Established 1915

BROWARD
County Public Schools

BULLYING MANAGEMENT SYSTEM

REFERENCE GUIDE

APRIL 2018

VERSION 1.0

Document Revisions

Date	Version Number	Document Changes	Author
04/06/2018	1.0	FINAL Version	Sharon Daniel

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1 Introduction

This document explains the use of the electronic Bullying Management System (BMS) at Broward County Public Schools (The District). This mandated reporting system tracks and reports all complaints and investigations to the state and SESIR, per Florida State statutes and SBBC Policy 5.9.

The District's comprehensive Policy 5.9 is designed to help ensure all our students feel safe and respected while attending school. The Anti-Bullying Policy 5.9 specifically prohibits bullying of or by any District student or employee, with consequences for those acts that meet the definition of bullying as defined in the policy. Questions regarding the policy can be directed to The Diversity, Prevention & Intervention (DPI) Department. The department's goal is to lead the change for all Broward County Public Schools' (BCPS) students in achieving lifelong academic, behavioral, social and emotional success.

Bullying is listed in the [Administrative Discipline Matrix](#) along with the appropriate administrative consequences/interventions for grade levels PK - 12. It is a tool for administrators to respond consistently when students have committed bullying, per the Code of Student Conduct at http://browardschools.com/codeofconduct.

The Discipline Matrix outlines the violations in the same way as the Code of Student Conduct. Each incident type contains interventions and consequences for each violation. The letters within the consequence boxes correspond to the "Action Legend" beneath the "Types of Incident" grid. Therefore, if a student commits a first offense violation for an incident, the actions that can be taken will be listed in the box for the 1st Consequence. Second offense violation will be listed in the box for the 2nd Consequence, etc.

Teachers and administrators may create a bullying referral through BASIS. Only administrators can receive bullying referrals and investigate bullying complaints. Each school has administrator(s) who are designated Investigative Designees trained annually on how to investigate bullying complaints and make entries into the BMS. The BMS captures data and updates TERMS with BMS information. TERMS reports all substantiated Bully to the state. If substantiated, the BMS generates a disciplinary referral into the DMS (Discipline Management System). All notification letters are generated in the BMS. NOTE: Staff on staff bullying complaints are not entered into the BMS. There must be a student involved in the complaint as either the alleged victim or accused for it to be entered. All staff notification forms can be found in the [DPI SharePoint.](#) All the forms, flow charts and notification letters are in English in the BMS, but are also available in Haitian Creole, Portuguese and Spanish. Access these languages in the Investigative Designee folder in DPI's SharePoint

Entering a Bullying Complaint in BMS

BMS is accessible through BASIS (Behavioral and Academic Support Information System), and it has different groups of users, each with a different level of access.

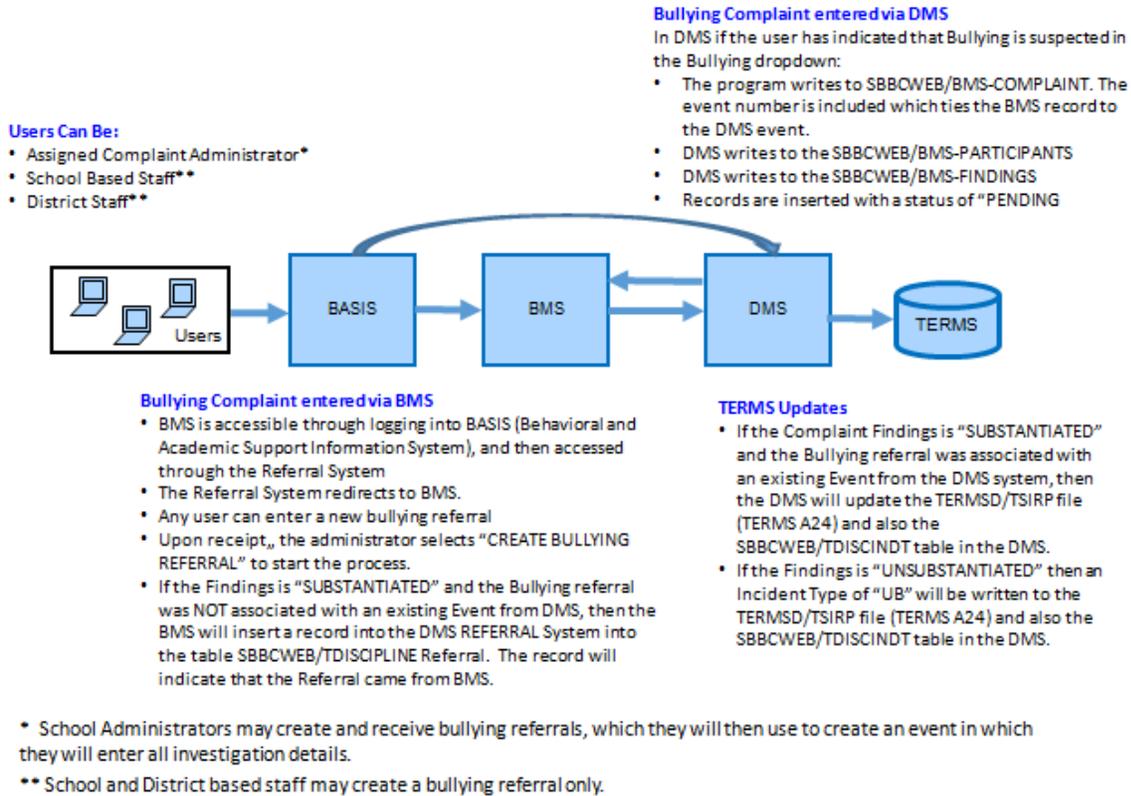May create a bullying referral only:

- District staff
- School staff

May create or receive a bullying referral, an event, and enters all investigation details:

- Investigative Designee (Assigned Complaint Administrator)

- Principal/Assistant Principal

1.1 High Level Overview

Bullying Complaint entered via DMS
In DMS if the user has indicated that Bullying is suspected in the Bullying dropdown:
- The program writes to SBBCWEB/BMS-COMPLAINT. The event number is included which ties the BMS record to the DMS event.
- DMS writes to the SBBCWEB/BMS-PARTICIPANTS
- DMS writes to the SBBCWEB/BMS-FINDINGS
- Records are inserted with a status of "PENDING

Users Can Be:
- Assigned Complaint Administrator*
- School Based Staff**
- District Staff**

Bullying Complaint entered via BMS
- BMS is accessible through logging into BASIS (Behavioral and Academic Support Information System), and then accessed through the Referral System
- The Referral System redirects to BMS.
- Any user can enter a new bullying referral
- Upon receipt,, the administrator selects "CREATE BULLYING REFERRAL" to start the process.
- If the Findings is "SUBSTANTIATED" and the Bullying referral was NOT associated with an existing Event from DMS, then the BMS will insert a record into the DMS REFERRAL System into the table SBBCWEB/TDISCIPLINE Referral. The record will indicate that the Referral came from BMS.

TERMS Updates
- If the Complaint Findings is "SUBSTANTIATED" and the Bullying referral was associated with an existing Event from the DMS system, then the DMS will update the TERMSD/TSIRP file (TERMS A24) and also the SBBCWEB/TDISCINDT table in the DMS.
- If the Findings is "UNSUBSTANTIATED" then an Incident Type of "UB" will be written to the TERMSD/TSIRP file (TERMS A24) and also the SBBCWEB/TDISCINDT table in the DMS.

* School Administrators may create and receive bullying referrals, which they will then use to create an event in which they will enter all investigation details.

** School and District based staff may create a bullying referral only.

1.2 User Roles:

1.2.1 Assigned Complaint Administrator (Investigative Designee)

Investigative Designees or IDs hold a key role within each school to prevent and intervene with bullying. Each principal designates at least one administrator to be the school's ID, but some larger schools choose to have one per grade. The ID is the one person designated within the school to receive and investigate ALL bullying complaints, and helps to ensure the school is in adherence with the Anti-Bullying Policy mandates.

The ID must be an Administrator, so they can effectively use the discipline panels and handle staff involved complaints. They can return inappropriate (duplicate, no info, etc.) staff referrals.

Bullying referrals are created in BMS when a bully incident is reports by clicking on New Complaint (not in BMS/Bully referrals). Bullying referrals are also created when a DMS incident is created with bullying suspected. When a bullying incident is substantiated, it goes into the DMS/Referral for further actions, such as consequencing the bullying incident

Email Notices

The ID administrators receives four email notices:

1) NEW REFERRAL EMAIL: Sent to administrator when a bullying referral is received stating, "A bullying complaint referral has been sent to your Referral Queue"

2) UNTOUCHED REFERRAL EMAIL: Sent to administrators when a bullying referral has been sitting in the queue for 2 school days without being touched stating, "A bullying referral has been sitting in your Referral Queue for two days. If the accused and the alleged target have not been contacted and notified of the complaint by end of day today, you will be out of compliance with Anti-Bullying Policy 5.9. If you have any questions with the process or are receiving this message in error, please contact the Diversity, Prevention & Intervention Department at 754-321-1655."

3) AGING REFERRAL EMAIL: Sent to administrators when a bullying referral has been sitting in the queue for 10 school days without being touched stating, "A bullying referral has been sitting in your Referral Queue for ten days untouched. You are not in compliance with School Board Policy 5.9. If the referral is not remedied, Office of Performance and Accountability will be notified within three days.   If you have any questions with the process or are receiving this message in error, please contact the Diversity, Prevention & Intervention Department at 754-321-1655."

4) FINAL AGING REFERRAL EMAIL: Sent to administrators AND OSPA (area director or assistant director Cc'ed) when a bullying referral has been sitting in an administrator's queue (whether touched or not) for 13 school days without being CLOSED with a final "Finding" stating, "A bullying referral in your Referral Queue is past due for a final finding. All bullying referrals must have a final determination of substantiated or unsubstantiated within twelve school days. Office of Performance and Accountability is now notified you are not in compliance with School Board Policy 5.9. If you have any questions with the process or are receiving this message in error, please contact the Diversity, Prevention & Intervention Department at 754-321-1655."

Below is a sample of what an administrator's referral queue looks like with the aging reports based on color:

Investigation Entry Process

Bullying investigations have 3 "stages", but the BMS consists of 6 "steps". The investigation process's 3 stages are:

Stage 1: Enter Bullying Complaint Within 2 days.

Stage 2: Conduct and Document Investigation.

Stage 3: Make Findings Determination Within 12 school days of complaint receipt.

Stage 1: Enter Bullying Complaint (consists of entering all complainant, alleged participant and location information. Print and send Initial Notification Letters)

Stage2: Conduct and Document Investigation with all parties Upload all related investigation documents.

All investigations remain Formal, unless during interviews you receive a request from both parties in writing for the investigation to be handled informally. See Section 1.4.1 of this document for the specific process.

 Stage 3: Make Findings Determination and send Final Notification Letters.

The 3 findings are:

- "Substantiated"
- "Unsubstantiated"

- "Off Campus Founded, But Not Sanctionable" –This designation normally refers to off campus cyberbullying in which the bullying met the RIP criteria (see below) of Substantiated, but did not reach the threshold of substantially disrupting the education process of a student or the orderly operation of a school to enable consequencing.

The policy defines "Bullying" as systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. To be determined to be bullying, the behavior must include all 3, it must be:

R – Repeated (happen more than once), involve an

I – Imbalance of Power (between the parties), and be

P – Purposeful (done with the intent to harm).

Make sure to include any:

- "Interventions Provided to the Accused"
- "Interventions Provided to the Alleged Target"

Finally, "Upload Documentation" such as witness statements, etc. into the BMS.

1.2.2 Staff Report Bullying to the ID via BMS

All school staff must report utilizing the BMS. A school staff member who fails to report in writing suspected bullying or an allegation of bullying, can receive disciplinary action up to and including termination of employment.

Here is how school staff access the BMS: (see 1.3.1 for screen shots)

1. Go to Basis
2. Click Referrals in the drop down Referrals
3. Select Bullying

1.3 Enter a Bullying Complaint in BMS – Investigation Stage 1

BMS is accessible through BASIS (Behavioral and Academic Support Information System), and it has different groups of users, each with a different level of access including:

- Assigned Complaint Administrator
- District staff
- School-based staff

1.3.1 BASIS steps:

Under the Referrals tab, click on Bullying which will take you to BMS
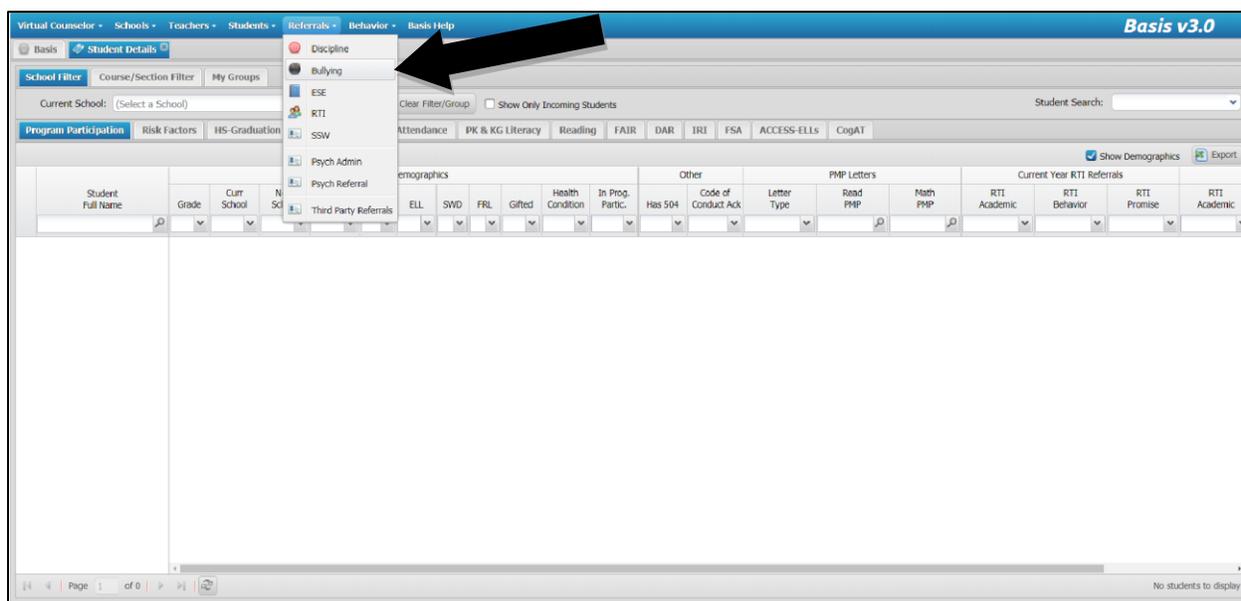
1.3.2 BMS Home Panel

This screen shows a list of Open/Closed complaints for the school that the user is tied to. If the user is not tied to a school, they will have the ability to select the school for which they would like to see data. The user can double click on one of the rows to see more details and/or edit that complaint.

