CORPORAL PUNISHMENT

The School Board of Seminole County, Florida prohibits the use of corporal punishment.

CITIZENSHIP STANDARDS FOR PARTICIPATION
IN SCHOOL SPONSORED EXTRA-CURRICULAR ACTIVITIES

SECTION 1. INTRODUCTION AND PURPOSE

A. Introduction

Participation in a school sponsored extra-curricular activity or sport is a privilege. These activities are important components of our total educational program. Successful participation in school sponsored extra-curricular activities requires a higher level of commitment, energy, and maturity.

It is the goal of Seminole County Public Schools to expect a higher standard of excellence from students involved in these activities. Participating students represent our schools in our neighborhoods, our communities, our state and often our nation. The standard of behavior should be one that exhibits pride, politeness, and responsibility.

Parents and students should seriously discuss the impact of the extra time, energy, and maturity required to participate in these activities, and the strict eligibility rules a student must follow to remain qualified for such activities.

B. Purpose

1. To provide minimum citizenship standards among all Seminole County Secondary Schools for continued participation in school sponsored extra-curricular activities.
2. To instill in each student a sense of responsibility to conduct himself/herself as a positive role model.
3. To encourage the growth of good citizenship among participants in school sponsored extra-curricular activities.
4. To delineate the sanctions that will be imposed for violation of this policy.

SECTION 2. APPLICABILITY

These standards apply to all students participating in School Board approved extra-curricular activities sponsored by the school. Furthermore, these standards apply 24 hours a day for the duration of an activity season. An activity season is considered to be that span of time that commences with the first group/team meeting or tryouts, and runs through any pre-season or regular season practices, competition, or activities, and concludes with any post-season or state qualifying play or culminating activity.

SECTION 3. PROCESSING REPORTS OF VIOLATIONS

Reports of alleged violations of the Citizenship Standards for Participation shall be made to the principal or his/her designee. The principal or his/her designee shall conduct an investigation to determine the validity of any allegations. If it is determined that it is reasonable to believe a violation has occurred, the student and his/her parents shall be notified of the alleged violation, of the possibility of extra-curricular sanctions, and of a right to an informal hearing where evidence may be presented.

A hearing must be requested within seven (7) calendar days of the date of the notification by the principal or his/her designee of the violations. If a hearing is requested, the principal or his/her designee shall conduct one within seven (7) calendar days of receipt of the hearing request. If no hearing is requested, or the hearing request is received after the deadline, the principal or his/her designee shall make a determination whether or not a sanction should be imposed.

Hearings shall be conducted in a manner that affords a student(s) with a full opportunity to present his/her/their version of the offense. However, these hearings are not formal legal proceedings and are not required to be
conducted in accordance with the rules of procedure normally associated with formal administrative hearings or court proceedings. The decision of the principal is final and is not subject to appeal. If it is determined that a student did commit a violation of the Citizenship Standards Policy, the sanctions shall be imposed immediately.

SECTION 4. SANCTIONS

A. Suspension from Participation in Events

Students found to have violated the Citizenship Standards Policy shall be suspended from participation in extracurricular events in accordance with the sanctions outlined in the Summary Table of Infractions and Consequences. The sanctions outlined in this policy establish the minimum disciplinary sanction a coach or sponsor shall take in responding to a violation of the Citizenship Standards Policy. Coaches and sponsors have the authority to increase the duration of suspension from participation in extra-curricular events for any violation of this policy.

Students suspended from participation shall not be permitted to participate in any event-related activities, dress out for the event, or travel to the event with the team or group. An event is defined as a game, activity, or contest.

When School Board Policy permits, and with permission of the school administration, students under suspension from participation may participate in tryouts, practices, or meetings while waiting for a sanction to be completed. However, the school administration may prohibit students from participating in tryouts, practices, or meetings when they deem such action is appropriate.

It is beyond the scope of this policy to identify every possible action on the part of a student that may be deemed as undesirable by a coach or sponsor. Therefore, coaches and sponsors may impose appropriate disciplinary consequences for acts not specifically identified in the Summary Table of Infractions and Consequences. Furthermore, nothing in this policy shall prohibit coaches or sponsors from dismissing or removing a student from a team or group (pending administrative approval) when they conclude such action is warranted.

