



Seaside School, Inc

Governance Committee Monthly Meeting

Published on September 9, 2023 at 8:55 AM CDT
Amended on September 15, 2023 at 6:40 AM CDT

Date and Time

Friday September 15, 2023 at 8:15 AM CDT

Location

Dunlap & Shipman, P.A.
2063 County Highway 395
Santa Rosa Beach, FL 32459

Founded in 1996
Serving Students in Grades 5 - 12

We seek to sustain an educational community where an emphasis on academic excellence is complemented by our concern for each learner's personal growth and intellectual, aesthetic, and psychological development. The curriculum is developmentally responsive – actively engaging students in learning skills in context, integrative – directing students to connect learning to daily lives, and exploratory – enabling students to discover their abilities, interests, learning styles, and ways that they can make contributions to society.

Information on procedures for public comment can be found at
<https://www.seasideschools.net/about/governance>

If anyone needs special assistance to participate in the public input session, every effort will be made to provide an appropriate accommodation. When requesting accommodations for public input, please allow no less than 1 business day notice prior to the scheduled meeting.

Specific issues about a particular student should only be addressed to the school’s Director of Student Services, rather than the Board of Directors.

All public comments will be taken under advisement by the Board, but will not elicit a written or spoken response. The names of persons providing public comment and a brief summary of topics or input will be included in the meeting minutes published. A response will be provided to the stakeholder within seven (7) days.

Agenda

	Purpose	Presenter	Time
I. Opening Items			8:15 AM
A. Record Attendance		Robert Kauffman	1 m
B. Call the Meeting to Order		Robert Kauffman	1 m
C. Approve Minutes	Approve Minutes	Robert Kauffman	1 m
Approve minutes for August Governance Committee Meeting on August 11, 2023			
II. Governance			8:18 AM
A. Board Selections Needs/Goals/Procedure - Review of Draft Skills Document	Discuss	Carey Lewis	10 m

1. We revised the website language for the **BOD application page** to more effectively communicate our intentions and goals regarding board selection especially given our recent changes to by-laws re: longer terms/smaller, more strategic board. Our aim was to craft these to be in line with our group discussion.
2. We also prepared an additional **BOD Commitment Overview document** that delineates the commitment required of a BOD member, outlining the expectations for attendance, participation, involvement, and more.

We present these to the Governance Committee for review and further discussion. If you encounter any issues accessing the documents, please inform me. I retained the Google Doc format to facilitate potential edits prior to your exploring to WORD and sharing with the committee for review. Please let me know if you need any assistance with that process.

	Purpose	Presenter	Time
Thank you!			
1. Website Language: https://docs.google.com/document/d/1KvWZHDtll1Y7JEBofG27MOsuJzn6ktO2XdME_dfF9aQ/edit?usp=sharing			
2. BOD Commitment Overview: https://docs.google.com/document/d/1swSlspTv1cqZDzwyENsRbPwq5HwhIMLi3r3C3aQ2zI/edit?usp=sharing			
B.	Review Board Member Effectiveness / Accountability System	Discuss	Robert Kauffman
	Robert to report on meeting with Jenna and BoT Options Discuss Self-Evaluation Discuss other Ideas		10 m
C.	Legislative / Florida Admin. Code Update	FYI	Tom Miller
	1. SESIR incidents that schools must report to law (Covered in the school's current Discipline Matrix - Attached) 2. Educational Records policy (Recommended Policy Discussed later) 3. Internet Policy (Recommended Policy Discussed Later) 4. Related to classroom instruction, gendered bathrooms, and pronoun use. (Recommendation to add language to handbook) 5. Restroom and changing rooms determined by biological sex (Recommendation to add to handbook) 6. Teacher Dispute (handbook recommendation) 7. School Sponsored Activities (Policy Recommendation) 8. No new policy needed 9. No new policy needed 10. McKinney Vento liaison (School will appoint staff member) 11. Core standards for teaching (no new policy needed)		10 m
	Note: We received examples from our attorney on 9/13 (Access)		
D.	Recommend Approval of Educational Records Policy	Vote	Thomas Miller
	Change to Rule 6A-1.0955 F.A.C. re use of child's legal name in school Recommended Policy and Letter (Click here)		5 m

Purpose Presenter Time

School Will:

1. Make sure teachers inform their classes that no name or pronouns changes will be permitted at this time. Except for nickname that shorten a students name or use their middle name. So Maxwell can be Max or Robert can be Bob.

2. If a student wants to go by another name or pronoun, they should have the attached notice and permission form signed and returned. Make sure you check the signature upon return and if you question the authenticity have the student talk with the counselor. Teachers need to stay out of this as much as possible because there is no confidentiality with teachers.

3. If you have a student that does not feel they can go to their parent, they should be directed to the school counselor, not the teacher. The reason for this is, in part, that there is no confidentiality with teachers but there is some with school counselors. Then, please reach out to me so we can discuss next steps. There is a balancing act here because student mental health and safety is paramount. If notification of the parents could cause a dangerous situation for the student (physical or mental), we need to discuss this.

