

Indian River School District~Kindergarten-5th Grade Discipline Referral Matrix 2024-2025

Tier 1: Designed to communicate and teach positively stated rules, expectations and procedures aligned to school-wide rules and expectations. Tier 1 provides an opportunity to effectively teach the replacement behavior and also provides an opportunity for acknowledgement of student accomplishments. This should be communicated to all stakeholders through the development of Positive Behavior Support Systems.

| Level 1 Offenses | 1 st Violation | 2 nd Violation | 3 rd Violation | 4 th Violation |
|---|--|--|---|--|
| Defiance of School Authority Code: S0081 Insubordination Code: S0082 | Administrative Conference Parent Contact | Time Out/Privilege Restriction or Detention Parent Contact | Time Out/Privilege Restriction or Detention Parent/Guardian Meeting *Implement TISS Process | 1 Day ISS Parent/Guardian Meeting Review TISS Process and implement Proactive Plan of Support |
| Disrespect to Student Code: S0105 | Administrative Conference Parent Contact | Time Out/Privilege Restriction or Detention Parent Contact | Time Out/Privilege Restriction or Detention Parent/Guardian Meeting *Implement TISS Process | 1 Day ISS Parent/Guardian Meeting Review TISS Process and implement Proactive Plan of Support |
| Disruption of the Educational Process Code: S0091 | Administrative Conference Parent Contact | Time Out/Privilege Restriction or Detention Parent Contact | Time Out/Privilege Restriction or Detention Parent/Guardian Meeting *Implement TISS Process | 1 Day ISS Parent/Guardian Meeting Review TISS Process and implement Proactive Plan of Support |
| Safety Violation Code: S0102 Reckless Behavior Code: S0107 | Administrative Conference Parent Contact | Time Out/Privilege Restriction or Detention Parent Contact | Time Out/Privilege Restriction or Detention Parent/Guardian Meeting *Implement TISS Process | 1 Day ISS Parent/Guardian Meeting Review TISS Process and implement Proactive Plan of Support |
| Level 2 Offenses | 1 st Violation | 2 nd Violation | 3 rd Violation | 4 th Violation |
| Disrespect to Staff Code: S0104 | Time Out/Privilege Restriction or Detention Parent Contact * and Restitution | Time Out/Privilege Restriction or Detention Parent/Guardian Meeting *and Restitution | 1 Day ISS Parent/Guardian Meeting *and Restitution *Implement TISS Process | 1 Day OSS Parent/Guardian Meeting *and Restitution Review TISS Process and implement Proactive Plan of Support |
| Abusive/ Inappropriate Language Code: S0301 Use of Profanity- to Student Code: S0011 | Time Out/Privilege Restriction or Detention Parent Contact * and Restitution | Time Out/Privilege Restriction or Detention Parent/Guardian Meeting *and Restitution | 1 Day ISS Parent/Guardian Meeting *and Restitution *Implement TISS Process | 1 Day OSS Parent/Guardian Meeting *and Restitution Review TISS Process and implement Proactive Plan of Support |
| Instigation/Provoking Behavior Code: S0302 | Time Out/Privilege Restriction or Detention Parent Contact * and Restitution | Time Out/Privilege Restriction or Detention Parent/Guardian Meeting *and Restitution | 1 Day ISS Parent/Guardian Meeting *and Restitution *Implement TISS Process | 1 Day OSS Parent/Guardian Meeting *and Restitution Review TISS Process and implement Proactive Plan of Support |
| Leaving Assigned Area w/o Permission Code: S0052 | Time Out/Privilege Restriction or Detention Parent Contact * and Restitution | Time Out/Privilege Restriction or Detention Parent/Guardian Meeting *and Restitution | 1 Day ISS Parent/Guardian Meeting *and Restitution *Implement TISS Process | 1 Day OSS Parent/Guardian Meeting *and Restitution Review TISS Process and implement Proactive Plan of Support |
| Stealing Code: S0111 | Time Out/Privilege Restriction or Detention Parent Contact * and Restitution | Time Out/Privilege Restriction or Detention Parent/Guardian Meeting *and Restitution | 1 Day ISS Parent/Guardian Meeting *and Restitution *Implement TISS Process | 1 Day OSS Parent/Guardian Meeting *and Restitution *Review TISS Process and implement Proactive Plan of Support |

