD | A, B, D, E, F, U, V, W, LL, SS | | | |
| | Z3 | Technology – Inappropriate Use (Computers or Networks) | A, Y | A, BB | | | |
| S | ST | Technology – Illegal Use (Computers or Networks) | A, B, K, V, W, DD | A, B, U, V, W, LL, SS | | | |
| S | 13 | Arson | A, B, C, E,F, U, R, V, W, LL, SS | | | | |
| | FS | Fire – Starting a Fire on Campus | A, B, C1, D, E, F, K, R, V, W, DD | A, B, C, D, E, F, R, U, V, W, LL, SS | | | |
| S | 36 | Burglary – Unlawful Breaking/Entering into a School Facility or Property | A, B, E, V, K, V, W, DD | A, B, E, F, U, V, W, LL, SS | | | |

**Broward County Public Schools**

**Administrative Discipline Matrix (SY 2024-2025)**

**Secondary Grades 9-12**

| Hope Scholarship Incident | Type of Incident | | | 1st Consequence | 2nd Consequence | 3rd Consequence | 4th Consequence | Subsequent Consequence |
|---|---|---|---|---|---|---|---|---|
| | **Other Criminal Incidents** | | | | | | | |
| | S | WA | Weapons – Class A (Possessing/Displaying/Using/Selling/Transmitting) | A, B, C, D, F, T, V, W, LL, SS | | | | |
| | | WB | Weapons – Class B (Possessing/Displaying/Using/Selling/Transmitting) | A, B, C, D, K, V, W, DD | A, B, C, D, F, U, V, W, LL, SS | | | |
| Hope | S | R2 | Robbery or Attempted Robbery | A, B, C, D, E, F, U, V, W, LL, SS, TT | | | | |
| Hope | S | S1 | Sexual Battery/Rape (Actual or Attempted) | A, B, C, F, U, V, W, LL, SS, TT | | | | |
| Hope | S | K1 | Kidnapping or Abduction/False Imprisonment | A, B, C, F, U, V, W, LL, SS, TT | | | | |
| | S | 42 | Homicide | A, B, C, F, U, V, W, LL, SS, | | | | |
| | S | SE | Extortion | A, B, C, K, V, W, DD | A, B, C, F, U, V, W, LL, SS | | | |
| | S | B3 | Threat to Kill/Mass Shooting | A, B, C, F, T, V, W, LL, SS | | | | |
| | S | B4 | False Report/Hoax | A, B, C, F, T, V, W, LL, SS | | | | |

**Broward County Public Schools**

**Administrative Discipline Matrix (SY 2024-2025)**

**Secondary Grades 9-12**

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

Policy Custodian: Equity, Diversity and School Climate
Former Policy Number: 5.8
Policy Status: Active
Authority: F.S. §1001.41
Laws Implemented: F.S. §§ 1006.07, 1006.08. 1006.09, 1006.13, 1002.22 and 1002.221
History: Adopted: 4/19/11
Amended**:** 03/20/2012, 7/23/13, 4/15/14, 6/9/15, 5/3/16, 5/2/17, 6/11/19, 6/15/2021, 6/14/2022, 6/13/2023, 10/17/23, 7/23/24

**SCHOOL BOARD POLICY 5100**

**~~DISCIPLINE POLICY:~~ SUSPENSION AND EXPULSION**

**The intent of this policy is to provide for the maintenance of a safe, orderly and peaceful educational environments for all students and to align with zero-tolerance legislation and statutory requirements.**

In accordance with F.S. §§1001.32(2) and 120.52(16), district school boards have the authority to exercise any power except as expressly prohibited by the state constitution or general law to develop, implement, interpret, or prescribe law or policy or describe the procedure or practice requirements of such rule.

This School Board of Broward County (SBBC) policy, its rules, and procedures shall apply to all activities occurring on school grounds, on other sites being used for school activities, and in any vehicle authorized for the transporting of students. Further, this SBBC policy, its rules and procedures shall also apply to all school-authorized functions and/or activities, including, but not limited to, field trips, athletic events, and club activities. This SBBC policy shall be applied equally to all students without discrimination based on economic status, race, religion, national origin, sexual orientation, ethnicity, or disability (for students with disabilities eligible under the ~~i~~Individuals with ~~d~~Disabilities ~~e~~Education ~~a~~Act, "~~idea~~IDEA" or ~~s~~Section 504 of the Rehabilitation Act of 1973, there are additional rights that must be applied).

**All students have a right to a high-quality education. As such, school disciplinary measures should not be used to exclude students from school or otherwise deprive them of such an education, unless it is necessary to preserve the safety of students and staff.**

The district will make every reasonable effort to correct student misbehavior through school-based resources at the lowest possible level, and to support students in learning the skills necessary to enhance a positive school environment and avoid negative behavior. The ~~vast~~ majority of disciplinary issues should be addressed at the classroom level by teachers. In all instances, school discipline should be reasonable, timely, fair, age-appropriate, and should match the severity of the student's misbehavior. Any disciplinary or prosecutorial action taken against a student who violates this SBBC policy must be based on particular circumstances of the student's misconduct.

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

The discipline matrix, attached as appendix ~~A~~C to SBBC ~~p~~Policy 5090, Code of Student Conduct, is hereby incorporated into, and made part, of this policy. The discipline matrix sets forth the guidelines for assigning consequences for violations of school board policies. **School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the discipline matrix if he or she determines that there are mitigating or aggravating circumstances. Principals may deviate by one level when applying consequences per the discipline matrix, except in incidents associated with drugs/substances and those with progressive discipline that rise to a recommendation for expulsion or a behavior intervention program assignment as reflected on the discipline matrix.**

For incidents associated with drugs/substances and those with progressive discipline that rise to a recommendation for expulsion or behavior intervention, the school principal must seek approval from the Superintendent, or designee to deviate from the prescribed consequences. In these

circumstances, consideration of the offenders' capacity to understand his or her behavior and the inappropriateness of his or her actions as well as the offender's age, development, and disability shall be considered (Rule 6A-1.0017, F.A.C.).

Under Florida law, the superintendent of schools/designee and the school board shall have the authority to remove from the classroom, the school bus and the school campus disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive students, in support of the authority of teachers, school bus drivers and school principals, and to provide for a proper placement of such students, including in an alternative setting, when appropriate. (F.S. §§1001.42, 1001.51(24), 1003.31, 1003.32 and 1006.08).

**Students eligible for public-supported education in the Broward County Public School system shall not be suspended or expelled from school for disciplinary reasons for any period unless such student is provided an opportunity for a student conference/hearing pursuant to rules of the School Board. Students who are IDEA and Section 504 eligible have additional rights under the Individuals with Disabilities Education Act (IDEA) and State Board rule.**

***Students with disabilities who are eligible under IDEA or Section 504 of the Rehabilitation Act of 1973, have additional rights under IDEA or Section 504 and State Board rule. The student's Individualized Education Plan (IEP) or 504 plan team should convene as soon as possible to address the student's program and determine appropriate action including but not limited to conducting manifestation determinations, as necessary.***

**All necessary steps will be taken to protect a victim from further victimization for incidents set forth in this policy. In addition, disciplinary proceedings, up to and including expulsion, may be initiated against a student formally charged with a felony for an act that did not occur on school property if the incident is shown to have an adverse impact on the educational program, discipline, or welfare in the school where that student is enrolled, as described in F.S.§1006.09(2). Such actions may result in assignment of the student (perpetrator) to a different school away from where the offense occurred or the adversely impacted school.** Furthermore, the superintendent, or designee, may assign a student to another District school after completing any mandatory requirements for District-approved behavior intervention program (BIP), expulsion, or other administrative assignments. Students reassigned for an off-campus felony that has an adverse impact on the school may not be reassigned to the impacted school. Should the district make such a reassignment, transportation will be provided by the District. All "no contact orders" entered by a court shall be enforced to the greatest extent possible. Transportation shall not be provided by the District when there is a court order for no contact requiring the reassignment of the student to another school, unless the district determines that there is transportation available at no additional cost to the district**.**

**Rules, procedures, and definitions related to disciplinary action, suspension, district-assigned behavior intervention programs, and expulsion are organized into the following sections in the policy:**

| | |
|---|---|
| **SECTION I** | **Offenses Leading to and Procedures for Disciplinary Action, including Suspension, Arrest, The Hope Scholarship Program, and Zero Tolerance** |
| **SECTION II** | **Medications: Over the Counter Medication, Use, Possession, Sale, and/or Transmittal Leading to Suspension and Possible assignment to a District Behavior Intervention Program** |
| **SECTION III** | **Drug and Substance Abuse Offenses Leading to Suspension and Possible assignment to a District Behavior Intervention Program or Expulsion** |
| **SECTION IV** | **Other Offenses Leading to and Procedures for Suspension and Possible assignment to a District Behavior Intervention Program or Expulsion (non-drug and non-substance abuse offenses).** |
| **SECTION V** | **Mandatory Expulsion or District Behavior Intervention Program Offenses and Procedures** |
| **SECTION VI** | **Reporting to Law Enforcement Requirements** |

**SECTION VII Definitions**

## SECTION I: OFFENSES LEADING TO AND PROCEDURES FOR DISCIPLINARY ACTION, INCLUDING SUSPENSION, ARREST, THE HOPE SCHOLARSHIP PROGRAM, AND ZERO TOLERANCE

### A. OFFENSES/UNACCEPTABLE BEHAVIOR

A student shall be subject to disciplinary action and/or assignment to a School Board approved BIP as deemed appropriate by the principal/designee, in accordance with SBBC Policy 5090: Code of Student Conduct's Discipline Matrix when the student commits such acts deemed as "petty acts of misconduct" (i.e., which are not a threat to school safety and do not require consultation with law enforcement (F.S. §1006.13(2)(c)), including, but are not limited to the following:

1. Willfully disobeys.
2. Openly defies authority of a member of the staff.
3. Uses profane or obscene language.
4. Repeatedly exhibits behavior that interferes with the teacher's ability to communicate effectively.

The criterion for assignment includes but is not limited to consideration of the incident violation type, frequency, student's age, grade,developmental ability and exceptionality.

### B. PROCEDURES FOR DISCIPLINARY ACTION OTHER THAN OUT OF SCHOOL SUSPENSION

For the commission of any of the above behaviors, principal or designee may implement any of the following disciplinary actions including, but not limited to:

1. Conference with the student and parent/guardian
2. Counseling
3. Detention
4. In-school suspension
5. Saturday school
6. Alternative to suspension
7. Suspension from bus transportation, but not from school
8. ~~Restorative Justice~~
9. ~~Civil Citation~~

Where the use of any of these actions constitutes a change in placement for a student with a disability, the principal or designee must involve the IEP/504 Team in the placement determination.

### C. THE HOPE SCHOLARSHIP PROGRAM

Pursuant to F.S. §1002.40, the Hope Scholarship is for students in grades kindergarten through 12 who are enrolled in a Florida public school and have been subjected to an incident of battery; harassment; hazing; bullying; kidnapping; simple battery; robbery; sexual offenses, sexual harassment, sexual assault, or sexual battery; threat or intimidation; or fighting at school to have the opportunity to transfer to another public school with capacity or to receive a scholarship to enroll in an approved private school. Incidents reported may be investigated at the district level, however, there does not have to be substantiation on the part of the district to offer a transfer to another public school with capacity or the ability for the student to move to an eligible private school on scholarship. School district personnel in Florida have a responsibility to notify families of the Hope Scholarship Program.~~Pursuant to F.S. §1002.40, the Hope Scholarship Program was established to provide the parent of a public school student who was subjected to a specific incident an opportunity to transfer the student to another public school or to request a scholarship for the student to enroll in and attend an eligible private school.~~

~~A student enrolled in a Florida public school in kindergarten through grade 12 is eligible for a scholarship under this program if the student has been subjected to an incident of battery; harassment; hazing; bullying; kidnapping; physical attack/simple battery; robbery; sexual offenses; sexual harassment; sexual assault; sexual battery; threat or intimidation; or fighting at school.~~

## D. PROCEDURES FOR SUSPENSIONS FROM SCHOOL AND SCHOOL ACTIVITIES

In accordance with the Discipline Matrix, ~~T~~the principal or designee shall have the right to suspend a student from school and/or all school activities for up to ten (10) days for an incident. Students with disabilities (IDEA eligible and 504) cannot be suspended out of school for more than 10 school days in a school year without providing a free and appropriate public education (FAPE). All out-of-school suspensions shall include a provision for schoolwork to be completed in accordance with SBBC Policy 4000~~.~~ (F.S. §1003.01(5)(a)).

~~SBBC Policy 4000 provides the provision for make-up work related to suspension.~~

The following procedures shall be followed for all disciplinary actions:

**1. Student Conference/Hearing – Due Process**

a. The student shall be given an oral and/or written notice of the charge(s) against him/her, including the basis for the charge(s).

b. If the student denies the charge(s), the student shall be given an explanation of the charges and an opportunity to respond.

c. If a determination has been made that the student should be suspended, the principal/designee shall immediately attempt to contact the parent or guardian by phone and provide documentation of attempted notification to the parent~~???~~.

d. Pursuant to F.S. §1006.09(1), notice of the suspension, using the district-approved suspension form, shall be sent within twenty-four (24) business hours from the suspension decision by US Mail or other communication method agreed to by the parent on the most recently submitted Student Emergency Contact Card. Additionally, w~~W~~hen possible~~,~~, notice of a suspension may also be emailed or hand-delivered to the parent/guardian or to the student, if the student is not a dependent (18 years or older) student as defined in the Internal Revenue Code §152 or has been emancipated per F.S. §743.015 or whose parent is unknown as per SBBC Policy 5040: Attendance.

**2. Emergency Suspension**

If, in the opinion of the principal/designee, there is justifiable reason to believe that a student conference/hearing prior to suspension is not feasible because the student's presence at school poses a continuing danger or an ongoing threat of disruption to the orderly conduct of school, then the principal/designee may immediately suspend the student and subsequently conduct a student conference/hearing within 72 hours of the student's removal. In the case of a student with a disability, the IEP/504 Team should convene as soon as possible to address the student's program and to determine appropriate action.

**3. Suspension from School Board Transportation**

The principal/designee shall have the right to suspend a student from bus transportation for recurring, unacceptable bus behavior. The suspension may be for up to ten consecutive school days. Any further exclusion from bus transportation beyond that described requires School Board approval. When determination has been made that the student will be suspended from bus transportation, the principal/designee shall immediately contact the parent or guardian and provide documentation of notification. In the case of a student with a disability where transportation is an IEP related service or 504 Plan accommodation for the student, suspension from the bus may constitute a change in placement and the student's IEP/504 Team will need to be involved if suspension from the bus will total more than ten (10) school days in the school year.

## E. PROCEDURE FOR PARENT NOTIFICATION OF STUDENT ARREST WHILE AT SCHOOL OR PARTICIPATING IN A SCHOOL-SPONSORED ACTIVITY

If the determination is made by law enforcement that a student is to be arrested while at school or participating in a school-sponsored activity, the principal/designee shall contact the parent by phone to provide notification without unnecessary delay. If unsuccessful, repeated attempts shall be made by phone, email or in writing. All attempted notifications, either successful or unsuccessful, shall be documented.

## F. ZERO TOLERANCE

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

The threat assessment team shall consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act, which would pose a threat to school safety. For more information related to threats, refer to SBBC Policy 4380: Behavioral Threat Assessment (BTA).

The District shall enter into agreements with the county sheriff's office and local police department specifying guidelines for ensuring that acts that pose a threat to school safety, whether committed by a student or adult, are reported to a law enforcement agency. The agreements must include the role of school resource officers, if applicable, in handling reported incidents and a procedure requiring school personnel to consult with school resource officers concerning appropriate delinquent acts and crimes.

The school principal shall notify all school personnel as to their responsibilities regarding incident reporting, that acts which pose a threat to school safety and crimes are properly reported to the school principal/designee, and that the disposition of the incident is properly documented.

For any student who is attending a public school and is adjudicated guilty of, or delinquent for, or is found to have committed, regardless of whether adjudication is withheld, or pleads guilty or nolo contendere to, a felony violation of as defined by F.S. §1006.13(6)(a) and, before or at the time of such adjudication, withholding of adjudication, or plea, the offender was attending a school attended by the victim or a sibling of the victim of the offense, the Department of Juvenile Justice shall notify the District school board of the adjudication or plea, the requirements in this paragraph, and whether the offender is prohibited from attending that school or riding on a school bus whenever the victim or a sibling of the victim is attending the same school or riding on the same school bus, except as provided pursuant to a written disposition order under F.S. §985.455(2). Upon receipt of such notice, the District school board shall take appropriate action.

**SECTION II: MEDICATIONS: USE, POSSESSION, SALE, AND/OR TRANSMITTAL LEADING TO SUSPENSION AND POSSIBLE ASSIGNMENT TO DISTRICT BEHAVIOR INTERVENTION PROGRAM**

**General Information - Violations of SBBC Policy 6305:**

- SBBC Policy 6305: Administration of Medications/Treatments, provides the guidelines for the administration of medication and/or treatment for students receiving prescription and over the counter (OTC) medication.
- Prescription medication/treatment and over-the-counter medication require an Authorization for Medication/Treatment Form. The healthcare provider and parent/guardian must complete this form.
- Students with special health conditions, *e.g.*, asthma, diabetes, and hypersensitivity, regardless of grade, may carry medication on self, only if approved by their physician and noted on the Authorization for Medication/Treatment Form.

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

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

be subject to the disciplinary action identified in SBBC Policy 5090 Code of Student Conduct, Appendix CA: Discipline Matrix.

**A. PURCHASE, USE AND/OR POSSESSION OF UNAUTHORIZED OVER-THE-COUNTER MEDICATION IS PROHIBITED.**

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

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

2. **Third and Subsequent Offenses Procedures:**
   a. **Elementary students, (Grades K-5):** Upon committing the third and subsequent offense, the substance shall be confiscated from the student. The parent shall be notified, and the student shall be administered a consequence as outlined by the Discipline Matrix (see SBBC Policy 5090: Code of Student Conduct – Appendix CA).

   b. **Secondary students (Grades 6-12):** Upon committing the third and subsequent offense, the substance shall be confiscated from the student. The parent shall be notified, and the student shall be administered a consequence as outlined by the Discipline Matrix (see SBBC Policy 5090: Code of Student Conduct – Appendix CA).

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

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

1. **First Offense Procedures:**
   a. **Elementary students, (Grades K-5):** Upon committing the first offense, the substance shall be confiscated from the student. The parent shall be notified, and the student shall receive a consequence as outlined by the Discipline Matrix (see SBBC Policy 5090: Code of Student Conduct – Appendix CA).

   b. **Secondary students (Grades 6-12):** Upon committing the first offense, the substance shall be confiscated from the student. The parent shall be notified, and the student shall receive a consequence as outlined by the Discipline Matrix (see SBBC Policy 5090: Code of Student Conduct – Appendix CA).

2. **Second Offense Procedures:**
   a. **Elementary students, (Grades K-5):** Upon committing the second offense, the substance shall be confiscated from the student. The parent shall be notified, the student shall be referred to the School Counselor and the student shall receive a consequence as outlined by the Discipline Matrix (see SBBC Policy 5090: Code of Student Conduct – Appendix CA).

   b. **Secondary students (Grades 6-12):** Upon committing the second offense, the substance shall be confiscated from the student. The parent shall be notified, the student shall be referred to the School Counselor and the student shall receive a consequence as outlined by the Discipline Matrix (see SBBC Policy 5090: Code of Student Conduct – Appendix CA).

3. **Third and Subsequent Offense Procedures:**
   a. **Elementary students, (Grades K-5):** Upon committing the third and subsequent offense, the substance shall be confiscated from the student. The parent shall be notified, the student shall be referred to the School Counselor and the student shall receive a consequence as outlined by the Discipline Matrix (see SBBC Policy 5090: Code of Student Conduct – Appendix CA).

   b. **Secondary students (Grades 6-12):** Upon committing the third and subsequent offense, the substance shall be confiscated from the student. The parent shall be notified, the student shall be referred to the District substance abuse case manager and the student shall receive a consequence as outlined by the Discipline Matrix (see SBBC Policy 5090: Code of Student Conduct – Appendix C.)

**SECTION III: DRUG AND SUBSTANCE ABUSE OFFENSES LEADING TO SUSPENSION AND POSSIBLE ASSIGNMENT TO DISTRICT BEHAVIOR INTERVENTION PROGRAM**

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

**General Information:**

- Each principal shall post, in a place readily seen by students, a notice stating that a student's locker or other storage area may be subject to search based upon reasonable suspicion of possession of prohibited, unauthorized, or illegal materials/objects or substance and may also result in a search of person, possessions, locker and/or vehicle. (F.S. §1006.09(9)).
- School personnel shall report to the principal/designee the suspected unlawful use, possession, transmittal, sale, or attempted sale by a student of any drugs, tobacco or tobacco related products, nicotine, e-cigarette, vapor devices or similar, OTC or prescription substances, including any alcoholic beverage or inhalant, and shall be exempt from civil liability when making such reports.
- If a student has been suspended or expelled for a prior drug offense by any in-state or out-of-state public, private, charter or research school, then the disposition of this offense shall constitute a second offense and the procedures for second offenses shall apply.
- Pursuant to F.S. §1006.07(7)(e), if an immediate mental health or substance abuse crisis is suspected, school personnel shall follow policies established by the threat assessment team to engage behavioral health crisis resources.
- In the case of a potential change of placement for a student with a disability, the current school's IEP/504 Team must convene as soon as possible and determine appropriate action.
- A student who is assigned a Substance Probation Contract (SPC) ~~Probationary Substance Contract (PSC)~~, will be in breach of that SPC ~~PSC~~, if that student commits another SBBC Policy 5100, Section III violation for any drug or substance, not including nicotine, synthetic nicotine, or paraphernalia, during the term of the current SPC ~~PSC~~. The student will be issued a ten-day suspension with a recommendation for assignment to a District BIP via the Expulsion Abeyance Office for the subsequent violation.

**USE, POSSESSION, SALE, PURCHASE AND/OR TRANSMITTAL OF TOBACCO, TOBACCO PRODUCTS, NICOTINE, SYNTHETIC NICOTINE, E-CIGARETTES, VAPOR DEVICES AND/OR COMPONENTS OF E-CIGARETTES, VAPOR DEVICES OR SIMILAR**

Use, possession, sale, and/or transmittal of tobacco, tobacco products, nicotine, synthetic nicotine, e-cigarette, vapor devices and/or components of vapor devices or similar are prohibited.

**A. USE, POSSESSION, SALE, PURCHASE AND/OR TRANSMITTAL OF TOBACCO AND/OR TOBACCO PRODUCTS**

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

   b. **Secondary students, (Grades 6-12):** The student shall be issued a one to two (1-2) day in-school suspension and be referred to a school-based intervention support person assigned by the principal/designee.

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

   b. **Secondary students, (Grades 6-12):** The student shall be issued a three to five (3-5) day in-school suspension and be referred to the District substance abuse case manager.

**B. USE, POSSESSION, SALE, AND/OR TRANSMITTAL OF NICOTINE, SYNTHETIC NICOTINE, E-CIGARETTES, VAPOR DEVICES AND/OR COMPONENTS OF E-CIGARETTES, VAPOR DEVICES OR SIMILAR**

This section also prohibits and is applicable to any electronic nicotine delivery system/vapor device accessory or clothing. Nicotine vapor devices shall be confiscated and placed in an appropriate receptacle at the school location for proper disposal and destruction.

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

   b. **Secondary students, (Grades 6-12):** The student shall be issued a one to two (1-2) day in-school suspension, complete e-cigarette intervention assignments and be referred to a school-based intervention support person assigned by the principal/designee.

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

   b. **Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for six (6) days and referred to the District substance abuse case manager who shall refer the student to an appropriate treatment program. Three (3) days of the suspension shall be waived if the student attends the assigned Alternative to External Suspension (AES) program and completes the prescribed e-cigarette intervention assignments within the first three (3) days. If the student is unsuccessful in completing the prescribed e-cigarette intervention assignments within the first three (3) days, then the student shall continue to attend the AES program for the remaining three (3) days of the six (6) day suspension assignment.

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

   b. **Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for eight (8) days and shall be placed on a Substance Probation Contract (SPC) ~~Probationary Substance Contract (PSC)~~. The student shall complete the requirements of the SPC ~~PSC~~ while at a regular school program. The District substance abuse case manager shall refer the student for participation within a District-approved treatment program with a certified addiction professional, place the student on a SPC ~~PSC~~ and monitor that the student remains in compliance with the terms of the SPC ~~PSC~~.

   If the student violates/breaches the terms of the SPC ~~PSC~~ by committing another SBBC Policy 5100, Section III violation for any drug or substance, not including nicotine, synthetic nicotine, or paraphernalia during the term of the SPC ~~PSC~~, then the student shall be issued a ten-day suspension with a mandatory recommendation for a District behavior intervention program. The student shall be administratively assigned to a District behavior intervention program, with Substance Workback. .To be eligible for Substance Workback, the student must complete the District-approved treatment program with a certified addiction professional. The student may be considered for a return to a

regular school program upon successful completion of the prescribed treatment program. The District substance abuse case manager shall monitor/verify that the student has completed the prescribed program. If the student fails to complete the prescribed program, the student shall remain in the District-assigned behavior intervention program for a minimum of two full school semesters with a requirement to successfully meet exit criteria of the behavior intervention program.

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

   b. **Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days with a mandatory recommendation for a District behavior intervention program. The student shall be administratively assigned to a District behavior intervention program, with Substance Workback.. To be eligible for substance workback, the student must complete the District-approved treatment program with a certified addiction professional. The student may be considered for a return to a regular school program upon successful completion of the prescribed treatment program. The District substance abuse case manager shall monitor/verify that the student has completed the prescribed program. If the student fails to complete the prescribed program, the student shall remain in the District-assigned behavior intervention program for a minimum of two full school semesters with a requirement to successfully meet exit criteria of the behavior intervention program.

**Note: Substances/drugs deemed illegal under Chapter 893, are drugs or controlled substances that constitute a felony under Florida statute. This includes types of cannabis, including, but not limited to, marijuana and hemp, and derivatives of such, including, but not limited to THC and CBD products. Refer to consequences for Unauthorized Substances for drugs and/or Drug Paraphernalia for any electronic nicotine delivery system/vapor device which is used with a drug as outlined by Chapter 893.**

**C. PURCHASE, USE AND/OR POSSESSION OF LEAF MARIJUANA (LESS THAN 20 GRAMS), ALCOHOL, AND/OR OTHER MOOD-ALTERING SUBSTANCES**

Purchase, use and/or possession of leaf marijuana (less than 20g), alcohol/alcoholic beverages, and/or other mood-altering substances are prohibited.

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

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

2. **Second Offense Procedures:**
   a. **Elementary students, (Grades K-5):** The student shall be suspended from the regular school program for eight (8) days and shall be placed on a SPC ~~PSC~~. The student shall complete the requirements of the SPC ~~PSC~~ while at a regular school program. The District substance abuse case manager shall refer the student for participation within a District-approved treatment program with a certified addiction professional, place the student on a SPC ~~PSC~~ and monitor that the student remains in compliance with the terms of the SPC ~~PSC~~.

   If the student violates/breaches the terms of the SPC ~~PSC~~ by committing another SBBC Policy 5100,

Section III violation for any drug or substance, not including nicotine, synthetic nicotine or paraphernalia during the term of the SPC ~~PSC~~, then the student shall be issued a ten-day suspension with a mandatory recommendation for a District behavior intervention program and shall be administratively assigned to a District behavior intervention program, with Substance Workback. To be eligible for substance workback, the student shall complete the State-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. The District substance abuse case manager shall monitor/verify that the student has completed the program. If the student fails to complete the prescribed program, the student shall remain in the District-assigned behavior intervention program for a minimum of two full school semesters with a requirement to successfully meet exit criteria of the behavior intervention program.

**b. Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for eight (8) days shall be placed on a SPC ~~PSC.~~ The student shall complete the requirements of the SPC ~~PSC~~ while at a regular school program. The District substance abuse case manager shall refer the student for participation within a District-approved treatment program with a certified addiction professional, place the student on a SPC ~~PSC~~ and monitor that the student remains in compliance with the terms of the SPC ~~PSC~~.

If the student violates/breaches the terms of the SPC ~~PSC~~ by committing another SBBC Policy 5100, Section III violation for any drug or substance, not including nicotine, synthetic nicotine, or paraphernalia during the term of the SPC ~~PSC~~, then the student shall be issued a ten-day suspension with a mandatory recommendation for a District behavior intervention program. The student shall be administratively assigned to a District behavior intervention program, with Substance Workback. To be eligible for substance workback, the student must complete the State-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. The District substance abuse case manager shall monitor/verify that the student has completed the prescribed program. If the student fails to complete the prescribed program, the student shall remain in the District-assigned behavior intervention program for a minimum of two full school semesters with a requirement to successfully meet exit criteria of the behavior intervention program.

