

Q. Does my attendance affect my participation in athletics or extracurricular activities?

A. If you are not present for more than half of the school day on the day of an event, due to any undocumented absence, you may not participate in the athletic or extracurricular event. If you are suspended from school, you may not participate in any school-related function.

SECTION V / STUDENT DISCIPLINE

The School District of Manatee County recognizes that a safe, orderly, and supportive learning environment is the result of caring relationships and quality instruction. It is the responsibility of the district to help foster such environments by implementing clear, appropriate, fair, and consistent expectations and consequences for all schools and classroom teachers to construct and carry out their behavior support plans. For these plans to be optimally effective, schools and classrooms must in turn, have the latitude to work within established guidelines to create positive behavioral intervention systems which support the unique needs of their students, families, and communities. Our philosophy of discipline in the School District of Manatee County is rooted in the development of positive relationships with our students and families. We believe that students should have a chance to learn from their mistakes and the opportunity to restore any damaged relationships with peers and adults. Our discipline practices encompass preventative and early intervention measures that seek to strengthen relationships and build positive communities, so that misbehavior is less likely to occur or continue.

MISCONDUCT THAT REQUIRES SPECIFIC CONSEQUENCES

Acts that require specific consequences include the following:

- Possession or Use of Illegal Drugs or Alcoholic Beverages
- Possession or Use of Tobacco Products
- Bullying or Harassment
- Dating Violence and Abuse
- Threats Against Schools
- Chemical or Biological Attacks or Threats
- Possession of Guns, Weapons, or Dangerous Objects
- Gang Activity
- Violent Acts Resulting in Serious Injury
- Making False Accusations or Reports

Drugs and Alcoholic Beverages

Use of a drug authorized by a medical prescription from a registered physician for a specific student shall not be considered a violation of this rule. However, all procedures found in the School District of Manatee County's medication policy must be followed.



You shall not knowingly possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any other controlled or synthetic substance defined in [F.S. 893.03](#), or substitute for such, hemp, Cannabidiol (CBD), alcoholic beverage (including powdered alcohol), inhalant or intoxicant, or over the counter drugs of any kind. This applies to you on the school grounds before, during, or after school hours, or off the school grounds on a school bus, bus stop, at a school activity, function, or event. Also, you shall not possess, have under your control, sell or deliver any device, or contrivance, instrument or paraphernalia containing the substance or substances described in this paragraph, or any residue of such substance, or devices intended for use or used in injecting, inhaling/huffing, smoking, administering, or using any of the foregoing prescribed drugs, narcotics or stimulants.

Possession, Use, Under the Influence

For substances that are not considered over-the-counter, the first offense for possession, use, or under the influence will result in up to a ten (10) day suspension. The principal or designee may offer to reduce your suspension to 5 days providing you and a parent or guardian attend and complete the district's SAFE (Substance Abuse and Family Education) Program. For a second offense of possession, use, or under the influence, you will be automatically suspended for up to 10 days and a recommendation for expulsion or reassignment to an alternative placement may be made to the Superintendent or designee.

Selling, Purchasing, Providing, Distributing, & Receiving

If you buy, sell, trade, provide, negotiate, receive, or engage in any drug or alcohol-related transaction at school, at a school activity, at a school bus stop or on a school bus - even if the sale or purchase does not actually take place - you will be suspended for up to 10 days and a recommendation for expulsion or reassignment to an alternative placement will be made to the Superintendent or designee. Providing or receiving Over The Counter drugs to other students may be considered a Level 2 infraction for endangerment, while providing others with medication prescribed to you (or others) may be considered a Level 4 offense that is subject to a suspension of up to 10 days.

Fake Drugs

If you are caught possessing or distributing a substance that is represented to be an illegal drug you may be suspended for up to 10 days or recommended for a disciplinary reassignment to another school or program.

Possession or Use of Tobacco

Possession or use of tobacco by minors is illegal. If you are caught smoking or in possession of tobacco, the School Resource Officer or other law enforcement officer may give you a written citation. In addition to possible fines, if you are caught using or possessing any form of tobacco, including electronic cigarettes at school, at any school-sponsored activity, at a school bus stop or on the school bus, you will receive a disciplinary consequence. Tobacco or nicotine products include cigars, cigarettes, dip, snuff, dissolvable tobacco products (e.g. gum, mints, or dissolvable strips) and electronic smoking devices. **Additionally, any electronic smoking device is subject to field-testing for illicit substances and may be permanently confiscated.**



| Drug and Alcohol Offenses | | | |
|---|-------------------------------|----------------------|----------------------------|
| Over the Counter Drugs and Medications | | | |
| | 1st Offense | 2nd Offense | Subsequent Offenses |
| Possession | Level 1 | Level 2 | Level 3 |
| Misuse | Level 2 | Level 3 | Level 4 |
| Providing or Receiving | Level 2 | Level 3 | Level 4* |
| Selling or intent to sell/buy | Level 4* | Level 4* | Level 4* |
| Prescription Drugs (prescribed to the student) | | | |
| Possession | Level 2 | Level 3 [†] | Level 4 |
| Misuse | Level 3 [†] | Level 4 | Level 4 |
| Providing or Receiving | Level 4 | Level 4* | Level 4* |
| Selling or intent to sell/buy | Level 4* | Level 4* | Level 4* |
| Illegal and Illicit Drugs | | | |
| Possession | Level 3 [†] | Level 4* | Level 4* |
| Use or under the influence | Level 3 [†] | Level 4* | Level 4* |
| Providing or Receiving | Level 4* | Level 4* | Level 4* |
| Selling or intent to sell/buy | Level 4* | Level 4* | Level 4* |
| Alcohol | | | |
| Possession | Level 3 [†] | Level 4* | Level 4* |
| Use or under the influence | Level 3 [†] | Level 4* | Level 4* |
| Providing or Receiving | Level 4* | Level 4* | Level 4* |
| Selling or intent to sell/buy | Level 4* | Level 4* | Level 4* |

* Student is automatically suspended for up to 10 days and reassigned to an alternative program

† Student is offered the SAFE program to assist with any substance use issue



Bullying and Harassment

Conduct that constitutes bullying or harassment, as defined below, is prohibited.

Bullying is the mistreatment of an individual or group characterized by a willful intent to cause harm and a perceived advantage in power. These acts can be socially, emotionally, or physically damaging in nature, to include, but not limited to: teasing, name calling, rumor spreading, exclusion, intimidation, threats, damaging personal property, stealing, public or private humiliation, stalking, pushing, shoving, or other physical attacks, and sexual, religious, or racial/ethnic harassment. Harassment involves any threatening, insulting, or dehumanizing act or gesture, which places an individual in reasonable fear of harm to his or her person or damage to his or her property; has the effect of substantially interfering with an individual's educational performance, opportunities, or benefits; or has the effect of substantially disrupting the orderly operation of a school or activity.

Both bullying and harassment are prohibited at school, during school-related activities (whether on or off campus), on the school bus, at school bus stops, and through the use of computers or other electronic devices, which is known as cyberbullying. Cyberbullying and harassment are also prohibited through off-campus Internet posting, phone calls, or text messaging - if such behavior disrupts the orderly environment of any district school or activity or interferes with the educational opportunities of others.

If you engage in bullying or harassment, the consequences and appropriate remedial action may range from positive behavioral interventions up to and including suspension, reassignment to an alternative program, and expulsion. More severe or persistent infractions will result in more intensive interventions and administrative actions. Additionally, the appropriate school administrator or designee will report to the victim's parents any incident of bullying or harassment once an investigation of an incident has been initiated. Bullying should be reported to the appropriate school administrator or through the [School District of Manatee County's anonymous reporting system](#).

Hazing

Hazing is defined by [F.S. 1006.135](#) as 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. Hazing includes, but is not limited to:

- (a) pressuring, coercing, or forcing a student to:
 - 1. Violate state or federal law
 - 2. Consume any food, liquor, drug, or other substance; or
 - 3. Participate in physical activity that could adversely affect the health or safety of the student.
- (b) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.



Dating Violence or Abuse

Conduct that constitutes dating violence and abuse as defined below is prohibited. Dating violence is a pattern of verbal, physical, emotional, or sexual violence or abuse used by one person in a current or past relationship to exert power and control over the other person. Abuse may include insults, coercion, social sabotage, sexual harassment, threats or acts of physical or sexual abuse. The abusive partner uses this pattern of violent or coercive behavior to gain power and maintain control over the other person.

School employees are required to report to the principal or designee suspected cases of dating violence or abuse. Students should report suspected cases of dating violence or abuse to the principal or designee and may do so anonymously. Student victims should report any incidents of dating violence or abuse to the principal or designee as soon after it occurs as possible.

The principal or designee will immediately conduct an investigation of the allegation and proceed under paragraph L. PROCEDURES FOR SUSPENSION AND EXPULSION. If the principal or designee determines a student is guilty of dating violence or abuse, the student will be suspended from school for up to 10 days and may, where appropriate, be recommended for assignment to another school or program as an accommodation for the victim. Suspected criminal conduct will be reported to law enforcement.

The District Health Education Curriculum for grades 7-12 will include a component on teen dating violence and abuse, with emphasis on prevention education.

Threats Against Schools

If you are involved in making a destructive device, fake destructive device, or planning the use of such a device, either at school, or at a school activity, or while you are at school or at a school activity, you will be suspended for up to 10 days, recommended for expulsion, and reported to law enforcement for prosecution. The same actions will be taken if you make a threat by any means against the school, school property, school personnel, or students, regardless of any disruption on campus or any school-related function. This includes direct, veiled, or implied threats communicated verbally, in writing, or through social media platforms. If you make any such threat, you will be referred to your school's threat assessment team. This team is charged with helping to ensure the safety of all persons in your school and will take steps that may include interviews with friends, teachers, staff, parents, or employers regarding any concerns they may have. The threat assessment team is also responsible for making referrals for mental health services and to law enforcement for continued investigation, if you pose a concern or threat to the school or any member of the school community.

Reporting Threats or Suspicious Activity

Students, parents, staff, or any individual may report threats, or any concerning behaviors exhibited by a member of our school community. All persons are strongly encouraged to be vigilant of potential signals, warning signs, and threats and to not hesitate in reporting their concerns immediately. This is particularly true of online or social media posts. [FortifyFL](#) is an app specifically designed by the State of Florida to assist in reporting suspicious or concerning behavior, which may be downloaded to your mobile device for immediate reporting.



NOTE: If you make a threat or false report - to include a bomb threat, bomb threat hoax, or a knowingly false report - concerning the use of a destructive device or firearm in a violent manner, as defined by [F.S. 790.162](#) and [790.163](#), involving a school or school personnel's property, school transportation, or a school-sponsored activity, you may be expelled (with or without continuing education services) from your regular school for a period of not less than one full year, as well as referred for criminal prosecution and mental health services identified by the school district, pursuant to F.S. 1012.584(4) for evaluation or treatment, when appropriate ([1006.07](#) (2) (l) F.S.). The Superintendent may consider the expulsion requirement on a case-by-case basis and request the School Board to modify the requirement by assigning you to a disciplinary program, if it is determined to be in the best interest of you and the school system. Commission of either of these offenses is a second-degree felony, punishable by up to 15 years imprisonment and a \$10,000 fine. The School Board must maintain a policy for all threats to commit violence or harm. Even threats made in jest or in exaggeration must be treated as serious and may subject you to suspension, reassignment, or expulsion. If you make a threat of violence, the school administration will assess the situation and where appropriate, take administrative action.

Violent Acts

If you violently attack a School Board employee or any other person or act as a decoy in a violent attack at school, a school function, on the bus or at a bus stop, you will be suspended from school for up to 10 days and may face a recommendation for expulsion or reassignment to an alternative program. If you are charged with violently attacking another person somewhere else other than school, you may be removed from the general education program and administratively assigned to another program if your principal believes your presence on campus may be disruptive or pose a concern for the safety of students or staff.

Possession of Firearms and Weapons

According to Florida Statute [790.115](#)(2)(a) students will not possess any firearm, destructive device, or other weapon as defined in [F.S. 790.001](#)(13) and/or listed under Category A (below). Federal and state laws require you be expelled from school, with or without continuing educational services, for a period of not less than one full year, referred to mental health services identified by the school district, pursuant to F.S. 1012.584(4), and referred for criminal prosecution if you bring a firearm or a weapon to school, to any school function, or onto any school sponsored transportation, or if you possess a firearm or weapon at school. Expulsion is required, even if you brought the firearm or weapon for self-defense. The School Board may assign you to a disciplinary program for the purpose of continuing educational services during the period of expulsion. The Superintendent may consider the expulsion requirement on a case-by-case basis and request the School Board to modify the requirement by assigning you to a disciplinary program or other appropriate consequence, if it is determined to be in the best interest of you and the school system.

NOTE: Per [F.S. 790.115](#), the School District of Manatee County strictly prohibits any firearms from being stored in student vehicles parked on any school grounds or at any school-sponsored event. Your principal may give you written permission to possess a gun or weapon while on campus or at a school function when the gun or weapon is part of the curriculum of the school. An example of this is when a gun or rifle may be part of JROTC drill and firing ranges. If you bring weapon-like contraband to school, to any school function, or onto any school sponsored transportation, or if you use any non-weapon as a weapon to threaten or injure others, you may be suspended for up to 10 days and possibly recommended for alternative placement, expulsion, and referred for criminal prosecution.



WEAPONS AND FIREARMS

Category A

Mandatory Alternative Placement or Expulsion

F.S. 1006.13 and F.S. 790.001(6)(13)

- a. Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- b. The frame or receiver of any such weapon described above;
- c. Any firearm muffler or firearm silencer;
- d. Any machine gun;
- e. Any destructive device as defined by F.S. 790.001(4) including but not limited to bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing an explosive, incendiary, or poison gas;
- f. Any type of weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive and which has a barrel with a bore of ½ inch or more in diameter;
- g. Knife or dirk (excluding common pocket knife, plastic knife and blunt bladed table knife);
- h. Metallic or other knuckles;
- i. Slingshot - a striking weapon consisting of weight or other hard object affixed on a flexible handle or strap;
- j. Billy club;
- k. Flare gun;
- l. Tear gas gun, except a self-defense chemical spray carried solely for the purpose of self-defense in a compact size and containing not more than 2 ounces of chemical.
- m. Chemical weapon or device or any other deadly weapon.
- n. Electric weapon or device.

