

BAY DISTRICT SCHOOLS



2023-2024

ELEMENTARY SCHOOL DISCIPLINE MATRIX

FOR

SCHOOL-BASED ADMINISTRATORS

Discipline Matrix

The Bay District Schools Discipline Matrix is a tool for administrators to respond appropriately when students have committed behavioral infractions, per the Code of Student Conduct. This tool is designed to offer consistency at all levels across the District so that students are disciplined appropriately from school to school when their behavior requires punishment beyond the classroom. The Matrix provides progressive disciplinary actions to address multiple behaviors. School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances.

DISCIPLINE CODE	DEFINITION	RPT TO LE	SESIR/ LOCAL	K-2 DISCIPLINARY STEPS	3-5 DISCIPLINARY STEPS	REMINDERS
SESIR DISCIPLINE CODES						
ALCOHOL	(possession, use, or sale) Possession, sale, purchase, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.	Y	SESIR	Zero Tolerance -Consult w/ SRD, OSS, Expulsion	Zero Tolerance -Consult w/ SRD, OSS, Expulsion	SESIR Codes on this page are expected to include consultation with Law Enforcement.
AGGRAVATED BATTERY	A battery where the attacker intentionally or knowingly causes great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant. (Violence carried out by a person who is NOT fighting back, must be "injury-related").	Y	SESIR*	Zero Tolerance -Consult w/ SRD, OSS, Expulsion	Zero Tolerance -Consult w/ SRD, OSS, Expulsion	
ARSON	To intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance whether occupied or not, or its contents. Fires that are not intentional, that are caused by accident, or do not cause damage are not required to be reported in SESIR.	Y	SESIR^	Zero Tolerance -Consult w/ SRD, OSS, Expulsion	Zero Tolerance -Consult w/ SRD, OSS, Expulsion	
BURGLARY	(illegal entry into a facility) Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.	Y	SESIR^	Consult w/ SRD 1. 3-5 days OSS 2. 5-10 days OSS 3. Admin Placement/Alt Placement/Expulsion	Consult w/ SRD 1. 3-5 days OSS 2. 5-10 days OSS 3. Admin Placement/Alt Placement/Expulsion	
CRIMINAL MISCHIEF	(DAMAGE MUST BE \$1000 OR MORE) Willfully and maliciously injuring or damaging by any means any real or personal property belonging to another, including, but not limited to, the placement of graffiti thereon or other acts of vandalism thereto.	Y	SESIR	1. 5-10 days ISS and restitution 2. 1-3 days OSS and restitution 3. 3-10 days OSS w/option of Admin Placement/Alt Placement/Expulsion, restitution	1. 5-10 days ISS and restitution 2. 1-3 days OSS and restitution 3. 3-10 days OSS w/option of Admin Placement/Alt Placement/Expulsion, restitution	
DISRUPTION ON CAMPUS (MAJOR)	(major disruption of all or significant portion of campus activities, school-sponsored events, and school bus transportation) Examples: Bomb threat, inciting a riot, initiating false fire alarm. DO NOT use for defying authority, disobeying or showing disrespect to others, or classroom disruption.	Y	SESIR^	Zero Tolerance -Consult w/ SRD, OSS, Expulsion	Zero Tolerance -Consult w/ SRD, OSS, Expulsion	
DRUG SALE/DISTRIBUTION (EXCLUDING ALCOHOL)	(illegal sale or distribution of drugs) The manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance.	Y	SESIR	Zero Tolerance -Consult w/ SRD, OSS, Expulsion	Zero Tolerance -Consult w/ SRD, OSS, Expulsion	

