

Expected Behavior in the Catholic Schools of the Diocese of Saginaw

Rationale

Bullying is sinful, cruel, unchristian behavior that is a serious violation of the Christian Behavior Expectations, as well as a violation of the law. Bullying is not acceptable in Catholic Schools because it is completely opposed to the teachings of Jesus Christ; it destroys the dignity of students; undermines the Christian atmosphere in school; and deprives students of a safe learning environment.

What is Bullying?

Bullying is a form of aggression when a person willfully subjects another person (victim) to intentional, unwanted and unprovoked hurtful verbal, written, or physical actions that may result in the victim feeling oppressed, intimidated, and/or threatened. Bullying involves a pattern of behavior repeated over time and an imbalance of power or strength, making it difficult for the victim to defend him or herself.

Types of Bullying

Forms of bullying may include, but are not limited to:

- Physical bullying – punching, shoving, kicking, strangling, hair pulling, beating, biting, excessive tickling, tripping and pinching.
- Verbal/Written bullying - hurtful name calling, racial slurs, threats, taunts, insults, teasing and gossip.
- Emotional (psychological) bullying—rejecting, terrorizing, extorting, humiliating, intimidating, defaming, black mailing, manipulating friendships, deliberate exclusion, and peer pressure.
- Sexual bullying - many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving cross gender harassment, actual physical contact and sexual assault.

- Cyber bullying –tormenting, threatening, taunting, degrading, humiliating or otherwise targeting students or staff members or impersonating, using the Internet, interactive and digital technologies, or inviting others to join in these acts.

Consequences

The school authorities will act upon such events that may take place outside of the school when they pose a threat to a student or staff member or otherwise disrupt the learning environment or orderly conduct of the school, school business, or school activities.

Consequences for bullying will vary depending on the severity of the offense, the age of the student, and the student’s history of problem behaviors. The failure to follow Christian behavior expectations will result in the progressive consequences listed in the School Handbook under Christian Behavior Expectations.

Remedial measures shall be designed to reconcile the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

The school prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

Consequences are listed on the following pages. (Provided by St. Thomas Aquinas School in Saginaw)

Blessed Sacrament School Harassment/Behavior Rubric for Kindergarten

Levels	Behavior	First Time	Second Time	Third Time	Fourth Time
Level 1 Disrespect towards others and teasing	<ul style="list-style-type: none"> Unkind gestures or looks Name Calling Insulting Excluding others Behaviors that hurt feelings Swearing 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Discuss an alternate action to mean behavior Opportunity for apology 5 minute loss of privileged time 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Discuss/practice an alternate action to mean behavior Opportunity for apology 10 minute loss of privileged time Behavior Report – draw or write during time out 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Discuss/practice an alternate action to mean behavior Parent Notification by chart mark Opportunity for apology Behavior Report – draw or write during time out Loss of privileged time 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Loss of 1 privileged time Discussion with Principal Parent Notification through phone call Opportunity for apology Behavior Report – draw or write during time out
Level 2 Physical Contact	<ul style="list-style-type: none"> Pushing Shoving Hitting Grabbing Pinching Hair Pulling Throwing objects 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Discuss an alternate action to mean behavior Opportunity for apology 5 minute loss of privileged time 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Discuss/practice an alternate action to mean behavior Opportunity for apology 10 minute loss of privileged time Behavior Report – draw or write during time out 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Discuss/practice an alternate action to mean behavior Parent Notification by chart mark Opportunity for apology Behavior Report – draw or write during time out Loss of privileged time 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Loss of 1 privileged time Discussion with Principal Parent Notification through phone call Opportunity for apology Behavior Report – draw or write during time out
Level 3 Severe Physical Contact	<ul style="list-style-type: none"> Punching Biting Spitting Kicking 	<ul style="list-style-type: none"> 15 second intervention Restate definition of mean/hurtful behavior Loss of 1 privileged time Discuss/practice an alternative action to mean behavior Discuss with principal Opportunity for apology Behavior Report 	<ul style="list-style-type: none"> 15 second intervention Restate definition of mean/hurtful behavior Discuss/practice an alternative action to mean behavior Loss of 2 privileged times Discuss with principal Parent Conference Opportunity for apology Behavior Report 	<ul style="list-style-type: none"> 15 second intervention Restate definition of mean/hurtful behavior Discuss/practice an alternative action to mean behavior Loss of 3 privileged times Discuss with principal Parent Conference Opportunity for apology Possible 90 minute in-school suspension at principal's discretion Behavior Report 	<ul style="list-style-type: none"> 1 day in-school or out of school suspension at principal's discretion Behavior Report