WEAPON-LIKE CONTRABAND

Category B

Suspension or Alternative Placement or Expulsion

F.S. 1006.13 and F.S. 790.001(6)(13)

- a. Slingshot;
- b. Fireworks;
- c. Razorblade/razor;
- d. Any knife or bladed instrument not covered in Category A;
- e. Non-weapons used as weapons: A student using as a weapon any article or substance not normally considered to be a weapon (including but not limited to rocks, pens, pencils, lasers, chains, lumber, screwdriver, etc.) or facsimile (toy or otherwise) but which is used by a student as a weapon to intimidate, threaten, coerce or injure another individual shall be suspended and may be recommended for expulsion.
- f. Any replica or facsimile of any item listed in Categories A or B, including toys, souvenirs, antiques, broken, or inoperable weapons, including but not limited to bb guns, pellet guns, paint guns, squirt guns, regardless of how they are used or displayed.
- g. Ammunition and any component thereof, including but not limited to bullets, shotgun shells, bullet casings, magazines, or clips.

In addition to the administrative actions listed in the Code of Student Conduct, possession of weapon-like contraband by any student while the student is on school property or in attendance at a school function may also result in criminal prosecution (F.S. 790.115).



Gang Activity

No student shall commit any act which promotes gangs or gang-related activities. A criminal street gang is a formal or informal organization or group that has as one of its primary activities the commission of criminal or delinquent acts and consists of three or more persons who have a common name or common identifying signs or symbols and have one or more members who engage in a pattern of criminal street gang activity. Conduct prohibited by this policy includes but is not limited to the following:

- a. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs or other items which may be evidence of membership or affiliation in any gang.
- b. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) to convey membership or affiliation in a gang.
- c. Soliciting others for gang membership.
- d. Tagging, or otherwise defacing school or personal property with gang or gang-related symbols or slogans.
- e. Requiring payment of protection, insurance, or otherwise intimidating or threatening any person related to gang activity.
- f. Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity.
- g. If you commit any gang-related activity while at school, a school activity, school bus stop, or on a school bus, you will be suspended from school for up to 10 days. If you commit a second gang-related activity while under the jurisdiction of the school district that can be documented by law enforcement, you may be assigned to an alternative program or face expulsion.

“Sexting”

If while under the jurisdiction of the school district you post, send or forward to anyone else a nude or sexually revealing images of a person through the Internet or text message, or if you show such images to other people, you may be suspended from school and possibly be recommended for reassignment or expulsion. You may also be subject to arrest for violation of child pornography laws if the student in the photo is a minor. If you are found to have sent any such images or messages to other members of the school community regardless of time or location, you still may be subject to school-based consequences under Florida cyberbullying and harassment laws ([F.S. 1006.147](#)).

Making False Accusations

If you intentionally make false accusations that jeopardize the professional reputation, employment or professional certification of a teacher or other member of the school staff, you will be suspended for up to 10 days and may be recommended for assignment to an alternative school or for expulsion.

MISCONDUCT THAT MAY RESULT IN DISCIPLINE

You are expected to behave during the time you are at school, at school activities, at the school bus stop and on the school bus. You may be disciplined if you do anything during those times or attempt to do anything that violates a school rule or that may:

- Hurt, harass or threaten others,
- Damage property,
- Disrupt class, school or a school activity,
- Be dishonest or
- Violate a criminal law or state statute.



You may be subject to disciplinary action even if your conduct occurs off campus but is connected to activities or incidents that occurred on campus or at a school activity, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Discipline Matrix for Schools

The discipline matrix is a tool that helps ensure a consistent and progressive response to discipline across all SDMC schools. In the 2018-2019 school year, the SDMC introduced a discipline matrix for both middle and high schools. Beginning with the 2021-2022 school year, the district adopted separate matrices for grades PK-2 and grades 3-5 at the elementary level.

The below incident codes and corresponding types of offenses represent the different types of infractions found in our FOCUS student information system. These larger infraction headings encompass the full range of student misconduct and include more specific behaviors (such as cutting in the lunch line or using profanity). **Each offense may be met with a range of appropriate consequences that escalate with each successive infraction of that offense. The matrix does not necessarily call for every intervention or consequence listed, but rather reflects a range of appropriate possibilities, considering any mitigating factors. All Office Discipline Referrals are also met with a phone call home to your parent(s), in addition to any consequences outlined in the matrix.**

Once the type of offense is located on the left-hand side of the matrix, simply follow that row to the right to see which consequences and interventions are considered appropriate for the number of times that specific offense has been repeated. You may use the key below for proper identification of the specific types of administrative action found on the matrix.

| Action Code | Administrative Action Type | Action Code | Administrative Action Type |
|-------------|--|-------------|------------------------------------|
| ASD | After School Detention | LDT | Lunch Detention |
| ALT | Alternative Placement Referral | S | Other SESIR Defined |
| AOS | Alternative to OSS | OSS | Out of School Suspension |
| AWD | Assign Work Detail | PCN | Parent Conference |
| BSD | Before School Detention | PPH* | Parent(s) Phoned |
| BCM | Behavior Contract Made | PWR | Parent(s) Written |
| CUP | Clean Up – Vandalism | PMD | Peer Mediation |
| CMS | Community Service | RGU | Referred to Guidance |
| CFS | Confiscation | RLW | Referred to Law Enforcement |
| CFR | Conflict Resolution (includes NCO) | RTI | Response to Intervention (MTSS) |
| CAW | Counseled and Warned | RES | Restitution |
| DIS | Other District Defined (such as contracts, intervention courses) | SPH | Susp. Extended, Pending Hearing |
| EXS | Extra School | ISC | Susp. Until Parent Conf. – ISS |
| FIN | Fine Charged | OSC | Susp. Until Parent Conf. – OSS |
| ISS | In-School Suspension | SBS | Suspended from Bus |
| LOA | Letter of Apology | TMO | Time Out |
| LPP | Loss of Parking Privileges | Zero | Student receives no grade for work |
| LOP | Loss of Privileges | | |

* All Office Discipline Referrals are to be met with attempted telephone contact with the enrolling parent



SDMC Elementary School Discipline Matrix – Grades PK-2

| Incident Code | Offense Type | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense | Subsequent Offenses |
|-------------------------|--|--|-------------------------------|----------------------------------|--------------------------------|------------------------------------|
| LEVEL 1 OFFENSES | | | | | | |
| AT | Attendance Violation | No Referral – work with parents to resolve attendance issues | | | | |
| DB | Disruptive Behavior | CAW | LOP, PWR, TMO | PCN, LOP, ISS, RGU, TMO | LDT, LOP, PCN, RTI 1 Day ISS | LOP, PCN, RTI, 1 Day ISS |
| DC | Dress Code Violation | No referral – work with parents to resolve any issues regarding appropriate attire | | | | |
| DO | Disrespect Towards Others | CAW, LOA | LOA, LOP | CFR, LOA, LOP, PWR, RGU | CFR, LDT, LOP, PCN, RTI, TMO | LOP, PCN, RTI, 1 Day ISS |
| FS | Failure to Serve Consequence | CAW | LOP, PWR | LOP, PCN | LDT, LOP, PCN, RTI | LOP, PCN, RTI, 1 Day ISS |
| HP | Horseplay | CAW | CAW, LOP | LOP, PWR, RGU, TMO | LDT, LOP, PCN, RTI, TMO | LOP, PCN, RTI, 1 Day ISS |
| ID | Identification Infraction | No Referral – Parents must pay for lost or replacement ID badges | | | | |
| IN | Inappropriate Behavior (Minor) | CAW | LOP | LOP, PWR, RGU, TMO | LDT, LOP, PCN, RTI, TMO | LOP, PCN, RTI, 1 Day ISS |
| MV | Medication Policy Violation | CAW | LOP, PWR, PCN | LOP, PCN | LDT, LOP, PCN, RTI | LOP, PCN, RTI, 1 Day ISS |
| TA | Tardies, Habitual | - | - | - | - | - |
| TE | Technology – Inappropriate or Unauthorized Use | CAW | LOP, PWR | LOP, PCN | LDT, LOP, PCN, RTI, TMO | LOP, PCN, RTI, 1 Day ISS |
| LEVEL 2 OFFENSES | | | | | | |
| AN | Aggression, Non-Physical | CAW, CFR, LOA, TMO | CFR, LOA, LOP, PWR, RGU, TMO | LOP, PCN, RGU, RTI, 1 Day ISS, | LOP, PCN, RTI, 1-2 Days ISS, | 1 Day OSS, LOP, PCN, ALT |
| BL | Bullying, Non-SESIR | CAW, CFR, LOA, TMO | CFR, LOP, PWR, RGU, 1 Day ISS | BCM, LOP, PCN, RTI, 1-2 days ISS | BCM, DIS, LOP, PCN, 1 Day OSS | ALT, LOP, 1-2 Days OSS |
| CH | Cheating | LOP, Zero, | LOP, PWR, Zero, | LOP, PCN, PWR, RGU, TMO, Zero | LDT, LOP, PCN, RTI, TMO, Zero, | LOP, PCN, Zero, 1 Day ISS |
| CO | Contraband, Possession | CAW, CFS, LOP, | CFS, LOP, PWR, RGU, TMO | CFS, LOP, PCN, RGU, TMO | CFS, LOP, PCN, RTI, 1 Day ISS | ALT, CFS, LOP, PCN, RTI, 1 Day ISS |
| DF | Defiance | CAW, LOA, LOP | LOA, LOP, PWR, RGU, TMO | BCM, LOP, PCN, RGU, RTI, TMO | DIS, LOP, PCN, RTI, 1 Day ISS | ALT, LOP, PCN, RTI, 2 Days ISS |



| Incident Code | Offense Type | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense | Subsequent Offenses |
|---------------|---------------------------------------|-------------------------------------|-----------------------------------|-----------------------------------|---|--|
| DA | Disrespect towards Staff or Authority | CAW, LOA, LOP | LOA, LOP, PWR, RGU, TMO | BCM, LOP, PCN, RGU, RTI, TMO | DIS, LOP, PCN, RTI, 1 Day ISS | ALT, LOP, PCN, RTI, 2 Days ISS |
| EC | Electronic Cigarette Possession | CFS, PCN, RLW | CFS, PCN, RLW, RTI, 1 Day ISS | CFS, PCN, RLW, RTI, 1 Day OSS | Contact DCF | - |
| EN | Endangerment | CAW, LOA, LOP | LOP, PWR, RGU, TMO | LOP, PCN, RGU, RTI, TMO | LOP, PCN, RTI, 1 Day ISS | ALT, LOP, PCN, RTI, 2 Days ISS |
| IN | Inappropriate Behavior (Major) | CAW, LOP, TMO | LOP, PWR, RGU, TMO | BCM, LOP, PCN, RGU, RTI, TMO | DIS, LOP, PCN, RTI, 1 Day ISS | ALT, LOP, PCN, RTI, 2 Days ISS |
| HA | Harassment, Non-SESIR | CAW, LOP, TMO | LOP, PWR, RGU, TMO | BCM, LOP, PCN, RGU, RTI, TMO | DIS, LOP, PCN, RTI, 1 Day ISS | ALT, LOP, PCN, RTI, 2 Days ISS |
| LC | Leaving Campus Without Authorization | CAW, LOP | LOP, PCN, RTI, TMO | LOP, PCN, RTI, TMO, 1 Day ISS | DIS, LOP, PCN, RTI, 1 Day ISS | ALT, LOP, PCN, RTI, 2 Days ISS |
| *TBC | SESIR Tobacco Possession or Use | See Grades 3-5 Matrix & Contact DCF | - | - | - | - |
| TF | Theft / Larceny (Under \$750) | CAW, LOA, LOP, RES | LOA, LOP, PWR, RES, RGU, RLW, TMO | LOP, PCN, RES, RGU, RLW, RTI, TMO | DIS, LOP, PCN, RES, RTI, RLW, 1 Day ISS | ALT, LOP, PCN, RES, RLW, RTI, 2 Days ISS |
| VN | Vandalism (Under \$1,000) | CAW, LOA, LOP | LOA, LOP, PWR, RES, RGU, RLW, TMO | LOP, PCN, RES, RLW, RTI, TMO | DIS, LOP, PCN, RES, RTI, RLW, 1 Day ISS | ALT, LOP, PCN, RES, RLW, RTI, 2 Days ISS |

LEVEL 3 OFFENSES

Due to age considerations, the PK-2 Matrix does not include SESIR incidents. Please refer to the Grade 3-5 Matrix, if you determine behavior from a PK-2 student qualifies as a SESIR incident.

| | | | | | | |
|-------------|--|-------------------------------------|------------------------------------|---------------------------------------|------------------------------------|--|
| AG | Aggression, Physical | CAW, CFR, LOA, TMO | CFR, LOA, LOP, PWR, RGU, 1 Day ISS | BCM, LOP, PCN, RGU, RTI, 1-2 Days ISS | DIS, LOP, PCN, RTI, 1 Days OSS, | ALT, LOP, PCN, 1-2 Days OSS |
| *ALC | SESIR Alcohol Possession, Use, or Distribution | See Grades 3-5 Matrix & Contact DCF | - | - | - | - |
| *BUL | SESIR Bullying | See Grades 3-5 Matrix | - | - | - | - |
| CS | Contraband, Sale | CAW, CFS, LOP, PWR | CFS, LOP, PNC, RGU, TMO | CFS, LOP, PCN, RTI, 1 Day ISS | CFS, DIS, LOP, PCN, RTI, 1 Day OSS | ALT, CFS, DIS, LOP, PCN, RTI, 1-2 Days OSS |



| Incident Code | Offense Type | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense | Subsequent Offenses |
|---------------|-------------------------------------|-------------------------------------|------------------------------------|---------------------------------------|---------------------------------|-----------------------------|
| DV | Dating Violence or Abuse | See Grades 3-5 Matrix | - | - | - | - |
| *DRU | SESIR Drug Possession or Use | See Grades 3-5 Matrix & Contact DCF | - | - | - | - |
| FT | Fighting, Non-SESIR | CAW, CFR, LOA, TMO | CFR, LOA, LOP, PWR, RGU, 1 Day ISS | DIS, LOP, PCN, RTI, 1 Days OSS, | ALT, LOP, PCN, 1-2 Days OSS | - |
| GN | Gang-Related Activity | See Grades 3-5 Matrix & Contact DCF | - | - | - | - |
| *HAR | SESIR Harassment | See Grades 3-5 Matrix | - | - | - | - |
| *HAZ | SESIR Hazing | See Grades 3-5 Matrix | - | - | - | - |
| OS | Other Serious Misconduct | LOP, PWR, TMO | LOP, PWR, RGU, 1 Day ISS | BCM, LOP, PCN, RGU, RTI, 1-2 Days ISS | DIS, LOP, PCN, RTI, 1 Days OSS, | ALT, LOP, PCN, 1-2 Days OSS |
| *STL | SESIR Theft/Larceny (\$750 or More) | See Grades 3-5 Matrix | - | - | - | - |
| SX | Sexting | See Grades 3-5 Matrix | - | - | - | - |
| *SXH | SESIR Sexual Harassment | See Grades 3-5 Matrix | - | - | - | - |
| *SXO | SESIR Sexual Other | See Grades 3-5 Matrix & Contact DCF | - | - | - | - |
| *TRS | SESIR Trespassing | See Grades 3-5 Matrix | - | - | - | - |
| *VAN | SESIR Vandalism | See Grades 3-5 Matrix | - | - | - | - |