B. Imposing Sanctions

Sanctions shall remain in effect until they are completed. This may require sanctions assigned as a consequence for a violation of the Citizenship Standards Policy be completed during an activity season that is different from the activity that was in effect when the violation occurred. When necessary, the balance of any unfulfilled sanction shall be completed in the following school year in which the student is enrolled.

Students suspended for a first time tobacco violation as defined by the Citizenship Standards Policy may be given the opportunity to reduce the number of suspended by up to one half. Students are eligible for this consideration only if they document to the principal completion of a tobacco or smoking cessation class or a tobacco education class that is approved by the school principal.

Students may be given the opportunity to reduce up to one half (1/2) the number of events they are to be suspended from for a first time drug or alcohol related violation of the Citizenship Standards Policy. Students are eligible for this consideration only if they comply with the principal’s requirements for a drug/alcohol assessment from a licensed drug/alcohol counselor and they follow any recommendations made by the counselor.
Citizenship Standards for Participation
Summary Table of Infractions and Consequences

ON CAMPUS VIOLATIONS

- **LEVEL 1 - IN-SCHOOL SUSPENSION** - If a student is assigned In-School Suspension, then the student shall be suspended from a number of events ranging from:

  **1 Event to 10 Events**

- **LEVEL 2 - OUT-OF-SCHOOL SUSPENSION** - If a student is assigned Out-of-School Suspension, then the student shall be suspended from a number of events ranging from:

  **10% of Events to all Events (minimum of 2)**

- **LEVEL 3 - ALTERNATIVE PLACEMENT UNDER THE CONDITIONS OF A WAIVER and DISTRICT BEHAVIOR CONTRACT** - If a student is allowed to attend the district alternative school or another Alternative Educational Assignment as an alternative to expulsion, then the student shall be suspended from a number of events ranging from:

  **All Events for the Duration of Placement to All Events for the Duration of the Student’s Enrollment in the Seminole County Public Schools**

- **LEVEL 4 - RETURN TO ZONED SCHOOL UNDER THE CONDITIONS OF A WAIVER and DISTRICT BEHAVIOR CONTRACT** – Students who return to the zone school after an alternative placement will regain their athletic eligibility upon return except if their athletic season has started.

- **LEVEL 5 - EXPULSION** - If a student is Expelled from all Seminole County Public Schools, then the student shall be suspended from a number of events ranging from:

  **All Events for 1 Calendar Year and/or the extent of the expulsion to All Events for the Duration of the Student’s Enrollment in the Seminole County Public Schools**

Nothing in this policy shall prohibit coaches or sponsors from dismissing or removing a student from a team or group (pending administrative approval) when they conclude such action is warranted.
Citizenship Standards for Participation
Summary Table of Infractions and Consequences

OFF CAMPUS VIOLATIONS

- **LEVEL 1 - FALSE IDENTIFICATION or TOBACCO PRODUCT USE** - If a student is found to have possessed or used False Identification, or possessed or used Tobacco Products, then the student shall be suspended from a number of events ranging from:

  1 Events to All Events for 1 Calendar Year

- **LEVEL 2 - DRUG/ALCOHOL VIOLATION** - If a student is found to have possessed, used, or been under the influence of Drugs, Alcohol, Controlled Substances, Intoxicants, Substances Capable of Modifying Mood or Behavior, or Prescription Medication without a physician’s prescription, then the student shall be suspended from a number of events ranging from:

  20% of Events to All Events for 1 Calendar Year

- **LEVEL 3 - ARREST BY LAW ENFORCEMENT** - If a student is arrested for committing an off campus misdemeanor or delinquent act, then the student shall be suspended from a number of events ranging from:

  1 to All Events Pending Executive Director Review

- **LEVEL 4 - ARREST BY LAW ENFORCEMENT** - If a student is arrested for committing an off campus felony, then the student shall be suspended from a number of events ranging from:

  2 to All Events Pending Executive Director Review

- **LEVEL 5 - FORMAL CHARGES FILED** - If a student is formally charged with committing an off campus felony, misdemeanor, or a delinquent act, then the student shall be suspended from a number of events ranging from:

  2 to All Events Pending Executive Director Review

- **LEVEL 6 - CHARGES CONFIRMED** - If a student is found by a court of competent jurisdiction to have committed an off campus felony, misdemeanor, or a delinquent act, then the student shall be suspended from a number of events ranging from:

  2 to All Events Pending Executive Director Review

Nothing in this policy shall prohibit coaches or sponsors from dismissing or removing a student from a team or group (pending administrative approval) when they conclude such action is warranted.
PICTURES/VIDEOTAPE/TELEVISION BROADCASTS

The photographing, videotaping, and broadcasting of class activities, school functions and events that are common and customary practices on public school campuses must be approved by the principal. When pictures, films, or broadcasts are restricted to use by the school, and not disseminated to outside sources for publication to the general public, no prior permission is necessary for such publication. Parents or students not wanting pictures, videotaping, or broadcasts of the student on campus or involved in school related activities should make their wishes known to the principal. This notification must be submitted in writing to the principal within ten (10) calendar days prior to the beginning of the school year, or submitted ten (10) calendar days from the date of enrollment of a student after the start of the school year.

SUBPOENAS FOR STUDENT RECORDS

School officials must comply with subpoenas from a court of competent jurisdiction for the production of student records. The production of these records must be accomplished in a lawful and timely manner.

If a student (18 years or older) or the parent(s) of a minor student object to the release of subpoenaed records, the student and/or parent must obtain an order to the contrary from a court of competent jurisdiction. After school receipt of a proper subpoena, the requested records will be produced within a reasonable time (preferably on the tenth working day following the service of the subpoena) if the student and/or parent does not provide the school with an order from a court of competent jurisdiction prohibiting the release of the requested records.

PROHIBITION OF DISCRIMINATION/HARASSMENT

The School Board forbids discrimination against any student, by any student, employee, or non-employee (volunteer) on the basis of race, color, national origin, gender, age, religion, disability, marital status, or any other basis prohibited by law.

The School Board also forbids the harassment of other persons through the use of offensive or inflammatory words, symbols, gestures, or physical conduct that belittle, demean, disparage, mock, or ridicule another person.

Procedure: Any student who believes he/she has been discriminated against or has been harassed by another student, employee, or non-employee (volunteer) may use the student grievance procedures or may complain directly to the building principal or the District’s Educational Equity Coordinator. The filing of a complaint or otherwise reporting discrimination or harassment will not affect a student’s status, extracurricular activities, future grades, or homework assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the School Board’s legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

In determining whether alleged conduct constitutes sexual/racial harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual/racial harassment.

Disciplinary Action: A substantiated charge of discrimination or harassment on the part of a student shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the Student Conduct and Discipline Code.
STUDENT GRIEVANCE PROCEDURE
(DISCRIMINATION)

The student grievance procedure is solely limited to the questions and concerns that arise from Title IX of the Education Amendments Act, that prohibits sex discrimination in education; the Florida Equity Act, which prohibits discrimination in public education on the basis of race, national origin, sex, disability, or marital status of a student; or Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA), which prohibit discrimination on the basis of disability.

**Note:** The student grievance procedure does not apply to the appeal of school disciplinary actions; unless the student asserts that the disciplinary sanctions are the result of discrimination, as defined by Title IX, the Florida Equity Act, Section 504 of the Rehabilitation Act of 1973, or Title II of the Americans with Disabilities Act (ADA).

To review the entire Seminole County Student Nondiscrimination Policy, including the student grievance procedure outlined therein, please visit the website https://go.boarddocs.com/fl/semi/Board.nsf/Public SBSC Policy 2260.
LEGAL NOTICES
LEGAL NOTICES

1. Illegal use, possession, or sale of controlled substances, as defined in chapter 893, Florida Statutes by any student while the student is upon school property or in attendance at a school function is grounds for disciplinary action by the school and may result in criminal penalties being imposed.

2. Use of a wireless communications device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act. A student may possess a wireless communications device while the student is on school property or in attendance at a school function. Note: Possession and use of wireless communications devices includes but not necessarily limited to: cell phone, electronic telephone pager, personal digital assistant [PDA] when used for wireless communication of any type, and like devices.

3. The possession of a firearm or weapon as defined in chapter 790, Florida Statutes, by any student while the student is on school property or in attendance at a school function is grounds for disciplinary action and may result in criminal prosecution.

4. Violence against any district school board personnel by a student is grounds for out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may result in criminal penalties being imposed.

