



2025-2026

# Student Code of Conduct & Resource Guide

## **Superintendent of Schools**

Van Ayres

## **School Board**

Jessica Vaughn, Chair

Karen Perez, Vice Chair

Nadia T. Combs

Lynn L. Gray

Stacy A. Hahn, Ph.D.

Patricia “Patti” Rendon

Henry “Shake” Washington

## Table of Contents

### INTRODUCTION

|   |   |
|---|---|
| Letter from the Superintendent .....                              | 4 |
| Letter from the School Board .....                                | 5 |
| HCPS Who are We? .....  | 6 |
| Vision and Mission .....  | 6 |
| Purpose for the Student Code of Conduct .....                     | 6 |
| Continuous Notification of Nondiscrimination .....                | 6 |
| Website Accessibility.....  | 7 |
| Reasonable Accommodations for Individuals with Disabilities ..... | 7 |
| Language Assistance .....   | 7 |

### STUDENTS' AND PARENT/GUARDIANS' RIGHTS AND RESPONSIBILITIES

|   |    |
|---|----|
| Academics .....                                     | 9  |
| Attendance .....                                    | 9  |
| Behavior .....                                      | 10 |
| Language Assistance .....                           | 11 |
| Programs and Associations .....                     | 11 |
| Religion and Patriotism .....                       | 12 |
| Student Services.....                               | 12 |
| Transportation .....                                | 12 |
| HCPS and School's Duties and Responsibilities ..... | 13 |

### POLICIES AND PROCEDURES

|  |    |
|--|----|
| Academic Services .....                  | 17 |
| Academic Integrity .....                 | 17 |
| Athletics .....                          | 18 |
| Attendance .....                         | 18 |
| Bullying and Harassment .....            | 23 |
| Child Abuse Reporting .....              | 24 |
| Digital Citizenship .....                | 25 |
| Discrimination/Harassment.....           | 26 |
| Dress Code .....                         | 27 |
| Enrollment.....                          | 28 |
| Exceptional Student Education .....      | 30 |
| HOPE Scholarship .....                   | 30 |
| Law Enforcement .....                    | 31 |
| McKinney-Vento Homeless Assistance ..... | 33 |
| Medication .....                         | 34 |
| Records .....                            | 35 |
| Student Supports and Services.....       | 37 |
| Search and Seizure .....                 | 40 |

### DISCIPLINE

|  |    |
|--|----|
| Disciplinary Action Procedures .....                                   | 43 |
| Discipline Consequences, Possible (but not limited to) .....           | 44 |
| Investigation Procedures.....  | 45 |
| Reasons for Requesting a Change of Placement / Expulsion Hearing ..... | 47 |

|   |     |
|---|-----|
| Principal Procedures for Requesting a Student Change of Placement Hearing or Expulsion Hearing... | 48  |
| Appeals Process .....   | 48  |
| Discipline of Students with Disabilities .....  | 49  |
| Due Process .....   | 50  |
| Behavior Matrix .....   | 50  |
| Secondary Behavior Matrix.....  | 53  |
| Elementary Behavior Matrix .....  | 75  |
| Appendix .....  | 99  |
| Acknowledgement Forms .....   | 101 |



### **Letter from the Superintendent**

Dear Hillsborough County Public Schools,

The Hillsborough County Public Schools (HCPS) Student Code of Conduct and Resource Guide is reviewed and updated each year to ensure alignment with current Florida laws and district policies. To guide this process, we engage a diverse group of parents and guardians, teachers, students, community members, and school administrators to review the current version and offer recommendations. This document reflects their collaborative efforts and dedication to our students' education and well-being.

The HCPS Student Code of Conduct is intended to build strong, respectful relationships among students, staff, and the broader community. These relationships are essential to creating a positive school climate in which everyone is actively engaged in the learning process and the rights of all individuals are respected.

If you have questions about the Hillsborough County Public Schools Student Code of Conduct, please contact Mike Rowan, General Director of Student Conduct and Support, at (813) 558-1100. We appreciate your continued partnership in maintaining a safe and supportive learning environment for all students.

Sincerely,

Van Ayres  
Superintendent



## Letter from the School Board

### Dear Parents, Caregivers and Guardians,

Welcome to an exciting new school year! It is an honor to partner with you as we work together to ensure your child is supported, inspired, and equipped to succeed. With your collaboration and the strength of our dedicated school community, we are confident this year will be filled with growth and achievement.

As we introduce innovative programs designed to meet the diverse strengths and needs of every student, I want to highlight the importance of one key resource: the **Student Code of Conduct**. This essential document outlines the expectations, policies, and guiding principles that help create a safe, respectful, and inclusive learning environment. It also defines the rights and responsibilities of students and families and explains the supports in place to help every learner succeed.

**We strongly encourage you to take time to carefully review the Student Code of Conduct.** Being familiar with this document is crucial to supporting your child's educational journey and ensuring a shared understanding of the district's expectations. Once reviewed, please sign and return the **Acknowledgement Form** located at the end of the document to your child's school.

We deeply value the role of engaged parents and guardians. Your involvement, encouragement, and communication make a powerful difference in your child's success—and in the strength of our school community. This partnership is at the heart of everything we do.

As the 7th largest school district in the nation, Hillsborough County Public Schools is proud to foster a culture of inclusion, opportunity, and excellence. From world-class academics to dynamic programs in the arts, STEM, career and technical education, and beyond—we are committed to helping every student thrive.

With dedicated educators, innovative opportunities, and your ongoing partnership, we are **Preparing Students for Life**.

Wishing you and your family a successful and inspiring school year!

Warm regards,

**Jessica Vaughn, Chair**

Hillsborough County School Board

## **Hillsborough County Public Schools – Who Are We?**

Hillsborough County Public Schools (HCPS) is committed to providing a curriculum that not only fosters academic achievement but also equips students with the skills they need for success in life beyond graduation. We believe that academic excellence is the natural outcome of a supportive organizational culture, world-class teaching, and responsible financial stewardship by the district.

Our school district is the 7th largest in the nation serving more than 218,000 students and employing more than 23,000 staff members. We operate 233 K-12 schools, 12 postsecondary sites and provide oversight for 55 charter schools.

## **Hillsborough County Public Schools Vision**

Preparing Students for Life

## **Hillsborough County Public Schools Mission Statement**

To provide an education and the supports that enable each student to excel as a successful and responsible citizen.

## **Purpose**

## **Resource Guide and the Student Code of Conduct:**

This guide offers essential information for all stakeholders involved in Hillsborough County Public Schools. Each school must maintain an atmosphere free from disruptions that would interfere with teaching and learning. To support this commitment, HCPS has established a Student Code of Conduct that outlines the expectations for student behavior and is enforced consistently across all schools.

Hillsborough County Public Schools seeks to provide a safe and equitable learning opportunity for each of its students, regardless of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, gender identity, or social and family background. Each school must be free from disruption that would interfere with the teachers' right to teach and the students' right to learn. Hillsborough County Public Schools recognizes that students have certain constitutional rights to which they are entitled, which shall not be limited, except by law. Therefore, Hillsborough County Public Schools has established the following Student Code of Conduct that students must follow, and schools enforce uniformly. In addition, all schools in the district shall develop comprehensive discipline policies in accordance with the individual plans of School Advisory Councils.

## **Notices**

### **Continuous Notification of Nondiscrimination**

Pursuant to Title VI, Title IX, Section 504/Title II and other civil rights regulations, Hillsborough County Public Schools (District) does not discriminate nor tolerate harassment on the basis of race, color, ethnicity, national origin, religion, sex, age, disability, marital status, genetic information or pregnancy in its educational programs, services or activities, or in its hiring or employment practices; and it will take immediate action to eliminate such harassment, prevent its recurrence, and address its effects. The District also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

The following person has been designated to handle inquiries regarding non-discrimination policies: Dr. Pansy Houghton, Executive Officer, Compliance. 813-272-4000; [Pansy.Houghton@hcps.net](mailto:Pansy.Houghton@hcps.net); 901 E. Kennedy Blvd., Tampa, Florida 33602.

## [Office for Civil Rights Compliance](#)

### **Website Accessibility Statement**

Hillsborough County Public Schools is committed to providing websites that are accessible to all of our stakeholders. If you use assistive technology (such as a screen reader, eye-tracking device, voice recognition software, etc.) and are experiencing difficulty accessing information on this site, the following person has been designated to handle inquiries or complaints related to the functionality or inaccessibility of online content: Dr. Pansy Houghton, Executive Officer, Compliance. 813-272-4000; [Pansy.Houghton@hcps.net](mailto:Pansy.Houghton@hcps.net); 901 E. Kennedy Blvd., Tampa, Florida 33602.

### **Reasonable Accommodation for Individual with Disabilities**

Hillsborough County Public Schools (District) is committed to providing individuals with disabilities an equal opportunity to participate in and benefit from the District's programs, activities, and services.

Individuals may request reasonable accommodations from the District that they believe will enable them to have such equal opportunity to participate in our programs, activities, and services.

Requests for reasonable accommodations can be made at any time. However, making the request in advance of a meeting, conference call, or visit will help ensure that the District is able to fulfill the request. For certain requests, such as requests for sign language interpretation, the District requests at least two-weeks advance notice.

To request reasonable accommodations, please contact: [your school site](#) or Dr. Pansy Houghton, Executive Officer, Compliance. 813-272-4000; [Pansy.Houghton@hcps.net](mailto:Pansy.Houghton@hcps.net); 901 E. Kennedy Blvd., Tampa, Florida 33602.

### **Language Access**

Hillsborough County Public Schools (District) recognizes the importance of being able to communicate effectively with all individuals, including English language learners. Thus, the District is committed to providing meaningful access to our programs and activities for all English language learners.

Therefore, if you need help communicating with the District and require [language access services](#), please contact: the Bilingual Hotline - 813-273-7511 or Melissa Morgado, General Director, Multilingual Learners; [Melissa.Morgado@hcps.net](mailto:Melissa.Morgado@hcps.net); 901 E. Kennedy Blvd., Tampa, Florida 33602.

## **STUDENTS' AND PARENT/GUARDIANS' RIGHTS AND RESPONSIBILITIES**

|                                 |    |
|---------------------------------|----|
| Academics .....                 | 9  |
| Attendance .....                | 9  |
| Behavior .....                  | 10 |
| Language Assistance .....       | 11 |
| Programs and Associations ..... | 11 |
| Religion and Patriotism .....   | 12 |
| Student Services.....           | 12 |
| Transportation .....            | 12 |

## **HCPS AND SCHOOL'S DUTIES AND RESPONSIBILITIES**

|   |    |
|---|----|
| Teacher Duties and Responsibilities .....                       | 13 |
| Administrator Duties and Responsibilities .....                 | 14 |
| Additional School-based Staff Duties and Responsibilities ..... | 14 |
| District Staff Duties and Responsibilities .....                | 14 |



## **STUDENTS' AND PARENT/GUARDIANS' RIGHTS AND RESPONSIBILITIES** **([HCPS Policy 5780](#))**

It is the intent of the Student Code of Conduct to make students aware that individual rights involve associated responsibilities, and that individual rights must be viewed in relationship to the health, safety, and welfare of the entire school community. The principal shall assume administrative responsibility and instructional leadership under the supervision of the Superintendent, and in accordance with rules and regulations of the School Board for planning, management, and operation of the school to which the principal is assigned. The faculty and staff shall assist in the orderly operation of the school and assure the rights of students.

### **Academics**

#### **Students have the right and responsibility to:**

- Review grades with their teachers
- Be informed by the school of their academic progress
- Have periodic reviews of their instructional achievement by the school staff
- Earn grades that fairly and objectively represent their academic progress
- Become informed of the grading criteria and any updates to grading rubrics
- Appeal grades through the established grievance procedure to the principal
- Attend school daily, be prepared for class and complete assignments to the best of their ability
- Perform all tasks required for the successful completion of the course
- Have equal educational opportunity with regard to academic programs and extracurricular activities
- Be informed of district curriculum course descriptions that will facilitate informed choices
- Receive instruction in courses of study under competent instructors and in an atmosphere free from bias and prejudice
- Receive access to instructional materials and resources for the subject(s) they are studying
- Pursue participation in academic programs and extracurricular activities of interest and that are commensurate with ability
- Actively pursue assistance from qualified school staff with course selection that is consistent with ability and program of study
- Cooperate fully and exert every effort to achieve mastery at the highest level possible
- Take care of instructional materials/resources issued to them and to pay for lost or damaged instructional materials

### **Attendance**

#### **Students have the right and responsibility to:**

- Students can physically attend a public school within their attendance area until age 18. The exception is if they have an IEP, the student has until the end of the school year in which they turn 22 years of age.
- Attend a Technical or Exceptional Student Center when they qualify and are accepted for enrollment
- Participate in a choice option – Magnet, School Choice, Charter, Hillsborough Virtual K-12 (HVK12), McKay, etc.
- Receive information concerning attendance policies at their school to include excused and unexcused absences and tardies; make up any work missed because of excused absences
- Request a transfer to another school outside their attendance areas when they experience severe hardships. All requests must be submitted to the Office of Student Planning and Placement (School Choice)
- Homebound instruction if confined to the home or hospital due to a medically diagnosed physical or psychiatric condition that is chronic, acute, catastrophic or results in a repeated intermittent illness (at least 15 days)
- Attend classes daily and on time unless circumstances beyond their control prohibit
- Request make-up work from their teachers after the absences have been adequately explained.

- Students ages 16-18 who desire to leave school prior to graduation may do so only upon completion and filing of an “Intent to Terminate Enrollment” form and completing an exit interview with their school.
- Abide by School Board attendance policies
- Please refer to the Student Progression Plan for the definition of a full-time student.
- Tardiness to school or class will follow the individual school policy and procedures. If tardiness is determined to be excessive, then refer to Disobedience / Insubordination within the discipline matrix.

**Parents/Guardians have the right and responsibility to:**

- Notify school personnel about their child’s absence from school on the day of the absence
- Submit required documents to the Exceptional Student Education Hospitalized/Homebound program office if a student needs hospitalized/homebound instructional services.
- Notify school personnel if the family is moving out of town or out of the school’s attendance boundary
- Be aware of the Student Academic Calendar and coordinate trips, vacations, and personal business to support attendance on school days
- Parents/guardians must provide school personnel with accurate telephone contact numbers (home, cell, and work for parents or legal guardians) and ensure the number(s) are correct if there is a change during the school year. This information must be specified on the Emergency Contact Card provided by the school at the beginning of the school year and updated as changes occur.
- Be informed by their child’s school of student absence through Parent Link, phone call or email.

**Reporting your Student’s Absence**

Parents/guardians are expected to notify the school the day of the absence. Schools will accept absence notifications through multiple methods, including direct communication with the school’s office or attendance designee, a written or secured electronic submission from the parent/guardian, or a secure, district-approved, or school-approved reporting system. All absence documentation must be submitted within 72 hours of the student’s return to school. Schools may require additional verification for frequent absences, including medical documentation after any excused absences within a grading period. The district reserves the right to verify all absence documentation for authenticity and compliance with school policies.

**What defines a school day absence?**

Elementary Students (Pre-K-5<sup>th</sup> grade) are in attendance if they are present for any “meaningful instruction” during the school day.

Secondary Students are in attendance:

- For a Period – To be considered present in any period, a student must be present for “meaningful instruction” in that period.
- For the Day – To be considered present for the day, a student must be present for at least one period.

**Behavior**

**Students have the right and responsibility to:**

- Understand and adhere to this Student Code of Conduct and of each school
- Speak with their parents/guardians to understand and abide by these policies and procedures by recognizing that unacceptable behavior shall be subject to disciplinary action
- Be respected as an individual and treated courteously, fairly, and respectfully by other students and school staff
- Treat teachers, staff, other students, themselves and property with respect
- Take part in all school activities on an equal basis regardless of race, religion, religious practices, sexual orientation, gender, national origin, ethnic group, political affiliation, age, or disability, pending eligibility
- Participate in, or refrain from, activities involving loyalty oaths, saying a pledge, singing an anthem, saluting a flag, or taking part in a patriotic ceremony
- Not interrupt the educational rights of others

- Not interfere with the rights of other students to express or refrain from expressing patriotism; remove any headdress when the national anthem is played, except when such headdress is worn for religious purposes; stand at attention, when possible
- Contribute to a positive, safe classroom and school culture that is respectful and conducive to learning
- Follow district, school, classroom, and bus rules and procedures
- Have proper notice of a behavioral infraction, an opportunity to be heard, and a fair hearing (if required)
- Privacy and shall be free from unreasonable search, as well as seizure of personal property. These rights shall prevail unless there is reason to believe that it is necessary to set them aside to protect the safety, health, and property of the school, students, and staff
- Privacy of their personal possessions unless there is reason on the part of the principal, or his or her designee, to believe that the student is concealing a weapon, illegal drugs, or other material that is inappropriate or dangerous to himself or herself, others, property, or in violation of existing HCPS policy that would bring rise to a search
- Be given prior notification of any searches except in case of emergency or exigent circumstances
- Request the presence of their parent/guardian or a responsible adult/advocate during any criminal investigation
- Not carry, possess or conceal any material that is prohibited by law and accept the consequences for their actions in cases where unlawful materials are found in their possession or in their lockers

## **Language Assistance**

### **Students have the right and responsibility to:**

- A competent interpreter to assist him/her if the student has difficulty speaking/understanding English

## **Programs and Associations**

### **Students have the right and responsibility to:**

- Access a relevant curriculum that is responsive to their immediate and future needs
- Voice their opinions in the development of their curriculum
- Pursue their education under competent instruction; and participate in instructional and extracurricular activities, pending eligibility
- Join school organizations and lawfully assemble in such a manner so as not to disrupt the orderly process of the school's program
- Lawfully assemble
- Organize associations within the school for social, athletic and other proper and lawful purposes, providing that no such group denies membership to any student because of race, sex, religion, sexual orientation, or for any reasons other than those related to the purpose of the organization
- Exercise the right to assembly so that the assembly does not disrupt the school program nor the orderly conduct of the school
- Know and observe qualifications for membership in student activities and to refrain from activities that interfere with school discipline
- Conduct themselves in a manner that is representative of the school and the organization of which they are members

### **Students have the right and responsibility to:**

- Be protected by legal provisions prohibiting the release of personal information to other than legally authorized persons without the consent of the parent, guardian, or student

### **Parents, guardians or eligible students over the age of 18 have the right and responsibility to:**

- Inspect, review, and challenge the information contained in the records appeal any disagreement of records to the principal
- Provide the school with any information that could be useful in making appropriate educational decisions
- Authorize release of information to those individuals or agencies who are working for the benefit of the student
- Follow school board policies for release of student information through the school

- Make an appointment with the school when they wish to review a record
- Request in writing to inspect and review all education records. The request will be granted within a reasonable period of time, not to exceed 30 days. This inspection and review of records shall be held in the presence of an official of the school system
- A response to reasonable requests for explanations and interpretations of the records
- Obtain copies of the education records of a student. The schedule of fees for copies is on file with each principal. No fee for copying may be charged to any parent/guardians if it would effectively prevent that parent/guardian from exercising his or her right to inspect and review the records
- Request in writing an informal conference with the principal for the purpose of amending any record believed to contain information that is inaccurate, misleading or violating the privacy or the rights of the student

## **Religion & Patriotism**

### **Students have the right and responsibility to:**

- Study, examine, discuss, criticize or support religious ideas and institutions for their literary and historic qualities when presented objectively as part of a program of education.
- Release time from school to observe religious holidays, which is an excused absence with written parental permission.
- Practice their religion.
- Not endanger the physical health or safety of themselves or others or disrupt the educational process.
- Develop tolerance and respect for the beliefs of others.
- Inform school officials through their parents/guardians about any religious practices or beliefs that may conflict with school rules or regulations.
- Show love for their country and allegiance to its flag; recite and display their feeling of patriotism.
- Participate in, or refrain from, activities involving loyalty oaths, saying a pledge, singing an anthem, saluting a flag, or taking part in a patriotic ceremony.
- Refrain from reciting the Pledge of Allegiance upon written request by their parent/guardian and to remain seated/stand quietly while the pledge is recited by others.
- Decide for themselves whether or not they wish to take part in any religious activity.
- Not interrupt the educational rights of others
- Not interfere with the rights of other students to express or refrain from expressing patriotism; remove any headress when the national anthem is played, except when such headress is worn for religious purposes; stand at attention, when possible.
- See Appendix for HCPS School Board Policy

## **Student Services**

### **Students have the right and responsibility to:**

- Consult with Student Services Personnel, which includes the School Counselor(s), School Health Staff(s), School Psychologist and School Social Worker for support with mental/physical health, personal/social development, educational planning, and post-secondary opportunities.
- Be informed of available supports and services provided by the school-based Student Services Team and have knowledge of how to access team members.
- Be informed of available community-based mental health/counseling services and how to obtain referrals for these services from the Student Services Team.

## **Transportation**

### **Students have the right and responsibility to:**

- School bus transportation, if they live two (2) miles or more from school
- Transportation that may be provided for elementary students who live within two miles of the school if hazardous conditions as outlined by [Florida Statute 1006.23](#) exist

- Transportation as determined by a student's Individual Education Plan (IEP)
- The school bus and bus stop (including magnet transfer ramps) are an extension of the school day and classroom behavior is expected while on the school bus.
- Stand off the roadway while at bus stops
- Wait for the bus driver to signal them across the roadway
- Walk 10-12 feet in front of the bus while attempting to board the bus
- Keep valuables at home, as the school district nor the bus driver can be held responsible for personal property brought on school buses
- Follow safety procedures and wear seatbelts when available
- Ride only the designated bus, and enter and exit the bus safely at designated stop
- Not carry onto the bus any glass items, balloons, weapons, skateboards, live animals, plants or sharp instruments.
- Personal belongings must be held on a student's lap
- Remain seated in seat assigned to them by the driver
- Sit all the way down and back, facing forward, with arms and head inside the bus at all times
- Keep aisles clear
- Obey rules and be courteous
- Refrain from using profanity, causing disruption, fighting, or destroying property
- Be silent at all railroad crossings and when requested by driver
- Not throw objects on the bus or out the windows
- Not eat, drink, or smoke on the bus
- Use the bus stop assigned based on the address of record
- Cooperate with safety patrol officers
- Obey the rules established by the bus driver, the bus attendant and the IEP team
- Respect the rights of the other student passengers and adults on the bus
- Be at the bus stop 10 minutes prior to the designated pick-up time
- Inform the bus driver or attendant of any personal needs
- Communicate to parents/guardians or school administration any concerns related to transportation services
- Wear bicycle helmets as required by law
- Securely lock the bike while at school

The school cannot be responsible for lost or stolen bicycles. The school safety patrol contributes to the safety of children on the school grounds, buses and at bus stops. Responsible students are chosen to be members of the patrol. Their role is one of assistance and direction in areas where dangers or hazards exist.

## **HCPS AND SCHOOLS' DUTIES AND RESPONSIBILITIES**

### **Teacher Duties and Responsibilities**

- Designs and implements appropriate instruction of content area(s)/course(s) assigned in accordance with state standards, district curriculum, and students' needs.
- Creates a positive educational climate for students to learn in an atmosphere of respect and rapport.
- Set expectations, teach, model and reinforce positive behavior.
- Creates and delivers relevant and rigorous lessons that maximize student engagement and achievement.
- Utilizes a variety of teaching practices and methodologies that reflect diverse educational, cultural, and linguistic backgrounds to meet the individual needs of students.
- Observes and evaluates student performance and mastery of standards, monitors student assessment data, and maintains student grades and attendance.
- Manages student behavior in the classroom by utilizing effective classroom management strategies and invoking appropriate disciplinary procedures.
- Use professional judgment and appropriate de-escalation strategies to prevent minor incidents from escalating.

- Communicates with parents and school/district personnel regarding student progress and encourages parental involvement.
- Takes all responsible precautions to provide for the health and safety of students and to protect equipment, materials, and facilities.
- Appropriately maintains and secures confidential records, inquiries, and data.
- Maintains appropriate certifications and professional development hours as required
- Provide students with meaningful feedback on their behavioral and academic progress.
- Provide corrective feedback and reteach appropriate behaviors when a student demonstrates misconduct.

### **School Administrator Duties and Responsibilities**

- Distribute information about the Student Code of Conduct to students, parents and school personnel and ensure a hardcopy is available for anyone who cannot access the electronic version.
- Maintain a safe and orderly school by using prevention and intervention strategies.
- Monitor, support and sustain the effective implementation and maintenance of a positive school culture and learning environment.
- Define, teach, model, reinforce and support appropriate student behaviors to maintain a positive school environment.
- Provide students with positive and constructive feedback on their behavioral and academic progress.
- Implement the Student Code of Conduct in a fair, equitable and consistent manner.
- Expand the adoption and implementation of alternatives to suspension at the school.
- Communicate policies, expectations and concerns to parents and students, when necessary.
- Respond to or acknowledge concerns from students and parents within two school days as circumstances permit.
- Review and analyze discipline data identifying trends, including types of incidents, incident location, who is writing referrals, etc.... Then create the next steps to address areas of concern.
- Provide parents with information relating to state academic standards, report card requirements, attendance requirements, and school district policies for promotion or retention, including high school graduation requirements.
- Keep parents informed about school-related issues, as appropriate, and ensure communication is sent home.
- Use professional judgment and de-escalation strategies to prevent minor incidents from escalating.
- Identify appropriate professional learning and resources needed to implement positive behavior interventions and support.
- Establish and implement a plan to review the Student Code of Conduct with students. The plan should be shared with stakeholders.
- Provide parents with comprehensive information about their choices and opportunities for involvement in their child's education.
- Provide a framework for building and strengthening partnerships among parents, teachers, school administrators, district administrators, and other personnel.

### **Additional School-based Staff Duties and Responsibilities**

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

### **District Staff Duties and Responsibilities**

- Create and implement policies and procedures that encourage safe and orderly schools for all students, school staff and principals.
- Protect the legal rights of school staff, administrators, students and parents.
- Provide appropriate professional learning and resources to implement a positive school culture and behavior interventions.

- Utilize individual school discipline data to identify and allocate professional learning services for school administrators and staff.
- Assist parents who are unable to resolve issues at the school-level.
- Expand the adoption and implementation of alternatives to suspension across the district.

