CLASSIFICATIONS OF INFRACTIONS

Infractions of the *Code of Student Conduct* are grouped into four classes:

Minor	Level I
Intermediate	Level II
Major	Level III
Zero Tolerance	Level IV

Each classification is followed by a disciplinary procedure that is to be implemented by the principal/designee. The document is set up to ensure that principals and school administrators are consistent with administering discipline for infractions of the *Code of Student Conduct*. Consequences should be delivered based on the charts included in this document and the number of instances that particular infraction has occurred as indicated from left to right within each level. **Parent/Guardian contact, either written or verbal, should be made each time a student is disciplined by an administrator**. If necessary, students involved in a fight or dispute and assigned In-School Suspension will be separated during their suspension to avoid further conflict. In this instance, one student will serve his/her consequence for the assigned number of days and the other student will serve his suspension after the first student is released.

It is understood that when an infraction of the *Code of Student Conduct* occurs, the student's explanation shall be heard by the principal/designee before determining the classification of the infraction. The principal or designee will review each case, including all documentation provided by staff and other witnesses, individually before assigning consequences. Florida Statutes 1003.31, 1003.32, 1006.07, and 1006.09 describe responsibilities of the school principal or other designated staff.

Classroom teachers will address general classroom disruptions or minf.

8.

School Bus Vandalism/Criminal Mischief

Vandalism or criminal mischief that occurs on a school bus or other contracted mode of transportation shall not be tolerated,

Documenting the implementation of behavioral plans associated with the IEP or 504 Plan is essential. Prior to utilizing suspension as a disciplinary action for a *Code of Student Conduct* violation, the Principal/Designee **MUST** inquire with the teacher/staff involved to provide documentation of the implementation of the *Positive Behavior Support Plan* and *FBA/BIP* or Section 504 *Positive Behavior Support Plan*, as appropriate

2. The length of time the student with an IEP/504 Plan is suspended (ISSP/OSS) or assigned to ATOSS is subject to the current *Discipline Guidelines for Students with*

Note XVI: In preparing our students for online testing and complying with State of Florida mandates, each Duval County Public School student will be assigned a computer network login that will provide the student with access to internal and external network resources including the Internet. The proper use of the Internet provides opportunities for research, learning, and web-based educational programs. **Some enrichment, online testing, and curriculum resources programs are only accessible through the I**

Disciplinary Actions/Interventions - Minor Infractions – Level I

Refer to Interventions Matrix for additional interventions for Level I Infractions

Level 1 Infractions	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	5th Occurrence
1.01 (ZZZ) Disruption in Class (Yelling out, out of seat, talking) ***Group*** *1.01* *1.03* *1.05*	x Parent Contact x Behavior Contract with progress monitoring x Detention x School service x Restorative Practice	x Parent Contact x Behavior Contract with progress monitoring x Detention x School service x Restorative Practice	x Parent Contact x Behavior Contract with progress monitoring x Detention x School service x Restorative Practice	x Parent Contact x Behavior	

2.06 (TRE) Intentional Threat of a Student A direct intentional threat, by word or act, to do violence to a student, coupled with the apparent ability to do so, and doing some act, which creates fear in that person
Police Notification/Consultation Required

2.07 (ZZZ) Intentionally Striking a Student a Student

2.17 (ZZZ) Possession of Stolen Property (with the knowledge that it is stolen)
Police Notification/Consultation Required

2.18 (ZZZ) Teasing/Intimidation/Ridicule Verbal, written or printed communication that maliciously threatens injury to a person, property, or reputation of another, or other conduct that demeans or ridicules another. Multiple 2.18 offenses may rise to the level of bullying. Completion

- Students will not use the network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). **Students shall immediately notify a teacher or administrator if inappropriate information is mistakenly accessed or found anywhere on the DCPS network including student shares.** This may protect students against a claim of intentional infraction of this policy.
- Students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc. This information may not be provided to an individual, organization, or company, including websites that solicit personal information. Promptly disclose to a teacher any messages received that are inappropriate or make you feel uncomfortable.

- The use of the DCPS network or computers is a privilege that may be restricted or removed by school based

Level 2 Infraction	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
2.05 (TRE) Intentional Threat on School District Employee or Agent ***Group*** *2.05* *2.06* *2.18*	x Contact Hearing Office for Situations that are more serious in nature for Teen Court or other intervention x Parent Conference x 1-day Class Suspension x Restorative Practice including letter of apology	x 2 days Class Suspension x Parent Conference x Restorative Practice including letter of apology x Adult Led Mediation x SOS (if declined 3 days Class Suspension)	x Restorative Practice x Parent Conference and Parent Shadowing x Adult led mediation x 2 days Class Suspension x SOS (if declined, 2 days OSS)	x 3-5 days OSS x SOS (if declined 5 days OSS) x Parent Shadowing (if declined 3-5 days OSS)
2.06 (TRE) Intentional Threat on a Student ***Group*** *2.05* *2.06* *2.18*	x Parent Contact x BehaG( )]TJETQ154.22 486.			