LEVEL 4 OFFENSES

Due to age considerations, the PK-2 Matrix does not include SESIR incidents. Please refer to the Grade 3-5 Matrix, if you determine behavior from a PK-2 student qualifies as a SESIR incident

| | | | | | | |
|-------------|----------------------------|-------------------------------------|---|---|---|---|
| *ARS | SESIR Arson | See Grades 3-5 Matrix | - | - | - | - |
| *BAT | SESIR Battery | See Grades 3-5 Matrix | - | - | - | - |
| *DOC | SESIR Disruption on Campus | See Grades 3-5 Matrix | - | - | - | - |
| *DRD | SESIR Drug Distribution | See Grades 3-5 Matrix & Contact DCF | - | - | - | - |



| Incident Code | Offense Type | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense | Subsequent Offenses |
|---------------|--------------------------------|------------------------------|---|--|-------------------------|---------------------|
| FA | False Accusation | LOP, PCN, PWR, 1 Day ISS | LOP, PCN, RGU, RTI, 1-2 Days ISS | ALT, PCN, 1-2 Days OSS | - | - |
| *FIT | SESIR Fighting | See Grades 3-5 Matrix | - | - | - | - |
| *OMC | SESIR Other Major | See Grades 3-5 Matrix | - | - | - | - |
| *PHA | SESIR Physical Attack | See Grades 3-5 Matrix | - | - | - | - |
| *ROB | SESIR Robbery | See Grades 3-5 Matrix | - | - | - | - |
| *SXA | SESIR Sexual Assault | See Grades 3-5 Matrix | - | - | - | - |
| *SXB | SESIR Sexual Battery | See Grades 3-5 Matrix | - | - | - | - |
| *TRE | SESIR Threat | See Grades 3-5 Matrix | - | - | - | - |
| WC | Weapon-Like Contraband | CAW, CFS, LOP, PWR, RGU, RLW | CFS, DIS, LOP, PNC, RGU, RTI, 1 Day ISS | ALT, CFS, DIS, LOP, PNC, RTI, 1-2 Days OSS | - | - |
| *WPO | SESIR Weapon Possession or Use | See Grades 3-5 Matrix | - | - | - | - |

SDMC Elementary School Discipline Matrix – Grades 3-5

| Incident Code | Offense Type | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense | Subsequent Offenses |
|-------------------------|------------------------------|--|-------------------------------|---|--|----------------------------------|
| LEVEL 1 OFFENSES | | | | | | |
| AT | Attendance Violation | CAW, LOP | LOP, TMO | No referral for arriving late to campus– work with parents to resolve attendance issues | | |
| DB | Disruptive Behavior | CAW, TMO | LOP, PWR, RGU, TMO, 1 Day ISS | LOP, PCN, RGU, RTI, 1-2 Days ISS | LDT, LOP, PCN, RTI, 1 Day OSS | LOP, PCN, RTI, 1-2 Days OSS |
| DC | Dress Code Violation | No referral – work with parents to resolve any issues regarding appropriate attire | | | | |
| DO | Disrespect Towards Others | CAW, LOA | CFR, LOA, LOP, PMD, TMO | CFR, LOP, PMD, PWR, RGU, TMO, 1 Day ISS | CFR, LDT, LOP, PCN, PMD, RTI, 1-2 Days ISS | DIS, LOP, PCN, RTI, 1-2 Days OSS |
| FS | Failure to Serve Consequence | CAW | ASD, BSD, LDT, LOP | ASD, BSD, LDT, LOP, PCN, 1 Day ISS | ASD, BSD, LDT, LOP, PCN, RTI, 1-2 Days ISS | LDT, LOP, PCN, RTI, 2-3 Days ISS |



| Incident Code | Offense Type | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense | Subsequent Offenses |
|---------------|--|--|-------------------------|------------------------------------|------------------------------------|---------------------------------------|
| HP | Horseplay | CAW | CAW, LOP, RGU, TMO | LDT, LOP, PWR, RGU, RTI, TMO | LDT, LOP, PCN, RTI, 1 Day ISS | LDT, LOP, PCN, RTI, 1-2 Days ISS |
| ID | Identification Infraction | No Referral – Parents must pay for lost or replacement ID badges | | | | |
| IN | Inappropriate Behavior (Minor) | CAW | LDT, LOP, TMO | LDT, LOP, PWR, RGU, RTI, 1 Day ISS | LDT, LOP, PCN, RTI, 1-2 Days ISS | LDT, LOP, PCN, RTI, 1 Day OSS |
| MV | Medication Policy Violation | CAW, PWR | LOP, PWR, PCN | LDT, LOP, PCN, RTI | LDT, LOP, PCN, RTI, 1 Day ISS | LDT, LOP, PCN, RTI, 1-2 Days ISS |
| TA | Tardies, Habitual | - | - | - | - | - |
| TE | Technology – Inappropriate or Unauthorized Use | CAW, CFS | LOP, PWR, CFS, TMO | CFS, LDT, LOP, PCN, TMO | CFS, LDT, LOP, PCN, RTI, 1 Day ISS | CFS, LOP, LDT, PCN, RTI, 1-2 Days ISS |

LEVEL 2 OFFENSES

| | | | | | | |
|----|---------------------------------------|-------------------------------|--|---|---|----------------------------------|
| AN | Aggression, Non-Physical | CAW, CFR, LOA, PMD, TMO | CFR, LDT, LOA, LOP, PMD, PWR, RGU, 1 Day ISS | LDT, LOP, PCN, PMD, RGU, RTI, 1-2 Days ISS, | DIS, LOP, PCN, RTI, 1 Day OSS, | ALT, LOP, PCN, ALT, 1-2 Days OSS |
| BL | Bullying, Non-SESIR | CAW, CFR, LOA, TMO | CFR, LDT, LOP, RGU, 1-2 Days ISS | BCM, DIS, LOP, PCN, RTI, 1 Day OSS | ALT, BCM, DIS, LOP, PCN, RTI, 1-2 Days OSS | ALT, LOP, 1-3 Days OSS |
| CH | Cheating | LOP, TMO, Zero, | LDT, LOP, PWR, RGU, Zero, 1 Day ISS | LDT, LOP, PCN, RTI, Zero, 1-2 Days ISS | LDT, LOP, PCN, RTI, Zero, 1 Day OSS | LOP, PCN, Zero, 1-2 Days OSS |
| CO | Contraband, Possession | CAW, CFS, LOP, TMO | CFS, LOP, PCN, RGU, 1 Day ISS | CFS, LDT, LOP, PCN, RTI, 1-2 Days ISS | CFS, DIS, LDT, LOP, PCN, RTI, 1 Day OSS | ALT, CFS, LOP, PCN, 1-2 Days OSS |
| DF | Defiance | CAW, LOA, LOP, TMO | LDT, LOA, LOP, PWR, RGU, 1 Day ISS | BCM, LDT, LOP, PCN, RGU, RTI, 1-2 Days ISS | DIS, LOP, PCN, RTI, 1 Day OSS | ALT, LOP, PCN, 1-2 Days OSS |
| DA | Disrespect towards Staff or Authority | CAW, LOA, LOP | LDT, LOA, LOP, PWR, RGU, TMO | BCM, LDT, LOP, PCN, RTI, 1-2 Days ISS | DIS, LOP, PCN, RTI, 1 Day OSS | ALT, LOP, PCN, 1-2 Days OSS |
| EC | Electronic Cigarette Possession | CFS, DIS, PWR, RLW, 1 Day ISS | CFS, PCN, RLW, RTI, 1-2 Days ISS | CFS, PCN, RLW, RTI, 1 Day OSS | CFS, PCN, RLW, RTI, 1-2 Days OSS, Contact DCF | ALT, 1-3 Days OSS, Contact DCF |
| EN | Endangerment | CAW, LOA, LOP, TMO | LDT, LOP, PWR, RGU, 1 Day ISS | BCM, LDT, LOP, PCN, RTI, 1-2 Days ISS | DIS, LOP, PCN, RTI, 1 Day OSS | ALT, LOP, PCN, 1-2 Days OSS |



| Incident Code | Offense Type | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense | Subsequent Offenses |
|---------------|---|-----------------------------------|---|---|--|--|
| IN | Inappropriate Behavior (Major) | CAW, LOP, TMO, 1 Day ISS | LDT, LOP, PWR, RGU, TMO, 1-2 Days ISS | BCM, LDT, LOP, PCN, RGU, RTI, 1 Day OSS | DIS, LOP, PCN, RTI, 1-2 Days OSS | ALT, LOP, PCN, 1-3 Days OSS |
| HA | Harassment, Non-SESIR | CAW, LOP, TMO | LOP, PWR, RGU, 1 Day ISS | BCM, LOP, PCN, RGU, RTI, 1-2 Days ISS | DIS, LOP, PCN, RTI, 1 Day OSS | ALT, LOP, PCN, 1-2 Days OSS |
| LC | Leaving Campus Without Authorization | CAW, LDT, LOP, TMO | LDT, LOP, PCN, RTI, TMO, 1 Day ISS | LDT, LOP, PCN, RTI, TMO, 1-2 Days ISS | DIS, LDT, LOP, PCN, RTI, 1-3 Days ISS | ALT, LOP, PCN, 1 Day OSS |
| *TBC | SESIR Tobacco Possession or Use | CFS, FIN, PWR, RLW, TMO | CFS, FIN, PCN, RLW, RTI, 1-2 Days ISS | CFS, PCN, RLW, RTI, 1-2 Days OSS, Contact DCF | Contact DCF | - |
| TF | Theft / Larceny (Under \$750) | CAW, LOA, LOP, RES, RLW, TMO | LDT, LOA, LOP, PWR, RES, RGU, RLW, 1 Day ISS | LDT, LOP, PCN, RES, RLW, RTI, 1-2 Days ISS | DIS, LDT, LOP, PCN, RES, RTI, RLW, 1-2 Days OSS | ALT, LOP, PCN, RES, RLW, 1-3 Days OSS |
| VN | Vandalism (Under \$1,000) | CAW, CUP, LOA, LOP, RES, RLW, TMO | CUP, LDT, LOA, LOP, PWR, RES, RGU, RLW, 1 Day ISS | CUP, LDT, LOP, PCN, RES, RLW, RTI, 1-2 Days ISS | CUP, DIS, LDT, LOP, PCN, RES, RTI, RLW, 1-2 Days OSS | ALT, CUP, LOP, PCN, RES, RLW, 1-3 Days OSS |

LEVEL 3 OFFENSES

| | | | | | | |
|-------------|--|---|---|---|--|--|
| AG | Aggression, Physical | CAW, CFR, LOA, LOP, PMD, 1 Day ISS, 1 Day OSS | CFR, LDT, LOA, LOP, PMD, PWR, RGU, 1-2 Days ISS, 1-2 Days OSS | LDT, LOP, PCN, PMD, RGU, RTI, 1-3 Days OSS, | DIS, LOP, PCN, RTI, 1-4 Days OSS, | ALT, LOP, PCN, ALT, 2-5 Days OSS |
| *ALC | SESIR Alcohol Possession, Use, or Distribution | LOP, PCN, RLW, 3-5 Days OSS (Use SAFE) | ALT (automatic), LOP, PCN, RLW, 3-5 Days OSS, Contact DCF | - | - | - |
| *BUL | SESIR Bullying | CFR, LOA, LOP, 1-2 Days ISS, 1 Day OSS | CFR, LDT, LOP, RGU, 1-2 Days OSS | BCM, DIS, LDT, LOP, PCN, RTI, 1-3 Days OSS | ALT, BCM, DIS, LOP, PCN, RTI, 2-3 Days OSS | ALT, LOP, 2-4 Days OSS |
| CS | Contraband, Sale | CFS, LOP, PWR, 1-2 Days ISS, 1 Day OSS | CFS, LOP, PNC, RGU, RTI, 1 Day OSS | BCM, CFS, LOP, PCN, RTI, 1-2 Days OSS | ALT, BCM, CFS, DIS, LOP, PCN, RTI, 1 Day OSS | ALT, CFS, DIS, LOP, PCN, RTI, 1-2 Days OSS |
| DV | Dating Violence or Abuse | CFR, LOP, RLW, 1-2 Days ISS, 1 Day OSS | BCM, CFR, LOP, PCN, RLW, RTI, 1 Day OSS | CFR, DIS, LOP, PCN, RLW, RTI, 1-2 Days OSS | ALT, CFR, LOP, RLW, 1-3 Days) OSS | - |