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DISCIPLINE CODE	DEFINITION	RPT TO LE	SESIR/ LOCAL	K-2 DISCIPLINARY STEPS	3-5 DISCIPLINARY STEPS	REMINDERS
DRUG USE/ POSSESSION (EXCLUDING ALCOHOL)	(illegal drug possession or use) The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.	Y	SESIR	Zero Tolerance -Consult w/ SRD, OSS, Expulsion	Zero Tolerance -Consult w/ SRD, OSS, Expulsion	SESIR Codes on this page are expected to include consultation with Law Enforcement.
GRAND THEFT	(\$750 threshold) The unauthorized taking, carrying riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm. <u>Incidents that fall below the \$750 threshold are not reportable in SESIR, but instead should be reported as THEFT Local.</u>	Y	SESIR	Consult w/ SRD 1. 3-5 days OSS and restitution 2. 5-10 days OSS and restitution 3. Admin Placement/Alt Placement/Expulsion, restitution	Consult w/ SRD 1. 3-5 days OSS and restitution 2. 5-10 days OSS and restitution 3. Admin Placement/Alt Placement/Expulsion, restitution	
HOMICIDE	(murder/manslaughter) The unjustified killing of one human being by another.	Y	SESIR*	Zero Tolerance -Consult w/ SRD, OSS, Expulsion	Zero Tolerance -Consult w/ SRD, OSS, Expulsion	
KIDNAPPING	(abduction of an individual) Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.	Y	SESIR*	Zero Tolerance -Consult w/ SRD, OSS, Expulsion	Zero Tolerance -Consult w/ SRD, OSS, Expulsion	
OTHER MAJOR	(major incidents that do not fit within the other definitions) Any serious, harmful incident resulting in the need for LE consultation not previously classified. Examples: Counterfeit money, gambling, possessing child pornography, or possessing drug paraphernalia	Y	SESIR^	Consult w/ SRD 1. 3-5 days OSS and restitution 2. 5-10 days OSS and restitution 3. Admin Placement/Alt Placement/Expulsion, restitution	Consult w/ SRD 1. 3-5 days OSS and restitution 2. 5-10 days OSS and restitution 3. Admin Placement/Alt Placement/Expulsion, restitution	
ROBBERY	(using force to take something from another) The taking or attempted taking of anything of value that is owned by another person or organization, under confrontational circumstances and/or putting the victim in fear.	Y	SESIR^	Zero Tolerance -Consult w/ SRD, OSS, Expulsion	Zero Tolerance -Consult w/ SRD, OSS, Expulsion	
SEXUAL ASSAULT	An incident that includes threatened rape, fondling, indecent liberties, or child molestation. Both males and females can be victims of sexual assault.	Y	SESIR*	Zero Tolerance -Consult w/ SRD, OSS, Expulsion	Zero Tolerance -Consult w/ SRD, OSS, Expulsion	

DISCIPLINE CODE	DEFINITION	RPT TO LE	SESIR/ LOCAL	K-2 DISCIPLINARY STEPS	3-5 DISCIPLINARY STEPS	REMINDERS
SEXUAL BATTERY	(attempted or actual) Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or foreign object. Both males and females can be victims of sexual battery.	Y	SESIR*	Zero Tolerance -Consult w/ SRD, OSS, Expulsion	Zero Tolerance -Consult w/ SRD, OSS, Expulsion	SESIR Codes on this page are expected to include consultation with Law Enforcement.
SEXUAL OFFENSES (OTHER)	(lewdness, indecent exposure) Other sexual contact, including intercourse, without force or threat of force.	Y	SESIR	<ol style="list-style-type: none"> 3-5 days OSS 5-10 days OSS Admin Placement/Alt Placement/Expulsion	<ol style="list-style-type: none"> 3-5 days OSS 5-10 days OSS Admin Placement/Alt Placement/Expulsion	
SIMPLE BATTERY	An actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual.	Y	SESIR^	Consult w/ SRD <ol style="list-style-type: none"> 3-5 days OSS and restitution 5-10 days OSS and restitution Admin Placement/Alt Placement/Expulsion, restitution 	Consult w/ SRD <ol style="list-style-type: none"> 3-5 days OSS and restitution 5-10 days OSS and restitution Admin Placement/Alt Placement/Expulsion, restitution 	
THREAT/ INTIMIDATION	An incident where there was no physical contact between the offender and victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats (e.g. brandishing a weapon) and verbal threats of physical harm which are made in person, electronically or through any other means.	Y	SESIR	Zero Tolerance -Consult w/ SRD, OSS, Expulsion	Zero Tolerance -Consult w/ SRD, OSS, Expulsion	
TRESPASSING	(illegal entry onto campus) To enter or remain on school grounds, school transportation, or at a school-sponsored event, without authorization or invitation and with no lawful purpose for entry.	Y	SESIR	<ol style="list-style-type: none"> 3-5 days OSS 5-10 days OSS Admin Placement/Alt Placement/Expulsion	<ol style="list-style-type: none"> 3-5 days OSS 5-10 days OSS Admin Placement/Alt Placement/Expulsion	
WEAPONS POSSESSION	(possession of firearms and other instruments which can cause harm) Possession of a firearm or any instrument or object (as defined by Section 790.001(13), Florida Statutes , or district code of conduct) that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm.	Y	SESIR	Zero Tolerance -Consult w/ SRD, refer to Board Policy 7.203 for guidance *Contact Sarah Whaler @ 767-5448 if you have questions on how this should be coded.	Zero Tolerance -Consult w/ SRD, refer to Board Policy 7.203 for guidance *Contact Sarah Whaler @ 767-5448 if you have questions on how this should be coded.	