Level 2 Infraction	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
2.09 (FIT) Fighting (Mutual combat, mutual altercation) ***Group*** *2.07* *2.09* *2.10* *2.11* *2.12*	x Parent Conference and Behavior Contract with Progress Monitoring x Parent Conference and Counseling Referral/Intervention x Adult-Led Mediation x Restorative Justice Peer Mediation x Restorative Practice x Mentor Partner x 1-2 days Class Suspension x SOS if declined 1 Day OSS	x Parent Conference and Behavior Contract with Progress Monitoring x Parent Conference and Counseling Referral/Intervention x Adult-Led Mediation x Restorative Justice Peer Mediation x Restorative Practice x Mentor Partner x 1-2days OSS and Restorative Practice X SOS if declined 1-2		

Level 2 Infraction	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
2.19 (TRS) Trespassing (unauthorized				

MAJOR INFRACTIONS - Level III

Special Note- Infractions committed within the same Level in the *Code of Student Conduct* in school, at school-sponsored events and on the school bus will be considered willful disobedience and/or open defiance of authority. As a result, the student infraction may be escalated to the next occurrence on the Disciplinary Actions/Interventions Matrix.
The following Level III codes are grouped for occurrence purposes:

- x 3.04/3.05/3.06/3.07
- x 3.09/3.10/3.11/3.22
- x 3.14/3.15
- x 3.01/3.02/3.08/3.27 (3.08 for Prohibited Substance Only)

Example: A student committing a 3.04 infraction followed by another 3.04 or a 3.05, 3.06 or a 3.07 infraction will move to the next occurrence on the Disciplinary Actions/Interventions Matrix.

Special Note Behavioral Threat Assessment (BTA) Infractions with the acronym (BTA) should initiate the Behavioral Threat Assessment Team, which is a multi-disciplinary team that convenes when there is a real or perceived threat to schools or persons related to behavioral health. Students who commit any violent infraction a mental health referral to district provider must be submitted

3.01 (ALC) Alcohol Possession, purchase, or use/sharing of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation. Alcohol incidents cannot be Drug Related.
(This includes students on campus**,** school sponsored event or school transportation under the influence of Alcohol)
Police Notification/Consultation Required and BTA Team

NOTE: It is illegal to possess or use alcoholic beverages if under the age of 21.

3.02 (DRU) Drugs Use/Possession - The use/sharing

3.08 (ZZZ) Possession of Prohibited Substance or Objects Possession of any blade not considered to be a weapon (includes

Intentiona[redacted]acher or staff m[redacted]access district[redacted]
for studen[redacted]
Knowing[redacted]orized chang[redacted]cores, or student data[redacted]
hosted sy[redacted]

– Productio[redacted]tion of porno[redacted]pornography **available[redacted]**

3.19 (OMC) Major Alter[redacted]llful act of p[redacted]disruption involving physical c[redacted]
participants w[redacted]uption of all [redacted]ion of campus activities or school sp[redacted]
resulting in a [redacted] Disruptive b[redacted]a serious threat to the learning environ[redacted]
safety, and welfare of others **(Examples inclu[redacted]d to- code red, buses delayed mo[redacted]min[redacted]**
change of school bell schedule, required CC[redacted]g Office must be contacte[redacted]
Police Notification/Consultation Required an[redacted]

3.20 (TRE) Repeated Threats Upon School District Employee, St[redacted]reats by word or acts to do violence to the person of another and after having [redacted]e with 2.05/2.06 of the Code for a first Infraction, doing a second (or repeated) act(s) which create(s) a well-founded fear in such other person that such violence is imminent, when the person committing the offense knows or has reason to know the identity or position or employment of the victim. (The repeated threat should be made to the same individual)
Police Notification/Consultation Required and BTA Team

3.21 (BUL) Bullying/Cyberbullying Sys

3.25 (HAR) Harassment Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, including but not limited to cyber-bullying, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. **(As defined by the School**

Anti-Bullying Policy a -Bullying Procedures. The required bullying and harassment investigation must be completed and the required documentation placed in the).

3.26 (TRE) School Wide Threat – Any form of communication that is/was posted that poses a school wide threat which causes serious disruption to the educational environment in which law enforcement had to be notified and threat assessment had to be performed.to include but not limited to threats to shoot school/officials. Investigation with threat assessment must be presented to the Hearing Office with CCR#.
Police Notification/Consultation Required and BTA Team

Special Note: (Mental Illness) Any student who is identified as needing mental health support may be referred to mental health services identified by the school district for evaluation or treatment, when appropriate.

