

# **2021-2022 Broken Arrow Elementary**

## **Behavior Responsibility Rubric**

**It is important that students find responsibility for their choices they make as we strive to develop safe, respectful and responsible habits, allowing our students to successfully function in our society.**

**Consequences will be integrated with restorative practices:**

**Restorative Practices shift the conversation between teachers and students to be less punishment-oriented and to offer an opportunity for all people affected by an action to have dialogue about how to make things right and restore the classroom community**

**Yellow: Teacher Handled**

**Blue: Principal Handled**

	Type of Behavior	1 <sup>st</sup> Incident- (Teacher Handled) *After 2 informally documented incidents	2 <sup>nd</sup> Incident - (Teacher Handled)	3 <sup>rd</sup> Incident (Principal Handled)	4 <sup>th</sup> Incident (Principal Handled)
<b>A</b>	<p><b>Disruption</b></p> <p>Behavior causing an interruption in a class or activity.</p> <p>Disruption includes: sustained loud talking, yelling, or screaming; noise with materials; and/or sustained out-of-seat behavior.</p> <p>Identifying girlfriend and boyfriend or crushes that results in conflict or disruption to the learning environment</p> <p>Spreading rumors, gossiping that results in conflict or disruption to the learning environment</p>	<ul style="list-style-type: none"> <li>• Not a discipline referral</li> <li>• Teacher documents in order to track which step the student is on</li> <li>• BIST Protocol/Steps <ul style="list-style-type: none"> <li>▪ Reflection/Think Sheet</li> <li>▪ Submit Think Sheet to Mr. Horne</li> </ul> </li> <li>• Privilege loss determined by teacher</li> <li>• Teacher phones parents</li> </ul>	<ul style="list-style-type: none"> <li>• Discipline Referral/Offense entered in Skyward by teacher</li> <li>• BIST Protocol/Steps <ul style="list-style-type: none"> <li>▪ Reflection/Think Sheet</li> <li>▪ Submit Think Sheet to Mr. Horne</li> </ul> </li> <li>• Privilege loss determined by teacher</li> <li>• Teacher phones parents</li> </ul>	<ul style="list-style-type: none"> <li>• Student meets with principal</li> <li>• Discipline referral entered in Skyward by teacher</li> <li>• BIST Protocol/Steps/Reflection</li> <li>• Teacher meets with principal to develop a behavior plan</li> <li>• Consequences determined by principal</li> <li>• Principal phones parents</li> <li>• Principal follows up with teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Student meets with principal</li> <li>• Discipline referral entered in Skyward by teacher</li> <li>• BIST Protocol/Steps/Reflection</li> <li>• Teacher sets meeting with Social Worker and Principal meet to discuss current plan and make adjustments if necessary</li> <li>• Consequences determined by principal</li> <li>• Principal phones parents</li> <li>• Principal follows up with teacher</li> </ul>

	Type of Behavior	1 <sup>st</sup> Incident (Teacher Handled) *After 2 informally documented incidents	2 <sup>nd</sup> Incident (Teacher Handled)	3 <sup>rd</sup> Incident (Principal Handled)	4 <sup>th</sup> Incident (Principal Handled)
<b>B</b>	<b>Non-Compliance/ Defiance</b>  Refusing to work, not following directions.	<ul style="list-style-type: none"> <li>• Not a discipline referral</li> <li>• Teacher documents in order to track which step the student is on</li> <li>• BIST Protocol/Steps (Accountability Piece)</li> <li>• Reflection/Think Sheet/<b>Process with adult involved</b> <ul style="list-style-type: none"> <li>▪ <b>Submit Think Sheet to</b></li> </ul> </li> <li>• Privilege loss determined by teacher</li> <li>• Teacher phones parents</li> </ul>	<ul style="list-style-type: none"> <li>• Discipline Referral/Offense entered in Skyward by teacher</li> <li>• BIST Protocol/Steps/Reflection/Think Sheet/<b>Process with adult involved</b> <ul style="list-style-type: none"> <li>▪ <b>Submit Think Sheet to Mr. Horne</b></li> </ul> </li> <li>• Privilege loss determined by teacher</li> <li>• Teacher phones parents</li> </ul>	<ul style="list-style-type: none"> <li>• Student meets with principal</li> <li>• Discipline referral entered in Skyward by teacher</li> <li>• BIST Protocol/Steps Reflection<b>Process with adult involved</b></li> <li>• Teacher meets with principal to develop a behavior plan</li> <li>• Consequences determined by principal</li> <li>• Principal phones parents</li> <li>• Principal follows up with teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Student meets with principal</li> <li>• Discipline referral entered in Skyward by teacher</li> <li>• BIST Protocol/Steps Reflection/<b>Process with adult involved</b></li> <li>• Teacher sets meeting with Social Worker and Principal meet to discuss current plan and make adjustments if necessary</li> <li>• Consequences determined by principal</li> <li>• Principal phones parents</li> <li>• Principal follows up with teacher</li> </ul>