| Incident Code | Offense Type | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense | Subsequent Offenses |
|---------------|---|--|--|--|--|---------------------------------------|
| *DRU | SESIR Drug Possession or Use | LOP, PCN, RLW, 3-5 Days OSS (Use SAFE) | ALT LOP, PCN, RLW, 3-5 Days OSS, Contact DCF | - | - | - |
| FT | Fighting, Non-SESIR | CFR, LDT, LOA, LOP, PMD, 1-2 Days ISS, 1 Day OSS | CFR, LDT, LOA, LOP, PMD, PWR, RGU, 1-2 Days OSS | DIS, LDT, LOP, PCN, RTI, 1-3 Days OSS | ALT, DIS, LOP, PCN, RTI, 1-4 Days OSS | - |
| GN | Gang-Related Activity | CFR, LOP, PCN, RLW, 1-2 Days OSS | BCM, DIS, LOP, PCN, RLW, RTI, 1-3 Days OSS, Contact DCF | ALT (automatic), LOP, PCN, RLW 2-4 Days OSS. Contact DCF | - | - |
| *HAR | SESIR Harassment | CFR, LOA, LOP, 1-2 Days ISS, 1 Day OSS | CFR, LDT, LOP, RGU, 1 Day OSS | BCM, DIS, LDT, LOP, PCN, RTI, 1-2 Days OSS | ALT, BCM, DIS, LOP, PCN, RTI, 1-3 Days OSS | ALT, LOP, 2-4 Days OSS |
| *HAZ | SESIR Hazing | CFR, LOA, LOP, 1-2 Days ISS, 1 Day OSS | CFR, LDT, LOP, RGU, 1 Day OSS | BCM, DIS, LDT, LOP, PCN, RTI, 1-2 Days OSS | ALT, BCM, DIS, LOP, PCN, RTI, 1-3 Days OSS | ALT, LOP, 2-4 Days OSS |
| OS | Other Serious Misconduct | LDT, LOP, PWR, 1-2 Days ISS, 1 Day OSS | LDT, LOP, PCN, PWR, RGU, 1-2 Days OSS | BCM, DIS, LOP, PCN, RTI, 1-3 Days OSS | BCM, DIS, LOP, PCN, RTI, 2-3 Days OSS, | ALT, LOP, PCN, 2-4 Days OSS |
| *STL | SESIR Theft/Larceny (\$750 or More) | LDT, LOA, LOP, PWR, RES, RLW, 1 Day ISS, 1 Day OSS | BCM, LOP, PCN, RES, RGU, RLW, RTI, 1-2 Days OSS | BCM, LOP, PCN, RES, RLW, RTI, 1-3 Days OSS | DIS, LOP, PCN, RES, RTI, RLW, 1-4 Days OSS | ALT, LOP, PCN, RES, RLW, 2-5 Days OSS |
| SX | Sexting | LDT, LOP, PWR, RLW, 1 Day ISS, 1 Day OSS | LDT, LOP, PCN, RGU, RLW, 1 Day OSS | BCM, LDT, LOP, PCN, RLW, RTI, 1-2 Days OSS, Contact DCF | DIS, LOP, PCN, RLW, RTI, 1-3 Days OSS, Contact DCF | ALT, LOP, 2-4 Days OSS, Contact DCF |
| *SXH | SESIR Sexual Harassment | CFR, LOA, LOP, PWR, RGU, RLW, 1 Day ISS, 1 Day OSS | CFR, LOP, PCN, RLW, RTI, 1 Day OSS, Contact DCF | BCM, CFR, LOP, PCN, RLW, RTI, 1-2 Days OSS, Contact DCF | CFR, DIS, LOP, PCN, RLW, 1-3 Days OSS | ALT, LOP, 2-4 Days OSS |
| *SXO | SESIR Sexual Other | CFR, LOP, PCN, RLW, 1-2 Days OSS, Contact DCF | BCM, CFR, DIS, LOP, PCN, RLW, RTI, 1-3 Days OSS, Contact DCF | ALT (automatic), LOP, PCN, RLW 2-4 Days OSS, Contact DCF | - | - |
| *TRS | SESIR Trespassing | LOP, PWR, RLW, 1 Day ISS | LOP, PCN, RLW, 1 Day OSS | BCM, LOP, PCN, RLW, | DIS, LOP, PCN, RLW, | ALT, LOP, RLW, 2-4 Days OSS |



| Incident Code | Offense Type | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense | Subsequent Offenses |
|---------------|---------------------------------|---|---|--|--|--|
| | | | | RTI, 1-2 Days OSS | RTI, 1-3 Days OSS | |
| *VAN | SESIR Vandalism | CUP, LOA, LDT, LOP, PCN, PWR, RES, RLW, 1 Day ISS, 1 Day OSS | CUP, LDT, LOP, PCN, RES, RGU, RLW, 1-2 Days ISS | BCM, CUP, LDT, LOP, PCN, RES, RLW, RTI, 1-2 Days OSS | CUP, DIS, LDT, LOP, PCN, RES, RTI, RLW, 1-3 Days OSS | ALT, CUP, LOP, PCN, RES, RLW, 2- 4 Days OSS |

LEVEL 4 OFFENSES

| | | | | | | |
|-------------|--|---|---|---------------------------------------|---|---|
| *ARS | SESIR Arson | ALT, PCN, LOP, RLW, 2-4 Days OSS | ALT, PCN, RLW, 4-6 Days OSS | - | - | - |
| *BAT | SESIR Battery | ALT, CFR, LOP, PCN, RLW, 2-4 Days OSS | ALT, CFR, DIS, LOP, PCN, RLW, RTI, 4-6 Days OSS | ALT, PCN, RLW, 5-10 Days OSS | - | - |
| *DOC | SESIR Disruption on Campus | ALT, LOP, PCN, RLW, 2- 4 Days OSS | ALT, DIS, LOP, PCN, RLW, RTI, 4-6 Days OSS | ALT, PCN, RLW, 5-10 Days OSS | - | - |
| *DRD | SESIR Drug Distribution | ALT, PCN, RLW, 5-10 Days OSS, Contact DCF | - | - | - | - |
| FA | False Accusation | ALT, LOA, LOP, PCN, 2-4 Days OSS | ALT, DIS, LOA, LOP, PCN, RTI, 4-6 Days OSS | ALT, PCN, 5- 10 Days OSS | - | - |
| *FIT | SESIR Fighting | CFR, LOP, PCN, 1-3 Days OSS | CFR, DIS, LOP, PCN, RTI, 3-5 Days OSS | ALT, PCN, 5- 10 Days OSS | - | - |
| *OMC | SESIR Other Major | CFS, LOP, PCN, 1-3 Days OSS | ALT, CFS, DIS, LOP, PCN, RTI, 3-5 Days OSS | ALT, CFS, PCN, 5-10 Days OSS | - | - |
| *PHA | SESIR Physical Attack | CFR, LOP, PCN, RLW, 2- 4 Days OSS | ALT, CFR, DIS, LOP, PCN, RLW, RTI, 4-6 Days OSS | ALT, PCN, RLW, 5-10 Days OSS | - | - |
| *ROB | SESIR Robbery | ALT, CFR, DIS, LOP, PCN, RLW, RTI, 3-5 Days OSS | ALT, PCN, RLW, 5-10 Days OSS | - | - | - |



| Incident Code | Offense Type | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense | Subsequent Offenses |
|---------------|--|---|--|--|-------------------------|---------------------|
| *SXA | SESIR Sexual Assault | ALT, LOP, RLW, 5-10 Days OSS, Contact DCF | ALT, RLW, 5-10 Days OSS, Contact DCF | - | - | - |
| *SXB | SESIR Sexual Battery | ALT, LOP, RLW, 5-10 Days OSS, Contact DCF | - | - | - | - |
| *TRE | SESIR Threat | CFR, LOP, PWR, PCN, RLW, RTI, 1-3 Days OSS, Conduct Threat Assessment | ALT, CFR, DIS, LOP, PCN, RTI, RLW, 3-5 Days OSS, Conduct Threat Assessment | ALT, PCN, RLW, 5-10 Days OSS, Conduct Threat Assessment | - | - |
| WC | Weapon-Like Contraband | CFS, LOP, PWR, RGU, RLW, 1-3 Days OSS Consider Threat Assessment | ALT, CFS, DIS, LOP, PNC, RTI, 3-5 Days OSS Consider Threat Assessment | ALT, CFS, DIS, LOP, PNC, 5-10 Days OSS Consider Threat Assessment | - | - |
| *WPO | SESIR Weapon Possession or Use | ALT, CFS, PNC, 5-10 Days OSS, Conduct Threat Assessment | - | - | - | - |

SDMC MIDDLE SCHOOL MATRIX FOR GRADES 6-8

| Incident Code | Offense Type | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense | Subsequent Offenses |
|-------------------------|------------------------------|-------------------------|---------------------------------|---------------------------------|--|---|
| LEVEL 1 OFFENSES | | | | | | |
| AT | Attendance Violation | ASD, BSD, or LDT | ASD, BSD, or LDT, AWD, EXS | 1 Day ISS, TMO, LOP, BCM, | 1-2 Days ISS, LOP, PCN | 2-3 Days ISS, LOP, RTI |
| DB | Disruptive Behavior | ASD, BSD, or LDT | ASD, BSD, or LDT, EXS | 1 Day ISS, TMO, LOP, BCM | 1-2 Days ISS, or 1 Day OSS LOP, BCM, RTI | 2-3 Days ISS, or 1-3 Days OSS, BCM, LOP, PCN, |
| DC | Dress Code Violation | CAW | LOP (5 Days), PCN | LDT | LOP (30 Days) | 1 Day ISS, LOP, PCN |
| DO | Disrespect Towards Others | ASD, BSD, or LDT, LOA | EXS, 1Day ISS, LOA, TMO | 1-2 Days ISS, LOP, PWR | 1-2 Days OSS, LOP, BCM | 2-3 Days OSS, LOP, PCN, RTI |
| FS | Failure to Serve Consequence | EXS, 1 Day ISS, or AWD | 1-2 Days ISS, AWD, or 1 Day OSS | 2-3 Days ISS, 1-2 Days OSS, LOP | 3-4 Days ISS, 2-3 Days OSS, LOP, PCN | 4-5 Days ISS, 3-4 Days OSS, LOP |



| Incident Code | Offense Type | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense | Subsequent Offenses |
|---------------|--|--|--------------------------|--------------------------|-----------------------------------|---|
| HP | Horseplay | ASD, BSD, or LDT | EXS | 1-3 Days ISS, TMO | 1-2 Days OSS, LOP, BCM | 2-3 Days OSS, BCM, LOP, PCN, RTI |
| ID | Identification Infraction | CAW | ASD, BSD, or LDT | 1 Day ISS, TMO | 1-3 Days ISS, LOP | 1 Day OSS, LOP, PCN |
| IN | Inappropriate Behavior (Minor) | ASD, BSD, or LDT, AWD (if appropriate) | EXS, AWD, 1 Day ISS, TMO | 1 Day ISS, TMO, AWD, LOP | 1-2 Days ISS, 1 Day OSS, LOP, BCM | 2-3 Days ISS, 1-2 Days OSS, LOP, PCN, RTI |
| MV | Medication Policy Violation | CAW | ASD, BSD, or LDT | EXS, LOP | 1-2 Days ISS, PCN, LOP | 1-2 Days OSS, LOP, BCM |
| TA | Tardies, Habitual | CAW | ASD, BSD, or LDT, AWD | EXS, LOP, TMO | 1 Day ISS, TMO, EXS, LOP, | 1-3 Days ISS, EXS, LOP, PCN |
| TE | Technology – Inappropriate or Unauthorized Use | CAW | ASD, BSD, or LDT, CFS | EXS, 1 Day ISS, TMO, CFS | 1-3 Days ISS, CFS, LOP, PCN | 1-2 Days OSS, EXC, CFS, LOP, PCN |

LEVEL 2 OFFENSES

| | | | | | | |
|-----------|---------------------------------------|---|---|---------------------------------------|-------------------------------------|-------------------------------------|
| AN | Aggression, Non-Physical | 1-2 Days ISS, TMO, 1 Day OSS, CFR | 1-2 Days OSS, LOP, CFR | 2-3 Days OSS, LOP, RTI, BCM, | 3-4 Days OSS, LOP, RTI, PCN | 4-5 Days OSS, LOP, PCN, ALT |
| BL | Bullying, Non-SESIR | 1-2 Days ISS, TMO, <u>1 Day OSS</u> , CFR | 1-2 Days ISS, 1-2 Days OSS, CFR, LOP, BCM | 2-3 Days OSS, LOP, BCM, PCN, RTI | 3-4 Days OSS, LOP, DIS, PCN, | 4-5 Days OSS, LOP, ALT |
| CH | Cheating | Zero, ASD, BSD, or LDT, <u>LOP</u> | Zero, EXS, <u>LOP</u> | Zero, 1 Day ISS, TMO, LOP | Zero, 1-3 Days ISS, LOP, PCN | Zero, 1-2 Days OSS, LOP |
| CO | Contraband, Possession | 1-2 Days ISS, TMO, 1 Day OSS, CFS | 2-3 Days ISS, 1-2 Days OSS, LOP, CFS | 2-3 Days OSS, LOP, BCM, CFS | 3-4 Days OSS, CFS LOP, PCN, | 4-5 Days OSS, CFS, LOP, RTI |
| DF | Defiance | 1-2 Days ISS, TMO | 2-3 Days ISS, TMO, LOP | 1-2 Days OSS, LOP, BCM, RTI | 2-3 Days OSS, LOP, PCN, RTI | 3-5 Days OSS, LOP, DIS |
| DA | Disrespect towards Staff or Authority | 1-2 Days ISS, TMO | 2-3 Days ISS, TMO, 1-2 Days OSS LOP | 2-3 Days OSS, LOP, BCM, RTI | 3-4 Days OSS, LOP, PCN, DIS, RTI | 4-5 Days OSS, LOP, ALT |
| EC | Electronic Cigarette Possession | 2 Days <u>ISS</u> , 1 Day OSS, DIS, CFS, FIN, RLW | 2 Days OSS, CFS, FIN, RLW | 3-4 Days OSS, CFS, LOP, FIN, RLW, PCN | 4 Days OSS, LOP, CFS, FIN, RLW, PCN | 5 Days OSS, LOP, CFS, FIN, RLW, PCN |
| EN | Endangerment | 1-2 Days ISS, 1 Day OSS | 1-2 Days OSS, LOP | 2-3 Days OSS, LOP, BCM | 3-4 Days OSS, LOP, PCN, RTI | 4-5 Days OSS, LOP, DIS, ALT |
| IN | Inappropriate Behavior (Major) | EXS, AWD (if appropriate), 1-2 Days ISS, | 2-3 Days ISS, 1-2 Days OSS | 2-3 Days OSS, LOP, BCM, RTI | 3-4 Days OSS, LOP, BCM, RTI | 4-5 Days OSS, LOP, RTI, PCN, DIS |



| Incident Code | Offense Type | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense | Subsequent Offenses |
|---------------|---|--|--|---|---|---------------------------------------|
| | | TMO, 1 Day OSS | | | | |
| HA | Harassment, Non-SESIR | 1-2 Days ISS, TMO | 1-2 Days OSS, LOP, CFR | 2-3 Days OSS, LOP, BCM, PCN, RTI | 3-4 Days OSS, LOP, DIS, PCN, | 4-5 Days OSS, LOP, DIS, ALT |
| LC | Leaving Campus Without Authorization | 1-2 Days ISS, TMO, EXS | 2-3 Days ISS, EXS, ASD, LDT, BSD | 1-2 Days OSS, LOP, BCM | 2-3 Days OSS, LOP, DIS, PCN, RTI | 4-5 Days OSS, LOP, ALT |
| *TBC | SESIR Tobacco Possession or Use | 1-2 Days ISS, TMO, CFS, FIN, RLW | 1-2 Days OSS, CFS, DIS, FIN, RLW | 2-3 Days OSS, CFS, DIS, FIN, RLW, PCN | 3-4 Days OSS, LOP, CFS, FIN, RLW, PCN | 4-5 Days OSS, LOP, CFS, FIN, RLW, PCN |
| TF | Theft / Larceny (Under \$750) | 1-2 Days ISS, TMO, 1 Day OSS, RLW, RES | 1-2 Days OSS, RLW, RES, LOP | 2-3 Days OSS, RLW, RES, LOP, PCN | 3-4 Days OSS, RLW, RES, LOP, RTI, BCM | 4-5 Days OSS, RLW, RES, LOP, ALT |
| VN | Vandalism (Under \$1,000) | 1-2 Days ISS, TMO, 1 Day OSS, RES, AWD | 1-2 Days OSS, RES, AWD, CMS, LOP, RLW, PCN | 2-3 Days OSS, RES, AWD, CMS, LOP, RLW, PCN, RTI | 3-4 Days OSS, RES AWD, CMS, LOP, RLW, DIS | 4-5 Days OSS, RES, CMS, RLW, LOP, ALT |

