

Indian River School District~Kindergarten-5th Grade Discipline Referral Matrix 2025-2026

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 a PBIS (Positive Behavior Interventions and Supports) System.

Level 1 Offenses	1 st Violation	2 nd Violation	3 rd Violation	4 th Violation
Academic Dishonesty (S1002)	Administrative Conference Parent/Guardian Contact	Administrative Conference Parent/Guardian Contact	Administrative Conference Detention/Time-Out/Privilege Restriction Parent/Guardian Contact	Administrative Conference Detention/Time-Out/Privilege Restriction Parent/Guardian Contact
Careless and Reckless Behavior (S0107)	Administrative Conference Parent/Guardian Contact	Administrative Conference Detention/Time-Out/Privilege Restriction Parent/Guardian Contact	Administrative Conference Detention/Time-Out/Privilege Restriction Parent/Guardian Contact	Administrative Conference In-School Suspension- 1 Day Parent/Guardian Contact
Disruptive Behavior (S0091)	Administrative Conference Parent/Guardian Contact	Administrative Conference Detention/Time-Out/Privilege Restriction Parent/Guardian Contact	Administrative Conference In-School Suspension- 1 Day Parent/Guardian Contact	Administrative Conference In-School Suspension- 2 Days Parent/Guardian Contact
Misuse of Technology (S1006)	Administrative Conference Parent/Guardian Contact	Administrative Conference Detention/Time-Out/Privilege Restriction Parent/Guardian Contact	Administrative Conference Detention/Time-Out/Privilege Restriction Supervised Tech Access Parent/Guardian Contact	Administrative Conference In-School Suspension- 1 Day Supervised Tech Access Parent/Guardian Contact
Safety Violation (S0102)	Administrative Conference Parent/Guardian Contact	Administrative Conference Detention/Time-Out/Privilege Restriction Parent/Guardian Contact	Administrative Conference In-School Suspension- 1 Day Parent/Guardian Contact	Administrative Conference In-School Suspension- 2 Days Parent/Guardian Contact
Unauthorized Use of an Electronic Device (S1009)	Administrative Conference Parent/Guardian Contact	Administrative Conference Detention/Time-Out/Privilege Restriction Parent/Guardian Contact	Administrative Conference Detention/Time-Out/Privilege Restriction Parent/Guardian Contact	Administrative Conference In-School Suspension- 1 Day Parent/Guardian Contact
Level 2 Offenses	1 st Violation	2 nd Violation	3 rd Violation	4 th Violation
Defiance of School Authority (S1003)	Administrative Conference Detention/Time-Out/Privilege Restriction Parent/Guardian Contact	Administrative Conference Detention/Time-Out/Privilege Restriction Parent/Guardian Contact	Administrative Conference In-School Suspension- 1 Day Parent/Guardian Contact	Administrative Conference In-School Suspension- 2 Days Parent/Guardian Contact
Unsafe Item (S0131)	Administrative Conference Detention/Time-Out/Privilege Restriction Parent/Guardian Contact	Administrative Conference Detention/Time-Out/Privilege Restriction Parent/Guardian Contact	Administrative Conference In-School Suspension- 1 Day Parent/Guardian Contact	Administrative Conference Out of School Suspension- 1 Day Parent/Guardian Contact
Inappropriate Language and Gestures (S1005)	Administrative Conference Detention/Time-Out/Privilege Restriction Parent/Guardian Contact	Administrative Conference Detention/Time-Out/Privilege Restriction Parent/Guardian Contact	Administrative Conference In-School Suspension- 1 Day Parent/Guardian Contact	Administrative Conference Out of School Suspension- 1 Day Parent/Guardian Contact
Instigation (S1005)	Administrative Conference Detention/Time-Out/Privilege Restriction Parent/Guardian Contact	Administrative Conference Detention/Time-Out/Privilege Restriction Parent/Guardian Contact	Administrative Conference In-School Suspension- 1 Day Parent/Guardian Contact	Administrative Conference Out of School Suspension- 1 Day Parent/Guardian Contact
Theft (S0111) Less than \$1500.00	Administrative Conference Detention/Time-Out/Privilege Restriction Parent/Guardian Contact	Administrative Conference Detention/Time-Out/Privilege Restriction Parent/Guardian Contact	Administrative Conference In-School Suspension- 1 Day Parent/Guardian Contact	Administrative Conference In-School Suspension- 2 Days Parent/Guardian Contact
Level 3 Offenses	1 st Violation	2 nd Violation	3 rd Violation	4 th Violation
Destruction of Property (D0301)	Administrative Conference In-School Suspension- 1 Day Parent/Guardian Contact	Administrative Conference In-School Suspension- 2 Days Parent/Guardian Contact	Administrative Conference Out of School Suspension- 1 Day Parent/Guardian Contact	Administrative Conference Out of School Suspension- 2 Days Parent/Guardian Contact
Exposure (D2012)	Administrative Conference In-School Suspension- 1 Day Parent/Guardian Contact	Administrative Conference In-School Suspension- 2 Days Parent/Guardian Contact	Administrative Conference Out of School Suspension- 1 Day Parent/Guardian Contact	Administrative Conference Out of School Suspension- 2 Days Parent/Guardian Contact
Fighting (D1101)	Administrative Conference In-School Suspension- 1 Day Parent/Guardian Contact	Administrative Conference In-School Suspension- 2 Days Parent/Guardian Contact	Administrative Conference Out of School Suspension- 1 Day Parent/Guardian Contact	Administrative Conference Out of School Suspension- 2 Days Parent/Guardian Contact