## Policies and Procedures

|   |    |
|---|----|
| Academic Services .....   | 17 |
| Academic Integrity and Expectations .....                             | 17 |
| Athletics .....   | 18 |
| Attendance  |    |
| ○ District's Beliefs About Attendance .....                           | 18 |
| ○ Compulsory School Attendance .....                                  | 19 |
| ○ Parent and Student Responsibility .....                             | 19 |
| ○ School District Responsibility .....                                | 20 |
| ○ Absences Defined .....  | 20 |
| ○ Tardy .....   | 21 |
| ○ Late Arrival (Sign In) .....  | 21 |
| ○ Early Dismissal (Sign Outs).....                                    | 22 |
| ○ Make Up Work .....  | 22 |
| ○ Florida Drivers Licenses .....                                      | 22 |
| ○ Truancy .....   | 22 |
| Bully and Harassment .....  | 23 |
| Child Abuse Reporting .....   | 24 |
| Digital Citizenship .....   | 25 |
| ○ Bring Your Own Device (BYOD) Program/Personal Digital Devices ..... | 25 |
| ○ Electronic Devices Safety, Services, and Acceptable Use .....       | 25 |
| ○ Social Media Disruption .....                                       | 25 |
| ○ Wireless Communication and Other Electronic Devices .....           | 26 |
| ○ Technology guidelines during Assessments .....                      | 26 |
| Discrimination / Harassment .....                                     | 26 |
| ○ Reporting Discrimination and Harassment .....                       | 27 |
| Dress Code .....  | 27 |
| Enrollment.....   | 28 |
| ○ School Enrollment Requirements.....                                 | 29 |
| Exceptional Student Education (ESE) .....                             | 30 |
| HOPE Scholarship .....  | 30 |
| Law Enforcement .....   | 31 |
| ○ Arrest by Law Enforcement .....                                     | 31 |
| ○ Civil Citation .....  | 31 |
| ○ FortifyFL .....   | 32 |
| ○ Investigation and Interviews .....                                  | 33 |
| McKinney-Vento Homeless Assistance .....                              | 33 |
| Medication .....  | 34 |
| Records .....   | 35 |
| ○ Access To Records .....   | 36 |
| School Choice.....  | 36 |
| Student Supports and Services.....                                    | 37 |
| ○ Behavioral Threat Assessment – Threat Management .....              | 37 |
| ○ Mental Health Supports .....  | 38 |
| ○ Multi-Tiered System of Support (MTSS) .....                         | 38 |
| ○ Positive Behavioral Interventions and Supports (PBIS) .....         | 39 |
| ○ Relationship-Based Practices (Restorative Practices) .....          | 39 |
| ○ Resiliency, Character, & Life Skills Education and MTSS .....       | 39 |
| ○ Tier 1 Behavior Plan .....  | 40 |
| Search and Seizure .....  | 40 |
| Resource Reference Guide.....   | 40 |



## ACADEMIC SERVICES

Hillsborough County Public Schools is proud to be a leader in academic excellence. Our students are closing achievement gaps, graduating at higher rates, and pursuing more accelerated coursework opportunities than ever before. This success is grounded in our commitment to high academic standards, challenging future-ready coursework, and the dedication of our educators - who work every day to prepare students for the colleges, careers, and communities of tomorrow.

The information below is provided to help parents better understand key aspects of education in the state of Florida, including student performance, academic standards, and statewide initiatives that support student success.

### FLORIDA DEPARTMENT OF EDUCATION INFORMATION

#### ACADEMIC STANDARDS & INSTRUCTION

- [Florida Standards](#)
- [Required Instruction](#)
- [Subject Areas](#)

#### ASSESSMENTS

- [End-of-Course Exams](#)
- [Florida Standards Assessments](#)
- [International/National Assessment Results](#)

#### COURSES & STANDARDS

- [Course Code Directory](#)
- [CPALMS – Online Parent and Educator Toolbox](#)

#### GRADUATION REQUIREMENTS

- [Bright Futures Scholarships](#)

## HILLSBOROUGH COUNTY PUBLIC SCHOOLS STUDENT PROGRESSION PLAN

At Hillsborough County Public Schools, we're committed to preparing every student for life. The Student Progression Plan is a key guide that outlines how students move from one grade to the next - from pre-K through graduation.

This plan helps families understand:

- What students are expected to learn each year
- How we support students who need extra help
- How decisions about promotion, retention, and acceleration are made
- What the requirements are for graduation
- The programs available for special populations, including gifted learners, students with disabilities, English Language Learners, and those pursuing career or college acceleration

The Student Progression Plan is updated annually after each legislative session to reflect changes in state law and district policy. It is available year-round on the HCPS website for all families to access. This document is designed to keep families informed and engaged in their child's academic journey.

## Academic Integrity Expectations

### Introduction

Hillsborough County Public Schools (HCPS) is committed to upholding academic integrity as a fundamental principle of learning. Academic integrity ensures that all students demonstrate honesty, trust, fairness, respect, and responsibility in their academic work. These values form the foundation for a learning environment that promotes critical thinking, originality, and responsible scholarship. These

expectations support students, teachers, and parents in understanding and upholding the principles of academic honesty and accountability.

## **Expectations**

**Students:** Must complete all academic work with honesty, avoiding plagiarism, cheating, or any form of academic dishonesty.

**Teachers:** Must model integrity by clearly defining expectations, providing guidance on proper research and citation methods, and addressing violations fairly.

**Parents:** Should encourage their children to uphold academic integrity by reinforcing responsible study habits and supporting school policies.

Academic dishonesty, including but not limited to plagiarism, cheating, fabrication, and unauthorized collaboration, undermines the integrity of the educational process.

- **Plagiarism** is the act of presenting someone else's work, ideas, or intellectual property as one's own without proper attribution. This includes, and is not limited to, copying text, images, code, or research without citation.
- **Cheating** involves using unauthorized resources, sharing answers, or engaging in dishonest behaviors to gain an unfair academic advantage.
- **Copyright Infringement** occurs when students use copyrighted materials without permission or proper licensing, violating intellectual property laws.
- **Fabrication** is falsifying data, information, or citations in any academic assignment.
- **Facilitation of Dishonesty** is helping another student commit an act of academic dishonesty.
- **Unauthorized Collaboration** is working with others without explicit permission on assignments meant to be completed individually.

## **Consequences**

Violations will be subject to academic consequences implemented by the classroom teacher. If a student develops a pattern of repeated behavior of violating the HCPS Academic Integrity Expectations, the teacher may write a referral, which will then be handled by the school administration. The student will become subject to the disciplinary consequences as outlined in the Student Code of Conduct Behavior Matrix

## **Athletics**

All information regarding Athletics can be found on our website [Athletics / Overview](#).

## **Attendance (HCPS Policies [5200](#) and [5230](#))**

### **District's Beliefs About Attendance**

- Regular student attendance is essential to positive academic outcomes and helps develop and promote a positive school culture. Hillsborough County Public Schools is dedicated to supporting regular student attendance and reducing chronic absenteeism - missing 10% of enrolled days for any reason (excused absence, unexcused absence, or out-of-school suspension) – in a typical school year this about 18 days.
- To foster strong student attendance, each school develops an annual attendance improvement plan. These plans aim to improve student attendance and work to remove the barriers to regular student attendance.

The information below outlines valuable information about attendance for students and their families.

### **Compulsory School Attendance**

- All children who have attained the age of six years or who will have attained the age of six years by February 1 of any school year, or who are older than six years of age but who have not yet attained the age of 16 years, except as hereinafter provided, are required to attend school regularly during the entire school term.
- A student who attains the age of 16 years during the school year is not subject to compulsory school attendance and may withdraw from school only if the student files a formal declaration of intent to terminate school enrollment with the School Board.
  - The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the child and parent.
  - An exit interview must be conducted by school personnel to determine the reasons for the student's decision to terminate school enrollment and actions taken to keep the student in school.
  - A student who attains the age of 18 years during the school year is not subject to the legal sanctions for compulsory school attendance.
- Students under 16 years of age may not be withdrawn from school for any reason unless expelled through Board action or covered by an exemption allowed by Florida Statute.
- Compulsory school attendance requirements may be met by attendance in a home education program. A "home education program" means the sequentially progressive instruction of a student directed by his or her parent in order to satisfy the attendance requirements of Florida law.
- For students enrolled in Department of Juvenile Justice Programs, the compulsory school attendance requirement is governed by state law and regulations and includes a longer term.

### **Parent and Student Responsibility for Regular School Attendance**

- Ensure the attendance of a child of compulsory school attendance age, as required by law
- Notify school personnel of their child's absence prior to the end of the school day of the absence, if possible, and provide notification within 72 hours of the child's return to school. Unless a valid reason, as outlined in these policies, is the justification for the absence, the absence will be unexcused.
- If requested, provide documentation of illness from a physician or public health unit. The principal may request documentation after six incidents of absence within a nine-week period.
- Notify school personnel of any changes in address, parent/guardian phone numbers or email, emergency contact phone number or email, within 72 hours of the change.
- Be aware of the school district calendar and coordinate trips, vacations and personal business to support attendance on school days.
- Notify the school if a student is expected to miss at least 15 consecutive school days due to illness, medical condition, or social/emotional reasons, or may miss excessive days intermittently throughout the school year for the same reasons.

### **School District's Responsibility for Addressing Student Non-Attendance**

- Each administrator must ensure school attendance reports are accurate and provide training for staff to report attendance correctly. Principals are required to maintain an attendance record which shows the absence or attendance of each child enrolled for each school day of the year.
- When a student accumulates five (5) absences during a grading period, whether excused or unexcused, school personnel shall attempt to make contact the parent/guardian by telephone or electronic communication to discuss barriers to regular school attendance and shall document such contact.
- A referral will be made to the school's Problem-Solving Leadership Team for a student who has had at least five unexcused absences, within a calendar month, or 15 unexcused absences, within a 90-calendar day period.
- If the parent/guardian of a child who has been identified as exhibiting a pattern of non-attendance enrolls the child in a home education program, the Superintendent or their designee shall refer the parent to a home education review committee composed of the district contact person for home education and at least two home educators selected by the parent from a district list of all home educators who have conducted a home education program for at least three years and have indicated a willingness to serve on the committee.
- If a student is subject to compulsory school attendance and fails to comply with attendance enforcement efforts, the Superintendent may file a truancy petition in accordance with state law. The superintendent may also refer the case to the case staffing committee which may file a child-in-need-of-services petition. The superintendent may also take such steps as are necessary to bring criminal prosecution against the parent.
- Pursuant to Florida Statute, the district is required to report to the Florida Department of Highway Safety and Motor Vehicles (DHSMV) the names, dates of birth, sex and social security numbers of minor students who accumulate fifteen (15) unexcused absences in a period of 90 calendar days.
  - These students may not be issued a driver's license or learner's driver's permit and further, the DHSMV will suspend any previously issued driver's license or learner's driver's permit.
  - To have a driver's license reinstated, the student must attend school regularly for thirty (30) days with no unexcused absences and pay the appropriate reinstatement fee.
  - The minor, or the parent or guardian of the minor, may request a hardship waiver of the suspension if they request the waiver within 15 days of receiving the notice of intent to suspend.
  - The principal must conduct the hardship waiver hearing within 30 days of receiving the request.
  - The principal may grant the waiver if it is demonstrated that a driver's license is required for the student or the student's family's employment or medical care.
  - If the waiver is granted, the principal or designee shall notify the DHSMV.

### **Absences Defined**

Elementary students in attendance for "meaningful instruction" during any part of the school day are counted present for the day.

Secondary Students' attendance shall be recorded for each period. To be considered present in any period, a student must be present for at least one-half of that period.

- Excused Absence – the below definitions constitute an excused absence.
  - Student illness or health related appointment (e.g., mental, physical, and behavioral health). A note from a health care provider may be required.
    - A student who has demonstrated a pattern of absences may be required to present medical verification to the principal.
  - Court appearances or legal obligations (documentation required).
  - An approved school activity.

- Absences classified as School Business will be recorded but will not count against a student's attendance record for grading purposes. (e.g., Music MPA, Co-curricular club, athletic activity, SGA pep rally, HOSA).
- Attendance at a center under Children and Families Services supervision.
- Accident resulting in injury to the student.
- Significant community events with prior permission of the principal.
  - When more than one school is involved, the Area Superintendent will determine the status of the absence.
- Observance of an established religious holiday.
- Death of an immediate family member (including parents, siblings, grandparents, or members of the student's household).
- School-sponsored activities (e.g., academic competitions, field trips, approved extracurricular events). Absences will be marked as School Business
  - Family emergencies (subject to administrative approval).
  - Natural disasters or sudden loss of housing (e.g., evacuation, home displacement).
  - Military Connected Students-HCPS is committed to assist students from military families and will continue efforts to facilitate the development and implement policies that directly impact children of military personnel. To ease the burden of our students who have parents that may be deployed or on leave, schools will allow up to a total of five days of excused absences.
  - Other justifiable reasons, as approved by school administration, must be pre-approved. A written request from the parent/guardian, when possible, must be submitted to the principal at least three days before the absence date. The parents/guardians will be notified of the decision.
- Students shall have a reasonable amount of time to complete make-up work.
- Absences will be marked as School Business

Furthermore, attendance recordkeeping programs have been modified to ensure that students may not be disqualified from Perfect Attendance recognitions/awards at the school or district level. Deployment related absences will not negatively impact a school's percentage of attendance.

- Unexcused Absence - the definition below constitutes an unexcused absence
  - Any absence not listed above is considered an unexcused absence.
- Students *will not* receive exclusionary discipline (ISS or OSS) due to absence from school or class.

### **Tardy**

- Tardiness to school or class will follow the individual schools' practices and procedures.
  - Tardy to school - A student is considered tardy to school when they arrive after the beginning of the school day, defined by each school.
  - Tardy to class - A student is considered tardy to class if they arrive to the classroom after the tardy bell for that class rings.
  - Excused Tardy - A student's tardiness shall be excused when the reason given is acceptable to the principal or designee.
  - Examples of acceptable reasons for tardiness are the same as the examples of acceptable reasons for excused absences.
  - Unexcused Tardy – any tardy not included above.

### **Late Arrival (Sign-In)**

- Any student arriving at school after school has begun (the tardy bell has rung) must report to the school office to sign-in and receive a pass to class. To be considered an excused tardy, reference the excused tardy definition above.

- For primary and middle school students to receive an excused sign-in, a parent/guardian must accompany the student to the Main Office and give an excusable reason (excused tardy list above); high school students do not need to be accompanied by a parent/guardian but may be required to provide documentation of the reason for the tardiness.
- Students with excessive sign-ins (more than six in a nine week's period) may be required to meet with school personnel to discuss barriers and solutions to arriving at school on time.

Students *will not* receive exclusionary discipline (ISS or OSS) due to tardiness to school or class.

### **Early Dismissal (Sign Out)**

- Once students arrive on campus, no student shall be permitted to leave school prior to dismissal at the request of or in the company of anyone other than a parent with legal rights to have access to the student, an individual listed on the emergency contact card, or a law enforcement officer or officer of the Court with express legal authority to obtain custody of the student, unless the permission of the enrolling parent/guardian is first secured.
- Students with excessive sign-outs (more than six in a nine-week period) may be required to meet with school personnel to discuss barriers and solutions to arriving at school on time.

### **Make-up Work**

- Elementary Students - A student who has been absent and whose absence is excused is permitted to make up the work missed after returning to school. Parents/guardians should contact the school and request make-up work 24 hours in advance, when possible, or within three days of returning to school, and all make-up work must be submitted by the deadlines set by the teacher(s).
- Secondary Students - A student who has been absent and whose absence is excused is permitted to make up the work missed after returning to school. Parents/guardians or students must arrange with their teachers any request for make-up work 24 hours in advance, when possible, or within three days of returning to school, and all make-up work must be submitted by the deadlines set by the teacher(s).

### **Florida Driver's License Law**

Students between the ages of 14 and 18 must comply with school attendance requirements to obtain or maintain a driver's license. If not in compliance with school attendance, a student's driving privilege can be suspended until proof of attendance in school for 30 consecutive days has been provided. ([section 322.091, Florida Statutes](#)) It is the responsibility of HCPS to identify and report to the Department of Highway Safety and Motor Vehicles all minors aged 14 to 18 who accumulate 15 unexcused absences in a period of 90 calendar days. Students with a dropout code also must be reported. Students cannot get or keep their driver's privilege or license unless they are in school, have successfully completed school, earned their GED certificate, or have a hardship waiver. A student who has had their license suspended due to unexcused absences can apply for reinstatement once they have attended school for 30 consecutive school days without an unexcused absence and have completed the necessary paperwork provided by school administration. Reinstatement is delayed a day for each excused absence during that 30-day period.

### **Truancy**

A student who has 15 or more unexcused absences in a rolling 90-calendar day period is considered truant per Florida statute.

## **Bullying and Harassment HCPS Policy 5517.01**

It is the policy of HCPS that all its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The district will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, 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; and may involve but is not limited to:

|                   |                              |                               |
|-------------------|------------------------------|-------------------------------|
| Teasing           | Threat                       | Public or private humiliation |
| Physical violence | Sexual, religious, or racial | Stalking                      |
| Social Exclusion  | harassment                   | Destruction of property       |
| Theft             | Intimidation                 |                               |

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

### **PROCEDURES FOR INVESTIGATION OF REPORTS OF BULLYING OR HARASSMENT AND THE PERSONS RESPONSIBLE FOR THE INVESTIGATION**

The investigation of a reported act of bullying or harassment is a school-related activity and begins with a report of such an act. Incidents that require a reasonable investigation when reported to appropriate school authorities include alleged incidents of bullying or harassment allegedly committed against a child while the child is on a school bus or at a school bus stop.

Procedures for investigating bullying and harassment must include:

1. The administrator or designee, employed by HCPS, trained in investigative procedures to initiate the investigation. The designee(s) may not be the accused perpetrator (harasser or bully) or victim.
2. Documented interviews of the victim, alleged perpetrator, and witnesses are conducted privately, separately, and are confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
3. The investigator shall collect and evaluate the facts including, but not limited to:
  - a. Description of incident(s) including nature of the behavior, context in which the alleged incident(s) occurred, etc.
  - b. How often the conduct occurred.
  - c. Whether there were past incidents or past continuing patterns of behavior.
  - d. The relationship between the parties involved.
  - e. The characteristics of parties involved (i.e., grade, age, etc.).

- f. The identity and number of individuals who participated in the incident.
- g. Where the alleged incident(s) occurred.
- h. Whether the conduct adversely affected the student's education or educational environment.
- i. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
- j. The date, time, and method in which the parents/legal guardians of all parties involved were contacted.

4. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances and includes: a. Recommended remedial steps necessary to stop the bullying or harassing behavior; and b. A written final report to the principal.

5. The principal must make a determination if the incident falls within the scope of the district. If not, then he/she will refer to the appropriate agency.

6. The maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying or harassment, and the investigative procedures that follow.

7. Document both Substantiated Bullying and Unsubstantiated Bullying in Focus Discipline referral system.

The principal, or designee, shall promptly report via telephone, personal conference, or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) and state privacy laws.

#### **Anonymous Bullying Hotline - Bully and Harassment Prevention and Reporting**

The School Board is committed to providing an educational setting that is safe, secure, and free from harassment and bullying for all its students and school employees. The district will not tolerate unlawful bullying and harassment of any type. The district in consultation with district students, parents/guardians, teachers, administrators, school staff, school volunteers, community representatives, and local law enforcement agencies have developed a district policy as part of a comprehensive plan intended to prevent bullying and harassment. A reporting system has been created to appropriately identify, report, investigate, and respond to situations of bullying and harassment. Online Form to Report a Bully. The district has also created this website as a resource and tool to help cultivate a learning environment where everyone involved can thrive and achieve excellence in education.

**HCPS Bullying Hotline Link** can be found at:

**HCPS website at** <https://www.hillsboroughschools.org/bullyprevention>

**Anonymous Bullying Form** [https://forms.office.com/Pages/ResponsePage.aspx?id=-f2oEP\\_CDU6cGR\\_iwYgWSIfHKK0R9cNEu-CHNB5dB91UOV02S0RJN00wVzVHSjVMRjJJWDRPWTFKOSQIQCN0PWcu](https://forms.office.com/Pages/ResponsePage.aspx?id=-f2oEP_CDU6cGR_iwYgWSIfHKK0R9cNEu-CHNB5dB91UOV02S0RJN00wVzVHSjVMRjJJWDRPWTFKOSQIQCN0PWcu)

Refer to the *Resource Reference Guide* at the end of this section for more contact numbers and or online information.

#### **Child Abuse Reporting (HCPS Policy 8462)**

All employees and agents of the District School Board are authorized and mandated by Florida Statute 1006.061 to report all actual or suspected cases of child abuse, abandonment, or neglect to the Department of Children and Families, Child Abuse Hotline (1-800-962-2873), and to provide them with the necessary information to pursue such reports. Any person,



official, or institution participating in good faith in any act authorized or required by statute or reporting in good faith any instance of child abuse, shall be immune from any civil or criminal liability that might otherwise result by reason of such action.

Refer to the *Resource Reference Guide* at the end of this section for more contact numbers and online information.

## **Digital Citizenship**

In providing a safe, secure, technologically rich learning environment, Hillsborough County Public Schools expect students to demonstrate appropriate and responsible behavior regarding technology. Digital citizenship, as this is defined, extends from cyberbullying to information literacy. It provides a guide for navigating the web intelligently and making appropriate decisions when online. The information below is meant to educate parents/guardians and students in the various aspects of digital citizenship. If you have any doubt about whether a contemplated activity is acceptable, consult your teacher or administrator.

### **Bring Your Own Device (BYOD) Program/Personal Digital Devices**

The Bring Your Own Device Program details the procedures for complying with the district's Access to Technology Resources from Personal Communication Devices ([Policy 7542](#)). The procedures specify, in connecting to the guest public network, students must comply with the district's Student Network and Internet Acceptable Use ([Policy 7540.03](#)); the district's guest network is filtered in accordance with the Children's Internet Protection Act. The procedures also expand on responsibilities and limited rights students have when accessing the network.

### **Electronic Devices Safety, Services, and Acceptable Use**

Hillsborough County Public Schools is committed to developing a technologically relevant and engaging learning environment for all students by providing them with the opportunity to develop collaboration, innovation, communication skills, and tools that are essential to both life and work in the 21st Century.

The Student Network and Internet Acceptable Use ([Policy 7540.03](#)), Access to Technology Resources from Personal Communication Devices ([Policy 7542](#)), and Bring Your Own Device Program governs safe and appropriate access to technology in the district.

The Student Network and Internet Acceptable Use ([Policy 7540.03](#)) must be complied with when connecting to the district's network. This policy outlines the limited educational purpose of the Internet as an educational tool, measures taken in protecting children from exposure to harmful content, the limitations of content filtering, and outlines a code of conduct for appropriate network usage.

Similarly, the Access to Technology Resources from Personal Communication Devices ([Policy 7542](#)) allows students to connect a Personal Communication Device (PCD) to the district's guest network. This policy outlines the responsibilities and limited rights that students have when connecting to the district network. When personal devices are used on school board property, users lose any expectation of privacy in the content of their files on the device during investigations related to inappropriate use of the device. Moreover, the owner of a PCD bears all responsibility and assumes all risk for loss, damage or misuse of said property while it is on board property.

### **Social Media Disruption (SMD):**

- This section was added to assist schools in addressing the increasing volume of disruptions and behavioral offenses related to the use of social media.
- SMD is defined as the intentional use of digital devices, such as cell phones, computers, tablets etc., to send, post, or share negative/harmful content that creates an adverse impact on a school's learning environment.

Negative/harmful content can in turn cause discomfort or humiliation, or unreasonably interfere with the school's ability to maintain routine safety and order on campus.

- SMD includes the transmission of negative/harmful content regardless of who was the initial recorder. who the initial recorder was, i.e. if a student is sent the information and then in turn sends out the same information, they too are held accountable.
- SMD includes the intentional posting or sharing of messaging that is insensitive, inappropriate, harmful, and/or slanderous to individuals and/or to groups.
- SMD is not dependent upon the subject(s) awareness of being recorded. Negative/harmful content includes, but is not limited to:
  - School fights
  - Bathroom incidents
  - Vaping/smoking
  - Hazing
  - Intentionally creating a disturbance
  - Destruction of property
  - Sexual conduct

### **Wireless Communication and Other Electronic Devices ([HCPS Policy 5136](#))**

During school hours and while on the bus, cellular and Wi-Fi based devices, including, but not limited to phones, watches, tablets and other electronic devices, are to be used under the supervision of district staff for educational purposes only. Students must comply with the directives of school/district staff regarding where, when, and how electronic devices can be used.

**Prohibitions:** Recording, photographing, transmitting, or posting images/videos of students or staff without permission is prohibited. Devices are not allowed in restrooms and locker rooms.

### **Technology guidelines during Assessments**

Follow district and state rules and procedures regarding testing. Students must not disturb or speak to any other student, look at anyone else's test or provide assistance with another student's test. Students must not have access to the use of a device such as cell phone, headphones, smartwatch, Bluetooth devices, or any other device that could record, or transmit, even during breaks. Students must not discuss specific test items after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.

### **Discrimination/Harassment ([HCPS Policy 5517](#))**

Discrimination is unfair treatment of individuals based on characteristics protected by law, such as sex, race, religion, and disability. This is a civil rights violation.

Harassment is unwelcome conduct that may include verbal abuse, graphic or written statements, physical assault, or other conduct that may be threatening, harmful, or humiliating. Harassing conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive education environment. Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum.

Sexual harassment is a form of sex discrimination that violates Title IX of the Education Amendments of 1972 and HCPS Policy 5517. The district prohibits any form of sexual harassment including sexual violence.

It shall be a violation of district policy for any student, teacher, administrator, or other school district personnel to discriminate against or harass a student or adult based on race, color, ethnicity, national origin, religion, sex, age, disability,

marital status, genetic information or pregnancy. It shall also be a violation of district policy for any teacher, administrator, or other school district personnel to tolerate discrimination or harassment by a student, teacher, administrator, or other school district personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the school district.

Refer to the *Resource Reference Guide* at the end of this section for contact numbers and or online information.

### **Reporting Discrimination and Harassment**

The district has the responsibility to respond promptly and effectively to all reports of discrimination, harassment or sexual harassment/inappropriate sexual behavior. If you feel you have been a victim of, or witness to, any form of discrimination or harassment, report it immediately. Doing something harmful to someone who files a report is not tolerated. The following actions are encouraged in reporting this behavior.

- Students are always encouraged to report the complaint directly to a teacher, Student Services staff member, school administrator, parent/guardian, trusted adult, or the District's Compliance Office.
- All school employees and other members of the school community, parents/guardians, volunteers, and visitors are encouraged to report all acts of discrimination/harassment.
- Written and oral reports are acceptable. Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report.
- Harassment/Discrimination reports may be submitted online at [Discrimination, Harassment, Sexual Harassment, Sexual Misconduct or Disability Complaint \(office.com\)](#).

*Note:* Complaints against the principal should be filed with the region superintendent. Complaints against the superintendent should be filed with the Board Chair.

Refer to the *Resource Reference Guide* at the end of this section for contact numbers and or online information.

### **Dress Code (HCPS Policy 5511)**

The dress and grooming of students shall be that which contributes to the health and safety of the individual and which is non-disruptive of the educational activities and processes of a school. The definition of appropriate dress shall vary with the age of the student, the program of instruction, and the heating/cooling system of the building.

Students have the right to dress as they choose as long as their dress meets the approved dress and grooming regulations, does not disrupt school activities, is not obscene or defamatory, and does not endanger the physical health or safety of themselves or others.

Students have the responsibility to become familiar with and adhere to approved dress and grooming regulations of their particular school as contained in the individual school's handbook and/or Board regulations.

- In accordance with [F.S. 1006.07](#) 2(d)1. An explanation of the responsibilities of each student with regard to appropriate dress, respect for self and others, and the role that appropriate dress and respect for self and others has on an orderly learning environment. Each district school board shall adopt a dress code policy that prohibits a student, while on the grounds of a public school during the regular school day, from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.
- In accordance with [F.S. 1006.07](#) 2(d)2. Schools will follow the state mandated consequences.

### **Kindergarten – Fifth Grades**

- Shoes shall be worn and securely fastened to the feet and have a low heel height. Footwear must be suitable for outdoor physical education classes and unsafe shoes such as “skate tennis shoes” are not allowed.

- Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type clothing, may be worn only with a blouse or shirt. Clothing exposing the torso or the midriff, either front, back, or sides, shall not be worn. Underwear shall not be visible. Clothing shall not expose the mid-chest area. Mini-skirts, mini-dresses and short shorts are not permitted. Hemlines shall be no shorter than fingertip length. All pants and shorts shall be secured at the waist.
- Head coverings shall not be worn in the building unless required for religious observance or health-related reasons.
- Garments and/or jewelry that display or suggest sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics, or that provoke violence or disruption in the school, shall not be worn.
- Wallet chains shall not be worn.