5. Violation of district transportation policies, including disruptive behavior on a school bus by a student is grounds for suspension of the student’s privilege of riding on a school bus and may be grounds for disciplinary action by the school and may also result in criminal penalties being imposed.

6. Violation of the district school board’s sexual harassment policy by a student is grounds for in-school suspension, out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed.

7. Any student who is determined to have brought a firearm or weapon, as defined in Florida Statutes Chapter 790, to school, to any school function, or onto any school-sponsored transportation, or to have possessed a firearm at school, shall be recommended for expulsion, with or without continuing educational services, from the student’s regular school for a period of not less than one full year and referred to the criminal justice of juvenile justice system. The School Board may assign the student to a disciplinary program or second chance school for the purpose of continuing educational services during the period of expulsion. The Superintendent may consider the one-year expulsion requirement on a case-by-case basis and request the School Board to modify the requirement by assigning the student to an alternative school or program or second chance school.

8. Any student who is determined to have made a threat or false report, as defined by ss. 790.162 and 790.163, respectively, involving school or school personnel’s property, school transportation, or a school-sponsored activity will be recommended for expulsion, with or without continuing educational services, from the student’s regular school for a period of not less than one full year and referred for criminal prosecution. The School Board may assign the student to a disciplinary program or second chance school for the purpose of continuing educational services during the period of expulsion. The Superintendent may consider the one-year expulsion requirement on a case-by-case basis and request the district school board to modify the requirement by assigning the student to an alternative school or program or second chance school.

9. Students are entitled to a review of suspensions, administrative assignments, and assignments made by a hearing officer in lieu of suspension, according to the procedures set forth in the Discipline Procedures Manual.

STATUTORY NOTICE

1. Wireless Communication Devices:
A student may possess a wireless communications device, including but not limited to a cell phone, electronic telephone pager, personal digital assistant (PDA), when used for wireless communication of any type, or a like device, while the student is on a school campus or while being transported by a school bus, but it may not be visible or create a disruption.

A wireless communications device, including but not limited to a cell phone, electronic telephone pager, personal digital assistant (PDA) when used for wireless communication of any type, or a like device, shall not be used while the student is on a school campus during the instructional day or while being transported by a school bus. The term “on campus during the instructional day” shall include participation in a field trip or other instructional activity that may take place off campus. The term “transportation by a school bus” shall include transportation for a field trip or other instructional activity, either by a district school bus or a commercial carrier.
Notice is hereby given that use of a wireless communications device includes the possibility of the imposition of disciplinary action by the School Board or criminal penalties if the device is used in a criminal act.

2. Pledge of Allegiance:
   Florida Statute requires the Pledge of Allegiance to the flag to be recited in each school in the State of Florida at the beginning of each day. Upon receipt of a written request by his or her parent, a student has the right not to participate in reciting the Pledge. This includes not standing and placing the right hand over his or her chest. (1003.44, Florida Statute).

3. Teacher Teaching Out-of-Field:
   A parent whose student is assigned an out-of-field teacher may request that his or her child be transferred to an in-field classroom teacher within the school and grade in which the student is currently enrolled. The request must be approved or denied within two (2) weeks of the request. An in-field teacher must be employed by the school in the student’s course or grade level and the transfer must not violate the maximum class size pursuant to Section 1003.03, Florida Statutes, and Article IX, Section 1 of The Florida Constitution. If the transfer is denied the school must notify the parent within two (2) weeks after receiving the request and specify the reasons for denial. This process does not provide a parent the right to choose a specific teacher. (Section 1012.42, Florida Statutes)

4. Additional Choice Options:
   A parent may request his or her child be transferred to another classroom teacher. A parent does not have the right to choose a specific classroom teacher. The request must be approved or denied by the school principal within two (2) weeks after receiving the request. If the request is denied the school must notify the parent and specify the reasons for the denial. (Section 1003.3101, Florida Statutes)

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents;
  8. Income, other than as required by law to determine program eligibility.

