

## Forbes Road Elementary School Discipline Rubric (revised 8/29/2016)

**Group 1 Violations:** *These are behaviors or actions that impede orderly classroom procedures or interfere with the orderly operation of the school or safety of students. These are disruptive to the normal teaching environment and should be handled by the individual classroom teacher and/or special teacher.*

Infractions	1 <sup>st</sup> Offense Consequences	2 <sup>nd</sup> Offense Consequences	3 <sup>rd</sup> Offense Consequences	4 <sup>th</sup> Offense Consequences	5 <sup>th</sup> Offense Consequences
<p>disorganized desk (per weekly desk check or episode of inability to find needed class material)</p> <p>chewing gum, eating candy, or other food during class</p> <p>unprepared for class (no pencil, book, etc.)</p> <p>classroom and hallway rule violation such as (but not limited to):</p> <ul style="list-style-type: none"> <li>• getting out of seat without permission</li> <li>• not raising hand</li> <li>• loud talking</li> <li>• running</li> <li>• propelling objects</li> </ul> <p>toys or other items during instructional time</p> <p>playground rule violation or cafeteria rule violation (see student handbook-could also be considered another level depending on severity)</p> <p>other infractions that are minor in nature and disrupt the orderly education process</p>	<p>Teacher will:</p> <ul style="list-style-type: none"> <li>• review rules and behavior expectations.</li> </ul>	<p>Teacher will:</p> <ul style="list-style-type: none"> <li>• review rules and behavior expectations.</li> <li>• log the incident in PowerSchool as 2<sup>nd</sup> offense</li> <li>• - 2 conduct points</li> <li>• assign loss of 10 minutes of recess</li> </ul>	<p>Teacher will:</p> <ul style="list-style-type: none"> <li>• log the incident in PowerSchool as 3<sup>rd</sup> offense</li> <li>• - 2 conduct points</li> <li>• assign loss of whole recess</li> </ul>	<p>Teacher will:</p> <ul style="list-style-type: none"> <li>• log the incident in PowerSchool as 4<sup>th</sup> offense</li> <li>• - 2 conduct points</li> <li>• refer to D. O. S.</li> </ul> <p>Dean of Students will:</p> <ul style="list-style-type: none"> <li>• notify parents</li> <li>• assign loss of 2 recesses</li> </ul>	<p>Parent/Teacher/Principal/Counselor/Dean of Students will conference to establish a positive behavior plan.</p>
<p>homework not done</p>	<p>inside recess until homework is done</p>		<p>Teacher contacts parents</p>		<p>Parent/Teacher/Principal/Counselor/Dean of Students will conference to establish a positive plan for getting homework done.</p>

**Group 2 Violations:** These are behaviors or actions that result from chronic Group 1 violations.

*For Harassment/Bullying issues see Bullying Behavior Rubric with Consequences*

Infractions	1 <sup>st</sup> Offense Consequences	Continued Offense Consequences
chronic Group 1 violations refusal to do classwork repeatedly not doing homework inappropriate public display of affection or unwanted touching using obscene/sexual/profane language verbally, in drawing, writing, or by gesture	Principal or Dean of Students will: <ul style="list-style-type: none"><li>• meet with the student</li><li>• notify parents by phone</li><li>• log the incident in PowerSchool</li><li>• -5 conduct points</li></ul>	Principal or Dean of Students will: <ul style="list-style-type: none"><li>• meet with the student</li><li>• notify parents by phone</li><li>• log the incident in PowerSchool</li><li>• -5 conduct points or more</li></ul> Consequences may also include: <ul style="list-style-type: none"><li>• in-school suspension</li><li>• recess detention</li></ul>

**Group 3 Violations:** These are behaviors or actions which are more serious violations of school rules or laws, including those involving violence or which present a threat of serious injury to persons or property. These violations will be handled by the Administration.