### **Sixth – Twelfth Grades**

- Shoes shall be worn and securely fastened to the feet. Footwear must be suitable for outdoor physical education classes. Skate tennis shoes and bedroom slippers are unacceptable and not allowed.
- Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type of clothing may only be worn with a blouse or shirt. Clothing exposing the torso or the midriff, either front, back, or sides shall not be worn. Underwear shall not be visible. Clothing shall not expose the mid-chest area. Clothing not properly fastened or with tears that are indecent shall not be worn. Clothing traditionally designed as undergarments or sleepwear shall not be worn as outer garments. All pants and shorts shall be secured at the waist. Boys' shirts shall have sleeves. Mini-skirts, mini-dresses, and short shorts shall not be permitted. Hemlines shall be no shorter than fingertip length.
- Head coverings shall not be worn in the building unless required for religious observance or health-related reasons.
- Garments and/or jewelry that display or suggest sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics, or that provoke or may tend to provoke violence or disruption in the school, shall not be worn.
- Wallet chains shall not be worn.

## **Enrollment**

All students will be immediately provisionally enrolled, fully enrolled or connected with appropriate boundary school.

The list of acceptable documents has been expanded for residency confirmation purposes.

The list of acceptable documents has been expanded for all individuals eligible to enroll students.

Student Residency Forms A, B, & C. Form A – Traditional enrollment, Form B – McKinney Vento Residency, Form C Co-residing not due to economic hardship or loss of housing.

## **Placement**

Students with records will be initially placed in the appropriate grade and enrolled in courses consistent with their records. If records are not attainable at the time of enrollment, the student will be placed according to their age.

High School Cohort Option – A student who enrolls from out of state, out of country or from a non-public Florida school may be placed in a cohort which benefits the students' academic progress.

Uniform Transfer Credit Procedures (6-12 only) allow for validation of coursework through performance during the first grading period in which student enrolls.

## Withdrawal

A withdrawal is not considered official until confirmation of pending enrollment at another school has been received.

Per statute ([1003.21](#)), a student shall be the one that initiates termination of school enrollment. A meeting must be scheduled with students and parents/guardians to determine reasons and be provided opportunities to continue education.

For support contact the School Placement Office at 272-4575.

For more information, visit [Hillsborough County Public Schools Registration Checklist for Students](#).

## School Enrollment Requirements ([HCPS Policy 5112](#))

For pre-kindergarten through 12th grade, each child must provide a Florida Certification of Immunization, DH680 documenting that the student has met the following minimum state requirements:

- Four to Five doses of diphtheria, tetanus, and pertussis vaccine (DTP)
- Three to five doses of the polio vaccine
- Two doses of measles, mumps, and rubella vaccine (MMR)
- Three doses of the hepatitis B vaccine
- Two doses of varicella vaccine (kindergarten effective school year 2001/2002, then each year an additional grade)
- Seventh Grade or above: In addition to all other compulsory school immunizations, children entering, attending, or transferring to the seventh grade in Florida schools are required to complete one dose of the tetanus-diphtheria-pertussis vaccine (Tdap).

### Florida Health - Immunizations:

- The Department of Health (DOH) publication “Immunization Guidelines for Florida Schools, Child Care Facilities, and Family Day Care Homes” is the current source for information regarding immunization requirements for school enrollment. It is periodically updated and available through the DOH Bureau of Immunization web page at: [www.floridahealth.gov/programs-and-services/immunization/](http://www.floridahealth.gov/programs-and-services/immunization/)
- Florida’s school immunization law requires all students in public schools in Kindergarten-12th grade and public pre-school, including foreign exchange students, to have documentation of proper immunization or exemption to attend school. Mandatory exclusion from school is required by law in Florida until acceptable immunization documentation is presented. All immunizations must be presented on a Florida DOH Form 680 – Certificate of Immunization.
- Florida Department of Health-Hillsborough (FLDOH-Hillsborough) provides mandated vaccinations to attend school at no cost.
- In addition to the listed required vaccines, the Center for Disease Control (CDC) strongly recommends and encourages that preteens and teens receive vaccines for HPV and Meningococcal disease. HPV guards against the cancer-causing human papillomavirus, and is recommended for preteen boys and girls at age 11 or 12. Meningococcal vaccines guard against the bacteria that cause meningococcal disease, and is recommended for preteen boys and girls at age 11 or 12. All children should be vaccinated against the flu every year, ideally by October.

### Florida Health – Physical Examination:

#### School Entry Health Examination

Students in pre-kindergarten through 12 grade who are making their initial entry into a Florida school must present a record of a physical examination completed within the past 12 months. The school entry health exam must be completed by a health care provider licensed to perform a physical examination and should be taken to the child’s school upon enrollment. Although a specific form is not required, it is recommended that Florida’s standardized School Entry Health Exam form (DH3040-CHP-07/2013) be used to document the completion of a physical examination.

For homeless, DJJ, active-duty military and transferring to a Florida school a 30-day temporary exemption is required. A comparable form from another state would also be acceptable if performed by a healthcare provider licensed to perform physical examinations (Chapters 464 and 465) and completed within one year before enrollment. · School Entry Health Exam Form: DH3040-CHP-07-2013 Form · School Entry Health Exam Instructions: DH3040-CHP-07/2013 Instructions

If your child needs a school entry physical examination, please contact the known school site or the HCPS Welcome Center – (813) 284-7866 for an appointment. School entry physicals are provided at no charge.

## **Exceptional Student Education (ESE)**

The [Exceptional Student Education \(ESE\) Department](#) provides support and services to students with disabilities who are eligible for special education services, ages birth through 21. A continuum of services is provided in a variety of settings, which include general education classrooms, resource rooms, special classes, specialized day schools, and hospitalized/homebound services. Services for many students with disabilities can be provided at their neighborhood school. Eligible students are provided support and/or services per their Individual Education Plan (IEP) which is based on each child's unique needs. Supplemental services are provided in collaboration with discretionary projects such as Florida Diagnostic and Learning Resources System, Florida Inclusion Network, and the Multiagency Network for Students with Emotional/Behavioral Disabilities (SEDNET).

The ESE Department ensures that parents have the opportunity to be a partner in the educational decisions made regarding their child, and that they are afforded the procedural safeguards to which they are entitled. The ESE Department collaborates with the parents of students with disabilities in addressing any issues or concerns they may have.

Collaboration between school staff members, families and students is the key to success for our students with disabilities. In Exceptional Student Education (ESE), we want to empower families by providing information and support to promote academic and social success at school. We understand the importance of communication and hope that the steps outlined in [Who Should I Call First](#) will help you identify your student's support network and who to contact first to get answers to your questions in an efficient and timely manner.

## **HOPE Scholarship**

[Section 1002.40](#), Florida Statutes, was established during the 2018-2019 legislative session and provides the parent/guardian of a public-school student who was subjected to an incident of bullying or violence (a complete list of incidents is found in section 1002.40(3), F.S.), an opportunity to transfer to another public school, or request a scholarship for the student to enroll in and attend a participating private school. The law states in part, "Upon receipt of a report of an incident, the school principal, or his or her designee, shall provide a copy of the report to the parent/guardian and investigate the incident to determine if the incident must be reported as required by s. 1006.09(6). Within 24 hours after receipt of the report, the principal or his or her designee shall provide a copy of the report to the parent/guardian of the alleged offender and to the superintendent. Upon conclusion of the investigation or within 15 days after the incident was reported, whichever occurs first, the school district shall notify the parent/guardian of the program and offer the parent/guardian an opportunity to enroll his or her student in another public school that has capacity or to request and receive a scholarship to attend an eligible private school, subject to available funding." Any student who receives a HOPE Scholarship can call the Choice Information Line: 813-272-4692 to exercise their options. Please go to the FLDOE website for more detailed information.

<https://www.fldoe.org/schools/school-choice/k-12-scholarship-programs/hope/>

## **Law Enforcement**

### **Arrest by Law Enforcement**

Ordinarily, it should not be necessary for law enforcement officers to arrest or take custody of students during school hours at school for crimes committed outside of school hours. No law enforcement officer shall arrest or take custody of any student in school during school hours unless upon lawful request by the principal or unless the officer has “probable cause” to arrest for a violent felony, has an arrest warrant for a violent felony, or juvenile commitment order from a judge for an immediate appearance. In cases where the student is to be taken into custody, the law enforcement officer shall first contact the principal and advise him/her of such fact. The student shall first be summoned to the office by the principal. The services of a school law enforcement officer in making an arrest, if available, should be requested by the arresting officer. In emergency situations, where the commission of a crime or offense involving felony or breach of the peace in school has been witnessed by a law enforcement officer, or if the law enforcement officer is in “hot pursuit” of the student for such crime, the officer has the legal right to take direct and unhindered action in schools. The principal must be notified of the action as soon as possible.

### **Civil Citations**

Recent changes in Hillsborough County law enforcement regarding the issuance of Civil Citations for juveniles will result in positive and supportive outcomes for many of our students. The use of Civil Citations allows for the implementation of least restrictive interventions, while avoiding strictly punitive consequences for misdemeanor offenses. This is a very encouraging step in addressing student offenses and guiding our students along the path to successful decision-making. Below is an outline of the process for your reference.

- [Florida Statute 985.12](#) encourages the use of Civil Citations or similar prearrest diversion programs in lieu of arrests. The use of such initiatives promotes public safety and contributes to an overall reduction in the crime rate and recidivism in the state.
- Announced May 3<sup>rd</sup>, 2021, all Hillsborough County law enforcement officers, including the Sheriff’s Office and 5 police departments will now be required to issue a Civil Citation for all juveniles committing first-time misdemeanors.
- Criteria for issuing Civil Citations are as follows:
  - The offender must be under 18 years of age.
  - Only first-time misdemeanor offenders may be issued a civil citation.
  - Issuing Civil Citations will be mandatory for all misdemeanors meeting the above criteria.
  - Law Enforcement Officers (LEO) must have supervisor approval for offenders under the age of 13.
  - LEOs must have supervisor approval if a Civil Citation is not being issued.
- Civil Citation procedural steps:
  - LEOs issue a Civil Citation after confirming with the Juvenile Assessment Center that the youth has no history of offenses in the Juvenile Justice Information System.
  - Prior to issuing a Civil Citation for family violence (e.g. battery, domestic violence), the LEO contacts a local shelter to inquire about availability for shelter placement.
  - When issuing a Civil Citation, the LEO will provide parents/guardians with a Juvenile Arrest Avoidance Program (JAAP) flyer and/or instruct them to contact the Juvenile Diversion Program (JDP) within 3 days.
  - The LEO will forward the electronic Criminal Report Affidavit to the JDP within 24 hours.



- Upon receipt of the Criminal Report Affidavit, the JDP contacts the offender's family to complete registration for the JAAP. (Note: Families may contact the JAAP themselves, following LEO recommendations.)
  - Parent/guardian permission is no longer required for youth to enroll in the program; however, parents/guardians are expected to support the youth's participation.
  - The JDP will schedule Arbitration for the youth, which consists of an interview and an Evidenced-Based Risk Assessment.
  - Case Arbitration occurs in the JDP office. Sanctioning occurs immediately and is based upon the offense, the interview responses, and the outcome of the risk assessment. The youth's case may be referred to Teen Court for sanctioning.
  - Sanctioning is thereby determined within days of the offense, as opposed to the potential weeks and months required for scheduling court appearances for arrests.
  - Once sanctioning is completed and the youth is enrolled in the JAAP, the case is monitored. (See attached flyer for the JAAP for details of the Program.)
  - Upon successful completion of the JAAP, there is no criminal record for the youth. If the program is not completed, the case is referred to the State Attorney's Office for prosecution consideration.
- Benefits of Civil Citations:
    - Issuing is at the time of the offense. Evaluation, sanctioning, and JAAP enrollment all occur within days of the offense.
    - Sanctioning is immediate and directly related to the offense as compared to the lengthy time required for processing arrests through court appearances.
    - JAAP participation includes the provision for interventions and social/mental health services for students and families. Additionally, a variety of consequences and diversion strategies are employed and tailored to the offenses, including but not limited to community service, restorative justice, and restitution.
    - There is no criminal record for a Civil Citation once the JAAP is completed.
    - Of the 400 juvenile arrests in Hillsborough County in 2020, only 41% were issued a Civil Citation. The mandatory use of Civil Citations for first-time misdemeanor offenses will significantly reduce the number of juvenile arrests.

### [FortifyFL](#)

FortifyFL is an anonymous suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. It is available on the HCPS student portal and may be downloaded to any portable device through the FLDOE website.

The included materials will familiarize parents and students on how to download and access this anonymous reporting app, and how to make a tip. The FortifyFL link can also be found on all HCPS District devices, our HCPS home page and on posters and circulars at each school site. The FortifyFL app is for reporting school-based threats.

HCPS takes all reports of threats at or on our school sites very seriously. Making false threats on the FortifyFL platform will result in severe consequences up to and including arrest, restitution and expulsion. Parents should discuss this issue with their student and make themselves familiar with the FortifyFL materials posted below. These materials explain the function of the anonymous reporting app. False threats, even if intended as a joke, can result in life-altering consequences and are in violation of [Florida State Statute 836.10](#).

Refer to the *Resource Reference Guide* at the end of this section for contact numbers and or online information.



## Investigations and Interviews

### Investigations and Interviews in Schools by School Administrators:

School administrators have the right and duty to conduct student interviews related to Student Code of Conduct violations or to determine if crimes have been committed during school hours on school property, or during a school sanctioned activity. In these situations, a school principal may interview the student without the parents/guardians being present and without giving the student constitutional warnings, regardless of the source of information. This applies to all breaches of school discipline, health and safety of the student or student body, or presence in the school building or grounds of illegal matter. If a student is a suspect or is accused of a crime not involving the foregoing or if interview of a particular student is law enforcement instigated, the interview of such student by a principal may be deemed “state action,” the student may be deemed “in custody,” a parent/guardian shall be notified, and constitutional warnings shall first be given to the student before a statement is taken. In any event, the voluntary admission or confession of the student shall later have to be established in any criminal prosecution, juvenile court proceeding or school expulsion proceeding. With the exception of those crimes that must be reported to law enforcement, a school principal may exercise his/her discretion in determining whether to request assistance of law enforcement in investigating an allegation of a crime committed in his/her school building or on school grounds during school hours. If assistance is requested, it shall be directed to the law enforcement department of the municipality in which the school building is located.

### By Law Enforcement at Request of School Authorities:

If a school principal requests assistance in handling an investigation related to his/her school building or students, a law enforcement officer may conduct a general investigation within the school building and interview students as possible witnesses in school during the school day. However, unless there is an emergency, the school shall first notify the parent/guardian or guardian of the student prior to the interview. The interview may proceed if the parent/guardian is unwilling to attend. The school principal or his/her designee may be present during the interview. However, if the principal or designee are not available, the law enforcement officer may proceed with the interview.

If a school principal requests law enforcement assistance in investigating a crime and if the investigation focuses on a particular student as a prime suspect (i.e., criminal prosecution is contemplated by law enforcement or the principal), the school principal shall first notify the student's parent or guardian of the intended interview. The school principal, designee, or parent/guardian shall normally be present during the interview.

A school official cannot, on behalf of a student, waive a student's rights to be advised of the nature of the crime or to be provided Miranda warnings/rights. If the parent or guardian and the student waive these rights, the interview may commence. The principal will keep a log of the steps followed by law enforcement.

### By Law Enforcement without Request of School Authorities:

Ordinarily, it should not be necessary for law enforcement officers to interview student suspects in school during school hours for unrelated crimes committed outside of school hours or crimes committed in school during school hours, for which assistance has not been requested. If law enforcement deemed circumstances make it necessary to interview students at school, the law enforcement officer shall first contact the principal regarding the planned interview and inform him/her of the probable cause to investigate within the school and obtain his/ her approval. The administration shall contact the student's parent or guardian prior to the interview, when possible. The notification of parents or guardians may not apply in child abuse cases. **If criminal prosecution is contemplated by law enforcement or the principal, interviews shall not commence unless a parent/guardian or responsible adult/advocate is present.**

## **McKinney-Vento Homeless Assistance Act ([HCPS Policy 5111.01](#))**

The McKinney-Vento Homeless Assistance Act is the primary federal legislation addressing the education of children and youth experiencing homelessness in U.S. public schools. Subtitle VII-B of the McKinney-Vento Homeless Assistance Act, reauthorized in 2015 by Title IX, Part A of the Every Student Succeeds Act ([42 U.S.C. § 11431](#)), guarantees educational rights and supports for students experiencing homelessness. The McKinney-Vento Homeless Assistance Act requires every Local Education Agencies (LEA) to appoint a local homeless liaison to ensure that homeless children and youth receive all protections and services necessary to succeed in school. The McKinney-Vento Homeless Assistance Act states that children and youth who lack a fixed, regular, and adequate nighttime residence are considered homeless.

If, due to a loss of housing, the child or youth lives in a shelter, motel, vehicle, or campground, on the street, in abandoned buildings, or doubled-up with relatives or friends, then he/she is eligible to receive services provided under the McKinney-Vento Act. Eligible students are granted the following rights:

- Immediate school enrollment and attend classes at either the school of origin or the attendance boundary zone school while the school arranges for the transfer of school and immunization records and other required enrollment documents.
- Remain at their school of origin for the duration of the school year, if it is in the best interest of the student.
- Transportation to and from the “school of origin” for the duration of the school year, if it is in the best interest of the student.
- Receive free breakfast and lunch immediately for the duration of the school year.
- Receive prompt resolutions of disputes regarding eligibility and school selection.

The District McKinney-Vento Homeless Education Liaison is responsible for ensuring compliance with state and federal regulations, as outlined by the McKinney-Vento Homeless Assistance Act and overseeing the development and execution of policies and programs for the Homeless Education and Literacy Program (H.E.L.P). The H.E.L.P Office seeks to ensure a successful educational experience for homeless children and youth in Hillsborough County by collaborating with parents, schools, and community stakeholders and providing training to increase understanding of the McKinney-Vento Homeless Assistance Act and services offered through the H.E.L.P Office. The H.E.L.P Office provides services aligned with the federal McKinney-Vento Homeless Assistance Act, specifically, increasing the identification of homeless children and youths and eliminating barriers to immediate school enrollment, improving daily attendance, increasing students’ overall academic success, and increasing students’ proficiency levels on all state assessments.

## **Medication**

It is recognized that medications may be essential for some students while in school. The definition of medications includes any medicines, procedures or treatments provided to students. Only regulated prescribed, non-narcotic, non-cannabinoid and non-opioid medication approved by the Federal and State government and the Food and Drug Administration (FDA), prescribed for more than twice per day will be accepted for administering at school (per the State of Florida Statutes [laws] Chapter 4-3, Section 3). Over the counter or sample medications must be accompanied by orders from a licensed physician (Chapter 454) , advanced practice registered nurse (Chapter 464) , or physician assistant (Chapter 454). Students may not carry any medications at school-except the medications listed below. Possession of drugs of any kind may lead to serious disciplinary action. A designated school district employee will administer medications following policies.– All medications must be brought to school by the legal parent or guardian. Sunscreen and non-medicated Chapstick are permissible without a medical order.

When possible, all medications should be administered at home. If medication must be given at school, the following “Guidelines for Administration of Medication” (SB 87034) must be followed in accordance with Florida Law. [Florida Statute 1006.062](#)

1. A signed statement by the parent/guardian requesting the administration of medication must accompany all medication. The official authorization form (SB 87034) must be returned to school with the medication. New authorization forms are required every school year and/or when any changes with the medical orders occur.
2. Medication must be sent to school via a parent or guardian. It is not safe for children to deliver medicine to school. This policy prevents safety concerns of lost or stolen medicines, and prevents students from sharing medicines with other students, and students taking medicine without supervision.
3. Medication must be in the original prescription container with the date, dosage, name of drug, time medication is to be administered, and the name of the student and physician, advanced registered nurse practitioner, or physician assistant clearly marked on the bottle or package. Medication must remain in the container in which it was originally dispensed. Most pharmacies will provide an extra empty labeled bottle for parents/guardians if requested when the prescription is filled, but the school must have the correct container.

4. Parents/guardians must arrange for a separate supply of medication for school. Medication will not be transported between home and school. Exceptions by Florida Statutes 1002.20(h)(i) are life-saving medications such as inhalers, insulin, glucagon, and EpiPens, which require special parent/guardian forms, and an order from a physician, advanced registered nurse practitioner, or physician assistant.
5. When any medications are added or discontinued, a new authorization form is required.
6. When medications, dosages, or times are changed, both steps must be followed:
  - A written note from the parent/guardian requesting the changes must be sent to the school.
  - A new signed authorization form with the correct information must be completed.
7. A new label from the licensed pharmacist or licensed physician, advanced registered nurse practitioner, or physician assistant order/prescription indicating the change must be sent to the school. A fax is acceptable.
8. Medication will always be stored in a locked cabinet at the school. Exceptions by statutes are inhalers, diabetic medications and supplies, and EpiPens that students may self-carry, which require special parent/guardian permission and an order from a physician, advanced registered nurse practitioner, or physician assistant.
9. Possession of drugs of any kind can lead to serious disciplinary action.
10. FDA-approved oral nonprescription (over the counter) or sample drugs will be dispensed only when accompanied by written orders from a physician, advanced registered nurse practitioner, or physician assistant. Medication is always to remain in the container in which it was purchased. Written parental/guardian authorization is needed for all prescriptions. Cough drops will be treated as over-the-counter medication. Sunscreen and non-medicated ChapStick are permissible without a medication order.
11. Substances not to be given at school are all unregulated and/or non-FDA approved or not approved by both state and federal government products. Herbs, food supplements, home remedy treatments, dietary supplements, and/or folk remedies are a few examples of products that are not to be administered at school. Parents/guardians should consult the child's physician, APRN or PA about a schedule for using these preparations outside of school hours.
12. *No prescription narcotics, opioids or cannabinoids* are to be dispensed at school. The side effects make it unsafe for students to attend school while medicated with narcotics. Parents/guardians should consult the child's health care provider about a schedule for using these preparations outside of school hours.
13. Liquid medication will be given in a calibrated measuring device. The parent/guardian must supply a calibrated measuring device with any prescribed liquid medication.
14. Special arrangements must be made if a student is self-medicating or attending a school-sponsored field trip, extracurricular activity or after-school program. A medical order and parent or guardian authorization is required.
15. When medication is discontinued or unfinished at the end of the school year, medication not taken home by the parent/guardian within three (3) days will be destroyed.
16. Planning and protocols for any medication or treatment which requires a one-time dosage for a specific intent are the responsibility of the Registered Nurse ONLY.
17. Parents/guardians of students attending after-school programs, field trips, sports and activities will need to make arrangements with those programs when medicines, procedures or treatments are needed.

## **Records**

Student records maintained by Hillsborough County Public Schools are updated and revised in accordance with the Family Educational Rights and Privacy Act (FERPA) [20 U.S.C.S.1232g](#) and Florida Statutes [1002.22](#) and [1002.221](#). In accordance with Section [1002.22\(2\)](#), Florida Statutes (FS), and [34 CFR 99.7](#), the district is to inform eligible students or parents or guardians of their rights pertaining to access to student records and confidentiality of student information as described below:

Student education records are maintained by the school and in some cases other locations which directly relate to a student. Education records are maintained in accordance with policies of the Hillsborough County Public Schools and contain identifying data (student and parent/guardian name, address, birth date, sex, race), academic record, standardized test results, attendance records, and health data. The record may also contain family background information, verified reports of serious or recurrent behavior patterns, record of extracurricular participation and participation in special programs, multidisciplinary evaluation team reports and anecdotal records of professional staff. The principal may maintain a separate disciplinary file for students involved in misconduct including, but not limited to, description of

misconduct, suspension notice(s), and record of disciplinary action(s) taken. These records are updated annually and information no longer pertinent is removed as per [Florida Statute 257.36](#). Parents/guardians and/or eligible students over the age of 18 may inspect and review that list upon oral or written request. The Director of Student Planning & Placement is the custodian of student records. Records for K-12th grade are kept at the last school attended. The records for students who graduated or withdrew from high school more than one year ago are permanently maintained in the Student Records Department.

The principal shall decide whether to amend the education records within a reasonable period of time. If the principal refuses to amend the records, he or she shall inform the parent/guardian or eligible student of that refusal and advise the parent/guardian or eligible student of the right to file a grievance. Parents/guardians or eligible students have the right to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with the requirements of FERPA. Whatever rights are vested in the parent/guardian shall pass to the student whenever the student has attained 18 years of age or is attending an institution of post-secondary education. Parents/guardians may have access to their dependent children's records regardless of age and may have the right to sign for the release of dependent children's records.

### **Access to Student Records**

The following persons can access a student's records: parent or legal guardian, eligible students over the age of 18, school officials, a party with the written permission of the parent/guardian or eligible student, certain state and local officials who are part of the juvenile justice system, federal grand jury or other law enforcement agency or any agency issuing a valid subpoena or court document directing information to a particular party. The term "parents" includes legal guardians or other persons standing in loco parentis (such as grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to students who are 18 years of age or older, or who are enrolled in a postsecondary institution, regardless of age.

In addition, a court may order nondisclosure of a subpoena or information provided in response to a subpoena. In cases of separation or divorce, both natural parents have access to their child's educational records. If a court order restricts access to records, the residential parent shall provide the school with a certified copy of the order, including any modifications, which will then be placed within the student's cumulative file.

A release of information without parent/guardian or student (over the age of 18) consent can be made to school officials with a legitimate educational interest. A school official is considered to have a legitimate educational interest if the school official needs to review a student record in order to fulfill his or her professional responsibility. A school official is a person employed by the district, such as an administrator, supervisor, teacher or support staff (including health and medical staff and law enforcement personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a certain task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student on an official committee, such as disciplinary or grievance committee; or another school official performing his or her professional responsibility.

## **School Choice**

Students and families can explore a variety of educational options through the School Choice and Magnet Programs. These programs allow students to attend schools outside of their assigned attendance zone that better align with their academic interests and goals.

### **Who Can Apply?**

Families residing in Hillsborough County and surrounding areas are eligible to apply for both Choice and Magnet options at the elementary, middle, and high school levels.

### **What Are the Options?**

- **Magnet Programs** offer specialized themes such as:
  - International Baccalaureate (IB)
  - STEM/STEAM

- Performing Arts
  - Health and Medical Sciences
  - Leadership, Humanities, and Collegiate Academies
- Transportation may be available and is noted on the application.
- **Choice Schools** are non-magnet schools with available space or attractor programs. Some of these programs are application-based and may include additional criteria for selection.

## How to Apply

- Applications are submitted online using any internet-connected device.
- Families may apply to multiple programs or schools:
  - **Magnet Applications:**
    - Elementary: Up to 3 options
    - Middle and High School: Up to 5 options
  - **Choice Applications:**
    - Elementary, Middle, and High School: Up to 3 options each
- Placement is determined by a random lottery for elementary and middle magnet programs, or academic eligibility for high school magnet programs. Choice placement is based on space availability and includes a lottery.

## Important Terms and Tools

- **Explorer Tool:** Available before the application window opens to help families view available programs and link to school websites.
- **Seat Availability Indicators:**
  - **Green:** Seats available; lottery will occur
  - **Yellow:** Limited seats; hardship request required (not available for Magnet)
  - **Red:** No seats available
- **Hardship Request:** For medical or other extenuating circumstances requiring special review.
- **ACTIVE Application:** Still eligible for placement
- **INACTIVE Application:** No longer under consideration

For more information, visit [www.hillsboroughschools.org/choice](http://www.hillsboroughschools.org/choice) or contact the Choice Service Desk at (813) 272-4692

## Student Supports and Services

### Behavioral Threat Assessments-Threat Management

In support of maintaining school safety, staff will investigate reports of, or evidence regarding, a student's concerning behavior on or off school grounds that could pose a threat to the safety or welfare of others.