1.3.3 Create A New Complaint

Non-administrators may create bullying referrals, only administrators can create bullying complaint by clicking on the "New Complaint" button.
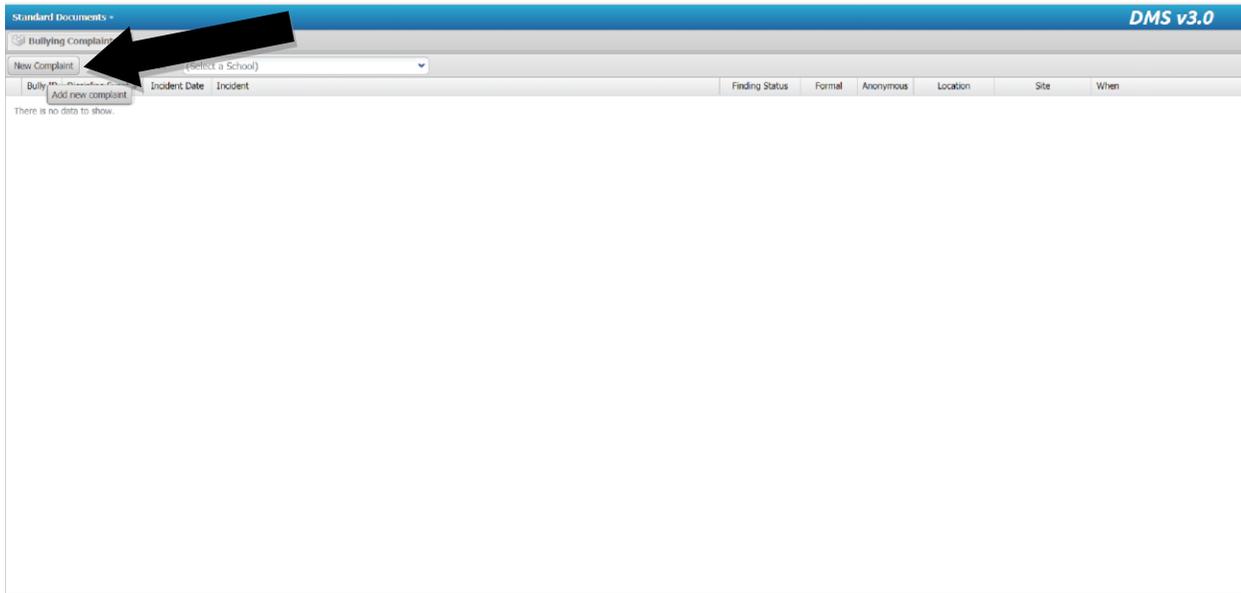
When there is one or more accused and more than one target - the finding is tied to the accused, therefore you cannot have an accused substantiated for one target, but not another if they are both entered in the same bully referral. Create more than one bully referral if there is any possibility there might be more than one type of determination.

1.3.4 Complaint Entry – Step 1 through 6

STEP 1: Define the Complaint

The complaint step is the first step in the wizard for creating/updating a complaint. As with every other step, the user can exit at any point in time by clicking the Finish button, or proceed to the next page by clicking the Next button. The Save button where applicable, will save the progress within a step without closing the window.

A bullying "Incident" is what (fight, harassment, cyberbullying, etc.) occurred and who (specific participants) was involved. Example of an appropriate description: "While on the bus, it is reported that the student hit Mary Jones on 11/1/17. It is also alleged that the alleged student called her 'stupid', 'gay', and 'ugly'." Example of an inappropriate description: "Student repeating hitting and aggravating other student on the bus."

STEP 2: Define the Participants

The name of each participant in the bullying referral must be entered. A participant is either the Accused, the Victim or the Complainant. A participant can be a Student, Employee, or Citizen. Select the appropriate participant tab. When adding each participant, you can use the search feature to look up the participant's name. Select the Party from the drop-down list.
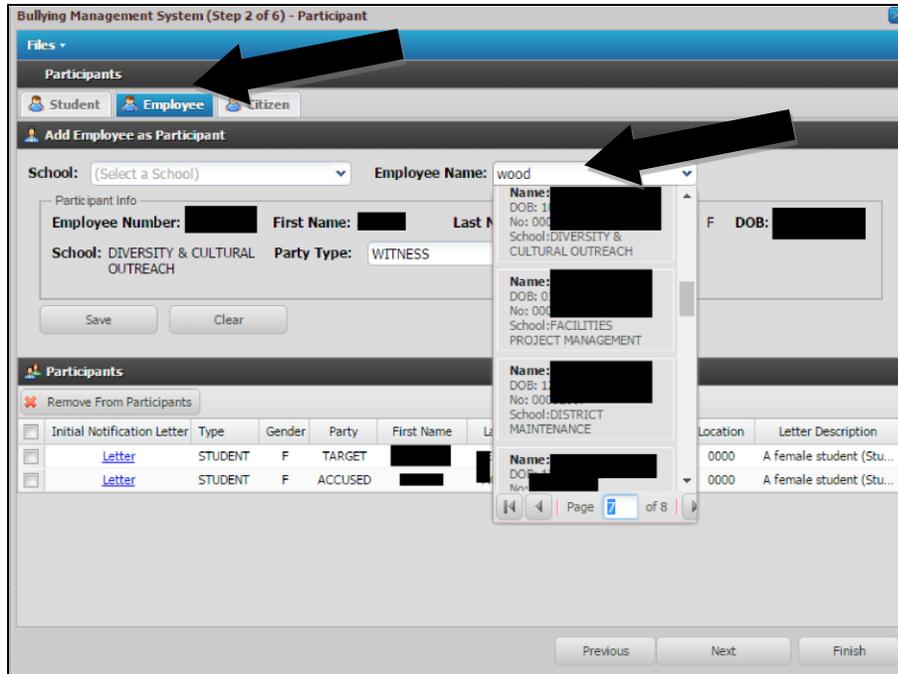
Party Type: You will then select the participant party type then click the save to add the student to the grid.
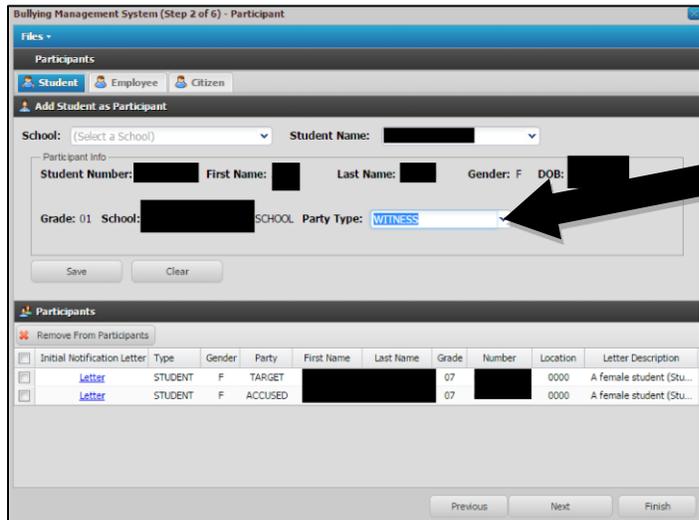
Add Employee Tab -This step allows for the addition of employees as a participant in a complaint. Type the name of the employee and select the correction option from the drop down. You will then select the participant party type then click the save to add the employee to the grid.

Add Citizen Tab - This step allows for the addition of a person who is not an employee or student with BCPS to a complaint. It is completely free text unlike the other Participation Step screens.

Participant Initial Notification Letter

BMS will auto generate a Two-Day Notification Letter to each participant.   Click the "Letter" link next to the name of the accused and target, print it and email it via certified mail within 2 days of receipt of complaint.
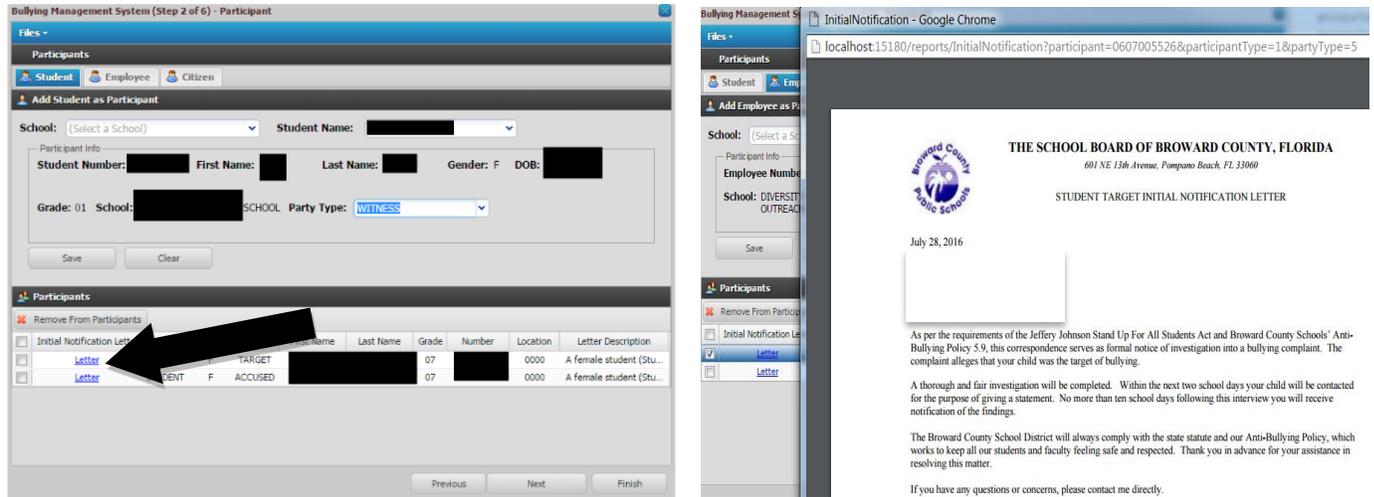
All the forms, flow charts and notification letters are in English in the BMS, but are also available in Haitian Creole, Portuguese and Spanish. Access these languages in the Investigative Designee folder in DPI's SharePoint.

1.4 Conduct and Document the Investigation – Investigation Stage 2

The ID will conduct and document the investigation, including documenting interviews with all parties.

1.4.1 Step 3: Interview Entry

This step allows for participant level tracking of interview related information. The user must select a participant first, then enter the necessary information per participant. Once completed, all written statements from all parties will be uploaded into the BMS.
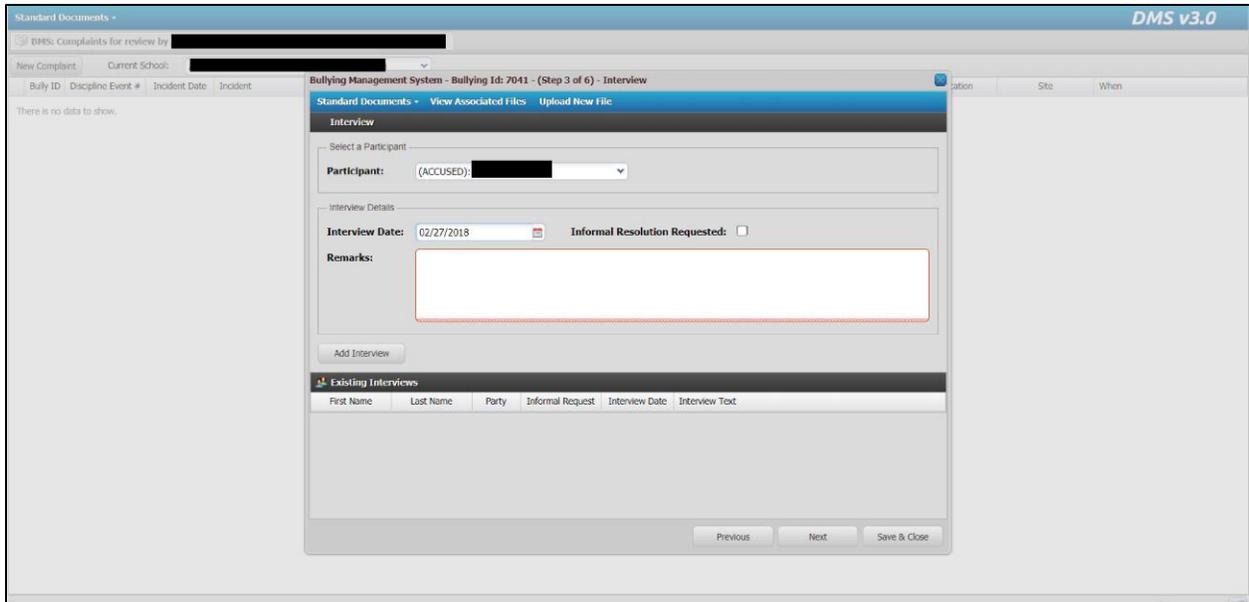
Informal Resolutions – Step 3 & 4

All investigations are 'Formal' and only become 'Informal' if both parties request Informal in writing when interviewed separately. Upload these written requests into the BMS and check the "Informal" box

You will then enter related interventions provided to both parties:

- "Interventions Provided to the Accused"
- "Interventions Provided to the Alleged Target"

If the principal/designee, the alleged target, and the accused/student (and/or their parents) agree that a satisfactory resolution has been achieved informally, no determination or further action is taken after Step 4 is completed (see image in the comments.) documenting any interventions provided to each party

If either party is dissatisfied with the results of the Informal, the Formal process is immediately begun with a shortened timeline.

1.5 Making Findings Determination – Investigation Stage 3

The finding must be made within 12 days of receipt of complaint. Enter the bullying complaint findings and then print and send Final Notification Letters to both parties.

The BMS is tied to the Discipline Management System – substantiated cases create a Disciplinary Referral. From here the appropriate consequences can be administered as per the discipline matrix.

1.5.1 Step 5: Formal Findings Entry

Select a participant first, then enter the necessary findings per participant. The finding is tied to the accused and will auto populate the target finding once the accused finding is entered.