**3. Third and Subsequent Offenses Procedures:**

**a. Elementary students, (Grades K-5):** The student shall be suspended from the regular school program for ten (10) days a mandatory recommendation for a District behavior intervention program, with Substance Workback. To be eligible for Substance Workback, the student shall complete the District-approved or State-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. If the student fails to complete the prescribed program, the student shall remain in the District-assigned behavior intervention program for a minimum of two full school semesters with a requirement to successfully meet exit criteria of the behavior intervention program.

**b. Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days with a mandatory recommendation for a District behavior intervention program, with Substance Workback. To be eligible for Substance Workback, the student must complete the District-approved or State-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. If the student fails to complete the prescribed program, the student shall remain in the District-assigned behavior intervention program for a minimum of two full school semesters with a requirement to successfully meet exit criteria of the behavior intervention program.

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

Being under the influence of leaf marijuana, alcohol/alcoholic beverages, and/or other mood-altering

substances, are prohibited.

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

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

2. **Second Offense Procedures:**
   a. **Elementary students, (Grades K-5):** The student shall be suspended from the regular school program for eight (8) days and shall be placed on a SPC ~~PSC~~. The student shall successfully complete the requirements of the SPC ~~PSC~~ while at a regular school program. The District substance abuse case manager shall refer the student for participation within a District-approved treatment program with a certified addiction professional, place the student on a SPC ~~PSC~~ and monitor that the student remains in compliance with the terms of the SPC ~~PSC~~.

      If the student violates/breaches the terms of the SPC ~~PSC~~ by committing another SBBC Policy 5100, Section III violation for any drug or substance, not including nicotine, synthetic nicotine or paraphernalia during the term of the SPC ~~SPC~~, then the student shall be issued a ten-day suspension with a mandatory recommendation for a District behavior intervention program, with Substance Workback. To be eligible for Substance Workback, the student shall complete the State-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. The District substance abuse case manager shall monitor/verify that the student has completed the program. If the student fails to complete the prescribed program, the student shall remain in the District-assigned behavior intervention program for a minimum of two full school semesters with a requirement to successfully meet exit criteria of the behavior intervention program.

   b. **Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for eight (8) days and shall be placed on a SPC ~~PSC.~~ The student shall complete the requirements of the SPC ~~PSC~~ while at a regular school program. The District substance abuse case manager shall refer the student for participation within a District-approved treatment program with a certified addiction professional, place the student on a SPC ~~PSC~~ and monitor that the student remains in compliance with the terms of the SPC ~~PSC~~.

      If the student violates/breaches the terms of the SPC ~~PSC~~ by committing another SBBC Policy 5100, Section III violation for any drug or substance, not including nicotine, synthetic nicotine, or paraphernalia during the term of the SPC, then the student shall be issued a ten-day suspension with a mandatory recommendation for a District behavior intervention program, with Substance Workback. To be eligible substance for workback, the student must complete the State-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. The District substance abuse case manager shall monitor/verify that the student has completed the prescribed program. If the student fails to complete the prescribed program, the student shall remain in the District-assigned behavior intervention program for a minimum of two full school semesters with a requirement to successfully meet exit criteria of the behavior intervention program.

3. **Third and Subsequent Offenses Procedures:**
   a. **Elementary students, (Grades K-5):** The student shall be suspended from the regular school program for ten (10) days with a mandatory recommendation for a District behavior intervention program, with Substance Workback. To be eligible for Substance Workback, the student must complete the District-approved or State-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. If the student fails to complete the prescribed program, the student shall remain in the District-assigned behavior intervention program for a minimum of two full school semesters with a requirement to successfully meet exit criteria of the behavior intervention program.

   b. **Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days with a mandatory recommendation for a District behavior intervention program, with Substance Workback. To be eligible for Substance Workback, the student must complete the District-approved or State-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. If the student fails to complete the prescribed program, the student shall remain in the District-assigned behavior intervention program for a minimum of two full school semesters with a requirement to successfully meet exit criteria of the behavior intervention program.

**E. USE/POSSESSION/SALE/ATTEMPTED SALE/TRANSMITTAL OF DRUG PARAPHERNALIA**

This incident is in alignment with Chapter 893.147, Florida Statutes, and is also applicable to electronic nicotine delivery systems/vapor devices which are used with a drug as outlined by Chapter 893, Florida Statutes.

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

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

2. **Third Offense Procedures:**
   a. **Elementary students, (Grades K-5):** The student shall be suspended from the regular school program for eight (8) days and shall be placed on a SPC ~~PSC~~. The student shall successfully complete the requirements of the PSC while at a regular school program. The District substance abuse case manager shall refer the student for participation within a District-approved treatment program with a certified addiction professional, place the student on a SPC ~~PSC~~ and monitor that the student remains in compliance with the terms of the SPC ~~PSC.~~

   If the student violates/breaches the terms of the SPC ~~PSC~~ by committing another SBBC Policy 5100, Section III violation for any drug or substance, not including nicotine, synthetic nicotine or paraphernalia during the term of the SPC ~~PSC~~ then the student shall be issued a ten-day suspension with a mandatory recommendation for a District behavior intervention program, with Substance

Workback. To be eligible for Substance Workback, the student must complete the State-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. The District substance abuse case manager shall monitor/verify that the student has completed the program If the student fails to complete the prescribed program, the student shall remain in the District-assigned behavior intervention program for a minimum of two full school semesters with a requirement to successfully meet exit criteria of the behavior intervention program.

**b. Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for eight (8) days and shall be placed on a SPC ~~PSC~~. The student shall successfully complete the requirements of the SPC ~~PSC~~ while at a regular school program. The District substance abuse case manager shall refer the student for participation within a District-approved treatment program with a certified addiction professional, place the student on a SPC ~~PSC~~ and monitor that the student remains in compliance with the terms of the SPC ~~PSC~~.

If the student violates/breaches the terms of the SPC ~~PSC~~ by committing another SBBC Policy 5100, Section III violation for any drug or substance, not including nicotine, synthetic nicotine, or paraphernalia during the term of the SPC, then the student shall be issued a ten-day suspension with a mandatory recommendation for a District behavior intervention program, with Substance Workback. To be eligible for Substance Workback, the student must complete the State-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. The District substance abuse case manager shall monitor/verify that the student has completed the prescribed program. If the student fails to complete the prescribed program, the student shall remain in the District-assigned behavior intervention program for a minimum of two full school semesters with a requirement to successfully meet exit criteria of the behavior intervention program.

**3. Fourth and Subsequent Offense Procedures:**

**a. Elementary students, (Grades K-5):** The student shall be suspended from the regular school program for ten (10) days with a mandatory recommendation for a District behavior intervention program, with Substance Workback. To be eligible for Substance Sorkback, the student must complete the District-approved or State-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. If the student fails to complete the prescribed program, the student shall remain in the District-assigned behavior intervention program for a minimum of two full school semesters with a requirement to successfully meet exit criteria of the behavior intervention program.

**b. Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days with a mandatory recommendation for a District behavior intervention program, with Substance Workback. To be eligible for Substance Workback, the student must complete the District-approved or State-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. If the student fails to complete the prescribed program, the student shall remain in the District-assigned behavior intervention program for a minimum of two full school semesters with a requirement to successfully meet exit criteria of the behavior intervention program.

**F. PURCHASE/USE/POSSESSION OF UNAUTHORIZED SUBSTANCES ARE PROHIBITED**

**For the purposes of this policy, unauthorized substances refers to prescription medication not prescribed for the student who is in possession of the medication, or any prescription medication not authorized by SBBC Policy 6305: Administration of Medications/Treatments, substances/drugs deemed illegal under Chapter 893, and which are drugs or controlled substances that constitute a**

**felony under Florida Statute, or are types of cannabis, including, but not limited to, marijuana and hemp, and derivatives of such, including, but not limited to THC and CBD products.**

***Note: Students violating SBBC Policy 6305: Administration of Medications/Treatments, by possessing or using their own prescription medication, as governed by this policy, are in violation of SBBC Policy 6305, on school grounds, on school transportation, or at a school-sponsored activity, and shall be issued a 10-day suspension. However, upon verification of prescription by the school principal/administrative designee, the recommendation for expulsion may be withheld by the school.***

***Students violating SBBC Policy 6305.1: Medical Marijuana/Low THC Cannabis Use to Qualified Students in Schools, by possessing or using their own substance as governed by this policy, in violation of SBBC Policy 6305.1: Medical Marijuana/Low THC Cannabis Use to Qualified Students, on school grounds or at a school-sponsored activity, shall be issued a 10-day suspension. However, upon verification of prescription by the school principal/administrative designee, the recommendation for expulsion may be withheld by the school.***

1. **First Offense Procedures:**
   a. **Elementary students, (Grades K-5):** The student shall be suspended from the regular school program for eight (8) days and shall be placed on a SPC ~~PSC~~. The student shall complete the requirements of the SPc ~~PSC~~ while at a regular school program. The District substance abuse case manager shall refer the student for participation within a District-approved treatment program with a certified addiction professional, place the student on a SPC ~~PSC~~ and monitor that the student remains in compliance with the terms of the SPC ~~PSC~~.

   If the student violates/breaches the terms of the PSC by committing another SBBC Policy 5100, Section III violation for any drug or substance, not including nicotine, synthetic nicotine or paraphernalia during the term of the SPC, then the student shall be suspended from the regular school program for ten (10) days with a mandatory recommendation for a District behavior intervention program, with Substance Workback. To be eligible for Substance Workback, the student must complete the District-approved or State-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. If the student fails to complete the prescribed program, the student shall remain in the District-assigned behavior intervention program for a minimum of two full school semesters with a requirement to successfully meet exit criteria of the behavior intervention program.

   b. **Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for eight (8) days shall be placed on a Substance Probation Contract (SPC)~~Probation Substance Contract (PSC)~~ *in lieu* of assignment to an EAP. The student shall successfully complete the requirements of the SPC ~~PSC~~ while at a regular school program. The District substance abuse case manager shall refer the student for participation within a District-approved treatment program with a certified addiction professional, place the student on a SPC ~~PSC~~, and monitor that the student remains in compliance with the terms of the SPC ~~PSC.~~

   If the student violates the terms of the SPC ~~PSC~~ by committing another SBBC Policy 5100, Section III violation for any drug or substance, not including nicotine, synthetic nicotine, or paraphernalia during the term of the SPC, then the student shall be suspended from the regular school program for ten (10) days with a mandatory recommendation for a District behavior intervention program, with Substance Workback. To be eligible for Substance Workback, the student must complete the District-approved or State-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. If the student fails to complete the prescribed program, the student shall remain in the District-assigned behavior intervention program for a minimum of two full school semesters with a requirement to successfully meet exit criteria of the behavior intervention program.

2. **Second and Subsequent Offense Procedures:**

a. **Elementary students, (Grades K-5):** The student shall be suspended from the regular school program for ten (10) days with a mandatory recommendation for a District behavior intervention program, with Substance Workback. To be eligible for Substance Workback, the student must complete the District-approved or State-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. If the student fails to complete the prescribed program, the student shall remain in the District-assigned behavior intervention program for a minimum of two full school semesters with a requirement to successfully meet exit criteria of the behavior intervention program.

b. **Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days with a mandatory recommendation for a District behavior intervention program, with Substance Workback. To be eligible for Substance Workback, the student must complete the District-approved or State-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. If the student fails to complete the prescribed program, the student shall remain in the District-assigned behavior intervention program for a minimum of two full school semesters with a requirement to successfully meet exit criteria of the behavior intervention program.

**G. BEING UNDER THE INFLUENCE OF UNAUTHORIZED SUBSTANCES ARE PROHIBITED**

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

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

   b. **Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days and referred to the District substance abuse case manager who shall refer the student to an appropriate counseling program. Four (4) days of the suspension shall be waived if the student attends a counseling program as authorized by the District substance abuse case manager. If the student does not complete the recommended counseling program, the remaining days of the suspension shall be imposed.

2. **Second Offense Procedures:**
   a. **Elementary students, (Grades K-5):** The student shall be suspended from the regular school program for eight (8) days and shall be placed on a SPC ~~PSC~~. The student shall complete the requirements of the SPC ~~PSC~~ while at a regular school program. The District substance abuse case manager shall refer the student for participation within a District-approved treatment program with a certified addiction professional, place the student on a SPC ~~PSC~~ and monitor that the student remains in compliance with the terms of the SPC ~~PSC~~.

   If the student violates the terms of the SPC ~~PSC~~ by committing another SBBC Policy 5100, Section III violation for any drug or substance, not including nicotine, synthetic nicotine or paraphernalia during the term of the SPC ~~PSC~~, then the student shall be issued a ten-day suspension and shall be

administratively assigned to a Behavior Intervention Program via the Expulsion Abeyance Office, with Substance Workback, for one (1) calendar year from the date of the Behavior Intervention conference. The expulsion shall be held in abeyance if the student completes the State-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. The District substance abuse case manager shall monitor/verify that the student has completed the prescribed program. If the student fails to complete the State-certified drug/alcohol rehabilitation or treatment program, the full term of the EAP shall be implemented.

b. **Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for eight (8) days and shall be placed on a SPC ~~PSC~~. The student shall complete the requirements of the SPC while ~~PSC while~~ at a regular school program. The District substance abuse case manager shall refer the student for participation within a District-approved treatment program with a certified addiction professional, place the student on a SPC ~~PSC~~ and monitor that the student remains in compliance with the terms of the SPC ~~PSC~~.

If the student violates the terms of the SPC ~~PSC~~ by committing another SBBC Policy 5100, Section III violation, not including nicotine, synthetic nicotine, or paraphernalia during the term of the SPC, the student shall be suspended from the regular school program for ten (10) days with a mandatory recommendation for a District behavior intervention program, with Substance Workback. To be eligible for workback, the student must complete the District-approved or State-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. If the student fails to complete the prescribed program, the student shall remain in the District-assigned behavior intervention program for a minimum of two full school semesters with a requirement to successfully meet exit criteria of the behavior intervention program..

3. **Third and Subsequent Offense Procedures:**
   a. **Elementary students, (Grades K-5):** The student shall be suspended from the regular school program for ten (10) days with a mandatory recommendation for a District behavior intervention program, with Substance Workback. To be eligible for Substance Workback, the student must complete the District-approved or State-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. If the student fails to complete the prescribed program, the student shall remain in the District-assigned behavior intervention program for a minimum of two full school semesters with a requirement to successfully meet exit criteria of the behavior intervention program.
   b. **Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days with a mandatory recommendation for a District behavior intervention program, with Substance Workback. To be eligible for Substance Workback, the student must complete the District-approved or State-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. If the student fails to complete the prescribed program, the student shall remain in the District-assigned behavior intervention program for a minimum of two full school semesters with a requirement to successfully meet exit criteria of the behavior intervention program.

**POSSESSION WITH INTENT TO SELL, SALE, ATTEMPTED SALE, AND/OR TRANSMITTAL OF LEAF MARIJUANA (LESS THAN 20g). SALE, ATTEMPTED SALE, AND/OR TRANSMITTAL OF DRUGS OR MOOD-ALTERING SUBSTANCES, UNAUTHORIZED SUBSTANCES, OR OTHER SUBSTANCES HELD OUT OR REPRESENTED TO BE DRUGS OR MOOD-ALTERING SUBSTANCES, INCLUDING ALCOHOL OR ALCOHOLIC BEVERAGES ARE PROHIBITED**

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

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

1. **First Offense Procedures:**

a. **Elementary students, (Grades K-5**): The student shall be referred to the District substance abuse case manager who shall refer the student to an appropriate counseling program. The student shall be suspended from the regular school program for one to two (1-2) days.

b. **Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days with a mandatory recommendation for a District behavior intervention program, with Substance Workback. To be eligible for Substance Workback, the student must complete the District-approved or State-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. If the student fails to complete the prescribed program, the student shall remain in the District-assigned behavior intervention program for a minimum of two full school semesters with a requirement to successfully meet exit criteria of the behavior intervention program.

2. **Second Offense Procedures:**

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

b. **Secondary students (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days with a mandatory recommendation for a District behavior intervention program, with Substance Workback. To be eligible for Substance Workback, the student must complete the District-approved or State-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. If the student fails to complete the prescribed program, the student shall remain in the District-assigned behavior intervention program for a minimum of two full school semesters with a requirement to successfully meet exit criteria of the behavior intervention program.

3. **Third and Subsequent Offense Procedure**s:

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

b. **Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days with a mandatory recommendation for a District behavior intervention program, with Substance Workback. To be eligible for Substance Workback, the student must complete the District-approved or State-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. If the student fails to complete the prescribed program, the student shall remain in the District-assigned behavior intervention program for a minimum of two full school semesters with a requirement to successfully meet exit criteria of the behavior intervention program.

**I. PROCEDURES FOR POSSESSION WITH INTENT TO SELL, SALE, ATTEMPTED SALE, AND/OR TRANSMITTAL OF LEAF MARIJUANA (LESS THAN 20g). SALE, ATTEMPTED SALE, AND/OR TRANSMITTAL OF DRUGS OR MOOD-ALTERING SUBSTANCES, UNAUTHORIZED SUBSTANCES, OR OTHER SUBSTANCES HELD OUT OR REPRESENTED TO BE DRUGS OR MOOD-ALTERING SUBSTANCES**

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

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

   b. **Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days with a mandatory recommendation for a District behavior intervention program, with Substance Workback. To be eligible for Substance Workback, the student must complete the District-approved or State-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. If the student fails to complete the prescribed program, the student shall remain in the District-assigned behavior intervention program for a minimum of two full school semesters with a requirement to successfully meet exit criteria of the behavior intervention program.

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

   b. **Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days with a mandatory recommendation for a District behavior intervention program, with Substance Workback. To be eligible for Substance Workback, the student must complete the District-approved or State-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. If the student fails to complete the prescribed program, the student shall remain in the District-assigned behavior intervention program for a minimum of two full school semesters with a requirement to successfully meet exit criteria of the behavior intervention program.

3. **Third and Subsequent Offense Procedures:**
   a. **Elementary students, (Grades K-5):** The student shall be suspended from the regular school program for ten (10) days and recommended for the Behavior Intervention Program via the Expulsion Abeyance Office, for one (1) calendar year from the date of the Behavior Intervention conference via the Expulsion Abeyance Office, with Substance Workback. The student shall complete the District-approved or State-certified drug rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program.
   b.
   c. **Secondary students, (Grades 6-12):** The student shall be suspended from the regular school program for ten (10) days with a mandatory recommendation for a District behavior intervention program, with Substance Workback. To be eligible for Substance Workback, the student must complete the District-approved or State-certified drug/alcohol rehabilitation or treatment program with a certified addiction professional. The District substance abuse case manager shall monitor/verify that the student has completed the program. The student may return to a regular school program upon successful completion of the prescribed rehabilitation or treatment program. If the student fails to complete the prescribed program, the student shall remain in the District-assigned behavior intervention program for a minimum of two full school semesters with a requirement to successfully meet exit criteria of the behavior intervention program.

**SECTION IV: OTHER OFFENSES (NON-DRUG AND NON-SUBSTANCE ABUSE OFFENSES) LEADING TO AND PROCEDURES FOR SUSPENSION AND POSSIBLE EXPULSION**

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

**A. OFFENSES LEADING TO SUSPENSION AND POSSIBLE ASSIGNMENT TO A DISTRICT BEHAVIOR INTERVENTION PROGRAM OR EXPULSION**

~~1. Commits a violation of SBBC Policy 5900: Anti-Bullying~~

~~2.~~1. Commits ~~repeated violations of~~ harassment

~~3.~~2. Commits fighting ~~-major~~ (mutual combat)

~~4.~~3. Commits criminal mischief/damage to property (equal to or greater than $1,000)

~~5.~~4. Commits any act on campus or off campus that substantially disrupts the orderly conduct of the school or school activities

~~6.~~5. Commits grand theft– grand (equal to or greater than $750)

~~7.~~6. Commits burglary – unlawful breaking/entering

~~8.~~7. Commits a simple battery

~~9.~~8. Commits a sexual assault

~~10.~~9. Commits sexting

~~11.~~10. Commits a sexual harassment

~~12.~~11. Commits sexual misconduct (sexual offense)

~~13.~~12. Commits a false accusation against school staff

~~14.~~13. Commits a false fire alarm/911 call

~~15.~~14. Commits a trespassing

~~16.~~15. Threat/Intimidation

**Note: If the SESIR definition is met, consideration of the following shall occur to determine the appropriate incident type; however, if the SESIR definition has not been met, the Threat/Intimidation incident type may not be applied:*

a. *Threat/Intimidation Very High Level – If said definition criteria is met and the Behavioral Threat Assessment (BTA) risk level has yielded an outcome level of high, and the threat involves the potential or actual use of a weapon, the student shall be issued a 10-day suspension and a recommendation for expulsion.*

b. *Threat/Intimidation High Level - For instances where the SESIR definition is met and the BTA risk level is determined to be high, but there is no weapon involved, the school shall follow the Discipline Matrix.*

~~17.~~*16.* Possesses/displays/uses/sells/transmits a Class B weapon, as defined in Section VII.CC.2. in this policy.

***Note: A student shall not be subjected to mandatory expulsion for possession of a Class B Weapon, Mace/Pepper Spray in a container with maximum capacity of 2 ounces or less only, and it has been verified and determined by a school administrator that the item was possessed only, and not displayed, used, or transmitted, the student shall not be subjected to disciplinary action. However, if a student displays, uses, sells, or transmits the item, the student shall be subject to discipline for possession/display/use/sale/transmittal of a Class B weapon.***

***NOTE: A student shall be subjected to disciplinary action in accordance with the discipline matrix for possession of a Class B Weapon, unless it is determined through an investigation that the Class B Weapon was unknowingly/inadvertently possessed and upon***

***discovery/awareness, the student "immediately" reported, relinquished, or delivered the Class B Weapon to a staff member without incident. This may apply only to incidents with a behavioral threat assessment outcome that indicates there is no threat or indication of intended harm.***

~~18.~~17. Commits fire starting** – starts a fire on campus or school property and/or at a school bus stop

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

~~19.~~18. Conducts, recruits, or participates on campus in a formal or informal manner in order to foster **youth gang or gang-like activity**. Gang or gang-like activity may include, but is not limited to, an association or group of three or more persons who engage in a pattern of youth or street gang or gang-like activity and have a common name or common identifying clothing, jewelry, buttons, colors, signs, symbols or markings with the intent or purpose to threaten and/or present a danger to public order and safety

~~20.~~19. Electronic device – the use of an electronic device to possess, display, or transmit offensive images, images that depict nudity or sexual content, video voyeurism, or the use of an electronic device to capture said images, or any other images of people which violates reasonable expectation of privacy.

*Note: Display of offensive images will not result in disciplinary consequences if it is determined that the student immediately[1] reported or delivered the offensive image(s) to a staff member.*

22. Uses the District's technology and/or software for any unauthorized purpose. The unauthorized use of a computer/technology, including, but not limited to, accessing or breaking in to restricted accounts or networks, creating, modifying or destroying files/records without permission, copying software, entering, distributing or printing unauthorized files/records, uploading to the internet, and/or sharing or distributing, offensive or inappropriate material, including video, and any other misuse or violation of the SBBC Policy 5306, Section VI.

23. Commits extortion

## B. PROCEDURES FOR DISCIPLINARY ACTION RESULTING IN AN ADMINSTRATIVE ASSIGNMENT TO A DISTRICT BEHAVIOR INTERVENTION PROGRAM

1. In accordance with the Discipline Matrix of SBBC Policy 5090: Code of Student Conduct, for offenses in this category that result in suspension, and may result in a recommendation for a District Behavior Intervention Program assignment, the student may be placed on an Alternative Probationary Contract (APC) *in lieu* of recommending the Behavior Intervention Assignment. This APC shall allow the student to continue attending school under the terms of the Notice of Alternative Probation. The APC shall remain in effect for one (1) year from the date of the qualifying incident. If a student transfers to another District school during the term of the APC, the terms of the Notice of Alternative Probation will still apply.
2. If the student violates the APC by committing another eligible offense of Section IV of this policy, such violation shall result in a recommendation for assignment to a District behavior intervention program or expulsion.
3. Instruments or tools that are defined as a weapon in this policy, Section VII, Definitions, may be brought by the student only if needed for class work **and** with the written request of a teacher, that

[1] *The term "immediately" means without delay as determined by the principal after considering the totality of the circumstances and prior to being reported by another individual.*

includes a description of the instrument(s). In such instances, the teacher must obtain prior written approval of the principal/designee. However, if such instrument is used or displayed by the student in a manner other than its approved purpose, during school activities or events or on School Board property, then all penalties called for in this policy relative to weapons shall apply.

**SECTION V: MANDATORY EXPULSION OFFENSES AND PROCEDURES**
**School Environmental Safety Incident Reporting (SESIR) guidelines require reporting to the Florida Department of Education.**

District school boards may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion. District school superintendents may consider the 1-year expulsion requirement on a case-by-case basis and request the District school board to modify the requirement by assigning the student to a disciplinary program ~~or second chance school~~ if the request for modification is in writing and it is determined to be in the best interest of the student and the school system. If a student committing any of the offenses in this subsection is a student who has a disability, the District school board shall comply with applicable State Board of Education rules. (F.S. §1006.13(3)).

**General Information:**

Any object or item which can be classified as a weapon in accordance with section VII.CC of this policy shall be conclusively determined to be a weapon, and not considered to be an instrument or object other than a weapon as defined in Section VII.CC of this policy. Students are prohibited from possessing or using an object defined as a weapon within this policy at school, on school property, or at school sponsored events. Students may not be subject to mandatory suspension and expulsion proceedings when the principal determines the student used an instrument/object, which is not otherwise defined as a weapon within Section VII.CC of this policy in self-defense. Self-defense is defined as:

If a student is unable to leave the area of a "pending attack" the student may use self-defense. Self-defense is defined as any action that is necessary to protect oneself from serious bodily harm using only the amount of force necessary to get away from the attack and immediately seek help from the nearest adult. Provocation and/or retaliatory actions are NOT considered self-defense and will be considered as mutual participation and subject to appropriate disciplinary actions. Provocation/retaliation is considered:

- Provoking another student using actions or words (verbal or written), to engage in an altercation and striking back after being struck.
- Willingly entering the area of a "pending attack" and involving oneself in the confrontation.
- Continuing to strike or hit after being able to get away.
- Choosing not to leave the area after being able to get away.
- Returning to the confrontation after getting away.

***Note: Florida Statutes §§776.012, 776.013 and 776.032, commonly known as the Florida Stand Your Ground law, are not applicable to charges of violations of the Code of Student Conduct and/or Board SBBC Policy 5100.***

**A. OFFENSES LEADING TO MANDATORY EXPULSION**
Pursuant to F.S. §1006.13(3), students in grades K-12 found to have committed one of the following offenses involving any student, staff, school, and/or on school property, school transportation, or at 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 one (1) full year, referred to the criminal justice or juvenile justice system and referred to mental health services identified by the District pursuant to F.S. §§1006.04 and 1006.07(7), for evaluation and treatment as appropriate:

1. Weapons Class A - Bringing a firearm or weapon, as defined in Chapter 790, including possessing, displaying, using, selling, or transmitting a firearm.

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

**or delivered the Class A Weapon to a staff member. Such instances shall require the approval of the Superintendent, or designee.**

2. Threat to Kill/Mass Shooting - Any person who verbalizes a threat with intent to kill or cause bodily injury, writes or composes and/or 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 seen by another, 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 seen by another, or any person who makes, posts, transmits, a threat in writing or other record, including internet/electronic record to conduct a **mass shooting** or an act of terrorism in writing or other record in any manner that would allow another person to view the threat, as defined by F.S. §§ 836.10 and 1006.13.
   *Note: This also includes any threat to throw, project, place, or discharge any destructive device with intent to do bodily harm to any person or with intent to do damage to any property of any person F.S. §§ 790.162, 790.1615.*

3. False Report/Hoax - Per F.S. §790.163, it is unlawful for any person to make a false report/hoax, with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, other deadly explosive, or a weapon of mass destruction as defined in §§790.166, or concerning the use of firearms in a violent manner against a person or persons, and/or in accordance with 790.164 concerning any act of arson or other violence to property.
   - Per F.S. §790.165, "hoax bomb" means any device or object that by its design, construction, content, or characteristics appear to be, or to contain, or is represented to be or to contain, a destructive device or explosive as defined in said chapter, but is, in fact, an inoperative facsimile or imitation of such a destructive device or explosive or contains no destructive device or explosive as was represented.

4. In addition, students found to have committed the following offenses on school property, school sponsored-transportation, or during a school-sponsored activity, shall receive the most severe consequences provided in this policy which shall be mandatory suspension and/or administrative assignment to a District Behavior Intervention Program or expulsion, a referral to local law enforcement, and a referral for appropriate counseling services, as appropriate.

   a. Aggravated Battery
   b. Arson or Attempted Arson
   c. Bullying
   d. Hazing (F.S. §1006.135)
   e. Homicide
   f. Kidnapping or Abduction/False Imprisonment
   g. Robbery or Attempted Robbery
   h. Sexual Battery (Rape) or Attempted Sexual Battery (Rape)
   i. Simple Battery on School Board Employee, Sports Official, Law Enforcement Officers, Firefighters, Emergency Medical Care Providers, Public Transit Employees or Agents, or Other Specified Officers (F.S. §§1006.13(5), 784.081, and 784.07).