In accordance with [State Rule 6A-1.0019](#), beginning January 1, 2024, threat management and assessment of concerning behaviors or communications must be conducted in accordance with the Florida Model. This model gives guidance and rules for the establishment of threat management teams and for the completion of threat assessments. Each school must have a School Based Threat Management Team (SBTMT) comprised of four (4) members, at a minimum, including persons with expertise in counseling, instruction, school administration, and law enforcement. Each SBTMT must use the Florida Model to assess the behavior of students who may pose a threat of harm to themselves or others and to coordinate intervention and services for such students. These interventions must include, when appropriate, referrals to mental health services identified by the school district pursuant to section [1012.584\(4\), Florida Statutes](#). Mental health services may include school-based counseling, or coordination with community-based mental health providers to meet the therapeutic needs of the student. For more information on the process, please refer to the following link: [Florida Harm Prevention and Threat Management Instrument](#).



In assessing the potential level of concern of a student's behavior, school staff may conduct a threat assessment following district and state policy. Families may be invited to assist school staff in completing the assessment. However, family refusal to assist staff in completing the assessment will not prevent staff from completing those parts of the assessment about which staff is knowledgeable. Hillsborough County Public Schools may also make a determination of risk based on information received from law enforcement agencies, court personnel, mental health professionals, human services, or other agency partners.

Families will be notified when a threat assessment is being conducted, or as soon as possible after such assessment has been conducted, regarding their student. Applicable records of student behavioral threat assessments shall be provided to families upon request. Students and families may be required to participate in the development of a monitoring and support plan and comply with such plan.

## **Mental Health Supports**

### **Cultivating the Development of the Whole Child**

As solutions-oriented, servant leaders, the Department of Student Services provides prescriptive, ongoing support that is designed to meet the evolving needs of students. By building open communication pathways and growing supportive, meaningful relationships with students and families, services provided consider the needs of the "whole child".

Student Services include Health Services, Mental Health Services, Psychological Services, School Counseling Services and School Social Work Services. Services are provided to meet students' academic, physical, and social-emotional needs; and involve connecting students and families to the vast array of community agencies and resources available to further support students and families.

For more information and departmental links, please visit, [Student Services / Overview \(hillsboroughschools.org\)](https://hillsboroughschools.org/Student-Services/Overview)

### **Multi-Tiered System of Supports (MTSS) (HCPS Board Policy 5411)**

In HCPS, the MTSS Department assists schools in the development and implementation of a multi-tiered framework. Rooted in a four-step problem-solving structure, an MTSS framework ensures ALL students have an opportunity to receive high quality academic instruction and develop resiliency, character, & life skills.

An MTSS framework is about organizing what schools do for students and their families; it is not about organizing students; therefore, an MTSS framework includes all students and all aspects of school: academic instruction, student attendance, student behavior, and student mental health.

By utilizing the problem-solving structure essential to an MTSS framework, school and district teams can effectively and accurately identify the unique needs of each student and provide the appropriate evidence-based or research-informed programs and/or strategies.

One of the six critical components of an effective MTSS framework, described by the [\*Florida Problem Solving/Response to Intervention Project\*](#), is a three-tiered model of support. The three tiers of support are layered on one another and increase in intensity from universal (every student), to supplemental (some students), to intensive (few students) based on student need.

The tiers of support are meant to be dynamic, or allow for movement, based on a review of the student's response to instruction and intervention(s). All students are part of an MTSS framework, starting with strong universal core instruction (**Tier 1- Preventions**). Occasionally, students' response to core instruction may demonstrate a need for supplemental support to help the student close gaps and be successful with grade level standards (**Tier 2 – Grade-level Intervention**), in addition to core instruction. Finally, some students may need support to access grade level standards or

to fill gaps from prior years of learning (**Tier 3 – Foundational Skill Intervention**) which is provided in addition to supplemental and core instruction.

### **Positive Behavioral Interventions and Supports (PBIS)**

In accordance with High Reliability Schools Level 1, some schools within Hillsborough County Public Schools have opted to implement the Positive Behavioral Interventions and Supports (PBIS) framework as a proactive approach to managing student behavior. Schools that have received formal training through the Florida PBIS Project in collaboration with the University of South Florida receive additional support from the district for implementing and monitoring PBIS structures and practices. For more information about PBIS please visit: [Florida PBIS Project \(usf.edu\)](https://www.floridapbis.org/)

### **Relationship-Based Practices (Restorative Practices)**

Relationship-Based Practices (RBP) are an essential component of our school district's approach to community building and discipline. These practices focus first on the prevention through skill development, positive relationship building, and community and school connectedness. These practices include the use of resiliency curriculum, community building circles, affective statements, and teaching behavioral expectations. Once a foundation has been built, if harm does occur then Responsive RPBs focus on repairing harm, fostering accountability, and restoring relationships rather than solely administering punishment or discipline. By prioritizing open communication and empathy, Relationship-Based Practices create a supportive environment that encourages students to reflect on their actions and understand their impact on others.

Relationship-Based Practices are most effective when implemented within a multi-tiered system of support (MTSS) such as Positive Behavior Interventions and Supports (PBIS) framework; RBPs complement the tiered support system by providing tools for addressing both minor and major behavioral issues. At Tier 1, RBPs help establish a positive school climate; at Tier 2, they offer targeted interventions for students at risk of behavioral challenges; and at Tier 3, they provide intensive support for those with significant behavioral needs. When Relationship-Based Practices are implemented within a PBIS framework, they not only address behavior reactively but also work proactively to create a positive, inclusive, and supportive school environment.

### **Resiliency, Character, & Life Skills Education and MTSS - [Florida Statute 1003.42](#)**

While cultivating resiliency, character and life skills such as empathy, decision making, and conflict resolution, begin at home before students enter our schools, it must be purposefully nurtured and supplemented through safe, supportive and inclusive school and classroom environments. Beginning in Pre-K and continuing through high school graduation, collaboration between school personnel, family/guardian members, and community resources must create a network of support for fostering resiliency, character and life skills competencies in young people. Research shows that the skills associated with greater resiliency can be grown and practiced. In 2023 the Florida Department of Education developed state education standards and resources to equip students with skills to support building resiliency, character, and life skills in the classroom. These K-12 standards include Character, Personal Responsibility, Mentorship, Citizenship, Critical Thinking and Problem Solving. Florida Statute 1003.42 Required Instruction Planning and Reporting section 4 Resiliency Education: Civic, Character, and Life Skills Education specifically states that strategies to develop healthy characteristics that reinforce positive core values and foster resiliency must be taught in grades K-12. Explicit instruction of these skills allows students to practice and model these skills inside the classroom, during after school programs, and at home. Teachers, parents/guardians, and caregivers all play a role in helping students develop these skills to navigate stress, conflict, adversity, and uncertainty so that when students are faced with challenges, they are prepared.

A Multi-Tiered System of Supports (MTSS) is an educational framework designed to ensure successful educational outcomes for ALL students. When districts and schools are organized as an MTSS, educators use a databased problem-solving process to inform multiple tiers of standards-aligned instruction and intervention designed to increase the academic, behavioral, emotional, and life skills of students. Using MTSS enables schools to proactively provide universal (Tier 1) supports and preventive interventions for all students and to customize interventions that address academic, social, emotional, and behavioral challenges for students at-risk (Tier 2 interventions, which could include targeted small

group and/or one-on-one resiliency, character, & life skills education) and students with more intensive needs (Tier 3 interventions).

Resiliency, character, & life skills education through the MTSS framework helps all stakeholders support the needs of the whole child. Systemic resiliency, character, & life skills education supports strengthening the MTSS framework and continues to cultivate an environment where students and adults can thrive.

### **Tier 1 Behavior Plan**

As part of our commitment to the High Reliability Schools Level 1 framework, each school is required to establish and implement a Tier 1 behavior plan annually. This plan must be developed using data analysis and team collaboration to ensure effectiveness. The Tier 1 behavior plan will outline school-wide behavior expectations, common area procedures, and strategies for reinforcing positive student behaviors. To support this process, a district-provided template is available for schools to use in the development and ongoing monitoring of their campus-specific behavior plans.

### **Search and Seizure ([HCPS Policy 5771](#))**

School administrators are charged with the responsibility of **safeguarding the safety and well-being of the students** in their care. In the discharge of that responsibility, school administrators may search the person or property, including vehicles, of a student with or without the student's consent whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. School administrators are permitted to conduct a random search of any student's locker and its contents at any time given that proper notice has been posted as indicated in [HCPS Policy 5771](#).

Students have the right to:

- privacy and shall be free from unreasonable search, as well as seizure of personal property. These rights shall prevail unless there is reason to believe that it is necessary to set them aside to protect the safety, health, and property of the school, students, and staff.
- privacy of their personal possessions unless there is reason on the part of the principal or his or her designee to believe that the student is concealing a weapon, illegal drugs, or other material that is inappropriate or dangerous to himself or herself, others, property, or in violation of existing HCPS policy that would bring rise to a search.
- be given prior notification of any searches except in case of emergency or exigent circumstances.

Students have the responsibility to:

- Not carry, possess, or conceal any material that is prohibited by law; to accept the consequences for their actions in cases where unlawful materials are found in their possession or in their lockers.

School based searches should be done by administrators only. The exception is when a weapon is involved.

### **Resources Reference Guide**

**Bullying Hotline Link** can be found at:

HCPS website at <https://www.hillsboroughschools.org/bullyprevention>

[HCPS Anonymous Bullying Form](#)

**Community Resource Guide: 211**



*The Crisis Center of Tampa Bay provides 2-1-1 as a vital community service that helps you connect to the resources you need. Call 2-1-1 to speak with a specialist. There for you 24/7!*

### **Department of Children and Families:**

*All employees and agents of the District School Board are authorized and mandated by Florida Statute 1006.061 to report all actual or suspected cases of child abuse, abandonment, or neglect to the Department of Children and Families and to provide them with the necessary information to pursue such reports. Any person, official, or institution participating in good faith in any act authorized or required by statute or reporting in good faith any instance of child abuse, shall be immune from any civil or criminal liability that might otherwise result by reason of such action.*

- Abuse Hotline: 1-800-962-2873
- Online Reporting: <https://reportabuse.myflfamilies.com/>

**Disaster Distress Helpline:** 1-800-985-5990

**Domestic Violence Hotline:** 1-800-500-1119

### **Human Trafficking**

- [Contact Us | National Human Trafficking Hotline](#)
- [Phone number:](#) 1-888-373-7888
- [Text\\*](#) 233733

### **Mental Health Supports:**

- [Hillsborough Assist / Hillsborough Assist](#)
- [Hillsborough Assist - Home](#) (Internal Link for Students and Employees)

### **Online Threat Reporting:**

*FortifyFL is an anonymous suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. It is available on the HCPS student portal and may be downloaded to any portable device through the FLDOE website.*

*In support of maintaining school safety, staff will investigate reports of, or evidence regarding, a student's concerning behavior on or off school grounds that could pose a threat to the safety or welfare of others. In accordance with [6A-1.0019 : Threat Management - Florida Administrative Rules, Law, Code](#), beginning January 1, 2024, threat management and assessment of concerning behaviors or communications must be conducted in accordance with the Florida Model.*

- Fortify FL: [FortifyFL](#)
- Submit an anonymous tip online: [Tips](#)
  - Texting the keyword **CTYTIP** and your tip to **847411**

### **Suicide Prevention Hotline:**

- 988 or 1-800-273-8255
- Crisis Text Line: text the word 'Home' to 741-741

## DISCIPLINE

|  |     |
|--|-----|
| • Disciplinary Action Procedures .....   | 43  |
| • Discipline Responses, Possible (but not limited to).....                                     | 44  |
| • Investigation Procedures.....  | 45  |
| • Reasons for Requesting a Change of Placement / Expulsion Meeting.....                        | 47  |
| • Principal Procedures for Requesting a Student Change of Placement Meeting or Expulsion ..... | 48  |
| • Appeals Process .....  | 48  |
| • Discipline of Students with Disabilities .....   | 49  |
| • Due Process .....  | 50  |
| • Behavior Matrix.....   | 50  |
| • Secondary Matrix .....   | 53  |
| • Elementary Matrix .....  | 75  |
| • Acknowledgement .....  | 101 |

## **Disciplinary Action Procedures**

The goal of the district is to ensure that all students are given the opportunity to attend school and be instructed in a safe, orderly and supportive environment that is conducive to learning.

1. Incident reported to administration
2. The school administration will investigate the incident, talk to and or collect witness statements when applicable, and provide the student with an opportunity to discuss the incident with the administration **prior** to any disciplinary action.
3. Once the investigation has concluded, the school will contact the parents/guardians to inform them of the incident and possible consequences and or interventions related to the incident. Administration will address questions presented by the parents/guardian.

### **Additional Procedures for ISS, ATOSS, and OSS (including 1-3)**

4. Written (letter and email when available) notice shall be provided to the parent/guardian regarding the reason disciplinary action was taken. All reasonable attempts to conference with parent/guardian via phone or in person must be made during the suspension process.
5. The school is required to provide all work assignments to be completed by the student. The student or parent/guardian may request make-up work within three days of the student's return.

### **Additional Procedures for Change of Placement or Expulsion (including 1-4) [F.S. 1006.07\(1\)\(a\)](#), [1006.08\(1\)](#), [120.57\(2\)](#)**

6. The school principal must reach out to the region superintendent for approval for a meeting.
  - If approved, there will be a meeting held by the Office of Student Conduct and Support. During the meeting, the hearing officers will review the facts from the incident, documentation of interventions, any other relevant information, and the student and parent/guardian will be given an opportunity to explain their position.
7. Once the student is approved for a Change of Placement or Expulsion meeting, the school must notify the parent/guardian in writing (by US Mail unless the parent/guardian agrees to an alternative method) and verbally of the upcoming meeting.
8. The Office of Student Conduct and Support will schedule the meeting and notify the parent/guardian and the school of the date, time and location.
  - ✓ Procedural Safeguards shall be referenced in cases involving students with disabilities.
  - ✓ If the parent/guardian has any questions or concerns regarding the above referenced offense and or the school's internal investigation leading to this referral, the first step is to reach out to the school principal and if not resolved then reach out to the Region Superintendent

### **Procedures for an Off-Campus Arrest (Code 81) Hearing**

1. Once notified, the school principal must reach out to the region superintendent for approval.

2. Complete Discipline Incident Referral in Focus. Coding steps will be provided at the time of the incident notification.
  3. Once the student is approved for a Change of Placement or Expulsion meeting, the school must notify the parent/guardian in writing and verbally of the upcoming meeting.
  4. The Office of Student Conduct and Support will schedule the meeting and notify the parent/guardian and the school of the date, time and location.
- ✓ Procedural Safeguards shall be referenced in cases involving students with disabilities.

### **Discipline Responses, Possible (but not limited to)**

|                            |                              |
|----------------------------|------------------------------|
| ATOSS                      | Mediation                    |
| ATOSS 2 (Tentative)        | Out of School Suspension     |
| Change of Schedule/Teacher | Referral to Student Services |
| Change of Placement        | Restorative Practice         |
| Conference with Parent     | Student placed on probation  |
| Conference with Student    | Suspended Bus Privilege      |
| Detention                  | Threat Assessment            |
| Expulsion                  | Time out                     |
| In School Suspension       | Work Detail                  |
| Loss of Privilege          |                              |

Definitions of Some of the Above:

#### **ATOSS**

Alternative to Out of School Suspension (ATOSS) is a program designed to be an intervention before an out of school suspension. ATOSS is located throughout the district at specified school sites and is available to students in grades 6-12.

Principals have the autonomy to determine whether a student qualifies for ATOSS. ATOSS is not for violent violations. If a student is assigned to ATOSS, forms, information, and rules will be provided to the parent by the sending school.

#### **ATOSS 2 (Tentative)**

Temporary removal from school site. Assigned by Change of Placement meeting or Regional Superintendent. No loss in services. Provides students with a temporary school site with a certified teacher while not having to be withdrawn from their home school and or schedule when possible. Once assigned criteria and time is completed student may return to home school.

#### **Change of Placement**

An assignment of a student who violates the student code of conduct to an alternative program for a specified period. The Change of Placement is considered in lieu of expulsion when deemed to be in the best interests of the student and/or other HCPS students and staff. A student must successfully meet the reentry criteria in order to return to a traditional school setting.

#### **Expulsion**

A principal may recommend to the superintendent the expulsion of a student. The principal will provide the superintendent with an adequate history of the student's actions and alternative measures taken relevant to the recommendation. When the superintendent makes a recommendation for expulsion to the board, written notice will be

given to the student and the parent or legal guardian setting forth the charges against the student and advising the student and the parent or legal guardian of their right of due process.

- [F.S.1003.01](#) (10) “Expulsion” means the removal of the right and obligation of a student to attend a public school under conditions set by the district school board, and for a period of time not to exceed the remainder of the term or school year and 1 additional year of attendance. Expulsions may be imposed with or without continuing educational services and shall be reported accordingly.
- Procedural Safeguards shall be referenced in cases involving students with disabilities.

### **In-School Suspension (ISS)**

[F.S.1003.01](#) (13)(a) “In-school suspension” means the temporary removal of a student from the student’s regular school program and placement in an alternative program, such as that provided in s. [1003.53](#), under the supervision of district school board personnel, for a period not to exceed 10 school days.

In School-Suspension (ISS) may not be available at all schools, restorative practices may be used in lieu of ISS.

### **Out of School Suspension (OSS)**

[F.S.1003.01](#) (13)(b) “Suspension,” also referred to as out-of-school suspension, means the temporary removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the principal or the principal’s designee, for a period not to exceed 10 school days and remanding of the student to the custody of the student’s parent with specific homework assignments for the student to complete.

*Pursuant to [Florida Statute 1006.09\(1\)\(b\)](#), no student who is required by law to attend school shall be suspended for unexcused tardiness, or absences. Therefore, suspension is not an appropriate disciplinary action for truancy as it relates to students who fall within the mandatory state attendance requirements.*

### **Restorative Practices (Relationship-Based Practices)**

This practice is a preventative approach aimed at promoting inclusiveness, relationship building, and problem-solving. It involves a continuum of interventions and strategies that are both proactive and responsive. Restorative Practice programs may serve as an acceptable alternative response to disciplinary actions.

### **Support Plan**

Support Plans are developed by the school. The Support Plan is an agreement between the school and the family designed to outline plans and next steps to promote student academic and behavior success.

### **Threat Assessment**

Threat assessment and management is intended to prevent violence and involves assessment, intervention, and follow-up. Threat management procedures are intended to determine whether a student poses a threat of violence to others as well as determine intent and means to carry out the threat. Follow-up may include support planning and implementing appropriate prosocial interventions.

## **Investigation Procedures**

### **Investigation Procedures (not all inclusive)**

School administrators have the right and duty to conduct student interviews related to Student Code of Conduct violations or to determine if crimes have been committed during school hours on school property, or during a school sanctioned activity. In these situations, a school administrator may interview the student without the parents/guardians being present and without giving the student constitutional warnings, regardless of the source of information. This applies to all breaches of school discipline, health and safety of the student or student body, or presence in the school building or grounds.

If the school administration believes the incident to be a crime, not just a violation of HCPS Student Code of Conduct, the investigation may be turned over to Law Enforcement.

Time is of the essence; investigation should take place as soon as possible. Contact with the appropriate people should take place as soon as possible, by the end of the day in most cases.

**The School Administration, not teachers or law enforcement (unless a crime has been committed) lead investigation of an incident.**

#### **Determining the Scope**

- ✓ Make sure the environment is safe
- ✓ Gather and separate those involved. Keep all parties separated and safe.
- ✓ Provide medical attention as needed (i.e. school nurse)
- ✓ Be professional, fair, and remain calm. Remember most of the people you are dealing with are upset or anxious.
- ✓ Ask initial questions:
  - Who, What, When, Where, How, & Why?
  - Separate, never interview together.
- ✓ Do not allow students access to electronics during investigation (prevents posting or messaging to others)
- ✓ Gather video evidence if applicable
- ✓ Additional information to gather with allegations:
  - Nature of allegations; source; date, time, location; and history

**Be aware of family ties, close relationships, and/or prior animosity between parties involved.**

- ✓ When applicable, contact the appropriate people. This may include:
  - Parent/Guardian, Region Superintendent, Law Enforcement

#### **Gaps in the investigation cause questions about validity and fidelity**

- ✓ Continue asking questions
  - Open ended questions
  - Offender/Accused, Witnesses, Victim
- ✓ Written statements
  - Offender/Accused, Witnesses, Victim
- ✓ Keep your notes for reference
- ✓ Put together events chronologically
- ✓ Is a search warranted and or needed?
- ✓ Get with your team (including the principal) to go over and share information with administration

#### **Determine Next Steps (to include, if applicable).**

- ✓ **Contact Parent/guardian, if not already done so.**
- ✓ Consult with Region Superintendent.
- ✓ Consult with Law Enforcement.
- ✓ Student Services interventions.
- ✓ Is the student ESE or 504?
- ✓ Behavior Consequences.
- ✓ Follow up with teachers and other staff members as appropriate.

## **Reasons for Requesting a Change of Placement /Expulsions**

### **Single Event or Zero-Tolerance:**

A single event or zero-tolerance incident that may lead to an expulsion or placement in an alternative setting constitutes:

- (a) Bringing a firearm or weapon, as defined in [chapter 790](#), to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school.
- (b) Making a threat or false report, as defined by ss. [790.162](#) and [790.163](#), respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity.

Additionally, a student attending a public school who is adjudicated guilty of or delinquent for, or is found to have committed, regardless of whether adjudication is withheld, or pleads guilty or nolo contendere to, a felony violation of:

- homicide
- assault, battery, and culpable negligence
- kidnapping, false imprisonment, luring or enticing a child, and custody offenses
- sexual battery
- lewdness and indecent exposure
- abuse of children
- robbery
- robbery by sudden snatching
- carjacking
- home-invasion robbery
- physical confrontation with HCPS employee
- simple battery
- major campus disruption
- drugs

and, before or at the time of such adjudication, withholding of adjudication, or plea, the offender was attending a school attended by the victim or a sibling of the victim of the offense, the Department of Juvenile Justice shall notify the appropriate district school board of the adjudication or plea, the requirements in this paragraph, and whether the offender is prohibited from attending that school or riding on a school bus whenever the victim or a sibling of the victim is attending the same school or riding on the same school bus, except as provided pursuant to a written disposition order under s. [985.455\(2\)](#).

### **Multiple Violations of Student Code of Conduct:**

Multiple **Violations of Student Code of Conduct** may lead to a change of placement meeting with region superintendent approval. Principal and Region Superintendent warning letters are not limited to infractions in a single category.

### **Off-Campus Felony**

[Florida Administrative Code: 6A-1.0956](#) Suspension on the Basis of Felony Charges.

When a student is formally charged with a felony by a proper prosecuting attorney for an incident which allegedly occurred on property other than public school property, but which incident is shown to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled, the principal shall, in accordance with Section [1006.09\(2\), F.S.](#), conduct an administrative hearing for the purpose of determining whether or not the student should be suspended pending court determination of his or her guilt or innocence, or the dismissal of the charge, is made by a court of competent jurisdiction. The following procedures shall be followed by The Office of Student Conduct and Support in instituting and conducting the administrative hearing; provided, however, that a school board may, upon written approval of the Commissioner, utilize its own hearing policy in lieu of this rule.

## **Principal Procedures for Requesting a Student Change of Placement or Expulsion Hearing**

Meetings are held when a student commits serious and/or egregious discipline violations that warrant a district-level review, which may result in a variety of consequences.

The school principal must reach out to the region superintendent for approval for a meeting. If approved, there will be a meeting held by the Office of Student Conduct and Support. Once the student is approved for a Change of Placement/Expulsion meeting, the school must notify the parent/guardian in writing and verbally of the upcoming meeting and the Office of Student Conduct and Support will schedule the meeting and notify the parent/guardian and the school of the date, time and location.

The Change of Placement / Expulsion meeting will be attended by both school and HCPS district officials. The student and the parent/guardian are also expected to attend the meeting. If the student and parent/guardian fail to attend the meeting, and prior notification has been confirmed, then the meeting will proceed as scheduled. The purpose of the meeting is to determine the appropriate educational environment for the student. During the meeting, the hearing officers will review the facts from the incident, documentation of interventions, any other relevant information, and the student and parent/guardian will be given an opportunity to explain their position. The student and parent(s)/guardian(s)/legal custodian(s) may bring a representative(s) to this meeting. The results of the meeting will be determined at the conclusion of the meeting and shared with all stakeholders. If the student and their parent/guardian are not in attendance, then the meeting outcome will be mailed to their home. At the conclusion of the meeting, information will be provided about the appeal process.

\* If referred to the Expulsion Committee, the committee shall review all pertinent information and make a final determination within three (3) school days of the Change of Placement meeting as to whether or not to recommend to the superintendent and the school board for expulsion. Parents will be notified of the outcome by telephone, electronic communications, and or U.S. Mail.

\*\* If the parent/guardian has any questions or concerns regarding the above referenced offense and or the school's internal investigation leading to this referral, the first step is to reach out to the school principal and if not resolved then reach out to the Region Superintendent, <https://www.hillsboroughschools.org/advocate>

## **Appeals Process**

### **Appeal the Disciplinary Actions for School Level Suspensions (ISS, ATOSS, or OSS) (How do I appeal?)**

- To appeal a school level suspension, follow the school procedures to include meeting with the school principal.
- If after meeting with the school principal, there are still questions or concerns, the parent may contact the region superintendent.

### **Appeal the Disciplinary Actions for Change of Placement**

- At the change of placement meeting, the parent/guardian, or adult student will be advised of his/her right to appeal the action to the Office of Chief of Schools.
- If the parent/guardian, or adult student feels that they were not afforded a fair meeting, or disagrees with the result, he/she shall appeal to the Office of Chief of Schools in writing within 5 days of the meeting.
- The Office of Chief of Schools shall review all pertinent information and make a final decision within three (3) school days of the appeal. Parents will be notified of the outcome by telephone and U.S. Mail or electronic communications.



Upon returning from a Change of Placement or Expulsion, a review process to determine placement will be implemented.

## **Discipline of Students with Disabilities** ([HCPS Policy 5605](#))

The Board shall abide by Federal and State laws regarding suspension, expulsion, alternative placement and discipline of students with disabilities. A 'student with a disability' refers to a student who has or would qualify to receive accommodations, reasonable modifications of policy, or disability-related services or supports under the Individuals with Disabilities Education Act ("IDEA"), the Americans with Disabilities Act ("ADA"), or Section 504 of the Rehabilitation Act of 1973 ("Section 504"). Students who are suspected of having a disability are also protected.

School Administrators will impose consequences that are proportionate to the severity of the offense, are appropriate to the age of the student, and take into consideration the student's disability. School Administrators may choose not to impose consequences when taking into account developmentally age-appropriate behavior or disability, or when the student did not have the capacity to understand his or her behavior and the inappropriateness of his or her actions or when the behavior was a direct manifestation of their disability, when appropriate.

### **Manifestation Determination Review (MDR)**

Under the Individual with Disabilities Education Act (IDEA), the purpose of a Manifestation Determination Review (MDR) is to determine whether the conduct was caused by or had a direct and substantial relationship to the child's disability; or if the student's conduct was the direct result of the Local Education Agency's (LEA) failure to implement the student's Individual Education Plan (IEP) or 504 plan.