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|-----------|---|------|---------------|-----|
| E. | Recommend approval of updated Internet Safety Policy | Vote | Thomas Miller | 5 m |
| | Rule 6A-1.0957 F.A.C. update - internet safety policy that applies to school-owned devices that are connected to the school's internet. | | | |

Here is the draft of the school's internet policy. ([Click here](#))

You have commenting rights to suggest any changes.

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|-----------|--|--|-----|
| F. | School Sponsored Activities | | 5 m |
| | Policy Language Recommendation: (Click here) | | |

Any policies adopted by a school district for school-sponsored events and activities must:

- Ensure the health, safety and welfare of the child;
- Be consistent with the [Parental Bill of Rights](#);
- Protect the privacy of educational records and the privacy interests of parents and students; and
- Provide for parental notification.

The Seaside School shall inform parents of the details of each event or activity and supplemental programs. Parent permission slips must be signed for such events and activities, and the slip must include: (I) the nature of the event or activity; (II) the date and time of the

	Purpose	Presenter	Time
event or activity; (III) the specific location and types of sponsors or guests; (IV) and the method of student supervision required.			

School facilities shall not be used for any adult live performance as described in s. 827.11 F.S and s. 255.70 F.S.

III. Employee Handbook Amendments			9:03 AM
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[Access to Seaside Employee Handbook](#)

A. FMLA Qualification	FYI	Thomas Miller	5 m
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From the School Attorney:

29 CFR § 825.104 of the Family and Medical Leave Act (“FMLA”) states:

“An employer covered by FMLA is any person engaged in commerce or in any industry or activity affecting commerce, who employs 50 or more employees for each working day during each of 20 or more calendar workweeks in the current or preceding calendar year. Employers covered by FMLA also include any person acting, directly or indirectly, in the interest of a covered employer to any of the employees of the employer, any successor in interest of a covered employer, and any public agency. Public agencies are covered employers without regard to the number of employees employed. **Public as well as private elementary and secondary schools are also covered employers without regard to the number of employees employed.**”

Thus, normally under the FMLA in order for an employer to be covered they must employ 50 or more people, but the FMLA has a carve out for public and private elementary and secondary schools. As §1002.33 (1) Fla. Stat. states “**All charter schools in Florida are public schools** and shall be part of the state’s program of public education.”

Additionally, the FMLA has “special rules” that only schools must follow in order to be covered. 29 CFR § 825.600 states:

“(a) Certain special rules apply to employees of local educational agencies, including public school boards and elementary and secondary schools under their jurisdiction, and private

	Purpose	Presenter	Time
<p>elementary and secondary schools. The special rules do not apply to other kinds of educational institutions, such as colleges and universities, trade schools, and preschools.</p>			

(b) Educational institutions are covered by FMLA (and these special rules) and the Act's 50-employee coverage test does not apply. **The usual requirements for employees to be eligible do apply, however, including employment at a worksite where at least 50 employees are employed within 75 miles.** For example, employees of a rural school would not be eligible for FMLA leave if the school has fewer than 50 employees and there are no other schools under the jurisdiction of the same employer (usually, a school board) within 75 miles."

Therefore, the FMLA would not apply to schools that have less than 50 employees when there are no other schools under the jurisdiction of the school board within 75 miles.

It is the opinion of the school's attorney (**Thomas B. Sternberg, Tripp Scott, attorney at Law**), **that the school qualifies for FMLA.**

Additional Note: The school has purchased Short Term Disability for all full time employees in addition to keeping FMLA in the handbook.

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| <p>B. New laws related to classroom instruction, gendered bathrooms, and pronoun use.</p> | Vote | Thomas Miller | 5 m |
|--|------|---------------|-----|

[Click here for recommend language](#)

- | | | | |
|--|------|---------------|-----|
| <p>C. Use of Restroom (Recommendation to Add to Handbook)</p> | Vote | Thomas Miller | 5 m |
|--|------|---------------|-----|

Recommendation to add language to handbook:

Pursuant to s.553.865 F.S. restrooms and changing facilities must be designated for exclusive use by male or females or have a unisex facility. A person may only enter a restroom designated for the opposite sex under the following conditions: (I) chaperoning a child under 12, an elderly person, or a person with a disability as defined by law; (II) For law enforcement or government regulatory purposes; (III) To render emergency assistance; (IV) For custodial, maintenance, or inspection purposes so long as the restroom is not in use ;(V) If the restroom corresponding to ones sex is out of order, and the facility designated for the opposite sex is not in use by anyone of the opposite sex.

Instructional personnel who violate these policies have violated the Principles of Professional Conduct. The rule requires that each School District establish disciplinary procedures for employees who violate this rule.

