

St. Thomas the Apostle School  
Elementary Guidance Rubric

Behavior	First Level	Second Level	Third Level
<p><b>Teasing</b> Name calling, insulting or other behavior that would hurt others' feelings or make them feel bad about themselves</p>	<p>Warning</p> <p>Student calls parent</p> <p>Apology</p>	<p>One inside recess</p> <p>Student calls parent</p> <p>Apology</p> <p>Student Plan of Improvement</p>	<p>Three inside recesses</p> <p>Student calls parent</p> <p>Letter of Apology</p> <p>Student Plan of Improvement</p>
<p><b>Moderate Physical Contact</b> Hitting, pushing, shoving, grabbing, slapping etc.</p> <p><b>Intimidation</b> Threats of emotional or physical violence, planned exclusion, etc.</p> <p><b>Defiance</b> Refusal behavior directed toward supervisory staff</p>	<p>Warning</p> <p>Student calls parent</p> <p>Apology</p>	<p>One inside recess</p> <p>Student calls parent</p> <p>Apology</p> <p>Student Plan of Improvement</p>	<p>Three inside recesses</p> <p>Student calls parent</p> <p>Letter of Apology</p> <p>Student Plan of Improvement</p>
<p><b>More Severe Physical Contact</b> Punching, kicking, and similar behavior that might injure others</p> <p><b>Harassment</b> Racial, ethnic, religious or other forms of severe harassment</p> <p>NOTE: Consequences may be more severe in the categories of harassment or more severe physical contact than those listed here based on either the seriousness of the action or on relevant policy</p>	<p>Three inside recesses</p> <p>Student calls parent</p> <p>Apology</p>	<p>Three inside recesses</p> <p>Student calls parent</p> <p>Apology</p> <p>Student Plan of Improvement</p>	<p>Five inside recesses</p> <p>Student calls parent</p> <p>“Classes only” for three days</p> <p>Letter of Apology</p> <p>Student Plan of Improvement</p> <p>Meeting: Parent/Student With Teacher/Administrator</p>

***Rubric for guidance purpose: Teachers, Assistant Principal, or Principal will use discretion as necessary to meet the needs of each child***

**Terms Defined:**

The 3D's: Behaviors that are disrespectful, dangerous, or defiant.

Violence: Any mean look, gesture, action, or word that hurts a person's body, feelings, friendship, reputation, or property.

Bullying: A form of violence that is repeated, intentional, and involves an imbalance of power between the people involved.

Bullying can take the form of a look, gesture, word or action.

“Classes only”: The student participates in no informal, unstructured or non-classroom group activities such as lunch, recess,

passing time in the hall, or special school assemblies.

**Notes for Teachers:**

1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grade teachers supervise inside recess for their own students.

4<sup>th</sup> and 5<sup>th</sup> grade teachers supervise silent lunch and silent recess for their own students if deemed appropriate.

**Responsibilities of faculty, staff and all supervisors:**

1. Any adult observing aggressive behavior or hearing about it from students will complete the top section of the *Intervention Report* form.
2. The principal, assistant principal, or designee will investigate (if the behavior was reported by students and not seen by staff) and identify the appropriate consequence on the rubric. The student and principal will call parent(s) at that time.
3. The supervisor of inside recess will assist the student as needed to complete the *Student Contract* form.