Users will be able to access the findings letters from the grid on this step as well.

Chose 1 of 3:

1. Substantiated

2. Unsubstantiated

3. Off Campus Founded, But Not Sanctionable: This designation normally refers to off campus cyberbullying in which the actions meet the RIP criteria of Substantiated, but does not reach the threshold of "substantially disrupting the education process of a student or the orderly operation of a school".

You will then determine if the bullying was alleged to be based on:

- Race

- Sex

- Disability

Check as well if the allegation stated the behavior was:

- Bullying or

- Harassment
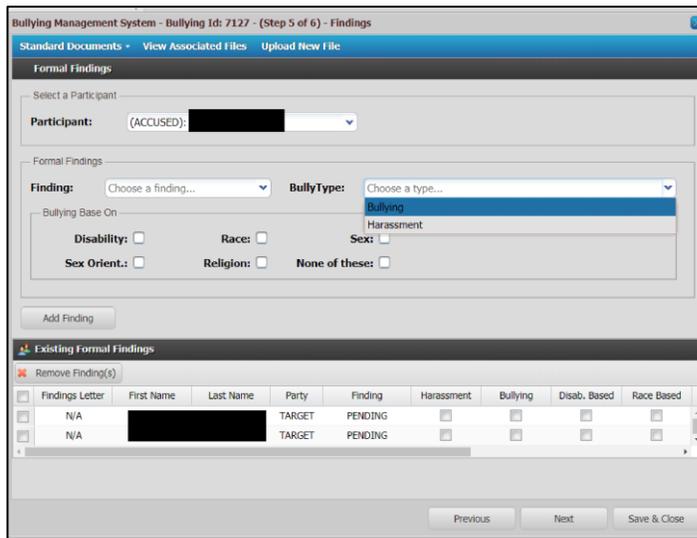
Most of the time, the incident is not harassment. Definitions from the Code of Conduct:

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted, purposeful, verbal, nonverbal or physical behavior, including, but not limited to, any threatening, insulting, or dehumanizing gesture, by an adult or student, 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.

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

- Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;

- Has the effect of substantially interfering with a student's educational performance, and employees work performance or either's opportunities, or benefits;

- Has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; or

- Has the effect of substantially disrupting the orderly operation of a school.

1.5.2 Upload Documents

This option is accessible on every step of the complaint wizard, allowing the user to upload any document at any point, or to "View Associated Files" (previously uploaded documents). Upload any documents pertaining to the investigation into the BMS.
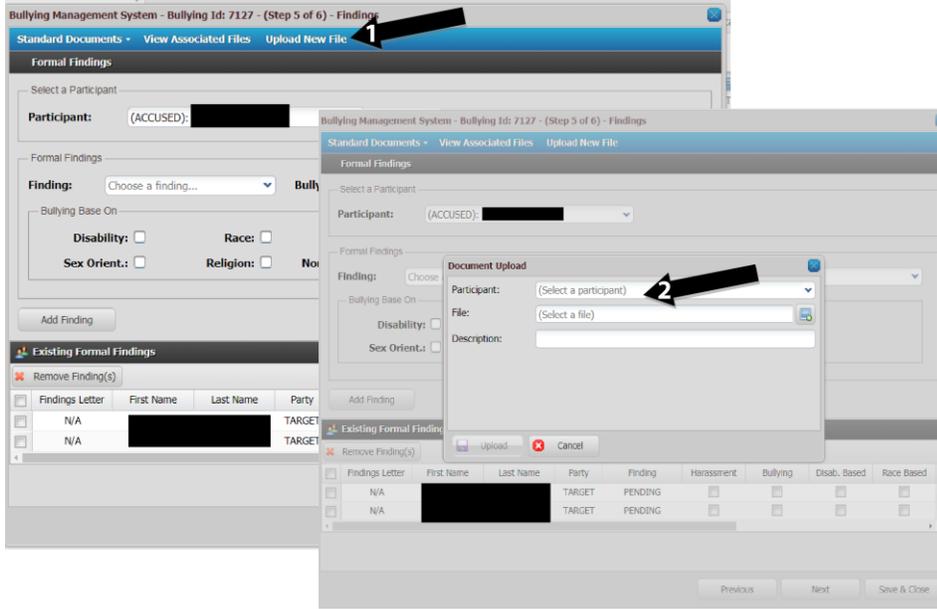
1.5.3 Send Final Notification Letter with Right to Appeal and Upload Documents

After making the finding, BMS will generate a notification letter link. Print it out and send it to the parents or guardians of the accused and the victim. Note: Staff and student notification letters will differ and staff on staff forms are in the DPI SharePoint. All the forms, flow charts and notification letters are in English in the BMS, but are also available in Haitian Creole, Portuguese and Spanish. Access these languages in the Investigative Designee folder in DPI's SharePoint.

If the bullying is substantiated, it will generate a referral in your referral queue. Click on this and begin the process of completing the disciplinary action in the Disciplinary Management System.
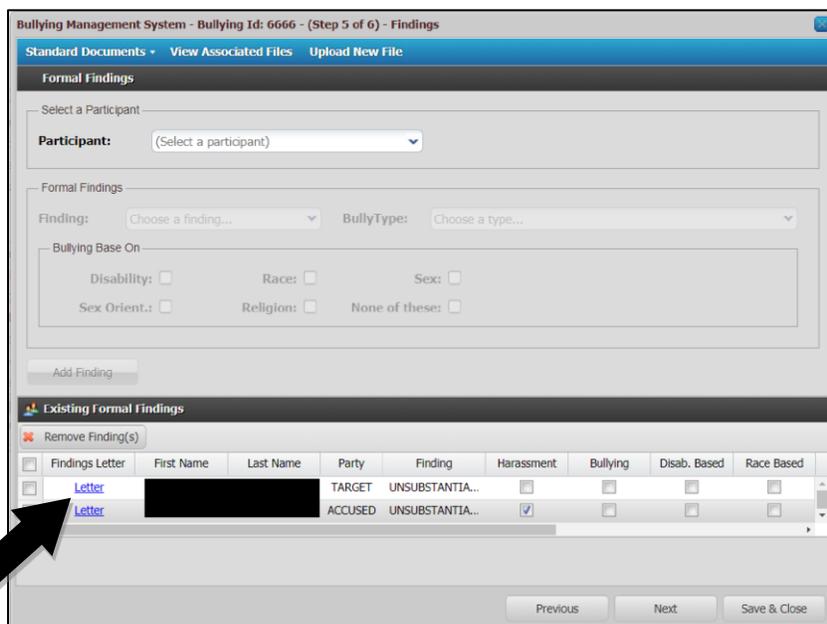
1.6 Step 6: Appeals Entry

The right to appeal and the appeal process is the same for ALL Code of Conduct violations. The Parent/Guardian has 5 days to appeal the finding. The Administrator must document any appeals in BMS. This step allows for participant level tracking of the appeals process which is a three-step process.

The user must select a participant first, then enter the appeals text in chronological order. Note that this step only occurs if an appeal is placed. See the Appeal Flow Chart for more information.
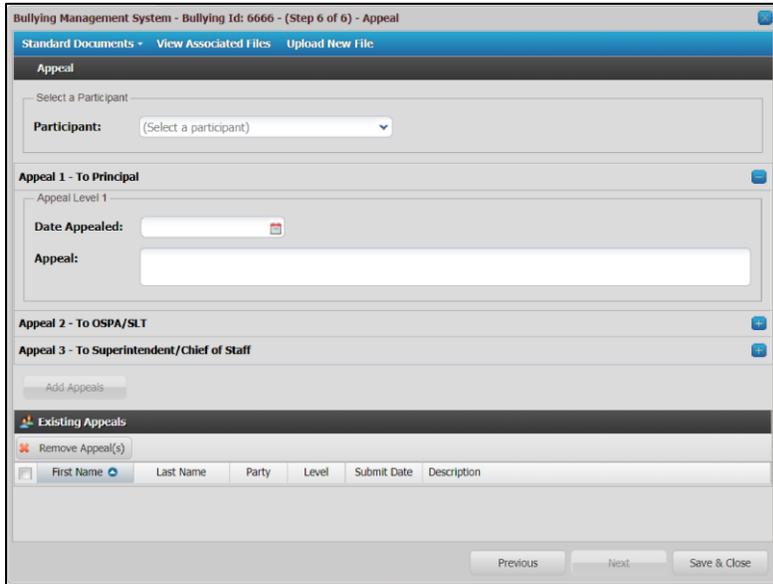
1.7 Documents Available

Users can access standard static document via the Standard Documents menu on the home page menu. NOTE: Staff on staff bullying complaints are not entered into the BMS. There must be a student involved in the complaint as either the alleged victim or accused for it to be entered. All staff notification forms can be found in the DPI SharePoint. All the forms, flow charts and notification letters are in English in the BMS, but are also available in Haitian Creole, Portuguese and Spanish. Access these languages in the Investigative Designee folder in DPI's SharePoint.
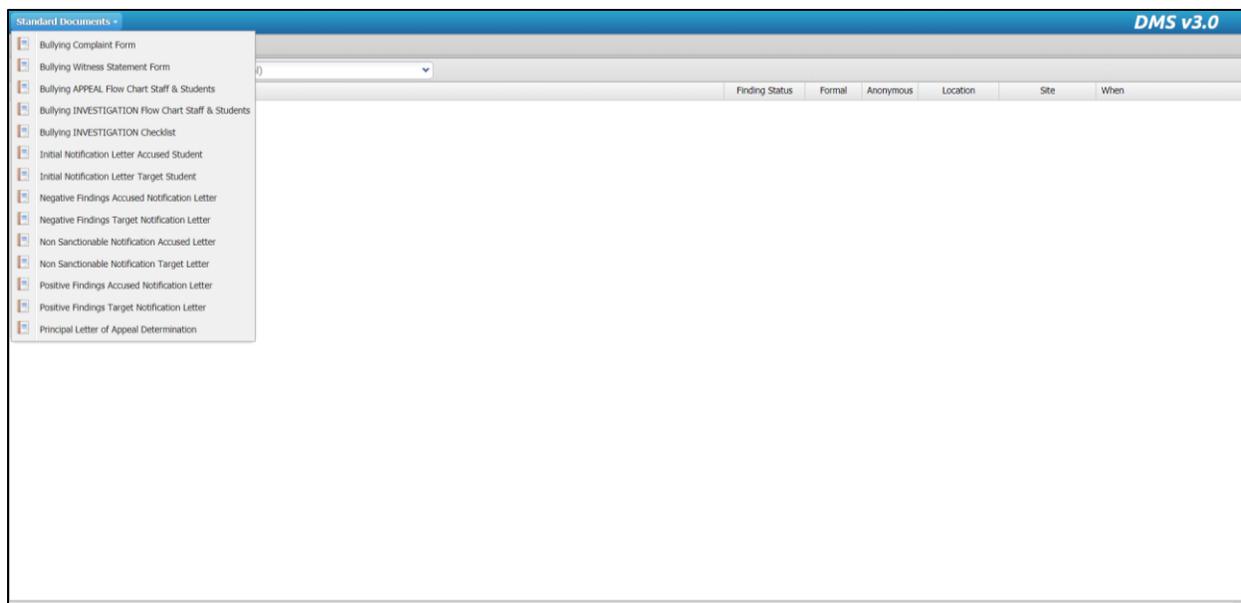
1.8 Enter a Bully Complaint in DMS

When creating a DMS event, indicate that bullying is suspected for the incident, then a BMS referral is automatically created. Go into BMS and complete the investigation and set the finding. If positive, the BMS system will update the DMS event record in DMS and in TERMS and change the bully related flag to 'Y', likewise a negative finding will set the flag to 'N'.

Go to back into Referrals, follow the referral link to auto-populate the DMS & complete
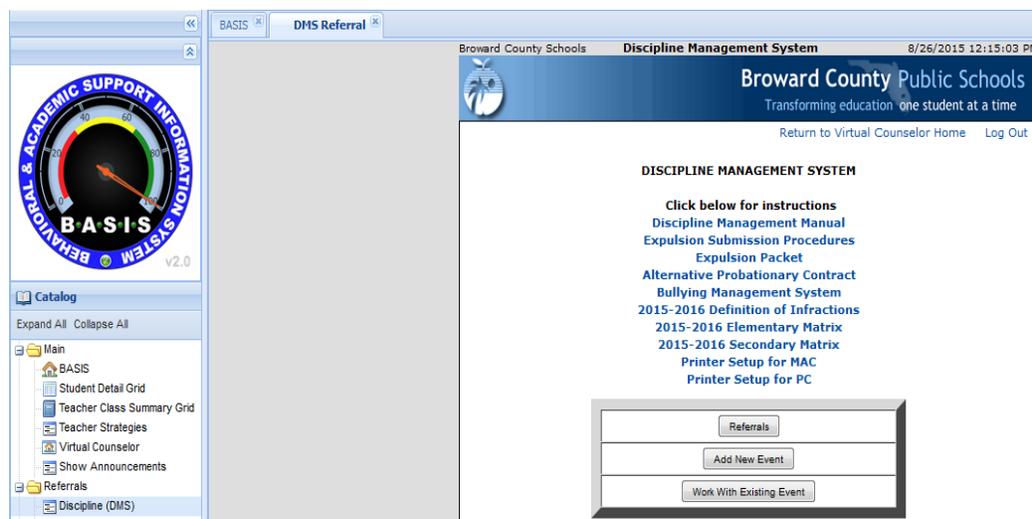
BMS is tied to the DMS. If the user has indicated that Bullying is suspected in the Bullying dropdown in DMS:

1. The program writes to SBBCWEB/BMS_COMPLAINT. The event number is included which ties the BMS record to the DMS event.
2. DMS writes to the SBBCWEB/BMS_PARTICPANT.
3. DMS writes to the SBBCWEB/BMS_FINDING.

1.9 Link to TERMS and DMS

If the Findings is "SUBSTATIATED" and the Bullying referral was associated with an existing Event from the DMS system, then the BMS will update the TERMSD/TSIRP file (TERMS A24) and also the SBBCWEB/TDISCINDT table in the DMS.

If the Findings is "UNSUBSTATIATED" then an Incident Type of "UB" will be written to the TERMSD/TSIRP file (TERMS A24) and also the SBBCWEB/TDISCINDT table in the DMS.