	Purpose	Presenter	Time
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D. Teacher Dispute	Vote	Thomas Miller	2 m
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Recommended Language:

A teacher may request that the commissioner appoint a Special Magistrate to address a dispute stemming from the teacher being directed by the school or district to violate general law or a State Board of Education rule.

By doing so, the teacher shall not receive further penalty, nor does it prevent a school or school district from initiating employment action against a teacher.

IV. Other Business

V. Closing Items

A. Adjourn Meeting	Vote		
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Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for August Governance Committee Meeting on August 11, 2023



Seaside School, Inc

Minutes

August Governance Committee Meeting

Date and Time

Friday August 11, 2023 at 8:15 AM

Location

Dunlap & Shipman, P.A.
2063 County Highway 395
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Information on procedures for public comment can be found at

<https://www.seasideschools.net/domain/35>.

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Committee Members Present

A. Winicki, C. Lewis, D. Tinghitella, L. Blue, M. Uhlfelder, R. Kauffman

Committee Members Absent

None

Guests Present

K. Tucker (remote), T. Miller (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Meeting to order 8:15

R. Kauffman called a meeting of the Governance Committee of Seaside School, Inc to order on Friday Aug 11, 2023 at 8:15 AM.

C. Approve Minutes

R. Kauffman made a motion to approve the minutes from June Governance Committee Meeting on 06-08-23.

C. Lewis seconded the motion.

The committee **VOTED** to approve the motion.

II. Governance

A. Discuss and Set 2023 - 2024 Committee Goals

Reviewed the Committee Description, provided by Jenna.

Review the goals.

Discussion around:

- Selection committee

- Board expectations sheets
- Orientation
- Board skills and accountability document (there is one on Board on Track) Tom will send all members to update their tasks.

B. Employee Handbook / FMLA Responsibilities

Over the last three months the employees have reviewed and provided feedback on the handbook (3 times).

The FMLA section was sent to two former board members (in the HR field).

Counsel was also sought through the Florida Consortium for charter schools.

Waiting on responses.

Short Term Disability might be a solution.

C. AP Psychology Update

District provided guidance.

Students were moved to an AP Human Geography.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:07 AM.

Respectfully Submitted,
L. Blue

Coversheet

Legislative / Florida Admin. Code Update

Section: II. Governance
Item: C. Legislative / Florida Admin. Code Update
Purpose: FYI
Submitted by:
Related Material: 2023.08.21 Arnold Law Firm Client Communication.pdf
Seaside_Discipline_Matrix_22-23_12-6-22.docx (1).pdf

1. Amendment to Rule 6A-1.0017, F.A.C. (May Require Adoption of Policy)

This proposed rule designates the specific SESIR incidents that schools must report to law enforcement, previously each school board determined which incidents required reporting to law enforcement. Now, all SESIR incidents must be reported to law enforcement, except for Bullying, Harassment, Sexual Harassment, and Tobacco. There are numerous SESIR incidents which must be reported, each defined in section (7) of this rule. Instances of Bullying, Harassment, Sexual Harassment, or Tobacco do have to be reported if they involve one of the following: alcohol, drugs, gang activity, hate-crimes, hazing, serious injuries, and weapons. “Reported to Law Enforcement” is now defined as communicating with a School Resource Officer or other Law Enforcement Official about the incident.

If your Schools’ Safety Plan includes SESIR reporting procedures, your policy may need to be updated to reflect these changes. If your School’s Safety Plan does not include SESIR reporting procedures, you may consider amending your policy to incorporate the requirements of this rule to ensure that all mandatory reports are made to law enforcement. School staff should be notified of these changes.

2. Amendment to Rule 6A-1.0955, F.A.C. (Requires Immediate Adoption of Policy)

Each School Board must include in the Educational Records policy provisions for parents to specify the use of any deviation from their child’s legal name in school. School Districts must develop a form to obtain parental consent along with any required documentation, as appropriate. We are advising that each charter school also adopt a policy to ensure that any deviation from a student’s legal name is approved by the student’s parents in accordance with this rule. This rule is effective August 22, 2023, so we recommend that staff members are notified and provided with a policy as soon as possible.

This rule also amended the time a school has to transfer educational records to another school from three to five days. No policy needs to be adopted to implement this change, but the staff that handle these records transfers should be notified.

3. New Rule 6A-1.0957, F.A.C. (Requires Adoption of Policy by September 1, 2023)

This new rule requires charter school governing boards to adopt an internet safety policy that applies to school-owned devices and devices that are connected to the school’s internet. This policy must be reviewed and approved annually by the governing board. In developing a student internet safety policy, governing boards must review whether the Children’s Internet Protection Act, 47 C.F.R. § 54.520, applies and, if so, ensure compliance with CIPA. The minimum requirements for such a policy are as follows:

- Must require the use of technology protection measures to filter or block access to material that is not appropriate for students.
- Must protect the safety and security of students when using email, chat rooms, and other forms of direct electronic communications.
- Must require the use of technology protection measures to prevent hacking or unauthorized access by students to data or information that they should not have access to, and to prohibit other unlawful online activities by students.