	Type of Behavior	1 <sup>st</sup> Incident (Teacher Handled) *After 2 informally documented incidents	2 <sup>nd</sup> Incident (Teacher Handled)	3 <sup>rd</sup> Incident (Principal Handled)	4 <sup>th</sup> Incident (Principal Handled)
<b>C</b>	<b>Inappropriate</b>  Horseplay/roughhousing  Inappropriate language	<ul style="list-style-type: none"> <li>• Not a discipline referral</li> <li>• Teacher documents in order to track which step the student is on</li> <li>• BIST Protocol/Steps <ul style="list-style-type: none"> <li>▪ Reflection/Think Sheet/Process with adult involved</li> <li>▪ Submit Think Sheet to Mr. Horne</li> </ul> </li> <li>• Privilege loss determined by teacher</li> <li>• Teacher phones parents</li> </ul>	<ul style="list-style-type: none"> <li>• Discipline Referral/Offense entered in Skyward by teacher</li> <li>• BIST Protocol/Steps/ <ul style="list-style-type: none"> <li>▪ Reflection/Think Sheet/Process with adult involved</li> <li>▪ Submit Think Sheet to Mr. Horne</li> </ul> </li> <li>• Privilege loss determined by teacher</li> <li>• Teacher phones parents</li> </ul>	<ul style="list-style-type: none"> <li>• Student meets with principal</li> <li>• Discipline referral entered in Skyward by teacher</li> <li>• BIST Protocol/Steps/Reflection/Process with adult involved</li> <li>• Teacher meets with principal to develop a behavior plan</li> <li>• Consequences determined by principal</li> <li>• Principal phones parents</li> <li>• Principal follows up with teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Student meets with principal</li> <li>• Discipline referral entered in Skyward by teacher</li> <li>• BIST Protocol/Steps/Reflection/Process with adult involved</li> <li>• Teacher sets meeting with Social Worker and Principal meet to discuss current plan and make adjustments if necessary</li> <li>• Consequences determined by principal</li> <li>• Principal phones parents</li> <li>• Principal follows up with teacher</li> </ul>

	Type of Behavior	1 <sup>st</sup> Incident (Teacher Handled) *After 2 informally documented incidents	2 <sup>nd</sup> Incident (Teacher Handled)	3 <sup>rd</sup> Incident (Principal Handled)	4 <sup>th</sup> Incident (Principal Handled)
<b>D</b>	<b>Disrespect</b>  Talking back and/or socially rude interactions toward classmates or staff.	<ul style="list-style-type: none"> <li>Not a discipline referral</li> <li>Teacher documents in order to track which step the student is on</li> <li>BIST Protocol/Steps <ul style="list-style-type: none"> <li>Reflection/Think Sheet/Process with adult involved</li> <li>Submit Think Sheet to Mr. Horne</li> </ul> </li> <li>Privilege loss determined by teacher</li> <li>Teacher phones parents</li> </ul>	<ul style="list-style-type: none"> <li>Discipline Referral/Offense entered in Skyward by teacher</li> <li>BIST Protocol/Steps <ul style="list-style-type: none"> <li>Reflection/Think Sheet/Process with adult involved</li> <li>Submit Think Sheet to Mr. Horne</li> </ul> </li> <li>Privilege loss determined by teacher</li> <li>Teacher phones parents</li> </ul>	<ul style="list-style-type: none"> <li>Student meets with principal</li> <li>Discipline referral entered in Skyward by teacher</li> <li>Teacher documents in order to track which step the student is on</li> <li>BIST Protocol/Steps/Reflection/Process with adult involved</li> <li>Teacher meets with principal to develop a behavior plan</li> <li>Consequences determined by principal</li> <li>Principal phones parents</li> <li>Principal follows up with teacher</li> </ul>	<ul style="list-style-type: none"> <li>Student meets with principal</li> <li>Discipline referral entered in Skyward by teacher</li> <li>Teacher documents in order to track which step the student is on</li> <li>BIST Protocol/Steps/Reflection/Process with adult involved</li> <li>Teacher sets meeting with Social Worker and Principal meet to discuss current plan and make adjustments if necessary</li> <li>Consequences determined by principal</li> <li>Principal phones parents</li> <li>Principal follows up with teacher</li> </ul>