1.10 Bully Management System Data Sheet

Process Purpose	To track all Bully incidents, including investigation and findings, that occur in Broward Schools
Process Scope	All steps (reporting, investigation, notifying, creating a finding, and appeals) of bully related incidents.
Process Out of Scope	Anything not related to bullying
Process Input	Students involved information and evidence of bullying, final findings of the investigation, and the outcome of appeals.
Process Flow	• See process flow below
Process Output	Tables in SBBCWEB, SBBCDIST, and reports & letters on those tables
Exception to Normal Process Flow	• None
Control Points	Referral creator → School Bully Administrator
Technology	.NET, external JavaScript
Application Interfaces	• Web

Bully Management System

Web	DMS

Bullying Incident created ──Can be created in DMS── **Does the DMS event involve bullying?**

↓

School Bully administrator enters results of investigation and findings & potential appeal ──→ **Records written to DMS, potential consequences in DMS**

↓

Incident Closed
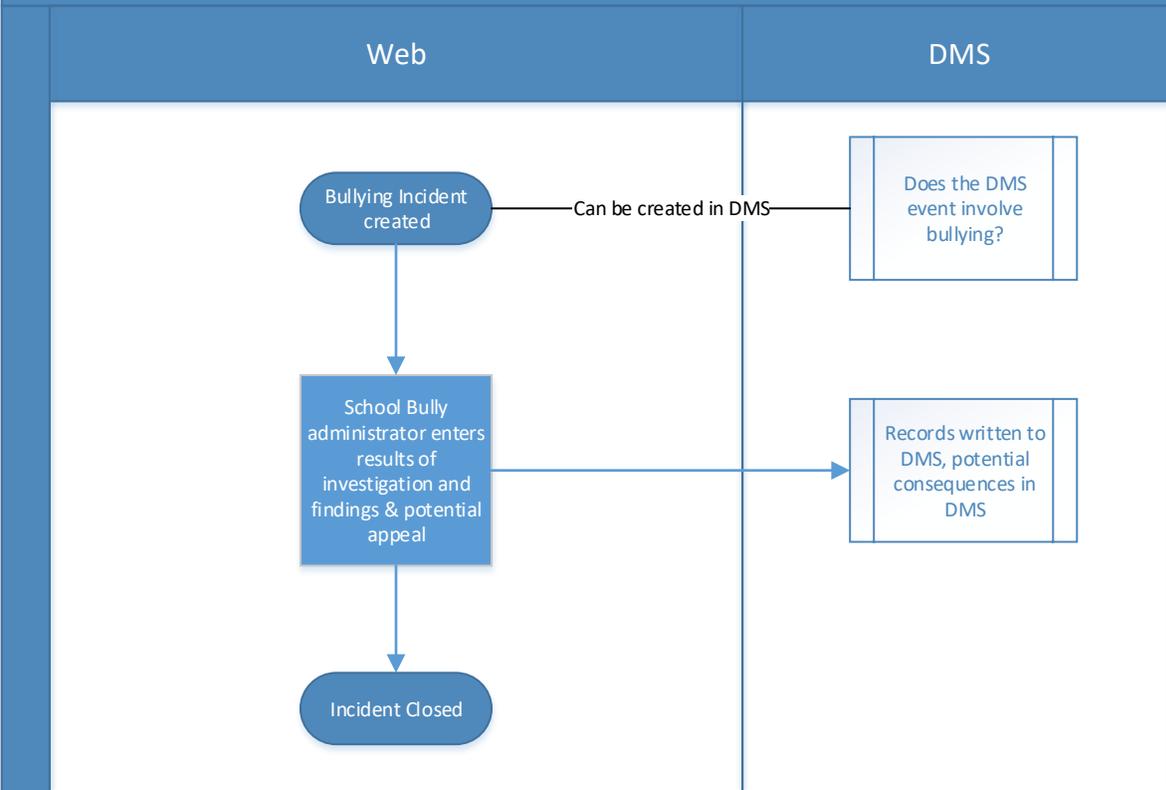
2 Enter an Informal Complaint in BMS

Typically, a teacher should not use a referral as a first line of discipline.. However, more serious issues, such as drugs and violence, should always lead to a referral.

2.1 Create a BMS Referral

Use the following procedure to create an informal complaint in **BMS**. Here, the teacher provides essential information about the incident that is being referred to an administrator. Such information includes:

- Who was responsible for the incident
- What happened – the incident or behavior that led to the referral
- When the incident occurred – time and date

1. Log in to **BASIS**.
2. Click **Referrals/Bullying**
3. Click **New Complaint**.

3 Entering a Complaint in DMS

A bullying complaint can be entered in DMS.

3.1 High level process when the Bullying Referral is initiated inside the DMS

1. Fighting Incident occurs
2. Bullying is Suspected
3. Bulling Referral is created in BMS by inserting records into the Complaint, the Participants, the Findings and the Interview files. The Complaint, the Participant and the Finding file is populated with incident specific data. All bullying Complaints that are inserted from within the DMS will have a FORMAL status …This means that they must be investigated through the BMS with a determination of "SUBSTANTIATED" or "UNSUBSTANTIATED"
4. A DMS Incident record is inserted inside the SBBCWEB/TDISCINCDT table. Note the field called SIR_BULLY will have an "S" (for suspected)
5. The student is disciplined (relevant DMS files and TERMS files are inserted)……or disciplining the student may be delayed for another day.

Inside Bullying (after Bullying records get inserted from DMS)

1. The Bullying records that were created in the DMS system for the Fighting incident (Complaint, Participants, Findings and Interview) shows up on the Bullying grid in yellow.
2. Where there is a drop down on the Complaint, the Participant or the Finding screens, data that was inserted from DMS needs to be SELECTED into the dropdown….for example in the Finding file the fields `ISDISABILITYBASED`, `ISRACEBASED`, `ISSEXBASED`, `ISSEXORIENTATIONBASED`, `ISRELIGIONBASED` will all have data that needs to be defaulted into the dropdown on the Finding screen.
3. If the Finding is "SUBSTANTIATED" then the Bullying System must update the TERMSD/TSIRP file (this file displays on the TERMS A24 panel) and also the SBBCWEB/TDISCINCDT (this is the Incident table in the DMS)… Note the field called SIR_BULLY will now have a "Y"
4. If the Findings is "UNSUBSTANTIATED" then an Incident Type of "UB" will be inserted into the TERMSD/TSIRP file (TERMS A24 panel) and also inserted into the SBBCWEB/TDISCINCDT (Incident table in DMS)

3.2 Create a Referral

Bully referrals in DMS is only created through an incident that has bullying suspected. Only then will a bullying referred be created in BMS through DMS

Use the following procedure to create a bullying referral in **DMS**. Here, the teacher provides essential information about the incident that is being referred to an administrator. Such information includes:

- Who was responsible for the incident
- What happened – the incident or behavior that led to the referral
- When the incident occurred – time and date

4. Log in to **BASIS**.
5. Click **Referrals**.
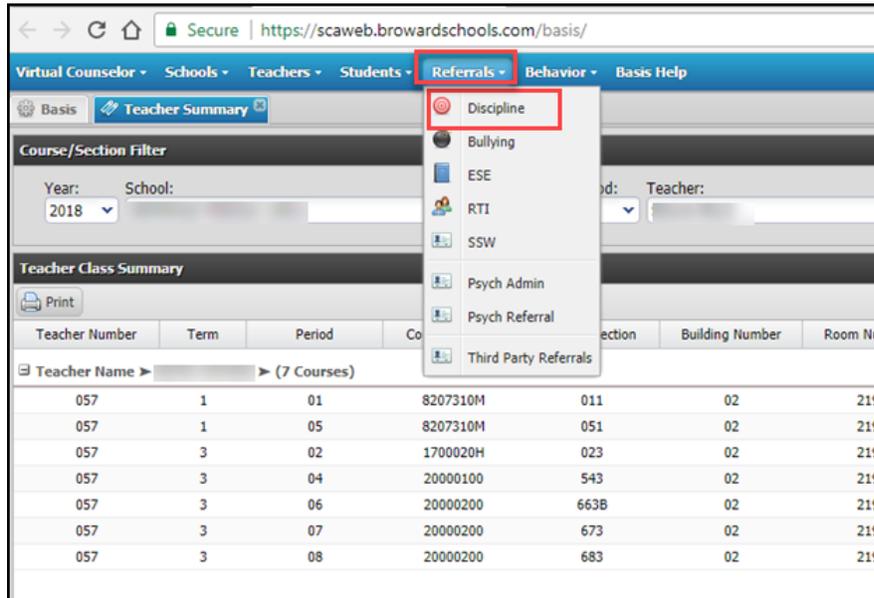
6. From the dropdown list, select **Bullying**. The **Discipline Management System** page is displayed.

7. Click **DMS/Bully Referrals**. The **Student Referral Form** page is displayed. The DMS/Bully Referral may be used to consequence the bully referral that was substantiated from BMS and a record written to the Referral system for consequencing.

8. On the **Student Referral Form**, search for the student for whom you want to create a referral. After you select the student, the **Student Number**, **Student Name**, and **Grade** are auto-populated with that student's information.
9. If you want to assign the referral to a specific administrator, in the **Assign Referral To** field, select the administrator. Otherwise, leave the default **Unassigned**.
10. In the **Date of Incident** field, the default date is the current date. You can change the date of the incident by using the calendar.
11. In the **Reason for Referral** textbox describe the incident.
12. Under **Previous Teacher Action(s)**, select the actions you have taken previously to correct the student's behavior.
13. In the **Consequences for Students Action** textbox, enter the consequences you recommend for the student's behavior.
14. Specify whether you want the parent's signature on the discipline referral letter.
15. Do one of the following:

    - To send the referral to an administrator, click **Create This Referral**. The **Student Referral Summary** page is displayed showing the newly created referral in the teacher's queue.

📄 | The discipline referral is assigned a unique Referral Number only. No Event Number is assigned to the referral at this time.

- If you do not want to send the referral to administrator, click **Finish Referral Later – Do not Send.** The incident is recorded but not sent to an administrator. The **Student Referral Summary** is displayed with the referral having a status of FINISH REFERRAL LATER.

4 SESIR Codes and Reporting Guidelines

Reference the current SESIR Codes and Reporting Guidelines at this link:

There you will find the SESIR codes and definitions, and guidelines for how incidents that fall into SESIR reporting should be reported to the FLDOE. The information presented in this section was obtained from the SESIR training site at www.sesir.org

5 Administrative Discipline Matrix

The Discipline Matrix is a tool for administrators to respond appropriately when students have committed serious violations, per the Code of Student Conduct. This tool is designed to offer consistency at all levels across the District so that students are disciplined fairly from school to school when their behavior requires punishment beyond the classroom.

The Matrix is designed to assist parents and their children in understanding the consequences of seriously violating school rules. While most parents will have no need to be familiar with the Matrix, the School Board and the District want to ensure that parents are knowledgeable about the actions of its school administrators when students misbehave.

The Matrix outlines the violations in the same way as the Code of Student Conduct. Each incident type contains interventions and consequences for each violation. The letters within the consequence boxes correspond to the "Action Legend" beneath the "Types of Incident" grid. Therefore, if a student commits a first offense violation for an incident, the actions that can be taken will be listed in the box for the 1st Consequence. Second offense violation will be listed in the box for the 2nd Consequence, and so forth. It is important to note however, that school administrators have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances.

There are 4 different versions of the Matrix: two assign consequences to elementary students (grades K-2) and (3-5) and two to assign consequences to secondary grades (6-8) and (9-12).

Please go to this site for the most up-to-date discipline matrix.

http://browardschools.com/codeofconduct

5.1.1   K-2 Discipline Matrix

Broward County Public Schools
Administrative Discipline Matrix – Grades K-2
SY 2017-2020

NOTE: The Discipline Matrix sets forth the guidelines for assessing consequences for violations of School Board policies. School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances.

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

Action Legend
Administrative Consequences/Interventions

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

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

Administrative Discipline Matrix
Elementary Grades K-2

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
		Attendance Incidents					
	ZL	Class Cut (Skipping)	A, M	A, R, V	A, B, W		→
	ZM	Tardiness, Habitual (5 in a marking period)	A	A, B, J			→
	ZV	Truancy	A	A, B, J			→
	ZG	Leaving Campus Without Permission	A, R	A, B, R			→
	ZU	Out of Assigned Area	A, M	A, H, U	A, H, J, U	A, H, W	→
		Rule Violation Incidents					
	ZE	Dress Code Violation	A, M	A, Y	A, X		→
	ZQ	Cheating Minor (Grades 6-12)					
	ZB	Cheating Major	A, Z	A, K, AA	A, B, BB		→
	ZP	Detention – Unserved	A, R	A, R	A, W		→
	ZS	Unserved Saturday Detention					
S	ED	Electronic Devices (offensive/unlawful use or publication)	A, D, H, K, R, ZZ, AAA	A, B, D, G, WW, BB, ZZ, AAA	A, B, D, I, V, DD, ZZ, AAA	A, B, D, I, FF, PP, ZZ, AAA	A, B, D, I, MM, NN, ZZ, AAA
S	SX	Sexting	A, D, G, R, V, ZZ, AAA	A, B, D, G, V, BB, ZZ, AAA	A, B, D, G, V, DD, ZZ, AAA	A, B, D, G, V, FF, PP, ZZ, AAA	A, B, D, G, V, MM, NN, ZZ, AAA
	ZY	Cell Phone Violation (punitive action begin on 2nd offense)	A, M	A, D	A, D, R		→

