

**The School District of Escambia County
SCHOOL-WIDE BEHAVIOR MANAGEMENT PLAN**

School: Navy Point Elementary	School Year: 2012-2013	Date of Plan: 8/20/12
Note: Please refer to the <i>Guidelines for Developing a School-wide Behavior Management Plan</i> for instructions and recommendations.		

SCHOOL-WIDE BEHAVIOR TEAM

Name of Team Member in Attendance:	Role (Principal, Teacher, Parent, etc.):
1. Linda M. Brown	1. Principal
2. Pamela Frick	2. ERT
3. Andrea Washington	3. Guidance Counselor
4. Lauren Tanton	4. Kdg. grade chair
5. Jennifer Griffiths	5. 1 st grade chair
6. Pamela Mayo	6. 2 nd grade chair
7. Sheryl Davis	7. 3 rd grade chair
8. Mary Alice Case	8. 4 th grade chair
9. Laura Carroll	9. 5 th grade chair
10. Chris Abbuhl	10. ESE 3-5 Teacher

STATEMENT OF PURPOSE

Behavioral Mission Statement:
Navy Point Elementary School works together to create a safe, friendly, and productive environment for students, staff, and families.

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BASELINE DATA

PREVIOUS SCHOOL YEAR 2011 - 2012

Office Discipline Referrals (ODR)	
Number of Office Discipline Referrals (ODR)	42
Average ODR per Student (# ODR ÷ # of students enrolled)	.009
Number of Students with ODR	37
Attendance	
Average Daily Attendance	93.5
Excused Tardies (<i>Elem</i>)	86
Unexcused Tardies (<i>Elem</i>)	3,393
Excused Early Check-outs (<i>Elem</i>)	53
Unexcused Early Check-outs (<i>Elem</i>)	1,802

Out-of-School Suspensions (OSS)	
Number of Incidents of Out-of-School Suspension (OSS)	10
Average OSS per Student (# OSS ÷ # of students enrolled)	.002
Number of Students with OSS	10
In-School Suspensions (ISS)	
Number of Incidents of In-School Suspension (ISS)	15
Average ISS per Student (# ISS ÷ # of students enrolled)	.003
Number of Students with ISS	14
Bullying Prevention	
Percent of Students Trained	100%
Percent of Staff Trained	100%

ADDITIONAL DATA AND OUTCOMES

What other data or outcomes will your school use for continuous monitoring of your school-wide behavior management plan (e.g., academic data, faculty attendance, school surveys, training, ESE referrals, etc.)? The outcomes may also include various ways of analyzing school-wide behavioral data as outlined in the *School-wide Behavioral Data Guide* (e.g., referrals/suspensions by grade level, location, problem behavior, time of day, student, class, etc.).

Reduction in number of tardies and early check outs by following Attendance Action Plan.

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SCHOOL-WIDE BEHAVIORAL GOALS

1. Out-of-school suspension

Navy Point Elementary School will continue striving to keep the number of OSS low. Last year only 3.

2. Attendance

Navy Point Elementary's average daily attendance will be maintained at 93.5% or increased.
Tardies and early check outs will be monitored and marked excused or unexcused by the principal.
Monthly Attendance Child Study meetings have been scheduled for the 2nd or 3rd Wednesday each month.
Parents of students with 3 or more unexcused absences, tardies, or early check outs will be requested to attend the Attendance Child Study meeting. The School Social Worker will be included in the meetings.

3. Bullying

Bullying training will continue to be presented to faculty, staff and students.

4. Office Discipline Referrals

Navy Point Elementary School will decrease the number of Office Discipline Referrals.

5. Tardies (Elementary – see attached plan) or Other School-wide Behavior Goal

Navy Point Elementary School will reduce the number of unexcused tardies.

6. Early Check-Outs (Elementary – see attached plan) or Other School-wide Behavior Goal

Navy Point Elementary will reduce the number of unexcused early check outs.

7. Other School-wide Behavior Goal

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PROGRESS MONITORING

Your school-wide behavior team should meet to review data and discuss concerns or revisions to your school-wide behavior management plan once a month and complete progress monitoring forms quarterly. Describe when you plan to meet (days, location, and time) throughout the school year.

Grade level meetings will include discussion on behavior concerns once per month during planning period in grade chairs' classroom.

SWBMP Team will meet during the week ending each grading period at 2:00 p.m. in the media center.

Describe the procedures that your school will use to collect, summarize, and analyze the behavioral data prior to team meetings. Procedures are required for entering the information into the database, summarizing the data, and developing graphs using the *School-wide Behavioral Data Guide*.

Principal and ERT will submit referrals to Data Clerk for entering into data system.

SWBMP Team will review School Data printouts from Data Clerk.

Principal and ERT will complete the Behavior Monitoring Report each nine week period.

How will your school document the school-wide behavior team meetings?

All meetings are recorded on the school Learning Community Form

ERT will serve as Chair person and be responsible for meeting documentation.

Describe how your school-wide behavior team will share the data and outcomes with your faculty, staff, and other stakeholders?

School Wide Behavior Team will share data and outcome at faculty/grade level/staff meetings.

9 week Data and progress will be shared at School Advisory Council meetings.