LEVEL 3 OFFENSES

| | | | | | | |
|-------------|--|--|-------------------------------------|--|----------------------------------|------------------------|
| AG | Aggression, Physical | 1-3 Days ISS 1-2 Days OSS, LOP, CFR | 2-4 Days OSS, LOP, BCM | 4-5 Days OSS, LOP, PCN, RTI | 5-6 Days OSS, LOP, DIS, ALT | 6-7 Days OSS, LOP, ALT |
| *ALC | SESIR Alcohol Possession, Use, or Distribution | 5-10 Days OSS (Use SAFE), PCN, RLW | 5-10 Days OSS, ALT (automatic), RLW | - | - | - |
| *BUL | SESIR Bullying | 1-2 Days OSS, LOP | 2-4 Days OSS, LOP, BCM | 4-5 Days OSS, LOP, DIS, PCN, RTI, RLW | 5-6 Days OSS, LOP, RLW, ALT | - |
| CS | Contraband, Sale | 1-2 Days OSS, LOP, CFS | 2-4 Days OSS, LOP, CFS | 4-5 Days OSS, LOP, CFS, RLW, DIS, PCN, RTI | 5-6 Days OSS, CFS, RLW, LOP, ALT | - |
| DV | Dating Violence or Abuse | 1-2 Days OSS, LOP, RLW | 2-4 Days OSS, LOP, RLW, DIS, PCN | 4-5 Days OSS, LOP, RLW, DIS, PCN, RTI | 5-6 Days OSS, RLW, LOP, ALT | - |
| *DRU | SESIR Drug Possession or Use | 5-10 Days OSS (Use SAFE), PCN, RLW | 5-10 Days OSS, ALT (auto), RLW | - | - | - |
| FT | Fighting, Non-SESIR | 1-5 Days OSS*, CFR | 5-10 Days OSS, CFR, BCM, DIS, PCN | 5-10 Days OSS, ALT (auto) | - | - |



| Incident Code | Offense Type | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense | Subsequent Offenses |
|---------------|---|---------------------------------|-----------------------------------|---------------------------------------|---------------------------------------|-----------------------------|
| GN | Gang-Related Activity | 1-5 Days OSS, PCN, RLW | 5-10 Days OSS, RLW, ALT (auto) | - | - | - |
| *HAR | SESIR Harassment | 1-2 Days OSS, LOP | 2-4 Days OSS, LOP, BCM | 4-5 Days OSS, LOP, DIS, PCN, RTI, RLW | 5-6 Days OSS, LOP, RLW, ALT | - |
| *HAZ | SESIR Hazing | 1-2 Days OSS, LOP | 2-4 Days OSS, LOP, PCN | 4-5 Days OSS, LOP, DIS, RTI | 5-6 Days OSS, LOP, ALT | - |
| OS | Other Serious Misconduct | 1-3 Days OSS, LOP | 3-5 Days OSS, LOP, BCM, PCN | 5-6 Days OSS, LOP, DIS, RTI | 6-7 Days OSS, LOP, ALT | - |
| *STL | SESIR Theft/Larceny (\$750 or More) | 1-3 Days OSS, RLW, RES | 3-4 Days OSS, RLW, RES, LOP | 4-5 Days OSS, RLW, RES, LOP, PCN | 5-6 Days OSS, RLW, RES, LOP, RTI, ALT | - |
| SX | Sexting | 1-2 Days ISS, 1-2 Days OSS, RLW | 2-4 Days OSS, RLW, LOP | 4-5 Days OSS, RLW, LOP, BCM, PCN, RTI | 5-6 Days OSS, RLW, LOP, DIS, ALT | 6-7 Days OSS, RLW, LOP, ALT |
| *SXH | SESIR Sexual Harassment | 1-5 Days OSS, RLW | 5-10 Days OSS, RLW, PCN, RTI, DIS | 5-10 Days OSS, RLW, ALT | - | - |
| *SXO | SESIR Sexual Other | 1-5 Days OSS, RLW, ALT | 5-10 Days OSS, RLW, PCN, ALT | - | - | - |
| *TRS | SESIR Trespassing | 1 Day ISS, 1 Day OSS, RLW | 1-2 Days OSS, RLW, LOP | 2-3 Days OSS, RLW, LOP, PCN | 3-4 Days OSS, RLW, LOP, ALT, DIS | 4-5 Days OSS, RLW, LOP, ALT |
| *VAN | SESIR Vandalism | 1-5 Days OSS, RES, RLW, AWD | 3-7 Days OSS, RES, AWD, DIS | 5-10 Days OSS, RES, RLW, ALT | - | - |

LEVEL 4 OFFENSES

| | | | | | | |
|-------------|--|--------------------------------|--|-------------------------|---|---|
| *ARS | SESIR Arson | 3-10 Days OSS, RLW, PCN, ALT | 5-10 Days OSS, RLW, PCN, ALT | - | - | - |
| *BAT | SESIR Battery | 3-5 Days OSS, RLW, ALT | 5-10 Days OSS, RLW, PCN, DIS, ALT | 5-10 Days OSS, RLW, ALT | - | - |
| *DOC | SESIR Disruption on Campus | 3-5 Days OSS, RLW, ALT | 5-10 Days OSS, RLW, DIS, PCN, RTI, ALT | 5-10 Days OSS, RLW, ALT | - | - |
| *DRD | SESIR Drug Distribution | 5-10 Days OSS, ALT (auto), RLW | - | - | - | - |
| FA | False Accusation | 3-5 Days OSS, PCN, ALT | 5-10 Days OSS, ALT | - | - | - |



| Incident Code | Offense Type | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense | Subsequent Offenses |
|---------------|--|--|---|--|-------------------------|---------------------|
| *FIT | SESIR Fighting | 3-7 Days OSS, CFR | 5-10 Days OSS, CFR, BCM, DIS, PCN | 5-10 Days OSS, ALT | - | - |
| *OMC | SESIR Other Major | 3-5 Days OSS, ALT, RLW | 5-10 Days OSS, ALT, RLW | - | - | - |
| *PHA | SESIR Physical Attack | 3-5 Days OSS, RLW | 5-10 Days OSS, RLW, PCN, DIS, ALT | 5-10 Days OSS, RLW, ALT | | |
| *ROB | SESIR Robbery | 5-10 Days OSS, RLW, ALT | 5-10 Days OSS, RLW, ALT | - | - | - |
| *SXA | SESIR Sexual Assault | 5-10 Days OSS, RLW, ALT | 5-10 Days OSS, RLW, ALT | - | - | - |
| *SXB | SESIR Sexual Battery | 5-10 Days OSS, RLW, ALT | - | - | - | - |
| *TRE | SESIR Threat | 3-7 Days OSS, RLW, Conduct Threat Assessment | 5-10 Days OSS, RLW, PCN, RTI, DIS, ALT Conduct Threat Assessment | 5-10 Days OSS, RLW, ALT Conduct Threat Assessment | - | - |
| WC | Weapon-Like Contraband | 3-10 Days OSS, RLW, ALT, DIS Consider Threat Assessment | 5-10 Days OSS, RLW, ALT, DIS Consider Threat Assessment | - | - | - |
| *WPO | SESIR Weapon Possession or Use | 5-10 Days OSS, RLW, ALT Conduct Threat Assessment | - | - | - | - |

SDMC HIGH SCHOOL MATRIX FOR GRADES 9-12

| Incident Code | Offense Type | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense | Subsequent Offenses |
|-------------------------|----------------------|-------------------------|-------------------------|--------------------------|-----------------------------------|------------------------------|
| LEVEL 1 OFFENSES | | | | | | |
| AT | Attendance Violation | LDT | ASD, BSD, | AWD, EXS, 1 Day ISS, TMO | AWD, EXS, 1-2 Days ISS, LOP, BCM, | 2-3 Days ISS, BCM, LOP, PCN |
| DB | Disruptive Behavior | ASD, BSD, or LDT | EXS, TMO | 1 Day ISS, TMO | 1-2 Days ISS, LOP, BCM, RTI | 2-3 Days ISS, BCM, LOP, PCN, |
| DC | Dress Code Violation | CAW | LOP (5 Days), PCN | LDT | LOP (30 Days) | 1 Day ISS, LOP, PCN |



| Incident Code | Offense Type | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense | Subsequent Offenses |
|---------------|--|--|---------------------------------|---------------------------------|--------------------------------------|---|
| DO | Disrespect Towards Others | ASD, BSD, or LDT, LOA | EXS, 1Day ISS, TMO, LOA | 1-2 Days ISS, TMO, LOP, PWR | 1-2 Days OSS, LOP, BCM | 2-3 Days OSS, LOP, PCN, RTI |
| FS | Failure to Serve Consequence | EXS, 1 Day ISS, or AWD | 1-2 Days ISS, AWD, or 1 Day OSS | 2-3 Days ISS, 1-2 Days OSS, LOP | 3-4 Days ISS, 2-3 Days OSS, LOP, PCN | 4-5 Days ISS, 3-4 Days OSS, LOP |
| HP | Horseplay | ASD, BSD, or LDT | EXS, TMO | 1 Day ISS, TMO | 1-2 Days OSS, LOP, BCM | 2-3 Days OSS BCM, LOP, PCN, RTI |
| ID | Identification Infraction | CAW | ASD, BSD, or LDT | 1 Day ISS, TMO | 1-2 Days ISS, LOP | 2-3 Days ISS, LOP, PCN |
| IN | Inappropriate Behavior (Minor) | ASD, BSD, or LDT, AWD (if appropriate) | EXS, AWD, 1 Day ISS, TMO | 1 Day ISS, TMO, AWD, LOP | 1-2 Days ISS, 1 Day OSS, LOP, BCM | 2-3 Days ISS, 1-2 Days OSS, LOP, PCN, RTI |
| MV | Medication Policy Violation | CAW | ASD, BSD, or LDT | EXS | 1-2 Days ISS, PCN | 1-2 Days OSS, LOP, BCM |
| TA | Tardies, Habitual | CAW | LDT | ASD, BSD, or LDT | EXS, LOP | EXS, LOP, PCN |
| TE | Technology – Inappropriate or Unauthorized Use | CAW | LDT, CFS | ASD, BSD, or LDT, CFS, TMO | 1-3 Days ISS, TMO, CFS, LOP, PCN | 1-2 Days OSS, EXC, CFS, LOP, PCN |

LEVEL 2 OFFENSES

| | | | | | | |
|-----------|---------------------------------------|---|---|---------------------------------------|-------------------------------------|-------------------------------------|
| AN | Aggression, Non-Physical | 1-2 Days ISS, TMO, 1 Day OSS | 1-3 Days ISS, TMO, 1-2 Days OSS, LOP, CFR | 2-3 Days OSS, LOP, BCM, | 3-4 Days OSS, LOP, PCN, | 4-5 Days OSS, LOP, RTI |
| BL | Bullying, Non-SESIR | 1-2 Days ISS, TMO, <u>1 Day OSS</u> , CFR | 1-2 Days ISS, 1-2 Days OSS, CFR, LOP, BCM | 2-3 Days OSS, LOP, BCM, PCN, RTI | 3-4 Days OSS, LOP, DIS, PCN, | 4-5 Days OSS, LOP, ALT |
| CH | Cheating | Zero, ASD, BSD, or LDT | Zero, EXS | Zero, 1 Day ISS, LOP | Zero, 1-2 Days ISS, LOP, PCN | Zero, 1-2 Days OSS |
| CO | Contraband, Possession | <u>1-2 Days ISS</u> , 1-2 Days OSS, CFS | 1-2 Days OSS, LOP, CFS | 2-3 Days OSS, LOP, BCM, CFS | 3-4 Days OSS, CFS LOP, PCN, | 4-5 Days OSS, CFS, LOP, RTI |
| DF | Defiance | 1-2 Days ISS, TMO | 2-3 Days ISS, TMO, LOP | 1-2 Days OSS, LOP, BCM, RTI | 2-3 Days OSS, LOP, PCN, RTI | 3-5 Days OSS, LOP, DIS, ALT |
| DA | Disrespect towards Staff or Authority | 1-2 Days ISS, TMO | 2-3 Days ISS, TMO, 1-2, Days OSS LOP | 2-3 Days OSS, LOP, BCM, RTI | 3-4 Days OSS, LOP, PCN, DIS, RTI | 4-5 Days OSS, LOP, ALT |
| EC | Electronic Cigarette Possession | 2 Days ISS, 1Day OSS, DIS, CFS, FIN, RLW | 2 Days OSS, CFS, FIN, RLW | 3-4 Days OSS, CFS, LOP, FIN, RLW, PCN | 4 Days OSS, LOP, CFS, FIN, RLW, PCN | 5 Days OSS, LOP, CFS, FIN, RLW, PCN |
| EN | Endangerment | 1-2 Days ISS, 1 Day OSS | 1 Day OSS, LOP | 2-3 Days OSS, LOP, BCM | 3-4 Days OSS, LOP, PCN, RTI | 4-5 Days OSS, LOP, DIS, ALT |