	Type of Behavior	1 <sup>st</sup> Incident (Principal Handled)	2 <sup>nd</sup> Incident (Principal Handled)	3 <sup>rd</sup> Incident (Principal Handled)	4 <sup>th</sup> Incident (Principal Handled)
<b>E</b>	<b>Dishonest Behavior</b>  Being in possession of someone else's property without their permission.  Academic misconduct and lying	<ul style="list-style-type: none"> <li>• Student meets with principal</li> <li>• Discipline referral entered in Skyward by teacher</li> <li>• BIST Protocol/Steps/ ▪ Reflection/Think Sheet/Process with adult involved</li> <li>• Consequences determined by administrator</li> <li>• Principal phones parents</li> <li>• Principal follows up with teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Student meets with principal</li> <li>• Discipline referral entered in Skyward by teacher</li> <li>• BIST Protocol/Steps/ ▪ Reflection/Think Sheet/Process with adult involved</li> <li>• Teacher meets with principal to develop a behavior plan</li> <li>• Consequences determined by administrator – ISS</li> <li>• Principal phones parents</li> <li>• Principal follows up with teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Student meets with principal</li> <li>• Discipline referral entered in Skyward by teacher</li> <li>• BIST Protocol/Steps/Reflection/Process with adult involved</li> <li>• Teacher sets meeting with Social Worker and Principal meet to discuss current plan and make adjustments if necessary</li> <li>• Consequences determined by administrator- Possible ISS one or more days</li> <li>• Principal phones parents</li> <li>• Principal follows up with teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Student meets with principal</li> <li>• Discipline referral entered in Skyward by teacher</li> <li>• BIST Protocol/Steps/Reflection/Process with adult involved</li> <li>• Teacher sets meeting with Social Worker and Principal meet to discuss current plan and make adjustments if necessary</li> <li>• Consequences determined by administrator- Possible ISS one or more days</li> <li>• Principal phones parents</li> <li>• Principal follows up with teacher</li> </ul>

	Type of Behavior	1 <sup>st</sup> Incident (Principal Handled)	2 <sup>nd</sup> Incident (Principal Handled)	3 <sup>rd</sup> Incident (Principal Handled)	4 <sup>th</sup> Incident (Principal Handled)
<b>F</b>	<p><b>Physical Aggression/Threats</b></p> <p><b><u>Intentionally</u></b> bumping, kicking, pushing, punching, hitting, spitting, choking, pulling hair, throwing/tipping/ shoving items/ material <b><u>as a result of emotion</u></b></p> <p>Making verbal or written threats to cause bodily harm <b><u>as a result of emotion.</u></b></p>	<ul style="list-style-type: none"> <li>• Student meets with principal</li> <li>• Discipline referral entered in Skyward by teacher</li> <li>• BIST Protocol/ Steps/ <ul style="list-style-type: none"> <li>▪ Reflection/Think Sheet/Process with adult involved</li> </ul> </li> <li>• Consequences determined by administrator</li> <li>• Principal phones parents</li> <li>• Principal follows up with teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Student meets with principal</li> <li>• Discipline referral entered in Skyward by teacher</li> <li>• BIST Protocol/ Steps/ <ul style="list-style-type: none"> <li>▪ Reflection/Think Sheet/Process with adult involved</li> </ul> </li> <li>• Teacher meets with principal to develop a behavior plan</li> <li>• Consequences determined by administrator – ISS or OSS one or more days are options</li> <li>• Principal phones parents</li> <li>• Principal follows up with teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Student meets with principal</li> <li>• Discipline referral entered in Skyward by teacher</li> <li>• BIST Protocol/ Steps/Reflection/ Process with adult involved</li> <li>• Teacher sets meeting with Social Worker and Principal meet to discuss current plan and make adjustments if necessary</li> <li>• Consequences determined by administrator- ISS or OSS one or more days are options</li> <li>• Principal phones parents</li> <li>• Principal follows up with teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Student meets with principal</li> <li>• Discipline referral entered in Skyward by teacher</li> <li>• BIST Protocol/ Steps/Reflection/ Process with adult involved</li> <li>• Teacher sets meeting with Social Worker and Principal meet to discuss current plan and make adjustments if necessary</li> <li>• Consequences determined by administrator- ISS or OSS one or more days are options</li> <li>• Principal phones parents</li> <li>• Principal follows up with teacher</li> </ul>