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SCHOOL EXPECTATIONS AND RULES

List 3 – 5 school-wide expectations

1. Be respectful.
2. Be responsible.
3. Be safe.

Rules/ Expectations:	Setting: Cafeteria	Setting: Hallway	Setting: Restroom	Setting: Playground
Be Respectful	1. Follow directions given by faculty and staff.	1. Keep hands to yourself and use an inside voice.	1. Respect the privacy of other students.	1. Be considerate of others while playing.
Be Responsible	1. Talk using a quiet voice. 2. Clean your area before leaving.	1. Walk on right side of hallway. 2. Walk in line quietly.	1. Wash hands. 2. Throw paper towels in trash can.	1. Follow directions of PE coach and teachers about using and cleaning up equipment
Be Safe	1. Walk 2. Keep hands and feet to yourself.	1. Walk 2. Keep hands and feet to yourself.	1. Walk 2. Keep hands and feet to yourself.	1. Follow playground rules.

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TEACHING EXPECTATIONS AND RULES

How will your school introduce the school-wide expectations and rules to all of your students and staff?

1. Expectations will be reviewed during faculty meeting with staff.
2. Teachers will review expectations with students.
3. Students will be issued a Rights and Responsibilities Handbook.
4. Each student/parent will sign that they have received the R&R Handbook.
5. Attendance Plan Letter will be sent home on 1st day of school.
6. Attendance and Behavior will be Highlighted on CCTV Broadcasts.

During the school year, what activities will your school implement to encourage on-going direct instruction of the school-wide expectations and rules? How will your school embed the expectations and rules into the daily curriculum?

1. Expectations will be reviewed periodically on closed circuit television.
2. Classroom Discipline Plan/rules displayed in classrooms.
3. Weekly Citizenship Reports will be sent home to parents.

How often will you plan to provide refresher training on expectations and rules to staff and students in your school? How will you orient and teach new students who arrive mid-year?

1. Faculty and staff will conduct a refresher of expectations with students upon returning from winter break.
2. Faculty and staff will be refreshed on expectations during faculty meetings.
3. Expectations will be reviewed periodically on closed circuit television.

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REWARD/RECOGNITION PROGRAM

What type of reward system will you use?

1. Positive praise
2. Students selected as Student of the Month will be recognized.
3. Weekly Citizenship Reports
4. Success Binder Progress Monitoring
5. Classroom reward systems developed by teachers
6. Perfect Attendance Ribbons
7. Safety Patrol/CCTV Crew-students grade 3,4,5

Describe the behaviors for which you will reward or recognize students.

Appropriate behaviors that support our three school rules.
Perfect Attendance with no tardies or early check outs.

How will you implement the reward system?

Introduce and recognize students via CCTV
Classrooms will have their own system: treasure box, stickers, extra center, etc...
Perfect Attendance Ribbons end of 9 weeks grading period

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DISCIPLINARY PROCEDURES

Explain the discipline process at your school. Differentiate between minor and major behavior incidents and describe the process for documenting and addressing both types of incidents.

Minor:

- Follow classroom Discipline Plan
- Citizenship Report

Major:

- Sent to Office
- Parents Called/Conference
- Referral

What intervention strategies will your school use to prevent behavior that results in discipline referrals and out-of-school suspensions?

School Duty Assignments:

- will provide adult supervision for all students

Teachers will:

- use weekly/daily citizenship reports
- conduct time-out in class or other classes, call home, move student's seat, conference with parents
- refer students to Principal, ERT and/or guidance counselor.

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DISCIPLINARY PROCEDURES (continued)

What are the consequences or disciplinary actions that are used in your school?

Behavior:

- *time out in class
- *time out in another class
- *time out in office
- *parent conferences
- *written assignments
- *in school suspension
- *out of school suspension

Attendance:

- Daily School Messenger call out for absences and tardies
- Letter for parents to sign at tardy check in and early check out for students with 3 or more unexcused
- Attendance Child Study meeting with parents of students with 5 or more unexcused absences/tardies/early check outs
- Referral to Social Worker-5 or more unexcused
- Social worker determines referral for court appearance-10 or more unexcused absences
- Absences, tardies, check outs high lighted on report cards and progress reports

For Middle or High Schools:

How do the adjudication guidelines complement your disciplinary procedures?

N/A

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TRAINING AND IMPLEMENTATION

Describe any training needs, material needs, and/or environmental arrangements necessary to implement your school-wide behavior management plan.

- ERT and 2 teachers will take the refresher CPI training
- Guidance Counselor and Adm. clerk will monitor the tardy and early check out log
- Principal will determine excused or unexcused tardies and early check outs
- CCTV will be used to publicize and recognize good behavior and attendance
- Perfect Attendance Ribbons for end of 9 week grading periods

Describe how your school will train all faculty and staff on your school-wide behavior management plan. How will you orient and teach new faculty and staff who arrive mid-year?

Staff will be trained on the the school-wide behavior plan during faculty meetings.
Grade level chairs will mentor any new or additional staff.

What school-wide routines and procedures will be implemented by all faculty and staff to facilitate your school-wide behavior management plan?

Faculty and Staff will review the three rules/expectations on a regular basis.
All classrooms will develop class rules and discipline plans.

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TRAINING AND IMPLEMENTATION (continued)

How will you achieve and maintain faculty and staff buy-in to your school's plan?

Teachers will have input through the grade level representatives/members of the school-wide behavior team. Faculty and staff concerns/suggestions will be addressed through these representatives.

Describe how you will monitor the implementation of your school-wide behavior management plan.

- *Teacher feedback
- *Meeting notes
- *School Data

How will your school actively involve parents and community members in the activities and programs that involve teaching and rewarding the school-wide expectations and rules?

- *Student Rights and Responsibilities Handbook
- *School Parent Handbook
- *School Website
- *School and Class Newsletters
- *Weekly Citizenship Reports
- *Parent Conferences
- *SAC meetings
- *Attendance Child Study meetings