| Incident Code | Offense Type | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense | Subsequent Offenses |
|-------------------------|--|---|--|---|---|---------------------------------------|
| IN | Inappropriate Behavior (Major) | EXS, AWD (if appropriate), 1-2 Days ISS, TMO, 1 Day OSS | 2-3 Days ISS, TMO, 1-2 Days OSS | 2-3 Days OSS, LOP, BCM | 3-4 Days OSS, LOP, BCM, RTI | 4-5 Days OSS, LOP, RTI, PCN |
| HA | Harassment, Non-SESIR | 1-2 Days ISS, TMO, 1 Day OSS | 1-2 Days OSS, LOP, CFR | 2-3 Days OSS, LOP, BCM, PCN, RTI | 3-4 Days OSS, LOP, DIS, PCN, | 4-5 Days OSS, LOP, ALT |
| LC | Leaving Campus Without Authorization | 1-2 Days ISS, TMO, EXS | 2-3 Days ISS, TMO, LOP | 1-2 Days OSS, LOP | 2-3 Days OSS, LOP, DIS, PCN, RTI | 4-5 Days OSS, LOP, ALT |
| *TBC | SESIR Tobacco Possession or Use | 1-2 Days ISS, TMO, CFS, FIN, RLW | 1-2 Days OSS, CFS, DIS, FIN, RLW | 2-3 Days OSS, CFS, DIS, FIN, RLW | 3-4 Days OSS, LOP, CFS, FIN, RLW, PCN | 4-5 Days OSS, LOP, CFS, FIN, RLW, PCN |
| TF | Theft / Larceny (Under \$750) | 1-2 Days ISS, TMO, 1 Day OSS, RLW, RES | 1-2 Days OSS, RLW, RES, LOP | 2-3 Days OSS, RLW, RES, LOP, PCN | 3-4 Days OSS, RLW, RES, LOP, RTI, BCM | 4-5 Days OSS, RLW, RES, LOP, ALT |
| VN | Vandalism (Under \$1,000) | 1-2 Days ISS, TMO, 1 Day OSS, RES, AWD | 1-2 Days OSS, RES, AWD, CMS, LOP, RLW, PCN | 2-3 Days OSS, RES, AWD, CMS, LOP, RLW, PCN, RTI | 3-4 Days OSS, RES AWD, CMS, LOP, RLW, DIS | 4-5 Days OSS, RES, CMS, RLW, LOP, ALT |
| LEVEL 3 OFFENSES | | | | | | |
| AG | Aggression, Physical | 1-3 Days ISS 1-2 Days OSS, LOP, CFR | 2-4 Days OSS, LOP, BCM | 4-5 Days OSS, LOP, PCN, RTI | 5-6 Days OSS, LOP, DIS, ALT | 6-7 Days OSS, LOP, ALT |
| *ALC | SESIR Alcohol Possession, Use, or Distribution | 5-10 Days OSS (Use SAFE), PCN, RLW | 5-10 Days OSS, ALT (automatic), RLW | - | - | - |
| *BUL | SESIR Bullying | 1-3 Days OSS, LOP | 3-4 Days OSS, LOP, BCM | 4-5 Days OSS, LOP, DIS, PCN, RTI, RLW | 5-6 Days OSS, LOP, RLW, ALT | - |
| CS | Contraband, Sale | 1-3 Days OSS, LOP, CFS | 2-4 Days OSS, LOP, CFS | 4-5 Days OSS, LOP, CFS, RLW, DIS, PCN, RTI | 5-6 Days OSS, CFS, RLW, LOP, ALT | - |
| DV | Dating Violence or Abuse | 1-3 Days OSS, LOP, RLW | 2-4 Days OSS, LOP, RLW, DIS, PCN | 4-5 Days OSS, LOP, RLW, DIS, PCN, RTI | 5-6 Days OSS, RLW, LOP, ALT | - |
| *DRU | SESIR Drug Possession or Use | 5-10 Days OSS (Use SAFE), PCN, RLW | 5-10 Days OSS, ALT (auto), RLW | - | - | - |



| Incident Code | Offense Type | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense | Subsequent Offenses |
|-------------------------|---|-------------------------------------|-----------------------------------|---------------------------------------|---------------------------------------|-----------------------------|
| FT | Fighting, Non-SESIR | 1-5 Days OSS, CFR | 5-10 Days OSS, CFR, BCM, DIS, PCN | 5-10 Days OSS, ALT (auto) | - | - |
| GN | Gang-Related Activity | 1-5 Days OSS, PCN, RLW | 5-10 Days OSS, RLW, ALT (auto) | - | - | - |
| *HAR | SESIR Harassment | 1-3 Days OSS, LOP | 2-4 Days OSS, LOP, BCM | 4-5 Days OSS, LOP, DIS, PCN, RTI, RLW | 5-6 Days OSS, LOP, RLW, ALT | - |
| *HAZ | SESIR Hazing | 1-3 Days OSS, LOP | 2-4 Days OSS, LOP, PCN | 4-5 Days OSS, LOP, DIS, RTI | 5-6 Days OSS, LOP, ALT | - |
| OS | Other Serious Misconduct | 1-3 Days OSS, LOP | 3-5 Days OSS, LOP, BCM, PCN | 5-6 Days OSS, LOP, DIS, RTI | 6-7 Days OSS, LOP, ALT | - |
| *STL | SESIR Theft/Larceny (\$750 or More) | 1-3 Days OSS, RLW, RES | 3-4 Days OSS, RLW, RES, LOP | 4-5 Days OSS, RLW, RES, LOP, PCN | 5-6 Days OSS, RLW, RES, LOP, RTI, ALT | - |
| SX | Sexting | 1-2 Days ISS, 1-2 Days OSS, RLW | 2-3 Days OSS, RLW, LOP | 3-4 Days OSS, RLW, LOP, BCM, PCN, RTI | 5-6 Days OSS, RLW, LOP, DIS | 6-7 Days OSS, RLW, LOP, ALT |
| *SXH | SESIR Sexual Harassment | 1-5 Days OSS, RLW | 5-10 Days OSS, RLW, PCN, RTI, DIS | 5-10 Days OSS, RLW, ALT | - | - |
| *SXO | SESIR Sexual Other | 1-5 Days OSS, DIS , RLW, ALT | 5-10 Days OSS, RLW, PCN, ALT | - | - | - |
| *TRS | SESIR Trespassing | 1 Day ISS, 1 Day OSS, RLW | 1-2 Days OSS, RLW, LOP | 2-3 Days OSS, RLW, LOP, PCN | 3-4 Days OSS, RLW, LOP, ALT, DIS | 4-5 Days OSS, RLW, LOP, ALT |
| *VAN | SESIR Vandalism | 1-5 Days OSS, RES, RLW, AWD | 3-7 Days OSS, RES, AWD, DIS | 5-10 Days OSS, RES, RLW, ALT | - | - |
| LEVEL 4 OFFENSES | | | | | | |
| *ARS | SESIR Arson | 3-5 Days OSS, RLW, PCN, ALT | 5-10 Days OSS, RLW, PCN, ALT | - | - | - |
| *BAT | SESIR Battery | 3-10 Days OSS, RLW | 5-10 Days OSS, RLW, PCN, DIS, ALT | 5-10 Days OSS, RLW, ALT | - | - |



| Incident Code | Offense Type | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense | Subsequent Offenses |
|---------------|--|--|---|--|-------------------------|---------------------|
| *DOC | SESIR Disruption on Campus | 3-5 Days OSS, RLW, ALT | 5-10 Days OSS, RLW, DIS, PCN, RTI, ALT | 5-10 Days OSS, RLW, ALT | - | - |
| *DRD | SESIR Drug Distribution | 5-10 Days OSS, ALT (auto), RLW | - | - | - | - |
| FA | False Accusation | 3-5 Days OSS, PCN, ALT | 5-10 Days OSS, ALT | - | - | - |
| *FIT | SESIR Fighting | 3-7 Days OSS, CFR | 5-10 Days OSS, CFR, BCM, DIS, PCN | 5-10 Days OSS, ALT | | |
| *OMC | SESIR Other Major | 3-5 Days OSS, ALT, RLW | 5-10 Days OSS, ALT, RLW | - | - | - |
| *PHA | SESIR Physical Attack | 3-5 Days OSS, RLW | 5-10 Days OSS, RLW, PCN, DIS, ALT | 5-10 Days OSS, RLW, ALT | | |
| *ROB | SESIR Robbery | 5-10 Days OSS, RLW, ALT | 5-10 Days OSS, RLW, ALT | - | - | - |
| *SXA | SESIR Sexual Assault | 5-10 Days OSS, RLW, ALT | 5-10 Days OSS, RLW, ALT | - | - | - |
| *SXB | SESIR Sexual Battery | 5-10 OSS, RLW, ALT | - | - | - | - |
| *TRE | SESIR Threat | 3-7 Days OSS, RLW, Conduct Threat Assessment | 5-10 Days OSS, RLW, PCN, RTI, DIS, ALT, Conduct Threat Assessment | 5-10 Days OSS, RLW, ALT, Conduct Threat Assessment | - | - |
| WC | Weapon-Like Contraband | 3-10 Days OSS, RLW, ALT, DIS, Consider Threat Assessment | 5-10 Days OSS, RLW, ALT, DIS, Consider Threat Assessment | - | - | - |
| *WPO | SESIR Weapon Possession or Use | 5-10 Days OSS, RLW, ALT, Conduct Threat Assessment | - | - | - | - |

DISCIPLINE FOR STUDENTS WITH DISABILITIES (SECTION 504 AND IDEA)

If you are an IDEA or Section 504 eligible student and have an Individualized Education Plan (IEP) or Section 504 Plan, you are expected to comply with the District Code of Student Conduct and school rules just like any other student. If you violate the District Code of Student Conduct or school rules, you are subject to discipline just like any other student. There are, however, some



special rules dealing with suspensions, assignments to alternative programs, and expulsions.

Q. How are In-School Suspensions handled?

A. If a student with a disability receives an in-school suspension, the student's IEP or Section 504 Plan will continue to be in force. An in-school suspension is not considered an out-of-school suspension if the IEP or Section 504 Plan is followed.

Q. Can a student with a disability receive an out-of-school suspension?

A. Yes. A student with a disability may be suspended from school just like any other student and will not receive any educational services during the suspension.

Q. Can a principal use other forms of discipline with a student who has a disability?

A. Yes. A principal or designee may use any other form of in-school discipline when dealing with a student with a disability who has violated the District Code of Student Conduct or a school rule, provided that non-disabled students are disciplined the same way. Such discipline actions may include detentions, in-school suspension, extra school, Saturday school, or exclusion from extracurricular activities or field trips.

Q. What happens when a student with a disability reaches ten days of Out-of-School Suspension?

A. School personnel familiar with the student and the student's IEP or Section 504 Plan will meet with the parents as a team. For both IDEA and Section 504 eligible students, this team will determine if the student's disability is causing the misconduct (Manifestation Determination) and whether changes to the IEP or Section 504 Plan are necessary. For the IDEA eligible student, this team will also ensure a current Functional Behavioral Assessment (FBA) and a Behavior Intervention Plan (BIP) are in place, or recommend changes to either document.

Q. Can a student with a disability be reassigned to another school?

A. Yes. A student with a disability may be reassigned to another school, provided certain conditions are met. Students with disabilities may be reassigned to an alternative program for persistent disruptive behavior, only if that behavior is determined to not be substantially related to or caused by their disability and a current FBA and BIP are in place. Students may be also reassigned to an alternative program for behavior which represents a concern for the safety of other students or staff or the orderly operation of a school. If committed on campus, these acts must also not be substantially related to or caused by the student's disability.

Q. If a student with a disability has a weapon, illegal drugs or causes serious bodily injury to someone, what disciplinary actions may be taken?

A. When a student with a disability commits one of these infractions at school or at a school-related function, that student may be subject to the same administrative action and for the same length of time as a non-disabled peer - provided the behavior is determined to not be a manifestation of their disability. Even if the behavior is determined to be a manifestation of the student's behavior, he or she may be removed to an interim alternative educational setting for not more than forty-five (45) school days. Such placement does not require parent consent.



Q. Who determines the interim alternative educational setting (IAES)?

A. The IAES will be determined by the IEP or Section 504 Plan team.

Q. May a student with a disability be expelled?

A. Yes, but only if services are provided by the district.

Q. May a student with a disability be suspended from the bus?

A. Yes. Students with disabilities may be suspended from the bus just as any other student. Responsibility for transporting the student to school would then fall to the parent. However, any days missed during the bus suspension will be counted as an Out-of-School Suspension, unless the parent excuses or documents the absence.

Q. If transportation is a related service identified on the IEP or Section 504 Plan, may a student with a disability be suspended from the bus?

A. Yes. If transportation is a related service identified on the student's IEP or Section 504 Plan, and suspension or expulsion from the bus is recommended, then the bus suspension will be counted as an Out-of-School Suspension if the student is not in attendance.

Q. May a parent or guardian record an IEP meeting?

A. Yes. A parent, authorized representative of a parent, or IEP team member is permitted to record the meeting. He or she must use his or her own recording device and the District will obtain its own recording of the meeting. The District is under no obligation to provide the parent with a transcription of the recording the District obtains on its own equipment. If the District audio records an IEP Team meeting, the resulting recording shall become a part of the student's educational record and will be maintained in accordance with State and Federal law.

ENGLISH LANGUAGE LEARNERS

English Language Learners (ELLs) are not to be subjected to disciplinary action exclusively because of their use of a language other than English. However, all School District of Manatee County students, regardless of their ability to speak English, are governed by the Code of Student Conduct.

CONDUCT ON SCHOOL BUSES

The School Board believes you and your fellow students, as well as the bus driver, should be able to ride safely on school buses. In addition to any bus-specific consequences, you may be disciplined for any action on the bus in the same manner as if the conduct had happened at school. You are also subject to disciplinary action while at the bus stop, if your behavior has a harmful effect on the health, safety, or welfare of any member of the school community. You should assume that you are being recorded any time you are riding a school bus.

Parent Responsibility

Your parents are responsible for your behavior at the bus stop prior to the arrival of the bus in the morning and after the departure of the bus at the end of the day. However, if you are at the bus stop and violate school rules, the school can still discipline you for your behavior if it has a harmful effect on the health, safety, or welfare of any member of the school community. Students are to be on time and stand off the roadway.

Damage to Bus



If you cause any damage to the bus or another vehicle, your parent will be required to pay for the damage.

Waiting for the Bus

Wait for the bus to come to a complete stop before you approach the bus. To cross in front of the bus, wait for the driver to signal you.