Incidents associated with potential threats require the convening of the threat assessment team to determine if the act shall be reported to law enforcement.

**B. ~~B.~~ PROCEDURES FOR MANDATORY ASSIGNMENT TO A DISTRICT BEHAVIOR INTERVENTION PROGRAM OR EXPULSION:**

For those offenses listed in this policy and for which a recommendation for a District behavior intervention

program or expulsion has been made to the Executive Director of Student Services Initiatives/designee, the following procedures shall be followed:

1. **SUSPENSION & PRE-EXPULSION ASSIGNMENT**
   Students shall be suspended immediately, and a notice sent to the Executive Director for Student Services Initiatives/designee. The recommendation for expulsion shall be reviewed by staff of the Equity, Diversity & School Climate Department, and collaboration shall take place as needed with the principal/designee, relative to the school's recommendation. The recommendation for a behavior intervention program or expulsion shall be processed to conclusion even when the student in question has withdrawn from the school system. Students who are being recommended for expulsion shall be given the opportunity to participate in continuing education services in a District-approved behavior intervention program for at least two full semesters from the date of the pre-expulsion conference or determined waiver the pre-expulsion conference. Failure to participate in continuing education services through a District behavior intervention program may result in expulsion for the remainder of the current school year plus one additional school year.

   While in a District-approved behavior intervention program, the student is not permitted on any regular school campus, school grounds or school sponsored events, and may be subject to trespass arrest pursuant to F.S. §810.09(1). For non-disabled students, this assignment can be executed with or without student or parent permission.

2. **SUSPENSION & PRE-EXPULSION ASSIGNMENT, Special Circumstances, and Interim Alternative Educational Setting (IAES) for students with disabilities (IDEA and 504 eligible)**
   School personnel may remove a student to an IAES for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability, if the student:
   - **a.** carries a weapon to or possesses a weapon at school, on school premises, or to a school function under the jurisdiction of a State education agency or school district.
   - **b.** knowingly possesses, transmits, uses, sells, or solicits the sale of illegal drugs/controlled substances while at school, on school premises, or at a school function under the jurisdiction of a State education agency or a school district.
   - **c.** has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State education agency or a school district.

3. **PRE-EXPULSION OR BEHAVIOR INTERVENTION CONFERENCE**
   The Executive Director of Student Services/designee will investigate the alleged offense and provide an opportunity for a Pre-Expulsion Conference or Behavior Intervention conference via the Expulsion Abeyance Office with the student and the parent/guardian in accordance with the Discipline Matrix. During this conference, the Executive Director of Student Services/designee shall inform the parent/guardian and student of the alleged Code of Conduct violation charge(s) and the behavior intervention or ~~/~~expulsion procedures. For cases requiring mandatory expulsion ~~, including~~ the parent/guardian will be informed of the right to request a formal hearing ~~for cases requiring mandatory expulsion,~~ as well as their ~~eir~~ right to be assisted by anyone they choose at their own expense, and ~~. Additionally, the parent/guardian~~ will be informed that they have the right to call and question witnesses ~~.~~

4. **EXPULSION HEARING**
   If a hearing is requested for a case requiring mandatory expulsion, either the parent/guardian, majority age student or emancipated youth must make the request in writing and submit it to the Executive Director of Student Services/designee. The Executive Director of Student Services/designee shall schedule the hearing and the Superintendent of Schools/designee shall appoint an impartial Hearing Officer on behalf of the School Board who is not an administrator from the school at issue.

   Students who are being recommended for expulsion ~~or behavior intervention via the Expulsion Abeyance Office~~ shall be administratively assigned ~~given the opportunity~~ to participate in a District-approved Behavior Intervention ~~Pre-Expulsion/Alternative Education~~ Program for a period of time

from the date of the Pre-Expulsion ~~or Behavior Intervention~~ conference ~~via the Expulsion Abeyance Office,~~ or determined waiver thereof.

If a hearing is requested, then the student shall be assigned to participate within the District-approved Behavior Intervention Program ~~Pre-Expulsion/Alternative Education Program~~ and the student will not be permitted on any regular school campus, school grounds or at any school-sponsored events during this period of time and may be subject to trespass arrest pursuant to F.S. §810.09(1). For non-disabled students, this assignment can be executed with or without the student or parent permission.

At the conclusion of the hearing, the Hearing Officer shall submit his/her recommended order. The hearing officer's recommended order, with documentary evidence, shall be placed on a regular School Board meeting agenda. The School Board may reject the hearing officer's findings of fact only if it is determined that there is no substantial competent evidence to support the findings of fact. The School Board may reject the conclusions of law only if it is determined that this policy was misinterpreted or not applied correctly. The School Board may reduce or increase the penalty only upon a review of the complete record and must state with particularity its reasons by citing to the record to justify the action.

If the parent waives his/her right to a hearing, a request for the Final Order of Expulsion shall be forwarded by the Executive Director of Student Services/designee for approval by the School Board.

**5. EXPULSION WITH OR WITHOUT CONTINUING EDUCATION SERVICES~~/BEHAVIOR INTERVENTION~~**

**a.** The expulsion ~~or behavior intervention assignment~~ shall commence with the date of the School Board's Final Order ~~, or, in the case of student with a disability, the date established by the IEP/504 Team.~~ Students who are expelled shall be offered continuing education services in a District Behavior Intervention Program and may be considered for a return to a traditional school after a period of two full semesters. However, if a parent or student of majority age fails to engage in the behavior intervention program assignment, the term of exclusion from the regular school shall be for the remainder of the current school year plus one additional school year.

**b.** Refusal or failure to meet conditions specified for the continuing education services assigned through the District behavior intervention program shall result in the student being expelled from all Broward County Public Schools and programs until the duration of the original expulsion has lapsed and the appropriate expulsion code shall be entered into the student's permanent record. This record shall be forwarded to any school upon request for the purpose of student admission.

**c.** The District substance abuse/expulsion case manager shall monitor/verify that the student has completed the assigned behavior intervention program, and facilitate the student's transition and re-entry into the regular school program, except where otherwise indicated in this policy.

~~**a.**~~

~~**b.**~~**d.** If a student enrolls in a District-approved behavior intervention program or in a program designated by the Superintendent/designee and successfully completes the requirements for issuance of a high school diploma, once credentialed for issuance of diploma, the student may be exited from the requirements of the Behavior Intervention program. ~~program or is issued a high school diploma, the expulsion shall not be documented on the student's official transcript.~~

~~**c.**~~**e.** ~~The District substance abuse/expulsion case manager shall monitor/verify that the student has completed the behavior intervention program, or agreed upon program, and facilitate the student's transition and re-entry into the regular school program, except where otherwise indicated in this policy.~~

~~**d.** Refusal or failure to meet conditions specified for the continuing education services provided through the District behavior intervention program shall result in the student being expelled from all Broward County Public Schools and programs until the duration of the original expulsion has lapsed. For the infractions requiring mandatory expulsion, the appropriate expulsion code shall be entered into the student's permanent record. This record shall be forwarded to any school~~

~~upon request for the purpose of student admission.~~

***Note: In the case of a student with a disability, placement decisions will be determined by the IEP/504 Team***.

**6. Behavior Intervention Program Assignment**

a. A behavior intervention program assignment is when, by action of the Superintendent, or designee, a student is removed from their school and school-related activities on or off school grounds. A behavior intervention program assignment is for a minimum of one academic quarter and continues until the student meets exit criteria of the assigned behavior intervention program. Transitions from a behavior intervention program assignment to a traditional school are considered at the end of each academic quarter for elementary students (Grades K-5) and each semester for secondary students (Grades 6-12). When a student is administratively assigned to a District Behavior Intervention Program for a violation of the Code of Student Conduct, and their parents refuse to have their child participate, the student will be prohibited from attending any Broward County Public School for the remainder of the current school year plus one additional academic year.

b. If a student enrolls in a District-approved behavior intervention program or in a program designated by the Superintendent/designee and successfully completes the requirements for issuance of a high school diploma, once credentialed for issuance of diploma, the student may be exited from the requirements of the Behavior Intervention program.

~~6.~~ **7. WORKBACK PROGRAM OPPORTUNITIES**

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

Elementary students, (Grades K-5) shall be administratively assigned to the Behavior Intervention Program via the Expulsion Abeyance Office for qualifying infractions outlined in the discipline matrix, except Class A Weapons Possession, Threat to Kill/Mass Shooting, and False Report/Hoax, until they meet the established Behavior Intervention Program exit requirements with an administrative review every marking period (approximately 45 school days). For incidents of Class A Weapons Possession, Threat to Kill/Mass Shooting, and False Report/Hoax, students shall be expelled with continuing education services in a District Behavior Intervention program for a minimum of one year from the date of the assignment. Expelled students who engage in the Behavior Intervention Program may be considered for return to a traditional school after two full semesters in the District's Behavior Intervention Program, with an ongoing review every quarter until the student has met criteria for transition. Students whose parents opt out of the continuing education services for their child shall be expelled for the remainder of the current school year, plus one additional school year.

Secondary students, (Grades 6-12) shall be administratively assigned to the Behavior Intervention Program via the Expulsion Abeyance Office for qualifying infractions outlined in the discipline matrix, except Class A Weapons Possession, Threat to Kill/Mass Shooting, and False Report/Hoax, until they meet the established Behavior Intervention Program exit requirements with an administrative review every semester (approximately 90 school days). For incidents of Class A Weapons Possession, Threat to Kill/Mass Shooting, and False Report/Hoax, students shall be expelled with continuing education services in a District Behavior Intervention program for a minimum of one year from the date of the assignment. Expelled students who engage in the Behavior Intervention Program may be considered for return to a traditional school after two full semesters in the District's Behavior Intervention Program, with an ongoing review every semester until the student has met criteria for transition. Students whose parents opt out of the continuing education services for their child shall be expelled for the remainder of the current school year, plus one additional school year.

For substance-related infractions, students may be eligible for consideration to return to a regular school program upon successful completion of the state-certified rehabilitation or treatment program as determined by the District substance abuse case manager. Cases will be reviewed quarterly for

students in grades K-5 and semesterly for students in grades 6-12.

Success within all Workback programs shall be based upon the requirements of the Workback agreements as determined by the District case managers and District Behavior Intervention Program exit criteria.

**SECTION V INCIDENTS – MANDATORY EXPULSION OR DISTRICT BEHAVIOR INTERVENTION PROGRAM ASSIGNMENT**

1. Threat to Kill/Mass Shooting
2. False Report/Hoax
3. Weapons Class A
4. Arson or Attempted Arson
5. Bullying (Grades 3-12)
6. Drug – Possession with Intent to Sell, Sale, Attempted Sale, and/or Transmittal of Leaf Marijuana (less than 20g) (Grades 6-12)
7. Drug – Sale/Attempted Sale/Transmittal of Unauthorized Substance (Grades 6-12)
8. Hazing (Grades 6-12)
9. Sexual Battery (Rape) or Attempted Sexual Battery (Rape)
10. Threat/Intimidation Very High
11. Homicide
12. Kidnapping or Abduction/False Imprisonment
13. Robbery or Attempted Robbery
14. Aggravated Battery
15. Hazing
16. Simple Battery on School Board Employee, Sports Official, Law Enforcement Officers, Firefighters, Emergency Medical Care Providers, Public Transit Employees or Agents, or Other Specified Officers (F.S. §§1006.13(5), 784.081, and 784.07).

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

~~7.~~b. **OUT-OF-DISTRICT EXPULSIONS AND OTHER ACTIONS**

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

Expulsion, ~~or~~ dismissal or administrative assignment to an alternative school of a student from any in-state or out-of-state public, private, charter or research school will be honored by the School Board of Broward County, Florida, if the act committed is one that would be grounds for expulsion or mandatory assignment to a behavior intervention program under this policy.

If a student who has been expelled, dismissed or administratively assigned to an alternative school for behavior in another district, charter school or private school wished admission, he/she shall be placed in a appropriate behavior intervention program ~~issued a final order of expulsion from an educational institution outside of Broward County Public School and seeks admission, then he/she shall be placed in an appropriate EAP~~, or a program designated by the Superintendent/designee for the period of time to commensurate with the terms of the original expulsion, dismissal or assignment~~said final order of expulsion~~. The student shall also be referred to mental health services identified by the school district pursuant to §1012.584(4), when appropriate.

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

**SECTION VI: REPORTING REQUIREMENTS**

A. Disciplinary incidents shall be reported to the Florida Department of Education in accordance with Rule 6A-1.0017, School Environmental Safety Reporting (SESIR), requirements through the approved reporting tool provided by the School Board. For additional guidance regarding the SESIR definitions and the appropriate Florida Statutes, please refer to http://www.fldoe.org/schools/safe-healthy-schools/safe-schools/sesir-discipline-data/.

B. All SESIR level incidents shall be addressed by school-based administrators only.

C. All SESIR incidents shall be reported to the Special Investigative Unit and the appropriate Law Enforcement Agencies.

**SECTION VII: DEFINITIONS**

*Note: When the Florida Department of Education (FLDOE) revises the SESIR definitions and this policy has not completed the rule making/rule adoption process to align with such changes, the FLDOE definitions found at http://www.fldoe.org/safe-schools/sesir-discipline-data/ will supersede the definitions within this policy.*

~~A. Affray - An instance of fighting in a public place that disturbs the peace.~~

A. Aggravated Battery - Intentional great bodily harm. The attacker intentionally or knowingly causes more serious injury as defined in Rule 6A-1.0017(8)(g), 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. *Note: This is applicable to battery on an SBBC employee, sports official, or other specified officials as listed in F.S. §§784.07 and 1006.13(5), battery on a law enforcement officer, firefighter, emergency medical care provider, and others as listed in F.S. §784.07. If the incident involves a Class A or Class B Weapon, said incident shall be documented as weapon related per SESIR guidelines.*

~~A.~~ B. Alternative Probation Contract (APC) is a one-year probationary contract that, if violated, will result in a recommendation for an administrative assignment to a District behavior intervention program. The one-year period begins from the date of the qualifying incident. If the student transfers to another District or Charter school during the term of the APC, the terms of the contract still apply. Refer to the discipline matrix for qualifying incidents.

~~B.~~ C. Arson - Intentionally setting a fire. The intentional damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents.

D. Bullying (which includes cyberbullying) is defined in SB Policy 5900.

E. Burglary is defined as illegal entry into a facility. The unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.

~~C.~~ F. Disruption on Campus – Major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation. Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others~~. Examples of major disruptions include bomb threats, inciting a riot, or initiating a false fire alarm.~~

~~D.~~ G. Immediately - The term "immediately" means without delay.

~~E.~~ H. Injury -

1. Minor Injury: An injury which solely requires immediate first aid.
2. Serious Injury: An injury which requires treatment by professional medical personnel or injury which involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty (18 U.S.C. §1365(h)(3)).

~~F.~~ I. Change in Placement - For a student with a disability, any disciplinary removal for more than ten (10) consecutive school days or for more than ten (10) days cumulatively in a school year.

~~G.~~ J. Criminal Mischief ( Equal or greater than $1,000) - Willfully and maliciously injuring or damaging by any means any real or personal property belonging to another, including, but not limited to, the placement of graffiti thereon or other acts of vandalism thereto.

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

~~I.~~ L. Drug Sale, Attempted Sale, Distribution or Transmittal – The illegal sale or distribution of drugs. The manufacture, cultivation, sale, distribution or transmittal of any drug, leaf marijuana, narcotic, controlled substance, or substance represented to be a drug, narcotic, or controlled substance. This includes drug possession with intent to sell.

~~J.~~ M. Hazing – Pursuant to F.S. §1006.135, any action or situation that endangers the mental or physical health or safety of a student at a school with any grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. Hazing includes, but is not limited to:

1. Pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior such as:
    a. Violating State or Federal law;
    b. Consuming any food, liquor, drug, or other substance; or
    c. Participating in physical activity that could adversely affect the health or safety of the student for the purposes of initiation or admission.
2. Any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

Hazing does not include requiring new team members to attend additional supervised practices.

~~K.~~ N. Mood-Altering Substance - Any substance that is or may be detrimental to the user or to others. Examples of mood-altering substances may include, but are not limited to:

1. Alcohol or alcoholic beverages
2. Marijuana (less than 20 grams)
3. Hallucinogens/chemical intoxication
4. Inhalants
5. Over-the counter medication taken in excess of the manufacturer's recommended dosage limit

**O.** **"**Over the counter (OTC) medications" are medications that may be sold directly to a consumer without a prescription from a physician or licensed healthcare provider.

~~L.~~ P. Other Major - Other Serious Incident/Delinquent Act is defined as any person who commits any serious, harmful incident resulting in the need for law enforcement consultation not already set forth by SESIR guidelines or policy, which occurs on SBBC property, during school events or activities, or on school transportation.

~~M.~~ Q. Petty Offenses or Petty Acts of Misconduct - Acts, which are not a threat to school safety and do not require consultation with law enforcement (F.S. §1006.13(2)(c)). They include, but are not limited to:

1. Willfully disobeys;
2. Openly defies authority of a member of the staff;
3. Uses profane or obscene language;
4. Repeatedly exhibits behavior that interferes with the teacher's ability to communicate effectively; or
5. Incidents as outlined by the Discipline Matrix

R. Grand Theft (Equal to or greater than $750) **-** The unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm. The item(s) value must be $750 or more.

S. **Harassment** is defined in School Board Policy 5900.

T. **Hazing** is defined as any action or situation that endangers the mental or physical health or safety of a student at a school with any grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. Hazing includes, but is not limited to pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

~~N.~~ U. Homicide is defined as the unjustified killing of one human being by another.

~~O.~~ V. Larceny/Petty Theft (Less than $750) - Taking of property from a person, building, or a vehicle. The unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm. The item(s) value must be less than $750.

W. Kidnapping is defined as forcibly, secretly, or by threat, confining, abducting, or imprisoning another person against his or her will and without lawful authority.

~~P.~~ X. Simple Battery - An actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual.

~~Q.~~ Y. Battery on School Board Employee, Sports Official, Law Enforcement Officers, Firefighters, Emergency Medical Care Providers, Public Transit Employees or Agents, or Other Specified Officers (F.S. §§1006.13(5), 784.081, and 784.07) - An actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual.

~~R.~~ Z. Possession - Knowing, intentional, deliberate or inadvertent control of any article, object, substance, asset or property.

~~S.~~U. Robbery – The use of force to take something from another. The taking or attempted taking of money or other property from the person or custody of another money with intent to permanently or temporarily deprive the person or owner of the money or the property under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.

~~T.~~V. Self-defense - If a student is unable to leave the area of a "pending attack" the student may use self-defense. Self-defense is defined as any action that is necessary to protect oneself from serious bodily harm using only the amount of force necessary to get away from the attack and immediately seek help from the nearest adult. Provocation and/or retaliatory actions are NOT considered self-defense and will be considered as mutual participation and subject to appropriate disciplinary actions. Provocation/retaliation is considered:

~~1.~~a. Provoking another student using actions or words (verbal or written), to engage in an altercation and striking back after being struck.

~~2.~~b. Willingly entering the area of a "pending attack" and involving oneself in the confrontation.

~~3.~~c. Continuing to strike or hit after being able to get away.

~~4.~~d. Choosing not to leave the area after being able to get away.

~~5.~~e. Returning to the confrontation after getting away.

~~U.~~W.

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

~~W.~~Y. Sexual Assault - An incident that includes threatened rape, actual fondling, actual indecent liberties, or actual child molestation. Both male and female students can be victims of sexual assault.

~~X.~~Z. Sexual Harassment – Unwelcome contact of a sexual nature, such as sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

Harassing conduct can include verbal or nonverbal actions, including graphic and written statements, and may include statements made through computers, cellphones, and other devices connected to the internet.

AA. Substance Probation Contract (SPC) is a one-year probationary contract that, if violated, will result in a recommendation for an administrative assignment to a District behavior intervention program. The one-year period begins from the date of the qualifying incident. If the student transfers to another District or Charter school during the term of the SPC, the terms of the contract still apply. Refer to the discipline matrix for qualifying incidents.

~~Y.~~ BB. Threat/Intimidation - To instill fear in others. An incident where there was no physical contact between the offender and victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats and verbal threats of physical harm which are made in person, electronically or through any other means.

~~Z.~~ CC. Transmittal - The transfer of an object, thing, electronic message or image, or substance from one person to another. Transmittal does not occur when the person immediately returns the item back to the person who gave it to them or if it is immediately delivered to a teacher or school administrator.

~~AA.~~ DD. Unauthorized Substances/Drugs refers to:

1. substances/drugs deemed illegal under Chapter 893.
2. drugs or controlled substances that constitute a felony under Florida statute.
3. are types of cannabis, including, but not limited to, marijuana and hemp, and derivatives of such, including, but not limited to THC and CBD products.
4. prescription medication not prescribed for the student who is in possession of the medication, or any prescription medication not authorized by SBBC Policy 6305: Administration of Medications/Treatments.

~~BB.~~ EE. Under the Influence - Any student who attends a school or school-sponsored event subsequent to having used or ingested any mood-altering substance or unauthorized substance as defined within this policy.

~~CC.~~ FF. Violent Behavior - The use of physical force that causes damage or injury or violates or abuses another person or property.

~~DD.~~ GG. Very Serious Substantive Threat - A risk outcome as defined by SBBC Policy 4380: Behavioral Threat Assessment (BTA).

HH. Fighting-Major (Mutual Combat) – Mutual combat, mutual altercation. Mutual participation of two or more persons using force or physical violence that results in injury requiring professional medical attention. Lower-level fights, including pushing, shoving, or altercations that stop on verbal command are not required to be reported in SESIR.

~~EE.~~ **II. Fighting-Medium** is defined as mutual participation of two or more persons using force or physical violence (i.e., punching, slapping, kicking, striking, etc.) that may require physical intervention and/or results in injury requiring first aid.

~~FF.~~ JJ. Disruptive Behavior - Behavior that causes confusion or disorder or interrupts, interferes, or impedes normal classroom or school activities.

~~GG.~~ KK. Weapons - For purposes of this policy, weapons are defined in two categories, Class “A” or Class “B.” An object which can be defined as a Class “A” weapon pursuant to this policy shall be conclusively determined to be a Class “A” weapon and further classifications shall not be considered.

1. **Weapons – Class A (Possessing/Displaying/Using/Selling/Transmitting) include, all Weapons and Firearms defined in Chapter 790, Florida Statute. A firearm, instrument, or object that can inflict serious harm on another person or can place a person in reasonable fear of serious harm. This category includes, but is not limited to:**
   a. Firearms – including, but not limited to, hand gun, zip gun, pistol, rifle, shotgun, and starter gun (operable or inoperable, loaded or unloaded), but excluding a BB gun, hard pellet gun, or airsoft gun.
      i. Note that a student who wields or threatens with a BB gun, hard pellet gun, or airsoft gun is considered in possession of a weapon under Rule 6A-1.0017, F.A.C. These incidents shall be handled in accordance with possession of a Class A weapon under this policy and SBBC policy 5090.
   b. Explosive propellants or destructive devices (operable or inoperable), including bombs
   c. Dirks
   d. Metallic/Brass knuckles – includes, but is not limited to, any device or instrument made of metal or other materials, designed to fit around the knuckles/fingers
   e. Billie clubs
   f. Tear gas gun
   g. Electric weapon or device (stun/taser gun)
   h. Slungshot - A slungshot is a striking weapon consisting of weight or other hard object affixed on a flexible handle or strap
   i. Chemical weapon or device with the capacity to hold more than 2 ounces of the chemical
   j. Flare gun
   k. Ice pick
   l. Knives – Any knife that may inflict harm on another person, or could be used to intimidate/threaten another person, including, but not limited to, fixed blade knives, regardless of size, switch blade knives, razor blades, or box cutters, but excluding, blunt-bladed table knives and common pocket knives, defined as a folding knife with a blade of 3 ¾ inches or less. (see Class B weapons/items for other knives).
      i. Note that a student who wields or threatens with a common pocketknife is considered in possession of a weapon under Rule 6A-1.0017, F.A.C. These incidents shall be treated consistent with possession of a Class A weapon under this policy and SBBC policy 5090.
   m. **Note: A student shall be subjected to mandatory expulsion for possession of a Class A Weapon, unless it is determined through the Pre-Expulsion conference that the Class A Weapon was inadvertently possessed upon discovery or awareness, and that the student "immediately" reported or delivered the Class A Weapon to a staff member. Such instances shall require the approval of the Superintendent, or designee.**

2. **Weapons – Class B (Possessing/Displaying/Using/Selling/Transmitting) are restricted from school grounds/property, school-sanctioned activities and transportation. This category includes, but is not limited to:**
   a. Chain – (i.e., household, industrial)
   b. Pipe – a hollow cylinder or tube made of metal, wood, plastic, or similar material
   c. Other pointed instruments or sharp objects, other than school supplies (i.e., pencil, compass)
   d. Nunchakus, Chinese stars
   *e.* Chemical weapon or device such as pepper spray or mace with the capacity to hold two ounces or less of the chemical (Note: If through investigation, a student is found to only possess Mace/Pepper Spray in a container with maximum capacity of 2 ounces or less and it has been verified and determined by a school administrator that the item was possessed only, and not displayed, used, or transmitted, the student shall not be subjected to disciplinary action. **However, if a student displays, uses, sells, or transmits the item, the student shall be subject to discipline for possession/display/use/sale/transmittal of a Class B weapon.**)
   f. Ammunition and any component thereof, including, but not limited to, bullets, shotgun shells, bullet shell casings and magazine clips

g. Slingshot – A slingshot is a hand-held and hand-powered device consisting of a frame with attached rubber strap/straps, used for shooting objects
h. Flammable liquids or combustible materials
i. Projectile Device* - including, but not limited to, BB guns, hard pellet guns, and paint ball guns
**Note: On a 1st offense only, for an elementary level student (Grades K-2), a projectile device shall not be categorized as a Class B weapon/item if the following conditions are met:*
    1. *the projectile device was unloaded; and*
    2. *the student was not in possession of ammunition for the projectile device.*

*If the conditions above are met, for an elementary level student (Grades K-2), then the projectile device shall not be categorized as a Class B weapon/item per this policy.*
j. All other knives** made of any substance not categorized as a Class A weapon.
*Note: At the principal's discretion, a blunt-bladed, round-tipped knife, which is prohibited, shall not be categorized as a Class B weapon on the first offense, if all of the following circumstances are met:*
    1. *the item is used for the consumption of food as an eating utensil; and*
    2. *the item presents no threat to the environment.*

***Note: A plastic eating utensil (manufactured for single use and disposal) shall neither be categorized, nor consequenced, as a weapon/item under this Policy or SBBC Policy 5090: Code of Student Conduct.*
k. Any instrument, tool, object or substance used in a threatening manner toward another Person, which includes laser pens/pointers and other laser devices used in a manner that could potentially harm or injure another individual

l.A student shall be subjected to disciplinary action in accordance with the discipline matrix for possession of a Class B Weapon, unless it is determined through an investigation that the Class B Weapon was unknowingly/inadvertently possessed and upon discovery/awareness, the student "immediately" reported, relinquished, or delivered the Class B Weapon to a staff member without incident. This may apply only to incidents with a behavioral threat assessment outcome that indicates there is no threat or indication of intended harm.

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

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

However, a student may be subject to disciplinary action if simulating a firearm or weapon while playing substantially disrupts student learning, causes bodily harm to another person, or places another person in reasonable fear of bodily harm.

Policy Custodian: Equity, Diversity and School Climate
Former Policy Number: 5006
Policy Status: Active
Authority: F.S. §§120.52(6), 120.54, 120.81(1)(a), 1001.32(2), 1001.41, 1001.42
Laws Implemented: F.S. §§120.52(16), 743.015, 810.09, 1001.31, 1001.32(2), 1001.51, 1001.54, 1002.40, 1003.01, 1003.31, 1003.32, 1006.04, 1006.07, 1006.08, 1006.09, 1006.13.
History: Adopted: 8/2/73; Readopted 9/5/74
Approved As Emergency Rule: #ER78-2: 8/17/78; #ER80-14: 10/6/80; #ER85-86-10: 8/15/85; #E93-94-2: 2/24/94.
Amended**:** 7/29/76, 3/3/77, 9/21/78, 11/20/80, 6/3/82, 9/5/85, 1/17/89, 10/17/89, 10/15/91, 4/20/93, 7/20/93, 3/15/94,7/18/95, 1/20/98, 9/15/98, 4/25/00, 4/18/06, 4/21/09, 6/15/10, 4/19/11, 3/20/12, 5/7/13, 7/23/13, 4/15/14, 5/5/15, 5/3/16, 5/2 /17, 6/11/19, 6/15/2021, 6/14/2022, 6/13/2023, 10/17/2023, 7/23/24

Established 1915
BROWARD
County Public Schools








SCHOOL BOARD POLICY PROJECT

## Policy Review Project: Rule Development Workshop

- **Policy 1920 (formerly 1164)- Public Notifications and Stakeholder Engagement**
- **Policy 1940 (formerly 1100B)- Lobbyists Activities for Economic Gain**
- **Policy 1950 (formerly 6740)- Distribution of Video and Audio Materials**
- **6208- Community Fund Raising**

# INTRODUCTION

POLICY NO. 1000

RULE DEVELOPMENT AND RULEMAKING

**7.** (POLICY) RULE UPDATES- Each rule (policy) must be reviewed and/or revised within five (5) years of the policy's last review to ensure that it continues to be relevant regarding the needs of the District and comply with current requirements of The School Board's governing laws and rules. Additionally, the Superintendent's designee(s) shall conduct a formal review of all District rules in compliance with Section 120.74, Fla. Stat.