3.27 (OMC) Drug/Alcohol Paraphernalia - Any equipment that is used to produce, conceal, or consume illicit drugs. It includes but is not limited to items such as bongs, roach clips, miniature spoons, grinders, various types of pipes and any item that is used to take drugs. **Police Notification/Consultation Required**

3.28 (OMC) Motor Vehicle Theft – The taking or unauthorized driving of a motor vehicle that belongs to someone else with the intent to deprive the owner of the object. **Police Notification/Consultation Required**

3.29 (OMC) Moving Bus Violations When two or more persons mutually participate in physical violence while the bus is moving

	monitoring (if declined 3 Days OSS) (11 years old and over)	

3.32 (PHA) Physical Attack of a Student

The Duval County School Board will conduct an expulsion hearing for a student found to have committed a Zero Tolerance Offense, even if the student withdraws from Duval County Public Schools after committing the offense.

Special Note Behavioral Threat Assessment (BTA) Infractions with the acronym (BTA) should initiate the Behavioral Threat Assessment Team, which is a multi-disciplinary team that convenes when there is a real or perceived threat to schools or persons related to behavioral health.

*** Police Notification/Consultation required on all Level 4 Infractions.**

4.01 (ALC) Alcohol Any possession of an alcoholic beverage with the intent to sell, or otherwise distribute to another person.

NOTE: **It is illegal to possess or use alcoholic beverages if under the age of 21.**

4.02 (DRD) Drug Sale/Distribution The manufacture, cultivation, sale or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance.
NOTE: **The possession or use of illicit drugs is illegal and harmful.**

4.03 (ARS) Arson To intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents. Fires that are not intentional, that are caused by accident, or do not cause damage are not required to be reported in SESIR. **BTA Team**

4.04 (ROB) **Armed Robbery The taking of money or other property from the person or custody of another by use of a weapon, or in the course of the taking, putting another in fear of the use of a weapon, force, or violence.
BTA Team

4.05 (WPO) **Possession of a Firearm Possession, discharge, use, or sale of any firearm or destructive device on school property, school-sponsored transportation, or during a school-sponsored activity. A firearm is any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such a weapon; any firearm muffler or firearm silencer, any destructive device, or any machine gun. A "destructive device" means any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing an explosive, incendiary, or poison gas and includes any frangible (breakable) container filled with an explosive, incendiary, explosive gas, or expanding gas, which is designed or so constructed as to explode by such filler and is capable of causing bodily harm or property damage. Incidents

4.06 (WPO) **Use of a Deadly Weapon Possession of any deadly weapon, other than a firearm, which is used in a threatening manner and is perceived by the individual being threatened as capable of inflicting physical harm. **BTA Team**

NOTE:

4.16 (VAN) Vandalism – The intentional destruction, damage, or defacement of public or private property over $1000.00 without consent of the owner or the person having custody or control of it. (Documentation of assessment of damages required).

******These carry the recommendation of expulsion for a period not to exceed the remainder of the school year and one (1) additional year of attendance.

Disciplinary Action **Zero Tolerance Infractions Level IV**	
Level 4 Infraction	**1st Occurrence**
4.01 (ALC)	

Important Note: If the student has an IEP/504 Plan, the administrator or designee MUST refer to the *Discipline Guidelines for Students with Disabilities*
disciplinary action.

The length of time the student with an IEP/504 Plan is suspended (ISSP/OSS) or assigned to ATOSS is subject to the *Discipline Guidelines for Students with Disabilities*. A maximum of three (3) days can be assigned at one time. If the student with an IEP/504 Plan commits a Level 2, 3, or 4 infractions, for which the disciplinary action warrants referral to the Hearing Office **AND** is the option the principal/designee is seeking to pursue, a manifestation determination meeting **MUST** be scheduled **PRIOR** to referral to the Hearing Office. In preparation for the return of the student to the educational setting, the IEP/504 Team should consider the positive supports necessary to assist the student with being successful.

***Infractions marked with an asterisk will require immediate police notification and possible arrest, as determined by law enforcement.**

Intervention Definitions

Note: Interventions should be implemented with consistent progress monitoring and documented in the student information system.

Restorative Session
Social Skills Lesson
Meaningful Work-
Self-Monitoring Tool

SOS ς Student Option for Success

Athletic Policies

1. A student not currently suspended from interscholastic or intrascholastic extracurricular activities, or suspended or expelled from school, pursuant to a district school board's suspension or expulsion powers provided in law, including ss. 1006.07, 1006.08, and 1006.09, is eligible to participate in interscholastic and intrascholastic extracurricular activities.

Suspension

The student shall be given notice of the charges against him/her and shall be given the opportunity to present his/her explanation of the situation before any action is taken.