	Type of Behavior	1 <sup>st</sup> Incident (Principal Handled)	2 <sup>nd</sup> Incident (Principal Handled)	3 <sup>rd</sup> Incident (Principal Handled)	4 <sup>th</sup> Incident (Principal Handled)
<b>G</b>	<b>Harassment</b>  Verbal or written name calling based on identity (sex, religion, race, culture, etc.)  Inappropriate touching  Sexually suggestive comments	<ul style="list-style-type: none"> <li>• Student meets with principal</li> <li>• Discipline referral entered in Skyward by teacher</li> <li>• BIST Protocol/Steps ▪ <b>Reflection/Think Sheet/Process with adult involved</b></li> <li>• Teacher meets with principal to develop a behavior plan</li> <li>• Consequences determined by administrator-ISS or OSS one or more days are options</li> <li>• Principal phones parents</li> <li>• Principal follows up with teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Student meets with principal</li> <li>• Discipline referral entered in Skyward by teacher</li> <li>• BIST Protocol/Steps/ ▪ <b>Reflection/Think Sheet/Process with adult involved</b></li> <li>• Consequences determined by administrator- ISS or OSS one or more days are options</li> <li>• Principal phones parents</li> <li>• Principal follows up with teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Student meets with principal</li> <li>• Discipline referral entered in Skyward by teacher</li> <li>• BIST Protocol/Steps/ Reflection/<b>Process with adult involved</b></li> <li>• Teacher sets meeting with Social Worker and Principal meet to discuss current plan and make adjustments if necessary</li> <li>• Consequences determined by administrator- ISS or OSS one or more days are options</li> <li>• Principal phones parents</li> <li>• Principal follows up with teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Student meets with principal</li> <li>• Discipline referral entered in Skyward by teacher</li> <li>• BIST Protocol/Steps/ Reflection/<b>Process with adult involved</b></li> <li>• Teacher sets meeting with Social Worker and Principal meet to discuss current plan and make adjustments if necessary</li> <li>• Consequences determined by administrator- ISS or OSS one or more days are options</li> <li>• Principal phones parents</li> <li>• Principal follows up with teacher</li> </ul>



	Type of Behavior	1 <sup>st</sup> Incident (Principal Handled)	2 <sup>nd</sup> Incident (Principal Handled)	3 <sup>rd</sup> Incident (Principal Handled)	4 <sup>th</sup> Incident (Principal Handled)
<b>H</b>	<p><b>Bullying</b></p> <p><b>Repeatedly</b> calling mean names, making fun of, or teasing in a hurtful way, intimidation.</p> <p>Ignored or socially excluded other students on purpose to be hurtful, encouraged others not to like someone.</p>	<ul style="list-style-type: none"> <li>• Student meets with principal</li> <li>• Discipline referral entered in Skyward by teacher</li> <li>• BIST Protocol/Steps <ul style="list-style-type: none"> <li>▪ Reflection/Think Sheet/Process with adult involved</li> </ul> </li> <li>• Consequences determined by administrator</li> <li>• Principal phones parents</li> <li>• Principal follows up with teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Student meets with principal</li> <li>• Discipline referral entered in Skyward by teacher</li> <li>• BIST Protocol/Steps/ <ul style="list-style-type: none"> <li>▪ Reflection/Think Sheet/Process with adult involved</li> </ul> </li> <li>• Teacher meets with principal to develop a behavior plan</li> <li>• Consequences determined by administrator – ISS or OSS one or more days are options</li> <li>• Principal phones parents</li> <li>• Principal follows up with teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Student meets with principal</li> <li>• Discipline referral entered in Skyward by teacher</li> <li>• BIST Protocol/Steps/Reflection/Process with adult involved</li> <li>• Teacher sets meeting with Social Worker and Principal meet to discuss current plan and make adjustments if necessary</li> <li>• Consequences determined by administrator- ISS or OSS one or more days are options</li> <li>• Principal phones parents</li> <li>• Principal follows up with teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Student meets with principal</li> <li>• Discipline referral entered in Skyward by teacher</li> <li>• BIST Protocol/Steps/Reflection/Process with adult involved</li> <li>• Teacher sets meeting with Social Worker and Principal meet to discuss current plan and make adjustments if necessary</li> <li>• Consequences determined by administrator- ISS or OSS one or more days are options</li> <li>• Principal phones parents</li> <li>• Principal follows up with teacher</li> </ul>