A Manifestation Determination Review (MDR) must be held within ten (10) school days of any significant change to the educational placement of students with disabilities (SWD) that is the result of a violation of the Student Code of Conduct with the parent and relevant members of the IEP team. A significant change of placement includes any removal of more than ten (10) consecutive days, a series of removals totaling more than ten (10) days, or a pattern of removals based on substantially similar behaviors within a school year.

A Manifestation Determination Review (MDR) will be held prior to any change of educational placement or disciplinary reassignment for all students with disabilities. If the behavior of students with disabilities is found not to be a manifestation of their disability, then students with disabilities may be disciplined to the same extent as their non-disabled peers and a disciplinary hearing will be scheduled.

If the Manifestation Determination Review (MDR) determines the violation of the Student Code of Conduct was a manifestation of their disability, the IEP team must:

- Conduct (or review if one already exists) a functional behavior assessment and then develop or review/revise the behavior intervention plan for the student. The FBA and behavior intervention plan must address the current behaviors for which the student is being removed.
- Return the student to the placement from which he/she was removed unless the parent and the district must agree to a change of placement as part of the IEP/Behavior intervention plan process.

### **Interim Alternative Educational Settings (IAES)**

Pursuant to [Rule 6A-6.03312](#) of the Florida Administrative Code, school personnel may remove a student with disabilities to an IAES for not more than forty-five (45) school days without regard to whether the behavior is determined to be a related to or a direct result of the student's disability, if the student:

- Carries a weapon to or possesses a weapon at school, on school premises, or to a school function under the jurisdiction of a state education agency or a school district
- Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a state education agency or a school district
- Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a state education agency or school district More serious bodily injury involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty. ([18 USC 1365 \(h\)\(3\)](#)).

### **Services**

A school district is not required to provide services to a student with a disability during removals totaling ten (10) school days or less in that school year, if services are not provided to students without disabilities who are similarly removed. Beginning on the eleventh day of cumulative school day removal in a school year, a school district must provide a free appropriate public education (FAPE) to a student with a disability. A school district must provide services to a student

with a disability to enable the student to continue to participate in the general curriculum and to progress towards meeting the goals in the student's IEP.

### **Suspensions from the Bus for Students with Disabilities**

If the Individual Education Plan (IEP) does not identify transportation as a related service and the student is suspended from the bus, the bus suspension is **NOT COUNTED** as a removal from school because the student and parent have the same obligation to transport the student to and from school like any other student without a disability. In this scenario, if the student does not attend school, then those days are counted as absences and not an out-of-school suspension.

### **Due Process (HCPS Policy 5611 and HCPS Policy 2260.02)**

Due process provides a way for students or parents/guardians to resolve disagreements in a fair manner that protects the rights of all involved. Students or parents/guardians who are not satisfied with a decision made by the district have a right to appeal through the grievance/complaint procedure outlined in [HCPS Policy 2260.02](#).

In general, students shall be informed of school rules that have been violated, either orally or in writing, and have an opportunity to be heard. Additionally, students shall be given the right to present evidence or witnesses concerning the infraction or violation.

### **Behavior Matrix**

The Hillsborough County Public Schools Behavior Matrix provides direction for school administrators regarding disciplinary actions. The matrix is proportionate to behavioral offenses and allow for increasing severity in alignment with the number of times incidents occur or are repeated. Repeated offenses of misconduct will progress with more serious consequences for each subsequent violation.

All incidents may warrant consideration for a Choice Revocation Warning Letter or a Choice Revocation letter. In most cases, before a Revocation Letter can be sent, a Warning Letter should have been sent.

### **Dress Code**

The Dress Code will follow HCPS policy and the individual school policy and procedures first. If Dress Code violations are determined to be excessive or violate state statute, then refer to Dress Code within the behavior matrix or consequences mandated by the state ([F.S. 1006.07 2\(d\)2](#)).

### **Investigations**

Any instance of suspected misconduct will be investigated, the student will have the opportunity to discuss the incident with the administration **prior** to any disciplinary action.

School level investigations and disciplinary consequences are a function of the school. Law Enforcement may be called upon in cases involving threats to school safety.

### **SESIR**

Consultation with law enforcement is required by the state of Florida for all infractions that have a SESIR (School Environmental Safety Incident Reporting) code.

### **Tardy**

Tardiness to school or class will follow the individual school policy and procedures. If tardiness is determined to be excessive, then refer to Disobedience / Insubordination within the behavior matrix.

**Tier 1 Behavior Plan**

Schools must have a School-Based Tier 1 Behavior Plan. These plans are available to all stakeholders at any time. Teacher response to misbehavior should align with individual School-Based Tier 1 Behavior Plan.

**Transportation Misconduct –Misconduct that occurs on school sponsored transportation.**

School transportation includes school buses, bus stops, school vans, and magnet transfer ramps. All transportation is considered an extension of the school environment and school day, and the expectations for behavior align with those within the school building. The Behavior Matrix should be utilized to determine appropriate consequences for misconduct that occurs on school transportation. While loss of bus privileges can be an appropriate consequence for certain behaviors, careful consideration should be given to whether the student has alternative means of transportation to and from school. Our goal is to ensure that consequences are fair, reasonable, and do not create barriers to a student's access to education.

**Abbreviations**

Abbreviations found within the Behavior Matrix are as follows:

- ATOSS – Alternative to Out of School Suspension
- COP – Change of Placement
- ISS – In School Suspension
- OSS – Out of School Suspension

## Secondary Behavior Matrix

| Behavior  | Teacher Actions<br>Documented Occurrence(s)   | 1 <sup>st</sup> Administrative Actions   | 2 <sup>nd</sup> Administrative Actions  | 3 <sup>rd</sup> Administration Actions   |
|---|---|--|---|--|
| <b>AGGRAVATED BATTERY (SESIR 1)</b><br>(Intentional great bodily harm) A battery where the attacker intentionally or knowingly causes more serious injury, such as: great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant.                  | <ul style="list-style-type: none"> <li>Change of Placement Meeting and 10 Days OSS</li> <li>Parent/Guardian Conference</li> </ul> |  |   |  |
| <b>ALCOHOL (SESIR 4)</b><br>(Possession, use, or sale) Possession, sale, purchase, or use of alcoholic beverages. Use means the person is caught in the act of using, admits using or is discovered to have used in the course of an investigation. Alcohol incidents cannot be drug related.   | Refer to Administration   | <b>Use/Possession</b><br>Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Offer Student Services Support</li> <li>1-3 Days ISS or ATOSS or OSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Support Plan</li> </ul> <b>Sale/Distribution</b><br>Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Offer Student Services Support</li> <li>Principal's Warning Letter</li> <li>3-5 Days ATOSS or OSS</li> </ul> | <b>Use/Possession</b><br>Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Offer Student Services Support</li> <li>2-5 Days ATOSS or OSS</li> <li>Principal's Warning Letter</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Support Plan</li> </ul> <b>Sale/Distribution</b><br>Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Offer Student Services Support</li> <li>Region Superintendent Warning Letter</li> <li>3-5 Days ATOSS or OSS</li> </ul> | <b>Use/Possession</b><br>Mandatory <ul style="list-style-type: none"> <li>5 Days ATOSS or OSS</li> <li>Parent/Guardian Conference</li> <li>Offer Student Services Support</li> <li>Region Superintendent Warning Letter</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Support Plan</li> <li>Change of Placement Meeting and 10 Days OSS</li> </ul> <b>Sale/Distribution</b><br>Mandatory <ul style="list-style-type: none"> <li>Change of Placement Meeting and 10 Days OSS</li> </ul> |
| <b>ARSON (SESIR 1)</b><br>(Intentionally setting a fire on school property) To intentionally damage or cause damage 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. | <ul style="list-style-type: none"> <li>Change of Placement Meeting and 10 Days OSS</li> <li>Parent/Guardian Conference</li> </ul> |  |   |  |

| Behavior  | Teacher Actions<br>Documented Occurrence(s) | 1 <sup>st</sup> Administrative Actions   | 2 <sup>nd</sup> Administrative Actions  | 3 <sup>rd</sup> Administration Actions   |
|---|---|--|---|--|
| <p><b>BULLYING (SESIR 4)</b><br/>(intimidating behaviors that are repeated, intentional, and involve a power imbalance) Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying includes instances of cyberbullying, as defined in Section <u>1006.147(3)(b)</u>, F.S. Bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property. If the physical harm or psychological distress is not the result of systematic or chronic behavior, evaluate for Harassment.</p> <p>SESIR Bullying must include 3 elements: It must be 1) repeated; 2) intentional; and 3) involve a power imbalance.</p> | Refer to Administration                     | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Support Plan</li> <li>• Offer Student Services Support</li> <li>• Principal's Warning Letter</li> <li>• 1-3 Days ATOSS</li> <li>• Complete Bullying Report</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Flexible Scheduling</li> </ul> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Support Plan</li> <li>• Offer Student Services Support</li> <li>• Region Superintendent Warning Letter</li> <li>• 3-5 Days ATOSS</li> <li>• Complete Bullying Report</li> </ul>                     | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Change of Placement Meeting and 10 Days OSS</li> <li>• Complete Bullying Report</li> </ul> |
| <p><b>BURGLARY (SESIR 2)</b><br/>(Illegal entry into a facility) Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.</p>  | Refer to Administration                     | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• 1-3 Days ATOSS or OSS</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Offer Student Services Support</li> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul>  | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Offer Student Services Support</li> <li>• 2-5 Days ATOSS or OSS</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul>                                     |

| Behavior   | Teacher Actions Documented Occurrence(s)   | 1 <sup>st</sup> Administrative Actions  | 2 <sup>nd</sup> Administrative Actions  | 3 <sup>rd</sup> Administration Actions   |
|--|--|---|---|--|
| <p><b>CHEATING/ACADEMIC DISHONESTY</b></p> <p>Academic dishonesty includes, but is not limited to, cheating, plagiarism, unauthorized collaboration, fabrication of information, and using artificial intelligence (AI) to complete assignments without permission. This includes submitting AI-generated work as one's own, using AI to bypass learning, or misrepresenting AI-assisted work. Students are expected to uphold integrity by completing their own work and properly citing all sources.</p> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>Grade penalty</li> <li>Offer Student Services Support</li> </ul> <p>*Teacher response to misbehavior should align with individual School-Based Tier 1 Behavior Plan. If you are unsure, consult with site administration.</p> <p><b>Cheating on State or District Assessment must be referred to administration.</b></p> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>1 Day ISS</li> <li>Teacher can issue grade penalty</li> </ul>   | <p>Mandatory</p> <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>1-2 Days ISS</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>Principal's Warning Letter</li> <li>Choice/Magnet Revocation Warning Letter</li> <li>Teacher can issue grade penalty</li> </ul>   | <p>Mandatory</p> <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>1-3 Days ATOSS</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>Region Superintendent's Letter</li> <li>Choice/Magnet Revocation Letter</li> <li>Teacher can issue grade penalty</li> </ul>  |
| <p><b>CRIMINAL MISCHIEF Under \$1000</b><br/>(Destruction, damage, or defacement of school or personal property) (\$1,000 threshold) 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.</p> <p>*Incidents above the \$1,000 threshold are reportable in SESIR. Refer to CRIMINAL MISCHIEF ABOVE \$1000.</p>   | <p>Refer to Administration</p>   | <p>Mandatory</p> <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>Offer Student Services Support</li> <li>1-3 Days ISS or ATOSS</li> <li>Restitution</li> <li>Principal's Warning Letter</li> </ul> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Offer Student Services Support</li> <li>1-3 Days ISS or ATOSS</li> <li>Principal's Warning Letter (if not already done)</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>Support Plan</li> <li>Restitution</li> <li>Region Superintendent Warning Letter</li> </ul> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Offer Student Services Support</li> <li>3-5 Days ATOSS</li> <li>Region Superintendent Warning Letter (if not already done)</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>Change of Placement Meeting and 10 Days OSS</li> </ul> |

| Behavior  | Teacher Actions<br>Documented Occurrence(s)   | 1 <sup>st</sup> Administrative Actions   | 2 <sup>nd</sup> Administrative Actions  | 3 <sup>rd</sup> Administration Actions   |
|---|---|--|---|--|
| <b>CRIMINAL MISCHIEF Above \$1000 (SESIR 3)</b><br>(Destruction, damage, or defacement of school or personal property) (\$1,000 threshold) 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.<br><br>*Incidents that fall below the \$1,000 threshold are not reportable in SESIR but instead should be reported as locally defined incidents according to district policies. Refer to CRIMINAL MISCHIEF BELOW \$1000. | Refer to Administration   | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Offer Student Services Support</li> <li>• 1-3 Days ISS</li> <li>• 1-3 Days ATOSS or OSS</li> <li>• Restitution</li> <li>• Principal's Warning Letter</li> </ul>                          | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Offer Student Services Support</li> <li>• 1-3 Days ATOSS or OSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Restitution</li> <li>• Support Plan</li> <li>• Region Superintendent Warning Letter</li> </ul>     | Mandatory <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Offer Student Services Support</li> <li>• Region Superintendent Warning Letter (if not already done)</li> <li>• 3-5 Days ATOSS or OSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul> |
| <b>DISOBEDIENCE/INSUBORDINATION</b><br>Refusal or failure to obey, marked by resistance to authority.<br>The flagrant or hostile challenge of the authority of a school staff member, bus driver, or any other adult in authority.<br><br>This includes the use of profanity directed at a staff member.  | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Contact</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Flexible Seating</li> <li>• Offer Student Services Support</li> <li>• Restorative Practices</li> <li>• Support Plan</li> </ul> *Teacher response to misbehavior should align with individual School-Based Tier 1 Behavior Plan. If you are unsure, consult with site administration. | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Offer Student Services Support</li> <li>• 1-2 Days ISS</li> <li>• 1 Day ATOSS</li> <li>• Detention</li> <li>• Restorative Practices</li> <li>• Loss of Privileges</li> <li>• </li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Offer Student Services Support</li> <li>• 1-2 Days ISS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• 1 Days ATOSS</li> <li>• Detention</li> <li>• Restorative Practices</li> <li>• Loss of Privileges</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Offer Student Services Support</li> <li>• Support Plan</li> <li>• 1 -2 Day ATOSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Flexible Scheduling</li> <li>• Loss of Privileges</li> </ul>                                       |

| Behavior   | Teacher Actions<br>Documented Occurrence(s)  | 1 <sup>st</sup> Administrative Actions   | 2 <sup>nd</sup> Administrative Actions   | 3 <sup>rd</sup> Administration Actions  |
|--|--|--|--|---|
| <b>DISPUTE/ROUGH HORSEPLAY</b><br>Student who deliberately pushes, pulls, shoves, strikes, taunts, antagonizes, or mutual physical altercation with another student or students or by acts or words that does not result in any injuries.  | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Contact</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Flexible Seating</li> <li>Offer Student Services Support</li> <li>Restorative Practices</li> <li>Support Plan</li> </ul> <p>*Teacher response to misbehavior should align with individual School-Based Tier 1 Behavior Plan. If you are unsure, consult with site administration.</p> | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Offer Student Services Support</li> <li>Peer Mediation</li> <li>Detention</li> <li>Loss of Privileges</li> <li>Restitution</li> <li>1-2 Days ISS</li> <li>1 Day ATOSS</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Offer Student Services Support</li> <li>1-2 Days ISS or 1-2 Days ATOSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Peer Mediation</li> <li>Loss of Privileges</li> <li>Restitution</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Offer Student Services Support</li> <li>Support Plan</li> <li>1-3 Days ATOSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Peer Mediation</li> <li>Threat Assessment</li> <li>Principal Warning Letter</li> <li>Loss of Privileges</li> <li>Restitution</li> </ul> |
| <b>DISRUPTION ON CAMPUS – MAJOR (SESIR 3)</b><br>(Major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation) Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Examples of major disruptions include bomb threats, inciting a riot, or initiating a false fire alarm. | Refer to Administration  | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Offer Student Services Support</li> <li>2-5 Days ATOSS or OSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Change of Placement Meeting and 10 Days OSS</li> </ul>  | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Offer Student Services Support</li> <li>3-5 Days ATOSS or OSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Change of Placement Meeting and 10 Days OSS</li> </ul>                              | Mandatory <ul style="list-style-type: none"> <li>Change of Placement Meeting and 10 Days OSS</li> </ul>   |



| Behavior  | Teacher Actions<br>Documented Occurrence(s)   | 1 <sup>st</sup> Administrative Actions   | 2 <sup>nd</sup> Administrative Actions  | 3 <sup>rd</sup> Administration Actions  |
|---|---|--|---|---|
| <p><b>DRESS CODE (local)</b></p> <p>To dress in a manner that would constitute a disruption in the school, create a safety hazard or exhibit impropriety. Non-conformity to the general code of appearance as outlined in Board Policy.</p> <p>More information regarding dress code policy and consequences can be found in the Dress Code section of this document and in the opening of the Behavior Matrix section of this document.</p>  | <p>Mandatory</p> <ul style="list-style-type: none"> <li>Parent/Guardian Contact</li> <li>Conference with Student</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>Change of Clothes</li> </ul> <p>*Teacher response to misbehavior should align with individual School-Based Tier 1 Behavior Plan. If you are unsure, consult with site administration.</p> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Change of Clothes</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>1 Days ISS</li> <li>Offer Student Services Support</li> </ul> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Change of Clothes</li> <li>1-2 Days ISS</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>Offer Student Services Support</li> <li>1-5 Days Ineligible to participate in any extracurricular activities 1-5 days</li> </ul> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Change of Clothes</li> <li>1-2 Days ISS</li> <li>1 Day ATOSS</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>Offer Student Services Support</li> <li>1-5 Days Ineligible to participate in any extracurricular activities 1-5 days</li> <li>Parent Pick-Up</li> </ul>  |
| <p><b>DRESS CODE<br/>FS 1006.07 (2d1&amp;2)<br/>(State Required Consequences)</b></p> <p>A student, while on the grounds of a public school during the regular school day, shall not wear clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.</p> <p>More information regarding dress code policy and consequences can be found in the Dress Code section of this document and in the opening of the Behavior Matrix section of this document.</p> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>Parent/Guardian Contact</li> <li>Conference with Student</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>Change of Clothes</li> </ul> <p>*Teacher response to misbehavior should align with individual School-Based Tier 1 Behavior Plan. If you are unsure, consult with site administration.</p> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>A verbal warning, and the school administration shall call the student's parent or guardian.</li> </ul>  | <p>Mandatory</p> <ul style="list-style-type: none"> <li>The student is ineligible to participate in any extracurricular activity for a period of time not to exceed 5 days and the school administration shall meet with the student's parent or guardian.</li> </ul>   | <p>Mandatory</p> <ul style="list-style-type: none"> <li>In-school suspension for a period not to exceed 3 days, the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the school administration shall call the student's parent or guardian and send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities.</li> </ul> |

| Behavior   | Teacher Actions<br>Documented Occurrence(s)  | 1 <sup>st</sup> Administrative Actions  | 2 <sup>nd</sup> Administrative Actions  | 3 <sup>rd</sup> Administration Actions  |
|--|--|---|---|---|
| <b>DRUG SALE/DISTRIBUTION (SESIR 2)</b><br>(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.   | <ul style="list-style-type: none"> <li>Change of Placement Meeting and 10 Days OSS</li> <li>Parent/Guardian Conference</li> </ul>  |   |   |   |
| <b>DRUG USE/POSSESSION (SESIR 3)</b><br>(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 using or is discovered to have used in the course of an investigation.<br><br>This does not include vaping unless confirmed as a drug (see Vape/Products below).  | Refer to Administration  | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Offer Student Services Support</li> <li>Principal's Warning Letter</li> <li>3-5 Days ATOSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Support Plan</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Offer Student Services Support</li> <li>Region Superintendent Warning Letter</li> <li>5 Days ATOSS</li> <li>Support Plan</li> </ul>  | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Offer Student Services Support</li> <li>5 Days ATOSS or OSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Change of Placement Meeting and 10 Days OSS</li> </ul>             |
| <b>FALSIFICATION OF RECORDS</b><br>Providing False Information Lying/Forgery - Giving false or misleading information, either oral or written, which may injure another person's character or reputation or disrupt the orderly process of the school. Intentionally providing false or misleading information to, or withholding valid information from, a school staff member. This includes Forgery - to fashion or reproduce for fraudulent purposes, such as signing parents/guardians' name to a note. | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Contact</li> <li>Conference with Student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Refer to Administration</li> </ul> *Teacher response to misbehavior should align with individual School-Based Tier 1 Behavior Plan. If you are unsure, consult with site administration. | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Offer Student Services Support</li> <li>Restorative Practices 1-3 Days ISS or ATOSS</li> </ul>                              | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>1-2 Days ISS or ATOSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Offer Student Services Support</li> <li>Restorative Practices</li> <li>Principal's Warning Letter</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>2-5 Days ATOSS</li> <li>Offer Student Services Support</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Support Plan</li> <li>Region Superintendent's Warning Letter</li> </ul> |

| Behavior  | Teacher Actions Documented Occurrence(s) | 1 <sup>st</sup> Administrative Actions   | 2 <sup>nd</sup> Administrative Actions  | 3 <sup>rd</sup> Administration Actions  |
|---|--|--|---|---|
| <p><b>FIGHTING (SESIR 3)</b><br/>(Mutual combat, mutual altercation) When two or more persons mutually participate in use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention.</p> <p>*Lower-level incidents “fights”, including pushing, shoving, or altercations that stop on verbal command are not required to be reported in SESIR (refer to <b>DISPUTE/ROUGH HORSEPLAY</b>).</p>   | Refer to Administration                  | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Offer Student Services Support</li> <li>• Principal Warning Letter</li> <li>• 1-5 Days ATOSS or OSS</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Support Plan</li> <li>• Threat Assessment</li> <li>• Restorative Practice</li> <li>• Flexible Schedule</li> </ul> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Offer Student Services Support</li> <li>• Region Superintendent Warning Letter</li> <li>• 3-5 Days ATOSS or OSS</li> <li>• Support Plan</li> <li>• Threat Assessment</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Flexible Schedule</li> </ul>          | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Offer Student Services Support</li> <li>• Threat Assessment</li> <li>• 5 Days OSS</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul> |
| <p><b>GRAND THEFT \$750 or More (SESIR 3)</b><br/>(Taking of property from a person, building, or a vehicle) (\$750 threshold) The unauthorized taking of the property of another person or organization, including motor vehicles, valued at \$750 or more, without threat, violence, or bodily harm. Incidents that fall below the \$750 threshold are not reportable in SESIR but instead should be reported as locally defined incidents according to district policies.</p> <p>Thefts of property of any value that involve a use of force, violence, assault, or putting the victim in fear must be reported as robbery.</p> <p>*For incidents below \$750, refer to <b>PETTY THEFT</b></p> | Refer to Administration                  | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Offer Student Services Support</li> <li>• Support Plan</li> <li>• 1-3 Days ATOSS or OSS</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Change of Schedule</li> <li>• Restitution</li> </ul>  | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Offer Student Services Support</li> <li>• Support Plan Review</li> <li>• 3-5 Days ATOSS or OSS</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Change of Schedule</li> <li>• Restitution</li> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul>  |

| Behavior  | Teacher Actions<br>Documented Occurrence(s) | 1 <sup>st</sup> Administrative Actions  | 2 <sup>nd</sup> Administrative Actions   | 3 <sup>rd</sup> Administration Actions  |
|---|---|---|--|---|
| <b>HARASSMENT (SESIR 4)</b><br>(one-time, insulting behaviors) Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. | Refer to Administration                     | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Submit the Harassment Form to the Compliance Office</li> <li>• Support Plan</li> <li>• Offer Student Services Support</li> <li>• 1-3 Days ATOSS</li> </ul><br>Based on Severity <ul style="list-style-type: none"> <li>• Principal's Warning Letter</li> <li>• Threat Assessment</li> <li>• Peer Mediation</li> <li>• Flexible Schedule</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Submit the Harassment Form to the Compliance Office</li> <li>• Support Plan Reviewed</li> <li>• Offer Student Services Support</li> <li>• Principal Warning Letter</li> <li>• 5 Days ATOSS</li> </ul><br>Based on Severity <ul style="list-style-type: none"> <li>• Threat Assessment</li> <li>• Support Plan</li> <li>• Region Superintendent Warning Letter (if principal's warning letter was given on first incident)</li> <li>• Peer Mediation</li> <li>• Flexible Schedule</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Submit the Harassment Form to the Compliance Office</li> <li>• Offer Student Services Support</li> <li>• Region Superintendent Warning Letter</li> <li>• 5 Days ATOSS</li> <li>• Threat Assessment</li> </ul><br>Based on Severity <ul style="list-style-type: none"> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul> |
| <b>HAZING (SESIR 3)</b><br>Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization.<br><br>"Hazing" includes but is not limited to: (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or (b) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.  | Refer to Administration                     | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Offer Student Services Support</li> <li>• Removal from Activity</li> <li>• Support Plan</li> <li>• Threat Assessment</li> <li>• 1-3 Days ATOSS</li> </ul>  | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Offer Student Services Support</li> <li>• Removal from Activity</li> <li>• Support Plan</li> <li>• Threat Assessment</li> <li>• 3-5 Days ATOSS</li> </ul><br>Based on Severity <ul style="list-style-type: none"> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul>  | Mandatory <ul style="list-style-type: none"> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul>   |

| Behavior  | Teacher Actions<br>Documented Occurrence(s)   | 1 <sup>st</sup> Administrative Actions  | 2 <sup>nd</sup> Administrative Actions  | 3 <sup>rd</sup> Administration Actions  |
|---|---|---|---|---|
| <b>HOMICIDE (SESIR 1)</b><br>(Murder, manslaughter) The unjustified killing of one human being by another.  | <ul style="list-style-type: none"> <li>Change of Placement Meeting and 10 Days OSS</li> <li>Parent/Guardian Conference</li> </ul> |   |   |   |
| <b>INAPPROPRIATE SEXUAL BEHAVIOR</b><br>Any written, verbal, nonverbal, or physical conduct towards or in the presence of another student, teacher, or other adult that is inappropriate and sexual in nature. To include inappropriate: <ul style="list-style-type: none"> <li>language (cursing, slang, profanity, or language that is sexual in nature)</li> <li>physical display of affection or unwanted touch</li> <li>physical gesture or movement</li> <li>gender stereotyping and technology violations (posting and/or sharing sexual images, content, or text as well as making inappropriate comments of a sexual nature).</li> </ul> | Refer to Administration   | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Submit the Inappropriate Sexual Behavior Notification Form as part of the Title IX process</li> <li>Must Offer Counseling</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Compliance Office No-Contact Contract/ Support Plan</li> <li>Offer w/Student Services Personnel</li> <li>1-2 Days ISS</li> <li>1-3 Days ATOSS</li> <li>Flexible Schedule</li> <li>Principal's Warning Letter</li> <li>Choice Warning Letter (if applicable)</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Submit the Inappropriate Sexual Behavior Notification Form as part of the Title IX process</li> <li>Must Offer Counseling</li> <li>Choice Warning Letter (if applicable)</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Compliance Office No-Contact Contract/ Support Plan</li> <li>Offer Student Services Support</li> <li>1-3 Days ATOSS</li> <li>Flexible Schedule</li> <li>Principal's Warning Letter</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Submit the Inappropriate Sexual Behavior Notification Form as part of the Title IX process</li> <li>Must Offer Counseling</li> <li>Principal's Warning Letter</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Compliance Office No-Contact Contract/ Support Plan</li> <li>Offer Student Services Support</li> <li>3-5 Days ATOSS</li> <li>Flexible Schedule</li> <li>Choice Revocation (if applicable)</li> <li>Region Superintendent Warning Letter</li> </ul> |