DISCIPLINE CODE	DEFINITION	RPT TO LE	SESIR/ LOCAL	K-2 DISCIPLINARY STEPS	3-5 DISCIPLINARY STEPS	REMINDERS
BULLYING <i>*Requires investigative paperwork*</i>	Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive work environment; or unreasonably interfere with the individual's school performance or participation. Bullying includes instances of cyberbullying.	N	SESIR^	<ol style="list-style-type: none"> 1-3 Days ISS, counseling 1-3 days OSS 3-10 Days OSS w/option of Admin Placement/Alt Placement/Expulsion 	<ol style="list-style-type: none"> 1-3 Days ISS, counseling 1-3 days OSS 3-10 Days OSS w/option of Admin Placement/Alt Placement/Expulsion 	SESIR Codes on this page MAY NOT need to include consultation with Law Enforcement.
FIGHTING	(mutual combat, mutual altercation) The act of two or more persons mutually participating in use of force or physical violence that requires either: physical intervention or results in injury requiring first aid or medical attention. Do not report to SESIR lower level fights such as pushing, shoving, or altercations that stop upon verbal command—code them as Fighting Local.	N	SESIR^	<ol style="list-style-type: none"> 1-3 Days OSS (can be reduced with counseling) 3-5 Days OSS (no reduction, parent re-entry meeting mandatory) 5-10 Days OSS w/option of Admin Placement/Alt Placement/Expulsion 	<ol style="list-style-type: none"> 1-3 Days OSS (can be reduced with counseling) 3-5 Days OSS (no reduction, parent re-entry meeting mandatory) 5-10 Days OSS w/option of Admin Placement/Alt Placement/Expulsion 	
HARASSMENT <i>*Requires investigative paperwork*</i>	Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear or harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that causes a substantial emotional distress in such a person and swerves no legitimate purpose.	N	SESIR^	<ol style="list-style-type: none"> 1-3 days ISS 1-3 days OSS 3-10 days OSS w/option of Admin Placement/Alt Placement/Expulsion 	<ol style="list-style-type: none"> 1-3 days ISS 1-3 days OSS 3-10 days OSS w/option of Admin Placement/Alt Placement/Expulsion 	
SEXUAL HARASSMENT <i>*Requires investigative paperwork*</i>	Unwanted verbal, nonverbal, or physical behavior with sexual connotations that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation as defined in Rule 6A-19.008, F.A.C.	N	SESIR^	<ol style="list-style-type: none"> 1-3 days ISS 1-3 days OSS 3-10 days OSS w/option of Admin Placement/Alt Placement/Expulsion 	<ol style="list-style-type: none"> 1-3 days ISS 1-3 days OSS 3-10 days OSS w/option of Admin Placement/Alt Placement/Expulsion 	
TOBACCO/VAPE (under 21 years of age)	(cigarettes or other forms of tobacco/nicotine) The possession, use, distribution, or sale of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21.	N	SESIR	<ol style="list-style-type: none"> Confiscation Confiscation, 1-3 days ISS Confiscation, 1-3 Days OSS 	<ol style="list-style-type: none"> Confiscation 1-3 days ISS Confiscation, 1-3 days OSS Confiscation, 3-10 Days OSS 	
* "Violent Incidents" that must be reported in the data element "Injury-Related" ^ "Violent Incidents if they Result in Bodily Injury" that must be reported in the data element "Injury-Related"						

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DISCIPLINE CODE	DEFINITION	RPT TO LE	SESIR/ LOCAL	K-2 DISCIPLINARY STEPS	3-5 DISCIPLINARY STEPS	REMINDEES
LOCAL DISCIPLINE CODES						
Cell Phone/ Technology Violation	The misuse of wireless communication devices including but not limited to cellular telephones, camera telephones, MP3 players, iPods, e-readers and other electronic devices.	N	LOCAL	<ol style="list-style-type: none"> 1. Confiscation of the item (only return to parent/guardian) 2. Confiscation with 1-3 days ISS 3. Confiscation with 1-3 days OSS 4. Permanent loss of phone/technology privileges w/3-5 days OSS 	<ol style="list-style-type: none"> 1. Confiscation of the item (only return to parent/guardian) 2. Confiscation with 1-3 days ISS 3. Confiscation with 1-3 days OSS 4. Permanent loss of phone/technology privileges w/3-5 days OSS 	Other Administrative Disciplinary Actions: <ul style="list-style-type: none"> ● Parent /Guardian contacted (Mandatory) ● Referral to Mental Health Services ● Conference with student ● Parent conference ● Guidance Referral ● Detention ● Behavior Contract ● Peer Mediation ● Restorative Practices ● Mentoring
Cheating (Cheat/Lying)	Willful or deliberate unauthorized use of the work of another person for academic purposes, or unauthorized use of notes or other material in the completion of an academic assignment or test.	N	LOCAL	In accordance with BDS APP: <ol style="list-style-type: none"> 1. Incomplete on the assignment/test w/an opportunity to re-assess, student conference, loss of privilege 2. Incomplete on the assignment/test w/an opportunity to re-assess, student conference, detention 3. Incomplete on the assignment/test w/an opportunity to re-assess, student conference, 1-3 days ISS 4. Incomplete on assignment/test w/an opportunity to re-assess, 1-3 days OSS 	<ol style="list-style-type: none"> 1. Incomplete on the assignment/test w/an opportunity to re-assess, student conference, detention 2. Incomplete on the assignment/test w/an opportunity to re-assess, student conference, 1-3 days ISS 3. Incomplete on assignment/test w/an opportunity to re-assess, 1-3 days OSS 	
Dangerous Object	When a student is found in possession of a pocketknife, BB-gun or eating utensil, but there was no wielding, threat, or harm instilled.	N	LOCAL	<ol style="list-style-type: none"> 1. Confiscation of the item, parent pick-up and conference are required, 1-3 days OSS 2. Confiscation of the item, parent pick-up and conference are required, 3-5 days OSS 3. Confiscation of the item, parent pick-up and conference are required, 10 days OSS w/option of Admin Placement/Alt Placement/Expulsion 	<ol style="list-style-type: none"> 1. Confiscation of the item, parent pick-up and conference are required, 3-5 days OSS 2. Confiscation of the item, parent pick-up and conference are required, 10 days OSS w/option of Admin Placement/Alt Placement/Expulsion 	
Defiance/ Insubordination/ Non-compliance	The act of flagrantly or willfully challenging the authority of a school staff member, bus driver, or any other adult in authority.	N	LOCAL	<ol style="list-style-type: none"> 1. Student conference, parent notification, loss of privilege, and/or detention 2. Parent conference, loss of privileges and 1-3 days ISS 3. 1-3 days OSS 4. 3-5 days OSS 	<ol style="list-style-type: none"> 1. Student conference, parent notification, loss of privilege, and 1-3 days ISS 2. Parent conference and 1-3 days OSS 3. 3-5 days OSS 4. 5-10 days OSS 	

