

Newport Grammar School Discipline Rubric

Grades 3 - 5

**The assigned disciplinary actions may be altered (depending on the severity and circumstances surrounding each case) at administrator's discretion.*

**** Parents will be contacted if a student receives an office referral.**

Infraction	Process to be followed after parent contact by teacher yields no results
Failure to Complete Assignments (In each subject) - 1st Offense - Warning - 2nd Offense - Teacher contacts parents	Mandatory After-School Study Hall- The reporting teacher will send a referral and the needed material for the student to complete the missing work to the AP. The AP will communicate with parents and assign mandatory study hall until the work provided is complete and turned in. Repeated offenses will also result in detentions at administrator discretion

Infraction	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	Continued
Class Disruption (After classroom discipline)	1 Hour of Detention, Counseling Referral	2 Hours of Detention	4 Hours of Detention, Parent Meeting with AP	1 day ISS AND 3 Hours of Detention, Parent Meeting with AP	2 days ISS AND 5 Hours of Detention, Parent Meeting with Principal	OSS approved by Director, Parent Meeting with Director
Cafeteria Referral						
Cheating (Zero for assignment)						
Disobedience (After classroom discipline)						
Horseplay						
Minor Unwanted Contact to Others						
No Severe Injury! (hit, kick, pinch, etc.)						
Obscenity						
Technology Violation (May be paired with other offense if necessary)						
Unauthorized Food, Drink, Gum, Candy, etc.						

Infraction	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	Continued
Disrespect to Faculty/Staff	3 Hours of Detention, Counseling Referral	5 Hours of Detention, Parent Meeting with AP	1 day ISS AND 5 Hours of Detention, Parent Meeting with AP	2 days ISS AND 7 Hours of Detention, Parent Meeting with Principal	OSS approved by Director, Parent Meeting with Principal	Referred to Director, Parent Meeting with Director
False Information to Staff						
Forgery						
Insubordination						

Infraction	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	Continued
Leaving Class Without Permission	1 Hour of Detention, Counseling Referral	2 Hours of Detention	4 Hours of Detention, Parent Meeting with AP	1 day ISS, 3 Hours of Detention, Parent Meeting with AP	2 days ISS, 5 Hours of Detention, Parent Meeting with Principal	OSS approved by Director, Parent Meeting with Director
Skipping Class						
Unauthorized Area						

Infraction	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	Continued
Inappropriate Student/Student Conduct (PDA)	1 Hour of Detention, Counseling Referral	2 Hours of Detention	4 Hours of Detention, Parent Meeting with AP	1 day ISS, 3 Hours of Detention, Parent Meeting with AP	2 days ISS, 5 Hours of Detention, Parent Meeting with Principal	OSS approved by Director, Parent Meeting with Director

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Infraction	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	Continued
Theft	3 Hours of Detention, SRO, Reimbursement, Counseling Referral	5 Hours of Detention, SRO reimbursement, Parent Meeting with AP	1 day ISS, 5 Hours of Detention, SRO, Reimbursement, Parent Meeting with AP	2 days ISS, 7 Hours of Detention, SRO, Reimbursement, Parent Meeting with Principal	OSS approved by Director, SRO, Reimbursement, Parent Meeting with Director	Referred to Director
Vandalism						
Infraction	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	Continued
Inciting a Fight	3 Hours of Detention, Counseling Referral	5 Hours of Detention, Parent Meeting with AP	10 Hours of Detention, Parent Meeting with AP	1 day ISS AND 5 Hours of Detention, Parent Meeting with Principal	2 days ISS, 7 Hours of Detention AND Parent Meeting with Principal	Referred to Director, Parent Meeting with Director
Threats						
Infraction	1 st Offense		2 nd Offense		Continued Offenses	
Fighting	Start: 1 day ISS, 7 Hours of Detention, Counseling Referral, Parent Meeting with AP		Start: 2 days ISS, 10 Hours of Detention, Parent Meeting with Principal, SRO		After a student is involved in more than two physical altercations, the Director will be notified and more severe disciplinary action will be assigned.	
	Retaliate: 7 Hours of Detention, Counseling Referral, Parent Meeting with AP		Retaliate: 1 day ISS, 7 Hours of Detention, Parent Meeting with Principal			
Assault (Causes Substantial Injury)	1 days ISS, Counseling Referral, SRO		2 days ISS, SRO			
Infraction	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	Continued
Cell Phone/ Electronic Device (Device confiscated and returned only to parent)	2 Hours of Detention	4 Hours of Detention	1 Day ISS	3 Days ISS	Referred to Director	Referred to Director
Dress Code	Parent brings clothes, 2 Hours of Detention	Parent brings clothes, 4 Hours of Detention	Parent brings clothes, 1 Day of ISS	Consequence determined on a case by case basis	Referred to Director	Referred to Director
Infraction	1 st Offense		2 nd Offense		Continued Offenses	
Tobacco/E-Cigarettes	1 day ISS, Counseling Referral, Parent Meeting with AP, SRO, Tobacco Cessation Program		3 days ISS, Counseling Referral, Parent Meeting with Principal, SRO		Referred to Director, SRO	
Infraction	Consequence					
Bullying/ Harassment	Referral will be fully investigated and documented according to BOE Policy #6.304. If bullying is verified, proper notification will be made, and the following disciplinary actions can/will be implemented (not limited to): Major Loss of Privilege, ASD, ISS, OSS, Court Citation					
Tardies	Student will receive 1 Hour of Detention for every 5 unexcused tardies each 9 week grading period					
Alcohol/Drugs	Zero Tolerance, Appeal Paperwork given					
Weapons	Zero Tolerance, Appeal Paperwork given					
Aggravated Assault of School Personnel	Zero Tolerance, Appeal Paperwork given					

Detention Options

- Lunch Detention = 30 minutes
- After School Detention (3:05 - 4:05) = 1 hour
- ISS (In School Suspension) = 7 hours
- Morning Detention (7:30 - 8:00) = 30 minutes
- Community Service (Admin Discretion) = 1 hour
- OSS (Out of School Suspension)

**This rubric has been created with the input of school staff and administration.*