Blessed Sacrament School Harassment/Behavior Rubrics for First, Second, and Third Grade

Level	Behavior	First Time	Second Time	Third Time	Fourth Time
Level 1 Teasing	<ul style="list-style-type: none"> Name calling Insulting Other behavior that hurts the feelings of others 	<ul style="list-style-type: none"> Warning Record on chart 	<ul style="list-style-type: none"> One lost recess Record on chart 	<ul style="list-style-type: none"> 2 lost recesses Record on chart Student calls parent RTS 	<ul style="list-style-type: none"> 2 lost recesses Record on chart RTS PPTS
Level 2 Social Exclusion	<ul style="list-style-type: none"> Prohibiting others from joining a group Rumors or gossip Malicious notes 	<ul style="list-style-type: none"> Warning Record on chart 	<ul style="list-style-type: none"> 1 lost recess Record on chart 	<ul style="list-style-type: none"> 2 lost recesses Student calls parent Record on chart RTS 	<ul style="list-style-type: none"> 2 lost recesses Record on chart RTS PPTS
Level 3 Intimidation	<ul style="list-style-type: none"> Threats of emotional or physical aggression 	<ul style="list-style-type: none"> Warning Record on chart 	<ul style="list-style-type: none"> 1 lost recess Record on chart RTS 	<ul style="list-style-type: none"> 2 lost recesses Student calls parent Record on chart RTS 	<ul style="list-style-type: none"> 1 day in-school suspension Record on chart RTS PPTS
Level 3 Mild Physical Contact	<ul style="list-style-type: none"> Hitting, pushing, or grabbing, kicking, etc Throwing objects Rough play 	<ul style="list-style-type: none"> Warning Record on chart 	<ul style="list-style-type: none"> 1 lost recess Record on chart RTS 	<ul style="list-style-type: none"> 2 lost recesses Student calls parent Record on chart RTS 	<ul style="list-style-type: none"> PPTS ½ in-school suspension with loss of recess Record on chart RTS
Level 4 Harassment	<ul style="list-style-type: none"> Racial, ethnic, or sexual name calling Other severe forms of harassment 	<ul style="list-style-type: none"> Warning Record on chart Student calls parent 1 lost recess RTS 	<ul style="list-style-type: none"> Student calls parent 2 lost recesses Record on chart RTS 	<ul style="list-style-type: none"> 1 day suspension Student calls parent Meeting with principal RTS Record on chart 	<ul style="list-style-type: none"> PPTS 2 day in-school suspension Record on chart RTS
Level 5 Severe Physical Contact	<ul style="list-style-type: none"> Punching Kicking Behaviors that may injury others Fighting, etc. 	<ul style="list-style-type: none"> 3 lost recess Record on chart Talk with principal RTS 	<ul style="list-style-type: none"> RTS Record on chart 5 lost recesses PPTS 	<ul style="list-style-type: none"> Record on chart RTS 1 day in-school suspension PPTS 	<ul style="list-style-type: none"> RTS Record on chart PPTS 3 day in-school suspension