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
		Disruptive Incidents					
	SB	Disruptive (Unruly) Behavior	A, M	A, R, L	A, H, R, V		→
	UP	Disruptive (Unruly) Play	A, M	A, L	A, H, R, V		→
	01	Disobedience/Insubordination	A, M, L	A, H, R, V	A, I, R, V	A, B, W, R	→
	ZW	Defiance of Authority-Habitual	A, B, W, R	A, B, Z	A, B, BB		→
	02	Profanity – Use of Insulting/Obscene Language	A, N	A, R			→
	ZX	Profanity Directed Towards a Staff Member	A, H, U	A, H, K, R	A, B, Z		→
S	SG	Gambling	A, D, M, H, ZZ	A, B, D, N, ZZ	A, B, D, R, ZZ	A, B, D, R, ZZ, AAA	→
	Z1	Inciting a Disturbance	A, M, H	A, H, L, R			→
S	SF	Passing/Producing Counterfeit Money	A, D, M, ZZ, AAA	A, D, H, R, ZZ, AAA			→
	ZH	Falsification/Misrepresentation (lying, forgery of signature)	A, R				→
	ZC	Prohibited/Distracting Items – Possession/Use	A, D, M	A, D, R			→
	ZJ	Distribution/Sale of Unauthorized Materials (non-criminal)	A, D, M	A, D, R			→
S	Z2	Laser Device – Inappropriate Use	A, D, M, ZZ	A, D, H, BB, ZZ	A, D, H, DD, ZZ	A, B, D, FF, PP, ZZ	A, B, D, MM, NN, ZZ
S	G1	Gang Activity	A, C, T, G, ZZ, AAA	A, B, C, G, K, BB, ZZ, AAA	A, B, C, G, W, DD, ZZ, AAA	A, B, C, I, FF, PP, ZZ, AAA	A, B, C, I, MM, NN, ZZ, AAA
	XA	Disruption on Campus – Minor	A, H, M	A, H, K, U	A, B, R		→
S	D0	**Disruption on Campus – Major**	**A, K, T, ZZ**	**P, A, B, GG, ZZ, AAA**	**P, A, B, II, ZZ, AAA**	**P, A, B, JJ, PP, ZZ, AAA**	**P, A, B, LL, NN, ZZ, AAA**
S	66	**Trespassing**	**A, M, ZZ**	**A, G, ZZ**	**A, B, K, ZZ**	**A, B, R, W, ZZ, AAA**	**P, A, B, GG, ZZ, AAA**
S	F9	False Fire Alarm/911 Call	A, K, Z, ZZ, AAA	A, B, CC, ZZ, AAA	A, B, EE, ZZ, AAA		→

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	A, D, M	A, D, M	A, D, H, R		→
	OC	Over-the-Counter Medication – Sale/Attempted Sale/Transmittal	A, D, T	A, B, D, H, Z	A, B, D, G, BB		→
S	TU	Tobacco – Use/Possession/Sale/Transmittal	A, D, H, N, ZZ	A, D, F, T, ZZ	A, B, D, F, Z, ZZ	A, B, D, F, BB, ZZ	→
S	A1	**Alcohol – Use/Possession/Under the Influence**	**P, A, B, D, F, II, ZZ**	**P, A, B, D, F, LL, NN, QQ, ZZ**	**P, A, B, D, F, LL, NN, ZZ**	**P, A, B, D, F, LL, NN, ZZ, AAA**	→
S	D5	**Drug – Possession/Use/Under the Influence**	**P, A, B, D, F, II, ZZ**	**P, A, B, D, F, LL, NN, QQ, ZZ**	**P, A, B, D, F, LL, NN, ZZ**	**P, A, B, D, F, LL, NN, ZZ, AAA**	→
S	DF	Drug – Use/Possession of Unauthorized Substance	A, D, F, MM, NN, ZZ, AAA	A, B, D, F, MM, NN, ZZ, AAA			→
S	D6	Drug - Under the Influence of Unauthorized Substance	A, F, MM, ZZ, AAA	A, B, F, MM, NN, ZZ, AAA			→
S	A3	**Alcohol - Sale/Attempted Sale/Transmittal**	**A, D, F, V, BB, ZZ**	**P, A, B, D, F, V, GG, ZZ, AAA**	**P, A, B, D, F, V, II, ZZ, AAA**		→
S	D7	Drug - Sale/Attempted Sale/Transmittal	A, D, F, V, CC, ZZ, AAA	A, B, D, F, V, DD, ZZ, AAA	A, B, D, F, V, MM, NN, ZZ, AAA		→
S	DP	**Drug Paraphernalia - Use/Possession/Sale/Transmittal**	**A, D, F, R, ZZ**	**P, A, B, D, F, GG, ZZ**	**P, A, B, D, F, II, ZZ**	**P, A, B, D, F, JJ, PP, ZZ, AAA**	**P, A, B, D, F, LL, NN, ZZ, AAA**

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
		Acts Against Persons					
S	ZA	**Bullying**	**P, A, B, GG, ZZ**	**P, A, B, II, ZZ**	**P, A, B, JJ, ZZ**		→
S	HA	**Harassment**	**P, A, B, GG, ZZ**	**P, A, B, II, ZZ**	**P, A, B, JJ, ZZ**		→
		When deciding what disciplinary action should be taken for Fighting, the Administrator may consequence the involuntary mutual combatant differently based upon the results of the investigation or provide no consequence					
S	F1	**Fighting –Major Mutual Combat* See above**	**P, A, GG, ZZ, AAA**	**P, A, B, II, ZZ, AAA**	**P, A, B, JJ, ZZ, AAA**		→
S	F2	Fighting – Medium* See above	A, R	A, H, R, V	A, B, K, R	A, B, W	→
	ZI	Fighting – Minor Altercation/Confrontation *See above	A, M	A, V	A, H, U		→
S	ZT	Hazing (Grades 6-12)					
S	SS	**False Accusation Against School Staff**	**A, K, T, ZZ**	**A, B, Z, ZZ**	**P, A, B, GG, ZZ**	**P, A, B, II, ZZ, AAA**	→
		**When deciding what disciplinary action should be taken, the Administrator may consider the severity of the offense and may impose a more severe consequence.*					
S	56	Sexual Misconduct &/or Indecent Exposure**	A, H, K, M, ZZ, AAA	A, B, G, T, V, W, ZZ, AAA	A, B, I, V, Z, ZZ, AAA	A, B, I, V, BB, ZZ, AAA	→
S	50	Sexual Harassment	A, B, G, K, T, ZZ, AAA	A, B, I, V, W, Z, ZZ, AAA	A, B, I, V, BB, ZZ, AAA		→
	ZN	Assault/Threat (Low level, non-criminal)	A, C, H, M	A, C, H, L, U	A, B, C, T		→
	A5	**Assault/Threat (no harm or injury) – medium level**	**P, A, B, C, GG, ZZ**	**P, A, B, C, K, II, ZZ**	**P, A, B, C, W, JJ, ZZ**	**P, A, B, C, JJ, ZZ, AAA**	→
S	A6	Assault/Threat – High	A, B, C, G, BB, ZZ, AAA	A, B, C, G, BB, ZZ, AAA	A, B, C, I, K, DD, ZZ, AAA	A, B, C, I, W, FF, PP, ZZ, AAA	A, B, C, I, MM, NN, ZZ, AAA
S	A7	Assault/Threat – Serious	A, B, C, D, G, BB, ZZ, AAA	A, B, C, D, G, DD, ZZ, AAA	A, B, C, D, I, FF, ZZ, AAA	A, B, C, D, I, MM, NN, ZZ, AAA	→
S	S2	Sexual Assault-Threat	A, B, C, G, DD, ZZ, AAA	A, B, C, G, FF, PP, ZZ, AAA	A, B, C, I, MM, NN, ZZ, AAA		→
	22	Battery	A, H, L, T, ZZ, AAA	A, B, G, BB, ZZ,AAA	A, B, I, V, DD, ZZ, AAA	A, B, I, FF, PP, ZZ, AAA	A, B, I, MM, NN, ZZ, AAA
S	PA	Physical Attack	A, B, D, H, BB, ZZ, AAA	A, B, D, G, CC, ZZ, AA	A, B, D, G, DD, ZZ, AA	A, B, D, I, FF, PP, ZZ, AAA	A, B, D, I, MM, NN, ZZ, AAA
S	26	Battery on SBBC Employee/Law Enforcement Officer	A, B, G, K, DD, ZZ, AAA	A, B, G, DD, ZZ, AAA	A, B, I, FF, ZZ, AAA	A, B, I, MM, NN, ZZ, AAA	→
S	23	Battery – Serious	A, B, G, K, DD, ZZ, AAA	A, B, G, W, DD, ZZ, AAA	A, B, I, FF, ZZ, AAA	A, B, I, MM, NN, ZZ, AAA	→

Elementary Grades K-2

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Property Incidents							
	T5	**Theft – Petty <$300**	**A, B, E, R, ZZ**	**A, B, D, E, Z, ZZ**	**P, A, B, D, E, GG, ZZ**	**P, A, B, D, E, II, ZZ, AAA**	**P, A, B, D, E, JJ, ZZ, AAA**
S	T6	Theft – Grand ≥ $300	A, D, E, G, T, V, ZZ, AAA	A, B, D, E, G, V, Z, ZZ, AAA	A, B, D, E, I, CC, ZZ, AAA	A, B, D, E, I, FF, PP, ZZ, AAA	A, B, D, E, I, MM, NN, ZZ, AAA
S	80	Theft/Motor Vehicle	A, D, E, G, V, Z, ZZ, AAA	A, B, D, E, G, V, BB, ZZ, AAA	A, B, D, E, I, DD, ZZ, AAA	A, B, D, E, I, FF, PP, ZZ, AAA	A, B, D, E, I, MM, NN, ZZ, AAA
	V4	**Vandalism/Damage to Property < $1000**	**P, A, B, D, E, GG, ZZ**	**P, A, B, D, E, II, ZZ, AAA**	**P, A, B, D, E, JJ, PP, ZZ, AAA**	**P, A, B, D, E, LL, NN, ZZ, AAA**	→
S	V5	Vandalism/Damage to Property ≥ $1000	A, B, D, E, G, T, ZZ, AAA	A, B, D, E, G, BB, ZZ, AAA	A, B, D, E, I, DD, ZZ, AAA	A, B, D, E, I, FF, PP, ZZ, AAA	A, B, D, E, I, MM, NN, ZZ, AAA
	Z3	Technology – Inappropriate Use (computers or networks)	A, M, W, V	A, R, V	A, H, R, V		→
S	ST	Technology – Illegal Use (computers or networks)	A, CC, ZZ, AAA	A, B, EE, ZZ, AAA	A, B, FF, PP, ZZ, AAA	A, B, MM, NN, ZZ, AAA	→
S	13	Arson	A, B, E, G, FF, YY, ZZ, AAA	A, B, E, I, MM, NN, YY, ZZ, AAA	→		→
	FS	Fire – Starting a Fire on Campus	A, D, E, G, V, BB, ZZ, AAA	A, B, D, E, G, DD, YY, ZZ, AAA	A, B, D, E, I, FF, PP, YY, ZZ, AAA	A, B, D, E, I, MM, NN, YY, ZZ, AAA	→
S	36	Burglary – Unlawful breaking/entering into a school facility or property	A, B, D, E, H, R, ZZ, AAA	A, B, D, E, G, BB, ZZ, AAA	A, B, D, E, G, DD, ZZ, AAA	A, B, D, E, I, FF, PP, ZZ, AAA	A, B, D, E, I, MM, NN, ZZ, AAA

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

Elementary Grades K-2

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

5.1.2   Grade 3-5 Discipline Matrix

Broward County Public Schools
Administrative Discipline Matrix – Grades 3-5
SY 2017-2020

NOTE: The Discipline Matrix sets forth the guidelines for assessing consequences for violations of School Board policies. School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances.

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

Action Legend
Administrative Consequences/Interventions

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

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

Administrative Discipline Matrix
Elementary Grades 3-5

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
		Attendance Incidents					
	ZL	Class Cut (Skipping)	A, M	A, V, R	A, B, W		→
	ZM	Tardiness, Habitual (5 in a marking period)	A	A, B, H, J			→
	ZV	Truancy	A	A, B, H, J			→
	ZG	Leaving Campus Without Permission	A, R	A, B, H, R			→
	ZU	Out of Assigned Area	A, M	A, R	A, H, R	A, J, R	→
		Rule Violation Incidents					
	ZE	Dress Code Violation	A, M	A, Y	A, X		→
	ZQ	Cheating Minor (Grades 6-12)					
	ZB	Cheating Major	A, H, K, T	A, I, Z	A, B, AA		→
	ZP	Detention – Unserved	A, R	A, R	A, W		→
	ZS	Unserved Saturday Detention					
S	ED	Electronic Devices (offensive/unlawful use or publication)	A, D, H, K, BB, ZZ, AAA	A, B, D, G, V, W, DD, ZZ, AAA	A, B, D, I, FF, PP, ZZ, AAA	A, B, D, I, MM, NN, ZZ, AAA	→
S	SX	Sexting	A, D, G, V, BB, ZZ, AAA	A, B, D, G, V, DD, ZZ, AAA	A, B, D, G, V, FF, PP, ZZ, AAA	A, B, D, G, V, MM, NN, ZZ, AAA	→
	ZY	Cell Phone Violation (punitive action begin on 2nd offense)	A, M	A, D	A, D, R		→

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
		Disruptive Incidents					
	SB	Disruptive (Unruly) Behavior	A, U	A, H, K, L	A, G, L, R, W	A, B, L, Z	→
	UP	Disruptive (Unruly) Play	A, M	A, L, U	A, H, L, R, V		→
	01	Disobedience/Insubordination	A, M, L	A, H, K, L	A, G, R, V, W	A, B, W, Z	→
	ZW	Defiance of Authority-Habitual	A, B, W, Z	A, B, G, BB	A, B, G, DD		→
	02	Profanity – Use of Insulting/Obscene Language	A, N	A, L, R	A, V, Z		→
	ZX	Profanity Directed Towards a Staff Member	A, H, N	A, H, L, R	A, B, Z	A, B, BB	→
S	SG	Gambling	A, D, M, H, ZZ	A, B, D, N, ZZ	A, B, D, R, ZZ	A, B, D, R, ZZ, AAA	→
	Z1	Inciting a Disturbance	A, H, L, R	A, B, V, Z	A, B, W, BB		→
S	SF	Passing/Producing Counterfeit Money	A, D, R, ZZ, AAA	A, D, H, Z, ZZ, AAA			→
	ZH	Falsification/Misrepresentation (lying, forgery of signature)	A, R	A, N	A, T		→
	ZC	Prohibited/Distracting Items – Possession/Use	A, D, M	A, D, R			→
	ZJ	Distribution/Sale of Unauthorized Materials (non-criminal)	A, D, M	A, D, R			→
S	Z2	Laser Device – Inappropriate Use	A, D, H, T, ZZ	A, B, D, H, BB, ZZ	A, B, D, H, DD, ZZ	A, B, D, I, FF, PP, ZZ	A, B, D, I, MM, NN, ZZ
S	G1	Gang Activity	A, C, E, G, T, ZZ, AAA	A, B, C, E, G, K, BB, ZZ, AAA	A, B, C, E, G, W, DD, ZZ, AAA	A, B, C, E, I, FF, PP, ZZ, AAA	A, B, C, E, I, MM, NN, ZZ, AAA
	XA	Disruption on Campus – Minor	A, H, M	A, H, K, L	A, B, R, W		→
S	D0	**Disruption on Campus – Major**	**A, K, T, ZZ**	**P, A, B, GG, ZZ, AAA**	**P, A, B, II, ZZ, AAA**	**P, A, B, JJ, PP, ZZ, AAA**	**P, A, B, LL, NN, ZZ, AAA**
S	66	**Trespassing**	**A, M, ZZ**	**A, G, ZZ**	**A, B, K, ZZ**	**A, B, R, W, ZZ, AAA**	**P, A, B, GG, ZZ, AAA**
S	F9	False Fire Alarm/911 Call	A, K, Z, ZZ, AAA	A, B, CC, ZZ, AAA	A, B, EE, ZZ, AAA		→