Inappropriate Touch- Employee Victim (D2014)	Administrative Conference In-School Suspension- 1 Day Parent/Guardian Contact	Administrative Conference In-School Suspension- 2 Days Parent/Guardian Contact	Administrative Conference Out of School Suspension- 1 Day Parent/Guardian Contact	Administrative Conference Out of School Suspension- 2 Days Parent/Guardian Contact
Inappropriate Touch- Student Victim (D2015)	Administrative Conference In-School Suspension- 1 Day Parent/Guardian Contact	Administrative Conference In-School Suspension- 2 Days Parent/Guardian Contact	Administrative Conference Out of School Suspension- 1 Day Parent/Guardian Contact	Administrative Conference Out of School Suspension- 2 Days Parent/Guardian Contact
Possession and/or Use of Tobacco or Electronic Smoking Devices (D1401)	Administrative Conference In-School Suspension- 1 Day Parent/Guardian Contact	Administrative Conference In-School Suspension- 2 Days Parent/Guardian Contact	Administrative Conference Out of School Suspension- 1 Day Parent/Guardian Contact	Administrative Conference Out of School Suspension- 2 Days Parent/Guardian Contact
Possession and/or Use of Alcohol and/or Drugs (C0723)	Administrative Conference In-School Suspension- 1 Day Parent/Guardian Contact	Administrative Conference In-School Suspension- 2 Days Parent/Guardian Contact	Administrative Conference Out of School Suspension- 1 Day Parent/Guardian Contact	Administrative Conference Out of School Suspension- 2 Days Parent/Guardian Contact
Threat of Physical Attack w/out Weapon (D2018)	Administrative Conference In-School Suspension- 1 Day Parent/Guardian Contact	Administrative Conference In-School Suspension- 2 Days Parent/Guardian Contact	Administrative Conference Out of School Suspension- 1 Day Parent/Guardian Contact	Administrative Conference Out of School Suspension- 2 Days Parent/Guardian Contact
Possession and/or Use of Dangerous Instrument (D2017)	Administrative Conference In-School Suspension- 1 Day Parent/Guardian Contact	Administrative Conference In-School Suspension- 2 Days Parent/Guardian Contact	Administrative Conference Out of School Suspension- 1 Day Parent/Guardian Contact	Administrative Conference Out of School Suspension- 2 Days Parent/Guardian Contact
Hate Speech/Conduct (D0750)	Administrative Conference In-School Suspension- 1 Day Parent/Guardian Contact	Administrative Conference In-School Suspension- 2 Days Parent/Guardian Contact	Administrative Conference Out of School Suspension- 1 Day Parent/Guardian Contact	Administrative Conference Out of School Suspension- 2 Days Parent/Guardian Contact
Alleged Bullying Victim (D0701)	Administrative Conference In-School Suspension- 1 Day Parent/Guardian Contact	Administrative Conference In-School Suspension- 2 Days Parent/Guardian Contact	Administrative Conference Out of School Suspension- 1 Day Parent/Guardian Contact	Administrative Conference Out of School Suspension- 2 Days Parent/Guardian Contact

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.
 - The matrix does not include all offenses; refer to the Student Code of Conduct for more detailed information at www.irsd.net.
- The SRO may also be contacted in other situations deemed appropriate by building administration.
- Staff will use the **Reflection Sheet** for "minor infractions" 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 Student Problem Solving Team (SPST) 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 Infinite Campus.

Appeal/Grievance Process

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 cooperativemanner.
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 ofconference.
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.