When a suspension is necessary, the principal/designee will make every reasonable effort to contact the parent/guardian immediately. Written notice shall be sent to the parent/guardian via **U. S. mail within forty-eight (48) hours,** regarding the reason disciplinary action was taken. Generally, a notice and a conference should precede the student's suspension from school. However, if the immediate suspension of the student is justified because the student's presence endangers others, school property, or would seriously disrupt the orderly academic process, the mailed notice will follow as soon thereafter as is practical. The parent/guardian may request a conference with the principal/designee regarding the suspension

Level IV Offenses

The principal is initially responsible for determining that an offense has been committed. In investigating such incidents, the student will be given, in writing, the pending charges and an opportunity to admit or refute those charges. It should be noted that any statement the student makes might be used, with other documentation, to prove whether the student is guilty of the offense(s) charged.

The principal will review the above documentation with the parent/guardian. If, at the disciplinary conference, the principal concludes that extenuating circumstances exist, the student will be eligible for admission back into school following the determination of appropriate disciplinary action to be taken.

In the absence of extenuating circumstances, the principal may, at his/her discretion, recommend an alternative school or other programs provided by the school district. Should the parent/guardian be offered this opportunity and declines it, the principal shall recommend expulsion and immediately send all of the documentation of the incident to the School Board Hearing Officer.

At this time, the School Board Hearing Officer, acting as the Superintendent's designee, shall review the facts pertaining to the offense and shall request a conference with the parent/guardian and the suspended student within the suspension period.

Bus Revocation - Bus riding is a privilege, which may be revoked. If a student displays inappropriate behavior on a bus, the student may be referred to the appropriate Region Superintendent for possible revocation of bus privileges. Commission of a Level IV Offense on a school bus will result in revocation of bus privileges.

Expulsion Removal of the right and obligation of a student to attend a public school under conditions set by the School Board for a period of time not to exceed the remainder of the school year and one (1) additional year of attendance.

The School Board may expel a student from school based on grounds specified in the *Code of Student Conduct*. Expulsion means the removal of the right and obligation of a student to attend a public school under conditions set by the district school board, and for a period of time not to exceed the remainder of the term or school year and an additional year of attendance. Expulsions may be imposed with or without continuing educational services and shall be reported accordingly. The School Board has the sole authority to expel students pursuant to Florida Statute 1006.07.

PLACEMENT PROCEDURES IN ALTERNATIVE EDUCATION CENTERS

All alternative education center packets and appeals must be signed in at the Hearing Office or Regional Superintendent for review by the third (3rd) school day following the most recent infraction resulting in the hearing packet. No student should remain suspended for more than seven (7) days without a due process hearing or administrative placement at an alternative school. *Refer to the Discipline Guidelines for Students with Disabilities (IEP/504) for those students involved with Level II, III, and IV infractions that indicate disciplinary action of referral to the Hearing*

Special Note: No students should be in Out of School Suspension for more than 7th consecutive days. After the 7th day students return to home school. A request for extended OSS can be made to Hearing Office prior to the 7-day limit if special circumstances arise, Hearing Packets will not be accepted after the 7th day of the suspension window without prior approval from the Hearing Offic*e.*

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ALTERNATIVE CENTER DISCIPLINE MATRIX

Mattie V. Rutherford alternative center will serve 4th thru 8th grade and **Grand Park** alternative center will serve 6th – 12th grade students. Students that exhibit behaviors outlined in the *Code of Student Conduct* at the alternative school will follow the following discipline progression plan:

Minor Violations	
Offense	1st

Major Offenses Class III

1. The discipline/administrative transfer of a student to the alternative center should take place on or before the fifth (5th) day of suspension. **However, if the parent/guardian indicates on the *Parent Conference Checklist* that they would**

6. Properly hemmed outer garments such as shorts, divided skirts, and dresses may be worn, provided they are not disruptive or distractive, as determined by the school administration. Garments including, but not limited to, such items as boxer shorts, traditionally designed as undergarments, may not be worn as outer garments.

7. Clothing, accessories and facial coverings, shall not be worn if they display profanity, violence, lewd and obscene messages, sexually suggestive phrases, or advertisements, phrases or symbols of alcohol, tobacco, or drugs or other symbols phrases or advertisements that would be offensive to common propriety or decency. Bandanas may not be worn as facial coverings.

8. Head coverings, including, but not limited to, caps, hats, bandannas, hair curlers, and/or sunglasses, shall not be worn on school property, unless required by a physician or authorized by school personnel.

9. Students are prohibited from wearing clothing t

Aggravated Battery:	
Aggravated Robbery:	
Armed Robbery:	

Alcohol:

Bullying:	

Burglary/Breaking and Entering:

False Report or Bomb Threat:

Harassment (Civil Rights):