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	A, D, M	A, D, M	A, D, G, R		→
	OC	Over-the-Counter Medication – Sale/Attempted Sale/ Transmittal	A, D, T	A, B, D, G, Z	A, B, D, G, BB		→
S	TU	Tobacco – Use/Possession/Sale/Transmittal	A, D, G, N, ZZ	A, D, F, T, ZZ	A, B, D, F, Z, ZZ	A, B, D, F, AA, ZZ	→
S	A1	**Alcohol – Use/Possession/Under the Influence**	**P, A, B, D, F, II, ZZ**	**P, A, B, D, F, LL, NN, QQ, ZZ**	**P, A, B, D, F, LL, NN, ZZ**	**P, A, B, D, F, LL, NN, ZZ, AAA**	→
S	D5	**Drug – Use/Possession/Under the Influence**	**P, A, B, D, F, II, ZZ**	**P, A, B, D, F, LL, NN, QQ, ZZ**	**P, A, B, D, F, LL, NN, ZZ**	**P, A, B, D, F, LL, NN, ZZ, AAA**	→
S	DF	Drug – Use/Possession of Unauthorized Substance	A, D, F, MM, NN, ZZ, AAA	A, B, D, F, MM, NN, ZZ, AAA			→
S	D6	Drug - Under the Influence of Unauthorized Substance	A, F, MM, ZZ, AAA	A, F, MM, NN, ZZ, AAA			→
S	A3	**Alcohol - Sale/Attempted Sale/Transmittal**	**A, D, F, V, BB, ZZ**	**P, A, B, D, F, V, GG, ZZ, AAA**	**P, A, B, D, F, V, II, ZZ, AAA**		→
S	D7	Drug - Sale/Attempted Sale/Transmittal	A, D, F, V, CC, ZZ, AAA	A, B, D, F, V, DD, ZZ, AAA	A, B, D, F, MM, NN, ZZ, AAA		→
S	DP	**Drug Paraphernalia –Use/Possession/Transmittal**	**A, D, F, R, ZZ**	**P, A, B, D, F, GG, ZZ**	**P, A, B, D, F, II, ZZ**	**P, A, B, D, F, JJ, ZZ, AAA**	**P, A, B, D, F, LL, NN, ZZ, AAA**

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Acts Against Persons							
S	ZA	**Bullying**	**P, A, B, GG, ZZ**	**P, A, B, II, ZZ**	**P, A, B, JJ, ZZ**		→
S	HA	**Harassment**	**P, A, B, GG, ZZ**	**P, A, B, II, ZZ**	**P, A, B, JJ, ZZ**		→
When deciding what disciplinary action should be taken for Fighting, the Administrator may consequence the involuntary mutual combatant differently based upon the results of the investigation or provide no consequence							
S	F1	**Fighting –Major Mutual Combat* See above**	**P, A, GG, ZZ, AAA**	**P, A, B, II, ZZ, AAA**	**P, A, B, JJ, ZZ, AAA**		→
S	F2	Fighting – Medium* *See above*	A, H, R	A, H, K, L, R	A, B, W, Z		→
	ZI	Fighting – Minor Altercation/Confrontation**See above*	A, U	A, H, U	A, H, R		→
S	ZT	Hazing (Grades 6-12)					
S	SS	**False Accusation Against School Staff**	**A, K, T, ZZ**	**A, B, Z, ZZ**	**P, A, B, GG, ZZ**	**P, A, B, II, ZZ, AAA**	→
**When deciding what disciplinary action should be taken, the Administrator may consider the severity of the offense and may impose a more severe consequence.							
S	56	Sexual Misconduct &/or Indecent Exposure**	A, G, K, N, ZZ, AAA	A, B, I, T, V, W, ZZ, AAA	A, B, I, V, Z, ZZ, AAA	A, B, I, V, BB, ZZ, AAA	→
S	50	Sexual Harassment	A, B, G, K, Z, ZZ, AAA	A, B, I, V, W, BB, ZZ, AAA	A, B, I, V, CC, ZZ, AAA	A, B, I, V, DD, ZZ, AAA	→
	ZN	Assault/Threat (Low level, non-criminal)	A, C, H, M	A, C, H, U	A, B, C, K, Z	A, B, C, W, Z	→
	A5	**Assault/Threat (no harm or injury) – medium level**	**P, A, B, C, GG, ZZ**	**P, A, B, C, K, II, ZZ**	**P, A, B, C, W, JJ, ZZ**	**P, A, B, C, JJ, ZZ, AAA**	→
S	A6	Assault/Threat – High	A, B, C, G, K, BB, ZZ, AAA	A, B, C, G, W, DD, ZZ, AAA	A, B, C, I, FF, PP, ZZ, AAA	A, B, C, I, MM, NN, ZZ, AAA	→
S	A7	Assault/Threat -– Serious	A, B, C, D, G, FF, ZZ, AAA	A, B, C, D, I, MM, NN, ZZ, AAA			→
S	S2	Sexual Assault — Threat	A, B, C, G, FF, PP, ZZ, AAA	A, B, C, I, MM, NN, ZZ, AAA			→
	22	Battery	A, H, L, Z, ZZ, AAA	A, B, G, BB, ZZ, AAA	A, B, I, V, DD, ZZ, AAA	A, B, I, FF, PP, ZZ, AAA	A, B, I, MM, NN, ZZ, AAA
S	PA	Physical Attack	A, B, D, H, CC, ZZ, AAA	A, B, D, G, DD, ZZ, AAA	A, B, D, I, FF, PP, ZZ, AAA	A, B, D, I, MM, NN, ZZ, AAA	→
S	26	Battery on SBBC Employee/Law Enforcement	A, B, G, DD, ZZ, AAA	A, B, I, FF, ZZ, AAA	A, B, I, MM, NN, ZZ, AAA		→
S	23	Battery - Serious	A, B, G, DD, ZZ, AAA	A, B, I, FF, ZZ, AAA	A, B, I, MM, NN, ZZ, AAA		→

Elementary Grades 3-5

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
		Property Incidents					
	T5	**Theft – Petty <$300**	**A, D, E, R, ZZ**	**A, B, D, E, Z, ZZ**	**P, A, B, D, GG, ZZ**	**P, A, B, D, E, II, ZZ, AAA**	**P, A, B, D, E, JJ, ZZ, AAA**
S	T6	Theft – Grand ≥ $300	A, D, E, G, V, BB, ZZ, AAA	A, B, D, E, G, V, CC, ZZ, AAA	A, B, D, E, I, V, DD, ZZ, AAA	A, B, D, E, I, V, FF, PP, ZZ, AAA	A, B, D, E, I, MM, NN, ZZ, AAA
S	80	Theft/Motor Vehicle	A, D, E, G, BB, ZZ, AAA	A, B, D, E, G, DD, ZZ, AAA	A, B, D, E, I, V, FF, PP, ZZ, AAA	A, B, D, E, I, V, MM, NN, ZZ, AAA	
	V4	**Vandalism/Damage to Property < $1000**	**P, A, B, D, E, GG, ZZ**	**P, A, B, D, E, II, ZZ, AAA**	**P, A, D, E, JJ, PP, ZZ, AAA**	**P, A, B, D, E, LL, NN, ZZ, AAA**	→
S	V5	Vandalism/Damage to Property ≥ $1000	A, B, D, E, G, CC, ZZ, AAA	A, B, D, E, I, DD, ZZ, AAA	A, B, D, E, I, FF, PP, ZZ, AAA	A, B, D, E, I, MM, NN, ZZ, AAA	→
	Z3	Technology – Inappropriate Use (computers or networks)	A, M, W, V	A, R, V	A, H, V, T	A, G, V, Z	→
S	ST	Technology – Illegal Use (computers or networks)	A, CC, ZZ, AAA	A, B, EE, ZZ, AAA	A, B, FF, PP, ZZ, AAA	A, B, MM, NN, ZZ, AAA	→
S	13	Arson	A, B, E, G, FF, YY, ZZ, AAA	A, B, E, G, MM, NN, YY, ZZ, AAA	→		→
	FS	Fire – Starting a Fire on Campus	A, B, D, E, G, V, BB, ZZ, AAA	A, B, D, E, G, DD, YY, ZZ, AAA	A, B, D, E, I, FF, PP, YY, ZZ, AAA	A, B, D, E, I, MM, NN, YY, ZZ, AAA	→
S	36	Burglary – Unlawful breaking/entering into a school facility or property	A, B, D, E, G, BB, ZZ, AAA	A, B, D, E, G, DD, ZZ, AAA	A, B, D, E, I, FF, PP, ZZ, AAA	A, B, D, E, I, MM, NN, ZZ, AAA	→

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

Elementary Grades 3-5

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

Broward County Public Schools
Administrative Discipline Matrix – Grades 3-5
SY 2017-2020

NOTE: The Discipline Matrix sets forth the guidelines for assessing consequences for violations of School Board policies.

R.	School Specific Consequence	SS.	Bus – 3 Days School Bus Suspension
S.	Incident Codes Reported to the State	TT.	Bus – 1 to 10 Days School Bus Suspension
T.	In-School Suspension (Less than a day)	UU.	Bus – 10 Days School Bus Suspension
U.	Time Out	VV.	Bus – Expulsion from School Bus for the Remainder of the School Year
V.	Additional Interventions (as appropriate)	WW.	Loss of Specific School-Sanctioned Activity for 1 Year
W.	Loss of Privilege	XX.	Loss of All School-Sanctioned Activities for 1 Year
X.	In-School Suspension (1-3 Days) & Loss of Extra Curricular Activities (1-30 Days)	YY.	Referral to Fire Starter Program
Y.	Loss of Extra Curricular Activities (Up to 5 days)	ZZ.	Complete Immediate Notification Form (SIU)
Z.	In-School Suspension: 1-2 Days		AAA. Consultation with Law Enforcement

5.1.3 Grade 6-8 Discipline Matrix

Broward County Public Schools
Administrative Discipline Matrix – Grades 6-8
SY 2017-2020

NOTE: The Discipline Matrix sets forth the guidelines for assessing consequences for violations of School Board policies. School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances.

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

Action Legend
Administrative Consequences/Interventions

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

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

Administrative Discipline Matrix
Secondary Grades 6-8

	Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Attendance Incidents						
ZL	Class Cut (Skipping)	A, O, W	A, B, J, N1, W		⟶	
ZM	Tardiness, Habitual (5 in a marking period)	A, B, J, M	A, B, G, O	A, B, G, N1	⟶	
ZV	Truancy	A, G	A, B, G	⟶		
ZG	Leaving Campus Without Permission	A, K, N1	A, B, K, V	⟶		
ZU	Out of Assigned Area	A, M	A, B, O	A, B, O	A, B, N1	⟶
Rule Violation Incidents						
ZE	Dress Code Violation	A, M	A, Y	A, X	⟶	
ZQ	Cheating Minor (Grades 6-12)	A, M	A, L, M	A, H, L, W	⟶	
ZB	Cheating Major	A, DD	A, B, FF	⟶		
ZP	Detention – Unserved	A, O	A, B, N1	⟶		
ZS	Unserved Saturday Detention	A, Z	A, B, AA	⟶		
S ED	Electronic Devices (offensive/unlawful use or publication)	A, D, K, DD, ZZ, AAA	A, B, D, W, FF, PP, ZZ, AAA	A, B, D, MM, OO, ZZ, AAA	⟶	
S SX	Sexting	A, D, G, V, DD, ZZ, AAA	A, B, D, V, FF, PP, ZZ, AAA	A, B, D, V, MM, OO, ZZ, AAA	⟶	
ZY	Cell Phone Violation (punitive action begin on 2nd offense)	A, M	A, D, M	A, D, X	⟶	

	Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Disruptive Incidents						
SB	Disruptive (Unruly) Behavior	A, L, T	A, B, K, L, Z	A, B, L, W, AA	⟶	
UP	Disruptive (Unruly) Play	A, L, N	A, L, O	⟶		
01	Disobedience/Insubordination	A, L, T	A, B, K, L, Z	A, B, G, L, W, Z	⟶	
ZW	Defiance of Authority-Habitual	A, B, G, BB	A, B, G, BB	A, B, I, CC	A, B, I, DD	⟶
02	Profanity – Use of Insulting/Obscene Language	A, L, T	A, L, Z	⟶		
ZX	Profanity Directed Towards a Staff Member	A, BB	A, B, DD	⟶		
S SG	Gambling	A, D, N, ZZ	A, B, D, O, ZZ	A, B, D, N1, ZZ, AAA	A, B, D, R, ZZ, AAA	⟶
Z1	Inciting a Disturbance	A, K, Z	A, W, AA	A, W, DD	⟶	
S SF	Passing/Producing Counterfeit Money	A, D, BB, ZZ, AAA	A, B, D, DD, ZZ, AAA	⟶		
ZH	Falsification/Misrepresentation (lying, forgery of signature)	A, O	A, B, Z	A, B, DD	⟶	
ZC	Prohibited/Distracting Items – Possession/Use	A, D, N	A, B, D, O	A, B, D, Z	⟶	
ZJ	Distribution/Sale of Unauthorized Materials (non-criminal)	A, D, N	A, B, D, O	A, B, D, N1	⟶	
S Z2	Laser Device – Inappropriate Use	A, D, DD, ZZ	A, B, D, H, FF, PP, ZZ	A, B, D, MM, OO, ZZ	⟶	
S G1	Gang Activity	A, C, E, G, DD, ZZ, AAA	A, B, C, E, G, FF, PP, ZZ, AAA	A, B, C, E, G, MM, OO, ZZ, AAA	⟶	
XA	Disruption on Campus – Minor	A, K, L, N	A, B, L, N1	A, B, W, Z	⟶	
S D0	**Disruption on Campus – Major**	**P, A, B, HH, ZZ**	**P, A, B, JJ, ZZ, AAA**	**P, A, B, KK, PP, ZZ, AAA**	**P, A, B, LL, OO, ZZ, AAA**	⟶
S 66	**Trespassing**	**A, K, ZZ**	**P, A, B, HH, ZZ**	**P, A, B, JJ, ZZ**	**P, A, B, JJ, ZZ, AAA**	⟶
S F9	False Fire Alarm/911 Call	A, K, DD, ZZ, AAA	A, B, W, DD, ZZ, AAA	A, B, FF, ZZ, AAA	⟶	