Purpose

To orient all School Board members on the proposed policy revisions and capture the Board's feedback for Rulemaking.

2022-2027 STRATEGIC PLAN

**GUARDRAIL: ACCOUNTABILITY**

The Superintendent may not allow the District to operate without an accountability system for policy implementation that includes expectations, evaluations, transparency, and continuous improvement

Request of School Board

Please review the four policies presented in this presentation and provide guidance and direction to the Superintendent for Rulemaking at a subsequent Board meeting.

Financial Impact: There is no financial impact for policy reviews.

# Rationale for all Policy Reviews

Assists with giving Broward County Public Schools Purpose and Direction

Creates Tools that Support Teaching and Learning and Operations

SBBC Policies

Increases Organizational Effectiveness, Accountability, and Compliance

Promote Partnerships in Creating Holistic Networks of Support



COLLEGE READY

CAREER READY

# POLICY REVIEW




## Rulemaking Timeline

**April 8, 2025**
Rule Development Workshop
*(Capture School Board's Input)*

**May 20, 2025**
Advertisement for Rulemaking Published
*(CivicPlus Legal Notice Platform- County-wide)*

**June 17, 2025**
Rulemaking School Board Meeting
*(Final Approval)*

**June 2025**
Communication sent to notify business community of updated language to Lobbyist policy effective July 1

# Policy At A Glance

| Policy Number and Title | Urgency- Impact on district operations | Summary of Revisions |
|---|---|---|
| Policy 1920 (formerly 1164) **Public Notifications and Stakeholder Engagement** | Immediate rule revisions are required to update the district's policy on current engagement methods already established though present-day practice | ***The proposed policy revisions do not introduce any new methods of engagement***, all revisions are to align policy language to the notification and engagement customs currently implemented by the Board/District |

| Page | Section | Proposed Revision | Rationale/Looping feedback |
|---|---|---|---|
| 1 | **Preamble** | Revise | Reaffirm the School Board's commitment to actively collaborate with all stakeholders throughout the Broward County community in nurturing notable relationships, increasing openness, and inspiring effective partnerships |
| 1 | **I. Definitions** | Add | Distinguish the significance of stakeholders and engagement through notifications |
| 1-2 | **II. Methods of Engagement** | Add | Reaffirm the School Board's current methods of engaging the Broward County community. These tools and techniques are presently be utilized by the School Board to direct the Superintendent in capturing valuable insight from key interested parties on educational matters |
| 2 | **III. Standards of Stakeholder Engagement** | Add | Summarize the foundation for notifying the community of a proposed rule and when/how to initiate the requirements for supplemental stakeholder engagement. The language on initiation was transferred from the original policy language. |
| 2-3 | **IV. Presentation of Stakeholder Feedback** | Add | Provide clarity on the expectation and treatment of the feedback notes captured by the community to be considered by the School Board members |

# Policy At A Glance

| Policy Number and Title | Urgency- Impact on district operations | Summary of Revisions |
|---|---|---|
| 1940 (formerly 1100B) **Lobbyist Activities for Economic Gain** | The review of this policy shall enhance the School Board commitment to conduct business in an ethical, open, and transparent manner. | The proposed revisions simplifies the School Board's requirements for individuals, firms, corporations, or other business entities who engages in lobbying for the economic gain of a principal . |

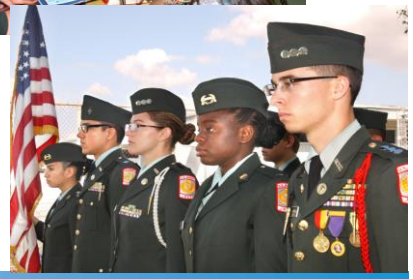
| Page | Section | Proposal | Rationale/Looping feedback |
|---|---|---|---|
| Page 1 | **Definitions** | Revised | Simplify and make clear the description of a 'principal' |
| Page 2 | **Definitions** | Revised | Add the Office of the General Counsel to the communication from lobbyists |
| Pages 3 | **Rule. B** | Add | Add section governing the filing fee for registered lobbyists. |





- A registration fee shall be collected from all registered lobbyist prior to engaging in any activities.
- This fee shall be openly displayed on the District's website.
- Initial fee (*subject to change*) shall be $250.00.
- As of today, there are 36 register lobbyist with the District, that is a potential positive gain of **$9,000 .**
- Request for the funds collected to remain in the Legislative Affairs operational budget to advance student advocacy in the subjects of legislative policies and governmental procedures, such as offsetting the expenses used for the annual Capitol Days student trip to Tallahassee.





# Policies At A Glance

| Policy Number and Title | Urgency- Impact on district operations | Summary of Revisions |
|---|---|---|
| Policy 1950 (formerly 6740) **Distribution of Video and Audio Materials** | This policy, initially adopted in 1974 and readopted in 1991, is outdated and requires revisions for opening an opportunity to enhance operation procedures to standard current-day practice. | • The proposed revisions eliminates language in this policy that is obsolete. The audio-visual recording products in this policy no longer have regular availability in the market.<br>• Continuing to implement guidelines in this policy with the use of video and audio materials will bring the policy aligned with market standards. |

| Policy Number and Title | Urgency- Impact on district operations | Summary of Revisions |
|---|---|---|
| Policy 6208 **Community Fund Raising** **REPEAL** | This policy, initially adopted in 1957 and last amended in 1985, is outdated and currently contradicts the School District's position on fund raising. | • The proposed sunset eliminates language in this policy in its entirety. Patronage efforts for school and district sites are currently addressed in **School Board Policy 1930- Sponsorships- Banners and Signage**. In addition, student solicitation, fund-raising, and student clubs and organizations are already address in **School Board Policy 6206- Money-Raising Activities**. |



# Board Discussion

&

# Guidance

Debra Hixon, Chair
Sarah Leonardi, Vice Chair

Lori Alhadeff
Maura McCarthy Bulman
Brenda Fam, Esq.
Dr. Jeff Holness
Nora Rupert
Rebecca Thompson
Dr. Allen Zeman

Dr. Howard Hepburn
Superintendent of Schools

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

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or email eeo@browardschools.com.

# POLICY NO. 1920

## Public Notifications and Stakeholder Engagement

The School Board of Broward County, Florida (The School Board) is committed to actively engaging all stakeholders throughout the Broward County community in fostering notable relationships, enhancing transparency, and stimulating effective collaborations. Stakeholders contribute invaluable wisdom by serving as subject matter experts in their respective fields and offer insightful recommendations to The School Board on various educational matters. The purpose of this policy is to establish open lines of notification to our stakeholders, set a foundation for capturing stakeholder input, and establishing procedures of The School Board to receive stakeholder feedback and recommendations.

Through this policy, The School Board aims to build upon the public's trust, foster long-term relationships, enhance decision-making abilities, and ensure sustainable development opportunities for Broward County students.

## RULES

### I. Definitions

A. **Stakeholder**: Individuals or groups that can influence or be impacted by the activities, decisions, and policies of the School District and The School Board (parents, students, partners, union groups, advisories and committee groups, business community, employees).

B. **Engagement**: The process of alerting, educating, and collaborating with a stakeholder to obtain insight to be considered by School Board members.

### II. Methods of Engagement

A. **School Board Meetings, Workshops, and Public Hearing**: School Board members shall host official business meetings to advance the official business of the School District. These proceedings are essential in communicating information and engaging the public in general discussions about operational policies and policies focused on students, progressive monitoring, and learning-centered topics. Stakeholders may participate in these sessions pursuant to the procedures outlined in School Board Policy 1020.

B. **Surveys**: The School District shall utilize existing resources for implementing community engagement, increasing attendance at Town Hall Meetings, and electronically enhancing opportunities to obtain valuable insights and feedback from key stakeholders. These surveys enable the School District to quickly implement complex changes with more fully invested stakeholders by implementing software to obtain actionable feedback and insights from the communities in real time. This feedback shall be compiled, assessed, and presented to the School Board

members for review and consideration.

C. **Partnerships** are Long-term or ad hoc collaborations with stakeholders on projects that align with the School District's Student Outcomes Focused Strategic Plan.

D. **Communal Meetings** are public gatherings of stakeholders within a specific area, designed to discuss issues, share information, and collaborate on solutions that impact the School District. These meetings provide a structured environment for participants to voice their opinions, ask questions, and engage in dialogue with local leaders and organizations. Typically, community meetings are open to all, aim to foster inclusivity, and to ensure that diverse perspectives are heard (such as focus groups, discussion groups, town halls, etc.)

## III. Standard of Stakeholder Engagement

A. Matters of general policy shall be expressed through rules or policies, which must be in conformity with the applicable provisions of the Federal and Florida Constitutions, Federal and Florida laws, and the Florida State Board of Education's Rules. Any person regulated by The School Board or having a substantial interest in a School Board rule or policy may file a petition as provided in Section 120.54(7), Fla. Stat.

When a rule development workshop is conducted, a Notice of Rule Development shall be published in accordance with the provisions outlined in School Board Policy 1000- Rule Development and Rulemaking.

B. Designed for use only when a major initiative or new School District-wide program is under consideration, the Superintendent of School, on his or her own, or when directed by The School Board, shall determine which initiatives or programs are sufficient in scope and impact to require supplemental stakeholder engagement. This directive is intended to present the community with auxiliary opportunities to express their perspectives, ask questions, and engage in dialogue with School District staff. The Superintendent, as directed by The School Board, shall provide guidance on a list of relevant stakeholders and direct on the appropriate platforms (i.e. surveys, meetings, etc.) to reaching stakeholders effectively on the major initiative or new School District-wide program.

## IV. Presentation of Stakeholder Feedback

A. Stakeholders shall engage with the School District with the belief that their feedback is ultimately for the review and consideration by the School Board members.

B. When initiating in engagement with stakeholders, the feedback shall be documented by School District staff. These feedback notes shall be reviewed by School District senior leadership and incorporated within the major initiative or new School District-wide program in occasions that both comply with law and meet the needs and goals of the School District.

C. Any feedback that was not incorporated within the major initiative or new School District-wide program shall be presented to the School Board members, along with a brief rationale, for review and final consideration.

Policy Custodian: Chief Communications and Legislative Affairs Officer

Former Policy Number: 1164

Policy Status: Active

Authority: Sections 120.52(6), 120.54, 120.81(1)(a), 1001.41(1) and (2), 1001.43(2), and 1001.42(29), Florida Statutes,

History: Adopted 8/19/97; Amended 4/26/05; 3/06/07

## ~~COMMUNICATION AND PUBLIC ENGAGEMENT~~

~~The School Board shall engage in meaningful, two-way communication about the issues impacting the education community through effective internal and external communications with key school board stakeholder groups, i.e., parent, students, partners and employees, etc.~~

~~Together, the school district leadership and staff will work with members of the community to anticipate and prioritize issues likely to impact the mission of an organization by building and maintaining a dialogue with others affected by issues important to the organization.~~

~~This process will be demonstrated through the ongoing integration of communication efforts among schools and departments, in the development and introduction of new initiatives and programs, and the handling of communication during a crisis.~~

~~Authority: FS 1001.41~~
~~Policy Adopted: 8/19/97; 4/26/05; 3/06/07~~

### ~~RULES~~

#### ~~1. COMMUNICATION & PUBLIC ENGAGEMENT STANDARDS~~

~~a. Effective communication and public engagement within and from the school system requires:~~

~~(1) An organized, systematic integrated process, which is timely and accurate, for ongoing communicating, delivery of information about new initiatives, and for the handling of crisis information at the school and/or district level, and ongoing programs within each unit of the District. The process shall define the audience, identify methods of dissemination, include a process for feedback, and have a defined follow through procedure,~~

~~(2) Use of all available communications channels to enhance communication and public engagement,~~

~~(3) strategies for communicating with special populations; i.e., individuals with disabilities in accordance with the Americans With Disabilities Act, speakers of other languages, etc.;~~

~~(4) an organized, systematic way for identifying participants in communication and public engagement activities (i.e., focus groups, discussion groups, town meetings, etc.) to ensure a wide and diverse sample of the population;~~

(5) a systematic evaluation method for assessing the impact of specific communication efforts.

**2. PUBLIC ENGAGEMENT LOOP**

The Public Engagement Loop has been designed for use only when a major initiative or new district-wide program is under consideration. The Superintendent, on his or her own, or when directed by the Board, shall determine which initiatives or programs are sufficient in scope and impact to require implementation of the Public Engagement Loop. This process shall take approximately 60 days to complete, starting with the District Advisory Council (DAC) meeting where staff begins the looping process.

a. Staff shall:

- email information to School Board Members,
- summarize information to be looped with appropriate back up material, contact information and a specific set of questions for input by customer groups. This will be in a standardized format for all customer groups;
- email materials to principals (include a script as needed) to be placed on the next SAC and SAF agenda and published in school newsletter (if time allows); and place on school website, DAC website, and /or District website, as appropriate; follow-up discussions and principal input will occur at the next principals' meeting;
- prepare a BECON video to share key information when appropriate;
- share materials with Sr. Management and School Board at a retreat or workshop, where appropriate, for further action;
- mail information to DAC Chair and Secretary, PTA/PTO Chair and Secretary, and ESE/ESOL and Gifted Chairs and Secretaries;
- attend DAC meeting to share information and answer questions;
- post key information and input survey (with translations) on the District website;
- attend Area Advisory Meetings, as requested;
- attend DAC Meeting to receive feedback, answer questions or provide further clarification as needed;
- include feedback gathered through looping in the decision-making process as issues are brought forward; and include all feedback collected in materials provided the School Board.

b. DAC will:

- sequence DAC, Area and school site meetings to allow for appropriate looping;
- forward information to each Area Chair;
- Area Chairs will forward to School Advisory Chairs and Principals.
- Each School Advisory Chair will have access to a computer and a mailbox at the school to retrieve information.
- School Advisory Chair collaborates with principal to put item on the next agenda.
- post notice on DAC website with link to SBBC website;
- collect feedback from SAC and SAF meetings via the Area Advisory Chairs;
- synthesize and prepare feedback for final discussion at the next scheduled DAC Meeting; and
- share feedback and/or position with the Board through Board Reports process.

3. **COMMUNICATION PROCESS** (excluding Crisis Communication)

(1) When the School Board/Superintendent determine there is a major initiative or new district-wide program or emerging issue that requires communication with various communities, the issue will be referred to the Communications Committee to determine:

- What should be communicated (message),
- To whom (audience), and
- What communication vehicles should be used (strategies and tactics).

(2) After a specific course of action is recommended, school board members will be apprised. Key stakeholder group(s) affected/impacted by the issue will be included in outreach efforts. At the

~~conclusion of the process, the effectiveness of the outreach/communication will be measured based on the achievement of program objectives.~~

~~(3) The Communications Committee will include representation from departments with ongoing communication responsibilities (BECON, Communications and Media Relations, and Community Involvement: Parents, Partners, Volunteers and Mentors), as well as school based representation. District staff with the identified (emerging) issue shall also be part of the committee when its strategic issue is addressed. Responsibility for following through on the committee's recommendations will remain with key department/staff tasked with addressing the issue.~~

~~(4) Should the committee recommend that additional communication steps are needed, staff will summarize information with appropriate back up material, rationale, contact information and a specific set of questions for input by customer groups. This will be in a standardized format for all groups. Information and community feedback will be collected using a variety of methods, including scientifically valid surveys, representative of the community as a whole.~~

~~(5) During times of crisis, the superintendent will follow procedures established by the Safety Department, in consultation with the School Board Chair.~~

**POLICY NO. 1940 ~~(1100B)~~**
**LOBBYIST ACTIVITIES FOR ECONOMIC GAIN**

All persons acting as lobbyists must register with the district annually and disclose the identity of the principal ~~(see rule 2 for definition of principal)~~ whom they represent at the beginning of every communication, when the intent of the communication is to lobby. This includes such communications with the School Board, School Board member(s), Superintendent, School Board committees, School Board administrative assistants, and employees of the Broward County School Board. All lobbyists must comply with the rules set forth in this policy.

~~Authority: F.S. 1001.41 (1) (2)~~
~~Policy Adopted: 5/19/98;~~
~~Amended Policy Approved: 9/15/98; 12/15/09; 3/20/12~~

**~~RULES:~~**

Definitions

1. For purposes of this policy, a lobbyist is defined as any individual, firm, corporation, or other business entity who engages in lobbying for the economic gain of a principal, regardless of whether they are compensated for lobbying or not. The term lobbyist specifically includes the principal, as well as any agent, officer, or employee of a principal regardless of whether or not the employee's normal scope of employment includes lobbying activities.

2. For purposes of this policy, a principal is defined as ~~the individual, firm, corporation, or other business entity which has employed or retained the services of a lobbyist or which stands to benefit from lobbying activities~~ an individual, firm, corporation, or other business entity that has employed or retained the services of a lobbyist or which stands to benefit from the lobbying activities of a lobbyist. In all contexts within this policy other than those dealing with lobbying, the term “principal” shall refer to a school-based administrator.

3. For purposes of this policy, a lobbyist is not ~~considered to be~~:
   - A person representing school allied groups (e.g., PTA, district advisory committee, band booster associations, etc.),
   - A person representing an employee bargaining group (e.g., union~~, meet and confer group~~) when acting on behalf of the

employee bargaining group,

- A public official or employee of a governmental agency acting in his or her official capacity,
- An attorney representing a client in a judicial or formal administrative proceeding conducted pursuant to chapter 120 (or any other formal hearing before an agency, board, commission, or authority of this state), or
- ~~Or a~~Any person in his or her individual capacity for the purpose of self-representation.

4. For purposes of this policy, lobbying means any communication ~~(~~on behalf of a principal~~)~~ with:
   - The School Board,
   - Member~~(s)~~ of the School Board,
   - School Board committees,
   - School Board administrative assistants,
   - Office of General Counsel, or
   - ~~Or e~~Employees of the Broward County School Board,

   f~~F~~or the purpose of influencing any action, non-action, or decision or attempting to obtain the good will of a School Board member or employee of the School District where there would be economic gain to the principal.

5. For purposes of this policy, immediate family means spouse, mother, father, children, or siblings and those immediate family members of the spouse.

**RULES:**

A. Disclosure

1. Lobbyists shall disclose in each instance, and for each principal prior to any lobbying activities, their identity and activities by completing the Lobbyist Statement Form which can be obtained from the Office of the Communications and Legislative Affairs. ~~office of the executive director, public relations & governmental affairs.~~ The Lobbyist Statement Form shall include a statement signed by the principal or principal's authorized representative that the lobbyist is authorized to represent the principal. An updated Lobbyist Statement Form must be filed annually prior to July 1st.

2. Lobbyists must disclose any direct business association with any current School Board member or employee of the School Board or any immediate family of the School Board member or employee of the School Board.

3. Senior-level employees (with a pay grade 30 and above) and School Board members are prohibited from lobbying activities for two years after employment or term of office has been severed.

4. The Office of Communications and Legislative Affairs ~~executive director, public relations & governmental affairs~~ shall keep a current list of persons who have submitted the lobbyist statement form and the principals they represent.

5. In accordance with School Board Policy ~~1007~~1080, Ethics Code for School Board Members, a lobbying contact report form shall be completed and signed by a School Board member for any occasion of lobbying activity that has occurred between the School Board member and an individual lobbyist, or the principal or employer of a lobbyist. These forms are subject to public inspection both in hard copy and also in a searchable manner via the School District's website.

B. Lobbyist Filing Fees

1. There shall be an annual registration fee as specified via the School District's website. The amount of such fee shall be openly displayed on the Legislative Affairs Department's webpage. This fee shall be deposited by the Board Clerk into an account, and expended administrative costs incurred in maintaining these records for availability to the public. There shall be no fee required for filing a notice of withdrawal. The Superintendent may waive or reduce the registration fee upon a finding of financial hardship. Any principal that has been certified by the District as a small and or minority/woman business may register up to two lobbyists for the annual registration fee.

C. Prohibition of L~~l~~obbying

1. A lobbyist ~~(as defined herein)~~ for a proposer is prohibited from having any communications concerning any solicitation for a competitive procurement with any School Board member, the S~~s~~uperintendent ~~of schools~~, any evaluation committee member, or any employee of the School Board (other than those individuals specified within the terms and conditions of the solicitation), after the Procurement & Warehousing Services Department ~~supply management and logistics or facilities and Consstruction management department~~ releases a solicitation to the general public. The "cone of silence" shall go into effect and shall remain in effect from the time of release of the solicitation

until the contract is awarded by the School Board. Further, lobbyists are prohibited from providing campaign contributions to any School Board members for their own campaigns or the campaigns of other candidates for political office during the "cone of silence." In addition to other penalties in this policy, a lobbyist who violates any of these provisions shall cause the principal's proposal to be considered not responsive and therefore be ineligible for award. Further, the Board may declare void a contract entered into by the School Board where a School Board employee or School Board member has been lobbied by the successful vendor, principal or entity in violation of the provisions of this Policy.

D. Investigation of V~~v~~iolations; P~~p~~enalties

1. The Superintendent, or his or her designee, upon receipt of a sworn complaint alleging a violation to the provisions of this policy, shall conduct such investigation as he or she shall deem necessary under the circumstances. In the event that a violation is found to have been committed, a recommended penalty shall be made to the Board. The Board may warn, reprimand, suspend, or prohibit the violator from appearing on behalf of any principal before the Board or any decision-making body under the jurisdiction of the Board for a period of time not to exceed two (2) years. The Board will impose more severe penalties to individuals previously found in violation of this policy. No penalty shall be imposed unless the lobbyist allegedly in violation has been afforded reasonable notice and an opportunity to be heard. The intentional failure or refusal of any lobbyist to comply with any order of the board suspending or prohibiting the lobbyist from lobbying shall be subject to such civil remedies as the board may pursue, including injunctive relief.

Policy Custodian: Communication & Legislative Affairs
Former Policy #: 1100B
Policy Status: Active
Authority: F.S. 1001.41 (1) (2)
~~Rules Adopted: 5/19/98;~~
History: Adopted 5/19/98; Amended ~~Rules Approved~~: 9/15/98; 12/15/09; 3/20/12

# POLICY 1950

## DISTRIBUTION OF ~~VIDEO TAPES AND FILMS~~ VIDEO AND AUDIO MATERIALS

IN ORDER TO PROTECT AND PROMOTE THE FINANCIAL INTERESTS OF THE BROWARD COUNTY PUBLIC SCHOOL SYSTEM AND THE PUBLIC, A LIST OF CHARGES AND A FORMAT FOR CONTRACTS SHALL BE DEVELOPED AND MAINTAINED FOR ALL VIDEO AND AUDIO MATERIALS ~~VIDEO TAPES AND FILMS~~ PRODUCED BY THE BROWARD EDUCATION COMMUNICATIONS NETWORK (BECON-TV) ~~BROWARD COUNTY INSTRUCTIONAL TELEVISION CENTER~~ AND REQUESTED BY OUTSIDE AGENCIES.

VIDEO AND AUDIO MATERIALS ~~TAPES~~ LEASED FROM BECON-TV ~~THE BROWARD COUNTY INSTRUCTIONAL TELEVISION CENTER~~ MUST BE COVERED BY CONTRACTUAL AGREEMENTS WHICH INCLUDE BOTH CHARGES AND THE PROVISIONS UNDER WHICH MATERIAL REQUIRING COPYRIGHT OR TELEVISION CLEARANCE MAY BE USED.

~~AUTHORITY: F.S. 230.22 (1) (2)~~
~~POLICY ADOPTED: 10/8/70; 9/5/74~~ ~~POLICY READOPTED: 7/23/91~~

### RULES

I. Established charges shall be based on the length, complexity, clearance requirements, and estimated cost of developing, reproducing and handling each individual video ~~tape~~ or audio file, as well as the size of the participating school program and frequency of showing. Charges shall be reviewed and updated as required.

II. Each contract shall stipulate the conditions under which the lessee may use the leased programs whether used in whole or in part.

III. Responsibility for the preparation and submission to the Board of any contract for leasing and accounting of materials shall rest with the ~~Director of Instructional Television~~ Executive Director of BECON-TV or designated representative. Contracts shall be reviewed and updated annually by the Board Attorney.

IV. Records shall be maintained for auditing purposes. These records shall include letters of request and reply, signed copies of contractual agreements and all dates involved, e.g., orders forwarded, usage, return, etc.

V. Checks must be made payable to the Board and deposited in the General School Fund in accordance with Standard Practice Bulletins issued by the Superintendent (designee).

VI. Every copy of video ~~tape or film~~ or audio file material leased by ~~the Instructional Television Center~~ BECON-TV must bear a copyright notice.

VII. ~~The Instructional Television Center~~ BECON-TV shall make clear through letter and contract to the leases, group or individual, that rental and distribution of video ~~tape~~ and audio material ~~film~~ shall not include the right to copy without special permission and/or legal arrangements.

POLICY CUSTODIAN: COMMUNICATIONS AND LEGISLATIVE AFFAIRS

POLICY STATUS: ACTIVE

AUTHORITY: F.S. 230.22 (1) (2)

HISTORY RULES ADOPTED: 10/8/70; RULES READOPTED: 9/5/74 AMENDED RULES

APPROVED: 7/23/91

## COMMUNITY FUND-RAISING DRIVES

MONEY-RAISING DRIVES, REQUESTED BY OUTSIDE AGENCIES, SUCH AS MARCH OF DIMES, RED CROSS, TUBERCULOSIS OR UNITED WAY, SHALL NOT BE CONDUCTED BY OR AMONG BROWARD COUNTY PUBLIC SCHOOL SYSTEM STUDENTS AS MEMBERS OF THE BROWARD COUNTY PUBLIC SCHOOL SYSTEM.

AUTHORITY: F.S.
230.22 (1) (2) POLICY
ADOPTED: 6/20/57
REVISED: 8/11/60; 9/22/60; 8/10/61; 9/13/62
(9/5/74 (FORMERLY POLICY #124) AMENDED POLICY APPROVED: 4/4/85

## RULES

1. Money-raising drives initiated from outside the school system by any organization shall be prohibited.

2. Student groups desiring to sponsor activities which will benefit organizations or individuals outside the School System must adhere to Policy #6206.

AUTHORITY: F.S. 230.22 (1) (2) RULES ADOPTED: 4/4/85

Established 1915
BROWARD
County Public Schools








SCHOOL BOARD POLICY PROJECT

# Policy 1480 Updates

# Student Records:

# Confidentiality and Family Educational Rights

## Rule Development Workshop

**RISK MANAGEMENT DEPARTMENT**
**APRIL 8, 2025**

# INTRODUCTION

POLICY 1480

Student Records: Confidentiality and Family Educational Rights

Includes approval of a procedure incorporated by reference:

Procedure for Review and Approval of Online Educational Services that Require Personally Identifiable Information (PII) of Students

PURPOSE

To update the policy to reflect current federal and state law.

2022-2027 STRATEGIC PLAN

**GUARDRAIL: ACCOUNTABILITY**

REQUEST OF SCHOOL BOARD

Review and approve the policy updates presented in this presentation, which include a procedure incorporated by reference that also requires Board approval.

Financial Impact: There is no financial impact for policy reviews.

# Policy 1480 – Student Records: Confidentiality and Family Educational Rights

*At-A-Glance*

## Overview

The federal Family Educational Rights and Privacy Act (FERPA) and Florida statutes and administrative code protect the confidentiality of education records. Revisions to the policy are needed to further align the policy with federal and state law.