	Type of Behavior	1 <sup>st</sup> Incident (Principal Handled)	2 <sup>nd</sup> Incident (Principal Handled)	3 <sup>rd</sup> Incident (Principal Handled)	4 <sup>th</sup> Incident (Principal Handled)
I	<b>Weapon/Arson/Combustibles</b>  Student is knowingly in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.	<ul style="list-style-type: none"> <li>• Student meets with principal</li> <li>• Discipline referral entered in Skyward by teacher</li> <li>• Teacher documents in order to track which step the student is on</li> <li>• BIST Protocol/Steps <ul style="list-style-type: none"> <li>▪ Reflection/Think Sheet/Process with adult involved</li> </ul> </li> <li>• Principal contacts District Admin</li> <li>• Consequences determined by District Admin</li> <li>• Principal phones parents</li> <li>• Principal meets with District Admin then teacher and parents to implement plan</li> </ul>	<ul style="list-style-type: none"> <li>• Consequences determined by District Admin</li> </ul>	<ul style="list-style-type: none"> <li>• Consequences determined by District Admin</li> </ul>	<ul style="list-style-type: none"> <li>• Consequences determined by District Admin</li> </ul>

	Type of Behavior	1 <sup>st</sup> Incident- Minor (Principal Handled)	2 <sup>nd</sup> Incident -Minor (Principal Handled)	3 <sup>rd</sup> Incident - Major (Principal Handled)	4 <sup>th</sup> Incident - Major (Principal Handled)
<b>J</b>	<b>Extreme Property Damage</b>  Student performs excessive and costly damage or vandalism to the school or school property.	<ul style="list-style-type: none"> <li>• Student meets with principal</li> <li>• Discipline referral entered in Skyward by teacher</li> <li>• Teacher documents in order to track which step the student is on</li> <li>• BIST Protocol/Steps <ul style="list-style-type: none"> <li>▪ Reflection/Think Sheet/Process with adult involved</li> </ul> </li> <li>• Consequences determined by administrator</li> <li>• Principal phones parents</li> <li>• Principal follows up with teacher</li> </ul>	Administration will determine consequences	Administration will determine consequences	Administration will determine consequences

	Type of Behavior	1 <sup>st</sup> Incident- Minor (Principal Handled)	2 <sup>nd</sup> Incident -Minor (Principal Handled)	3 <sup>rd</sup> Incident - Major (Principal Handled)	4 <sup>th</sup> Incident - Major (Principal Handled)
<b>K</b>	<b>Drug Use/ Possession</b>  Student knowingly in possession of or using tobacco, alcohol or illegal drugs	<ul style="list-style-type: none"> <li>• Student meets with principal</li> <li>• Discipline referral entered in Skyward by principal</li> <li>• Teacher documents in order to track which step the student is on</li> <li>• BIST Language Protocol/Steps <ul style="list-style-type: none"> <li>▪ Reflection/Think Sheet/Process with adult involved</li> </ul> </li> <li>• Principal contacts District Admin</li> <li>• Consequences determined by District Admin</li> <li>• Principal phones parents</li> <li>• Principal meets with District Admin then teacher and parents to implement plan</li> </ul>	<ul style="list-style-type: none"> <li>• Consequences determined by District Admin</li> </ul>	<ul style="list-style-type: none"> <li>• Consequences determined by District Admin</li> </ul>	<ul style="list-style-type: none"> <li>• Consequences determined by District Admin</li> </ul>

	Type of Behavior				
<b>L</b>	<b>Truancy</b> As defined by Kansas Law:- <ol style="list-style-type: none"> <li>1. A child has <b>THREE</b> consecutive <b>unexcused</b> absences <b>OR</b></li> <li>2. <b>Five unexcused absences in a single semester</b> <b>OR</b></li> <li>3. <b>Seven unexcused absences in a school year</b> which the school considers unexcused a significant portion of the school day to begin the truancy process.</li> </ol> <p>A “significant portion” of the school day is determined by the school district policy.</p>	<p>BA Office Staff phones parent when the parent does not contact the school about their child’s absence..</p> <p><b>Parent must return phone call to share information regarding the student’s absence to determine if it should be excused or unexcused.</b></p> <p><b>It is essential parents return phone calls the same day or the absences must be recorded as unexcused.</b></p>	<p>BA Office Staff will send a letter to families who have a child that has logged three unexcused absences with a reminder that BA is required by the state of Kansas <b>to report students as truant who have 3 consecutive unexcused absences in a semester OR 5 unexcused absences in a semester OR 7 total unexcused absences in a school year.</b></p>	<p>BA Office Staff will send a letter to families once they have reached the limitations as issued by the state of Kansas’ Truancy Law <b>(stated in column two)</b>.</p> <p>Any additional unexcused absences would require BA to report the student as truant to the Johnson County District Attorney’s Office (as part of being a state mandated reporter)</p>	<p><b>It is important to note that excessive unexcused tardies can result in unexcused absences, further resulting in truancy violations and mandated reporting.</b></p>

**This rubric provides a guideline for recommendation of consequences.**

**Please know that adjustments can and should be made in certain circumstances.**

**Administration reserves the right to make adjustments as needed to the above document.**