Items Not Allowed on a Bus

- a. Any item prohibited elsewhere in the District Code of Student Conduct
- b. Glass containers of any kind
- c. Balls
- d. Bats
- e. Cologne/perfume
- f. Cutting instruments of any kind
- g. Any large or bulky item that interferes with proper seating of students (examples: large musical instruments or athletic equipment)
- h. Any animal
- i. Batons, drum sticks, tennis rackets (unless in proper carrying case)
- j. Aerosol sprays may be possessed but their use on buses or enclosed areas is expressly prohibited

Rules While on the Bus

The bus driver is in charge and you must obey the driver at all times. You must tell the bus driver your correct name when asked. The bus driver and school will keep a seating chart. You must be on time; the bus cannot wait for you if you are tardy. **YOU MAY NOT RIDE ANY BUS OTHER THAN YOUR ASSIGNED BUS.** You can be disciplined if you do not follow all district and school rules and the following special rules: a. Sit in your assigned seat and use the seat belt if available.

b. Stay seated at all times while the bus is in motion. c. Do not place any part of your body outside the bus windows. d. Do not distract the driver with loud conversation or noises. e. Observe appropriate classroom conduct. f. Do not eat or drink on the bus. g. Maintain absolute silence at railroad crossings. h. Do not throw any items on the bus or out of the bus windows. i. Do not mark, cut or damage bus seats or the bus itself. j. Do not display signs from the bus. k. Do not use obscene language or gestures. l. Cell phones are to be turned off.

Discipline If You Do Not Follow the Bus Rules

- a. If you commit minor infractions, the school bus driver has the authority to address your behavior. If you cause repeated problems on the bus, the bus driver will give the school a written discipline referral for what you did. School administrators can take any action contained in this Code against you for misbehaving at a bus stop or on a bus.
- b. Discipline on school buses will be dealt with according to the following protocols; however, severe infractions (for example, fighting, setting a fire on the bus) may result in immediate suspension or recommendation for expulsion based on the recommendation of the principal or designee.

Elementary Bus Discipline Protocol

1st Offense: Operator - student conference and parent contacted by Courtesy Notice prepared by Operator. Student re-assigned to the front of the bus for one week and closely monitored.



2nd Offense: Operator - student conference and parent contacted by Courtesy Notice prepared by Operator. Student re-assigned to the front of the bus for two weeks and closely monitored.

3rd Offense: Referral submitted, with recommended bus suspension up to 1 day. Upon return to bus, student assigned to front of the bus for one week and closely monitored.

4th Offense: Referral submitted, with recommended bus suspension up to 3 days. Upon return to bus, student assigned to front of the bus for two weeks and closely monitored.

5th Offense: Referral submitted, with recommended bus suspension up to 5 days. Conference with parent, student, school administrator and Transportation Staff. Upon return to bus, student assigned to front of the bus for two weeks and closely monitored.

6th Offense: Referral submitted, with recommended bus suspension up to 10 days. Letter from school to parent stating next referral may result in recommendation for removal from the bus for the remainder of the year.

Secondary Bus Discipline Protocol

1st Offense: Operator - student conference and parent contacted by Courtesy Notice prepared by Operator. Student re-assigned to the front of the bus for one week and closely monitored.

2nd Offense: Referral submitted, with recommended bus suspension up to 1 day. Upon return to bus, student re-assigned to front of the bus for two weeks and closely monitored.

3rd Offense: Referral submitted, with recommended bus suspension up to 3 days. Upon return to bus, student re-assigned to front of the bus for two weeks and closely monitored.

4th Offense: Referral submitted, with recommended bus suspension up to 5 days. Conference with parent, student, school administrator and Transportation Staff. Upon return to bus, student re-assigned to front of the bus for two weeks and closely monitored.

5th Offense: Referral submitted, with recommended bus suspension up to 10 days. Letter from school to parent stating next referral may result in removal from the bus for the remainder of the year.

- c. Suspension from the school bus may be imposed only by the principal or designee by following the procedures for suspension from school. Bus suspensions may not be extended beyond the number of days originally prescribed by the principal or designee.
- d. You can be removed from the school bus by the Superintendent or his designee for up to one calendar year for misconduct or a violation of the bus rules on a school bus or at a bus stop, based upon the recommendation of the principal and after the principal has suspended you from riding the bus for 10 days for an incident. Before the Superintendent or designee removes you from the bus, you and your parents will be informed in writing of the Principal's recommendation and the basis for that recommendation. The Superintendent or designee will inform you and your parents in writing of any removal from the bus.
- e. Even if you transfer to a new school, you will be held responsible for any previous incidents of bus misconduct from your previous school.



SCHOOL DRESS CODE

The dress and grooming of District students shall be neat and clean, promoting a safe and positive educational environment. Apparel that disrupts educational activities and processes of the school may result in the removal of the student from the regular learning environment until acceptable apparel can be secured for the student. Failure to comply with the dress code may result in disciplinary consequences outlined in state statute and the district discipline matrix.

Pursuant to F.S. 1006.07, wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the learning environment will have the following specific consequences. In addition to these consequences, the violation shall be corrected before the student is allowed back in the regular school environment:

- a. For a first offense, a student shall be given a verbal warning and the school principal (or designee) shall call the student's parent or guardian.
- b. For a second offense, the student may be ineligible to participate in any extracurricular activity for a period of time not to exceed 5 days and the school principal (or designee) shall meet with the student's parent or guardian.
- c. For a third offense, the student will have lunch detention in a supervised area, not the cafeteria.
- d. For a fourth offense, the student may be ineligible to participate in any extracurricular activity for a period not to exceed 30 days.
- e. For a Fifth and subsequent offense, a student may receive an In-School Suspension pursuant to F.S. 1003.01(5) for a period not to exceed one (1) day and may be subject to any of the interventions listed above.

Requirements for student dress in all schools are listed below:

- a. All shirts and blouses must cover midriff, back, sides, and all undergarments including bra straps at all times. All shirts, tops, and dresses shall have sleeves and cover the shoulders.
- b. Shorts, skirts, divided skirts, dresses and culottes are allowed. They must be mid-thigh length or longer.
- c. All trousers, pants, or shorts must totally cover undergarments, including boxer shorts.
- d. All clothing, jewelry, or tattoos shall be free of the following: profanity; violent images, wording or suggestion; sexually suggestive phrases or images; gang related symbols; alcohol, tobacco, drugs or advertisements for such products.
- e. Safe and appropriate footwear must be worn. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes, and bedroom slippers.

Further Clarification/other requirements:

- a. Form fitting leotard/spandex type clothing is not allowed unless proper outer garments cover to mid-thigh length or longer.
- b. See through or mesh fabric clothing may only be worn over clothing meeting requirements.
- c. Clothing must be appropriate size, with the waist of the garment worn at the student's waist.
- d. Clothing and footwear traditionally designed as undergarments or sleepwear shall not be worn as outer garments.
- e. Sunglasses may not be worn inside unless a parent provides a doctor's note to the school. Field trips are exceptions.
- f. Bandanas or sweatbands are not allowed to be visible on school grounds during the regular



school hours.

- g. Hats or other head coverings may be worn during outside P.E. activities and may not be worn during any portion of the regular school day without the expressed permission of the principal.
- h. If the school has a mandatory school uniform policy, the student must adhere to those requirements.

SCHOOL UNIFORMS POLICY

Manatee County elementary or secondary schools may implement a mandatory uniform policy, governing students enrolled at the school only if all conditions set forth in the following procedures are met:

Initiation

- a. A favorable vote of at least 67 percent or more by the School Advisory Council (SAC) must occur to support mandatory use of uniforms for students.
- b. The school or SAC conducts a survey of parents of all students in that school and at least 51 percent of the families completing the survey must indicate that they are in favor of establishing such a program. Ballots must be received from a majority of eligible families. Parents are to be surveyed every three years at any school implementing a uniform program.
- c. The school must establish a uniform committee that adequately represents all segments of the school community. The uniform committee must follow guidelines promulgated by the Superintendent for selection of uniforms.
- d. The school-selected uniforms must comply in all respects with the other provisions of the district rules concerning appropriate attire.
- e. The uniforms selected may not be characterized as gender-specific (both boys and girls may wear slacks).
- f. The school must make provisions for those students who, by reason of financial hardship, cannot comply with the uniform and must notify the students' parents of these provisions.

Communication

Each school implementing a uniform policy must communicate to parents the following:

- 1. types and colors of uniform;
- 2. requirements for jackets or outer garments;
- 3. optional articles of attire, if any;
- 4. compliance measures to be employed;
- 5. the availability of financial support and the procedures for applying for assistance;
- 6. methods to facilitate recycling of uniforms within the school community; and
- 7. notice of uniform sales and lists of competitive prices from vendors of uniform articles.

The means by which this information is communicated shall include one or more of the following: school newsletters, parent forums, telephone hotline, PTA/PTO meetings and newsletters, school advisory council meetings, television, radio, newspaper announcements, posters displayed at school and in the community, and registration materials.



Compliance Measures

- a. Each school shall develop incentives and positive reinforcement measures to encourage full compliance with the uniform policy. Each school should strive to achieve full compliance through use of incentives and positive reinforcement measures and should resort to disciplinary action only when positive measures fail to ensure compliance. In addition, schools shall communicate with parents so that expectations, rationale and benefits are fully understood by the student and the family.
- b. If necessary, disciplinary action may be taken to encourage compliance with the policy. Since the intent of the policy is not to inhibit or prohibit any student who is not in uniform from receiving the education to which he or she is entitled, no student shall be suspended from class or from school, expelled from school, or receive a lowered academic grade as a result of not complying with the policy.
- c. Prior to initiating any disciplinary action against a student not complying with the policy, a school administrator shall hold a conference with the parent or guardian to solicit cooperation and support.
- d. Disciplinary action is initiated only after all other means to secure support and cooperation as mentioned above have not succeeded. A "progressive discipline" approach is to be employed by the school support staff so as to encourage full and consistent compliance with the least amount of disciplinary action.
- e. In order to ensure a smooth transition to a uniform policy, and in order to ensure that incentives and positive reinforcement measures are employed before resorting to disciplinary action, no school implementing a uniform policy shall take disciplinary action for the first two months of implementation unless those not in compliance materially or substantially interfere with the requirements of appropriate discipline.
- f. Exceptions to wearing the uniform are permitted when:
 1. Uniforms of a nationally recognized youth organization such as JROTC, Civil Air Patrol, or the Boy Scouts or Girl Scouts are worn on regular meeting days.
 2. A student wears a button, arm band, or other accoutrement to exercise the right to freedom of speech as guaranteed by the First Amendment, unless the button, arm band, or other accoutrement signifies or is related to gangs, gang membership or gang activity.
 3. The wearing of a school uniform violates a student's sincerely held religious belief.
 4. A student's parent or guardian has secured an exemption from the uniform policy by following the procedures set forth below.
- g. Parents or guardians are permitted to exempt their children from the uniform program by the following procedure:
 1. Parents should be notified of the exemption procedure.
 2. A request is made by mail or in person by the parent or guardian for an Application for Exemption from the Uniform Program ("Application"). The parent or guardian may obtain an Application at the student's school site.



3. The Application is completed in full and submitted to the school principal.
4. The school principal or other designated administrator meets with the parents to discuss the uniform policy and the nature of the objections to the policy. The purposes of this meeting include: (a) ensuring that the parents or guardians understand the reasons for, and goals of the uniform policy; (b) verifying the accuracy of the information on the Application; and (c) preventing fraud or misrepresentation.

SECTION VI PROCEDURES RELATING TO DISCIPLINARY ACTIONS

Each school and classroom in the school District of Manatee County is required to develop their own behavior plans, which support the unique needs of their students, families, and communities. Common disciplinary actions at each school may include, but not be limited to the following:

Loss of Privilege

For a specified period of time, you may lose a privilege on campus. These privileges include, but are not limited to, parking, use of technology, extracurricular activities, and assemblies.

Disciplinary Probation/ Check-in/Check-out

For a specified period of time, you are assigned to report frequently to a staff member who will assist in monitoring your adjustment to the school situation.

Detention/Extra School

You report to an assigned location at your school for a specified period of time before or after school for supervised study hall activities. Extra school is not intended to interfere with your regular class schedule.

Fine/Restitution

You may be given a written citation by the School Resource Officer and required to pay a fine if you are caught smoking or in possession of tobacco. You may be required to pay restitution for any damage you may have caused to School Board property.

Student Work Assignments

If your parent and a school administrator agree, the administrator can assign you to a work detail at the school. The principal will decide who will supervise your work.

Saturday School

You may be required to attend Saturday School if an administrator has contacted your parent at least twenty-four (24) hours in advance.

In-School Suspension

You may be assigned to a specific location at your school during the school day where you will be required to continue your regular academic coursework. This assignment may be for a single period (usually referred to as Time Out), all day, or for multiple days. Time Out may also be used in lieu of detentions, when transportation or other issues prevent their assignment.

Classroom Removal

Your teacher may require that you be removed from class if it has been documented that your behavior has seriously disrupted the teaching or learning in the classroom. If you are removed from a class, the principal may place you in another appropriate classroom, in-school suspension, an alternative education program, or the principal may recommend you for suspension or



expulsion. You cannot be returned to that teacher's classroom unless the teacher consents or a school-based placement review committee has determined that doing so is the best or only available alternative. A decision on whether to return you to the classroom must be made by the teacher or the committee within five days of the removal.

MAJOR DISCIPLINARY ACTIONS

In order to protect the rights of all students and staff, certain procedures are followed with regard to major disciplinary actions. These procedures are developed as suggested or required by law or regulation. School/classroom procedures for administering discipline in areas not covered by these specific procedures are encouraged.

School Bus Suspension

You can be denied the privilege of riding a school bus by the principal or designee for up to 10 school days. Suspension from the school bus may be imposed only by the principal or designee by following the procedures for suspension from school.

Out-of-School Suspension

You have the right to attend school and have an opportunity to learn. You may lose that right if you violate the District Code of Student Conduct or a school rule. You lose the right to attend school by being suspended or expelled. You can be suspended from school for up to ten (10) days at a time. If you are suspended you cannot be on school grounds or on any Manatee School District property, nor can you attend any school activities. You cannot be suspended for skipping class or school or for excessive tardiness. However, you may be suspended for failure to serve consequences assigned for skipping or tardiness. When OSS is deemed appropriate, the district does offer an Alternative To Out of School Suspension (ATOSS) program that is housed at two different locations. You are responsible for transportation to ATOSS however, it does offer a structured and supervised environment where assignments may be communicated and submitted to your regular teachers.

