



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

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Bulletin # P-14125-CAO/SCLE

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**ACTION BY:
Information Only**

TO: All Principals

FROM: Judith Klinek, Chief Academic Officer *JK*

**SUBJECT: CODING OF NEW DISCIPLINE INCIDENTS AND ACTIONS – BULLYING
AND PHYSICAL RESTRAINTS**

The Florida Department of Education (FLDOE) notifies school districts of required changes in reporting student discipline incidents and consequences. Changes that must be incorporated this year involve the reporting of *Unsubstantiated Bullying* (UB) and *Unsubstantiated Harassment* (UH), as well as the reporting of *Physical Restraints* (PR). These changes were incorporated in the recent trainings that the Department of Safe Schools conducted.

After an investigation of a claim of bullying or harassment has been conducted, and it has been determined that the claim of bullying or harassment is **unsubstantiated**, we must code the non-incident. In conversations with the FLDOE, we have been informed that the appropriate reporting of UB and UH must be coded within the discipline file (A24 screen) of the student **who made the unsubstantiated claim**.

On the A24 screen an administrator or designee will enter an Incident Code of:

UH – Unsubstantiated Harassment

UB – Unsubstantiated Bullying

The administrator or designee must also enter an **Action Code of 01 and/or 09**. Other Incident and Action codes could be added but Action Code 01 and/or 09 are **required**.

Another change to reporting of student discipline is related to student restraints. We **must** report all physical restraints to the state through our Mainframe System; this is **in addition** to the restraints that you presently report on the FLDOE website for Exceptional Student Education (ESE) students.

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A new **Incident Code of 00 (non incident) and an Action Code of PR (physical restraint)** has been added within our Mainframe System.

In an effort to explain how to capture this data we are including these examples:

- An ESE student has an episode on campus and needs to be restrained by trained staff that is **NOT** going to lead to disciplinary action, the FLDOE paperwork is completed **AND** the following is added to the A24 screen of the student, an **Incident Code of 00** and an **Action CODE of PR**.
- An ESE or General Education student has a situation on campus that requires the student be restrained by trained staff and the student **WILL** receive some type of disciplinary actions that will be coded in the Mainframe System. Administrator and/or designee will code appropriate incidents and Action Codes **AND** add an **Action Code of PR**.

EWG/JK/KO/JE

Approved: _____


E. Wayne Gent, Superintendent