*For Harassment/Bullying issues see Bullying Behavior Rubric with Consequences*

Infractions	1 <sup>st</sup> Offense Consequences	2 <sup>nd</sup> Offense Consequences	3 <sup>rd</sup> Offense Consequences	4 <sup>th</sup> Offense Consequences +
<p>bus misconduct (see student handbook-could also be considered another level depending on severity)</p> <p>defiance/disrespect of authority or insubordination (includes refusal to do classwork)</p> <p>using obscene/sexual/profane language verbally, in drawing, writing, or by gesture directed toward other person</p> <p>lying or stealing (small inexpensive items)</p> <p>forgery</p> <p>other offenses deemed serious by the school administration</p>	<p>Principal or Dean of Students will:</p> <ul style="list-style-type: none"> <li>• meet with student</li> <li>• notify parent by phone and mail</li> <li>• log the incident in PowerSchool</li> <li>• assign loss of 2 recesses</li> <li>• - 10 conduct points</li> </ul>	<p>Principal or Dean of Students will:</p> <ul style="list-style-type: none"> <li>• meet with student</li> <li>• notify parent by phone and mail</li> <li>• log the incident in PowerSchool</li> <li>• assign 1 day of ISS</li> <li>• - 10 conduct points</li> </ul>	<p>Principal or Dean of Students will:</p> <ul style="list-style-type: none"> <li>• meet with student</li> <li>• notify parent by phone and mail</li> <li>• log the incident in PowerSchool</li> <li>• assign 2 days of ISS</li> <li>• - 10 conduct points</li> </ul>	<p>Principal or Dean of Students will:</p> <ul style="list-style-type: none"> <li>• meet with student</li> <li>• notify parent by phone and mail</li> <li>• log the incident in PowerSchool</li> <li>• assign combination of ISS and loss of recesses</li> <li>• - 10 conduct points</li> </ul>
<p>cheating, plagiarism</p>	<p>Classroom teacher will:</p> <ul style="list-style-type: none"> <li>• give a zero for the assignment</li> <li>• log the incident in PowerSchool</li> <li>• notify parent by phone</li> <li>• - 10 conduct points</li> </ul> <p>Dean of Students will:</p> <ul style="list-style-type: none"> <li>• meet with student</li> <li>• notify parent by phone and mail</li> <li>• assign/supervise 2 days of indoor recess</li> </ul>	<p>Classroom teacher will:</p> <ul style="list-style-type: none"> <li>• assign a zero for the course for the marking period</li> <li>• log the incident in PowerSchool</li> <li>• - 10 conduct points</li> </ul> <p>Dean of Students will:</p> <ul style="list-style-type: none"> <li>• meet with student</li> <li>• notify parent by phone and mail</li> <li>• assign 1 day ISS</li> </ul>	<p>Classroom teacher will:</p> <ul style="list-style-type: none"> <li>• assign a zero for the course for the year</li> <li>• log the incident in PowerSchool</li> <li>• - 10 conduct points</li> </ul> <p>Dean of Students will:</p> <ul style="list-style-type: none"> <li>• meet with student</li> <li>• notify parent by phone and mail</li> <li>• assign 2 days ISS</li> </ul>	

<p><b>Group 4 Violations:</b> These are behaviors or actions which are the MOST SERIOUS violations of school rules or laws, including those involving violence or which present a threat of serious injury to persons or property. The Dean of Students will report these violations immediately to the Principal.</p>	
<p>leaving the classroom or campus without permission</p> <p>class cutting or skipping</p> <p>destruction of property</p> <p>weapons</p> <p>sale/distribution of a controlled substance, drug, alcohol use or being under the influence</p> <p>truancy</p> <p>written, verbal or physical threat to student</p> <p>written, verbal or physical threat to staff</p> <p>computer issues</p> <p>possession of explicit materials or sexting</p> <p>smoking and/or possession of tobacco</p> <p>fighting, physical altercation</p> <p>theft</p>	<p>For all Group 4 Violations:</p> <ul style="list-style-type: none"> <li>• consultation with the Superintendent</li> <li>• notification of parents by Principal or Dean of Students by phone and mail</li> <li>• possible notification of police</li> <li>• loss of conduct points at discretion of administration</li> </ul> <p>Discipline may also include suspension, payment of damages, formal hearing before the school board, possible alternative ed. placement and/or expulsion.</p>

**Cell Phones/Electronic Devices Policy (from Handbook)**

Use of cell phones/electronic devices during school hours is not allowed. This includes texting/receiving texts and calling/receiving calls from parents and/or guardians. Students who violate these rules will have the following consequences:

- 1<sup>st</sup> Offense: Cell phone/electronic device will be confiscated until the end of the day.
- 2<sup>nd</sup> Offense: Cell phone/electronic device will be confiscated until the dean of students has a phone conference with parents.
- 3<sup>rd</sup> Offense: Cell phone/electronic device will be confiscated for one week. The dean of students will meet with the parents at school before returning it.
- 4<sup>th</sup> Offense: Cell phone/electronic device will be confiscated for one month. The dean of students will meet with parents to create a student behavioral contract. In the event of an emergency, students may request to use the school phone or their cell phone in the elementary office.