- Revise definition of Personally Identifiable Information (PII) to align with Florida Administrative Code 6A-1.0955
- Add new section regarding letters of recommendation for students, pursuant to Florida Statute 1002.22(2)(b), and Florida Administrative Code 6A-1.0955(8)(c)
- Add new section, in compliance with Florida Statute 1006.1494 and Florida Administrative Code 6A-1.09550(3)
  - New procedure incorporated by reference, *Review and Approval of Online Educational Services that Require Personally Identifiable Information (PII) of Students,* requires Board approval
- Add clarification re: "health or safety emergency" to align with language in FERPA 34 CFR 99.31
- Minor revisions to parents' rights section; capitalize names of pertinent laws; separate out references to HIPAA and Public Records Law into their own subsection

# Policy 1480 – Student Records: Confidentiality and Family Educational Rights

| Page | Section | Proposed Revision | Rationale/Looping feedback |
|---|---|---|---|
| Page 1 | Overview (prior to introduction) | Add | Statement of purpose (last sentence in the overview). |
| Pages 1-2 | Introduction<br>I. (A, B, C, D) | Revise | Minor revisions to parents' rights section; capitalize names of pertinent laws; separate out references to HIPAA and Public Records Law into their own subsection (D). |
| Page 2 | Definition of Education Records<br>II. (A) | Add | Two types of education records that are frequently used and disclosed. |
| Pages 3-4 | Definition of Personally Identifiable Information (PII)<br>II. (D) | Revise | Entire definition of PII to align with Florida Administrative Code 6A-1.0955, **Education Records**. |
| Page 4 | Definition of School Official<br>II. (E) | Revise | Change from "Caution" to "Note" regarding roles that are not considered "school officials." |

# Policy 1480 – Student Records: Confidentiality and Family Educational Rights

| Page | Section | Proposed Revision | Rationale/Looping feedback |
|---|---|---|---|
| Page 4 | Definition of Legitimate Educational Interest II. (F) | Revise | Delete language ("in order"). |
| Page 4 | Definition of Directory Information II. (H) | Revise | Replace former number of **Code of Student Conduct** Policy (5.8) with the new number (5090). |
| Pages 4, 5, 6 | Review of Education Records IV. | Revise | Replace former Florida Administrative Code (6A-1.0955) section numbers with new numbers. |
| Page 6-7 | Waiver of Right of Access to Letters of Recommendation (VII) | Add | Add a new section to the policy, pursuant to Florida Administrative Code 6A-1.0955(8)(c), **Education Records**, allowing students and parents to waive their access to letters of recommendation on their behalf. Consulted with School Counseling Department. |

# Policy 1480 – Student Records: Confidentiality and Family Educational Rights

| Page | Section | Proposed Revision | Rationale/Looping feedback |
|---|---|---|---|
| Page 7 | Amending Education Records V. (A) | Revise | Replace former Florida Administrative Code (6A-1.0955) section number with new number. |
| Page 7 | Amending Education Records V.(A)(2) | Add | Include a type of education record based on a substantive decision-making process (grades) that is not subject to the District's process to amend an education record. |
| Pages 8-9 | Student Online Personally Identifiable Information (PII) Protection (VI) | Add | Add a new section to the policy, in compliance with Florida Statute 1006.1494 and Florida Administrative Code 6A-1.09550(3), both titled **Student Online Personal Information Protection.** (See slide 7 for procedure incorporated by reference, **Procedure for Review and Approval of Online Educational Services That Require Personally Identifiable Information (PII) of Students**, and District departments involved.) |
| Page 11 | Disclosure of Education Records VIII(B)(11) | Revise | Add a clarification re: "health or safety emergency" to align with language in FERPA, 34 CFR 99.31. |
| Page 14 | Authority and Rules Implemented | Add | Revised to reflect newly added citations. |

# Procedure for Review and Approval of Online Educational Services that Require Personally Identifiable Information (PII) of Students

## Board Approval Required

- Because the procedure meets the definition of a rule under sec. 120.52(16), both Policy 1480 and this procedure are subject to rule making

## Purpose

- To protect student PII from potential misuse

## Departments Responsible for Implementation

- Information Technology (including but not limited to):
  - ✓ Planning, Implementation, Transition, Adoption and Continuous Improvement (PITAC)
  - ✓ Infrastructure Services
- Office of Academics
- Risk Management
- Office of the General Counsel



# Board Discussion

&

# Guidance

Debra Hixon, Chair
Sarah Leonardi, Vice Chair

Lori Alhadeff
Maura McCarthy Bulman
Brenda Fam, Esq.
Dr. Jeff Holness
Nora Rupert
Rebecca Thompson
Dr. Allen Zeman

Dr. Howard Hepburn
Superintendent of Schools

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

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or email eeo@browardschools.com.

**1480**

# STUDENT RECORDS: CONFIDENTIALITY AND FAMILY EDUCATIONAL RIGHTS

EDUCATION RECORDS, ALSO CALLED STUDENT RECORDS, ARE OFFICIAL AND CONFIDENTIAL DOCUMENTS PROTECTED BY FLORIDA STATUTES 1002.22, 1002.221 AND THE FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA), 20 U.S.C. 1232g. FERPA, ALSO KNOWN AS THE BUCKLEY AMENDMENT, DEFINES EDUCATION RECORDS AS RECORDS THAT SCHOOLS OR EDUCATIONAL AGENCIES MAINTAIN WHICH ARE DIRECTLY RELATED TO A STUDENT (SOME EXCEPTIONS APPLY, SEE SECTION II.B). THE PURPOSE OF THIS POLICY IS TO OUTLINE THE SCHOOL BOARD'S RESPONSIBILITY TO PROTECT THE PRIVACY OF STUDENTS' EDUCATION RECORDS AND STUDENTS' PERSONALLY IDENTIFIABLE INFORMATION (PII).

## I. Introduction

A. FERPA gives parents certain rights regarding their child(ren)'s education records. ~~the right to review and question the accuracy of education records.~~ These rights, in most instances, transfer to the student when the student turns 18 years old. For students aged 18 or over who are adjudged incompetent or unable to make certain decisions, the provisions of the I~~i~~individuals with D~~d~~isabilities E~~e~~ducation A~~a~~ct (I~~.~~D~~.~~E~~.~~A) shall be compiled with as set forth in Policy 6000.4, Exceptional Student Education Policies & Procedures.

B. The primary rights granted to parents or eligible students under FERPA are:

1. The right to inspect and review education records;

2. The right to seek to amend education records that are inaccurate, misleading, or in violation of the student's privacy rights; ~~and~~

3. The right to have limited control over the disclosure of information from education records.

C. Other board policies that address student information:

1. ~~Policy 8540,~~ Student Records: Transfer, Retention a~~A~~nd Disposal, defines the process for transferring, retaining and disposing of education records.

2. Policy 4019, Protected Health Information, addresses individually identifiable health information covered by the Hhealth Iinsurance Pportability and Aaccountability Aact (HIPAA).

D. Other confidentiality considerations:

1. Education records, including health records, are protected by FERPA and may be exempt from meeting the requirements of the Hhealth Iinsurance Pportability and Aaccountability Aact (HIPAA) (see Section III.(A)(3)).

2. Education records are confidential and exempt from the Florida Ppublic Rrecords lLaw (Chapter 119). See § 1002.221, F.S.

## RULES

## II. Definitions

A. **Education records** are records maintained by a school district or by an individual or entity acting for the school district that contain information directly related to a student. Education records include, but are not limited to, school health records; a student's social security number; student's identification number, name of student and/or parent/guardian, contact information of student and/or parent guardian, academic work completed; level of achievement records including grades, grade point average (GPA) and standardized achievement test scores; interim reports; enrollment documents; transcripts; academic improvement plans; intervention records; attendance data; evaluation reports that include standardized intelligence, aptitude and psychological test results; interest inventory results; Exceptional Student Education (ESE) files; disciplinary records, including suspension and expulsion records; family biographical background information; parent/teacher conference reports; special program eligibility; teacher or counselor ratings and observations; verified reports of serious or recurrent behavior patterns; Behavioral Threat Assessments (BTAs); records used in expulsion hearings; and any other evidence, knowledge, or information recorded in any medium, including but not limited to, handwriting, typewriting, print, magnetic tapes, film, computer media, video or audio tape, microfilm and microfiche, and digital records. Psychological files (including psychological evaluations created and/or maintained by school district staff); therapy and counseling records (including psychosocial assessments, therapeutic treatment plans, and therapy progress notes created and/or maintained by school district staff); and school (guidance) counseling records are also education records protected under FERPA as well as state laws, including Chapters 490 and 491, F.S.

B. **Records that are not considered education records under FERPA** include:

1. Records, such as personal notes, that are kept in the sole possession of the maker of the record, that are used only as a memory aid and not

accessible or revealed to anyone except a temporary substitute of the maker of the records;

2. Records created and maintained by a school or school district's law enforcement unit for a law enforcement purpose;

3. Employment records of students which relate exclusively to their capacity as employees and are not available for use for any other purpose;

4. Treatment records of eligible students (see definition of eligible student in Section II. G) that are (a) made or maintained by a physician, psychiatrist, psychologist, mental health professional, nurse, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity; (b) made, maintained, or used only in connection with the treatment of a student; and (c) disclosed only to individuals providing the treatment;

5. Records created or received by The School Board of Broward County, Florida (SBBC) after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; ~~and~~

6. Grades on peer-graded papers before they are collected and recorded by a teacher; ~~.~~

7. Emails not maintained in student's permanent file.

C. **Parent** means either or both parents of a student and includes a biological and/or adoptive parent, a guardian, foster parent, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of the parent. This includes parents of a dependent student as defined by the Internal Revenue Code 152 of 1986. Also included: a properly appointed surrogate parent for a student with disabilities. (See Section IV, Review of Education Records, for further clarification.) Schools may presume that both parents have authority to inspect, review and obtain copies of the education records and information about a student unless the school has received evidence that there is a legally binding instrument or court order which revokes that right.

D. **Personally identifiable information (PII)** ~~includes, but is not limited to, a student's name, parents' or other family members' names, street address or email address of the student or student's family, telephone number, personal identifier such as a social security number or student I.D. number, biometric record, student's date of birth, place of birth, mother's maiden name, photographs, a list of personal characteristics or other information that would make the student's identity traceable, and information requested by a person who the school or District reasonably believes knows the identity of the student to whom the education record relates~~ means information that can be used to distinguish or trace a student's identity either directly or indirectly through linkages with other information, as defined in 34 CFR §99.3. PII includes, but is not limited to, direct identifiers (such as a student's or other family member's

name), indirect identifiers (such as a student's date of birth, place of birth, or mother's maiden name), and other personal identifiers (such as a student's social security number or Florida Education Identifier (FLEID) number). PII also includes information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

E. **School official** is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health and medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task that would normally be performed by SBBC personnel (such as an attorney, auditor, medical consultant or therapist); a clerical or paraprofessional staff member assisting another school official in performing his or her professional tasks. ~~**CAUTION**~~**NOTE:** Volunteers (including parents assisting at the school) and students assisting teachers and other staff are not "school officials" and are not permitted to have access to other students' personally identifiable information.

F. **Legitimate educational interest** means a school official's need to review an education record ~~in order~~ to fulfill his or her professional responsibility.

G. **An eligible student** is a student who has reached 18 years of age or is attending an institution of postsecondary education. Eligible students also include married students, emancipated minors or students who have a child regardless of whether or not the student has turned 18 years of age (Chapter 743, F.S.). For students eligible under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §1400 et.al., refer to School Board Policy 6000.4.

H. **Directory information** is personally identifiable information that would not generally be considered harmful or an invasion of privacy if disclosed. FERPA allows nonconsensual disclosure of designated directory information if the parent or eligible student does not opt out of the disclosure of directory information. The types of information SBBC designates as "directory information" – as well as the recipients and purposes of the disclosure – are listed in the FERPA Notice found in Policy ~~5.8~~5090, Code of Student Conduct.

I. **De-identification** means the removal (redaction) of all personally identifiable information from a student's record. The educational institution or other party shall make a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, and taking into account other reasonably available information.

J. **Maintain** means filing, storing, or retaining student records in the student's permanent cumulative record or in the locations designated pursuant to Rule 6A-1.0955(8~~7~~)(e), F.A.C.

K. **Informal hearing** means a meeting scheduled by a designated school official (or designee) during which the student and/or parent has an opportunity to voice his or her concerns and facts, and present evidence in support thereof, prior to the school official making a determination on the issue.

## III. Annual Notification Of Rights

A. The Code of Student Conduct provides the annual notifications to parents and eligible students of their privacy rights, which include the following notices:

1. FERPA Notice;
2. Protection of Pupil Rights Amendment (PPRA) Notice;
3. Health Insurance Portability and Accountability Act (HIPAA Notice); ~~and~~
4. Collection, Use and Disclosure of Social Security Numbers of Students.

B. The Code Book for Student Conduct, including each privacy notice, is available in English, Haitian-Creole, Portuguese, and Spanish at ~~browardschools.com/Page/38107~~browardschools.com/Page/38107. For notices in other languages, an alternative method of notice will be provided.

## IV. Review Of Education Records

A. The principal is responsible for **informing employees of confidentiality requirements** on an annual basis. This may be accomplished by reviewing the FERPA Notice in the Code Book for Student Conduct.

B. Parents or eligible students must notify the school in writing of their request to review education records. Parents/eligible students shall complete and sign the *Parental Request to Access Student Records* form, available at browardschools.com/privacyinformation. This form shall be filed at each school or District location maintaining the requested record for review. Parents who wish to have their child's records reviewed by another person of their choosing must notify the school of the specific request in writing.

C. The school must **comply with the request** from a parent or eligible student to review records **within a reasonable period of time not to exceed 30 calendar days** in accordance with Rule 6A-1.0955(8~~7~~)(b), F.A.C.

D. The school **may not destroy records if a request for access is pending**, even if the school has been notified by the Records Retention Department that the records can be destroyed pursuant to the Florida retention schedules.

E. If the **records contain information on more than one student**, the parent may inspect, review or be informed of only the specific information about his or her child, unless the records are de-identified in compliance with FERPA.

F. When a **parent reviews a record, he/she must be accompanied by an official of the school** who shall be responsible for ascertaining that the student record or file is not altered in any way and that nothing is added to nor taken from the file at the time of the review.

G. Parents must be given access to student records pertaining to their child. Schools **may charge parents a fee for copies** of education records at the rate of 15 cents for a one-sided document or 20 cents for a two-sided document. Schools are required to give parents copies of records, without charge, only if failure to do so would effectively deny access to the parent to inspect and review (e.g., parent is physically or geographically unable to come to the school to review records).

H. A **non-custodial parent** has the same rights to access information and review records as a custodial parent unless there is a court order or legally binding document that specifically revokes these rights.

I. **A stepparent who is present in the home on a day-to-day basis** and meets the definition of "parent" (in Section II.C) has the same rights as a biological and/or adoptive parent. Conversely, a stepparent who is not present on a day-to-day basis in the home of the child has no right to access the child's records.

J. When a student becomes an **eligible student** (see definition in Section II.G), the rights accorded to, and consent required of, parents transfer from the parents to the student. The prior consent of the eligible student would be required to disclose the records. However, prior consent by the eligible student is not required for schools to disclose information from the education record to the parents if the eligible student is a dependent student as defined in section 152 of the Internal Revenue Code of 1986. (In general, "dependent" means a son or daughter or a stepson or stepdaughter for whom the parent provides over half of the child's support for the calendar year.) The school may presume an eligible student is dependent under the Internal Revenue Code of 1986 unless the school has been provided documentation that the student is not a "dependent student."

K. Pursuant to Rule 6A-1.0955(8~~7~~)(e), F.A.C., a listing of the types and locations of education records SBBC maintains and the titles and addresses of the officials responsible for those records (*Education Records – Types & Locations*) is available at browardschools.com/privacyinformation.

## V. Waiver of Right of Access to Letters of Recommendation

A. In accordance with Florida Statute §1002.22(2)(b) and 6A-1.0955(8)(c), F.A.C., the district will allow (but not require) students and their parents to waive their access to completed letters of recommendation written on their behalf. School staff may submit such letters directly to postsecondary institutions, potential employers, scholarship/award programs, and the like. Because such letters are often input electronically into an online portal by the SBBC staff member filling them out, the District is not required to maintain a copy of these letters.

B. In instances where students and their parents do not waive their rights to access the completed letters of recommendation, the school or District staff member must maintain the letter, as an education record, for a time frame in accordance with the District's record retention rules.

## VI. Amending Education Records

A. Each school principal shall ensure the information maintained as part of a student's record is accurate (Rule 6A-1.0955(8~~7~~)(l), F.A.C.). The procedures for amending a student's education records are:

1. The parent or eligible student must identify, in writing to the principal the portion of the record believed to be inaccurate, misleading, or a violation of the privacy rights of the student;

2. The principal must decide within a reasonable period of time whether or not to amend the record as requested (principals need to confer with appropriate District officials prior to amending any records that may be required for audit and/or ESE documentation). **NOTE:** Substantive decision-making processes, which include but are not limited to Behavioral Threat Assessments, grades, and student discipline, are not subject to the amendment process;

3. If the principal decides to amend the record, the principal must make certain that the agreed upon changes are made to copies of the student's record that may be held outside of the cumulative file (e.g., Psychological Services file);

4. If the principal decides not to amend, the principal must inform the parents in writing of the decision and their right to an informal hearing;

5. If an informal hearing is held, it shall include the following:

   a. The informal hearing shall be held within a reasonable period of time after the school has received the request, and the parent of the student or the eligible student shall be given notice of the date, place and time reasonably in advance of the informal hearing.

   b. The informal hearing shall be conducted, and the decision rendered by the designated school official or other impartial third party (who did not participate in the decision at issue and does not have any direct interest

in the outcome). Staff members who have knowledge of the events or records shall be available at the hearing.

c. The parent of the student or the eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.

d. The decision shall be rendered in writing within a reasonable period of time after the conclusion of the informal hearing.

e. The decision shall be based solely upon the evidence presented at the informal hearing and shall include a written summary of the evidence and the reasons for the decision.

6. If the informal hearing decision is not to amend the records, the parents or eligible student have a right to submit a statement of disagreement in the record. The parent's original request to amend the record and any statements submitted will be placed in the student's file. This statement must be maintained with the contested part of the record and disclosed whenever the corresponding part of the student record is released.

7. If, as a result of the informal hearing, it is determined that the record is inaccurate, misleading or a violation of the privacy rights of the student, the school will amend the record and inform the parent or eligible student in writing of the amendment.

## VII. Student Online Personally Identifiable Information (PII) Protection

A. In accordance with F.S. §1006.1494 and Rule 6A-1.09550(3)(a), F.A.C., the School Board is obligated to protect student PII from potential misuse and to protect students from data mining and targeted advertising when using required online educational services.

B. To protect student PII from potential misuse and to protect students from data mining and targeted advertising, The School Board has established a procedure by which there is a review and approval of all online educational services that students and/or parents are required to use as part of a school activity or function to ensure compliance with state and federal privacy laws, including FERPA and its implementing regulations, the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. §§6501-6506, Section 1002.22, F.S., and the Student Online Personal Information Protection Act, Section 1006.1494, F.S. The *Procedure for Review and Approval of Online Educational Services that Require Personally Identifiable Information (PII) of Students* may be accessed at browardschools.com/privacyinformation and is hereby incorporated by reference.

C. The School Board will not use an online educational service that will share or sell students' PII for commercial purposes, including but not limited to targeted advertising, without providing parents a means to either consent or disapprove.

1. This disclosure prohibition does not prevent the purchase, merger, or other type of acquisition of a third-party provider or online educational service by another entity, provided that the successor entity continues to be subject to the provisions of this rule with respect to previously acquired PII.

D. The list of the online educational services that a student or parent is required to use and notice of the PII information that may be collected, how it will be used, when it will be destroyed and the terms of re-disclosure may be found on the Academic Division's website at browardschools.com/approvedsoftware.

## ~~VII.~~VIII. Disclosure Of Education Records

**A. Conditions for Prior Consent**: Except as provided below, a parent or eligible student shall provide a signed and dated written consent before a school may disclose education records to third parties. The consent must:

1. Specify the records that may be disclosed;

2. State the purpose of the disclosure; ~~and~~

3. Identify the party or class of parties to whom the disclosure may be made;~~.~~

4. Parents and eligible students shall utilize the *Authorization for Release and/or Request for Information* form, available at browardschools.com/privacyinformation.

**B. Exceptions (when prior consent is not required):** Pursuant to FERPA, certain student identifiable information may be disclosed without the prior consent of the parent/eligible student under limited conditions, as follows:

1. Disclosures to **school officials** (see definition in Section II.E) who have been determined to have legitimate educational interests, including contractors, consultants, and others who perform functions or services that would otherwise be provided by District employees, who are under direct control of the district, and who are prohibited from redisclosing the personally identifiable information from education records. The District is required to use reasonable efforts – such as the use of passwords – to ensure that school officials access only those records in which they have legitimate educational interests. (34 CFR §99.31(a)(1))

2. Certain authorized disclosures to school officials of other institutions for purposes of student transfer or student enrollment. (34 CFR §99.31(a)(2) and §99.34) purposes of student transfer or student enrollment. (34 CFR §99.31(a)(2) and §99.34)

3. Certain disclosures to authorized federal, state and local officials, including educational authorities, and for audits or evaluations of federal and state supported programs (34 CFR §99.31(a)(3) and §99.35, includes written agreement requirements)

4. Certain authorized disclosures in connection with financial aid, defined as payment of funds conditioned on the student's attendance at an educational institution, in compliance with 34 CFR §99.31(a)(4)

5. Disclosures to State and local officials and authorities who are parties to an interagency agreement in compliance with Chapter 985, Florida Statutes, concerning sharing information with the Juvenile Justice System, in compliance with 34 CFR §99.31(a)(5) and §99.38.

6. Certain authorized disclosures to organizations conducting studies for or on behalf of SBBC. (34 CFR §99.31(a)(6), includes **written agreement** requirements)

7. Disclosures to accrediting organizations to carry out accrediting functions. (34 CFR §99.31(a)(7))

8. Disclosures to parents of a dependent student (Internal Revenue Code, section 152). Schools may presume that a parent of the student has authority to inspect and review education records of a student unless the school has been provided documentation that the student is not a "dependent student." (34 CFR §99.31(a)(8))

9. Disclosures to comply with judicial orders or lawfully issued subpoenas if certain specific requirements set forth in 34 CFR §§99.31(a)(9)(i)&(ii) are met. Parents and eligible students must be given advance notice of SBBC's intent to comply with the order or subpoena in 10 days, so the parent or eligible student may seek protective action. (A template, *Notice of Intent to Comply with Subpoena/Court Order,* is available at browardschools.com/privacyinformation~~https://www.browardschools.com/Page/36133~~.) If the parent files an objection with the court or tribunal within 10 days of mailing of the notice of intent to comply, the student records shall not be produced pending resolution of the objections by the court or tribunal. However, no notice is required if the parent is a party to a child abuse, neglect, or dependency proceeding and the order is issued in that proceeding (for example, a court order appointing a guardian ad

litem) (20 U.S.C. §1232g(b)(2)). Likewise, no notice is required if the subpoena or court order is confidential and prohibits disclosure to parents or eligible students of the existence of and the response to the subpoena.

10. Disclosures made in legal proceedings (court or administrative) where the school district is a party, and the disclosures are made in compliance with 34 CFR §99.31(a)(9)(iii)(A and B).

11. ~~Specified~~ Ddisclosures in connection with a~~n~~ health or safety emergency, i.e. having an articulable and significant threat to the health or safety of students or others, if the disclosure of the information is necessary to protect the health or safety of the student or other individuals, in compliance with 34 CFR §99.31(a)(10) and §99.36.

12. Disclosures of information designated as "directory information" in compliance with 34 CFR §99.31(a)(11) and §99.37.

13. Disclosures are to the eligible student or to the parents of minor students. (34 CFR §99.31(a)(12))

14. Disclosures of redacted information (after removal of all personally identifiable information) provided that the identity cannot be ascertained from other "reasonably available information" (34 CFR §99.31(b)(1). See definition of **de-identification** in Section II.I.)

15. Disclosures of redacted student identifiable information for purposes of educational research when the requirements set forth at 34 CFR §99.31(b)(2) are met.

16. Disclosures are to an agency caseworker or representative of a state or local child welfare agency, or tribal organization, when the agency is legally responsible for the care and protection of the student, pursuant to the Uninterrupted Scholars Act (20 U.S.C. §1232g(b)(1)(L)).

17. Disclosures are to the Secretary of Agriculture or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service for the purposes of conducting program monitoring, evaluations, and performance measurements of State and local educational agencies receiving funding or providing benefits under the Richard B. Russel National School Lunch Act or the Child Nutrition Act. (20 U.S.C. §1232g(b)(1)(K))

18. Disclosures of education records between a high school and local college or postsecondary institution when a student is simultaneously enrolled in both (dual enrollment). (studentprivacy.ed.gov, FAQ section)

## ~~VIII.~~IX. Recordkeeping Requirements Related To Requests And Disclosures

**A. Access log requirement:** A school must maintain a record of each request for access to, and each disclosure of, personally identifiable information from an education record. The log:

1. Must be maintained as long as the record is maintained;

2. Must include the individuals who have requested information from the record;

3. Must include individuals who have received information from the record; and

4. Must include the legitimate interest individuals had in receiving the information.

The *FERPA Disclosure Log* is available at: browardschools.com/privacyinformation.

**B. Exceptions to access log requirement:** This access log requirement does not apply if the request was from, or the disclosure was made to:

1. A parent or eligible student;~~,~~

2. A school official with a legitimate educational interest;~~,~~

3. A party who has written consent from the parent or eligible student;~~,~~

4. A party seeking directory information;

5. An individual with a lawfully issued subpoena or court order prohibiting disclosure to parents or eligible students of the existence of and the response to the subpoena.

## ~~IX.~~X. Redisclosure of Information and Penalty

**A. Requirement to notify receiving parties:** When disclosing information from public school education records in accordance with FERPA, the school must inform the receiving party in writing that the information may not be further disclosed, and the receiving party may use the information only for the purposes for which the disclosure was made. **Exceptions** to the requirement to notify the receiving agency of redisclosure prohibitions include when the:

1. Disclosure is to the parent, eligible student or parents of "dependent students" as defined by the Internal Revenue Code 152 of 1986;

2. Receiving parties or individuals disclose information on behalf of the school district and meets the criteria for disclosure without prior consent and has appropriately recorded the disclosure;

3. Disclosure is in response to a court order or lawfully issued subpoena.

**B. Penalty for improper redisclosure:** Pursuant to 34 CFR §99.67(c), if the Student Privacy Policy Office (SPPO) determines that a third party outside of SBBC improperly redisclosed personally identifiable information from education records in violation of 34 CFR §99.33, SBBC may not allow that third party to access personally identifiable information from education records for at least five years.

## XIIX. Safeguarding Education Records

**A. Responsibility**

The school principal or designee shall be responsible for protecting the privacy and security of all student records maintained in the school. When student records are maintained at non-school locations (i.e., psychological services, records retention, etc.), the Director or designee of each non-school location shall be responsible for the privacy and security of those student records. Records shall be stored and accessed in a manner to prevent unauthorized or unintentional access.

**B. Electronic records**

1. All District employees are required to adhere to Policy 5306 (School and District Technology Usage) and to Information Security Guidelines.

2. Physical security: adequate building security must be provided for the protection of all physical and logical BCPS computer assets and especially sensitive applications and data.

3. System security: Data must be protected by defining specific users or groups to specific system resources. All requests for access by outside agencies or entities must be approved by the Office of the General Counsel, Privacy Officer, or Director of IT Security.

**C. Paper records**

Hard copies of student records (i.e., the CUM folder) shall be stored in a secure area where access is limited to authorized personnel (Principal, Guidance Director, Registrar, Administrator or Designee).

## XXII. Enforcement

Parents and eligible students have the right to file a complaint with the Student Privacy Policy Office (SPPO), U.S. Department of Education, 400 Maryland

Avenue, S.W., Washington, DC 20202, concerning alleged failures by the school district to comply with the requirements of the Family Educational Rights and Privacy Act. Parents and eligible students may also contact SBBC's Privacy Officer at (754) 321-1914 to discuss any concerns.

Policy Custodian: Risk Management

Former Policy Number: 5100.1

Authority: ~~F.S. 1001.41; 1001.42~~Children's Online Privacy Protection Act (COPPA), 15 U.S.C. §§6501-6506;

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g; 34 CFR Part 99 et. seq.

Internal Revenue Code, 26 U.S.C. §152(c)(1)

Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. §1232h; 34 CFR Part 98

Uninterrupted Scholars Act (USA), 20 U.S.C. §1232g(b)(L)

Richard B. Russell National School Lunch Act, 20 U.S.C. §1232g(b)(1)(K)

F.S. §§ 120.52(6), 120.54, 120.81(1)(a), 490, 491, 743, 985, 1000.21(6), 1001.41(1) and (2), 1001.42(28),~~490; 491; 743; 985, 1000.21 (5);~~ 1002.22; 1002.221

Rules Implemented: ~~F.A.C. Rule~~ 6A-1.0955, 6A-1.09550, Florida Administrative Code

History:
Policy Adopted: 11/13/69
Policy Readopted: 9/5/74
Policy Amended: 4/21/77; 10/5/78; 3/14/89; 8/20/96; 1/12/99; 4/20/04; 9/1/15; 9/13/22

# Procedure for Review and Approval of Online Educational Services that Require Personally Identifiable Information (PII) of Students

Pursuant to 6A-1.09550, F.A.C., Student Online Personal Information Protection, section 3 (Review and Approval of Online Educational Services), The School Board of Broward County, Florida (SBBC) will follow these procedures for all online educational services it requires students or parents/guardians to use. These procedures are designed to protect student PII from potential misuse and to protect students from data mining and targeted advertising:

1. The Director of Planning, Implementation, Transition, Adoption, and Continuous Improvement (PITAC) or designee within the Information and Technology Department will review and approve all online educational services, prior to SBBC entering into an agreement with the supplier (provider of the online service). Those departments seeking approval for software for new educational services should submit their requests to pitac@browardschools.com for review.

2. For all online educational services and products that involve disclosures of education records, SBBC will enter into written agreements with the suppliers that include safeguards pertaining to the student PII.