- **Receive notice and an opportunity to opt a student out of**
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- **Inspect**, upon request and before administration or use
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes;
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

SCPS will develop policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. SCPS will directly notify parents of these policies at least annually, at the start of each school year, and after any substantive changes. SCPS will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. SCPS will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution;
- Administration of any protected information survey not funded in whole or in part by ED;
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901
Family Educational Rights and Privacy Act (FERPA)
Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, and § 1002.22, Florida Statutes, require that the School Board of Seminole County and its constituent administrative departments and schools [SCPS], with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. SCPS may, however, disclose appropriately designated “directory information” without written consent, unless you have advised your child’s principal to the contrary in accordance with District procedures. The primary purpose of directory information is to allow SCPS to include this type of information from your child’s education records in certain school publications. Components of directory information are routinely published in:

- A playbill, showing your student’s role in a drama production;
- A school’s yearbook or similar publication;
- Honor roll or other recognition lists;
- Graduation programs;
- School newspapers;
- School newsletters;
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, will not be disclosed to outside organizations without a parent’s prior written consent, except for companies that contract for school photographs, graduation invitations and related materials, and that manufacture class rings or publish yearbooks. Directory information will be released to local, state, and federal law enforcement agencies, for official business only. In addition, two federal laws require the SCPS that receives assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings of middle and high school students (secondary students) – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. ¹

If you do not want SCPS to disclose directory information from your child’s education records without your prior written consent, you must notify your child’s principal in writing by September 04, 2020 SCPS has designated the following information as directory information:

- Student’s name
- Address
- Telephone listing
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, whole or in part, may not be used for this purpose)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Honors and awards received
- Grade level
- Date of Birth
- Current or most recent school of attendance

Note: Opt out, however, does not apply to prevent SCPS disclosing or requiring the disclosure of a student’s name, identifier, or institutional email address in a class in which the student is enrolled (Crooks AOIT) or to prevent the student from wearing or displaying a school or school board issued student ID card that exhibits information that may constitute directory information.

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).
RELEASE OF DIRECTORY INFORMATION
The School Board of Seminole County, Florida

The School Board of Seminole County, Florida may release the following “directory information” without your permission unless you notify the principal in writing by September 04, 2020. Upon request, military recruiters will be provided with your child’s name, address, and telephone listing unless you advise your child’s school not to release their information to any military recruiter.

Directory Information is defined as: student’s name; address; telephone number; current or most recent school attended; date of birth; weight and height of members of athletic teams; honors and awards received; participation in officially recognized activities and sports; grade level; and student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc., (a student’s SSN, whole or in part, may not be used for this purpose).

Under the provisions of the Family Educational Rights and Privacy Act, you have the right to withhold the release of the directory information listed above. If you decide you do not want the school to release the information listed above, any future requests for the “directory information” will be refused. Please indicate here your request to withhold the items listed above. You may request that directory information not be released except for having your child’s name and photograph appear in the school yearbook.

☐ I do not want my child’s directory information released, including but not limited to any military recruiter.

☐ I do not want my child’s directory information released to higher education: colleges and universities

☐ I do not want my child’s directory information released to the public for media articles about students and schools, television stories about students and schools.

☐ I do not want my child’s directory information released except for the following purposes:

☐ school yearbook (Local)
☐ school website (Local/District)
☐ school newsletter and newspapers (Local/District)
☐ school newscasts (Local)
☐ newspaper articles about students and schools (Local/District)
☐ television stories about students and schools (Local/District)

Parent Name: __________________________  Parent Signature: _________________________

Student Name: __________________________  Student I.D. #: __________________________

School Name: __________________________  Grade: _______  Date: __________

If this form is not received by the school principal or information changed in Family Access by September 04, 2020, it will be assumed that the above information may be released. Please note that, notwithstanding the completion and submission of this document or information changed in Family Access, directory information may be released to local, state, and federal law enforcement agencies to the extent disclosure is permissible by the Family Educational Rights and Privacy Act.
Notification of Rights under FERPA and § 1002.22, Fla. Stat. for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(2) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal, or appropriate school official, a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(3) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal, or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(4) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA and state law authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks, or an authorized representative of a state federal agency conducting an audit or enforcement activity in conjunction with any federal or state program.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district and/or an institution of postsecondary education in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
Seminole County Public Schools, Florida
DISCIPLINE REFERRAL

STUDENT NAME: ___________________ SCHOOL NAME/#: ___________________ GRADE: _____

OFFICE USE ONLY*

Offense: ___________________ STUDENT #: ___________________ ESE: ___________________