OUT-OF-SCHOOL SUSPENSION Q & A

Q. *Who can suspend you?*

A. The principal or someone designated by the principal can suspend you.

Q. *How long can you be suspended?*

A. You can be suspended from school for one school day or up to ten (10) school days. School principals or designees may not impose suspensions of undefined lengths, pending a parent conference or other stipulations.

Q. *What happens before a suspension?*

A. When the principal or designee becomes aware that a student may have broken a rule in the District Code of Student Conduct or a school rule, he or she will investigate by talking to students, teachers or others who may know something about what happened. Even if you are not one of the students who may have broken the rule, the principal or designee may talk to you as part of the investigation. After talking to people who were involved or witnesses, the principal or designee will determine who he or she thinks broke a rule.



Q. *What if the principal or designee determines you broke a rule?*

A. As soon as possible, the principal or designee will talk to you and tell you that you are accused of breaking a rule in the District Code of Student Conduct or a school rule. You also will be given written notification, such as a disciplinary referral, which tells you the same thing. You will be told why it is believed that you have broken the rule. After this happens, you should know what you are accused of doing and what evidence there is that supports the accusations.

Q. *What happens next?*

A. You will then have an opportunity to tell the principal or designee your side of the story. You can ask that he or she talk to someone you think may know something about what happened. You can give the principal or designee a written statement to read. After listening to you and reading anything you have provided, the principal or designee may talk to the people you named and anyone else who might have knowledge about the situation, as may be appropriate in the opinion of the principal or designee. After that, the principal or designee will decide if you have broken a rule in the District Code of Student Conduct or a school rule. If he or she decides you have broken a rule, the principal or designee will then determine whether you should be suspended from school, and if so, for how long. You will be told about this decision.

Q. *Will my parents know?*

A. Prior to the beginning of the suspension, the principal or designee will attempt to telephone your parents and let them know about the suspension. If your parents cannot be reached by telephone, then the principal or designee will record the dates and times contact was attempted. Also, within 24 hours of the decision, a letter will be mailed to your parents informing them of the suspension. If you or your parents claim you did not receive the letter, it will not change the suspension. You will be given another copy of the letter if you request one.

Q. *Can you appeal a suspension?*

A. You can request the principal reconsider the evidence and decision. However, the principal's decision to suspend a student is final.

Q. *How do I make up my work while on suspension?*

A. You are required to obtain your work. The following means are available: 1. Ask fellow students to obtain the class work for you. 2. Contact your teacher via email or phone. 3. Access teacher websites or weekly assignment sheets, if available.

All makeup work is due on the day of your return from suspension. In the case of in-class activities such as labs, tests, quizzes, class projects, etc., the teacher will determine a reasonable amount of time for assignments to be completed.

Disciplinary Reassignment

The School District of Manatee County offers an alternative program for students who struggle with behavioral issues in their current setting or create a concern for the safety of others. Pursuant to School Board policy, the Superintendent of Schools or designee may decide to reassign you, if it is determined to be in your best interest, or the best interest of the school. If your actions create a concern for the safety and welfare of any student or staff member or substantially



interferes with the safe and orderly operation of a school, you are eligible for reassignment to an alternative program under the School Safety reassignment process, regardless of any current or past patterns of behavior. These acts would normally involve

infractions such as battery on a school board employee, causing substantial injury or mental distress to others, threats to commit acts of violence, sexual misconduct, weapon or drug-related behaviors, or any variety of criminal acts committed on a school campus. Likewise, being charged with an off-campus criminal act by law enforcement, which creates a concern for the safety and welfare of students or staff, or which substantiates a pattern of unsafe behavior may result in a School Safety reassignment, per ss 1006.09, 1006.147, and 1006.13.

You may also be referred for a School Safety Reassignment to the alternative program for persistent behaviors which substantially disrupt the learning environment and are not mitigated through school-based interventions. Such behaviors may include interfering with instruction; the use of profane or offensive language or gestures; disrespect towards school staff; defiance of school staff; theft, destruction, or improper use of school equipment; possession of contraband or prohibited items; or continually being out of area. You may also be referred for reassignment for patterns of behavior which substantially interfere with the educational rights of other students. These behaviors may include acts such as bullying, harassment, extortion, threats, theft, fighting, or any conduct which is disruptive to the orderly educational process in the classroom.

If you are assigned to an alternative program for disciplinary reasons, you cannot be present on any other school grounds or on any Manatee School District property at any time. If you have been reassigned to an alternative program for disciplinary reasons, you may instead choose to attend another school outside the district. However, your academics, attendance, and behavior must be evaluated in a physical setting with peers in order to return to any Manatee County school. Virtual or purely online programs are not an acceptable alternative without specific review and authorization from the district office of Drop-Out Prevention and Alternative Programs.

Expulsion

You can be expelled (excluded) from school by the School Board for the remainder of a school term or school year and one additional year of attendance. During the time you are expelled, you may or may not receive educational services. Students who commit violent acts that involve the use of a firearm as defined in the Code of Student Conduct will be expelled, with or without educational services. All other students will be evaluated on a case-by-case basis and where possible, recommendations for diversionary or intervention programs will be made in lieu of arrest or expulsion.

EXPULSION AND DISCIPLINARY REASSIGNMENT Q & A

If you are found to be guilty of a severe breach of conduct or are guilty of continuing misconduct, the principal or designee may suspend you for up to 10 days after following the suspension procedures and recommend to the Superintendent or designee that you should be expelled or reassigned to another school or program. All alternative placements and expulsion recommendations for students with disabilities are made by the appropriate IEP or 504 team.

Q. *What happens if the principal recommends reassignment to another school or program?*



- A. The principal will refer the case to the Office of Drop-Out Prevention and Alternative Programs to determine whether it should move forward or be declined. If approved, you will either be directly assigned to another school or program or have your case go before the School Safety Reassignment Committee for deliberation. Any vote by the committee will be the recommendation made to the Superintendent or designee. Should you be reassigned, you will be provided information concerning the school or program and instructions on how to enroll.

Q. *What is the School Safety Committee?*

- A. A group of district and school administrators which evaluate the facts of each case and the student's history to make recommendations for reassignment to an alternative program. The Committee is additionally charged with evaluating the interventions attempted by the school, prior to the reassignment referral being submitted.

Q. *Can the recommendation of the committee be appealed?*

- A. You may appeal the decision to the Office of Alternative programs and Drop-out Prevention. Facts of the case must be appealed to the principal if the reassignment referral is being forwarded by the school for on-campus behavior.

Q. *What happens if my principal recommends expulsion?*

- A. Your principal may recommend an expulsion to the Director of Student Services. The Director will in turn listen to the facts of the case and make a recommendation to the Superintendent. However, only the School Board can expel a student. If the Superintendent agrees with the recommendation, the District General Counsel or designee will inform your parents in writing about the recommendation and why expulsion is being recommended. The notice will additionally inform your parents they can request a hearing.

Q. *What happens if my parents do not request a hearing?*

- A. The School Board will take final action on the recommendation for expulsion without a hearing. By not requesting a hearing, you are admitting that you did what you were accused of doing.

Q. *What happens if I request an expulsion hearing?*

- A. The School District General Counsel will notify you when and where the hearing will be conducted. The Office of Dropout Prevention and Alternative Programs will inform your parents of the procedures involved and your procedural rights. At the hearing, the General Counsel, on behalf of the Superintendent, presents the evidence in support of the recommendation for expulsion. You, your parents, your attorney or other qualified representative will be permitted to cross examine witnesses and offer evidence on your behalf, including your testimony. The cost of your attorney will be your parent's responsibility. Your parents may elect to have the hearing open or closed to the public.

Q. *What procedures govern the expulsion hearing?*

- A. The expulsion hearing is governed by sections 120.569 and 120.57(2), Florida Statutes. A copy of those sections will be provided to you upon request.

Q. *What happens after the expulsion hearing?*

- A. The School District General Counsel will submit to the School Board a recommended order consisting of findings of fact, conclusions of law, and a recommendation on the expulsion. You, your parents, or your attorney will have an opportunity to submit written objections to the



recommended order. The School Board is limited on what it can do with respect to the recommended order by section 120.57 (1), Florida Statutes.

Q. *Who makes the final decision to expel me?*

- A. The School Board will make the final decision on whether you should be expelled and if so, for how long. The School Board will also decide if you will receive educational services during your expulsion. Your parents may elect to have the School Board meeting open or closed to the public.

Q. *How long can the School Board expel me?*

- A. You can be expelled for the remainder of the current school year and one additional school year. A student who is serving an expulsion during the last semester of his or her senior year may not participate in the graduation ceremony.

Q. *Can I appeal the School Board's decision to expel?*

- A. You can appeal the School Board's decision to the Second District Court of Appeal in Tampa. You must do so within 30 days of the time you are expelled; you may or may not receive educational services.

Felony Arrests

Students are required to self-report any felony arrest to their principal within 48 hours of the arrest. An arrest that would be a felony if the student were an adult must also be self-reported. The principal will review information about the arrest to determine, after conferring with the Executive Director of School Management, whether the student should be suspended from all extracurricular activities and possibly suspended from school, or reassigned to an alternative placement. Failure to self-report such an arrest may result in suspension from all extracurricular activities for a minimum of one calendar year and suspension from school or reassignment to an alternative placement.

Extension of Ten-Day Suspension

If the principal suspends you for 10 days, the Superintendent may extend your suspension until the outcome of the criminal charges that have been filed against you. During your suspension, pending the outcome of the criminal charges, you will be assigned to an alternative educational program.

Criminal Victimization

In accordance with [F.S. 1006.13](#), students who are found to have committed certain felony offenses against another student are prohibited from attending the same school or riding on the same school bus with the victim or the victim's siblings. According to F.S. 1006.13(5)(d), "The offender, or the parents of the offender if the offender is a juvenile, shall arrange and pay for transportation associated with or required by the offender's attending another school or that would be required as a consequence of the prohibition against riding on a school bus on which the victim or a sibling of the victim is riding. However, the offender or the parents of the offender may not be charged for existing modes of transportation that can be used by the offender at no additional cost to the District School Board."

Corporal Punishment

The use of corporal punishment is prohibited. This prohibition extends to parents or guardians on school grounds.



REPORTS TO LAW ENFORCEMENT AGENCIES

The School Board views disruptive and criminal acts, and those which may affect the health, safety and welfare of, or pose a legitimate threat to those on a school campus, as extremely serious in nature. In addition to disciplinary action administered at the school level, certain acts are expected to be reported to law enforcement as required by the State Attorney Office. The actions of law enforcement do not dictate the corrective measure enforced by the school.

LIMITED ROLE OF LAW ENFORCEMENT

To help avoid the unnecessary criminalization of our students, law enforcement action should be limited to situations when it is necessary to protect the physical safety of students and staff or appropriate to address criminal activity. Law enforcement involvement should not be requested in a situation that can be safely and appropriately handled by a school's internal disciplinary procedures.

THE COACH AARON FEIS SCHOOL GUARDIAN PROGRAM

Like law enforcement, school guardians hired through the Coach Aaron Feis School Guardian program in Manatee County are in place to help ensure the physical safety of our students, staff, and school community. School guardians are not to be involved in student discipline matters unless it is a matter of safety. School guardians additionally have no authority to act in any law enforcement capacity, except to the extent necessary to prevent or abate an active assailant incident.

REPORTS TO DEPARTMENT OF CHILDREN AND FAMILIES (DCF)

All employees of the District have the responsibility to report all actual and suspected cases of child abuse, abandonment or neglect. They also have the responsibility to comply with child protective investigations and all other provisions of law related to child abuse, abandonment or neglect. All employees of the District shall have immunity from liability if they report such cases in good faith. Abuse is defined as "any willful act or threatened act that results in any physical, mental, or sexual injury or harm that causes or is likely to cause the child's physical, mental or emotional health to be significantly impaired."

REFERRALS TO MENTAL HEALTH AGENCIES

If you present a concern for the safety of others, due to your actions or words, as determined by your school or district administration, law enforcement, or a threat assessment team, you will be referred for mental health services, per F.S. 1012.584. These services may be provided on campus or through off-campus mental health providers that partner with our district. In the event you present an immediate concern for the safety of yourself or others, the Marchman or Baker Acts may be enacted (see Page 4) to ensure an appropriate mental health examination and intervention(s) occur. This may result in an involuntary examination and removal from campus, pursuant to F.S. 394.463. Such contact may be in person by a mental health professional or using telehealth as defined in F.S.456.47.

SELF-REPORTING UPON INITIAL REGISTRATION

Upon initial registration in any district school from another district, state, charter, home or private school, you are required per F.S. 1006.07 to self-report any previous school expulsions, prior arrests resulting in charges, Juvenile Justice actions, and referrals to mental health services. You are also required to report any placements in an alternative setting for disciplinary or safety reasons. Students found to have been expelled or placed in an alternative program in lieu of



expulsion from another school or district may serve any remaining duration of the original expulsion as outlined in F.S. 1006.07.

SECTION VII IMPORTANT POLICIES AND PROCEDURES

MEDICATION POLICY

Taking legal medications (prescription drugs prescribed for you or over-the-counter drugs) at school, on a school bus, at any school activity, or on any field trip must strictly comply with this Medication Policy. This policy requires the following:

- a. You should make every effort to administer medications at home during non-school hours.
- b. All medications (including over-the-counter medications, vitamins and supplements) must be prescribed by a licensed physician and must be retained in the school clinic.
- c. For each medication to be administered, your parent must provide the principal or clinic staff with a written statement giving the principal or the principal's designee permission to assist in the administration of the medication. The written statement must explain the reason it is necessary for the medication to be provided during the school day.
- d. The written statement shall be on a Medication Authorization Form which can be obtained from the school's office and must be signed by both a physician and a parent or guardian before medications can be administered at school.
- e. You may not transport medications to school or be in possession of any medications while on school property.
- f. An authorized adult must bring the medication to be administered to the school's office and deliver it along with a completed Medical Authorization Form.
- g. Possessing medications prescribed to others is illegal and considered a Level 3 offense.
- h. Students with any of the following medical conditions may carry and self-administer the medications or supplies listed below to attend to their conditions while at, or in transit to or from, school or school-sponsored activities, if the school has been provided written parental and physician authorization in advance:

| Student's Medical Condition: | Student May Carry and Self-Administer: |
|---|---|
| Life-threatening Allergies or Asthma | An epinephrine auto-injector |
| Asthma | A metered dose inhaler |
| Pancreatic Insufficiency | A prescribed pancreatic enzyme supplement |