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	A, D, M	A, D, M	A, D, G, N		→
	OC	Over-the-Counter Medication – Sale/Attempted Sale/ Transmittal	A, D, AA	A, B, D, G, BB	A, B, D, F, V, DD		→
S	TU	Tobacco – Use/Possession/Sale/Transmittal	A, D, F, Z, ZZ	A, B, D, F, AA, ZZ			→
S	A1	**Alcohol – Use/Possession/Under the Influence**	**P, A, B, D, F, JJ, ZZ**	**P, A, B, D, F, LL, OO, QQ, ZZ**	**P, A, B, D, F, LL, OO, ZZ**	**P, A, B, D, F, LL, OO, ZZ, AAA**	→
S	D5	**Drug – Possession/Use/Under the Influence**	**P, A, B, D, F, JJ, ZZ**	**P, A, B, D, F, LL, OO, QQ, ZZ**	**P, A, B, D, F, LL, OO, ZZ**	**P, A, B, D, F, LL, OO, ZZ, AAA**	→
S	DF	Drug – Use/Possession of Unauthorized Substance	A, D, F, MM, OO, ZZ, AAA	A, B, D, F, MM, OO, ZZ, AAA			→
S	D6	Drug - Under the Influence of Unauthorized Substance	A, F, MM, ZZ, AAA	A, F, MM, OO, ZZ, AAA			→
S	A3	**Alcohol - Sale/Attempted Sale/Transmittal**	**P, A, B , D, F, LL, OO, ZZ**	**P, A, B, D, F, LL, OO, ZZ, AAA**			→
S	D7	Drug - Sale/Attempted Sale/Transmittal	A, D, F, MM, OO, ZZ, AAA	A, B, D, F, MM, OO, ZZ, AAA			→
S	DP	**Drug Paraphernalia –Use/Possession/Transmittal**	**A, D, F, AA, ZZ**	**P, A, B, D, F, HH, ZZ**	**P, A, B, D, F, JJ, ZZ**	**P, A, B, D, F, KK, K, PP, ZZ, AAA**	**P, A, B, D, F, LL, W, OO, ZZ, AAA**

Type of Incident			1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Acts Against Persons							
S	ZA	**Bullying**	**P, A, B, C, HH, ZZ**	**P, A, B, C, JJ, ZZ**	**P, A, B, C, KK, ZZ**		→
S	HA	**Harassment**	**P, A, B, C, HH, ZZ**	**P, A, B, C, JJ, ZZ**	**P, A, B, C, KK, ZZ**		→
When deciding what disciplinary action should be taken for Fighting, the Administrator may consequence the involuntary mutual combatant differently based upon the results of the investigation or provide no consequence							
S	F1	**Fighting –Major Mutual Combat* See above**	**P, A, B, HH, ZZ, AAA**	**P, A, B, JJ, ZZ, AAA**	**P, A, B, KK, ZZ, AAA**		→
S	F2	Fighting – Medium* **See above**	A, H, BB	A, H, L, DD	A, B, K, DD	A, B, W, FF	
	ZI	Fighting – Minor Alteration/Confrontation*See above*	A, H, L, Z	A, H, K, L, BB	A, I, V, W, CC		→
S	ZT	Hazing (Grades 6-12)	A, B, C, MM, OO, ZZ, AAA				→
S	SS	**False Accusation Against School Staff**	**P, A, B, HH, ZZ**	**P, A, B, JJ, ZZ**	**P, A, B, KK, ZZ**	**P, A, B, KK, ZZ, AAA**	
**When deciding what disciplinary action should be taken, the Administrator may consider the severity of the offense and may impose a more severe consequence.							
S	56	Sexual Misconduct &/or Indecent Exposure**	A, B, I, Z, ZZ, AAA	A, B, I, DD, ZZ, AAA	A, B, I, FF, ZZ, AAA		→
S	50	Sexual Harassment	A, B, G, AA, ZZ, AAA	A, B, G, BB, ZZ, AAA	A, B, G, DD, ZZ, AAA	A, B, G, FF, ZZ, AAA	→
	ZN	Assault/Threat (Low level, non-criminal)	A, C, H, M	A, C, H, K, T	A, B, C, W, Z		→
	A5	**Assault/Threat (no harm or injury) – medium level**	**P, A, B, C, HH, ZZ**	**P, A, B, C, JJ, ZZ**	**P, A, B, C, KK, PP, ZZ**	**P, A, B, C, LL, OO, ZZ, AAA**	→
S	A6	Assault/Threat – High	A, B, C, MM, OO, ZZ, AAA				→
S	A7	Assault/Threat – Serious	A, B, C, D, MM, OO, ZZ, AAA				→
S	S2	Sexual Assault — Threat	A, B, C, G, MM, OO, ZZ, AAA				→
	22	Battery	A, DD, ZZ, AAA	A, B, FF, PP, ZZ, AAA	A, B, MM, OO, ZZ, AAA		→
S	PA	Physical Attack	A, B, FF, PP, ZZ, AAA	A, B, MM, OO, ZZ, AAA			→
S	26	Battery on SBBC Employee/Law Enforcement	A, B, MM, OO, ZZ, AAA				→
S	23	Battery - Serious	A, B, MM, OO, ZZ, AAA				→

Secondary Grades 6-8

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Property Incidents							
	T5	**Theft – Petty <$300**	**A, B, D, E, Z, ZZ**	**A, B, D, E, AA, ZZ**	**P, A, B, D, E, HH, ZZ**	**P, A, B, D, E, JJ, ZZ, AAA**	**P, A, B, D, E, KK, ZZ, AAA**
S	T6	Theft – Grand ≥ $300	A, D, E, FF, PP, ZZ, AAA	A, B, D, E, MM, OO, ZZ, AAA			→
S	80	Theft/Motor Vehicle	A, D, E, G, FF, PP, ZZ, AAA	A, B, D, E, G, MM, OO, ZZ, AAA			→
	V4	**Vandalism/Damage to Property < $1000**	**P, A, B, D, E, HH, ZZ**	**P, A, B, D, E, JJ, ZZ, AAA**	**P, A, B, D, E, KK, PP, ZZ, AAA**	**P, A, B, D, E, LL, OO, ZZ, AAA**	→
S	V5	Vandalism/Damage to Property ≥ $1000	A, D, E, FF, PP, ZZ, AAA	A, B, D, E, MM, OO, ZZ, AAA			→
	Z3	Technology – Inappropriate Use (computers or networks)	A, W, Z	A, B, W, AA			→
S	ST	Technology – Illegal Use (computers or networks)	A, W, FF, ZZ, AAA	A, B, FF, PP, ZZ, AAA	A, B, MM, OO, ZZ, AAA		→
S	13	Arson	A, B, E, G, MM, OO, YY, ZZ, AAA				→
	FS	Fire – Starting a Fire on Campus	A, D, E, G, FF, PP, YY, ZZ, AAA	A, B, D, E, I, MM, OO, YY, ZZ, AAA			→
S	36	Burglary – Unlawful breaking/entering into a school facility or property	A, D, E, G, FF, PP, ZZ, AAA	A, B, D, E, I, MM, OO, ZZ, AAA			→

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

Secondary Grades 6-8

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

5.1.4 Grade 9-12 Discipline Matrix

Broward County Public Schools
Administrative Discipline Matrix – Grades 9-12

SY 2017-2020

NOTE: The Discipline Matrix sets forth the guidelines for assessing consequences for violations of School Board policies. School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances.

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

Action Legend
Administrative Consequences/Interventions

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

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

Administrative Discipline Matrix
Secondary Grades 9-12

	Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Attendance Incidents						
ZL	Class Cut (Skipping)	A, O, W	A, B, J, Q, W	⟶		⟶
ZM	Tardiness, Habitual (5 in a marking period)	A, B, J, N	A, B, G, W	A, B, G, Q		⟶
ZV	Truancy	A, G, J	A, B, G, W	⟶		⟶
ZG	Leaving Campus Without Permission	A, J, Q	A, B, J, Z	⟶		⟶
ZU	Out of Assigned Area	A, M	A, B, O	A, B, Q		⟶
Rule Violation Incidents						
ZE	Dress Code Violation	A, M	A, Y	A, X		⟶
ZQ	Cheating Minor (Grades 6-12)	A, M	A, L, M	A, H, L, W		⟶
ZB	Cheating Major	A, DD	A, B, FF	⟶		⟶
ZP	Detention – Unserved	A, O	A, Q, R	⟶		⟶
ZS	Unserved Saturday Detention	A, R	⟶			⟶
S ED	Electronic Devices (offensive/unlawful use or publication)	A, D, K, DD, ZZ, AAA	A, B, D, W, FF, PP, ZZ, AAA	A, B, D, MM, OO, ZZ, AAA		⟶
S SX	Sexting	A, D, G, V, FF, PP, ZZ, AAA	A, B, D, V, MM, OO, ZZ, AAA	⟶		⟶
ZY	Cell Phone Violation (punitive action begin on 2nd offense)	A, M	A, D, N	A, D, X		⟶

	Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Disruptive Incidents						
SB	Disruptive (Unruly) Behavior	A, L, T	A, K, L, Z	A, B, L, W, AA		⟶
UP	Disruptive (Unruly) Play	A, L, R	A, K, L, R	A, L, W		⟶
01	Disobedience/Insubordination	A, L, T	A, K, L, Z	A, B, L, AA		⟶
ZW	Defiance of Authority-Habitual	A, B, G, BB	A, B, G, DD	A, B, I, FF		⟶
02	Profanity – Use of Insulting/Obscene Language	A, T	A, L, Z	A, B, Z		⟶
ZX	Profanity Directed Towards a Staff Member	A, BB	A, B, DD	⟶		⟶
S SG	Gambling	A, D, N, ZZ	A, B, D, O, ZZ	A, B, D, Q, ZZ, AAA		⟶
Z1	Inciting a Disturbance	A, K, Z	A, W, BB	A, W, DD		⟶
S SF	Passing/Producing Counterfeit Money	A, D, BB, ZZ, AAA	A, D, DD, ZZ, AAA	⟶		⟶
ZH	Falsification/Misrepresentation (lying, forgery of signature)	A, O	A, B, Z	A, B, DD		⟶
ZC	Prohibited/Distracting Items – Possession/Use	A, D, N	A, D, O	A, B, D, Z		⟶
ZJ	Distribution/Sale of Unauthorized Materials (non-criminal)	A, D, N	A, D, O	⟶		⟶
S Z2	Laser Device – Inappropriate Use	A, D, DD, ZZ	A, B, D, H, FF, PP, ZZ	A, B, D, I, MM, OO, ZZ		⟶
S G1	Gang Activity	A, C, D, E, G, DD, ZZ, AAA	A, B, C, D, E, G, FF, PP, ZZ, AAA	A, B, C, D, E, G, MM, OO, ZZ, AAA		⟶
XA	Disruption on Campus – Minor	A, K, L, O	A, B, L, N1, W	A, B, W, Z		⟶
S **D0**	**Disruption on Campus – Major**	**P, A, B, HH, ZZ**	**P, A, B, JJ, ZZ, AAA**	**P, A, B, KK, PP, ZZ, AAA**	**P, A, B, LL, OO, ZZ, AAA**	⟶
S **66**	**Trespassing**	**A, K, ZZ**	**P, A, B, W, HH, ZZ**	**P, A, B, JJ, ZZ**	**P, A, B, JJ, ZZ, AAA**	⟶
S F9	False Fire Alarm/911 Call	A, K, DD, ZZ, AAA	A, B, W, DD, ZZ, AAA	A, B, FF, ZZ, AAA		⟶

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	A, D, M	A, D, M	A, D, G, N	→	→
	OC	Over-the-Counter Medication – Sale/Attempted Sale/Transmittal	A, D, AA	A, B, D, G, BB	A, B, D, F, V, BB	→	→
S	TU	Tobacco – Use/Possession/Sale/Transmittal	A, D, F, Z, ZZ	A, B, D, F, AA, ZZ			→
S	**A1**	**Alcohol – Use/Possession/Under the Influence**	**P, A, B, D, F, JJ, ZZ**	**P, A, B, D, F, LL, OO, QQ, ZZ**	**P, A, B, D, F, LL, OO, ZZ**	**P, A, B, D, F, LL, OO, ZZ, AAA**	→
S	**D5**	**Drug – Possession/Use/Under the Influence**	**P, A, B, D, F, JJ, ZZ**	**P, A, B, D, F, LL, OO, QQ, ZZ**	**P, A, B, D, F, LL, OO, ZZ**	**P, A, B, D, F, LL, OO, ZZ, AAA**	→
S	DF	Drug – Use/Possession of Unauthorized Substance	A, D, F, MM, OO, ZZ, AAA	A, B, D, F, MM, OO, ZZ, AAA			→
S	D6	Drug - Under the Influence of Unauthorized Substance	A, F, MM, ZZ, AAA	A, F, MM, OO, ZZ, AAA			→
S	**A3**	**Alcohol - Sale/Attempted Sale/Transmittal**	**P, A, B , D, F, LL, OO, ZZ**	**P, A, B, D, F, LL, OO, ZZ, AAA**			→
S	D7	Drug - Sale/Attempted Sale/Transmittal	A, D, F, MM, OO, ZZ, AAA	A, B, D, F, MM, OO, ZZ, AAA			→
S	**DP**	**Drug Paraphernalia - Use/Possession/Sale/Transmittal**	**A, D, F, AA, ZZ**	**P, A, B, D, F, HH, ZZ**	**P, A, B, D, F, JJ, ZZ**	**P, A, B, D, F, KK, PP, ZZ, AAA**	**P, A, B, D, F, LL, OO, ZZ, AAA**