3. SBBC expressly prohibits using any online educational service that will share or sell a student's PII for commercial purposes, including but not limited to targeted advertising, without providing parents a means to either consent or disapprove.

    a. SBBC has an internal review process (for the online educational services it uses) which ensures the protection of all personally identifiable information. The IT Department oversees this process.

    b. The disclosure prohibition herein does not prevent the purchase, merger, or other type of acquisition of a third-party provider or online educational service by another entity, provided that the successor entity continues to be subject to the provisions of this rule with respect to previously acquired PII.

4. Written agreements are reviewed in SBBC's contract review process, which includes review and approval by a designee within IT Security, Risk Management (Privacy Officer), and the Office of General Counsel for compliance with state and federal privacy laws. SBBC's Vendor Safeguarding the Confidentiality of Education Records section in agreements includes a clause that prohibits the supplier from sharing or selling a student's PII for commercial purposes, including but not limited to targeted advertising.

5. Once the agreement is Board approved, the Academics Department will collect the approved agreement, as well as identify which agreements are required for educational use, and provide hyperlinks to the terms of service and privacy policy for all suppliers who need to collect student PII. This applies to all software that students or their parents/guardians are required to use as part of a school activity or function.

DRAFT

6. On a monthly basis, the Information & Technology Department will update the internal list of approved software.

7. On a monthly basis, the Information & Technology Department will post updates to the full list of approved software used throughout SBBC, which is available on the Academic Department's 's website (https://www.browardschools.com/approvedsoftware). In addition, Information & Technology will post updates to the school-specific lists of approved software on each school's website (for example, https://www.browardschools.com/nobhill/software).

   These School Software lists include:
   a. Software Name
   b. Vendor Name
   c. Grade Level
   d. SBBC Agreement
   e. Vendor Terms and Conditions

8. For each required online educational service, parents/guardians and eligible students will be notified of each student's PII will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any, via the SBBC Agreement and Supplier. Terms and Conditions fields within each School Software list entry on the District's Academic Department website and each school's website.

9. For online educational services that students and parents are referred to as part of a school activity or function, but are **not** required to use, SBBC must provide notice to parents and eligible students if such online services have not been reviewed and approved in accordance with this procedure.

10. In the annual FERPA notice in the Policy 5090, *Code of Student Conduct* as well as Policy 1480, *Student Records: Confidentiality and Family Educational Rights*, parents/guardians and eligible students will be notified that they can review School Software lists online on the SBBC's website and each school's website.

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# SCHOOL BOARD POLICY PROJECT

**PRESENTED BY:**

**WANDA PAUL, CHIEF OPERATIONS AND FACILITIES OFFICER**

**SONJA COLEY, TASK ASSIGNED EXECUTIVE DIRECTOR OF CAPITAL PROGRAMS**

**Policy 8000: Approval Of Facilities' Construction Contract Change Order**

**Office of Capital Programs: Process Improvement Recommendation**

**April 08, 2025 - Rule Development Workshop**

Established 1915 BROWARD County Public Schools

A RATED SCHOOL DISTRICT

# INTRODUCTION

**POLICY NO. 8000**

RULE DEVELOPMENT OF RULEMAKING

This item is being presented upon a recommendation by the Board. It will minimize the number of change orders being presented for approval in a Regular School Board Meeting. This proposed policy revision is a process enhancement that will reduce the average processing time for change orders as well as expedite the construction work and associated payments. The proposed policy change maintains visibility for the Board and the public of any projects that have exceeded the 5% cumulative limit or the $500,000 cap.

**PURPOSE**

To orient all School Board members on the proposed policy revisions and capture the Board's feedback for Rulemaking.

**2022-2027 STRATEGIC PLAN**

GUARDRAIL: ACCOUNTABILITY

The Superintendent may not allow the District to operate without an accountability system for policy implementation that includes expectations, evaluations, transparency, and continuous improvement.

**REQUEST OF SCHOOL BOARD**

Please review the policy revisions in this presentation and provide staff with guidance for Rulemaking at a subsequent School Board meeting.

**Financial Impact:**
There is no financial impact for this policy review.

# RATIONALE FOR ALL POLICY REVIEWS








Assists with giving Broward County Public Schools purpose and direction

Creates tools that support teaching, learning, and operations

SBBC Policies

Increases organizational effectiveness, accountability, and compliance

Promotes partnerships in creating holistic networks of support

COLLEGE READY
CAREER READY

# POLICY REVIEW TIMELINE






**February 2025**

Staff is revising the change order policy from 3% to 5% approval to allow for greater flexibility and efficiency in managing project adjustments

**April 8, 2025**

Rule Development Workshop

**April 2025**

Finalize proposed policy language incorporating the Board's feedback

**May 13, 2025**

Rulemaking School Board Meeting

# Policy 8000: Approval of Facilities' Construction Contract Change Order

*At-a-glance*

| RATIONALE | SIGNIFICANT POLICY REVISION PROPOSALS |
|---|---|
| **EXTEND APPROVAL POWERS TO INCLUDE THE BCPS DIRECTOR OF CONSTRUCTION**<br>**NOTE:** All change orders up to $5,000 will be approved by the Superintendent based on the recommendation of the District's Program Management Organization or the BCPS Director of Construction.<br>Increase approval powers of the Superintendent on individual change orders | **Rule 1 -** The Superintendent is authorized to approve all change orders up to $5,000, based on the recommendation of the District's Program Management Organization or the BCPS Director of Construction. |
| **NOTE:** All change orders above $5,000 will still be reviewed by the District's Change Order Review Panel (CORP) and a recommendation will be provided to the Chief Operations & Facilities Officer prior to any authorization by the Superintendent. | **Rule 2 -** The Superintendent is authorized to approve change orders above $5,000 and up to $100,000, provided the cumulative total of all change orders for a specific project has not reached the cumulative limits identified in Rule 3 below. All change orders above $5,000 will be reviewed by the District's Change Order Review Panel (CORP) and a recommendation will be provided to the Chief Operations & Facilities Officer prior to any authorization by the Superintendent. |
| **ADJUST CUMULATIVE LIMITS**<br>**NOTE:** When the cumulative total of all change orders on a project has exceeded the ceiling established above, all subsequent change orders will still require prior Board approval, except in emergency cases as declared by the Superintendent, or where the change order in question is less than $5,000. | **Rule 3 -** The Cumulative limit of authority shall be 5 percent of the Board approved construction contract amount, up to a maximum of $500,000. When the cumulative total of all change orders on a project has exceeded the ceiling established, all subsequent change orders will require prior Board approval, except in emergency cases as declared by the Superintendent, or where the change order in question is less than $5,000. |

# Policy 8000: Approval of Facilities Construction Contract Change Orders

*Example Cumulative Limits Chart*

| Original Contract Amount | $2M | $3M | $4M | $5M | $6M | $10M | $16M | $20M | $30M |
|---|---|---|---|---|---|---|---|---|---|
| **Cumulative Limit (5%)** | $100,000 | $150,000 | $200,000 | $250,000 | $300,000 | $500,000 | Above Limit $800,000 | Above Limit $1,000,000 | Above Limit $1,500,000 |
| **New Cumulative Limit** | | | | | | | **$500,000** | **$500,000** | **$500,000** |
| **% of Contract Amount** | | | | **5%** | **5%** | **5%** | **3.125%** | **2.5%** | **1.6%** |

With the proposed policy revisions, the new cumulative limit will max out for original contract amounts of **$10,000,000**.

# ACTIONABLE NEXT STEPS

## Board Recommendations and Q&A



Debra Hixon, Chair
Sarah Leonardi, Vice Chair

Lori Alhadeff
Maura McCarthy Bulman
Brenda Fam, Esq.
Dr. Jeff Holness
Nora Rupert
Rebecca Thompson
Dr. Allen Zeman

Dr. Howard Hepburn
Superintendent of Schools

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

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or email eeo@browardschools.com.

browardschools.com








School Board Workshop, April 8, 2025

# Fiscal Year 2025-26 Budget Workshop

## Prepared by Financial Management

Established 1915
BROWARD
County Public Schools

# FUND BALANCE ANALYSIS

## General Fund & Referendum Combined for Fiscal Year 2024-25

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**
**ADOPTED BUDGET**
**FOR FISCAL YEAR 2024-25**
**GENERAL FUND & REFERENDUM COMBINED**

| ESTIMATED REVENUES: | Amount |
|---|---|
| Federal Sources | $2,423,784 |
| Federal Through State | 11,560,000 |
| State Sources | 1,084,854,261 |
| Local Sources | 1,599,377,268 |
| Other Sources | 167,605,124 |
| *Charter School Pass-Through* | (508,926,248) |
| **TOTAL REVENUES & TRANSFERS** | **$2,356,894,189** |
| | |
| **ESTIMATED EXPENDITURES:** | |
| Salaries | ($1,394,735,297) |
| Benefits | (506,945,762) |
| Purchased Services | (789,438,884) |
| Energy Services | (74,211,764) |
| Materials & Supplies | (58,661,741) |
| Capital Outlay | (30,920,023) |
| Other Expenses | (10,021,454) |
| Transfers Out | (885,512) |
| *Charter School Pass-Through* | 508,926,248 |
| **TOTAL ESTIMATED EXPENDITURES** | **($2,356,894,189)** |
| **FINANCIAL POSITION - SURPLUS/(DEFICIT)** | **$0** |
| **BEGINNING FUND BALANCE** | **$199,050,399** |
| NET REVENUE OVER/(UNDER) EXPENDITURES | 0 |
| **ESTIMATED ENDING FUND BALANCE** | **$199,050,399** |
| **PERCENTAGE OF FUND BALANCE OVER REVENUE** | **8.4%** |

| Projected Year-End Fund Balance Details | Amount | As a % of Revenue and Non-Revenue Sources Less Transfers Out | |
|---|---|---|---|
| Nonspendable Fund Balance | $33,210,705 | 1.4% | |
| Restricted Fund Balance | 16,601,986 | 0.7% | |
| Committed Fund Balance | 54,327,295 | 2.3% | |
| Assigned Fund Balance | 67,055,704 | 2.8% | **4.0%** |
| Unassigned Fund Balance | 27,854,709 | 1.2% | |
| **Estimated Ending Fund Balance** | **$199,050,399** | **8.4%** | |

# FY25 Budget Status as of Month-End February

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**
**ADOPTED BUDGET WITH REVENUE AND EXPENSES THROUGH FEBRUARY 28, 2025**
**FOR FISCAL YEAR 2024-25**
**GENERAL FUND & REFERENDUM COMBINED**

| | | A | B | | C | D | E | F |
|---|---|---|---|---|---|---|---|---|
| | Adopted Budget September 10, 2024 | Budget January 31, 2025 | Revised Budget February 28, 2025 | Notes | Budget Increase/ (Decrease) Over Previous Month | YTD/Actuals Rev/Expenditures February 28, 2025 | YTD/Variance Revised Budget to Actual | Percentage Collected of Revised Budget |
| | | | | | B-A | | B-D | D/C |
| **ESTIMATED REVENUES:** | | | | | | | | |
| Federal Sources | $ 2,423,784 | $ 2,423,784 | $ 2,423,784 | | $ - | $ 1,765,185 | $ 658,599 | 72.8% |
| Federal Through State | 11,560,000 | 11,560,000 | 11,560,000 | | - | 5,814,010 | 5,745,990 | 50.3% |
| State Sources | 1,084,854,261 | 1,084,854,261 | 1,084,854,261 | | - | 730,529,720 | 354,324,541 | 67.3% |
| Local Sources | 1,599,377,268 | 1,599,377,268 | 1,599,377,268 | | - | 1,187,355,132 | 412,022,136 | 74.2% |
| Other Sources | 167,605,124 | 167,605,124 | 167,605,124 | | - | 110,844,148 | 56,760,976 | 66.1% |
| *Charter School Pass-Through* | (508,926,248) | (508,926,248) | (508,926,248) | | - | (354,514,774) | (154,411,474) | 69.7% |
| **TOTAL REVENUES & TRANSFERS** | **$ 2,356,894,189** | **$ 2,356,894,189** | **$ 2,356,894,189** | | **$ -** | **$ 1,681,793,421** | **$ 675,100,768** | **71.4%** |
| **ESTIMATED EXPENDITURES BY OBJECT:** | | | | | | | | |
| Salaries | $ 1,394,735,297 | $ 1,394,735,297 | $ 1,394,735,297 | | $ - | $ 900,498,857 | $ 494,236,440 | 64.6% |
| Benefits | 506,945,762 | 506,945,762 | 506,945,762 | | - | 363,217,606 | 143,728,156 | 71.6% |
| Purchased Services | 789,438,884 | 789,438,884 | 789,438,884 | | - | 567,139,549 | 222,299,335 | 71.8% |
| Energy Services | 74,211,764 | 74,211,764 | 74,211,764 | | - | 42,923,088 | 31,288,676 | 57.8% |
| Materials and Supplies | 58,661,741 | 58,661,741 | 58,661,741 | | - | 26,341,616 | 32,320,125 | 44.9% |
| Capital Outlay | 30,920,023 | 30,920,023 | 30,920,023 | | - | 28,863,096 | 2,056,927 | 93.3% |
| Other Expenses | 10,021,454 | 10,021,454 | 10,021,454 | | - | 26,449,304 | (16,427,850) | 263.9% |
| Transfers Out | 885,512 | 885,512 | 885,512 | | - | 1,688,405 | (802,893) | 190.7% |
| *Charter School Pass-Through* | (508,926,248) | (508,926,248) | (508,926,248) | | - | (354,514,774) | (154,411,474) | 69.7% |
| **TOTAL ESTIMATED EXPENDITURES** | **$ 2,356,894,189** | **$ 2,356,894,189** | **$ 2,356,894,189** | | **$ -** | **$ 1,602,606,747** | **$ 754,287,442** | **68.0%** |
| **FINANCIAL POSITION - SURPLUS/DEFICIT** | - | - | - | | - | 79,186,674 | (79,186,674) | |
| **BEGINNING FUND BALANCE** | **$ 199,050,399** | **$ 199,050,399** | **$ 199,050,399** | | **$ -** | **$ 199,050,399** | | |
| **NET REVENUE OVER/(UNDER) EXPENDITURES** | - | - | - | | - | 79,186,674 | | |
| **ESTIMATED ENDING FUND BALANCE** | **$ 199,050,399** | **$ 199,050,399** | **$ 199,050,399** | | **$ -** | **$ 278,237,073** | | |
| **PERCENTAGE OF FUND BALANCE OVER REVENUE** | **8.4%** | | | | | | | |

# Fund Balance Analysis as of Month-End February

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

**SCHEDULE OF FUND BALANCE UTILIZATION**
**GENERAL FUND & REFERENDUM COMBINED**

**For The Month Ended February 28, 2025**

| | | **February-25** |
|---|---|---|
| **BEGINNING FUND BALANCE** | | $ 199,050,399 |
| **REVENUES, FINANCING, EXPENDITURES AND USES** | | |
| Plus: | | |
| Revenues and other financing sources | 1,681,793,421 | |
| Less: | | |
| Expenditures and other financing uses | 1,602,606,747 | |
| **EXCESS OF REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES** | | 79,186,674 |
| ***FEBRUARY MONTH END FUND BALANCE:*** | | **$ 278,237,073** |

# Fund Balance Comparison as of Month-End February

*---------- Year-to-Date Actual ----------*

| Year-to-Date Actual for the Period Ended February 28, 2025 | |
|---|---|
| Description | Year-to-Date Rev/Expend |
| Revenues Received (Less Beginning Fund Balance) | $1,570,949,273 |
| Less: Expenditures | 1,600,918,341 |
| Excess/(Deficiency) | (29,969,068) |
| Non-Revenue Sources Less Transfers Out | 109,155,743 |
| Net Change in General Fund Balance | 79,186,675 |
| Fund Balance as of 7/1/2024 (Budget Adoption) | 199,050,399 |
| **Actual Fund Balance as of 2/28/2025** | **$278,237,074** |

*---------- Projection ----------*

| Projected Year-End Fund Balance June 30, 2025 | |
|---|---|
| Description | Year-to-Date Rev/Expend |
| Revenues Received (Less Beginning Fund Balance) | $2,189,289,065 |
| Less: Expenditures | 2,356,008,677 |
| Excess/(Deficiency) | (166,719,612) |
| Non-Revenue Sources Less Transfers Out | 166,719,612 |
| Net Change in General Fund Balance | 0 |
| Fund Balance as of 7/1/2024 (Budget Adoption) | 199,050,399 |
| **Projected Year-End Fund Balance, 6/30/2025** | **$199,050,399** |

| Projected Year-End Fund Balance Details | | As a % of Revenue and Non-Revenue Sources Less Transfers Out | |
|---|---|---|---|
| Nonspendable Fund Balance, 6/30/2025 | 33,210,705 | 1.4% | |
| Restricted Fund Balance, 6/30/2025 | 16,601,986 | 0.7% | |
| Committed Fund Balance, 6/30/2025 | 54,327,295 | 2.3% | |
| Assigned Fund Balance, 6/30/2025 | 67,055,704 | 2.8% | **4.0%** |
| Unassigned Fund Balance, 6/30/2025 | 27,854,709 | 1.2% | |
| **Total Ending Fund Balance** | **$199,050,399** | **8.4%** | |

# Actual Revenue & Expense for FY 2024-25
# All Governmental Funds Actual as of February 28, 2025

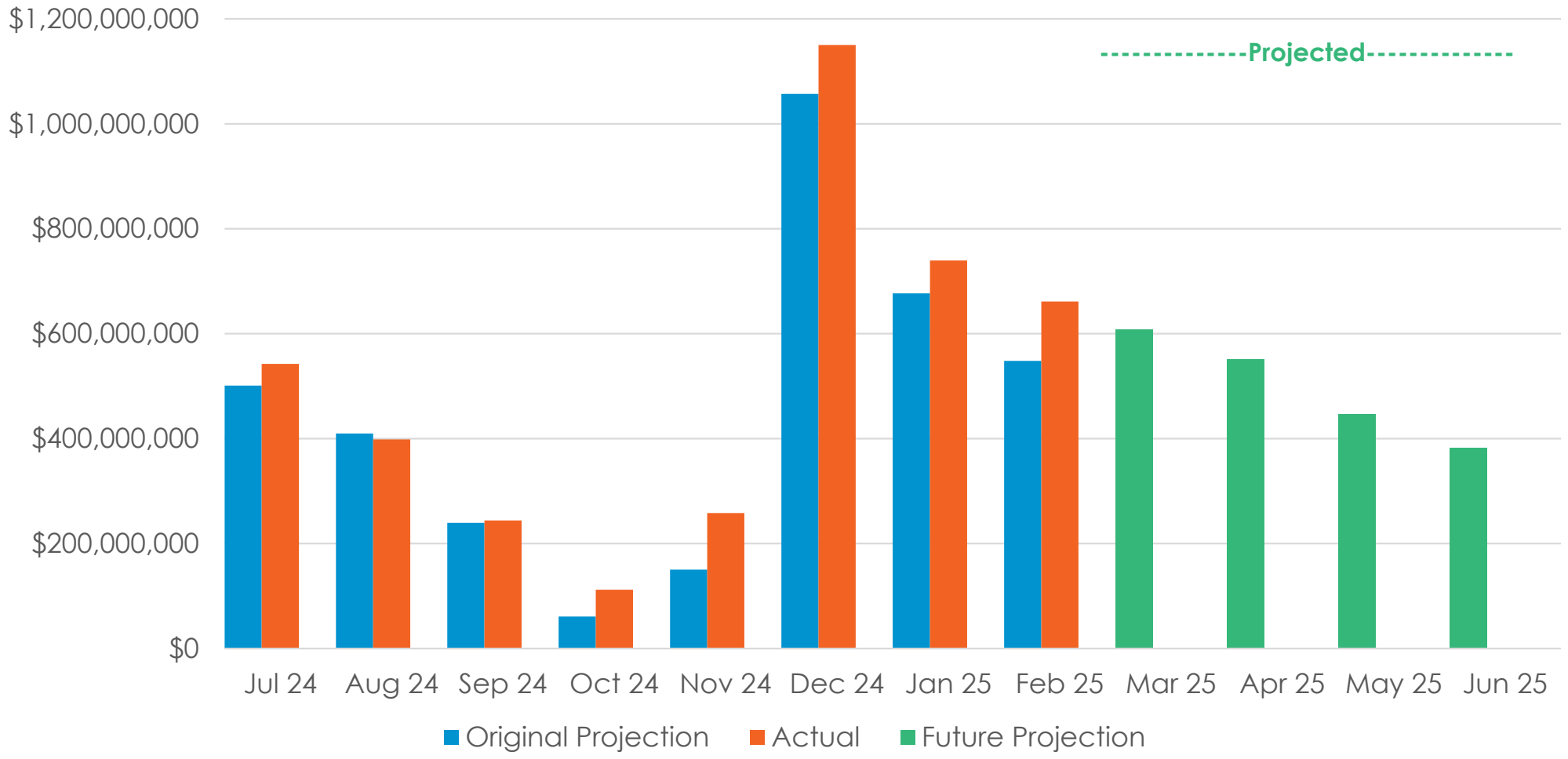
| | A | B | C | D | | E |
|---|---|---|---|---|---|---|
| | General Fund | Special Revenue Food Service and Grants | Debt Service | Capital Projects Funds | | Total District Governmental Funds |
| | | | | | | A+B+C+D |
| **REVENUE:** | | | | | | |
| Federal Sources | 1,765,185 | 26,679,009 | | | | 28,444,194 |
| Federal Through State | 5,814,010 | 332,255,394 | | | | 338,069,404 |
| State Sources | 730,529,720 | 5,646,124 | - | 23,324,024 | | 759,499,868 |
| Local Sources | 1,187,355,132 | 5,409,818 | 45,305,847 | 391,437,175 | | 1,629,507,972 |
| Other Sources | 110,844,148 | 5,954 | 42,615,238 | 7,710,381 | | 161,175,721 |
| Transfers In | | 40,000 | | | | 40,000 |
| Proceeds of financing/sale of assets/loss recovery | | | | | | - |
| *Charter School Pass-Through* | (354,514,774) | (61,992,656) | | (35,737,986) | | (452,245,416) |
| **TOTAL REVENUES & TRANSFERS** | **1,681,793,421** | **308,043,643** | **87,921,085** | **386,733,594** | | **2,464,491,743** |
| **EXPENDITURES BY OBJECT:** | | | | | | |
| Salaries | 900,498,857 | 149,426,485 | | | | 1,049,925,342 |
| Benefits | 363,217,606 | 62,760,244 | | | | 425,977,850 |
| Purchased Services | 567,139,549 | 91,718,579 | | | | 658,858,128 |
| Energy Services | 42,923,088 | 1,417,929 | | | | 44,341,017 |
| Materials and Supplies | 26,341,616 | 48,819,700 | | | | 75,161,316 |
| Capital Outlay | 28,863,096 | 6,467,403 | | 238,302,626 | | 273,633,125 |
| Other Expenses | 26,449,304 | 20,380,216 | | | | 46,829,520 |
| Debt Service | | | 60,243,764 | | | 60,243,764 |
| Transfers Out | 1,688,405 | | | 118,767,796 | | 120,456,201 |
| *Charter School Pass-Through* | (354,514,774) | (61,992,656) | | (35,737,986) | | (452,245,416) |
| **TOTAL ESTIMATED EXPENDITURES** | **1,602,606,747** | **318,997,900** | **60,243,764** | **321,332,436** | | **2,303,180,847** |
| **FINANCIAL POSITION - SURPLUS/DEFICIT** | **79,186,674** | **(10,954,257)** | **27,677,321** | **65,401,158** | | **161,310,896** |
| **BEGINNING FUND BALANCE** | **199,050,399** | **54,542,199** | **42,878,636** | **685,470,272** | | **981,941,506** |
| TAN Loan | - | | | | | - |
| **BEGINNING FUND BALANCE (with TAN)** | 199,050,399 | | | | | 981,941,506 |
| **NET REVENUE OVER/(UNDER) EXPENDITURES** | **79,186,674** | **(10,954,257)** | **27,677,321** | **65,401,158** | | **161,310,896** |
| **ESTIMATED ENDING FUND BALANCE** | **278,237,073** | **43,587,942** | **70,555,957** | **750,871,430** | | **1,143,252,402** |

# Actual & Projected General Fund Cash Flow
# Fiscal Year 2024-25

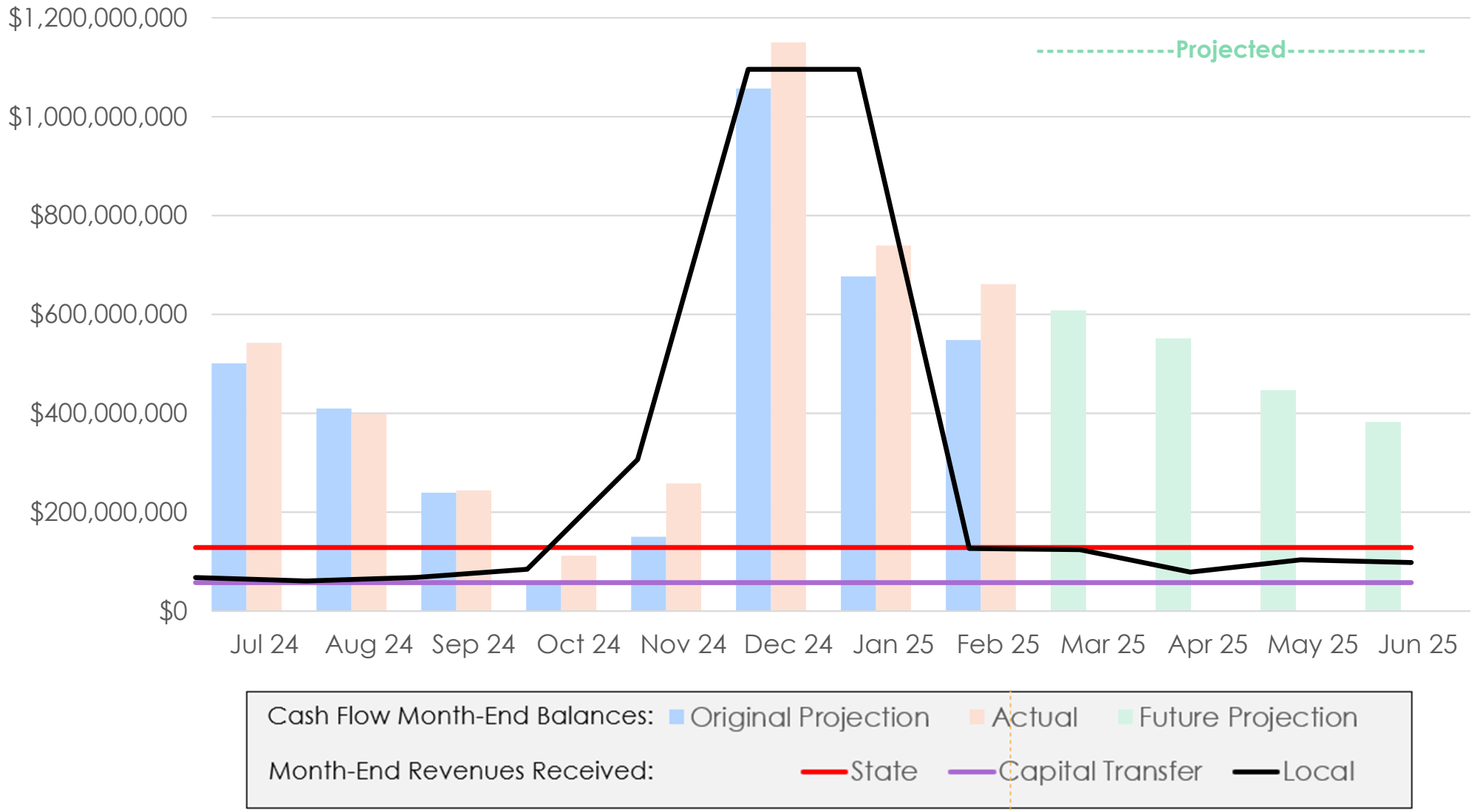
(in thousands of $)

| | [2024/2025] Actual | | | | | | | | | [2025] Projected | | | | Projected |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Jul 24 | Aug 24 | Sep 24 | Oct 24 | NOV 24 (1-15) | NOV 24 (16-30) | Dec 24 | Jan 25 | Feb 25 | Mar 25 | Apr 25 | May 25 | Jun 25 | TOTAL |
| Opening Cash & Investment Balance | 485,244 | 679,631 | 536,049 | 381,557 | 249,360 | 194,009 | 338,967 | 1,287,466 | 876,896 | 798,492 | 744,606 | 688,689 | 583,756 | |
| RECEIPTS: | | | | | | | | | | | | | | |
| Federal | 237 | 19 | 268 | 978 | 66 | 396 | 1,132 | 4,212 | 270 | 1,506 | 382 | 3,336 | 3,143 | 12,884 |
| State Revenues: | | | | | | | | | | | | | | |
| FEFP-State | 60,429 | 60,601 | 60,215 | 60,349 | 30,575 | 30,345 | 60,349 | 60,349 | 60,519 | 82,984 | 68,021 | 67,384 | 53,585 | 713,952 |
| Workforce | 6,969 | 6,969 | 6,969 | 6,969 | 3,485 | 3,485 | 6,969 | 6,969 | 6,969 | 7,273 | 7,273 | 7,273 | 7,644 | 80,370 |
| Other Categorical-State | 20,688 | 20,649 | 20,774 | 43,212 | - | 20,973 | 20,856 | 20,961 | 20,984 | 38,338 | 21,827 | 21,837 | 12,730 | 247,686 |
| All Others-State | 1 | 644 | 8 | 638 | - | 2 | 2 | 645 | 8 | 2 | 462 | 90 | - | 4,929 |
| Total | 88,087 | 88,863 | 87,966 | 111,169 | 34,059 | 54,803 | 88,177 | 88,925 | 88,480 | 128,596 | 97,583 | 96,583 | 73,959 | 1,046,937 |
| Local Revenues: | | | | | | | | | | | | | | |
| Ad Valorem Taxes-Local | - | 133 | 146 | 36 | - | 236,696 | 1,047,940 | 40,380 | 33,119 | 24,507 | 56,826 | 16,381 | 47,292 | 1,475,094 |
| Miscellaneous-Local | 24,027 | 15,681 | 22,812 | 41,121 | 27,019 | 8,207 | 41,504 | 41,528 | 47,610 | 10,260 | 3,064 | 10,659 | 7,723 | 82,899 |
| Interest-Local | 75 | 1,257 | 1,557 | 386 | - | 183 | 1,301 | 3,442 | 2,028 | 768 | 1,591 | 422 | 782 | 7,134 |
| Transfers In | 0 | 23,143 | 11,693 | 11,740 | 13 | 10,020 | 7,738 | 13,923 | 32,574 | 12,426 | 14,414 | 13,703 | 33,522 | 161,965 |
| Total | 24,102 | 40,213 | 36,209 | 53,284 | 27,033 | 255,106 | 1,098,483 | 99,273 | 115,331 | 47,961 | 75,895 | 41,165 | 89,318 | 1,727,092 |
| 2024 Note Proceeds | 270,173 | - | - | - | - | - | - | - | - | - | - | - | - | 270,173 |
| TOTAL RECEIPTS | 382,599 | 129,095 | 124,444 | 165,430 | 61,158 | 310,305 | 1,187,792 | 192,410 | 204,081 | 178,063 | 173,861 | 141,084 | 166,421 | 3,057,087 |
| DISBURSEMENTS: | | | | | | | | | | | | | | |
| Salaries and Benefits | 73,008 | 142,138 | 175,485 | 185,444 | 57,115 | 131,315 | 145,522 | 210,910 | 172,213 | 180,348 | 165,188 | 164,033 | 171,656 | 1,847,124 |
| Vendors | 115,204 | 130,539 | 102,576 | 112,183 | 59,394 | 34,032 | 93,772 | 391,857 | 110,272 | 51,602 | 64,590 | 81,984 | 58,914 | 882,743 |
| Transfers Out | - | - | 875 | - | - | - | - | 212 | - | - | - | - | - | 40 |
| 2024 Note Payment | - | - | - | - | - | - | - | 275,000 | - | - | - | - | - | 275,000 |
| TOTAL DISBURSEMENTS | 188,212 | 272,677 | 278,936 | 297,628 | 116,509 | 165,346 | 239,294 | 602,980 | 282,485 | 231,949 | 229,778 | 246,017 | 230,570 | 3,004,907 |
| EXCESS OF REVENUE OVER/(UNDER) EXPENDITURES | | | | | | | | | | | | | | |
| Ending Cash & Investment Balance | 679,631 | 536,049 | 381,557 | 249,360 | 194,009 | 338,967 | 1,287,466 | 876,896 | 798,492 | 744,606 | 688,689 | 583,756 | 519,607 | |
| Less Working Capital Reserve (5%) | (137,332) | (137,332) | (137,332) | (137,332) | (137,332) | (137,332) | (137,332) | (137,332) | (137,332) | (137,332) | (137,332) | (137,332) | (137,332) | |
| Total Balance | 542,299 | 398,717 | 244,225 | 112,028 | 56,676 | 201,635 | 1,150,133 | 739,564 | 661,160 | 607,274 | 551,356 | 446,423 | 382,275 | |