DISCIPLINE CODE	DEFINITION	RPT TO LE	SESIR / LOCAL	K-2 DISCIPLINARY STEPS	3-5 DISCIPLINARY STEPS	REMINDERS
Disrespect	Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration.	N	LOCAL	<ol style="list-style-type: none"> 1. Student conference, parent notification, loss of privilege, and/or detention 2. Parent conference, loss of privileges and 1-3 days ISS 3. 1-3 days OSS 4. 3-5 days OSS 	<ol style="list-style-type: none"> 1. Student conference, parent notification, loss of privilege, and/or detention 2. Parent conference, loss of privileges and 1-3 days ISS 3. 1-3 days OSS 4. 3-5 days OSS 	Other Administrative Disciplinary Actions: <ul style="list-style-type: none"> ● Parent/Guardian contacted (Mandatory) ● Referral to Mental Health Services ● Conference with student ● Parent conference ● Guidance Referral ● Detention ● Behavior Contract ● Peer Mediation ● Restorative Practices ● Mentoring
Disruption Classroom	The act of behaving inappropriately which disrupts the learning environment, which inhibits the instructor's ability to teach, or interferes with other students' ability to learn.	N	LOCAL	<ol style="list-style-type: none"> 1. Student conference, parent notification, loss of privilege, and/or detention 2. Parent conference, loss of privileges and 1-3 days ISS 3. 1-3 days OSS 4. 3-5 days OSS 	<ol style="list-style-type: none"> 1. Student conference, parent notification, loss of privilege, and 1-3 days ISS 2. Parent conference and 1-3 days OSS 3. 3-5 days OSS 4. 5-10 days OSS 	
Dress Code Violation	Dress in a manner that violates the established dress code policy and/or in a manner that would constitute a safety hazard.	N	LOCAL	Refer to Board Policy 7.209 for disciplinary measures	Refer to Board Policy 7.209 for disciplinary measures	
Drug/OTC/Legal	The act of using, possessing, selling or distributing any substance which requires a physician's prescription or is an over-the-counter medication.	N	LOCAL	<ol style="list-style-type: none"> 1. Parent conference, loss of privileges 2. 1-3 days ISS 3. 1-3 days OSS 	<ol style="list-style-type: none"> 1. Parent conference, 1-3 days ISS 2. 1-3 days OSS 3. 3-10 days OSS 	
Excessive Tardies	A consistent failure to be in a place of instruction at the assigned time.	N	LOCAL	Parent Notification required (Note: If tardies occur due to student not attending class <i>after</i> arriving at school, refer to skipping for disciplinary action)	Parent Notification required (Note: If tardies occur due to student not attending class <i>after</i> arriving at school, refer to skipping for disciplinary action)	
Failure to Follow Administrator Directive	The act of flagrantly or willfully challenging the authority of a school or district administrator.	N	LOCAL	<ol style="list-style-type: none"> 1. Parent notification, loss of privilege, detention or 1-3 days ISS DEPENDING on circumstance. 2. Loss of privilege and 1-3 days ISS 3. OSS 1-3 days 4. OSS 4-10 	<ol style="list-style-type: none"> 1. Parent notification, loss of privilege, detention or 1-3 days ISS DEPENDING on circumstance. 2. Loss of privilege and 1-3 days ISS 3. OSS 1-3 days 4. OSS 4-10 	