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Acts Against Persons							
S	**ZA**	**Bullying**	**P, A, B, C, HH, ZZ**	**P, A, B, C, JJ, ZZ**	**P, A, B, C, KK, ZZ**		→
S	**HA**	**Harassment**	**P, A, B, C, HH, ZZ**	**P, A, B, C, JJ, ZZ**	**P, A, B, C, KK, ZZ**		→
When deciding what disciplinary action should be taken for Fighting, the Administrator may consequence the involuntary mutual combatant differently based upon the results of the investigation or provide no consequence							
S	**F1**	**Fighting –Major Mutual Combat* See above**	**P, A, B, HH, ZZ, AAA**	**P, A, B, JJ, ZZ, AAA**	**P, A, B, KK, ZZ, AAA**		→
S	F2	Fighting – Medium* See above	A, H, K, BB	A, H, L, W, DD	A, B, W, FF		→
	ZI	Fighting – Minor Altercation/Confrontation*See above	A, H, L, Z	A, H, K, L, BB	A, I, V, WW, CC		→
S	ZT	Hazing (Grades 6-12)	A, B, C, MM, OO, ZZ, AAA				→
S	**SS**	**False Accusation Against School Staff**	**P, A, B, HH, ZZ**	**P, A, B, JJ, ZZ**	**P, A, B, KK, ZZ**	**P, A, B, KK, ZZ, AAA**	→
**When deciding what disciplinary action should be taken, the Administrator may consider the severity of the offense and may impose a more severe consequence.*							
S	56	Sexual Misconduct &/or Indecent Exposure**	A, B, I, BB, ZZ, AAA	A, B, I, DD, ZZ, AAA	A, B, I, FF, ZZ, AAA		→
S	50	Sexual Harassment	A, B, G, AA, ZZ, AAA	A, B, G, BB, ZZ, AAA	A, B, G, DD, ZZ, AAA	A, B, I, FF, ZZ, AAA	→
	ZN	Assault/Threat (Low level, non-criminal)	A, C, H, Z	A, C, H, W, AA	A, B, C, W, BB		→
	A5	**Assault/Threat (no harm or injury) – medium level**	**P, A, B, C, HH, ZZ**	**P, A, B, C, JJ, ZZ**	**P, A, B, C, KK, PP, ZZ**	**P, A, B, C, LL, OO, ZZ, AAA**	→
S	A6	Assault/Threat – High	A, B, C, MM, OO, ZZ, AAA				→
S	A7	Assault/Threat – Serious	A, B, C, D, MM, OO, ZZ, AAA				→
S	S2	Sexual Assault — Threat	A, B, C, G, MM, OO, ZZ, AAA				→
	22	Battery	A, DD, ZZ, AAA	A, B, FF, PP, ZZ, AAA	A, B, MM, OO, ZZ, AAA		→
S	PA	Physical Attack	A, B, FF, PP, ZZ, AAA	A, B, MM, OO, ZZ, AAA			→
S	26	Battery on SBBC Employee/Law Enforcement	A, B, MM, OO, ZZ, AAA				→
S	23	Battery - Serious	A, B, MM, OO, ZZ, AAA				→

BROWARD Established 1915
County Public Schools

Secondary Grades 9-12

		Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Property Incidents							
	T5	**Theft – Petty <$300**	**A, B, D, E, Z, ZZ**	**A, B, D, E, AA, ZZ**	**P, A, B, D, E, HH, ZZ,**	**P, A, B, D, E, JJ, ZZ, AAA**	**P, A, B, D, E, KK, ZZ, AAA**
S	T6	Theft – Grand ≥ $300	A, D, E, FF, PP, ZZ, AAA	A, B, D, E, MM, OO, ZZ, AAA		———	——→
S	80	Theft/Motor Vehicle	A, D, E, G, MM, OO, ZZ, AAA	A, B, D, E, G, MM, OO, ZZ, AAA		———	——→
	V4	**Vandalism/Damage to Property < $1000**	**P, A, B, D, E, HH, ZZ**	**P, A, B, D, E, JJ, ZZ, AAA**	**P, A, B, D, E, KK, PP, ZZ, AAA**	**P, A, B, D, E, LL, OO, ZZ, AAA**	——→
S	V5	Vandalism/Damage to Property ≥ $1000	A, D, E, FF, PP, ZZ, AAA	A, B, D, E, MM, OO, ZZ, AAA		———	——→
	Z3	Technology – Inappropriate Use (computers or networks)	A, W, Z	A, B, W, AA		———	——→
S	ST	Technology – Illegal Use (computers or networks)	A, W, FF, ZZ, AAA	A, B, FF, PP, ZZ, AAA	A, B, MM, OO, ZZ, AAA	———	——→
S	13	Arson	A, B, E, G, MM, OO, YY, ZZ, AAA		———	———	——→
	FS	Fire – Starting a Fire on Campus	A, D, E, G, FF, PP, YY, ZZ, AAA	A, B, D, E, I, MM, OO, YY, ZZ, AAA		———	——→
S	36	Burglary – Unlawful breaking/entering into a school facility or property	A, D, E, G, FF, PP, ZZ, AAA	A, B, D, E, I, MM, OO, ZZ, AAA		———	——→

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

Secondary Grades 9-12

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

6 Bullying Flowcharts

6.1 Bullying Investigative Procedures

Broward County   Public Schools

BULLYING INVESTIGATIVE PROCEDURES FLOW CHART

Student Accused of Bullying
Complaint can be received either:
- Orally
- Anonymously
- Bullying Complaint Form
- Staff via Bullying Management System (BMS)

Staff Accused of Bullying Staff or Student:
- All are investigated
- For disciplinary action, the complaint cannot be solely anonymous, must be corroborated

Principal or Investigative Designee (ID) begins Investigation Process
- Enter into BMS as FORMAL, document the following in BMS
- Interview accused and alleged victim within 2 days
- Provide both parties written notification (in BMS) within 2 days
  (*For Example: On Monday 11/2, Joe tells Mr. B, the ID, Sue is bullying him – all of these steps are completed by end of day 11/4*)

- Provide both parties written notification at investigations initiation & conclusion – staff forms are in Diversity, Prevention & Intervention Department's SharePoint
- Interview accused & alleged victim within 2 days
- Always a FORMAL process, no INFORMAL option

ONLY IF a voluntary written request from both parties is received can complaint become INFORMAL

FORMAL: complaint is reinstated as formal; a determination of bullying will be made

If the Accused is NON-Instructional Staff, Follow *SBBC Policy 5.9*

If the Accused is Instructional Staff or Instructional Staff's Supervisor (Principal) *Follow Collective Bargaining Agreement, Article 6K*

The Immediate Supervisor of the Accused Conducts the Investigation

Provide any interventions to all parties within 2 days. (*Mr. B completes by end of day 11/5 if requested 11/3*)

Document and upload statements from all individual interviews with parties and witnesses throughout the investigation using the BMS.

Accused is Instructional Staff: the Immediate Supervisor of the Accused Conducts the Investigation, if the alleged victim is a student, document fully in the BMS

Accused is Instructional Staff's Supervisor (Principal): OSPA Conducts the Investigation

Successful Resolution?

Yes   No

Complete investigation; make a determination within 12 days of receipt of complaint, document in BMS. (*Mr. B completes by end of day Wed 11/18*)

As with all staff disciplinable offences, consequence, and/or appropriate interventions for a school/district employees will be instituted in accordance with District policies, procedures, and agreements and certified educators may receive sanction against state issued certificates.

Enter Informal into the BMS data system, no determination of bullying made.

Notify all parties in writing of determination and right to appeal referencing the Code of Conduct right to appeal process. (*Mr. B sends out letters by end of day Wed 11/18*)

Accused Non-Instr. Staff

Please Note: No matter what the determination, referring staff and the ID will monitor and follow up with all parties.
- "Days" refers to school days for student accused, work days for staff accused; "Within ___ days" referrers to days from the receipt of initial complaint
- BMS = Bullying Management System, ID = Investigative Designee, OSPA = Office of School Performance and Accountability
- Employees wishing to file a complaint of sexual harassment, discrimination and/or bullying based on a protected category listed in Federal and State Laws, Local Regulations and/or School Board Policy 4001.1, are to be referred to the Department of EEO/ADA Compliance.
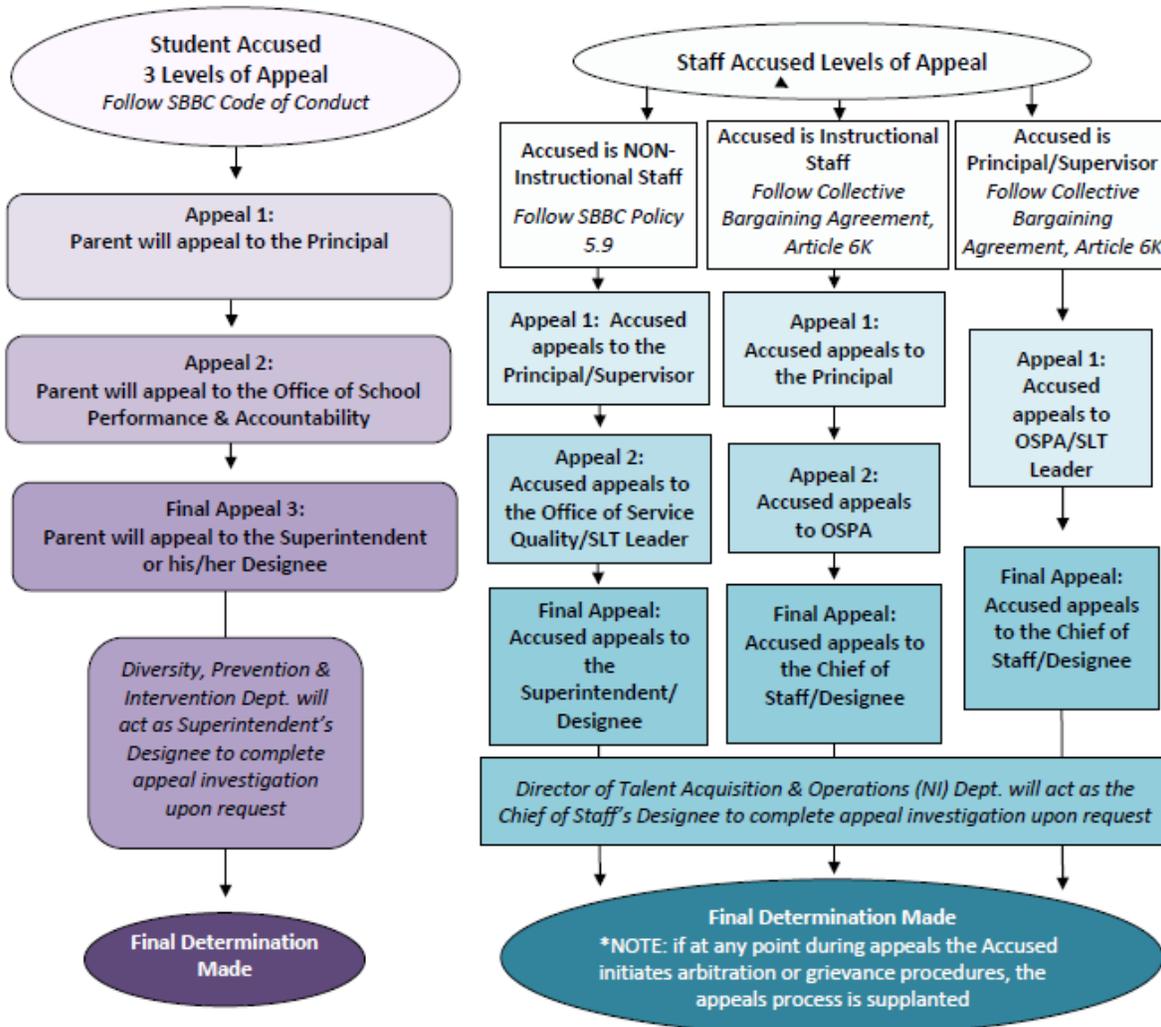
3/18

6.2 Bullying Appeal Procedures

Broward County 🍎 Public Schools

BULLYING APPEAL PROCEDURES FLOW CHART

FOR ALL APPEALS REGARDLESS OF ACCUSED BEING STAFF OR STUDENT
- All appeals will be made by the appealing party in writing within 5 days.
- Investigations will be completed within 12 days from receipt of the appeal at all appeal levels.
- All parties are notified in writing of the appeal results by the investigating party after the investigation is complete – staff forms are in Diversity, Prevention & Intervention Department's SharePoint.
- The Principal of the accused student will enter all appeal determinations into the BMS.

Student Accused
3 Levels of Appeal
Follow SBBC Code of Conduct

↓

Appeal 1:
Parent will appeal to the Principal

↓

Appeal 2:
Parent will appeal to the Office of School Performance & Accountability

↓

Final Appeal 3:
Parent will appeal to the Superintendent or his/her Designee

↓

Diversity, Prevention & Intervention Dept. will act as Superintendent's Designee to complete appeal investigation upon request

↓

Final Determination Made

Staff Accused Levels of Appeal

Accused is NON-Instructional Staff *Follow SBBC Policy 5.9*	Accused is Instructional Staff *Follow Collective Bargaining Agreement, Article 6K*	Accused is Principal/Supervisor *Follow Collective Bargaining Agreement, Article 6K*
Appeal 1: Accused appeals to the Principal/Supervisor	**Appeal 1:** Accused appeals to the Principal	**Appeal 1:** Accused appeals to OSPA/SLT Leader
Appeal 2: Accused appeals to the Office of Service Quality/SLT Leader	**Appeal 2:** Accused appeals to OSPA	
Final Appeal: Accused appeals to the Superintendent/Designee	**Final Appeal:** Accused appeals to the Chief of Staff/Designee	**Final Appeal:** Accused appeals to the Chief of Staff/Designee

Director of Talent Acquisition & Operations (NI) Dept. will act as the Chief of Staff's Designee to complete appeal investigation upon request

Final Determination Made
NOTE: if at any point during appeals the Accused initiates arbitration or grievance procedures, the appeals process is supplanted

Please Note:
- BMS = Bullying Management System, OSPA = Office of School Performance & Accountability, SLT = Senior Leadership Team
- Employees or students wishing to file a complaint of sexual harassment, discrimination and/or bullying based on a protected category listed in Federal and State Laws, Local Regulations and/or School Board Policy 4001.1, are to be referred to the Department of EEO/ADA Compliance.

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