

Newport Grammar School Discipline Rubric

Grades K - 2

**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	3rd Offense - 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 (after classroom conduct)	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	Continued
Class Disruption (After classroom discipline) Cafeteria Referral Cheating (1st offense "Redo", subsequent "Zero") 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...	1 Hour of Detention, Counseling Referral	2 Hours of Detention, Parent Meeting with AP	3 Hours of Detention, Parent Meeting with AP	5 Hours of Detention, Parent Meeting with Principal	1 day ISS AND 3 Hours of Detention, Parent Meeting, with Principal	Referred to Director

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

Infraction	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	Continued
Leaving Class without permission Skipping Class Unauthorized Area	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 Principal	2 days ISS, 5 Hours of Detention, Parent Meeting with Principal	Referred to Director

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	Referred to Director

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Grades K - 2

Infraction	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	Continued
Theft	2 Hours of Detention, SRO, Reimbursement, Counseling Referral	4 Hours of Detention, SRO reimbursement, Parent Meeting with AP	1 day ISS, 3 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	OSS approved by Director, Parent Meeting
Threats						

Infraction	1 st Offense	2 nd Offense	Continued Offenses
Fighting	Start: 1 day ISS, Counseling Referral, Parent Meeting with AP	Start: 2 days ISS, 5 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: 3 Hours of Detention, Counseling Referral, Parent Meeting with AP	Retaliate: 1 day ISS, Parent Meeting with Principal	
Assault (Causes 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 (Case-by-case)	1 day ISS, Counseling Referral, Parent Meeting with AP, Tobacco Cessation Program	2 days ISS, Counseling Referral, Parent Meeting with Principal, Tobacco Cessation Program	Referred to Director

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.*