# FY25 Projected vs Actual Cash Flow Analysis



# FY25 Projected vs Actual Cash Flow Analysis with Revenues Superimposed



# Projected Ending Fund Balance for Fiscal Year-End 2024-25

| | | |
|---|---|---|
| Salaries | $ | 1,394,735,297 |
| Benefits | | 506,945,762 |
| **Total Budget** | | **1,901,681,059** |
| Actual Filled Positions | | (1,580,401,628) |
| **Balance** | | **321,279,431** |
| Supplements-Referendum | | (172,566,490) |
| **Balance** | | **148,712,941** |
| Other Wages | | (118,111,523) |
| **Potential Vacancy Savings** | **$** | **30,601,418** |

# Projected Ending Fund Balance for Fiscal Year-End 2024-25 cont'd

| | | |
|---|---|---|
| Potential Vacancy Savings | $ | 30,000,000 |
| Additional Capital Transfer | | 20,000,000 |
| **Sub-Total** | | 50,000,000 |
| Recurring Salary (Negotiations) | | (46,000,000) |
| **Sub-Total** | | 4,000,000 |
| ESSER III Movement | | 44,819,141 |
| **Sub-Total** | | 48,819,141 |
| FEFP 3rd Calc Reduction | | (1,232,217) |
| **PROJECTED INCREASE IN ENDING FUND BALANCE** | **$** | **47,586,924** |

# Projected Ending Fund Balance for Fiscal Year 2024-25

| THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA<br>ADOPTED BUDGET FOR FISCAL YEAR 2024-25<br>GENERAL FUND & REFERENDUM COMBINED | | | Projected Final Budget for Fiscal Year 2024-25 |
|---|---|---|---|
| **ESTIMATED REVENUES:** | | | |
| Federal Sources | 2,423,784 | - | 2,423,784 |
| Federal Through State | 11,560,000 | - | 11,560,000 |
| State Sources | 1,084,854,261 | (7,247,553) | 1,077,606,708 |
| Local Sources | 1,599,377,268 | - | 1,599,377,268 |
| Other Sources | 167,605,124 | 20,000,000 | 187,605,124 |
| *Removal of Charter School* | (508,926,248) | 6,015,336 | (502,910,912) |
| **TOTAL REVENUES & TRANSFERS** | **2,356,894,189** | **18,767,783** | **2,375,661,972** |
| **ESTIMATED EXPENDITURES** | | | |
| Salaries | (1,394,735,297) | 28,819,141 | (1,365,916,156) |
| Benefits | (506,945,762) | - | (506,945,762) |
| Purchased Services | (789,438,884) | 6,015,336 | (783,423,548) |
| Energy Services | (74,211,764) | - | (74,211,764) |
| Materials and Supplies | (58,661,741) | - | (58,661,741) |
| Capital Outlay | (30,920,023) | - | (30,920,023) |
| Other Expenses | (10,021,454) | - | (10,021,454) |
| Transfers Out | (885,512) | - | (885,512) |
| *Removal of Charter School* | 508,926,248 | (6,015,336) | 502,910,912 |
| **TOTAL ESTIMATED EXPENDITURES** | **(2,356,894,189)** | **28,819,141** | **(2,328,075,048)** |
| **FINANCIAL POSITION - SURPLUS/DEFICIT** | **-** | | **47,586,924** |
| **BEGINNING FUND BALANCE** | **199,050,399** | | **199,050,399** |
| **NET REVENUE OVER/(UNDER) EXPENDITURES** | **-** | | **47,586,924** |
| **ESTIMATED ENDING FUND BALANCE** | **199,050,399** | | **246,637,323** |
| **PERCENTAGE OF FUND BALANCE OVER REVENUE** | **8.4%** | | **10.4%** |

| | |
|---|---|
| Vacancy Savings | 30,000,000 |
| ESSER III Movement | 44,819,141 |
| Recurring Salary (Negotiations) | (46,000,000) |
| **Net Savings** | **28,819,141** |

**PROJECTED ENDING FUND BALANCE ANALYSIS**

| | | | |
|---|---|---|---|
| **Nonspendable** | **33,211,000** | **1.40%** | |
| **Restricted** | **16,602,000** | **0.70%** | |
| **Committed** | **54,327,000** | **2.29%** | |
| **Assigned** | **34,432,000** | **1.45%** | **6.00%** |
| **Unassigned** | **108,065,323** | **4.55%** | |
| | **246,637,323** | | |

# Broward FY2025-26 Forecast
# FLDOE Model 9 After Adjustments

## FY26 - Model 9 - After Adjustments

| Group 1 | Programs | Virtual | Traditional | DJJ Regular | DJJ Summer | Total | Charter | Trad&Chart |
|---|---|---|---|---|---|---|---|---|
| 101 | K-3 Basic Education | 42.91 | 29,731.37 | - | - | 29,774.28 | 11,862.97 | 41,637.25 |
| 102 | 4-8 Basic Education | 93.78 | 43,535.31 | 29.66 | 9.15 | 43,667.90 | 18,615.00 | 62,282.90 |
| 103 | 9-12 Basic Education | 171.64 | 43,250.63 | 54.42 | 21.96 | 43,498.65 | 7,701.27 | 51,199.92 |
| 111 | ESE Basic K-3 | 0.82 | 12,412.75 | - | - | 12,413.57 | 1,228.69 | 13,642.26 |
| 112 | ESE Basic 4-8 | 17.28 | 15,659.53 | 11.42 | 3.58 | 15,691.81 | 3,017.29 | 18,709.10 |
| 113 | ESE Basic 9-12 | 34.43 | 12,621.42 | 22.02 | 8.43 | 12,686.30 | 1,546.36 | 14,232.66 |
| | Total Group 1 | 360.86 | 157,211.01 | 117.52 | 43.12 | 157,732.51 | 43,971.58 | 201,704.09 |
| | | | | | | | | |
| **Group 2** | **Programs** | | | | | | | |
| 130 | ESOL | 1.81 | 19,397.69 | 2.49 | 0.40 | 19,402.39 | 5,566.14 | 24,968.53 |
| 254 | ESE Support Level IV | - | 1,660.73 | 3.86 | 0.59 | 1,665.18 | 2.91 | 1,668.09 |
| 255 | ESE Support Level V | - | 527.60 | 0.96 | - | 528.56 | 0.28 | 528.84 |
| 300 | Vocational | 2.41 | 5,687.80 | 15.74 | 5.24 | 5,711.19 | 374.43 | 6,085.62 |
| | Total Group 2 | 4.22 | 27,273.82 | 23.05 | 6.23 | 27,307.32 | 5,943.76 | 33,251.08 |
| | | | | | | | | |
| **Total** | **All Programs** | **365.08** | **184,484.83** | **140.57** | **49.35** | **185,039.83** | **49,915.34** | **234,955.17** |

# Forecasted Enrollment Declines & Potential Funding Impact for Fiscal Year 2025-26

| District Managed Schools | | | DJJ-Reg | DJJ-Sum | Traditional | Virtual | Grand Total |
|---|---|---|---|---|---|---|---|
| 3rd Calc File 71.354 1/16/25 (3/24 Revised Traditional & FES) | | | 144.18 | 50.52 | 191,530.19 | 372.83 | **192,097.72** |
| FY26 Forecasted Data | | | 140.57 | 49.35 | 184,484.83 | 365.08 | **185,039.83** |
| | | | **(3.61)** | **(1.17)** | **(7,045.36)** | **(7.75)** | **(7,057.89)** |
| 3rd Calc Revenue per FTE | $ | 8,929.40 | | | | | **$ (63,022,747)** |
| **Estimated Funding Gain/Loss** | | | | | | | |
| Estimated Revenue per FTE | | | | | | | |
| **Estimated Funding Gain/Loss** | $ | 9,000.00 | | | | | **$ (63,521,034)** |

***An Approximate 7,000 FTE Enrollment Decline Creates An Approximate $63 Million FEFP Funding Reduction.***

Debra Hixon, Chair
Sarah Leonardi, Vice Chair

Lori Alhadeff
Maura McCarthy Bulman
Brenda Fam, Esq.
Dr. Jeff Holness
Nora Rupert
Rebecca Thompson
Dr. Allen Zeman

Dr. Howard Hepburn
Superintendent of Schools

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

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or email eeo@browardschools.com.

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REVISED






School Board Workshop, April 8, 2025

# Fiscal Year 2025-26 Budget Workshop

## Prepared by Financial Management

Established 1915
BROWARD
County Public Schools

| THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA<br>ADOPTED BUDGET<br>FOR FISCAL YEAR 2024-25<br>GENERAL FUND & REFERENDUM COMBINED | |
|---|---|
| **ESTIMATED REVENUES:** | **Amount** |
| Federal Sources | $2,423,784 |
| Federal Through State | 11,560,000 |
| State Sources | 1,084,854,261 |
| Local Sources | 1,599,377,268 |
| Other Sources | 167,605,124 |
| *Charter School Pass-Through* | (508,926,248) |
| **TOTAL REVENUES & TRANSFERS** | **$2,356,894,189** |
| | |
| **ESTIMATED EXPENDITURES:** | |
| Salaries | ($1,394,735,297) |
| Benefits | (506,945,762) |
| Purchased Services | (789,438,884) |
| Energy Services | (74,211,764) |
| Materials & Supplies | (58,661,741) |
| Capital Outlay | (30,920,023) |
| Other Expenses | (10,021,454) |
| Transfers Out | (885,512) |
| *Charter School Pass-Through* | 508,926,248 |
| **TOTAL ESTIMATED EXPENDITURES** | **($2,356,894,189)** |
| **FINANCIAL POSITION - SURPLUS/(DEFICIT)** | **$0** |
| **BEGINNING FUND BALANCE** | **$199,050,399** |
| NET REVENUE OVER/(UNDER) EXPENDITURES | 0 |
| **ESTIMATED ENDING FUND BALANCE** | **$199,050,399** |
| **PERCENTAGE OF FUND BALANCE OVER REVENUE** | **8.4%** |

# FUND BALANCE ANALYSIS

## General Fund & Referendum Combined for Fiscal Year 2024-25

| Projected Year-End Fund Balance Details | Amount | As a % of Revenue and Non-Revenue Sources Less Transfers Out | |
|---|---|---|---|
| Nonspendable Fund Balance | $33,210,705 | 1.4% | |
| Restricted Fund Balance | 16,601,986 | 0.7% | |
| Committed Fund Balance | 54,327,295 | 2.3% | |
| Assigned Fund Balance | 67,055,704 | 2.8% | **4.0%** |
| Unassigned Fund Balance | 27,854,709 | 1.2% | |
| **Estimated Ending Fund Balance** | **$199,050,399** | **8.4%** | |

# FY25 Budget Status as of Month-End February

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**
**ADOPTED BUDGET WITH REVENUE AND EXPENSES THROUGH FEBRUARY 28, 2025**
**FOR FISCAL YEAR 2024-25**
**GENERAL FUND & REFERENDUM COMBINED**

| | | A | B | | C | D | E | F |
|---|---|---|---|---|---|---|---|---|
| | Adopted Budget September 10, 2024 | Budget January 31, 2025 | Revised Budget February 28, 2025 | Notes | Budget Increase/ (Decrease) Over Previous Month | YTD/Actuals Rev/Expenditures February 28, 2025 | YTD/Variance Revised Budget to Actual | Percentage Collected of Revised Budget |
| | | | | | B-A | | B-D | D/C |
| **ESTIMATED REVENUES:** | | | | | | | | |
| Federal Sources | $ 2,423,784 | $ 2,423,784 | $ 2,423,784 | | $ - | $ 1,765,185 | $ 658,599 | 72.8% |
| Federal Through State | 11,560,000 | 11,560,000 | 11,560,000 | | - | 5,814,010 | 5,745,990 | 50.3% |
| State Sources | 1,084,854,261 | 1,084,854,261 | 1,084,854,261 | | - | 730,529,720 | 354,324,541 | 67.3% |
| Local Sources | 1,599,377,268 | 1,599,377,268 | 1,599,377,268 | | - | 1,187,355,132 | 412,022,136 | 74.2% |
| Other Sources | 167,605,124 | 167,605,124 | 167,605,124 | | - | 110,844,148 | 56,760,976 | 66.1% |
| *Charter School Pass-Through* | (508,926,248) | (508,926,248) | (508,926,248) | | - | (354,514,774) | (154,411,474) | 69.7% |
| **TOTAL REVENUES & TRANSFERS** | **$ 2,356,894,189** | **$ 2,356,894,189** | **$ 2,356,894,189** | | **$ -** | **$ 1,681,793,421** | **$ 675,100,768** | **71.4%** |
| **ESTIMATED EXPENDITURES BY OBJECT:** | | | | | | | | |
| Salaries | $ 1,394,735,297 | $ 1,394,735,297 | $ 1,394,735,297 | | $ - | $ 900,498,857 | $ 494,236,440 | 64.6% |
| Benefits | 506,945,762 | 506,945,762 | 506,945,762 | | - | 363,217,606 | 143,728,156 | 71.6% |
| Purchased Services | 789,438,884 | 789,438,884 | 789,438,884 | | - | 567,139,549 | 222,299,335 | 71.8% |
| Energy Services | 74,211,764 | 74,211,764 | 74,211,764 | | - | 42,923,088 | 31,288,676 | 57.8% |
| Materials and Supplies | 58,661,741 | 58,661,741 | 58,661,741 | | - | 26,341,616 | 32,320,125 | 44.9% |
| Capital Outlay | 30,920,023 | 30,920,023 | 30,920,023 | | - | 28,863,096 | 2,056,927 | 93.3% |
| Other Expenses | 10,021,454 | 10,021,454 | 10,021,454 | | - | 26,449,304 | (16,427,850) | 263.9% |
| Transfers Out | 885,512 | 885,512 | 885,512 | | - | 1,688,405 | (802,893) | 190.7% |
| *Charter School Pass-Through* | (508,926,248) | (508,926,248) | (508,926,248) | | - | (354,514,774) | (154,411,474) | 69.7% |
| **TOTAL ESTIMATED EXPENDITURES** | **$ 2,356,894,189** | **$ 2,356,894,189** | **$ 2,356,894,189** | | **$ -** | **$ 1,602,606,747** | **$ 754,287,442** | **68.0%** |
| **FINANCIAL POSITION - SURPLUS/DEFICIT** | - | - | - | | - | 79,186,674 | (79,186,674) | |
| **BEGINNING FUND BALANCE** | **$ 199,050,399** | **$ 199,050,399** | **$ 199,050,399** | | **$ -** | **$ 199,050,399** | | |
| **NET REVENUE OVER/(UNDER) EXPENDITURES** | - | - | - | | - | 79,186,674 | | |
| **ESTIMATED ENDING FUND BALANCE** | **$ 199,050,399** | **$ 199,050,399** | **$ 199,050,399** | | **$ -** | **$ 278,237,073** | | |
| **PERCENTAGE OF FUND BALANCE OVER REVENUE** | **8.4%** | | | | | | | |

# Fund Balance Analysis as of Month-End February

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

**SCHEDULE OF FUND BALANCE UTILIZATION**
**GENERAL FUND & REFERENDUM COMBINED**

**For The Month Ended February 28, 2025**

| | | **February-25** |
|---|---|---|
| **BEGINNING FUND BALANCE** | | $ 199,050,399 |
| **REVENUES, FINANCING, EXPENDITURES AND USES** | | |
| Plus: | | |
| Revenues and other financing sources | 1,681,793,421 | |
| Less: | | |
| Expenditures and other financing uses | 1,602,606,747 | |
| **EXCESS OF REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES** | | 79,186,674 |
| ***FEBRUARY MONTH END FUND BALANCE:*** | | **$ 278,237,073** |

# Fund Balance Comparison as of Month-End February

*---------- Year-to-Date Actual ----------*

| Year-to-Date Actual for the Period Ended February 28, 2025 | |
|---|---|
| Description | Year-to-Date Rev/Expend |
| Revenues Received (Less Beginning Fund Balance) | $1,570,949,273 |
| Less: Expenditures | 1,600,918,341 |
| Excess/(Deficiency) | (29,969,068) |
| Non-Revenue Sources Less Transfers Out | 109,155,743 |
| Net Change in General Fund Balance | 79,186,675 |
| Fund Balance as of 7/1/2024 (Budget Adoption) | 199,050,399 |
| **Actual Fund Balance as of 2/28/2025** | **$278,237,074** |

*---------- Projection ----------*

| Projected Year-End Fund Balance June 30, 2025 | |
|---|---|
| Description | Year-to-Date Rev/Expend |
| Revenues Received (Less Beginning Fund Balance) | $2,189,289,065 |
| Less: Expenditures | 2,356,008,677 |
| Excess/(Deficiency) | (166,719,612) |
| Non-Revenue Sources Less Transfers Out | 166,719,612 |
| Net Change in General Fund Balance | 0 |
| Fund Balance as of 7/1/2024 (Budget Adoption) | 199,050,399 |
| **Projected Year-End Fund Balance, 6/30/2025** | **$199,050,399** |

| Projected Year-End Fund Balance Details | | As a % of Revenue and Non-Revenue Sources Less Transfers Out | |
|---|---|---|---|
| Nonspendable Fund Balance, 6/30/2025 | 33,210,705 | 1.4% | |
| Restricted Fund Balance, 6/30/2025 | 16,601,986 | 0.7% | |
| Committed Fund Balance, 6/30/2025 | 54,327,295 | 2.3% | |
| Assigned Fund Balance, 6/30/2025 | 67,055,704 | 2.8% | 4.0% |
| Unassigned Fund Balance, 6/30/2025 | 27,854,709 | 1.2% | |
| **Total Ending Fund Balance** | **$199,050,399** | **8.4%** | |

# Actual Revenue & Expense for FY 2024-25
# All Governmental Funds Actual as of February 28, 2025

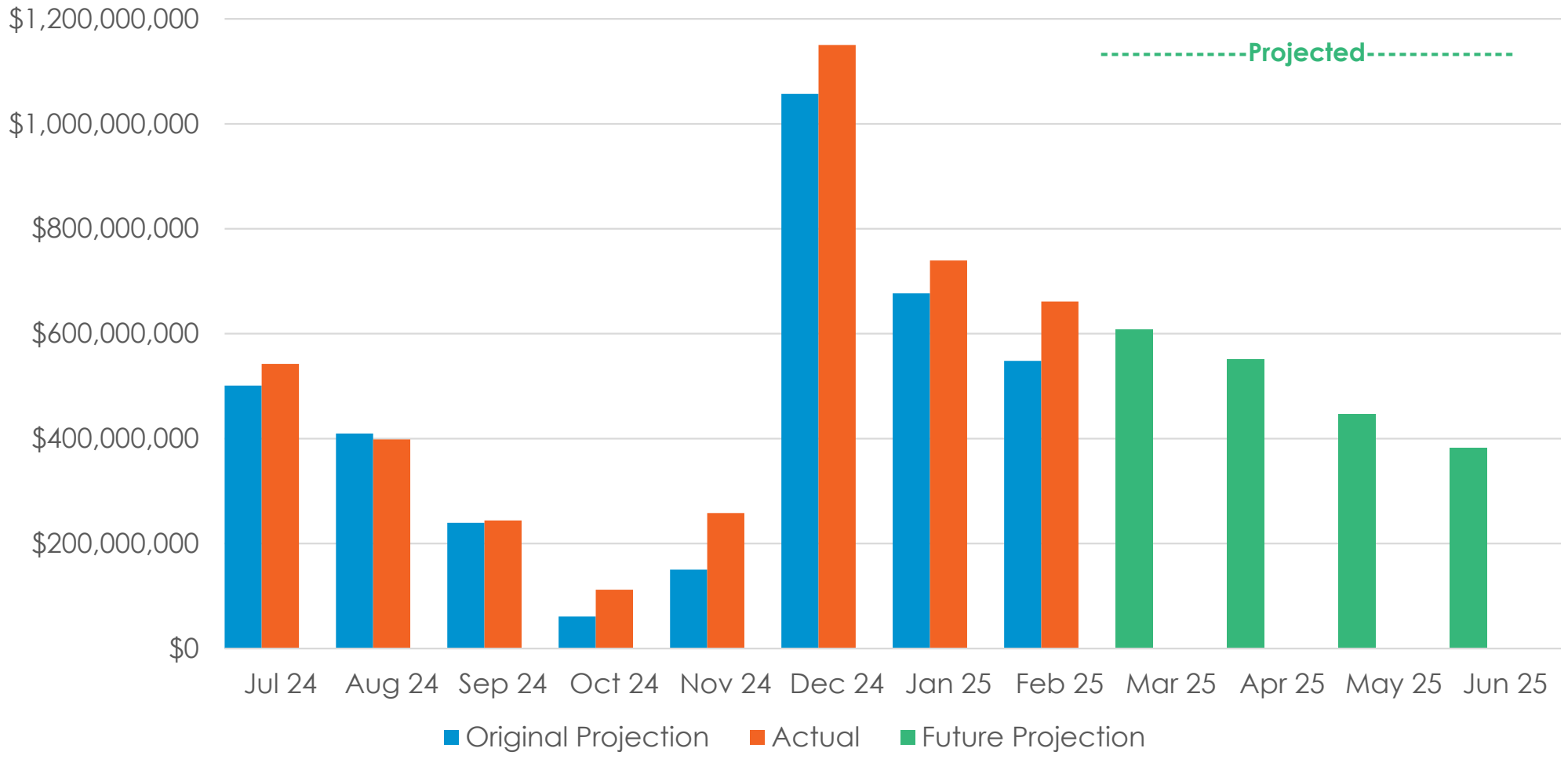
| | A | B | C | D | | E |
|---|---|---|---|---|---|---|
| | General Fund | Special Revenue Food Service and Grants | Debt Service | Capital Projects Funds | | Total District Governmental Funds |
| | | | | | | A+B+C+D |
| **REVENUE:** | | | | | | |
| Federal Sources | 1,765,185 | 26,679,009 | | | | 28,444,194 |
| Federal Through State | 5,814,010 | 332,255,394 | | | | 338,069,404 |
| State Sources | 730,529,720 | 5,646,124 | - | 23,324,024 | | 759,499,868 |
| Local Sources | 1,187,355,132 | 5,409,818 | 45,305,847 | 391,437,175 | | 1,629,507,972 |
| Other Sources | 110,844,148 | 5,954 | 42,615,238 | 7,710,381 | | 161,175,721 |
| Transfers In | | 40,000 | | | | 40,000 |
| Proceeds of financing/sale of assets/loss recovery | | | | | | - |
| *Charter School Pass-Through* | (354,514,774) | (61,992,656) | | (35,737,986) | | (452,245,416) |
| **TOTAL REVENUES & TRANSFERS** | **1,681,793,421** | **308,043,643** | **87,921,085** | **386,733,594** | | **2,464,491,743** |
| **EXPENDITURES BY OBJECT:** | | | | | | |
| Salaries | 900,498,857 | 149,426,485 | | | | 1,049,925,342 |
| Benefits | 363,217,606 | 62,760,244 | | | | 425,977,850 |
| Purchased Services | 567,139,549 | 91,718,579 | | | | 658,858,128 |
| Energy Services | 42,923,088 | 1,417,929 | | | | 44,341,017 |
| Materials and Supplies | 26,341,616 | 48,819,700 | | | | 75,161,316 |
| Capital Outlay | 28,863,096 | 6,467,403 | | 238,302,626 | | 273,633,125 |
| Other Expenses | 26,449,304 | 20,380,216 | | | | 46,829,520 |
| Debt Service | | | 60,243,764 | | | 60,243,764 |
| Transfers Out | 1,688,405 | | | 118,767,796 | | 120,456,201 |
| *Charter School Pass-Through* | (354,514,774) | (61,992,656) | | (35,737,986) | | (452,245,416) |
| **TOTAL ESTIMATED EXPENDITURES** | **1,602,606,747** | **318,997,900** | **60,243,764** | **321,332,436** | | **2,303,180,847** |
| **FINANCIAL POSITION - SURPLUS/DEFICIT** | **79,186,674** | **(10,954,257)** | **27,677,321** | **65,401,158** | | **161,310,896** |
| **BEGINNING FUND BALANCE** | **199,050,399** | **54,542,199** | **42,878,636** | **685,470,272** | | **981,941,506** |
| TAN Loan | - | | | | | - |
| **BEGINNING FUND BALANCE (with TAN)** | 199,050,399 | | | | | 981,941,506 |
| **NET REVENUE OVER/(UNDER) EXPENDITURES** | **79,186,674** | **(10,954,257)** | **27,677,321** | **65,401,158** | | **161,310,896** |
| **ESTIMATED ENDING FUND BALANCE** | **278,237,073** | **43,587,942** | **70,555,957** | **750,871,430** | | **1,143,252,402** |