TEACHER/STAFF

REFERRED BY: ___________________ LOCATION: ___________________ BUS #: _______

REFERRAL DATE: ____________ OFFENSE DATE: ____________ TIME: ____________ PERIOD: _______

DESCRIPTION: ________________________________________________________________

____________________________________________________________

TEACHER/STAFF ACTION (Prior to current referral)

___ Conference w/Student ___ Parent Contact (Date: __/__/____) (Date: __/__/____) ___ Parent Conference (Date: __/__/____)

___ Referral to Guidance ___ Class Detention (Date: __/__/____) (Date: __/__/____) ___ Referred to MTSS Team (Date: __/__/____)

Other: ________________________________________________________________

____________________________________________________________

ADMINISTRATIVE USE ONLY

Offense: ________________________________________________________________

{Name of offense}

MTSS (Multi-Tiered System of Support) Check the one that most applies
Get/Obtain: ___ Attention ___ Tangible ___ Sensory
Escape/Avoid: ___ Attention ___ Tangible ___ Sensory

PARENT CONTACT

___ Parent Notification: ___ Personal Contact ___ Phone Message ___ Written Communication

Parent/Guardian Name: ___________________ Phone # (H/W/C): ___________________

Notes: ________________________________________________________________

____________________________________________________________

ADMINISTRATIVE ACTION

___ Alternative Educational Assignment ___ Detention ___ Parking Revoked
___ Banned from Specified School Functions: ___ Expulsion with services recommended ___ Restitution

___ Behavioral Contract (Intervention) ___ Expulsion without services recommended ___ Sat. School

___ Bus Expulsion ___ Guidance Referral (Intervention) ___ Temp. Class Placement

___ Bus Probation ___ In-School Suspension ___ Verbal Reprimand

___ Bus Suspension ___ Out-of-School Suspension ___ Wed. School

___ Confiscation ___ Parent Conference (Intervention) ___ Work Detail

Number of Days: _______ Beginning Dates: ___________ Ending Date: ___________ Return Date: ___________

ESE STUDENT: If the student has received more than ten cumulative days of suspension during the current school year a Manifestation meeting is required within ten school days, and a copy of the IDEA Procedural Safeguards must be attached to this form.

Please check, if a Manifestation meeting is required for this student.

HONOR CODE VIOLATION: ___ 1st Offense ___ 2nd Offense ___ 3rd Offense

CITIZENSHIP STANDARDS FOR PARTICIPATION

___ On Campus Violation Level: _______ Sport/Activity: _______________________

___ Off Campus Violation Level: _______ # Events To Be Missed: __________

Parent Signature: ___________________ Student Signature: ___________________

Administrator Signature: ___________________ Date: ___________________

SCPS 835D (Rev. 06/24/20) SB White Copy - School Yellow Copy – Teacher/Staff Pink Copy – Student/Parent Gold – Other ESE Student - Copy to SSRS

*The same OFFENSE # must be used for all individuals involved in this same incident.
Seminole County Public Schools
SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORTING (SESIR) DISCIPLINE REFERRAL
Florida Department of Education

STUDENT NAME: ___________________ SCHOOL NAME/#: ___________________ GRADE: _________

OFFICE USE ONLY*

OFFENSE #: ___________________ STUDENT #: ___________________ ESE: ___________________

ADMINISTRATIVE USE ONLY

REFERRED BY: ___________________ LOCATION: ___________________ BUS #: _________

REFERRAL DATE: ___________ OFFENSE DATE: ___________ TIME: _________ PERIOD: _______

DESCRIPTION: _______________________________________________________________

School Environmental Safety Incident Report (SESIR) must be reported to law enforcement:

___ Aggravated Battery ___ Hazing ___ Sexual Assault
___ Alcohol ___ Homicide ___ Sexual Battery (Rape)
___ Arson ___ Kidnapping ___ Sexual Offenses (Other)
___ Burglary ___ Other Major Incidents ___ Threat/Intimidation
___ Disruption on Campus/Major ___ Physical Attack (Battery) ___ Trespassing
___ Drug Sale or Distribution ___ Robbery ___ Vandalism ($1,000)
___ Drug Use or Possession ___ Larceny/Theft ($750) ___ Weapon Possession

May not need to report to law enforcement:

___ Bullying ___ Harassment ___ Fighting
___ Sexual Harassment ___ Tobacco

RELATED ELEMENTS (Please check all that apply to SESIR offenses)