DISCIPLINE CODE	DEFINITION	RPT TO LE	SESIR/ LOCAL	K-2 DISCIPLINARY STEPS	3-5 DISCIPLINARY STEPS	REMINDEES
Felony Charges Off School Property	The formal charge by state attorney officials of a student for the alleged commission of a felony or delinquent act which would be classified as a felony if committed by an adult.	N	LOCAL	See School Board Policy 7.203 for procedures	See School Board Policy 7.203 for procedures	
Fighting	Two or more persons participating in an altercation involving physical violence in which individuals may or may not sustain personal injury. *If there are significant injuries, consult with Law Enforcement and code as Fighting SESIR.	N	LOCAL	<ol style="list-style-type: none"> 1. Student conference, parent notification, loss of privilege, and/or detention 2. Parent conference, loss of privileges and 1-3 days ISS 3. 1-3 days OSS 4. 3-5 days OSS 	<ol style="list-style-type: none"> 1. Student conference, parent notification, loss of privilege, and 1-3 days ISS 2. Parent Conference and 1-3 days OSS 3. 3-5 days OSS 4. 5-10 days OSS 	
Inappropriate Behavior/ Language	Written, verbal remarks, gestures, or physical aggression that shows a lack of respect, rudeness, and is inappropriate.	N	LOCAL	<ol style="list-style-type: none"> 1. Student conference, parent notification, loss of privilege 2. Parent conference, loss of privilege, and detention 3. 1-3 days ISS 4. 1-3 days OSS 	<ol style="list-style-type: none"> 1. Student conference, parent notification, loss of privilege and detention 2. Parent conference, loss of privilege, 1-3 days ISS 3. 1-3 days OSS 4. 3-5 days OSS 	Other Administrative Disciplinary Actions: <ul style="list-style-type: none"> ● Parent/Guardian contacted (Mandatory) ● Referral to Mental Health Services ● Conference with student ● Parent conference ● Guidance Referral ● Detention ● Behavior Contract ● Peer Mediation ● Restorative Practices ● Mentoring
Physical Attack	The act of an actual and intentional striking of another person against his/her will, with no significant injury.	N	LOCAL	<ol style="list-style-type: none"> 1. 1-3 days ISS 2. 1-3 days OSS 3. 3-5 days OSS 4. 5-10 days OSS 	<ol style="list-style-type: none"> 1. 1-3 days ISS 2. 1-3 days OSS 3. 3-5 days OSS 4. 5-10 days OSS 	
Profanity Directed Towards Staff	Abusive, profane, obscene, or vulgar language (verbal, written, or gestures) directed toward staff.	N	LOCAL	<ol style="list-style-type: none"> 1. Student conference, parent notification, loss of privilege, and/or detention 2. Parent conference, loss of privileges and 1-3 days ISS 3. 3-5 days ISS 4. 1-3 days OSS 	<ol style="list-style-type: none"> 1. Student conference, parent notification, and 1-3 days ISS 2. Parent conference and 3-5 days ISS 3. 1-3 days OSS 4. 3-5 days OSS 	

DISCIPLINE CODE	DEFINITION	RPT TO LE	SESIR/ LOCAL	K-2 DISCIPLINARY STEPS	3-5 DISCIPLINARY STEPS	REMINDEES	
Skipping – Off/On Campus	Failure to report to class or school without receiving proper prior approval and/or following the established procedures for checking out of school.	N	LOCAL	<ol style="list-style-type: none"> 1. Parent notification required 2. Loss of privilege, detention 3. 1-3 days ISS 4. 3-5 days ISS 	<ol style="list-style-type: none"> 1. Parent notification required 2. Loss of privilege, detention 3. 1-3 days ISS 4. 3-5 days ISS 		
Theft	(less than \$750) The unauthorized taking, carrying riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm.	N	LOCAL	<ol style="list-style-type: none"> 1. Student conference, parent notification, loss of privilege and/or detention, and restitution 2. Parent conference, loss of privilege, 1-3 days ISS and restitution. 3. 1-3 days OSS 4. 3-5 days OSS 	<ol style="list-style-type: none"> 1. Student conference, parent notification, loss of privilege and/or detention, and restitution 2. Parent conference, loss of privilege, 1-3 days ISS and restitution. 3. 1-3 days OSS 4. 3-5 days OSS 		
Threat/ Intimidation *Requires TAT Paperwork*	The act of making another person fearful of being harmed by a declaration of intent through words (oral, written, electronic, or symbolic) or acts to do violence to another person. (Transient in nature or an expression of anger)	N	LOCAL	<ol style="list-style-type: none"> 1. Student conference, parent notification, loss of privilege 2. Parent conference, loss of privilege, and detention 3. 1-3 days ISS 4. 1-3 days OSS 	<ol style="list-style-type: none"> 1. Student conference/Parent contact and/or 1-3 days ISS 2. 3-5 Days ISS 3. 3-5 days OSS 4. 5-10 days OSS; can be reduced with counseling 	Other Administrative Disciplinary Actions: <ul style="list-style-type: none"> ● Parent/Guardian contacted (Mandatory) ● Referral to Mental Health Services ● Conference with student ● Parent conference ● Guidance Referral ● Detention ● Behavior Contract ● Peer Mediation ● Restorative Practices ● Mentoring 	
Use/ Possession of Combustibles	Possession, use or sale of fireworks, matches, cigarette lighters or other destructive device. THIS IS NOT FOR VAPE.	N	LOCAL	<ol style="list-style-type: none"> 1. Parent conference, loss of privilege and 1-3 days ISS 2. 1-3 days OSS 3. 3-5 days OSS 	<ol style="list-style-type: none"> 1. Parent conference and 1-3 days OSS 2. 3-5 days OSS 3. 5-10 days OSS 		
Vandalism/ Property Damage	(MUST BE UNDER \$1000) The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it.	N	LOCAL	<ol style="list-style-type: none"> 1. Student conference, parent notification, loss of privilege and/or detention, and restitution 2. Parent conference, loss of privilege, 1-3 days ISS, and restitution 3. 1-3 days OSS and restitution 4. 3-10 days OSS and restitution 	<ol style="list-style-type: none"> 1. Student conference, parent notification, loss of privilege 1-3 days ISS, and restitution 2. Parent conference, loss of privilege, 1-3 days OSS, and restitution 3. 3-5 days OSS and restitution 4. 5-10 days OSS and restitution 		