- Must prevent access to software, web or mobile applications, or websites that do not protect against the disclosure, use, or dissemination of a students' personal information in accordance with Rule 6A-1.0955 (Educational Records).
- Must prohibit students from accessing social media platforms, except when expressly directed by a teacher for an educational purpose.
- Prior to requiring students to use online content, policies must require staff to confirm the content is not blocked by the student internet filter.
- Policies must provide a process for staff to request that blocked content or social media platforms be reviewed and unblocked for educational purposes.
- The use of Tik-Tok must be prohibited on all school-owned devices or on any device connected to the school internet.
- The use of Tik-Tok to communicate about or promote any school district, school, school-sponsored club, extracurricular organization, or athletic team must be prohibited.

We recommend that each school adopt a policy that meets the requirements of this rule as soon as possible. Additionally, each school should notify parents, staff, and students of the adopted policy to ensure compliance.

4. Amendment to Rule 6A-10.081 (May Require Amendment to Employee Handbook)

The amendment is updated to implement the new laws related to classroom instruction, gendered bathrooms, and pronoun use. This amendment may require an update to your School's Employee Handbook. This amendment provides that a Florida educators must not:

- Intentionally provide classroom instruction to students in prekindergarten through grade 8 on sexual orientation or gender identity.
- Intentionally provide classroom instruction to students in grades 9 through 12 on sexual orientation or gender identity unless such instruction is either expressly required by state academic standards, or is part of a reproductive health course or health lesson for which a student's parent has the option to have his or her student not attend.
- Not violate s. 553.865(9)(b), F.S., which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution.
- Not violate s. 1000.071, F.S., which relates to the use of personal titles and pronouns in educational institutions.

We recommend that each school make amendments as necessary to their Employee Handbook to implement these changes. Additionally, each school should immediately notify its teachers of these changes and remind its teachers that violations of the Principles of Professional Conduct can result in revocation or suspension of an individual's educator's certificate.

5. Amendment to Rule 6A-10.086, F.A.C. (Requires an Update to Student Code of Conduct and Employee Handbook)

This rule was amended to provide that charter schools must comply with the requirements of s. 553.865, F.S., pertaining to the use of restrooms and changing facilities by males or females, as determined at birth by biological sex at birth.

Pursuant to s.553.865 F.S. restrooms and changing facilities must be designated for exclusive use by male or females or have a unisex facility. A person may only enter a restroom designated for the opposite sex under the following conditions: (I) chaperoning a child under 12, an elderly

person, or a person with a disability as defined by law; (II) For law enforcement or government regulatory purposes; (III) To render emergency assistance; (IV) For custodial, maintenance, or inspection purposes so long as the restroom is not in use ;(V) If the restroom corresponding to ones sex is out of order, and the facility designated for the opposite sex is not in use by anyone of the opposite sex.

Instructional personnel who violate these policies have violated the Principles of Professional Conduct. The rule requires that each School District establish disciplinary procedures for employees who violate this rule.

The student code of conduct of each charter school must be updated according to s. 553.865(9)(a), F.S. By April 1, 2024, each school district and charter school authorizer must submit a form to certify their schools' compliance to the Department. If you have adopted the School District's code of conduct, watch for their update on this matter. If you don't follow the School District's code of conduct, we recommend that each school update their Student Code of Conduct as required by the rule as soon as possible to include these rules and include violations of this rule in its disciplinary guide. Additionally, each school should update its Employee Handbook to ensure compliance with these rules and include disciplinary procedures for violations of these rules. Staff members, parents, and students should be notified of these changes once the necessary policies are adopted to ensure compliance.

6. New Rule 6A-1.094127, F.A.C. (May Require an Update to Employee Handbook)

This rule was created to implement House Bill 1035 of the 2023 legislative session. A teacher may now request that the commissioner appoint a Special Magistrate to address a teacher's dispute stemming from the teacher being directed by the school or district to violate general law or a State Board of Education rule. Initiating a Special Magistrate proceeding described in this rule does not affect an ongoing employment action against a teacher, nor does it prevent a school or school district from initiating employment action against a teacher. However, the Special Magistrate's Recommendation, if approved by the State Board, as well as the State Board's order on the Recommendation, can be used as evidence in an employment action if otherwise permitted by law.

The form used to request a Special Magistrate is provided by the Florida Department of Education. Your school may choose to update its Employee Handbook to incorporate this rule.

7. New Rule 6A-10.089 (Requires Adoption of Policy)

This rule was created to implement House Bill 1438 of the 2023 legislative session. The rule requires that any policies adopted by a school district for school-sponsored events and activities must:

- Ensure the health, safety and welfare of the child;
- Be consistent with the Parental Bill of Rights;
- Protect the privacy of educational records and the privacy interests of parents and students; and
- Provide for parental notification.