| Behavior   | Teacher Actions<br>Documented Occurrence(s)   | 1 <sup>st</sup> Administrative Actions   | 2 <sup>nd</sup> Administrative Actions   | 3 <sup>rd</sup> Administration Actions   |
|--|---|--|--|--|
| <p><b>INAPPROPRIATE USE OF TECHNOLOGY (including social media)</b><br/>Inappropriate use of Technology/Wireless Communication Devices is the unauthorized use of cell phones or other wireless/Bluetooth electronic devices during school or while on school provided transportation.<br/>This includes the unauthorized use of a wireless communication device to capture, share or record images or recordings without permission during school hours, attaching power cords to school devices, and/or the unauthorized use on school buses in the absence of an emergency concerning safety-to-life issues (defined as a bus accident, mechanical breakdown which delays the normal route, and/or thirty (30) minutes or more in a route delay).</p> <p>*This also includes signing on to an electronic device using other credentials than their own.</p> <p>*Includes recording fights.</p> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Contact</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Flexible Seating</li> <li>• Offer Student Services Support</li> <li>• Support Plan</li> </ul> <p>*Teacher response to misbehavior should align with individual School-Based Tier 1 Behavior Plan. If you are unsure, consult with site administration.</p> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Support Plan</li> <li>• Offer Student Services Support</li> <li>• 1-3 Days ISS or ATOSS</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Threat Assessment</li> <li>• Principal's Warning Letter</li> <li>• Flexible Schedule</li> <li>• Peer Mediation</li> </ul> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Support Plan</li> <li>• Threat Assessment</li> <li>• Offer Student Services Support</li> <li>• 3-5 Days ATOSS</li> <li>• Principal's Warning (if not already done)</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Region Superintendent Warning Letter</li> <li>• Flexible Schedule</li> <li>• Peer Mediation</li> </ul> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Support Plan</li> <li>• Threat Assessment</li> <li>• Offer Student Services Support</li> <li>• 3-5 Days ATOSS</li> <li>• Region Superintendent Warning Letter (if not already done)</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Flexible Schedule</li> <li>• Peer Mediation</li> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul> |
| <p><b>KIDNAPPING (SESIR 1)</b><br/>(Abduction of an individual) Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.</p>   | <ul style="list-style-type: none"> <li>• Change of Placement Meeting and 10 Days OSS</li> <li>• Parent/Guardian Conference</li> </ul>   |  |  |  |

| Behavior  | Teacher Actions Documented Occurrence(s)  | 1 <sup>st</sup> Administrative Actions   | 2 <sup>nd</sup> Administrative Actions  | 3 <sup>rd</sup> Administration Actions   |
|---|---|--|---|--|
| <b>LEFT CAMPUS WITHOUT PERMISSION</b><br>Unauthorized leaving of school grounds.  | Refer to Administration   | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>1-2 Days ISS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Support Plan</li> <li>Offer Student Services Support</li> <li>Restorative Practices</li> <li>Loss of Privileges</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>1 Day ATOSS</li> <li>Principal's Warning Letter</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Support Plan</li> <li>Offer Student Services Support</li> <li>Restorative Practices</li> <li>Loss of Privileges</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>1-3 Days ATOSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Restorative Practices</li> <li>Offer Student Services Support</li> <li>Region Superintendent Warning Letter</li> </ul> |
| <b>LEFT CLASS WITHOUT PERMISSION</b><br>Any student who exits class without explicit approval from the teacher.   | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Contact</li> <li>Student Conference</li> </ul> *Teacher response to misbehavior should align with individual School-Based Tier 1 Behavior Plan. If you are unsure, consult with site administration. | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Contact</li> <li>Student Conference</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Loss of Privileges</li> <li>1 Day ISS</li> <li>Work Detail or Detention</li> </ul>                                      | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Contact</li> <li>Student Conference</li> <li>1-2 Day ISS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Loss of Privileges</li> <li>Refer to Student Services</li> </ul>  | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Contact</li> <li>Student Conference</li> <li>1-2 Days ISS or 1 Day of ATOSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Loss of Privileges</li> <li>Refer to Student Services</li> </ul>              |
| <b>OFF CAMPUS NON-SCHOOL RELATED-CODE 81</b><br>Any student who is formally charged with an off-campus felony or with a delinquent act which would be a felony if committed by an adult | <ul style="list-style-type: none"> <li>Office of Student Conduct and Support Meeting</li> <li>10 Days Delayed Action Pending</li> <li>DEPAA</li> <li>Consult with Region Superintendent</li> </ul>  |  |   |  |

| Behavior  | Teacher Actions<br>Documented Occurrence(s)   | 1 <sup>st</sup> Administrative Actions  | 2 <sup>nd</sup> Administrative Actions  | 3 <sup>rd</sup> Administration Actions  |
|---|---|---|---|---|
| <b>OTHER MAJOR (SESIR 3)</b><br>(Major incidents that do not fit within the other definitions) Any serious, harmful incident resulting in the need for law enforcement consultation not previously classified. This includes any drug or weapon found unattended and not linked to any individual; such incidents must be coded with the appropriate Related element (such as Drug-related or Weapon related) and incident involvement must be reported as unknown. | Refer to Administration   | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Support Plan</li> <li>Offer Student Services Support</li> <li>1-5 Days ATOSS or OSS</li> <li>Principal's Warning Letter</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Threat Assessment</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Support Plan</li> <li>Offer Student Services Support</li> <li>3-5 Days ATOSS or OSS</li> <li>Region Superintendent Warning Letter</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Threat Assessment</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Offer Student Services Support</li> <li>Threat Assessment</li> <li>5 Days OSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Change of Placement Meeting and 10 Days OSS</li> </ul> |
| <b>OTHER MINOR INCIDENTS</b><br>Violation of specific posted or written school rules that are not necessarily disruptive behavior. Breaking behavioral contract, thereby progressing to the next disciplinary level as specified in the school student handbook.  | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Contact</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Restorative Practices</li> <li>Offer Student Services Support</li> <li>Peer Mediation</li> </ul> *Teacher response to misbehavior should align with individual School-Based Tier 1 Behavior Plan. If you are unsure, consult with site administration. | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Offer Student Services Support</li> <li>Restorative Practices</li> <li>Flexible Schedule</li> <li>Peer Mediation</li> <li>1-2 Days ISS</li> </ul>             | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Offer Student Services Support</li> <li>Restorative Practices</li> <li>Flexible Schedule</li> <li>Peer Mediation</li> <li>1-2 Days ISS or ATOSS</li> </ul>              | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>2-5 Days ATOSS</li> </ul>  |



| Behavior   | Teacher Actions<br>Documented Occurrence(s)   | 1 <sup>st</sup> Administrative Actions   | 2 <sup>nd</sup> Administrative Actions  | 3 <sup>rd</sup> Administration Actions  |
|--|---|--|---|---|
| <p><b>PETTY THEFT</b></p> <p>The taking of property while on school grounds or from a vehicle on school property worth under \$750.</p> <p>*For incidents worth \$751 or above, refer to <b>GRAND THEFT</b>.</p>                                 | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Contact</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Refer to Administration</li> <li>• Restorative Practices</li> <li>• Offer Student Services Support</li> <li>• Peer Mediation</li> </ul> <p>*Teacher response to misbehavior should align with individual School-Based Tier 1 Behavior Plan. If you are unsure, consult with site administration.</p> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• 1-2 Days ATOSS</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Support Plan</li> <li>• Offer Student Services Support</li> <li>• Flexible Schedule</li> <li>• Restitution</li> </ul>                          | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• 2-5 Days ATOSS</li> <li>• Principal's Warning Letter</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Support Plan</li> <li>• Offer Student Services Support</li> <li>• Flexible Schedule</li> <li>• Restitution</li> </ul> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• 5 Days ATOSS</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Region Superintendent Warning Letter</li> <li>• Offer Student Services Support</li> <li>• Flexible Schedule</li> <li>• Restitution</li> </ul> |
| <p><b>POSSESSION OF AN INAPPROPRIATE OBJECT</b></p> <p>Possession and/or use of items designated by the school as inappropriate materials that cause distraction and/or damage to persons or property or otherwise interferes with learning.</p> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Contact</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Refer to Administration</li> <li>• Offer Student Services Support</li> <li>• Support Plan</li> </ul> <p>*Teacher response to misbehavior should align with individual School-Based Tier 1 Behavior Plan. If you are unsure, consult with site administration.</p>                                    | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Support Plan</li> <li>• Offer Student Services Support</li> <li>• Threat Assessment</li> <li>• Flexible Schedule</li> <li>• 1-2 Days ISS</li> <li>• 1-3 ATOSS</li> </ul> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Threat Assessment</li> <li>• Offer Student Services Support</li> <li>• Flexible Schedule</li> <li>• 1-2 Days ISS</li> <li>• 1-5 ATOSS</li> </ul>                                      | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• 3-5 Days ATOSS</li> </ul>   |

| Behavior  | Teacher Actions<br>Documented Occurrence(s)  | 1 <sup>st</sup> Administrative Actions  | 2 <sup>nd</sup> Administrative Actions  | 3 <sup>rd</sup> Administration Actions  |
|---|--|---|---|---|
| <p><b>PROFANITY</b><br/>Abusive, profane, obscene or vulgar language (verbal, written, or gestures) or conduct in the presence of another person.</p> <p>*This does not include language sexual in nature. If so, see <b>INAPPROPRIATE SEXUAL BEHAVIOR</b>.</p> <p>*This does not include the use of profanity directed at a staff member. See <b>DISOBEDIENCE/INSUBORDINATION</b>.</p> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>Parent/Guardian Contact</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>Restorative Practices</li> <li>Offer Student Services Support</li> <li>Peer Mediation</li> </ul> <p>*Teacher response to misbehavior should align with individual School-Based Tier 1 Behavior Plan. If you are unsure, consult with site administration.</p> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>Offer Student Services Support</li> <li>Detention</li> <li>Restorative Practices</li> <li>1-2 Days ISS</li> </ul>   | <p>Mandatory</p> <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>1-2 Days ISS</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>Offer Student Services Support</li> <li>Detention</li> <li>Restorative Practices</li> </ul>   | <p>Mandatory</p> <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>1 Day ATOSS</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>Offer Student Services Support</li> <li>Restorative Practices</li> </ul>   |
| <p><b>RESPONSE TO AGGRESSION</b><br/>Used when the investigation identifies a clear offender and the person responding was defending themselves either verbally or physically.</p>  | <p>Refer to Administration</p>   | <p>Mandatory</p> <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>Peer Mediation</li> <li>Restorative Practices</li> <li>1-2 Days ISS</li> <li>Detention</li> <li>Loss of Privileges</li> <li>Offer Student Services Support</li> <li>Support Plan</li> </ul> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Offer Student Services Support</li> <li>Support Plan</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>Peer Mediation</li> <li>Restorative Practices</li> <li>1-2 Days ISS</li> <li>Principal's Warning Letter</li> <li>Threat Assessment</li> </ul> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Offer Student Services Support</li> <li>Support Plan Review</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>Peer Mediation</li> <li>1-2 Days ISS</li> <li>1-3 Days ATOSS</li> <li>Region Superintendent Warning Letter</li> <li>Threat Assessment</li> </ul> |

| Behavior  | Teacher Actions<br>Documented Occurrence(s)   | 1 <sup>st</sup> Administrative Actions | 2 <sup>nd</sup> Administrative Actions | 3 <sup>rd</sup> Administration Actions |
|---|---|--|--|--|
| <p><b>ROBBERY (SESIR 2)</b><br/>(using force to take something from another) The taking or attempted taking of money or other property from the person or custody of another with the intent to permanently or temporarily deprive the person or owner of the money or other property under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.<br/>A key difference in Grand Theft and Robbery is that Robbery involves violence, a threat of violence or assault, and putting the victim in fear.</p> | <ul style="list-style-type: none"> <li>• Change of Placement Meeting and 10 Days OSS</li> <li>• Parent/Guardian Conference</li> </ul>   |  |  |  |
| <p><b>SEXUAL ASSAULT (SESIR 2)</b><br/>An incident that includes threatened rape, fondling, indecent liberties, or child molestation. Both males and females can be victims of sexual assault.</p>  | <ul style="list-style-type: none"> <li>• Submit the Inappropriate Sexual Behavior Notification Form as part of the Title IX process</li> <li>• Change of Placement Meeting and 10 Days OSS</li> <li>• Parent/Guardian Conference</li> </ul> |  |  |  |
| <p><b>SEXUAL BATTERY (SESIR 1)</b><br/>(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.</p>  | <ul style="list-style-type: none"> <li>• Submit the Inappropriate Sexual Behavior Notification Form as part of the Title IX process</li> <li>• Change of Placement Meeting and 10 Days OSS</li> <li>• Parent/Guardian Conference</li> </ul> |  |  |  |

| Behavior  | Teacher Actions<br>Documented Occurrence(s) | 1 <sup>st</sup> Administrative Actions   | 2 <sup>nd</sup> Administrative Actions   | 3 <sup>rd</sup> Administration Actions   |
|---|---|--|--|--|
| <p><b>SEXUAL HARASSMENT (SESIR 3)</b><br/>(Undesired sexual behavior) Unwanted verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation (6A-19.008(1) SBE Rule) (Word).</p> <p>NOTE:<br/>The following criteria must be met in in order for the behavior to be considered SEXUAL HARASSMENT UNDER TITLE IX:</p> <ul style="list-style-type: none"> <li>• The conduct was sexual in nature or based on sex-stereotyping.</li> <li>• The conduct was unwelcome.</li> <li>• The conduct was sufficiently severe, pervasive, persistent, and objectively offensive.</li> <li>• The incident effectively denies the student equal access to the school's educational program or activity.</li> </ul> <p>Please refer to:<br/><b>INAPPROPRIATE SEXUAL BEHAVIOR</b></p> | Refer to Administration                     | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Offer Student Services Support</li> <li>• Submit the Inappropriate Sexual Behavior Notification Form as part of the Title IX process</li> <li>• Support Plan</li> <li>• 1-2 Days ISS or 1-3 Days ATOSS</li> <li>• Principal's Warning Letter</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Flexible Schedule</li> </ul> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Offer Student Services Support</li> <li>• Submit the Inappropriate Sexual Behavior Notification Form as part of the Title IX process</li> <li>• Support Plan</li> <li>• 3-5 Days ATOSS</li> <li>• Region Superintendent Warning Letter</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Flexible Schedule</li> </ul> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Offer Student Services Support</li> <li>• Submit the Inappropriate Sexual Behavior Notification Form as part of the Title IX process</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul> |

| Behavior  | Teacher Actions<br>Documented Occurrence(s) | 1 <sup>st</sup> Administrative Actions  | 2 <sup>nd</sup> Administrative Actions  | 3 <sup>rd</sup> Administration Actions   |
|---|---|---|---|--|
| <b>SEXUAL OFFENSES (OTHER) (SESIR 3)</b><br>(Lewdness, indecent exposure) Other sexual contact, including intercourse, without force or threat of force. Subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner. (Law enforcement must be notified to investigate.)                           | Refer to Administration                     | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Submit the Inappropriate Sexual Behavior Notification Form as part of the Title IX process</li> <li>• Support Plan</li> <li>• Offer Student Services Support</li> <li>• 1-3 Days ATOSS or OSS</li> <li>• Principal's Warning Letter</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Flexible Schedule</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Submit the Inappropriate Sexual Behavior Notification Form as part of the Title IX process</li> <li>• Support Plan</li> <li>• Offer Student Services Support</li> <li>• 3-5 Days ATOSS or OSS</li> <li>• Region Superintendent Warning Letter</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Flexible Schedule</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Offer Student Services Support</li> <li>• Submit the Inappropriate Sexual Behavior Notification Form as part of the Title IX process</li> <li>• 5 Days OSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul> |
| <b>SIMPLE BATTERY (SESIR 2)</b><br>An actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual. Includes <b>PHYSICAL ATTACK</b> .<br><br>*Lower-level incidents, including pushing, shoving, or hitting that do not cause injuries. (refer to <b>DISPUTE/ROUGH HORSEPLAY</b> ). | Refer to Administration                     | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Threat Assessment</li> <li>• Principal's Warning Letter</li> <li>• 3-5 Days ATOSS or OSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Offer Student Services Support</li> <li>• Support Plan Change of Schedule</li> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul>                             | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Offer Student Services Support</li> <li>• Support Plan</li> <li>• Threat Assessment</li> <li>• 3-5 Days ATOSS or OSS</li> <li>• Region Superintendent Warning Letter</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Change of Schedule</li> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul>                  | Mandatory <ul style="list-style-type: none"> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul>  |

| Behavior   | Teacher Actions<br>Documented Occurrence(s)  | 1 <sup>st</sup> Administrative Actions  | 2 <sup>nd</sup> Administrative Actions   | 3 <sup>rd</sup> Administration Actions   |
|--|--|---|--|--|
| <b>SKIPPING CLASS/OUT OF AREA</b><br>If the student does not report to their assigned class but has been marked present throughout the school day or if the student misses more than half the class. When students purposely leave an assigned area such as the cafeteria during their designated lunch period and enter a restricted or unsupervised area such as the parking lot or athletic field.  | Mandatory <ul style="list-style-type: none"> <li>Refer to schools' attendance records to confirm skipping. If confirmed, refer to administration.</li> </ul> *Teacher response to misbehavior should align with individual School-Based Tier 1 Behavior Plan. If you are unsure, consult with site administration. | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Class Detention</li> <li>1 Day ISS</li> <li>Restorative Practices</li> <li>Loss of Privileges</li> </ul>  | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>1-2 Days ISS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Offer Student Services Support</li> <li>Support Plan</li> <li>Restorative Practices</li> <li>Loss of Privileges</li> </ul>         | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Offer Student Services Support</li> <li>1 Day ATOSS</li> <li>Principal's Warning Letter</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Support Plan</li> </ul> |
| <b>STUDENT PHYSICAL CONFRONTATION W/ HCPS EMPLOYEE</b><br>Student Physical Confrontation/ School Board Employee - A student who intentionally engages in a physical confrontation involving a school board employee.<br><br>Criteria coming this summer.   | <ul style="list-style-type: none"> <li>Change of Placement Meeting and 10 Days OSS Parent/Guardian Conference</li> </ul>   |   |  |  |
| <b>THREAT/INTIMIDATION (SESIR 3)</b><br>(Instilling fear in others) An incident where there was no physical contact between the offender and victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats and verbal threats of physical harm which are made in person, electronically or through any other means.<br><br>Criteria coming this summer. | Refer to Administration  | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Threat Assessment</li> <li>1-3 Days ATOSS or OSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Restorative Practices</li> <li>Offer Student Services Support</li> <li>Change of Placement Meeting and 10 Days OSS</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Threat Assessment</li> <li>Offer Student Services Support</li> <li>3-5 Days ATOSS or OSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Change of Placement Meeting and 10 Days OSS</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>Change of Placement Meeting and 10 Days OSS</li> </ul>  |

| Behavior  | Teacher Actions Documented Occurrence(s) | 1 <sup>st</sup> Administrative Actions  | 2 <sup>nd</sup> Administrative Actions   | 3 <sup>rd</sup> Administration Actions   |
|---|--|---|--|--|
| <b>TOBACCO (SESIR 3)</b><br>(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.<br>Tobacco incidents cannot be Drug-related.   | Refer to Administration                  | <b>Possession/Use</b><br>Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• 1-3-Day ISS</li> <li>• Student participates in the “Tobacco Online Program” and submits a certificate of completion.</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Offer Student Services Support</li> </ul> <b>Sale/Distribution</b><br>Mandatory <ul style="list-style-type: none"> <li>• Principal’s Warning Letter</li> <li>• 1-3 Days ATOSS</li> </ul> | <b>Possession/Use</b><br>Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• 2 Days ISS or 1-2 ATOSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Support Plan</li> <li>• Offer Student Services Support</li> </ul> <b>Sale/Distribution</b><br>Mandatory <ul style="list-style-type: none"> <li>• Region Superintendent Warning Letter</li> <li>• 3-5 Days ATOSS</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• 5 Days ATOSS</li> </ul>   |
| <b>TRESPASSING (SESIR 3)</b><br>(Illegal entry onto campus) To enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus, without authorization or invitation and with no lawful purpose for entry.  | Refer to Administration                  | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• 1-2 Days ISS</li> <li>• 1-3 Days ATOSS</li> </ul>   | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• 1-3 Days ATOSS</li> </ul>   | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• 3 Days ATOSS</li> </ul>   |
| <b>UNAUTHORIZED ACCESS/SAFETY &amp; SECURITY VIOLATION</b><br>Unauthorized access includes entering or assisting others in entering any school building, room, or restricted area without proper permission. This includes opening doors or gates to allow unauthorized individuals access to the school, using another person’s credentials to gain entry, or bypassing security measures.<br><br>Unauthorized access is a serious violation that compromises the safety and security of the school community. | Refer to Administration                  | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• 1-2 Days ISS or 1-3 Days ATOSS</li> <li>• Principal’s Warning Letter</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul>  | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• 3-5 Days ATOSS</li> <li>• Region Superintendent Warning Letter</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul>   | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• 5 Days ATOSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul> |

| Behavior  | Teacher Actions Documented Occurrence(s) | 1 <sup>st</sup> Administrative Actions  | 2 <sup>nd</sup> Administrative Actions  | 3 <sup>rd</sup> Administration Actions   |
|---|--|---|---|--|
| <b>UNSUBSTANTIATED BULLYING</b><br>After a complete investigation and follow up of a reported bullying incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under definition of bullying as listed in the Jeffrey Johnston Stand Up for all Students Act (Florida Statute 1006.147).                                    | Refer to Administration                  | <ul style="list-style-type: none"> <li>• Parent/Guardian Call</li> <li>• Flexible Schedule</li> <li>• Flexible Seating</li> <li>• Offer Student Services Support</li> <li>• </li> </ul> | <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Offer Student Services Support</li> <li>• Flexible Schedule</li> <li>• Flexible Seating</li> <li>• Peer Mediation</li> </ul> | <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Offer Student Services Support</li> <li>• Flexible Schedule</li> <li>• Flexible Seating</li> <li>• Peer Mediation</li> <li>• Change of Placement Meeting</li> </ul> |
| <b>UNSUBSTANTIATED HARASSMENT</b><br>Unsubstantiated Harassment – After a complete investigation and follow up of a reported harassment incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under definition of harassment as listed in the Jeffrey Johnston Stand Up for all Students Act (Florida Statute 1006.147). | Refer to Administration                  | <ul style="list-style-type: none"> <li>• Parent/Guardian Call</li> <li>• Offer Student Services Support</li> <li>• Flexible Schedule</li> <li>• Flexible Seating</li> </ul>             | <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Offer Student Services Support</li> <li>• Flexible Schedule</li> <li>• Flexible Seating</li> <li>• Peer Mediation</li> </ul> | <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Offer Student Services Support</li> <li>• Flexible Schedule</li> <li>• Flexible Seating</li> <li>• Peer Mediation</li> <li>• Change of Placement Meeting</li> </ul> |



| Behavior  | Teacher Actions<br>Documented Occurrence(s)   | 1 <sup>st</sup> Administrative Actions   | 2 <sup>nd</sup> Administrative Actions  | 3 <sup>rd</sup> Administration Actions  |
|---|---|--|---|---|
| <p><b>VAPE/PRODUCTS</b></p> <p>The possession, use, distribution, or sale of vape products and vape/vaping related products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 18.</p> <p>*If confirmed illegal substance, refer to <b>DRUG USE OR POSSESSION</b>.</p> | Refer to Administration   | <p><b>Possession/Use</b></p> <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• 1-2 Days ISS</li> <li>• Student participates in the “Tobacco Online Program” and submits a certificate of completion.</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Offer Student Services Support</li> </ul> <p><b>Sales/Distribution</b></p> <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Principal’s Warning Letter</li> <li>• 1-3 Days ATOSS</li> </ul> | <p><b>Possession/Use</b></p> <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• 2 Days ISS or 1-2 ATOSS</li> <li>• Student participates in the “Tobacco Online Program” and submits a certificate of completion. 2<sup>nd</sup> offense course</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Support Plan</li> <li>• Offer Student Services Support</li> </ul> <p><b>Sales/Distribution</b></p> <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Region Superintendent Warning Letter</li> <li>• 3-5 Days ATOSS</li> </ul> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• 5 Days ATOSS</li> </ul> <p><b>Sales/Distribution</b></p> <p>Mandatory</p> <ul style="list-style-type: none"> <li>• 5 Days ATOSS</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul> |
| <p><b>VIOLATION OF CLASSROOM RULES</b></p> <p>Violation of posted or written class rules that are not necessarily disruptive behavior</p>   | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Contact</li> <li>• Student Conference</li> </ul> <p>*Teacher response to misbehavior should align with individual School-Based Tier 1 Behavior Plan. If you are unsure, consult with site administration.</p> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Class Detention</li> <li>• Restorative Practices</li> <li>• 1 Day ISS</li> <li>• Offer Student Services Support</li> </ul>   | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• 1 Day ISS or 1 Day ATOSS</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Offer Student Services Support</li> </ul>   | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• 2 Day ISS or 2 Days ATOSS</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Offer Student Services Support</li> </ul>  |

| Behavior  | Teacher Actions<br>Documented Occurrence(s)   | 1 <sup>st</sup> Administrative Actions | 2 <sup>nd</sup> Administrative Actions | 3 <sup>rd</sup> Administration Actions |
|---|---|--|--|--|
| <b>WEAPONS POSSESSION (SESIR 2)</b><br>(Possession of firearms and other instruments which can cause harm)<br>Possession of a firearm or any instrument or object that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm.<br><br>Criteria coming this summer.<br><br>*Refer to <b>POSSESSION OF AN INAPPROPRIATE OBJECT.</b> | <ul style="list-style-type: none"> <li>Change of Placement Meeting and 10 Days OSS</li> <li>Parent/Guardian Conference</li> </ul> | -                                      |  |  |

## Elementary Behavior Matrix

### Elementary Behavior Matrix K-5

We are committed to creating a safe, supportive, and positive learning environment for all students. To achieve this, we have developed a Behavior Matrix that provides clear and consistent guidelines for responding to student behaviors. This matrix serves as a resource for all stakeholders to ensure that our approach to discipline is fair, developmentally appropriate, and aligned with our district's commitment to fostering a respectful and inclusive community.

Recognizing the diverse developmental stages of our elementary students, the Behavior Matrix should and does consider the age and individual needs of each child while promoting accountability and personal growth. Our goal is not only to address behaviors effectively but also to teach students the skills needed to make positive choices and build healthy relationships.

Given the developmental needs of elementary students, including those with special needs, many behaviors are addressed through the school's Tier One Behavior Plan. This plan, developed by each individual school, outlines proactive and positive behavior supports designed to meet the diverse needs of all students. It is expected that teachers will follow this plan consistently, and it should be accessible to all stakeholders.

While many behaviors are managed through Tier One supports, there are mandatory consequences for certain serious infractions, as well as consequences that vary based on the severity and context of the behavior. These decisions are guided by the Behavior Matrix, ensuring fairness, consistency, and alignment with district and state policies.

For all documented behavior incidents, parent contact or parent conference is expected to ensure clear communication and collaboration between the school and families. This partnership is essential in promoting positive behavior and supporting student growth.

School transportation is considered an extension of the school environment, and the expectations for behavior on buses align with those within the school building. The Behavior Matrix should be utilized to determine appropriate consequences for misconduct that occurs on school transportation.

