

Libbey & West Elementary Discipline Matrix

All Situations are subject to administrative prerogative and judgement
At all levels law enforcement or DFS could be called depending on severity

	First Level	Second Level	Third Level
Absent (7+)	Day 7 Letter to parents.	Day 10: Letter to parents and parent conference with principal.	Day 15: Letter to parents and parent conference with principal (consider referral to superintendent).
Defiance Harassment Bullying/Hazing	Reteach, Refocus sheet, 5 days restricted privileges, parents contacted.	Reteach, Refocus sheet, one day I.S.S., five days restricted privileges, parent conference.	Reteach, Refocus sheet, one day O.S.S., five days restricted privileges, parent conference to develop behavior plan.
Physical assault: Fighting: punching; kicking; shoving; throwing things (actions where the intent is to harm a person.) (MP1)	Reteach, Refocus sheet, one day I.S.S., five days restricted privileges, parent contacted.	Reteach, Refocus sheet, one day O.S.S., five days restricted privileges, parent conference.	Reteach, Refocus sheet, two days O.S.S., five days restricted privileges, parent conference to develop behavior plan.
Vandalism Attempted Arson, Major stealing (electronics, money, etc.)	Restitution, Refocus sheet, one day I.S.S., and parents contacted.	Restitution, two days I.S.S., Refocus sheet & conference with parents.	Restitution, two days O.S.S., Refocus sheet & conference with parents to develop behavior plan.
Sexual Harassment	Refocus sheet, parents notified one day I.S.S.	Refocus sheet, parents notified, & two days I.S.S.	Refocus sheet, two days O.S.S., parent conference to develop behavior plan.
Weapons & Controlled Substances	Reflection sheet & one-five days OSS; Parent conference; Law enforcement may be notified		

	First Level	Second Level	Third Level	Fourth Level
Transportation Violation	Conference with principal, Refocus sheet, seat assignment, & parents contacted.	Conference with principal, Refocus sheet, 3-5 Day suspension from bus riding privileges, & parents contacted.	Conference with principal, Refocus sheet, suspension of bus riding privileges for 30 days, & conference with parents.	Conference with principal, Refocus sheet, suspension of bus riding privileges from 9 weeks to 1 year; conference with parents, Superintendent to approve suspension.
Other Major Offense	Administrative prerogative and judgement consistent with past events, decisions, and policy enforcement.			