RTS = Responsibility Think Sheet

PPTS = Principal, Parent, Student, Teacher Conference

Blessed Sacrament School Harassment/Behavior Rubrics for Grades Four, Five

Level	Behavior	First Time	Second Time	Third Time	Fourth Time
Level 1 Teasing	<ul style="list-style-type: none"> Insulting, name calling Rough Play Where there is intent to hurt or control 	<ul style="list-style-type: none"> 15 second intervention Record on chart 	<ul style="list-style-type: none"> 15 second intervention Record on chart One SSR TTF 	<ul style="list-style-type: none"> 15 second intervention Record on chart 3 SSRs Supervised call to parents\ Behavior Plan 	<ul style="list-style-type: none"> Meeting with Principal Record on chart TTF ISS
Level 2 Social Exclusion	<ul style="list-style-type: none"> Prohibiting others from joining a group Rumors and gossip Malicious notes Graffiti against another student 	<ul style="list-style-type: none"> 15 second intervention Record on chart Opportunity to apologize/make it right 	<ul style="list-style-type: none"> 15 second intervention Record on chart 1 SSR TTF Opportunity to apologize/make it right 	<ul style="list-style-type: none"> 15 second intervention Record on chart one week SSR Supervised call to parents Behavior Plan Opportunity to apologize/make it right 	<ul style="list-style-type: none"> Meeting with Principal Record on chart ISS Opportunity to apologize/make it right
Level 3 Moderate Physical Contact	<ul style="list-style-type: none"> Pushing Shoving Tripping Poking Grabbing Hair pulling 	<ul style="list-style-type: none"> 15 second intervention Record on chart Opportunity to apologize/make it right 	<ul style="list-style-type: none"> 15 second intervention Record on chart 2 SSR TTF Supervised call to parents 	<ul style="list-style-type: none"> 15 second intervention Record on chart One week SSR TTF Supervised call to parents Parent Conference 	<ul style="list-style-type: none"> Meeting with principal Parent Conference OSS
Level 3 Moderate Intimidation	<ul style="list-style-type: none"> Shoving Planned exclusion Silent Treatment Social alienation Emotional blackmail Stealing, damaging property of others Expressions/gestures 	<ul style="list-style-type: none"> 15 second intervention Record on chart Opportunity to apologize/make it right 	<ul style="list-style-type: none"> 15 second intervention Record on chart 2 SSR TTF Supervised call to parents 	<ul style="list-style-type: none"> 15 second intervention Record on chart One week SSR TTF Supervised call to parents Parent Conference 	<ul style="list-style-type: none"> Meeting with principal Parent Conference OSS
Level 4 Severe Physical Contact/ Intimidation/ or Harassment	<ul style="list-style-type: none"> Punching Slapping Kicking Fighting Spitting at others Threats Racial, ethnic, sexual, or other forms of severe harassment, intimidation stalking 	<ul style="list-style-type: none"> 15 second intervention Record on chart One SSR TTF 	<ul style="list-style-type: none"> 15 second intervention Record on chart Two SSRs TTF Supervised call to parents 	<ul style="list-style-type: none"> 15 second intervention Record on chart One week SSR TTF Supervised call to parents Parent Conference 	<ul style="list-style-type: none"> Meeting with Principal OSS Parent Conference Mandatory Professional Intervention
Level 5 Possession of dangerous items	<ul style="list-style-type: none"> Bomb Threat Arson Gang Activity Explosives 	<ul style="list-style-type: none"> Student sent to office Referral to principal Student calls parent 1-10 day suspension up to and including expulsion Parent Meeting Think Form Notification to Police 	<ul style="list-style-type: none"> Student sent to office Referral to principal Student calls parent 5-10 day suspension up to and including expulsion Parent Meeting Think Form Notification to Police 	<ul style="list-style-type: none"> Student sent to office Referral to principal Student calls parent 10 day suspension up to and including expulsion Parent Meeting Think Form Notification to Police 	<ul style="list-style-type: none"> Student sent to office Referral to principal Student calls parent 10 day suspension up to and including expulsion Parent Meeting Think Form Notification to Police

SSR – Silent Supervised Recess TTF – Time to Think Form ISS – In-school Suspension OSS – Out of School Suspension

Consequences assigned may be more severe in any category based on the seriousness of the action.

Reporting

The principal or the principal's designee will be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal. The principal will be responsible for determining whether an alleged act constitutes a violation of this policy. The principal and/or the principal's designee will conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed **within three school days** after a report or complaint is made. Students and staff must be made aware of this time frame.

The school shall document instances of bullying and/or harassment using the diocesan Incident Report Form. A copy of the report will be filed in the Principal's office, and depending on the severity of the incident, a copy will be sent to the Superintendent of Catholic Schools.

The parents of each student involved shall receive notice about their child from the school administrator on the outcome of the investigation. Confidentiality will be maintained by the school for all parties involved.

Education

We believe that our Christian Behavior Expectations and Religion Curriculum teach students to attain knowledge and skills important to school success and good citizenship, and to develop a sense of ownership and responsibility for their own behavior. Skills include making good decisions, communicating effectively, developing coping skills, and resolving conflicts. Annual training will provide school employees with a clear understanding of their roles and responsibilities and the necessary skills to fulfill them.

All of the above should be done in the spirit of prayerfulness and reconciliation.