___ Alcohol ___ Bullying ___ Gang ___ Hate Crime ___ Injury ___ (A) More Serious ___ (B) Less Serious ___ Vaping
___ Drugs: ___ M – Marijuana/Hashish ___ N – Non-Controlled Substance Used as Drug ___ O – Other Illicit Drugs
___ Weapon: ___ Other (Describe) ___ Knife
Firearm: ___ Handgun ___ Rifle/Shotgun ___ Unknown

VICTIM(s) – For any offense highlighted above or any offense that is bullying related complete the following:

Basis for Bullying or Harassment (Check any that apply) ___ Disability ___ Race ___ Religion ___ Sex ___ Sexual Orientation

SCHOOL-RELATED ARREST(S) – For any student arrested for an activity on school grounds, during off-campus school activities or on school transportation, or for arrests due to a referral by any school official complete the following: Name(s) of arrested person(s)

PARENT CONTACT

___ Parent Notification: ___ Personal Contact ___ Phone Message ___ Written Communication

Name of Parent/Guardian: ___________________ Phone (H/W/C): ___________________

Notes: _______________________________________________________________

ADMINISTRATIVE ACTION

___ Alternative Placement ___ Expulsion without services recommended ___ Out-of-School Suspension
___ Expulsion with services recommended ___ In-School Suspension

Number of Days: _______ Beginning Date: ___________ Ending Date: ___________ Return Date: ___________

ESE STUDENT: If the student has received more than ten cumulative days of suspension during the current school year a Manifestation meeting is required within ten school days, and a copy of the IDEA Procedural Safeguards must be attached to this form.

___ Please check, if a Manifestation meeting is required for this student.

DESCRIPTION: _______________________________________________________________

Parent Signature: ___________________ Administrator Signature: ___________________

*The same OFFENSE # must be used for all individuals involved in this same incident.

SCPS 835DOE (Rev.06/24/20) FL

White Copy – School Yellow Copy – Teacher/Staff Pink Copy – Student/Parent Gold – Other ESE Student – Copy to SSRS

38
# MATRIX OF INFRACTIONS AND CONSEQUENCES FOR SESIR VIOLATIONS

The following infractions **MUST** be placed on the **SCPS 835DOE SESIR** Discipline form. The minimum allowable consequence for a SESIR infraction is In-School Suspension. As with non-SESIR infractions, the principal or the principal’s designee may assign consequences for a SESIR infraction in addition to or in excess of In-School Suspension based on factors such as the nature of the infraction, the student’s past disciplinary record, the student’s attitude, the student’s age and grade level, and the severity of the problem as it exists in that particular school.

**Note:** SESIR incidents are classified in a rank order levels from Level I to Level IV (Level I incidents are the most serious and Level IV incidents are the least serious). The rank order levels determine which incident must be reported when more than one incident occurs during a single episode. The rank order level is listed beside each SESIR infraction in the discipline matrix below.

Mandatory Consequences are indicated by (M) and Optional Consequences are indicated by (O).

<table>
<thead>
<tr>
<th>INFRACTIONS</th>
<th>In-School Suspension</th>
<th>Out-of-School Suspension</th>
<th>Administrative Assignment</th>
<th>Recommended for Expulsion</th>
<th>Referred to Law Enforcement</th>
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<tr>
<td>(ALC) Alcohol (S) IV</td>
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<tr>
<td>(ARS) Arson (S) I</td>
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<tr>
<td>(BAT) Battery - Aggravated (S) I</td>
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<tr>
<td>(BRK) Burglary (S) II</td>
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<tr>
<td>(BUL) Bullying (S) IV</td>
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<td>(DOC) Disruption on Campus-Major (S) III</td>
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<td>(DRD) Drug Sale or Distribution (S) II</td>
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<td>(DRU) Drug Use or Possession (S) III</td>
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<td>(FIT) Fighting (S) III</td>
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<td>(HAR) Harassment (S) IV</td>
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<td>(HAZ) Hazing (S) III</td>
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<tr>
<td>(HOM) Homicide I</td>
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<td>(KID) Kidnapping I</td>
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<td>(STL) Larceny/Theft (S) III $750 AND OVER SESIR</td>
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<tr>
<td>(OMC) Other Major (S) III</td>
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<td>(PHA) Physical Attack (Battery) (S) II</td>
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<td>(ROB) Robbery (S) II</td>
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<td>(SXA) Sexual Assault (S) II</td>
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<td>(SXB) Sexual Battery (Rape) (S) I</td>
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<td>(SXH) Sexual Harassment (S) III</td>
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<td>(SXI) Sexual Offenses (Other) (S) III</td>
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<td>(TRE) Threat/Intimidation (S) III</td>
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<td>(TBC) Tobacco (S) IV UNDER 21 SESIR</td>
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<td>(TRS) Trespassing (S) III</td>
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<td>(VAN) Vandalism (S) III $1000 AND OVER SESIR</td>
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<td>(WPO) Weapons Possession (S) II *</td>
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</table>