DISCIPLINE CODE	DEFINITION	RPT TO LE	SESIR/ LOCAL	K-2 DISCIPLINARY STEPS	3-5 DISCIPLINARY ST EPS	REMINDERS
Other Minor/Major Infractions (Refer to Board Policy 7.209)	Only use this code if behavior is NOT specifically described above which substantially disrupts the orderly conduct in the school environment.	N	LOCAL	Disciplinary Measures to be determined by administration.	Disciplinary Measures to be determined by administration.	Administrators will email Swanda Everett in Transportation of ALL Major Bus Infractions that result in a Bus Suspension.
BUS DISCIPLINE CODES School bus drivers will provide an initial warning to all students. Upon reoccurrence, the bus driver will contact individual parents to inform them of the problem behavior(s) and seek support. Subsequent bus infractions will result in a referral.						Other Administrative Disciplinary Actions: *Parent/Guardian contacted (Mandatory) *Referral to Mental Health Services *Conference with student *Parent conference *Guidance Referral *Detention *Behavior Contract *Peer Mediation *Restorative Practices *Mentoring
Minor Bus Infractions	-Eating/Drinking on bus -Failure to wear seat belt -Loading or unloading on unassigned bus or bus stop -Not in assigned seat -Out of seat without permission while bus is in motion -Talking while lights are on at railroad crossing	N	LOCAL	<ol style="list-style-type: none"> 1. Parent notification, Loss of Privileges 2. Parent conference, 1-3 days detention/I.S.S. 3. 3-5 days Detention/I.S.S. and/or Bus Meeting 		
Major Bus Infractions	-Putting belongings or any part of the body outside of the bus window while the bus is in motion -Throwing objects in/out of the bus.	N	LOCAL	<ol style="list-style-type: none"> 1. Loss of Privileges and/or 1-3 days Detention/I.S.S./Bus Suspension 2. Bus Meeting and/or 3-5 days Bus Suspension/I.S.S. OR 3-5 days O.S.S. 3. Bus Meeting and/or 5-10 days Bus Suspension/I.S.S. OR 3-5 days O.S.S. *If a student violates the Bus Suspension assigned, administration may convert the Bus Suspension to days of I.S.S.		
<i>*For IDEA-eligible students, suspension and expulsions shall follow applicable laws, School Board policies, and provisions of the Individual Education Plan (IEP). Likewise, for students determined to be disabled under Section 504 of the Rehabilitation Act of 1973, suspension, expulsion, and other disciplinary measures shall follow applicable laws, School Board policies, and provisions of the Section 504 Accommodation Plan.</i>						

Suggested Behavior Interventions

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

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

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

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

Linking school and home support

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

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

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

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

2. Zoo-U (Should be a minimum of 30 minutes per week)

Geared toward students in grades K-5 and is research-proven online tutorial that accesses social and emotional skills and provides personalized interventions based on the initial assessment. The baseline provides measurements for how students are doing with social and emotional skills: communication, cooperation, emotional regulation, empathy, impulse control, and social initiation.

Best for: Students with more intense levels of behavior who need daily support, and need to increase social skills. The intervention can be used with students that are exhibiting behaviors such as aggression, non-compliance, disruption, or withdrawal. This is a 2-5 program but can be utilized with K-1 as well.

Fidelity: Daily fidelity log completed by teacher, interventionist, or mentor documenting intervention focus and session length. Fidelity log should be uploaded to Enrich a minimum of once per 9 weeks.

