

NGS Discipline Rubric Grades K-2

Infraction	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	Continued
Cell Phone/ Electronic Device	Confiscate device, parent pick up, 2 days ASD	Confiscate device, parent meets with AP, 4 days ASD	Confiscate device, parent meets with Principal, 3 days ISS, loss of phone privilege	Confiscate device, 3 days OSS, more severe discipline assigned by Principal	Referred to Director. Possible Court Citation	Referred to Director Possible Court Citation
Dress Code	Contact parent for clothes, 3 days ASD	Contact parent for clothes, 1 days ISS	Contact parent for clothes, 3 days ISS	Administration will determine consequence on a case by case basis	Referred to Director	Referred to Director
Tardies	Student will receive 1 day ASD for every 5 unexcused tardies. After 10 unexcused tardies, parents must meet with Truancy Board.					
Class Disruption (after teacher warning, classroom discipline, and parent call/meeting)	1 day LD or CP (1 lick)	3 days LD or CP (2 licks)	Parent Conference, 2 days ASD	1 day ISS	3 days ISS	Referred to Director
Disobedience (after teacher warning, classroom discipline, and parent call/meeting)	1 day LD or CP (1 lick)	3 days LD or CP (2 licks)	Parent Conference, 2 days ASD	1 day ISS	3 days ISS	Referred to Director
False Information to Staff	1 day LD or CP (1 lick), GR	3 days LD or CP (2 licks), GR	Parent Conference, 2 days LD	1 day ISS	3 days ISS	Referred to Director
Unauthorized Food, Drink, Gum, Candy, etc...	Warning (document)	1 day LD	3 days LD	3 days ASD	5 days ASD	5 days ISS
Unauthorized Area	Warning (document)	2 days LD	3 days ASD	5 days ASD	3 days ISS	5 days ISS
Disrespect to Faculty/Staff	3 days ASD, GR	5 days ASD, GR	3 days ISS	5 days ISS	OSS approved by Director	OSS approved by Director
Technology Violation	1 day LD	3 days LD	3 days ASD, loss of computer privilege	Referred to Director	Referred to Director	Referred to Director
Inciting a Fight	1 days ASD, GR	3 days ASD, GR	1 days ISS	3 days ISS	OSS approved by Director	Referred to Director
Theft/Vandalism	1 days ASD, SRO, reimbursement	3 days ASD, reimbursement	1 day ISS, reimbursement	3 days ISS, reimbursement	Referred to Director	Referred to Director
Cheating	Redo Task in Isolation (teacher contact parent)	Zero for assignment	Zero for assignment, 3 days ASD	Zero for Assignment, 5 days ASD	Zero for Assignment, 1 days ISS	Zero for Assignment, 3 days ISS
Leaving Class w/o permission	2 days LD or CP (1 lick)	3 days LD or CP (2 licks)	Parent Conference, 3 days ASD	1 day 5 days ASD	1 days ISS	3 days ISS
Fighting	Start: 1 day ISS, GR Retaliate: 1 day ASD, GR	Start: 3 days ISS, GR Retaliate: 1 day ISS, GR	After a student is involved in more than two physical altercations, the Director will be notified and more severe disciplinary action will be assigned.			
Minor Unwanted Contact to Others. NO Injury! (hit, kick, pinch, etc...)	1 day LD or CP (1 lick)	3 days LD or CP (2 licks)	Parent Conference, 2 days ASD	1 day ISS	3 days ISS	Referred to Director

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Profanity, Obscene Gesture/Contact in Private Area	Minor: 1 days LD Major: 3-5 days ASD	Minor: 1 days ASD Major: 5-10 days ASD	Minor: 3 days ASD Major: 2 days ISS, Parent Meeting	Minor: 1 day ISS Major: 3 day ISS	Minor: 3 day ISS Major: Refer to Director for OSS	Referred to Director
Tobacco	Parent Meeting, Document in Aspen	1 day ISS	3 days ISS DCS Referral	Refer to Director		
Alcohol/Drugs	Zero Tolerance, Referred to Director					
Weapons	Zero Tolerance, Referred to Director					
Assault (causes injury)	1 day ISS	3 days ISS	5 days ISS	1-3 days OSS	Referred to Director	Referred to Director
Missed Detention	Reassign day +1	Reassign day +2	Reassign day +3	Reassign day +4	Reassign day +5	Referred to Director
Failure to Complete Work (after teacher warning, classroom discipline, and parent call/meeting)	Mandatory After-School Study Hall- The reporting teacher will send a referral, required previous documentation, 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.					
Cafeteria Referral	Students receiving cafeteria referrals will be assigned lunch detention or given corporal punishment, based upon the severity of the incident. Parents will be notified prior to a student serving detention or receiving corporal punishment. If the student behavior continues, the student may be assigned ASD or ISS.					
Inappropriate Boy/Girl Conduct	1 day LD	3 days LD	3 days ASD, Parent Conference w/ AP	1 day ISS, Parent Conference w/ Principal	3 days ISS, Parent Conference w/ Director	Referred to Director
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					

	Anything highlighted in green requires teacher documentation! (incident description, date, etc...)			Teacher warning, initial classroom discipline, and initial parent contact should precede office referral. Document everything and send it to AP with referral!		
	Follow current BOE Approved Policy.					
	Anything in red indicates Zero Tolerance. Director will be notified, and BOE policy will be followed!					
LD=Lunch Detention	CP= Corporal Punishment	ASD= After School Detention	ISS= In School Suspension	OSS= Out of School Suspension	GR= Guidance Referral	
Parents will be notified for every referral. Once student behavior becomes a repetitive issue, a meeting between parents, teachers, and administration will be requested.						