# Actual & Projected General Fund Cash Flow
# Fiscal Year 2024-25

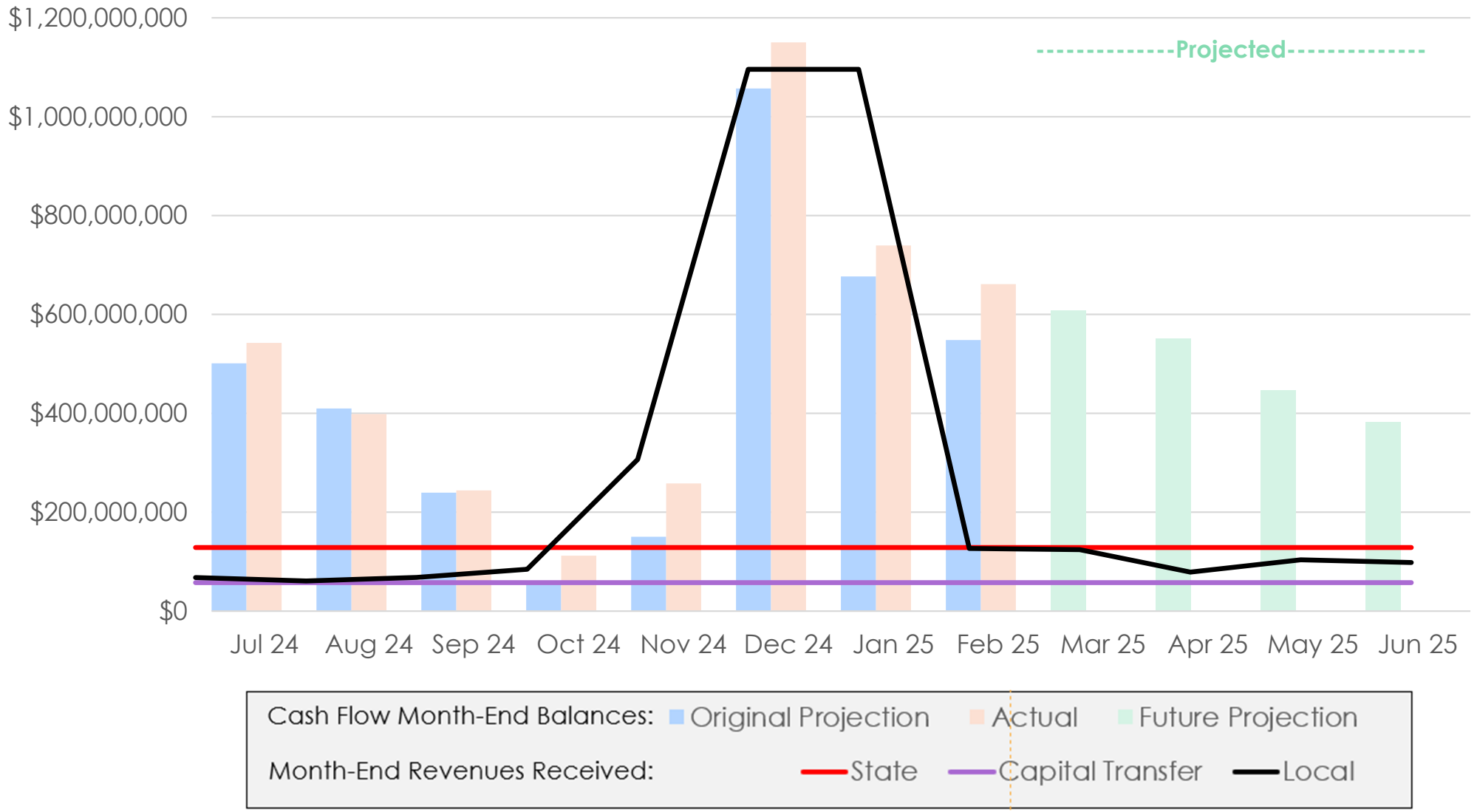
(in thousands of $)

| | [2024/2025] Actual | | | | | | | | | [2025] Projected | | | | Projected |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Jul 24 | Aug 24 | Sep 24 | Oct 24 | NOV 24 (1-15) | NOV 24 (16-30) | Dec 24 | Jan 25 | Feb 25 | Mar 25 | Apr 25 | May 25 | Jun 25 | TOTAL |
| Opening Cash & Investment Balance | 485,244 | 679,631 | 536,049 | 381,557 | 249,360 | 194,009 | 338,967 | 1,287,466 | 876,896 | 798,492 | 744,606 | 688,689 | 583,756 | |
| RECEIPTS: | | | | | | | | | | | | | | |
| Federal | 237 | 19 | 268 | 978 | 66 | 396 | 1,132 | 4,212 | 270 | 1,506 | 382 | 3,336 | 3,143 | 12,884 |
| State Revenues: | | | | | | | | | | | | | | |
| FEFP-State | 60,429 | 60,601 | 60,215 | 60,349 | 30,575 | 30,345 | 60,349 | 60,349 | 60,519 | 82,984 | 68,021 | 67,384 | 53,585 | 713,952 |
| Workforce | 6,969 | 6,969 | 6,969 | 6,969 | 3,485 | 3,485 | 6,969 | 6,969 | 6,969 | 7,273 | 7,273 | 7,273 | 7,644 | 80,370 |
| Other Categorical-State | 20,688 | 20,649 | 20,774 | 43,212 | - | 20,973 | 20,856 | 20,961 | 20,984 | 38,338 | 21,827 | 21,837 | 12,730 | 247,686 |
| All Others-State | 1 | 644 | 8 | 638 | - | 2 | 2 | 645 | 8 | 2 | 462 | 90 | - | 4,929 |
| Total | 88,087 | 88,863 | 87,966 | 111,169 | 34,059 | 54,803 | 88,177 | 88,925 | 88,480 | 128,596 | 97,583 | 96,583 | 73,959 | 1,046,937 |
| Local Revenues: | | | | | | | | | | | | | | |
| Ad Valorem Taxes-Local | - | 133 | 146 | 36 | - | 236,696 | 1,047,940 | 40,380 | 33,119 | 24,507 | 56,826 | 16,381 | 47,292 | 1,475,094 |
| Miscellaneous-Local | 24,027 | 15,681 | 22,812 | 41,121 | 27,019 | 8,207 | 41,504 | 41,528 | 47,610 | 10,260 | 3,064 | 10,659 | 7,723 | 82,899 |
| Interest-Local | 75 | 1,257 | 1,557 | 386 | - | 183 | 1,301 | 3,442 | 2,028 | 768 | 1,591 | 422 | 782 | 7,134 |
| Transfers In | 0 | 23,143 | 11,693 | 11,740 | 13 | 10,020 | 7,738 | 13,923 | 32,574 | 12,426 | 14,414 | 13,703 | 33,522 | 161,965 |
| Total | 24,102 | 40,213 | 36,209 | 53,284 | 27,033 | 255,106 | 1,098,483 | 99,273 | 115,331 | 47,961 | 75,895 | 41,165 | 89,318 | 1,727,092 |
| 2024 Note Proceeds | 270,173 | - | - | - | - | - | - | - | - | - | - | - | - | 270,173 |
| TOTAL RECEIPTS | 382,599 | 129,095 | 124,444 | 165,430 | 61,158 | 310,305 | 1,187,792 | 192,410 | 204,081 | 178,063 | 173,861 | 141,084 | 166,421 | 3,057,087 |
| DISBURSEMENTS: | | | | | | | | | | | | | | |
| Salaries and Benefits | 73,008 | 142,138 | 175,485 | 185,444 | 57,115 | 131,315 | 145,522 | 210,910 | 172,213 | 180,348 | 165,188 | 164,033 | 171,656 | 1,847,124 |
| Vendors | 115,204 | 130,539 | 102,576 | 112,183 | 59,394 | 34,032 | 93,772 | 391,857 | 110,272 | 51,602 | 64,590 | 81,984 | 58,914 | 882,743 |
| Transfers Out | - | - | 875 | - | - | - | - | 212 | - | - | - | - | - | 40 |
| 2024 Note Payment | - | - | - | - | - | - | - | 275,000 | - | - | - | - | - | 275,000 |
| TOTAL DISBURSEMENTS | 188,212 | 272,677 | 278,936 | 297,628 | 116,509 | 165,346 | 239,294 | 602,980 | 282,485 | 231,949 | 229,778 | 246,017 | 230,570 | 3,004,907 |
| EXCESS OF REVENUE OVER/(UNDER) EXPENDITURES | | | | | | | | | | | | | | |
| Ending Cash & Investment Balance | 679,631 | 536,049 | 381,557 | 249,360 | 194,009 | 338,967 | 1,287,466 | 876,896 | 798,492 | 744,606 | 688,689 | 583,756 | 519,607 | |
| Less Working Capital Reserve (5%) | (137,332) | (137,332) | (137,332) | (137,332) | (137,332) | (137,332) | (137,332) | (137,332) | (137,332) | (137,332) | (137,332) | (137,332) | (137,332) | |
| Total Balance | 542,299 | 398,717 | 244,225 | 112,028 | 56,676 | 201,635 | 1,150,133 | 739,564 | 661,160 | 607,274 | 551,356 | 446,423 | 382,275 | |

# FY25 Projected vs Actual Cash Flow Analysis



# FY25 Projected vs Actual Cash Flow Analysis with Revenues Superimposed



# Projected Ending Fund Balance for Fiscal Year-End 2024-25

| | | |
|---|---|---|
| Salaries | $ | 1,394,735,297 |
| Benefits | | 506,945,762 |
| **Total Budget** | | **1,901,681,059** |
| Actual Filled Positions | | (1,580,401,628) |
| **Balance** | | **321,279,431** |
| Supplements-Referendum | | (172,566,490) |
| **Balance** | | **148,712,941** |
| Other Wages | | (118,111,523) |
| **Potential Vacancy Savings** | **$** | **30,601,418** |

# Projected Ending Fund Balance for Fiscal Year-End 2024-25 cont'd

| | | |
|---|---|---|
| Potential Vacancy Savings | $ | 30,000,000 |
| Additional Capital Transfer | | 20,000,000 |
| **Sub-Total** | | 50,000,000 |
| Recurring Salary (Negotiations) | | (46,000,000) |
| **Sub-Total** | | 4,000,000 |
| ESSER III Movement | | 44,819,141 |
| **Sub-Total** | | 48,819,141 |
| FEFP 3rd Calc Reduction | | (1,232,217) |
| **PROJECTED INCREASE IN ENDING FUND BALANCE** | **$** | **47,586,924** |

# Projected Ending Fund Balance for Fiscal Year 2024-25

| THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA<br>ADOPTED BUDGET FOR FISCAL YEAR 2024-25<br>GENERAL FUND & REFERENDUM COMBINED | | | Projected Final Budget for Fiscal Year 2024-25 |
|---|---|---|---|
| **ESTIMATED REVENUES:** | | | |
| Federal Sources | 2,423,784 | - | 2,423,784 |
| Federal Through State | 11,560,000 | - | 11,560,000 |
| State Sources | 1,084,854,261 | (7,247,553) | 1,077,606,708 |
| Local Sources | 1,599,377,268 | - | 1,599,377,268 |
| Other Sources | 167,605,124 | 20,000,000 | 187,605,124 |
| *Removal of Charter School* | (508,926,248) | 6,015,336 | (502,910,912) |
| **TOTAL REVENUES & TRANSFERS** | **2,356,894,189** | **18,767,783** | **2,375,661,972** |
| **ESTIMATED EXPENDITURES** | | | |
| Salaries | (1,394,735,297) | 28,819,141 | (1,365,916,156) |
| Benefits | (506,945,762) | - | (506,945,762) |
| Purchased Services | (789,438,884) | 6,015,336 | (783,423,548) |
| Energy Services | (74,211,764) | - | (74,211,764) |
| Materials and Supplies | (58,661,741) | - | (58,661,741) |
| Capital Outlay | (30,920,023) | - | (30,920,023) |
| Other Expenses | (10,021,454) | - | (10,021,454) |
| Transfers Out | (885,512) | - | (885,512) |
| *Removal of Charter School* | 508,926,248 | (6,015,336) | 502,910,912 |
| **TOTAL ESTIMATED EXPENDITURES** | **(2,356,894,189)** | **28,819,141** | **(2,328,075,048)** |
| **FINANCIAL POSITION - SURPLUS/DEFICIT** | **-** | | **47,586,924** |
| **BEGINNING FUND BALANCE** | **199,050,399** | | **199,050,399** |
| **NET REVENUE OVER/(UNDER) EXPENDITURES** | **-** | | **47,586,924** |
| **ESTIMATED ENDING FUND BALANCE** | **199,050,399** | | **246,637,323** |
| **PERCENTAGE OF FUND BALANCE OVER REVENUE** | **8.4%** | | **10.4%** |

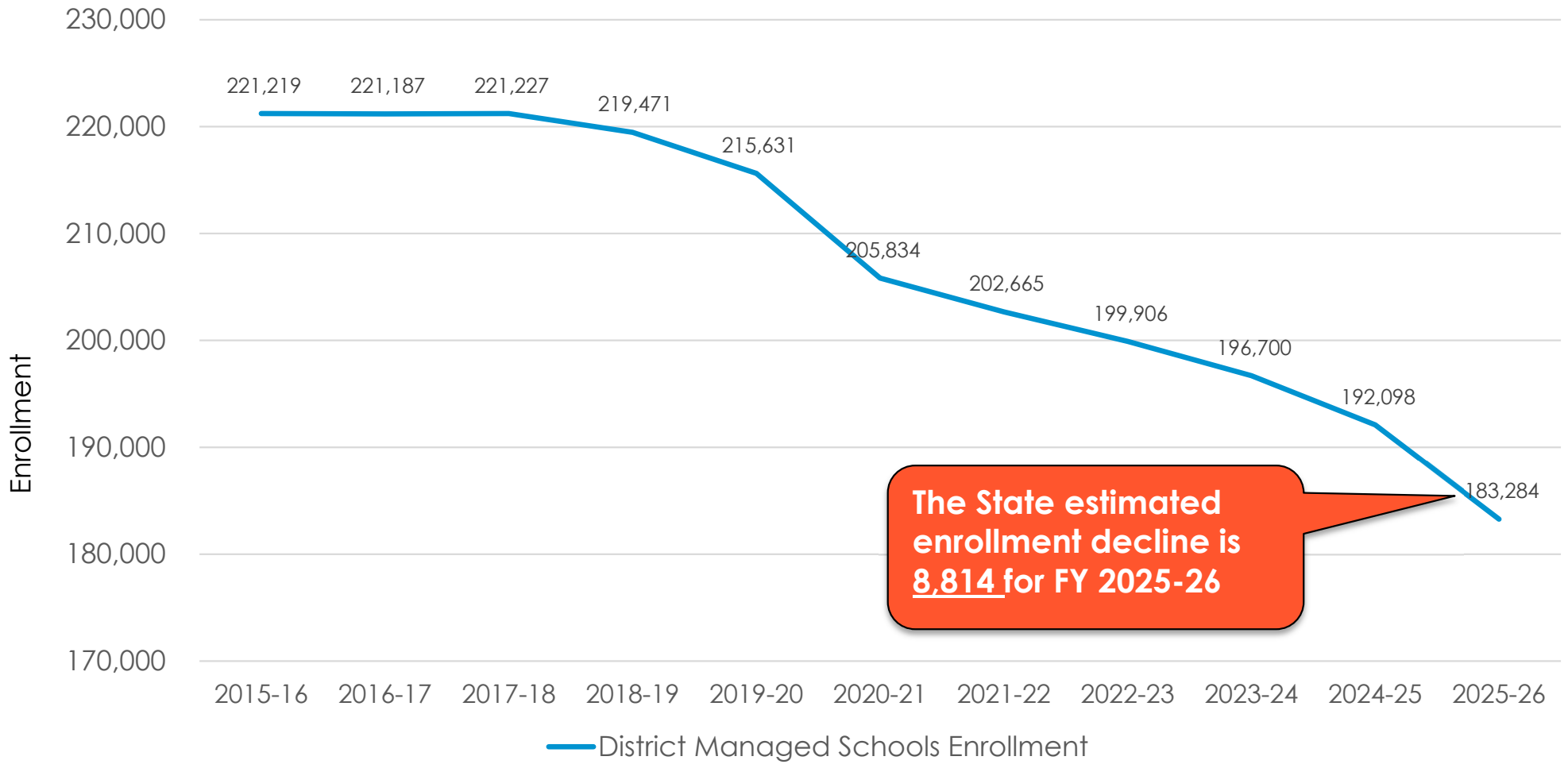
| | |
|---|---|
| Vacancy Savings | 30,000,000 |
| ESSER III Movement | 44,819,141 |
| Recurring Salary (Negotiations) | (46,000,000) |
| **Net Savings** | **28,819,141** |

**PROJECTED ENDING FUND BALANCE ANALYSIS**

| | | | |
|---|---|---|---|
| **Nonspendable** | **33,211,000** | **1.40%** | |
| **Restricted** | **16,602,000** | **0.70%** | |
| **Committed** | **54,327,000** | **2.29%** | |
| **Assigned** | **34,432,000** | **1.45%** | **6.00%** |
| **Unassigned** | **108,065,323** | **4.55%** | |
| | **246,637,323** | | |

# Enrollment Trend

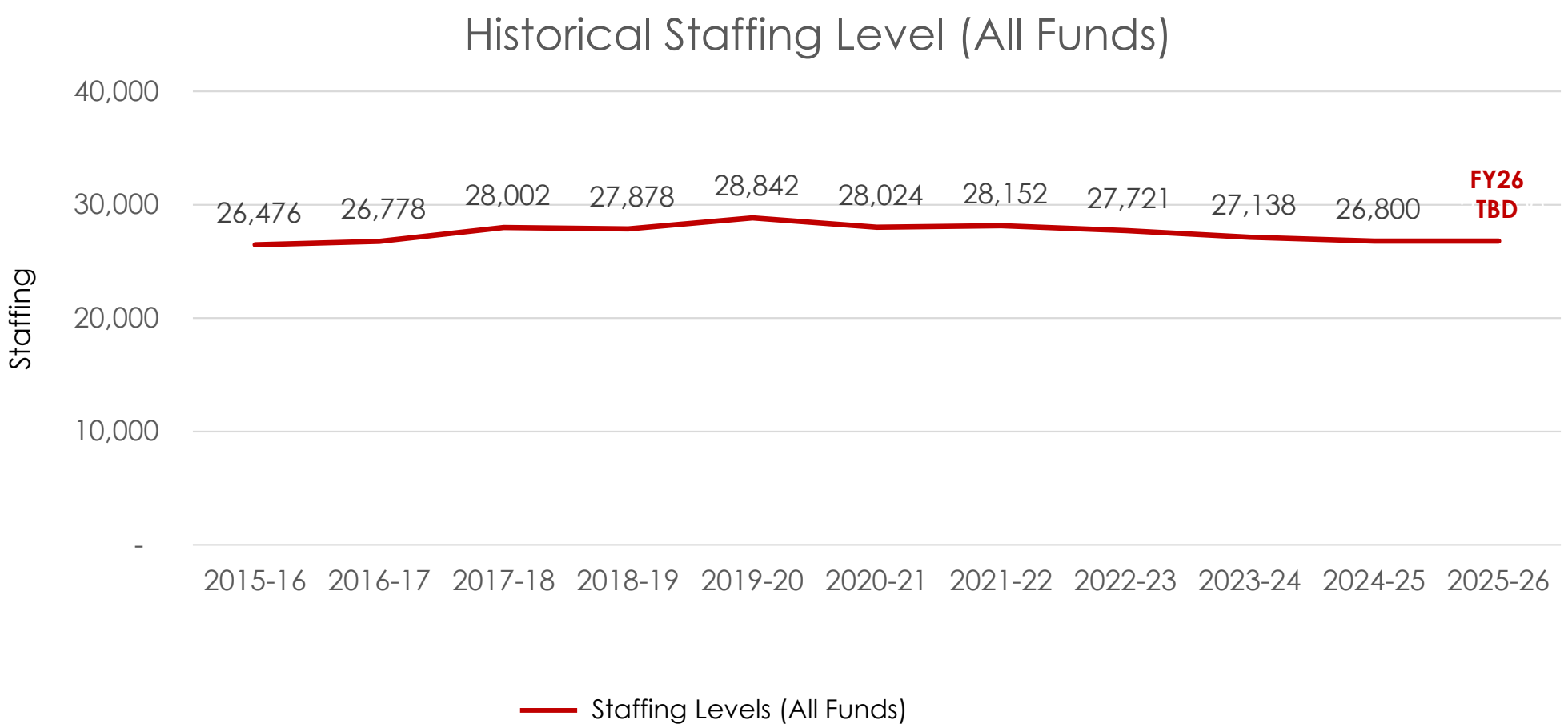
ADDED




Enrollment Loss from Peak Year (2017-18) = **(37,943)**

# Staffing Level Trend

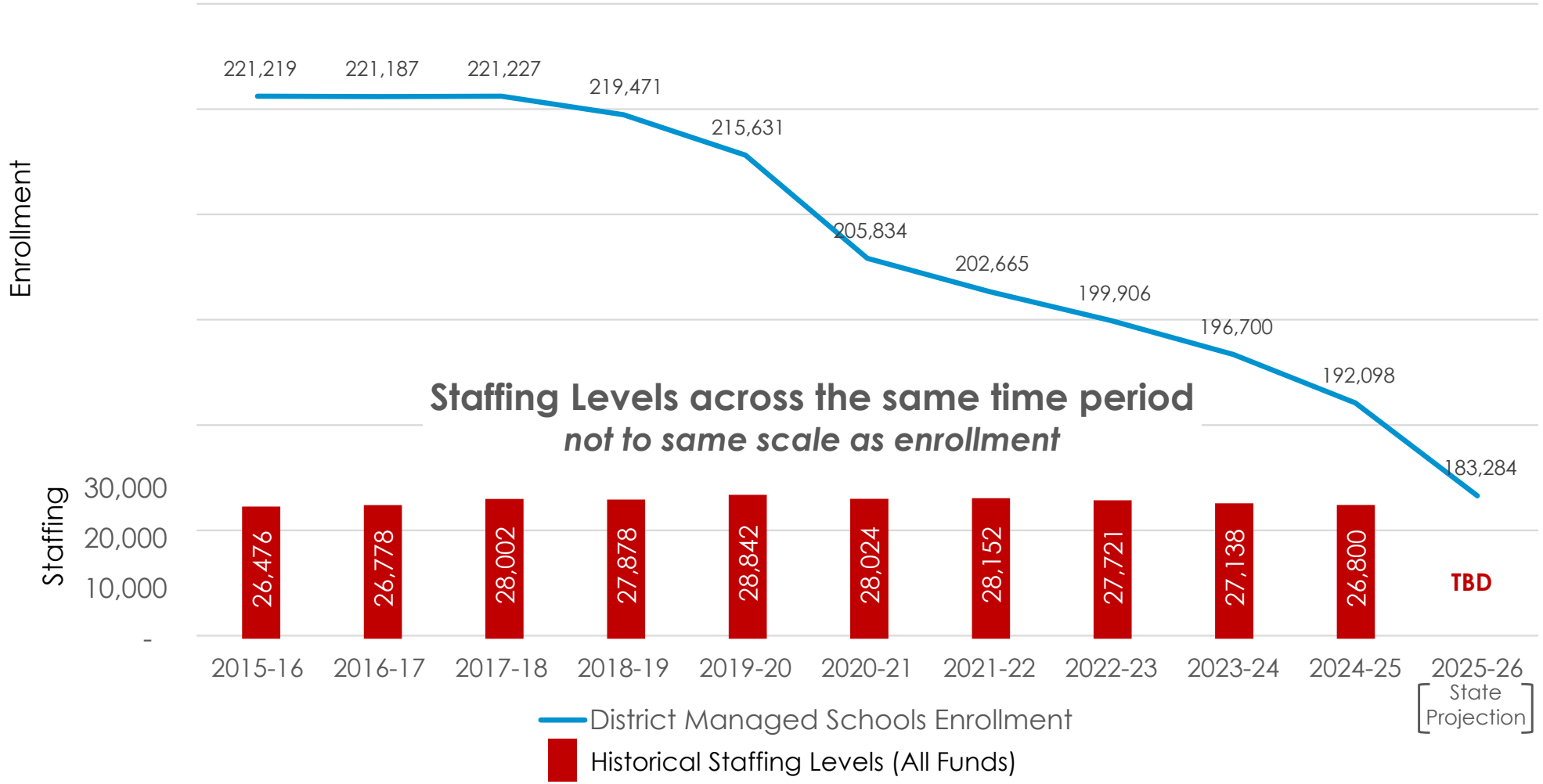
ADDED




**Staffing in FY25 vs Peak (FY20) is (2,042)**

# Staffing Level and Enrollment Trend

**ADDED**




**Staffing in FY25 vs Peak (FY20) is (2,042)**

# Broward FY2025-26 Forecast
# FLDOE Model 9 After Adjustments

**REVISED***

## FY26 - Model 9 - After Adjustments

| Group 1 | Programs | Virtual | Traditional | DJJ Regular | DJJ Summer | Total | Charter | Trad&Chart |
|---|---|---|---|---|---|---|---|---|
| 101 | K-3 Basic Education | 42.91 | 30,038.23 | - | - | 30,081.14 | 11,862.97 | 41,944.11 |
| 102 | 4-8 Basic Education | 93.78 | 43,991.13 | 29.66 | 9.15 | 44,123.72 | 18,615.00 | 62,738.72 |
| 103 | 9-12 Basic Education | 171.64 | 43,625.05 | 54.42 | 21.96 | 43,873.07 | 7,701.27 | 51,574.34 |
| 111 | ESE Basic K-3 | 0.82 | 12,412.75 | - | - | 12,413.57 | 1,228.69 | 13,642.26 |
| 112 | ESE Basic 4-8 | 17.28 | 15,659.53 | 11.42 | 3.58 | 15,691.81 | 3,017.29 | 18,709.10 |
| 113 | ESE Basic 9-12 | 34.43 | 12,621.42 | 22.02 | 8.43 | 12,686.30 | 1,546.36 | 14,232.66 |
| | Total Group 1 | 360.86 | 158,348.11 | 117.52 | 43.12 | 158,869.61 | 43,971.58 | 202,841.19 |
| **Group 2** | **Programs** | | | | | | | |
| 130 | ESOL | 1.81 | 18,260.59 | 2.49 | 0.40 | 18,265.29 | 5,566.14 | 23,831.43 |
| 254 | ESE Support Level IV | - | 1,660.73 | 3.86 | 0.59 | 1,665.18 | 2.91 | 1,668.09 |
| 255 | ESE Support Level V | - | 527.60 | 0.96 | - | 528.56 | 0.28 | 528.84 |
| 300 | Vocational | 2.41 | 5,687.80 | 15.74 | 5.24 | 5,711.19 | 374.43 | 6,085.62 |
| | Total Group 2 | 4.22 | 26,136.72 | 23.05 | 6.23 | 26,170.22 | 5,943.76 | 32,113.98 |
| **Sub-Total** | **Total All Programs** | **365.08** | **184,484.83** | **140.57** | **49.35** | **185,039.83** | **49,915.34** | **234,955.17** |
| *4/3/25 State Adjustment* | | | **(1,755.68)** | | | **(1,755.68)** | | (1,755.68) |
| **Total All Programs** | | **365.08** | **182,729.15** | **140.57** | **49.35** | **183,284.15** | **49,915.34** | **233,199.49** |

*** The forecast for Traditional FTE was revised to include the 4/3/25 State Adjustment, and the impacted sub-totals and totals were also updated**

# Forecasted Enrollment Declines & Potential Funding Impact for Fiscal Year 2025-26

**REVISED***

| District Managed Schools FTE | DJJ-Reg | DJJ-Sum | Traditional | Virtual | Grand Total |
|---|---|---|---|---|---|
| 3rd Calc File 71.354 1/16/25 (3/24 Revised Traditional & FES) | 144.18 | 50.52 | 191,530.19 | 372.83 | **192,097.72** |
| FY26 Forecasted Data | 140.57 | 49.35 | 184,484.83 | 365.08 | **185,039.83** |
| *FY26 Forecast -- 4/3/25 State Adjustment* * | | | (1,755.68) | | **(1,755.68)** |
| **FY26 Revised Forecast Total** | 140.57 | 49.35 | 182,729.15 | 365.08 | **183,284.15** |
| **Net Decline** | **(3.61)** | **(1.17)** | **(8,801.04)** | **(7.75)** | **(8,813.57)** |

*- - - - - - - - - - Estimated Revenue Loss Due to FY26 FTE Decline - - - - - - - - - -*

| | | | |
|---|---|---|---|
| 3rd Calc Revenue per FTE | $ | 8,929.40 | |
| **Estimated Funding Gain/Loss** | | | **$ (78,699,916)** |
| Estimated Revenue per FTE | $ | 9,000.00 | |
| **Estimated Funding Gain/Loss** | | | **$ (79,322,154)** |

***An Approximate 8,800 FTE Enrollment Decline for FY26***

***Creates An Approximate $79.3 Million FEFP Funding Reduction.***

*** The additional State Adjustment was added, and the sub-totals and totals were also updated**

Debra Hixon, Chair
Sarah Leonardi, Vice Chair

Lori Alhadeff
Maura McCarthy Bulman
Brenda Fam, Esq.
Dr. Jeff Holness
Nora Rupert
Rebecca Thompson
Dr. Allen Zeman

Dr. Howard Hepburn
Superintendent of Schools

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Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or email eeo@browardschools.com.

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