Progress Monitoring: Progress monitoring will be daily, using a behavior report card, aligned to school-wide expectations. Weekly averages are to be entered into Enrich.

[ZooU K&1 with one-on-one](#)

[ZooU Grades 2-3](#)

[SS Grin 4-5](#)

[Stories in Motion \(Autism\)](#)

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

With a full repertoire of social skills, students will have the ability to make social choices that will strengthen their interpersonal relationships and facilitate success in school. Social Skills Groups can take the form of Lunch Bunch, Monday Morning Group or any other format deemed appropriate for your student population.

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

Best for: students with behavioral skill deficits

Fidelity: attendance log with lesson identification

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

4. Mentoring (Should be a minimum of 30 minutes per week)

Intensive mentor program using school staff and community volunteers as mentors. Staff members volunteer and are surveyed about the type of student they would like to mentor and the amount of time they have available. Mentors are encouraged to meet with their assigned student as often as needed. This program is not a reinforcement plan. The goal of this program is to improve student behavior by providing the student with access to a caring role model. Access to the mentor should not be based upon the student's behavior. This intervention needs to be provided with fidelity for a period of time. The efficacy of this intervention should be monitored monthly.

Implementation will require:

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

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

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

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

School Environmental Safety Incident Reporting

SESIR Codes and Definitions

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

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

ALCOHOL (ALC)-LEVEL IV

(possession, use, or sale) Possession, sale, purchase, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.

♦ ARSON (ARS)-LEVEL I

(intentionally setting a fire on school property); To damage or cause to be damaged, by fire or explosion, any building, structure, or contents, whether occupied or not, or its contents.

* BATTERY (BAT)-LEVEL I

(physical attack/assault)-LEVEL I The physical use of force or violence by an individual against another. The attack must be serious enough to warrant consulting law enforcement and result in more serious bodily injury. (To distinguish from Fighting, report an incident as Battery only when the force or violence is carried out against a person who is not fighting back.)

♦ BREAKING AND ENTERING/BURGLARY (BRK)-LEVEL II

(illegal entry into a facility) Unlawful entry with force, or unauthorized presence in a building or other structure, or conveyance with evidence of the intent to damage or remove property or harm a person(s).

♦ DISRUPTION ON CAMPUS-MAJOR (DOC)-LEVEL III

(major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation) Disruptive behavior that poses a serious threat to the learning environment, mental, safety, or welfare of others, examples: serious threat, inciting a riot, instigating a race riot alarm, (do not use this code for students evading authority, disobeying or showing disrespect to others, using inappropriate language or gestures, or classroom disruption.)

DRUG SALE/DISTRIBUTION EXCLUDING ALCOHOL (DRD)-LEVEL II

(illegal sale or distribution of drugs) The manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance, or substance represented to be a drug, narcotic, or controlled substance.

DRUG USE/POSSESSION EXCLUDING ALCOHOL (DRU)-LEVEL III

(illegal drug possession or use) The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.

♦ HAZING (HAZ)-LEVEL III

Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 9 through 12 for purposes of initiation or admission into or affiliation with any school-sponsored organization. "Hazing activities" that is not limited to: (A) humiliating, coercing, or forcing a student to participate in illegal or dangerous behavior; or (B) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

* HOMICIDE (HOM)-LEVEL I

(murder, manslaughter) The unjustified killing of one human being by another.

* KIDNAPPING (KID)-LEVEL I

(abduction of an individual forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.

♦ PHYSICAL ATTACK (PHA)-LEVEL II

Physical attack refers to an actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual.

♦ ROBBERY (ROB)-LEVEL II

(using force to take something from another) The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force or threat of force or violence, and/or by putting the victim in fear.

TAKING OF/THREAT (STA)-LEVEL III

(taking of property from a person, building, or vehicle) The unauthorized taking, carrying, riding away, with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm. (The Items(s) value must be \$100 or more to report in SESIR.)

SEXUAL ASSAULT (SXA)-LEVEL II

An incident that includes a threat of rape, fondling, indecent liberties, child molestation, or sodomy. Both male and female students can be victims of sexual assault. The threat must include all of the following elements: 1) intent; 2) fear; and 3) capability.

* SEXUAL BATTERY (SXB)-LEVEL I

(attempted or actual) Force or attempted oral, anal, or vaginal penetration by using a sexual organ or an object stimulating a sexual organ, or the anal or vaginal penetration of another by any body part or object.

SEXUAL OFFENSES (OTHER) (SXO)-LEVEL III

(lewdness, indecent exposure) Oral sexual contact, including intercourse, without force or threat of force. Subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner. Law enforcement must be notified to investigate.

THREAT/INTIMIDATION (TRE)-LEVEL III

(threatening fear in others) A threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: 1) intent - an intention that the threat is heard or seen by the person who is the object of the threat; 2) fear - a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and 3) capability - the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.

TRAVELING (TRF)-LEVEL II

(illegal entry onto campus) to enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/on campus, without authorization or invitation and with no lawful purpose for entry.