| Level 3 Offenses | 1 st Violation | 2 nd Violation | 3 rd Violation | 4 th Violation |
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| Fighting~ Mutual Code: D1101 | Time Out/Privilege Restriction or Detention Parent/Guardian Meeting *Written Reentry Plan of Support and implement TISS Process | 1 Day ISS Parent/Guardian Meeting *Review TISS Process and implement/revise Proactive Plan of Support | 1 Day OSS Parent/Guardian Meeting to start the process for the Functional Behavioral Assessment (FBA) *Review TISS Process and revise Proactive Plan of Support | 2 Days OSS Parent/Guardian Meeting *Review TISS Process and revise Proactive Plan of Support |
| Offensive Touching ~Student Code: D0801~No Injury | Time Out/Privilege Restriction or Detention Parent/Guardian Meeting *Written Reentry Plan of Support and implement TISS Process | 1 Day ISS Parent/Guardian Meeting *Review TISS Process and implement/revise Proactive Plan of Support | 1 Day OSS Parent/Guardian Meeting to start the process for the Functional Behavioral Assessment (FBA). *Review TISS Process and revise Proactive Plan of Support | 2 Days OSS Parent/Guardian Meeting *Review TISS Process and revise Proactive Plan of Support |
| Offensive Touching ~Staff Code: D0802~No Injury | 1 Day ISS Parent/Guardian Meeting *Written Reentry Plan of Support and implement TISS Process | 2 Day ISS Parent/Guardian Meeting to start the process for the Functional Behavioral Assessment (FBA) | 1 Day OSS Parent/Guardian Meeting to start the process for the Functional Behavioral Assessment (FBA) *Review TISS Process and revise Proactive Plan of Support | 2 Days OSS Parent/Guardian Meeting *Review TISS Process and revise Proactive Plan of Support |
| Terroristic Threatening Code: D0901-Student Code: D0902-Employee | Time Out/Privilege Restriction or Detention Parent/Guardian Meeting *Written Reentry Plan of Support and implement TISS Process | 1 Day ISS Parent/Guardian Meeting *Review TISS Process and implement/revise Proactive Plan of Support | 1 Day OSS Parent/Guardian Meeting to start the process for the Functional Behavioral Assessment (FBA). *Review TISS Process and revise Proactive Plan of Support | 2 Days OSS Parent/Guardian Meeting *Review TISS Process and revise Proactive Plan of Support |
| Level 4 Offenses | 1 st Violation | 2 nd Violation | 3 rd Violation | 4 th Violation |
| Substantiated Bullying Cyber Bullying ~Substantiated~ Code: D0701 | Time Out/Privilege Restriction or Detention Parent/Guardian Meeting *Written Reentry Plan of Support | 1 Day ISS Parent/Guardian Meeting *Revise Plan of Support | 2 Days ISS Parent/Guardian Meeting *Review and Revise Plan of Support | 1 Days OSS Parent/Guardian Meeting to start the process for the Functional Behavioral Assessment (FBA) *Review and Revise Plan of Support |
| Assault III Code: D1701~Under 12 - Student Victim | 1 Day ISS Parent/Guardian Meeting *Written Reentry Plan of Support | 2 Days ISS Parent/Guardian Meeting to start the process for the Functional Behavioral Assessment (FBA) *Revise Plan of Support | 1 Days OSS Parent/Guardian Meeting *Review and Revise Plan of Support | 2 Days OSS Parent/Guardian Meeting *Review and Revise Plan of Support |
| Assault III Code: D1702~Under 12 - Employee Victim | 1 Day OSS Parent/Guardian Meeting to start the process for the Functional Behavioral Assessment (FBA) *Written Reentry Plan of Support | 2 Days OSS Parent/Guardian Meeting *Revise Plan of Support | 3 Days OSS Parent/Guardian Meeting *Review and Revise Plan of Support | 4 Days OSS Parent/Guardian Meeting *Review and Revise Plan of Support |