While loss of bus privileges can be an appropriate consequence for certain behaviors, careful consideration should be given to whether the student has alternative means of transportation to and from school. Our goal is to ensure that consequences are fair, reasonable, and do not create barriers to a student's access to education.

| Behavior   | Teacher Actions<br>Documented Occurrence(s)   | 1 <sup>st</sup> Administrative Actions  | 2 <sup>nd</sup> Administrative Actions   | 3 <sup>rd</sup> Administrative Actions   |
|--|---|---|--|--|
| <b>AGGRAVATED BATTERY (SESIR 1)</b><br>(Intentional great bodily harm) A battery where the attacker intentionally or knowingly causes more serious injury, such as: great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant. | <ul style="list-style-type: none"> <li>Consult with Regional Superintendent</li> <li>Change of Placement Meeting and 10 Days OSS</li> </ul> |   |  |  |
| <b>ALCOHOL (SESIR 4)</b><br>(Possession, use, or sale) Possession, sale, purchase, or use of alcoholic beverages. Use means the person is caught in the act of using, admits using or is discovered to have used in the course of an investigation. Alcohol incidents cannot be drug related.  | Refer to Administration   | <b>Use/Possession</b><br>Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Offer Student Services Support</li> <li>1-2 Days ISS or OSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Support Plan</li> </ul> <b>Sales/Distribution</b><br>Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Offer Student Services Support</li> <li>Principal's Warning Letter</li> <li>3-5 Days OSS</li> </ul> | <b>Use/Possession</b><br>Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>2-5 Days OSS</li> <li>Offer Student Services Support</li> <li>Principal's Warning Letter</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Support Plan</li> </ul> <b>Sales/Distribution</b><br>Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Offer Student Services Support</li> <li>Region Superintendent Warning Letter</li> <li>3-5 Days OSS</li> </ul> | <b>Use/Possession</b><br>Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>5 Days OSS</li> <li>Offer Student Services Support</li> <li>Principal's Warning Letter</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Support Plan</li> <li>Change of Placement Meeting and 10 Days OSS</li> </ul> <b>Sales/Distribution</b><br>Mandatory <ul style="list-style-type: none"> <li>Change of Placement Meeting and 10 Days OSS</li> </ul> |
| <b>ARSON (SESIR 1)</b><br>(Intentionally setting a fire on school property) To intentionally damage or cause   | <ul style="list-style-type: none"> <li>Consult with Regional Superintendent</li> <li>Change of Placement Meeting and 10 Days OSS</li> </ul> |   |  |  |

| Behavior   | Teacher Actions<br>Documented Occurrence(s) | 1 <sup>st</sup> Administrative Actions   | 2 <sup>nd</sup> Administrative Actions   | 3 <sup>rd</sup> Administrative Actions  |
|--|---|--|--|---|
| damage 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.   |   |  |  |   |
| <b>BULLYING (SESIR 4)</b><br>(intimidating behaviors that are repeated, intentional, and involve a power imbalance) Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying includes instances of cyberbullying, as defined in Section <u>1006.147(3)(b)</u> , F.S. Bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property. If physical harm or psychological distress is not the result of systematic or chronic behavior, evaluate for Harassment.<br><br>SESIR Bullying must include 3 elements: It must be 1) repeated; 2) intentional; and 3) involve a power imbalance. | Refer to Administration                     | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Complete Bullying Report</li> <li>• Support Plan</li> <li>• Offer Student Services Support</li> <li>• Principal's Warning Letter</li> <li>• 1-3 Days OSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Flexible Scheduling</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Complete Bullying Report</li> <li>• Offer Student Services Support</li> <li>• 1-3 Days OSS</li> <li>• Support Plan</li> <li>• Region Superintendent Warning Letter</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Flexible Scheduling</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Complete Bullying Report</li> <li>• 3-5 Days OSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Flexible Scheduling</li> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul> |
| <b>BURGLARY (SESIR 2)</b><br>(Illegal entry into a facility) Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.   | Refer to Administration                     | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Offer Student Services Support</li> <li>• 1-3 Days OSS</li> </ul>  | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Offer Student Services Support</li> <li>• 2-5 Days OSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul>   | Mandatory <ul style="list-style-type: none"> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul>   |

| Behavior   | Teacher Actions<br>Documented Occurrence(s)  | 1 <sup>st</sup> Administrative Actions   | 2 <sup>nd</sup> Administrative Actions   | 3 <sup>rd</sup> Administrative Actions  |
|--|--|--|--|---|
| <b>CHEATING/ACADEMIC DISHONESTY:</b><br><br>Academic dishonesty includes, but is not limited to, cheating, plagiarism, unauthorized collaboration, fabrication of information, and using artificial intelligence (AI) to complete assignments without permission. This includes submitting AI-generated work as one's own, using AI to bypass learning, or misrepresenting AI-assisted work. Students are expected to uphold integrity by completing their own work and properly citing all sources. | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Contact</li> <li>• Conference with Student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Grade penalty</li> </ul> *Cheating on State or District Assessment must be referred to administration.<br><br>*Teachers should refer to the school's Tier 1 behavior plan one addressing student behaviors | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• 1 Day ISS</li> <li>• Detention</li> <li>• Offer Student Services Support</li> </ul>   | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Offer Student Services Support</li> <li>• 1 Day Detention, ISS or OSS</li> </ul>  | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• 1 Day OSS</li> </ul>                                 |
| <b>CRIMINAL MISCHIEF/VANDALISM: UNDER \$1000</b><br>(Destruction, damage, or defacement of school or personal property including transportation) (\$1,000 threshold) 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.<br><br>*Incidents above the \$1,000 threshold are reportable in SESIR. Refer to CRIMINAL MISCHIEF ABOVE \$1000..  | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Contact</li> <li>• Conference with Student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Loss of Privileges</li> <li>• Consult with Student Services</li> <li>• Referral to Administration</li> </ul> *Teachers should refer to the school's Tier 1 behavior plan one addressing student behaviors  | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• 1-2 Days ISS</li> <li>• Support Plan</li> <li>• Offer Student Services Support</li> <li>• Loss of Privileges</li> <li>• Work Detail</li> <li>• Restitution</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> <li>• Principal's Warning Letter</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• 1-2 Days ISS</li> <li>• 1-3 Days OSS</li> <li>• Work Detail</li> <li>• Restitution</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Region Superintendent Warning Letter</li> <li>• Restitution</li> <li>• 2-5 Days OSS</li> </ul> |

| Behavior   | Teacher Actions<br>Documented Occurrence(s)  | 1 <sup>st</sup> Administrative Actions   | 2 <sup>nd</sup> Administrative Actions  | 3 <sup>rd</sup> Administrative Actions  |
|--|--|--|---|---|
| <b>CRIMINAL MISCHIEF/VANDALISM Above \$1000 (SESIR 3)</b><br>(Destruction, damage, or defacement of school or personal property including transportation) (\$1,000 threshold) 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.<br><br>*Incidents that fall below the \$1,000 threshold are not reportable in SESIR but instead should be reported as locally defined incidents according to district policies. Refer to CRIMINAL MISCHIEF BELOW \$1000. | Refer to Administration  | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Detention</li> <li>• 1-3 Days OSS</li> <li>• Restitution</li> <li>• Principal's Warning Letter</li> </ul>   | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> <li>• 1-3 Days OSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Restitution</li> <li>• Support Plan</li> <li>• Region Superintendent Warning Letter</li> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul>  | Mandatory <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> <li>• Region Superintendent Warning Letter</li> <li>• 3-5 Days OSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Restitution</li> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul> |
| <b>DISOBEDIENCE/INSUBORDINATION</b><br>Refusal or failure to obey, marked by resistance to authority.<br>The flagrant or hostile challenge of the authority of a school staff member, or any other adult in authority.<br><br>This includes the use of profanity directed at a staff member.   | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Contact</li> <li>• Conference with Student</li> <li>• Time Out</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Behavior Plan</li> <li>• Consult with Student Services Personnel</li> <li>• Referral to Administration</li> </ul> *Teachers should refer to the school's Tier 1 behavior plan one addressing student behaviors | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Offer Student Services Support</li> <li>• 1-2 Days ISS</li> <li>• 1 Day OSS</li> <li>• Detention</li> <li>• Restorative Practices</li> <li>• Flexible Scheduling</li> <li>• Loss of Privileges</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> <li>• Offer Student Services Support</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• 1-2 Days ISS or Detention</li> <li>• 1-2 Day OSS</li> <li>• Detention</li> <li>• Restorative Practices</li> <li>• Flexible Scheduling</li> <li>• Loss of Privileges</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> <li>• Offer Student Services Support</li> <li>• Support Plan</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• 1-3 Days OSS</li> <li>• Flexible Scheduling</li> <li>• Loss of Privileges</li> </ul>                                 |

| Behavior   | Teacher Actions<br>Documented Occurrence(s)  | 1 <sup>st</sup> Administrative Actions   | 2 <sup>nd</sup> Administrative Actions  | 3 <sup>rd</sup> Administrative Actions  |
|--|--|--|---|---|
| <b>DISPUTE/ROUGH HORSEPLAY:</b><br>Student who deliberately pushes, pulls, shoves, strikes, taunts, antagonizes, or mutual physical altercation with another student or students or by acts or words that does not result in any injuries.   | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Contact</li> <li>• Conference with Student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Time Out</li> <li>• Behavior Plan</li> <li>• Consult with Student Services</li> <li>• Referral to Administration</li> </ul> *Teachers should refer to the school's Tier 1 behavior plan one addressing student behaviors | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Behavior Plan</li> <li>• Offer Student Services Support</li> <li>• 1-2 Days ISS</li> <li>• 1 Day OSS</li> <li>• Peer Mediation</li> <li>• Detention</li> <li>• Loss of Privileges</li> <li>• Work Detail</li> <li>• Restorative Practices</li> <li>• Restitution</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Behavior Plan</li> <li>• 1-2 Days ISS or OSS</li> <li>• Peer Mediation</li> <li>• Loss of Privileges</li> <li>• Work Detail</li> <li>• Restorative Practices</li> <li>• Restitution</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> <li>• Behavior Plan</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• 1-3 Days OSS</li> <li>• Threat Assessment</li> <li>• Principal Warning Letter</li> <li>• Loss of Privileges</li> <li>• Restitution</li> <li>• Peer Mediation</li> </ul> |
| <b>DISRUPTION ON CAMPUS – MAJOR (SESIR 3)</b><br>(Major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation) Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Examples of major disruptions include bomb threats, inciting a riot, or initiating a false fire alarm. | Refer to Administration  | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> <li>• 2-5 Days OSS</li> </ul> Based on Severity <ol style="list-style-type: none"> <li>1. Change of Placement Meeting and 10 Days OSS</li> </ol>   | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> <li>• 3-5 Days OSS</li> </ul> Based on Severity <ol style="list-style-type: none"> <li>1. Change of Placement Meeting and 10 Days OSS</li> </ol>  | Mandatory <ul style="list-style-type: none"> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul>   |

| Behavior  | Teacher Actions<br>Documented Occurrence(s)  | 1 <sup>st</sup> Administrative Actions  | 2 <sup>nd</sup> Administrative Actions  | 3 <sup>rd</sup> Administrative Actions  |
|---|--|---|---|---|
| <b>DRESS CODE (local)</b><br>To dress in a manner that would constitute a disruption in the school, create a safety hazard or exhibit impropriety. Non-conformity to the general code of appearance as outlined in board Policy or school uniform policy.<br><br>More information regarding dress code policy and consequences can be found in the Dress Code section of this document and in the opening of the Behavior Matrix section of this document.  | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Contact</li> <li>Conference with Student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Change of Clothes</li> </ul><br>*Teachers should refer to the school's Tier 1 behavior plan one addressing student behaviors | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Conference with Student</li> <li>Change of Clothes</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Offer Student Services Support</li> <li>Restorative Practices</li> <li>Detention</li> <li>1 Day ISS or Work Detail</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Conference with Student</li> <li>Change of Clothes</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Offer Student Services Support</li> <li>Restorative Practices</li> <li>Detention</li> <li>1 Day ISS or Work Detail</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Conference with Student</li> <li>Change of Clothes</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Offer Student Services Support</li> <li>Restorative Practices</li> <li>Detention</li> <li>1 Day ISS or Work Detail</li> </ul>   |
| <b>DRESS CODE</b><br><b><u>FS 1006.07 (2d1&amp;2)</u></b><br><b>(State Required Consequences)</b><br><br>A student, while on the grounds of a public school during the regular school day, shall not wear clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.<br><br>More information regarding dress code policy and consequences can be found in the Dress Code section of this document and in the opening of the Behavior Matrix section of this document. | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Contact</li> <li>Conference with Student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Change of Clothes</li> </ul><br>*Teachers should refer to the school's Tier 1 behavior plan one addressing student behaviors | Mandatory<br>A verbal warning, and the school administration shall call the student's parents or guardian.  | Mandatory<br>The student is ineligible to participate in any extracurricular activity for a period not to exceed 5 days and the school administration shall meet with the student's parent or guardian.   | Mandatory<br>In-school suspension for a period not to exceed 3 days, the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the school administration shall call the student's parent or guardian and send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities. |
| <b>DRUG SALE/DISTRIBUTION (SESIR 2)</b><br>(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.  | <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Consult with Regional Superintendent</li> <li>Change of Placement Meeting and 10 Days OSS</li> </ul>  |   |   |   |



| Behavior  | Teacher Actions<br>Documented Occurrence(s)  | 1 <sup>st</sup> Administrative Actions  | 2 <sup>nd</sup> Administrative Actions   | 3 <sup>rd</sup> Administrative Actions   |
|---|--|---|--|--|
| <b>DRUG USE/POSSESSION (SESIR 3)</b><br>(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 using or is discovered to have used in the course of an investigation.<br><br>This does not include vaping unless confirmed as a drug (see Vape/Products below). | Refer to Administration  | Mandatory <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> <li>• Principal's Warning Letter</li> <li>• 3-5 Days OSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Support Plan</li> </ul>   | Mandatory <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> <li>• Region Superintendent Warning Letter</li> <li>• 3-5 Days OSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Support Plan</li> </ul>  | Mandatory <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> <li>• 5 Days OSS</li> </ul> Based on Severity           1. Change of Placement Meeting and 10 Days OSS  |
| <b>ELECTRONIC DEVICE VIOLATION:</b><br>Unauthorized use of cell phones or other wireless/Bluetooth electronic devices during school or while on school provided transportation.<br><br><i>*Note the use or possession of an Electronic Device during a state assessment can lead to invalidation of the assessment.</i>   | Mandatory <ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Parent/Guardian Contact</li> <li>• Conference with Student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Loss of Privileges</li> </ul> *Teachers should refer to the school's Tier 1 behavior plan one addressing student behaviors | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Electronic Device confiscated for parent pickup or end of day</li> <li>• Detention</li> <li>• Loss of Privileges</li> <li>• Offer Student Services Support</li> <li>• 1 Day ISS</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Electronic Device confiscated for parent pickup or end of day</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Detention</li> <li>• Loss of Privileges</li> <li>• Offer Student Services Support</li> <li>• 1 Day ISS or OSS</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> <li>• Electronic Device confiscated for parent pickup or end of day</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• 1 Day OSS</li> </ul> |

| Behavior   | Teacher Actions<br>Documented Occurrence(s)   | 1 <sup>st</sup> Administrative Actions  | 2 <sup>nd</sup> Administrative Actions   | 3 <sup>rd</sup> Administrative Actions  |
|--|---|---|--|---|
| <b>FALSIFICATION OF RECORDS</b><br>Providing False Information Lying/Forgery<br>- Giving false or misleading information, either oral or written, which may injure another person's character or reputation or disrupt the orderly process of the school.<br>Intentionally providing false or misleading information to, or withholding valid information from, a school staff member.<br>This includes Forgery - to fashion or reproduce for fraudulent purposes, such as signing parents/guardians' name to a note | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Contact</li> <li>• Conference with Student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Refer to Administration</li> </ul> *Teachers should refer to the school's Tier 1 behavior plan one addressing student behaviors | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• 1 Day ISS</li> <li>• Detention</li> <li>• Offer Student Services Support</li> <li>•</li> </ul>   | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Offer Student Services Support</li> <li>• Detention</li> <li>• 1 Day ISS or OSS</li> </ul>  | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> <li>• Offer Student Services Support</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• 1 Days OSS</li> </ul>  |
| <b>FIGHTING (SESIR 3)</b><br>(Mutual combat, mutual altercation) When two or more persons mutually participate in use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention.<br><br>*Lower-level incidents, including pushing, shoving, or altercations that stop on verbal command are not required to be reported in SESIR (refer to Dispute/Rough Horseplay).  | Refer to Administration   | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> <li>• Principal's Warning Letter</li> <li>• 1-5 Days OSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Support Plan</li> <li>• Threat Assessment</li> <li>• Restorative Practice</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> <li>• Support Plan</li> <li>• Threat Assessment</li> <li>• Region Superintendent Warning Letter</li> <li>• 3-5 Days OSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Flexible Schedule</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> <li>• Threat Assessment</li> <li>• 5 Days OSS</li> </ul> Based on Severity <ol style="list-style-type: none"> <li>1. Change of Placement Meeting and 10 Days OSS</li> </ol> |

| Behavior  | Teacher Actions<br>Documented Occurrence(s) | 1 <sup>st</sup> Administrative Actions  | 2 <sup>nd</sup> Administrative Actions  | 3 <sup>rd</sup> Administrative Actions  |
|---|---|---|---|---|
| <p><b>GRAND THEFT \$750 or More (SESIR 3)</b><br/>(Taking of property from a person, building, or a vehicle) (\$750 threshold) The unauthorized taking of the property of another person or organization, including motor vehicles, valued at \$750 or more, without threat, violence, or bodily harm. Incidents that fall below the \$750 threshold are not reportable in SESIR but instead should be reported as locally defined incidents according to district policies.</p> <p>Thefts of property of any value that involve a use of force, violence, assault, or putting the victim in fear must be reported as robbery.</p> <p>*For incidents below \$750, refer to <b>PETTY THEFT</b></p> | Refer to Administration                     | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> <li>• Support Plan</li> <li>• 1-3 Days OSS</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Change of Schedule</li> <li>• Restitution</li> </ul> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> <li>• 3-5 Days OSS</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Restitution</li> </ul> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Change of Placement Meeting and 10 Days OSS</li> <li>• Restitution</li> </ul> |

| Behavior  | Teacher Actions<br>Documented Occurrence(s) | 1 <sup>st</sup> Administrative Actions  | 2 <sup>nd</sup> Administrative Actions   | 3 <sup>rd</sup> Administrative Actions  |
|---|---|---|--|---|
| <b>HARASSMENT (SESIR 4)</b><br>(one-time, insulting behaviors) Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. | Refer to Administration                     | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Submit the Harassment Form to the Compliance Office</li> <li>• Support Plan</li> <li>• Offer Student Services Support</li> <li>• 1-3 Days OSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Principal's Warning Letter</li> <li>• Threat Assessment</li> <li>• Peer Mediation</li> <li>• Flexible Schedule</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Submit the Harassment Form to the Compliance Office</li> <li>• Offer Student Services Support</li> <li>• 3-5 Days OSS</li> <li>• Principal's Warning Letter (if not given on first incident)</li> <li>• Threat Assessment</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Region Superintendent Warning Letter</li> <li>• Peer Mediation</li> <li>• Flexible Schedule</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Submit the Harassment Form to the Compliance Office</li> <li>• Offer Student Services Support</li> <li>• 5 Days OSS</li> <li>• Region Superintendent Warning Letter (if not given on second incident)</li> <li>• Threat Assessment</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul> |

| Behavior  | Teacher Actions<br>Documented Occurrence(s)   | 1 <sup>st</sup> Administrative Actions   | 2 <sup>nd</sup> Administrative Actions  | 3 <sup>rd</sup> Administrative Actions  |
|---|---|--|---|---|
| <b>HAZING (SESIR 3)</b><br>Any action or situation that endangers the mental or physical health or safety of a student at a school with any of <u>grades 6 through 12</u> for purposes of initiation or admission into or affiliation with any school-sanctioned organization.<br><br>"Hazing" includes but is not limited to: (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or (b) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements. | Refer to Administration   | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> <li>• Removal from Activity</li> <li>• Support Plan</li> <li>• Threat Assessment</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• 1-3 Days OSS</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> <li>• Removal from Activity</li> <li>• Support Plan</li> <li>• Threat Assessment</li> <li>• 3-5 Days OSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Removal from Activity</li> <li>• Support Plan</li> <li>• Threat Assessment Change of Placement Meeting and 10 Days OSS</li> </ul>                             |
| <b>HOMICIDE (SESIR 1)</b><br>(Murder, manslaughter) The unjustified killing of one human being by another.  | <ul style="list-style-type: none"> <li>• Consult with Regional Superintendent</li> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul>   |  |   |   |
| <b>INAPPROPRIATE LANGUAGE/PROFANITY</b><br><br>Abusive, profane, obscene or vulgar language (verbal, written, or gestures) or conduct in the presence of another person.<br><br>This does not include language sexual in nature. If so, see <b>INAPPROPRIATE SEXUAL BEHAVIOR</b> .<br><br>This does not include the use of profanity directed at a staff member. See <b>DISOBEDIENCE/INSUBORDINATION</b> .  | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Contact</li> <li>• Conference with Student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Consult with Student Services</li> <li>• Referral to Administration</li> </ul> *Teachers should refer to the school's Tier 1 behavior plan one addressing student behaviors | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Offer Student Services Support</li> <li>• Detention</li> <li>• Restorative Practices</li> <li>• 1-2 Days ISS</li> </ul>                                 | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Offer Student Services Support</li> <li>• Detention</li> <li>• Restorative Practices</li> <li>• 1-2 Days ISS or OSS</li> </ul>   | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Offer Student Services Support</li> <li>• Restorative Practices</li> <li>• 1-3 Days OSS</li> </ul> |

| Behavior  | Teacher Actions<br>Documented Occurrence(s) | 1 <sup>st</sup> Administrative Actions  | 2 <sup>nd</sup> Administrative Actions  | 3 <sup>rd</sup> Administrative Actions   |
|---|---|---|---|--|
| <b>INAPPROPRIATE SEXUAL BEHAVIOR</b><br>Any written, verbal, nonverbal, or physical conduct towards or in the presence of another student, teacher, or other adult that is inappropriate and sexual in nature. To include inappropriate: <ul style="list-style-type: none"> <li>• language (cursing, slang, profanity, or language that is sexual in nature)</li> <li>• physical display of affection or unwanted touch</li> <li>• physical gesture or movement</li> <li>• gender stereotyping and technology violations (posting and/or sharing sexual images, content, or text as well as making inappropriate comments of a sexual nature).</li> </ul> | Refer to Administration                     | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> <li>• Submit the Inappropriate Sexual Behavior Notification Form as part of the Title IX process</li> <li>• Must Offer Counseling</li> </ul><br>Based on Severity <ul style="list-style-type: none"> <li>• No-Contact Contract/Support Plan</li> <li>• Consult w/Student Services Personnel</li> <li>• Flexible Schedule</li> <li>• Principal's Warning Letter</li> <li>• Choice Warning Letter (if applicable)</li> <li>• Detention</li> <li>• 1-2 3 Days ISS</li> <li>• 1-3 Days OSS</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> <li>• Submit the Inappropriate Sexual Behavior Notification Form as part of the Title IX process</li> <li>• Must Offer Counseling</li> <li>• Principal's Warning Letter (if not given on first incident)</li> <li>• Choice Warning Letter (if applicable)</li> </ul><br>Based on Severity <ul style="list-style-type: none"> <li>• No-Contact Contract/Support Plan</li> <li>• Consult w/Student Services Personnel</li> <li>• Flexible Schedule</li> <li>• 1-3 Days OSS</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> <li>• Submit the Inappropriate Sexual Behavior Notification Form as part of the Title IX process</li> <li>• Must Offer Counseling</li> </ul><br>Based on Severity <ul style="list-style-type: none"> <li>• No-Contact Contract/Support Plan</li> <li>• Consult w/Student Services Personnel</li> <li>• Flexible Schedule</li> <li>• Choice Revocation (if applicable)</li> </ul> |

| Behavior  | Teacher Actions<br>Documented Occurrence(s)  | 1 <sup>st</sup> Administrative Actions   | 2 <sup>nd</sup> Administrative Actions  | 3 <sup>rd</sup> Administrative Actions   |
|---|--|--|---|--|
| <b>INAPPROPRIATE USE OF TECHNOLOGY (including social media)</b><br>Inappropriate use of Technology/Wireless Communication Devices is the unauthorized use of cell phones or other wireless/Bluetooth electronic devices during school or while on school provided transportation.<br>This includes the unauthorized use of a wireless communication device to capture, share or record images or recordings without permission during school hours, attaching power cords to school devices, and/or the unauthorized use on school buses in the absence of an emergency concerning safety-to-life issues (defined as a bus accident, mechanical breakdown which delays the normal route, and/or thirty (30) minutes or more in a route delay).<br><br>*This also includes signing on to an electronic device using other credentials than their own.<br>*Includes recording fights. | Mandatory <ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Parent/Guardian Contact</li> <li>• Conference with Student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Loss of Privileges</li> </ul> *Teachers should refer to the school's Tier 1 behavior plan one addressing student behaviors | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Offer Student Services Support</li> <li>• Detention</li> <li>• Flexible Schedule</li> <li>• Loss of Privileges</li> <li>• Peer Mediation</li> <li>• Support Plan</li> <li>• Principal's Warning Letter</li> <li>• Electronic Device confiscated for parent pickup or end of day</li> <li>• Threat Assessment</li> <li>• 1-2 3-Days ISS</li> <li>• 1-3 Days OSS</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> <li>• Offer Student Services Support</li> <li>• Loss of Privileges</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Flexible Schedule</li> <li>• Peer Mediation</li> <li>• Region Superintendent Warning Letter</li> <li>• Electronic Device confiscated for parent pickup or end of day</li> <li>• Support Plan</li> <li>• Threat Assessment</li> <li>• 1-2 3-Days ISS</li> <li>• 1-3 Days OSS</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> <li>• Support Plan</li> <li>• Threat Assessment</li> <li>• Offer Student Services Support</li> <li>• Region Superintendent Warning Letter</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• 1-5 Days OSS</li> <li>• Flexible Schedule</li> <li>• Peer Mediation</li> <li>• Electronic Device confiscated for parent pickup or end of day</li> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul> |
| <b>KIDNAPPING (SESIR 1)</b><br>(Abduction of an individual) Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.  | <ul style="list-style-type: none"> <li>• Consult with Regional Superintendent</li> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul>  |  |   |  |

| Behavior   | Teacher Actions<br>Documented Occurrence(s)   | 1 <sup>st</sup> Administrative Actions  | 2 <sup>nd</sup> Administrative Actions   | 3 <sup>rd</sup> Administrative Actions   |
|--|---|---|--|--|
| <b>LEFT CAMPUS WITHOUT PERMISSION</b><br>Unauthorized leaving of school grounds.   | Refer to Administration,<br><i>immediately</i>  | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Support Plan</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Loss of Privileges</li> <li>• Principal's Warning Letter</li> <li>• Detention</li> <li>• Offer Student Services Support</li> <li>• 1 Day ISS/OSS</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Principal's Warning Letter</li> <li>• Support Plan Revision</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Offer Student Services Support</li> <li>• 1-3 Days OSS</li> </ul>                    | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• 1-3 Days OSS</li> <li>• Offer Student Services Support</li> <li>• Region Superintendent Warning Letter</li> </ul>  |
| <b>LEFT CLASS OR ASSIGNED AREA WITHOUT PERMISSION</b><br>When students purposely leave an assigned area such as the cafeteria during their designated lunch period without explicit approval from the teacher. | Refer to Administration,<br><i>immediately</i>  | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student.</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Support Plan</li> <li>• Detention</li> <li>• 1 Day ISS</li> <li>• Restorative Practices</li> <li>• Loss of Privileges</li> </ul>  | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student.</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Offer Student Services Support</li> <li>• Support Plan</li> <li>• Restorative Practices</li> <li>• Loss of Privileges</li> <li>• 1-2 Days ISS</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student.</li> <li>• Offer Student Services Support</li> <li>• Support Plan</li> <li>• Principal's Warning Letter</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• 1-3 Days OSS</li> <li>• Referral to Attendance Intervention Team/MTSS (AIT)</li> </ul> |
| <b>OFF CAMPUS NON-SCHOOL RELATED-CODE 81</b><br>Any student who is formally charged with an off-campus felony or with a delinquent act which would be a felony if committed by an adult                        | <ul style="list-style-type: none"> <li>• Office of Student Conduct and Support Meeting</li> <li>• Consult with Regional Superintendent</li> <li>• 10 Days Delayed Action Pending</li> <li>• DEPA</li> </ul> |   |  |  |