Parental notification under this rule requires that districts inform parents of the details of each event or activity and supplemental programs. Parent permission slips must be signed for such events and activities, and the slip must include: (I) the nature of the event or activity; (II) the date and time of the event or activity; (III) the specific location and types of sponsors or guests; (IV) and the method of student supervision required.

School District policy must provide that children may not be admitted to an adult live performance pursuant to s. 827.11 F.S. Additionally, School District policy must provide that district-owned buildings may not be used to conduct an adult live performance pursuant to s. 255.70 F.S.

We recommend that each school adopt its own policy that implements the requirements of this rule. If your school has a Facility Use policy, it may require an update to comply with the requirements of this rule. Additionally, each school must begin providing permission slips for parents for each event, activity, or supplementary program in compliance with this rule.

8. New Rule 6A-1.09422, F.A.C. (No Adoption of Policy Necessary)

This rule provides additional measures by which students graduating during the 2022-23 school year can meet their state assessment graduation requirements by achieving passing scores on certain sections of the SAT and ACT, clarifies the concordant and comparative scores that can be used for student who entered grade 9 during the 2020-21 school year and beyond, and allows students who entered grade 9 in 2020-21 and beyond an additional option to meet assessment graduation requirements through the use of the Classic Learning Test (CLT).

We recommend that parents of students nearing graduation and staff members involved in graduation planning be made aware of these changes.

9. Amendment to Rule 6A-6.03311, F.A.C. (No Adoption of Policy Necessary)

The Department developed a form the parties can use to initiate the mediation process to resolve disputes involving any matters arising under Part B of the Individuals with Disabilities Education Act (IDEA).

10. New Rule 6A-10.088, F.A.C. (May Require the Adoption of Policy for LEA's)

This rule sets forth requirements relating to the identification of students experiencing homelessness and required reporting to the Department relating to the Florida McKinney-Vento Program. School districts and charter schools designated as an LEA must designate a McKinney-Vento liaison and the duties of such a liaison are provided in this rule. These liaisons may provide training to school personnel and manage data collection. Additionally, each School District or charter school LEA will be responsible for developing a student housing questionnaire to identify students experiencing homelessness to be used by all public schools, including charter schools. McKinney-Vento liaisons must support charter schools sponsored by their district in the same manner as traditional public schools.

We recommend that each charter school make the student housing questionnaire available once one is prepared by the district. If your charter school is designated as an LEA and you need to develop a policy and questionnaire to implement this rule, please let us know.

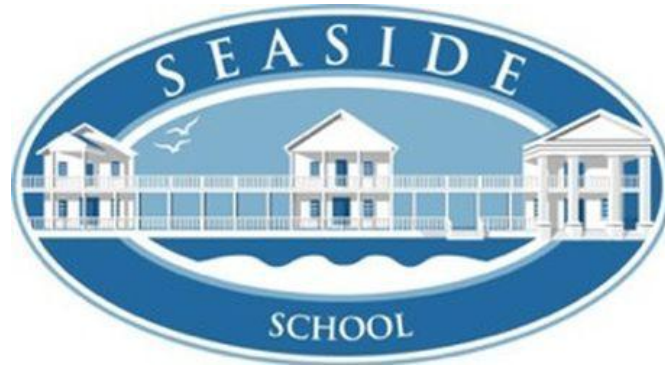
11. Amendment to Rule 6A-5.065 (No Adoption of Policy Necessary)

This rule was amended to bring the core standards for educators in alignment with House Bill 1069 which was passed in the 2023 legislative session. This rule is amended to include that teachers must abide by s.1001.42(8)(c)(3) which provides that instruction on sexual orientation or gender identity must not be taught to students in grades pre-k- grade 8 and must be age-appropriate and compliant state standards for grades 9-12. The rule also provide that teachers must provide learning environment consistent with s.1000.071 which would require a teacher to use pronouns corresponding to a person's sex at birth, not ask a child their preferred pronouns, not require a child to use another's preferred pronouns not corresponding to sex at birth, and not provide children with preferred pronouns that do not match the teacher's sex at birth.

No adoption of policy is necessary for this rule, but teachers should be notified of this change in the Florida Educator Accomplished Practices.

If you have questions about compliance with any of the new and amended rules or need help preparing the required policies, please let us know.

1



Seaside School, Inc. Discipline Matrix

2022-2023
School Year

Levels of Offenses

Level I behaviors are acts that disrupt the orderly operation of the classroom, school function and extracurricular activities or approved transportation. Level I behaviors are the least serious incidents.

Addressing Level I behaviors may include several possible interventions and corrective actions as listed in the matrix. Parental contact will be attempted for all offenses.

Level II behaviors are serious behaviors and require more formal interventions and corrective actions.