Notes

- The school's administration reserves the right to alter the consequences for the above offenses depending on the circumstances of the incident and/or the number of offenses the student has accumulated.
 - This matrix does not include all offenses; go to the Student Code of Conduct for more detailed information.
- The SRO may also be contacted in other situations as deemed appropriate by building administration.
- Staff will use the Pre-Referral/Reflection Form for Level 1 Offenses prior to writing a referral, allowing for the opportunity for student reflection and the teaching of replacement behavior.
 - Per Policy JG: For this discipline policy to be effectively implemented, IRSD leadership believes parents/guardians/caregivers should be informed at the earliest indication of a discipline problem. In classroom situations where progressive discipline should be used, teachers are responsible for contacting parents/guardians/caregivers by phone or by holding a parent/guardian/caregiver conference, to discuss the behavior(s) and develop a mutual understanding of expectations, and how the parent/guardian/caregiver can best support the student and teacher in meeting these expectations. The teacher should also communicate the next discipline steps if the behavior(s) continues. The teacher should document these conversations. Likewise, administrators are strongly encouraged to follow the same procedures with parents/guardians/caregivers.
- Behavior Plans will vary depending on the student needs and should be individualized, work with your TISS Team to develop the plan. Comprehensive Functional Behavioral Assessments (FBA) should be completed prior to implementation of a Behavior Improvement Plan.
- Discipline for students with disabilities shall be in accordance with state and federal laws, and IRSD policies.
- Substantiated Bullying- When a bullying report is received, you must supply the DE Department of Justice form letter regarding School Ombudsperson (including contact information) and the guardian has the right to know that a report has been made to DDOE. Include a copy of sent letter in student's cumulative folder or within school discipline records- Review with parent during the meeting and ensure they received the copy that was mailed.
 - Ensure alleged bullying reports/incidents have been reported to DOE via eSchool
- * Restitution means both "restoring something to its original state" and "returning something to its rightful owner." This is a disciplinary action intended to teach students that when they behave inappropriately it is their responsibility to repair the relationship and the trust, which helps in their personal growth.

Short-Term Suspension Appeal/Grievance Process

When a student commits a violation, which may result in a short-term (less than 10 days) in or out of school suspension, the following procedures are to be followed:

1. The appeal or grievance may be brought by the student or his/her parent/guardian/caregiver.
2. The student and/or parent/guardian/caregiver shall have the option to meet with an administrator or designee regarding proposed disciplinary actions within one (1) school day after the charge was issued to them in writing. This informal/private process should be followed in order to resolve differences/problems in friendly and cooperative manner.
3. The student or parent/guardian/caregiver shall have the right to informally appeal disciplinary action in writing to the Principal or his/her designee within two (2) school days after the charge. The objective is to resolve the matter informally.
4. If the matter is not resolved satisfactorily in the above manner, a written appeal to the superintendent's designee shall be made within two (2) school days of parent/guardian/caregiver receipt of the prior decision concerning discipline. A parent/guardian/caregiver student conference shall be conducted within five (5) school days of appeal and the designee shall give a written decision within five (5) days of the conference. The decision of the superintendent's designee shall be final.
5. Should an appeal be requested after the consequence has been served, the appellant may Request that a student's discipline record be erased or corrected for the infraction. Such an appeal must be requested within 30 calendar days of the incident.

Long Term Suspension Grievance Process

When a student commits a violation, which may result in a long-term suspension, the following procedures are to be followed:

1. The appeal or grievance may be brought by the student or his/her parent/guardian/caregiver, or both.
2. The student and/or parent/guardian/caregiver shall have the option to meet with an administrator or designee regarding proposed disciplinary actions within one (1) school day after the charge was issued to them in writing. This informal/private process should be followed in order to resolve differences/problems in friendly and cooperative manner.
3. Students or parents/guardians/caregivers shall have the right to informally appeal disciplinary action in writing to the Principal or his/her designee within two (2) school days after the charge. The objective is to resolve the matter informally.
4. If the matter is not resolved satisfactorily in the above manner, a written appeal to the superintendent's designee shall be made within two (2) school days of parent's/guardian's/caregiver's receipt of the prior decision concerning discipline. A parent/guardian/caregiver/student conference shall be conducted within five (5) school days of appeal and the superintendent's designee shall give a written decision within five (5) school days of conference.
5. If the matter is not resolved satisfactorily, a written appeal to the Indian River School District Board of Education shall be made within 2 days of the parent's/guardian's/caregiver's receipt of the prior decision concerning the discipline. The Indian River School District shall consider the appeal at the next regularly scheduled Board meeting and issue a written decision within 5 school days of the meeting.
6. Should an appeal be requested after the consequence has been served, the appellant may request that a student's discipline record be erased or corrected for the infraction. Such an appeal must be requested within 30 calendar days of the incident