**Note:** All unsubstantiated bullying (UBL) and unsubstantiated harassment (UIHR) reports **MUST** be reported to SESIR. In Skyward, please use the Unknown Perpetrator choice and code the report as either UBL or UIHR. These do not generate a discipline referral and are not attached to a student but do generate an offense number.

* Will also require a referral for mental health services.

** Students will be assigned to Journeys or may be assigned to Eugene Gregory Memorial Youth Academy.
# Matrix of Infractions and Consequences

The *Matrix of Infractions and Consequences* specifically identifies prohibited student conduct and lists the range of consequences that may be imposed for each infraction. When assigning a consequence, or a combination of consequences for misconduct, the principal or the principal's designee shall give consideration to factors such as the *nature of the infraction*, the student's *past disciplinary record*, the student's *attitude*, the student's *age and grade level*, and the *severity of the problem* as it exists in that particular school.

**Note:** SED center schools have the option of modifying consequences for inappropriate behavior considered to be an infraction of the *Student Discipline and Conduct Code*. The principal, in consultation with the Executive Director of Student Support Services or designee, shall determine the appropriate consequence to assign for an infraction.

Matrix of Infractions and Consequences

**Mandatory Consequences are indicated by (M) and Optional Consequences are indicated by (O).**

<table>
<thead>
<tr>
<th>INFRACTIONS</th>
<th>Verbal Reprimand</th>
<th>Time-Out</th>
<th>Confiscation</th>
<th>Restitution</th>
<th>Parking/Decal Violation</th>
<th>Vehicle Towed at Owner's Expense</th>
<th>Bus Probation</th>
<th>Bus Suspension</th>
<th>Bus Expulsion</th>
<th>Work Detail</th>
<th>Detention</th>
<th>District Behavior</th>
<th>Referral From School</th>
<th>School Suspension</th>
<th>In School Suspension</th>
<th>Out of School Suspension</th>
<th>Administrative Suspension</th>
<th>Recommended for Expulsion</th>
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<td>Cheating/Honor Code Violation</td>
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</tbody>
</table>

* If student has been previously assigned to Journeys Academy, the student may be assigned to the Eugene Gregory Memorial Youth Academy.
## Matrix of Infractions and Consequences

<table>
<thead>
<tr>
<th>INFRACTIONS</th>
<th>Verbal</th>
<th>Time Out</th>
<th>Confiscation</th>
<th>Parking Decal</th>
<th>Detention</th>
<th>Banned From</th>
<th>In-School</th>
<th>Out-of-School</th>
<th>Administrative</th>
<th>Recommended for</th>
<th>Referred to Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tardiness</td>
<td>O O</td>
<td></td>
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<tr>
<td>Teasing (unwanted)</td>
<td>O O</td>
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<tr>
<td>Theft/Larceny (under $750)</td>
<td>O M</td>
<td>M</td>
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<tr>
<td>Unauthorized Area</td>
<td>O O</td>
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<tr>
<td>Unauthorized Assembly</td>
<td>O O</td>
<td>O</td>
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<tr>
<td>Unauthorized Items</td>
<td>O O</td>
<td>O</td>
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<tr>
<td>Unauthorized Publication</td>
<td>O O</td>
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<tr>
<td>Unsafe Act</td>
<td>O O</td>
<td>O</td>
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<tr>
<td>Vehicle/Parking Violation</td>
<td>O</td>
<td>O</td>
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</tbody>
</table>

Mandatory Consequences are indicated by (M) and Optional Consequences are indicated by (O).

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