Addressing Level II behaviors may include several possible interventions and corrective actions as listed in the matrix. Parental contact will be attempted for all offenses.

Level III infractions are more serious and require a thorough investigation into the infraction.

Timely disciplinary consequences and interventions must be implemented.

Level IV infractions are the most serious and, following a thorough investigation into the infraction, require timely disciplinary consequences. Interventions may or may not be appropriate, depending on the infraction and circumstances of the event. The options available for consequences may range from suspension to alternative reassignment to expulsion from The Seaside School, Inc. as recommended by the Head of School. Involvement of law enforcement may be required.

At the beginning of each school year Seaside families sign a Student Performance Contract. Acceptable student behavior is a part of the contract. Any infraction involving an out of school suspension from school will necessitate a parent conference and the placement of students on probation of the Student Performance Contract for one semester or a school year. Subsequent violations of the Student Performance Contract may result in revocation of school choice.

Throughout the matrix there are letter codes. There is a key at the end to explain the codes. Also you will see the term SESIR. The School Environmental Safety Incident Reporting System collects data on 26 incidents of crime, violence, and disruptive behaviors that occur on school grounds, on school transportation, and at off-campus, school-sponsored events, during any 24-hour period, 365 days per year. Incidents are reported by schools to the districts which, in turn, provide the data to the DOE. SESIR takes a comprehensive look at serious crime and violence on the school campus.

Level 1 Offenses/Infractions				
Code	Description	1st Consequence	2nd Consequence	3rd Consequence
UBL (SESIR)	Bullying Unsubstantiated	CO, PC, RC, MP, PA, BC, MTS, SC	CO, PC, RC, MP, PA, BC, MTS, SC	CO, PC, RC, MP, PA, BC, MTS, SC
UHR (SESIR)	Harassment Unsubstantiated	CO, PC, RC, MP, PA, BC, MTS, SC	CO, PC, RC, MP, PA, BC, MTS, SC	CO, PC, RC, MP, PA, BC, MTS, SC
CV1	Computer Mischief Minor	PC, CO, DE	PC, DE	PC, SP, DE
DT1	Disruption - (Level 1)	PC, IS1	PC, IS2	PC, IS2
DC	Dress Code Violation	PC, WI	PC, DE	PC, DE, SP
ED	Electronic Device	PC, DE	PC, DE	PC, DE
IL	Inappropriate Location	PC, DE	PC, DE	PC, IS
MC1	Misconduct - (Level 1)	PC, DE	PC, DE	PC, IS
TA	Tardy (Tardy Actions Reset Quarterly)	WI, PC at (3), DE	PC, DE until (5), 5 th one morning detention	PM, ISS until (10), HS PL

Level 2 Offenses/Infractions

Code	Description	1st Consequence DET 1-3 ISS 1-3	2nd Consequence DET 1-3 ISS 1-3 OSS 1-2	3rd Consequence ISS 4-5 OSS 3-5
CT	Cheating/Plagiarism (RP)	WI, PC, Q6 (0 on assign.)	PC, OS, Q6,PL (0 on assign.)	PC, OS, Q6, HS (0 on assignment)
CV2	Computer Mischief - (Level 2)	PC, CP	PC, OS, PL	PC, OS, HS
DR	Disrespect	PC, IS	PC, IS x 2	PC, OS, PL
DT2	Disruption - (Level 2)	PC, IS	PC, IS x 2	PC, OS, PL
FR	Failure to Report	PC, DE	PC, IS	PC, OS, PL
FS	Failure to Sign-In	PC, DE	PC, DE	PC, IS
RF	False Reporting	PC, IS	PC, SC, IS	OS, PL
FD	Forgery/False Document	PC, DE	PC, IS	PC, OS, PL
IT	Inappropriate Touching/PDA	PC, DE	PC, IS	PC, OS, PL
LC	Left Class without Permission	PC, DE	PC, IS	PC, OS, PL
MCB	Misconduct Bus	PC, BS	PC, BS	PC, BS
MC2	Misconduct - (Level 2)	PC, DE x 2	PC, IS	PC, OS, PL
ND	No Show to Detention	PC, DE x 2	PC, IS, SP	PC, OS, PL
NIS	No Show to In-School Suspension	PC, ISS	PC, OS, PL	PC, OS, HS
NLD	No Show to Lunch Detention	PC, DE (after school)	PC, DE (after school)	IS
PM	Pornographic Materials	PC, DE/IS	PC, IS	PC, OS, RC, PL
PL	Profane Language	PC, DE	PC, DE	PC, IS
SC	Skipping Class	PC, DE	PC, IS	PC, OS, PL
SM2	Social Media	PC, IS	PC, OS, PL	PC, OS, HS
TMC	Testing Misconduct	PC, DE, Q6	PC, IS, Q6	PC, OSS, PL
V1	Vandalism - (under \$100)	PC, RT, DE	PC, RT, OS, PL	PC, RT, OS, HS
VO	Vehicle Violation	CO, PC, LC, SD	CO, PC, LC, SD	CO, PC, LC, SD