VANDALISM (VAN)-LEVEL III

(destruction, damage, or defacement of school or personal property) The intentional destruction, damage, or defacement of public or privately-owned objects without consent of the owner or the person having custody or control of it. (Damage value must be \$1,000 or more to report in SESIR.)

WEAPONS POSSESSION (WPO)-LEVEL II

(possession of firearms and other instruments which can cause harm) Possession of any instrument or object, as defined by Section 200.020, Florida Statutes, or altered code of conduct that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm. (Possession of a common pocketknife is exempted from state zero tolerance expulsion requirement 1006.07(2) F.S.; however, law enforcement should be notified of any weapon or knife, including pocketknives, for investigation.)

♦ OTHER MAJOR (OMC)-LEVEL III

(major incidents that do not fit within the other definitions) Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. Examples: Student producing or knowingly using counterfeit money, participating in gambling activities, possessing child pornography, or possessing drug paraphernalia.

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

♦ BULLYING (BUL)-LEVEL IV

(intimidating behavior) Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment or unreasonably interfere with the individual's school performance or participation.

♦ FIGHTING (FTF)-LEVEL III

(mutual combat, mutual altercation) When two or more persons mutually participate in use of force or physical violence that requires either 1) physical restraint or 2) results in injury requiring first aid or medical attention. (Do not report to SESIR lower level fights such as pushing, shoving, or altercations that stop upon verbal command. Use local codes.)

♦ HARASSMENT (HAR)-LEVEL IV

(insulting behavior) Any threatening, insulting, or dehumanizing gesture, use of color, computer software, or written, verbal, or physical conduct that: 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property; 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

♦ SEXUAL HARASSMENT (SXH)-LEVEL III

(unfunded sexual behavior) Unwanted verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation (5A-2.09(4) SEE Rule). An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.

TOBACCO (TBC)-LEVEL IV

(cigarettes or other forms of tobacco) The possession, use, distribution, or sale of tobacco or including products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21.

REPORTING GUIDELINES

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

LEVELS I - IV = PRELIMINARY RANK ORDERING OF INCIDENT TYPES FOR SCHOOL REPORTING—Level I incidents are the Most Serious, and Level IV incidents are the Least Serious. General Rule: When multiple incidents occur at the same time and place, code the incident that is the most serious incident. The incident that caused the most injury or the highest loss of property or monetary cost should be the one reported. The particular context of the incident should also be considered when determining the level of seriousness. If an individual personal item (such as a jacket, wallet, or cell phone) is more serious than an individual incident which is ranked higher according to this guide, school personnel should report the incident; they judge to be more serious. Any Related Elements that apply must also be reported.

DISCIPLINARY ACTIONS FOR SESIR INCIDENTS

The following disciplinary actions are the only actions that should be reported for SESIR incidents. (C) Corporal Punishment; (I) In-School Suspension; (O) Out-of-School Suspension; (H) Suspension Extended; Pending Hearing; (E) Expulsion without Services; (F) Expulsion with Services; (P) Alternative Placement; (U) Change in Placement (not to exceed 45 days) following a drug weapon, or serious bodily injury offense for students with disabilities only. (S) Other SESIR Incident. (M) Non-Behavioral Barrier. (R) Physical restraint and (I) Seclusion. These disciplinary actions may also be used for less serious local incidents with the exception of (S) Other SESIR Incident and (U) Change in Placement. Note: Districts are entitled to update code (H) Suspension Extended, Pending Hearing to (E) or (F) for Survey 9 (based on the final outcome of the school board hearing).

REPORTING REQUIREMENTS FOR VIOLENT INCIDENTS

The U.S. Department of Education (US ED) has mandated reporting requirements for SESIR which include reporting of "violent incidents with physical injury" and "violent incidents without physical injury." SESIR has identified "violent incidents" as kidnapping, homicide, battery, and sexual battery. (A large set of precedes "Violent Incidents 1," **Violent Incidents They Result in Bodily Injury** are Arson, Bullying, Breaking and Entering, Disruption on Campus/Kidnap, Fighting, Harassment, Hazing, Other Major Offenses, Physical Attack, Robbery, and Sexual Harassment. (A large diamond ◊ precedes "Violent Incidents if they Result in Bodily Injury".)

When reporting any of the above violent SESIR incidents, districts must also complete the "Injury-Related" element. The "Injury-Related" element is broken down into three separate codes: More Serious, Less Serious, or No Serious Bodily Injury. The advice DOF to meet US ED reporting requirements for more information, please refer to the current SESIR definitions and guidelines, and Appendix (D) definition for Incident Reporting.

RELATED ELEMENTS:

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

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

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

KEY:

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

◊ "Violent incidents if they result in bodily injury" that must be reported in the data element "Injury-Related"

For more information, you can contact us go to www.floridastate.gov/sesir/docs/Key.pdf.
On-line SESIR Training is available at www.sesir.org