| Behavior  | Teacher Actions<br>Documented Occurrence(s)   | 1 <sup>st</sup> Administrative Actions   | 2 <sup>nd</sup> Administrative Actions   | 3 <sup>rd</sup> Administrative Actions   |
|---|---|--|--|--|
| <b>OTHER MAJOR (SESIR 3)</b><br>(Major incidents that do not fit within the other definitions) Any serious, harmful incident resulting in the need for law enforcement consultation not previously classified. This includes any drug or weapon found unattended and not linked to any individual; such incidents must be coded with the appropriate Related element (such as Drug-related or Weapon related) and incident involvement must be reported as unknown. | Refer to Administration   | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Support Plan</li> <li>• Offer Student Services Support</li> <li>• 1-5 Days OSS</li> <li>• Principal's Warning Letter</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Threat Assessment</li> </ul>  | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Support Plan</li> <li>• Offer Student Services Support</li> <li>• 3-5 Days OSS</li> <li>• Region Superintendent Warning Letter</li> <li>• Threat Assessment</li> </ul>   | Mandatory <ul style="list-style-type: none"> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul>  |
| <b>OTHER MINOR INCIDENTS</b><br>Violation of specific posted or written school rules that are not necessarily disruptive behavior. Breaking behavioral contract, thereby progressing to the next disciplinary level as specified in the school student handbook.  | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Contact</li> <li>• Conference with Student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Consult with Student Services</li> <li>• Referral to Administration</li> </ul> *Teachers should refer to the school's Tier 1 behavior plan one addressing student behaviors | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Offer Student Services Support</li> <li>• Detention</li> <li>• Work Detail</li> <li>• Flexible Schedule</li> <li>• Peer Mediation</li> <li>• Restorative Practices</li> <li>• 1-2 Days ISS</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Offer Student Services Support</li> <li>• Detention</li> <li>• Work Detail</li> <li>• Flexible Schedule</li> <li>• Peer Mediation</li> <li>• Restorative Practices</li> <li>• 1-2 Days ISS</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• 1-3 Days OSS</li> </ul> |

| Behavior  | Teacher Actions<br>Documented Occurrence(s)   | 1 <sup>st</sup> Administrative Actions  | 2 <sup>nd</sup> Administrative Actions   | 3 <sup>rd</sup> Administrative Actions  |
|---|---|---|--|---|
| <b>PETTY THEFT</b><br>The taking of property while on school grounds or from a vehicle on school property worth under \$750<br><br>*For incidents worth \$751 or above, refer to <b>GRAND THEFT</b> . | Report to administration  | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Restitution</li> <li>• Support Plan</li> <li>• Offer Student Services Support</li> <li>• Flexible Schedule</li> <li>• 1-2 Days ISS</li> <li>• 1-3 Days OSS</li> </ul>  | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Support Plan</li> <li>• Offer Student Services Support</li> <li>• Principal's Warning Letter</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Restitution</li> <li>• Flexible Schedule</li> <li>• 1-3 Days OSS</li> </ul>   | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Support Plan</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Region Superintendent Warning Letter</li> <li>• Restitution</li> <li>• 2-5 Days OSS</li> </ul>   |
| <b>POSSESSION OF AN INAPPROPRIATE OBJECT</b><br>Unauthorized use of an object that is not used for educational purposes. Example - toys or other items not intended for educational purposes.         | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Contact</li> <li>• Conference with Student</li> <li>• Confiscated for parent pickup or end of day.</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Consult with Student Services Personnel</li> <li>• Referral to Administration</li> </ul> *Teachers should refer to the school's Tier 1 behavior plan one addressing student behaviors | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Confiscated for parent pickup or end of day</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Support Plan</li> <li>• Threat Assessment</li> <li>• Detention</li> <li>• Work Detail</li> <li>• Offer Student Services Support</li> <li>• Flexible Schedule</li> <li>• Loss of Privileges</li> <li>• 1-2 Days ISS</li> <li>• 1-2 Days OSS</li> <li>• Principal's Warning Letter</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Confiscated for parent pickup or end of day</li> <li>• Principal's Warning Letter (if not given on first incident)</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Support Plan</li> <li>• Threat Assessment</li> <li>• Detention</li> <li>• Work Detail</li> <li>• Offer Student Services Support</li> <li>• Flexible Schedule</li> <li>• Loss of Privileges</li> <li>• 1-2 Days ISS</li> <li>• 1-3 Days OSS</li> <li>• Region Superintendent Warning Letter</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Confiscated for parent pickup or end of day</li> <li>• Offer Student Services Support</li> <li>• Region Superintendent Warning Letter</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Support Plan</li> <li>• Threat Assessment</li> <li>• Flexible Schedule</li> <li>• 1-3 Days OSS</li> </ul> |

| Behavior   | Teacher Actions<br>Documented Occurrence(s)   | 1 <sup>st</sup> Administrative Actions   | 2 <sup>nd</sup> Administrative Actions  | 3 <sup>rd</sup> Administrative Actions   |
|--|---|--|---|--|
| <b>RESPONSE TO AGGRESSION</b><br>Used when the investigation identifies a clear offender and the person responding was defending themselves either verbally or physically.   | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Contact</li> <li>• Conference with Student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Peer Mediation</li> <li>• Consult with Student Services</li> </ul> *Teachers should refer to the school's Tier 1 behavior plan one addressing student behaviors | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Offer Student Services Support</li> <li>• Support Plan</li> <li>• Peer Mediation</li> <li>• Restorative Practices</li> <li>• Detention</li> <li>• Loss of Privileges</li> <li>• 1-2 Days ISS</li> <li>• 1-3 Days OSS</li> <li>• Principal's Warning Letter</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> <li>• Offer Student Services Support</li> <li>• Support Plan</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Peer Mediation</li> <li>• Restorative Practices</li> <li>• 1-2 Days ISS</li> <li>• 1-3 Days OSS</li> <li>• Principal's Warning Letter</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> <li>• Offer Student Services Support</li> <li>• Support Plan Review</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Peer Mediation</li> <li>• Threat Assessment</li> <li>• 1-2 Days ISS</li> <li>• 1-3 Days OSS</li> <li>• Region Superintendent Warning Letter</li> </ul> |
| <b>ROBBERY (SESIR 2)</b><br>(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.<br>A key difference in Grand Theft and Robbery is that Robbery involves violence, a threat of violence or assault, and putting the victim in fear. | <ul style="list-style-type: none"> <li>• Consult with Regional Superintendent</li> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul>   |  |   |  |

| Behavior   | Teacher Actions<br>Documented Occurrence(s)  | 1 <sup>st</sup> Administrative Actions  | 2 <sup>nd</sup> Administrative Actions  | 3 <sup>rd</sup> Administrative Actions   |
|--|--|---|---|--|
| <b>ROOM CLEARING EVENTS</b><br>When a student is in a state that creates an unsafe learning environment and the other students in the room are forced to leave the learning environment.   | <ul style="list-style-type: none"> <li>Ensure students' safety.</li> <li>Contact administration immediately.</li> </ul>  | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Conference with student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Support Plan</li> <li>Offer Student Services Support</li> <li>Principal's Warning Letter</li> <li>Flexible Schedule</li> <li>Flexible Seating</li> <li>Restitution</li> <li>Threat Assessment</li> <li>1 Day ISS</li> <li>1 Day OSS</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Conference with Student</li> <li>Support Plan</li> <li>Offer Student Services Support</li> <li>Principal's Warning Letter</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Flexible Schedule</li> <li>Flexible Seating</li> <li>Restitution</li> <li>Threat Assessment</li> <li>1-3 Days OSS</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Conference with Student</li> <li>Region Superintendent Warning Letter</li> <li>Support Plan Review</li> <li>Offer Student Services Support</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>Threat Assessment</li> <li>Restitution</li> <li>2-3 Days OSS</li> <li>Change of Placement Meeting and 10 Days OSS</li> </ul> |
| <b>SEXUAL ASSAULT (SESIR 2)</b><br>An incident that includes threatened rape, fondling, indecent liberties, or child molestation. Both males and females can be victims of sexual assault.   | <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Conference with student</li> <li>Submit the Inappropriate Sexual Behavior Notification Form as part of the Title IX process</li> <li>Consult with Regional Superintendent</li> <li>Change of Placement Meeting and 10 Days OSS</li> </ul> |   |   |  |
| <b>SEXUAL BATTERY (SESIR 1)</b><br>(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. | <ul style="list-style-type: none"> <li>Parent/Guardian Conference</li> <li>Conference with student</li> <li>Submit the Inappropriate Sexual Behavior Notification Form as part of the Title IX process</li> <li>Consult with Regional Superintendent</li> <li>Change of Placement Meeting and 10 Days OSS</li> </ul> |   |   |  |

| Behavior   | Teacher Actions<br>Documented Occurrence(s) | 1 <sup>st</sup> Administrative Actions  | 2 <sup>nd</sup> Administrative Actions  | 3 <sup>rd</sup> Administrative Actions   |
|--|---|---|---|--|
| <b>SEXUAL HARASSMENT (SESIR 3)</b><br>(Undesired sexual behavior) Unwanted verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation (6A-19.008(1) SBE Rule) (Word).<br><br><b>NOTE:</b><br>The following criteria must be met in order for the behavior to be considered <b>SEXUAL HARASSMENT UNDER TITLE IX</b> : <ul style="list-style-type: none"> <li>• The conduct was sexual in nature or based on sex-stereotyping.</li> <li>• The conduct was unwelcome.</li> <li>• The conduct was sufficiently severe, pervasive, persistent, and objectively offensive.</li> <li>• The incident effectively denies the student equal access to the school's educational program or activity.</li> </ul> Please refer to:<br><b>INAPPROPRIATE SEXUAL BEHAVIOR</b> | Refer to administration                     | <b>Mandatory</b> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> <li>• Submit the Inappropriate Sexual Behavior Notification Form as part of the Title IX process.</li> <li>• Principal's Warning Letter</li> </ul> <b>Based on Severity</b> <ul style="list-style-type: none"> <li>• Support Plan</li> <li>• Flexible Schedule</li> <li>• Class Change</li> <li>• 1-2 Days ISS</li> <li>• 1-3 Days OSS</li> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul> | <b>Mandatory</b> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> <li>• Submit the Inappropriate Sexual Behavior Notification Form as part of the Title IX process.</li> <li>• Region Superintendent Warning Letter</li> </ul> <b>Based on Severity</b> <ul style="list-style-type: none"> <li>• Support Plan</li> <li>• Flexible Schedule</li> <li>• Class Change</li> <li>• 3-5 Days OSS</li> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul> | <b>Mandatory</b> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> <li>• Submit the Inappropriate Sexual Behavior Notification Form as part of the Title IX process.</li> <li>• 3-5 Days OSS</li> </ul> <b>Based on Severity</b> <ul style="list-style-type: none"> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul> |

| Behavior  | Teacher Actions<br>Documented Occurrence(s) | 1 <sup>st</sup> Administrative Actions  | 2 <sup>nd</sup> Administrative Actions   | 3 <sup>rd</sup> Administrative Actions   |
|---|---|---|--|--|
| <b>SEXUAL OFFENSES (OTHER)<br/>(SESIR 3)</b><br>(Lewdness, indecent exposure) Other sexual contact, including intercourse, without force or threat of force. Subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner. (Law enforcement must be notified to investigate.) | Refer to administration                     | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> <li>• Support Plan</li> <li>• Submit the Inappropriate Sexual Behavior Notification Form as part of the Title IX process.</li> <li>• 1-3 Days OSS</li> <li>• Principal's Warning Letter</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Flexible Schedule</li> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> <li>• Support Plan Review</li> <li>• Submit the Inappropriate Sexual Behavior Notification Form as part of the Title IX process.</li> <li>• 3-5 Days OSS</li> <li>• Region Superintendent Warning Letter</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Flexible Schedule</li> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> <li>• Submit the Inappropriate Sexual Behavior Notification Form as part of the Title IX process.</li> <li>• 5 Days OSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul> |

| Behavior  | Teacher Actions<br>Documented Occurrence(s) | 1 <sup>st</sup> Administrative Actions   | 2 <sup>nd</sup> Administrative Actions  | 3 <sup>rd</sup> Administrative Actions   |
|---|---|--|---|--|
| <p><b>SIMPLE BATTERY (SESIR 2)</b><br/>An actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual. Includes <b>PHYSICAL ATTACK</b>.</p> <p>*Lower-level incidents, including pushing, shoving, or hitting that do not cause injuries. (refer to <b>DISPUTE/ROUGH HORSEPLAY</b>).</p> | Refer to administration                     | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> <li>• Support Plan</li> <li>• Threat Assessment</li> <li>• 1-5 Days OSS</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Change of Schedule</li> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul>   | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> <li>• Support Plan</li> <li>• Threat Assessment</li> <li>• 3-5 Days OSS</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Change of Schedule</li> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul>  | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Change of Placement Meeting and 10 Days OSS</li> </ul>   |
| <p><b>STUDENT PHYSICAL CONFRONTATION W/HCPS EMPLOYEE</b><br/>Student Physical Confrontation/ School Board Employee - A student who intentionally engages in a physical confrontation involving a school board employee.</p>   | Refer to administration                     | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> <li>• Consult with Regional Superintendent</li> <li>• Principal's Warning Letter</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Offer Student Services Support</li> <li>• Flexible Schedule</li> <li>• Schedule Change</li> <li>• Threat Assessment</li> <li>• Support Plan</li> <li>• 1 -3 Day OSS</li> <li>• Change Of Placement Meeting and 10 Days OSS</li> </ul> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> <li>• Support Plan</li> <li>• Threat Assessment</li> <li>• Offer Student Services Support</li> <li>• Region Superintendent Warning Letter</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• Flexible Schedule</li> <li>• Schedule Change</li> <li>• 2-5 Days of OSS</li> <li>• Change Of Placement Meeting and 10 Days OSS</li> </ul> | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> <li>• Threat Assessment</li> <li>• Offer Student Services Support</li> </ul> <p>Based on Severity</p> <ul style="list-style-type: none"> <li>• 3-5 Days OSS</li> <li>• Change Of Placement Meeting and 10 Days OSS</li> </ul> |

| Behavior   | Teacher Actions<br>Documented Occurrence(s) | 1 <sup>st</sup> Administrative Actions   | 2 <sup>nd</sup> Administrative Actions  | 3 <sup>rd</sup> Administrative Actions  |
|--|---|--|---|---|
| <b>THREAT/INTIMIDATION (SESIR 3)</b><br>(Instilling fear in others) An incident where there was no physical contact between the offender and victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats and verbal threats of physical harm which are made in person, electronically or through any other means.<br><br>Criteria coming this summer. | Refer to administration                     | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> <li>• Threat Assessment</li> <li>• 1-3 Days OSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Change Of Placement Meeting and 10 Days OSS</li> </ul>  | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• Offer Student Services Support</li> <li>• Threat Assessment</li> <li>• 3-5 Days OSS</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Change Of Placement Meeting and 10 Days OSS</li> </ul>  | Mandatory <ul style="list-style-type: none"> <li>• Change Of Placement Meeting and 10 Days OSS</li> </ul>   |
| <b>TOBACCO (SESIR 3)</b><br>(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.<br>Tobacco incidents cannot be Drug-related.  | Refer to administration                     | Possession/Use<br><b>Mandatory</b> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• 1-2 Day ISS</li> <li>• Student participates in the “Tobacco Online Program” and submits a certificate of completion.</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Offer Student Services Support</li> <li>• Support Plan</li> </ul> <b>Sales/Distribution</b><br><b>Mandatory</b> <ul style="list-style-type: none"> <li>• Principal’s Warning Letter</li> <li>• 1-3 Days OSS</li> </ul> | Possession/Use<br><b>Mandatory</b> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• 2 Days ISS</li> <li>• Student participates in the “Tobacco Online Program” and submits a certificate of completion. 2<sup>nd</sup> course</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• Offer Student Services Support</li> <li>• Support Plan</li> </ul> <b>Sales/Distribution</b><br><b>Mandatory</b> <ul style="list-style-type: none"> <li>• Region Superintendent Warning Letter</li> <li>• 3-5 Days OSS</li> </ul> | Possession/Use<br><b>Mandatory</b> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• 1-3 Days OSS</li> </ul> <b>Sales/Distribution</b><br><b>Mandatory</b> <ul style="list-style-type: none"> <li>• 5 Days OSS</li> </ul> |



| Behavior   | Teacher Actions<br>Documented Occurrence(s) | 1 <sup>st</sup> Administrative Actions  | 2 <sup>nd</sup> Administrative Actions  | 3 <sup>rd</sup> Administrative Actions  |
|--|---|---|---|---|
| <b>TRESPASSING (SESIR 3)</b><br>(Illegal entry onto campus) To enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus, without authorization or invitation and with no lawful purpose for entry.   | Refer to administration                     | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• 1-2 Days ISS</li> <li>• 1-3 Days OSS</li> </ul>  | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> </ul> Based on Severity           1. 1-3 Days OSS   | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• 3 Days OSS</li> </ul>  |
| <b>UNAUTHORIZED PHYSICAL ACCESS/SAFETY &amp; SECURITY VIOLATION</b><br>Unauthorized access includes entering or assisting others in entering any school building, room, or restricted area without proper permission. This includes opening doors or gates to allow unauthorized individuals access to the school, using another person's credentials to gain entry, or bypassing security measures.<br><br>Unauthorized access is a serious violation that compromises the safety and security of the school community. | Refer to Administration                     | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> <li>• Principal's Warning Letter</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• 1-2 Days ISS</li> <li>• 1-3 Days OSS</li> <li>• Change Of Placement Meeting and 10 Days OSS</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> <li>• Region Superintendent Warning Letter</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• 3-5 Days OSS</li> <li>• Change Of Placement Meeting and 10 Days OSS</li> </ul> | Mandatory <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> </ul> Based on Severity <ul style="list-style-type: none"> <li>• 3-5 Days OSS</li> <li>• Change Of Placement Meeting and 10 Days OSS</li> </ul> |

| Behavior   | Teacher Actions<br>Documented Occurrence(s)  | 1 <sup>st</sup> Administrative Actions   | 2 <sup>nd</sup> Administrative Actions   | 3 <sup>rd</sup> Administrative Actions   |
|--|--|--|--|--|
| <b>VAPE/PRODUCTS</b><br>The possession, use, distribution, or sale of vape products and vape/vaping related products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 18.<br><br>*If confirmed illegal substance, refer to <b>DRUG USE OR POSSESSION.</b> | Report to administration   | <b>Possession/Use</b><br><b>Mandatory</b> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• 1-2 3 Day ISS</li> <li>• Student participates in the “Tobacco Online Program” and submits a certificate of completion.</li> </ul><br><b>Based on Severity</b> <ul style="list-style-type: none"> <li>• Offer Student Services Support</li> <li>• Support Plan</li> </ul><br><b>Sales/Distribution</b><br><b>Mandatory</b> <ul style="list-style-type: none"> <li>• Principal’s Warning Letter</li> <li>• 1-3 Days OSS</li> </ul> | <b>Possession/Use</b><br><b>Mandatory</b> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• 2 Days ISS</li> <li>• Student participates in the “Tobacco Online Program” and submits a certificate of completion. 2<sup>nd</sup> course</li> </ul><br><b>Based on Severity</b> <ul style="list-style-type: none"> <li>• Offer Student Services Support</li> <li>• Support Plan</li> </ul><br><b>Sales/Distribution</b><br><b>Mandatory</b> <ul style="list-style-type: none"> <li>• Region Superintendent Warning Letter</li> </ul> 3-5 Days OSS | <b>Possession/Use</b><br><b>Mandatory</b> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with student</li> <li>• 1-3 Days OSS</li> </ul><br><b>Sales/Distribution</b><br><b>Mandatory</b><br>5 Days OSS   |
| <b>Violation of Class/School Rules</b><br>Violation of posted or written class rules that are not necessarily disruptive behavior. Running in hallways, climbing on furniture, or other actions that could cause harm.   | <b>Mandatory</b> <ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Parent/Guardian Contact</li> <li>• Conference with Student</li> </ul><br><b>Based on Severity</b> <ul style="list-style-type: none"> <li>• Behavior Plan</li> <li>• Loss of Privileges</li> <li>• Consult with Student Services</li> </ul><br>*Teachers should refer to the school’s Tier 1 behavior plan one addressing student behaviors | <b>Mandatory</b> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> </ul><br><b>Based on Severity</b> <ol style="list-style-type: none"> <li>1. Work Detail or Detention</li> <li>2. 1 Day ISS</li> <li>3. Loss of Privileges</li> <li>4. Restorative Practices</li> <li>5. Offer Student Services Support</li> </ol>   | <b>Mandatory</b> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> </ul><br><b>Based on Severity</b> <ul style="list-style-type: none"> <li>• Work Detail or Detention</li> <li>• 1-2 Day ISS</li> <li>• Loss of Privileges</li> <li>• Restorative Practices</li> <li>• Offer Student Services Support</li> </ul>  | <b>Mandatory</b> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> <li>• Conference with Student</li> <li>• Offer Student Services Support</li> </ul><br><b>Based on Severity</b> <ul style="list-style-type: none"> <li>• 1-2 3 Day ISS</li> <li>• 1-2 Days OSS</li> </ul> |

| Behavior   | Teacher Actions   | 1 <sup>st</sup> Administrative Actions | 2 <sup>nd</sup> Administrative Actions | 3 <sup>rd</sup> Administrative Actions |
|--|---|--|--|--|
| <b>WEAPONS POSSESSION (SESIR 2)</b><br>(Possession of firearms and other instruments which can cause harm)<br>Possession of a firearm or any instrument or object that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm.<br><br>Criteria coming this summer.<br><br>*Refer to <b>POSSESSION OF AN INAPPROPRIATE OBJECT</b> | <b>Documented Occurrence(s)</b> <ul style="list-style-type: none"> <li>Consult with Regional Superintendent</li> <li>Change of Placement Meeting and 10 Days OSS</li> </ul> |  |  |  |

## **APPENDIX**

### **Links to Policies**

[HCPS Student/Parent Rights Policy – 5780](#)

[HCPS Attendance Policy - 5200](#) F.S. [1002.20](#), [1003.21](#), [1003.24](#), [1003.26](#), [1003.27](#)

[HCPS Late Arrival and Early Dismissal Policy - 5230](#)

[HCPS Religious/Patriotic Ceremonies and Observations Policy - 8800](#)

[HCPS The American Flag Policy - 8810](#)

[HCPS MTSS School Board Policy - 5411](#)

The State of Florida has mandated that MTSS be developed and implemented by all school districts (e.g., FLA. STAT. §§ [1003.41](#), [1003.4156](#), [1003.53](#), [1008.22](#), [1008.25](#); FLA. ADMIN. CODE [6A-6.053](#), [6A-6.0331](#), [6A-6.03018](#)).

[Removal, Suspension & Expulsion of Students, General Provisions - 5610](#)

[HCPS Policy 5605 – Suspension/Expulsion of Students with Disabilities](#)

[HCPS Student Conduct Policy 5500](#) F.S. [1006.07](#), [1006.13](#) [F.A.C. 6A-1.0404](#)

[HCPS Student Discipline Policy 5600](#)

[HCPS Board Policy 8415 - Threat Assessment Teams](#)

[HCPS Board Policy 5517.01 - Bullying and Harassment](#)

Florida Statute [985.12](#) gives law enforcement authorization to issue a civil citation in lieu of arrest.

[Bring Your Own Device Procedures](#)

[HCPS Student Network and Internet Acceptable Use Policy - 7540.03](#)

[HCPS Access to Technology Resources from Personal Communication Devices Policy - 7542](#)

[HCPS Due Process Rights Policy - 5611](#)

[HCPS Complaints Against Instructional Staff Members Policy - 3139](#)

[HCPS Public Complaints Policy - 9130](#)

HCPS Board Policies protecting the Civil Rights of our Students:

- [2260.03 Racial Equity](#)
- [2260 Nondiscrimination and Access to Equal Educational Opportunity](#)
- [2260.01 Section 504/ADA Prohibition Against Discrimination Based on Disability](#)
- [5517.01 Bullying and Harassment](#)
- [5517](#), [3310](#), & [4310](#) Anti-Harassment
- [3310](#) & [4310](#) Freedom of Speech Outside of the Workplace

[HCPS Nondiscrimination Grievance Procedure Policy - 2260.02](#)

[HCPS Investigations and Interviews Policy - 5540](#)

[HCPS Search and Seizure Policy - 5771](#)

**School Board**

Jessica Vaughn, Chair  
 Karen Perez, Vice Chair  
 Nadia T. Combs  
 Lynn L. Gray  
 Stacy A. Hahn, Ph.D.  
 Patricia "Patti" Rendon  
 Henry "Shake" Washington



**Superintendent**  
 Van Ayres

## Student Code of Conduct Acknowledgement Form

I have been notified that I can review the Student Code of Conduct online at: <http://www.sdhc.k12.fl.us/conduct>

I have received, read, understand and agree to abide by the Student Code of Conduct

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

I/we have read the Student Code of Conduct and discussed it with my student.

\_\_\_\_\_  
 Parent/Guardian's Signature

\_\_\_\_\_  
 Date

**The Student Code of Conduct has been established to communicate the expectations for student behavior at school or school activities. Failure to return this acknowledgement will not relieve a student or the parent/guardian(s) from the responsibility of abiding by the Code of Conduct.**

**Consejo Escolar**

Jessica Vaughn, Chair  
 Karen Perez, Vice Chair  
 Nadia T. Combs  
 Lynn L. Gray  
 Stacy A. Hahn, Ph.D.  
 Patricia "Patti" Rendon  
 Henry "Shake" Washington



**Superintendente**  
 Van Ayres

## Código de Conducta del Estudiante Formulario de Reconocimiento

He sido notificado que puedo revisar el Código de Conducta del Estudiante en el internet al:  
<http://www.sdhc.k12.fl.us/conduct>

He recibido, leído, entendido y aceptado cumplir con el Código de Conducta del Estudiante.

\_\_\_\_\_  
 Firma del estudiante

\_\_\_\_\_  
 Fecha

He / hemos leído y discutido el Código de Conducta del Estudiante con mi hijo(a).

\_\_\_\_\_  
 Firma del padre/madre / tutor

\_\_\_\_\_  
 Fecha

**El Código de Conducta del Estudiante se ha establecido para comunicar lo que se espera de los estudiantes en cuanto a comportamiento se refiere, ya sea en la escuela o en actividades escolares. El no devolver esta forma de reconocimiento no exime al estudiante, padres o tutor de la responsabilidad y obligación de cumplir con el Código de Conducta del Estudiante.**