Level 3 Offenses/Infractions

Code	Description	1st Consequence OSS 1-3 unless noted	2nd Consequence OSS 4-5	3rd Consequence OSS 6-10
ALT	Altercation	PC, OS, LC, PL	PC, OS, LC, HS	PC, OS, LC, HS
AM	Ammunition Possession	PC, OS, LC, THA, PL	PC, OS, LC, THA, HS	PC, OS, LC, HS
ASE	Assault on Employee (non-SESIR)	PC, OS, PL	PC, OS, HS	PC, OS, HS
AOS	Assault on Student (non-SESIR)	PC, OS, PL	PC, OS, HS	PC, OS, HS
CV3	Computer/Technology - (Major)	PC, CP, OS, PL	PC, OS, HS	PC, OS, HS
DI	Defiance/Insubordination	PC, ISS	PC, OS, PL	PC, OS, HS
DT3	Disruption - (Level 3)	PC, OS, PL	PC, OS, HS	PC, OS, HS
DP	Drug Paraphernalia - (non-SESIR)	PC, RC, OS, LC, PL	PC, OS, LC, HS	PC, OS, LC, HS
ER	Excessive Referrals	PC, MTS, OS, PL	PC, OS, HS	PC, OS, HS
EO	Explosives	PC, OS, LC, THA, PL	PC, OS, LC, THA, HS	PC, OS, LC, THA, HS
EX	Extortion	PC, BC, OS, PL	PC, OS, HS	PC, OS, HS
FA	False Accusation Against Staff	PC, SC, OS, PL	PC, SC, OS, HS	PC, SC, OS, HS
FW	Fireworks	PC, OS, LC, PL	PC, OS, LC, HS	PC, OS, LC, HS
FO	Forgery (Checks)	PC, OS, LC, PL	PC, OS, LC, HS	PC, OS, LC, HS
HZ	Hazing	PC, LC, OS, PL	PC, LC, OS, HS	PC, LC, OS, HS
HS	Hit/Striking	PC, LC, OS, PL	PC, LC, OS, HS	PC, LC, OS, HS
LS	Left School Without Permission	PC, OS, 1 week SD, PL	PM, OS, SD, HS	PC, OS, SD, HS
MCI	Misconduct in ISS	PC, OS, PL	PC, OS, HS	PC, OS, HS
MC3	Misconduct - (Level 3)	PC, OS, PL	PC, OS, HS	PC, OS, HS
NP	Non-Prescription Drug Possession/Sale/Use	PC, RC, OS, LC, PL	PC, RC, OS, LC, HS	PC, RC, OS, LC, HS
OCF	Off-Campus Felony	Q6, Felony Hearing, HS	Q6, Felony Hearing, HS	Q6, Felony Hearing, HS
PF	Planned Fighting	PC, CO, OS 3-5, PL	PC, CO, OS, HS	PC, CO, OS, HS
PP	Possession of a Pocket Knife	PC, OS, LC, THA, PL	PC, OS, LC, THA, HS	PC, OS, LC, THA, HS
PI	Possession of a Prohibited Item	PC, OS, LC, PL	PC, OS, LC, HS	PC, OS, LC, HS
PS	Possession of a Stolen Item	PC, OS, LC, PL	PC, OS, LC, HS	PC, OS, LC, HS
PTS	Profanity to Staff	PC, OS, PL	PC, OS, HS	PC, OS, HS
SS	Secret Society	PC, OS, LC, PL	PC, OS, LC, HS	PC, OS, LC, HS
SX	Sexting	PC, OS, LC, PL	PC, OS, LC, HS	PC, OS, LC, HS
SF	Slur (Federally Protected Group)	PC, DV, OS, PL	PC, DV, OS, HS	PC, DV, OS, HS
SM3	Social Media - (Major)	PC, OS, PL	PC, OS, HS	PC, OS, HS
TH	Theft (under \$750)	PC, RT, OS, LC, PL	PC, RT, OS, LC, HS	PC, RT, OS, LC, PL, HS

TE	Threat to Harm (non-Criminal)	PC, OS, THA, LC, PL	PC, OS, THA, LC, HS	PC, OS, THA, LC, HS
TP	Threat to Property of Staff	PC, OS, LC, PL	PC, OS, LC, HS	PC, OS, LC, HS
TB	Tobacco/Electronic Cigarettes	PC, LC, OS, PL	PC, LC, OS, HS	PC, LC, OS, HS
TR	Trespassing	PC, OS, LC, TP, PL	PC, OS, LC, TP, HS	PC, OS, LC, TP, HS
UV	Unauthorized Photograph/Recording	PC, IS or OS, PL	PC, OS, HS	PM, OS, HS
V2	Vandalism - (\$101 - \$999)	PC, RT, OS, LC, PL	PC, RT, OS, LC, HS	PM, RT, OS, LC, HS
VRN	Violation Restriction Notice	PC, OS, PL	PC, OS, HS	PC, OS, HS
VU	Vulgarity	PC, OS, PL	PC, BC, OS, HS	PM, OS, HS

Level 4 Offenses/Infractions

Code	Description	Consequence
BAT	SESIR AGGRAVATED Battery	CO, PC, OS, LC, HS
ALC	SESIR Alcohol	CO, PC, OS, LC, PL
ARS	SESIR Arson	CO, PC, OS, LC, HS
BUL	SESIR Bullying	CO, PC, OS, LC, PL
BRK	SESIR Burglary	CO, PC, OS, LC, HS
DOC	SESIR Disruption On Campus-Major	CO, PC, OS, LC, HS
DRD	SESIR Drugs SALE or DISTRIBUTION	CO, PC, OS, LC, HS
DRU	SESIR Drug USE or POSSESSION	CO, PC, OS, LC, HS
FIT	SESIR Fighting	CO, PC, OS, LC, PL
HAR	SESIR Harassment	CO, PC, OS, LC, PL
HAZ	SESIR Hazing	CO, PC, OS, LC, PL
HOM	SESIR Homicide	CO, PC, OS, LC, HS
KID	SESIR Kidnapping	CO, PC, OS, LC, HS
STL	SESIR Larceny/Theft (\$750 Threshold)	CO, PC, OS, LC, PL
OMC	SESIR Other Major Crime	CO, PC, OS, LC, HS
PHA	SESIR Physical Attack (Battery)	CO, PC, OS, LC, HS
ROB	SESIR Robbery	CO, PC, OS, LC, HS
SXA	SESIR Sexual Assault	CO, PC, OS, LC, HS
SXB	SESIR Sexual Battery (Rape)	CO, PC, OS, LC, HS
SXH	SESIR Sexual Harassment	CO, PC, OS, LC, HS
SXO	SESIR Sexual Offense (Other)	CO, PC, OS, LC, HS
TRE	SESIR Threat/Intimidation	CO, PC, OS, LC, THA, PL
TBC	SESIR Tobacco	CO, PC, RC, OS, LC, LO/OS PL
TRS	SESIR Trespassing	CO, PC, OS, LC, PL
VAN	SESIR VANDALISM (\$1000 Threshold)	PC, OS, LC, Q6, HS
WPO	SESIR Weapons	PC, OS, LC, THA, Q6, HS

Repeated Level 4 offenses may result in a recommendation for revocation of school choice.

When reporting a SESIR incident, districts are required to report all related elements that are present or contribute to a reported incident. A related element must be reported even where it duplicates the incident. For example, when reporting an Alcohol incident, the Alcohol-related element must also be reported.

For each SESIR incident, applicable "Related Elements" must also be reported to SESIR:

- Alcohol-Related
- Bullying-Related
- Drug-Related
- Gang-Related
- Hate Crime-Related
- Hazing-Related
- Injury-Related
- Vaping-Related
- Weapon-Related

Administrative Assigned Consequences/Interventions

Consequence		Intervention		Resources	
Code	Description	Code	Description	Code	Description
BSA	Activity Bus Suspension	MA	Adult Mediation	BA	Baker Act
BS	Bus Suspension	AP	Alternative Placement	CC	Civil Citation
CP	Computer Suspension	PL	Probation Letter		
DE	Detention	BC	Behavior Contract	IH	Intent to Harm
EB	Expelled from Bus	CICO	Check-in/Checkout	LE	Law Action
ES	Expelled w/ Services	CS	Community Service	LC	Law Consult
EX	Expelled w/o Services	DV	Diversity Assignment	Q6	Other
HD	Half Day ISS	OPM	OSS Pending Manifestation	PA	Paired to a Mentor
HS	Referral to Head of Schools	PP	Parent Pick -Up Item	RC	Referred for Counseling
IS1	ISS 1 (1 class)	MP	Peer Mediation	GU	Referred to Guidance
IS2	ISS 2 (2 classes)	PI	Physical Intervention	SA	Safety Assessment
IS3	ISS 3 (3 classes)	MTS	Referral to MTSS Team	THA	Threat Assessment
IS4	ISS 4 (4 classes)	TO	Time Out		
IS	ISS Full Day	WD	Work Detail		
LD	Lunch Detention	SC	Schedule Change		
OS	Out of School Suspension	T2I	Tier 2 Intervention		
PC	Parent Contact (Email, phone call or parent meeting)	T2P	Tier 2 Placement		
WI	Warning	T3I	Tier 3 Intervention		
RT	Restitution	T3P	Tier 3 Placement		
CO	Student Conference	OT	Tobacco In Lieu		
SD	Suspension of Driving Privilege	TP	Trespass Warning WCSO		
SP	Suspension of Privilege	WA	Written Apology		

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