

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

<b>School:</b> West Florida High School	<b>School Year:</b> 2012-2013	<b>Date of Plan:</b> 09/06/12
<b>Note:</b> Please refer to the <i>Guidelines for Developing a School-wide Behavior Management Plan</i> for instructions and recommendations.		

**SCHOOL-WIDE BEHAVIOR TEAM**

<b>Name of Team Member in Attendance:</b>	<b>Role (Principal, Teacher, Parent, etc.):</b>
1. Eric Smith	1. Principal
2. Cody Strother	2. Asst. Principal
3. Wanda Perkins	3. Dean
4. Cathy Boehme	4. Teacher
5. Jeff Anderson	5. Teacher
6. Matt Alford	6. Teacher
7. Martha Nelson	7. Teacher
8.	8.
9.	

**STATEMENT OF PURPOSE**

**Behavioral Mission Statement:**  
The mission of the Behavioral Management Team at West Florida High School is to ensure a safe and orderly learning and working environment for all students, faculty, and staff. The team also wishes to encourage consistent student attendance.

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**BASELINE DATA**

**PREVIOUS SCHOOL YEAR 2011 - 2012**

<b>Office Discipline Referrals (ODR)</b>	
Number of Office Discipline Referrals (ODR)	813
Average ODR per Student (# ODR ÷ # of students enrolled)	813/1244= 0.653
Number of Students with ODR	626
<b>Out-of-School Suspensions (OSS)</b>	
Number of Incidents of Out-of-School Suspension (OSS)	46
Average OSS per Student (# OSS ÷ # of students enrolled)	46/1244= 0.037
Number of Students with OSS	43

<b>In-School Suspensions (ISS)</b>	
Number of Incidents of In-School Suspension (ISS)	227
Average ISS per Student (# ISS ÷ # of students enrolled)	227/1244= 0.182
Number of Students with ISS	196
<b>Attendance</b>	
Average Daily Attendance	96.4
<b>Bullying Prevention</b>	
Percent of Students Trained	100
Percent of Staff Trained	65

**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.).**

1. Number of students assigned to Saturday work detail
2. Number of cell phone referrals
3. Number of students referred to Child Attendance Study

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**SCHOOL-WIDE BEHAVIORAL GOALS**

**1. Out-of-school suspension**

Out-of -school suspensions will be reduced by 5% by June 1, 2013

**2. Attendance**

Average daily attendance will be 96.5% for the 2012-2013 school year.

**3. Bullying**

100% of our students and faculty will receive bullying training for the 2012-2013 school year.

**4. Office Discipline Referrals**

The number of office discipline referrals will decrease by 5% for the 2012-2013 school year.

**5. Other**

**6. Other**

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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.**

Our team will meet on the second Wednesday of each month at 3:10 in conference room 229.

**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*.**

We will input data through the Dean's office as incidents occur, by utilizing the TERMS system. We will generate our necessary reports through the data clerk's office. We will monitor Child Attendance Study for students with excessive absences. During meetings, we will summarize the data and identify any trends we notice. We will formulate plans to deal with any problems the committee perceives.

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

Mrs. Nelson will record the minutes of each meeting. These minutes will contain a list of members present as well as items discussed. Mr. Strother will store both electronic and paper copies of all minutes.

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

We will report our findings and strategies to our stakeholders through faculty meetings and email communication throughout the year.

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**SCHOOL EXPECTATIONS AND RULES**

**List 3 – 5 school-wide expectations**

1. Exhibit safe behavior.
2. Respect faculty, staff, self, and other students.
3. Each person will be responsible for his or her own actions.

<b>Rules/ Expectations:</b>	<b>Setting: Hall</b>	<b>Setting: Classroom</b>	<b>Setting: Cafeteria</b>	<b>Setting: Arrival/Dismissal</b>
Exhibit safe behavior	<ol style="list-style-type: none"> <li>1. Be aware of others</li> <li>2. Speak quietly.</li> <li>3. Stay to the right in the hall.</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow instructions.</li> <li>2. Stay in assigned area.</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow directions.</li> <li>2. Report any accidents.</li> </ol>	<ol style="list-style-type: none"> <li>1. Walk safely.</li> <li>Be aware of surroundings.</li> </ol>
Respect faculty, staff, self, and other students.	<ol style="list-style-type: none"> <li>1. Be courteous to others.</li> <li>2. Keep moving to your class.</li> </ol>	<ol style="list-style-type: none"> <li>1. Stay seated.</li> <li>2. Raise your hand and wait to be acknowledged to speak.</li> <li>3. Follow your teacher's directions.</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep your hands and feet to yourself.</li> <li>2. Stay in your place in line.</li> </ol>	<ol style="list-style-type: none"> <li>1. Move swiftly to your destination.</li> <li>2. Follow your correct route.</li> </ol>
Each person will be responsible for his or her own actions.	<ol style="list-style-type: none"> <li>1. Help new students.</li> <li>2. Be on time to class.</li> </ol>	<ol style="list-style-type: none"> <li>1. Be prepared.</li> <li>2. Follow class procedures.</li> </ol>	<ol style="list-style-type: none"> <li>1. Clean your area.</li> <li>2. Exit through correct doors.</li> </ol>	<ol style="list-style-type: none"> <li>1. Be in appropriate areas.</li> <li>2. Keep traffic moving.</li> <li>3. Do not loiter in parking areas.</li> </ol>

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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?**

We will introduce portions of our plan via school messenger, the daily school news broadcast, by posting the information on the school website, and through CCTV presentations. We will inform our faculty and staff during faculty and department meetings.

**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. CCTV
2. Signs posted on campus and in classrooms
3. Announcements

**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 students will take bullying quiz.
2. SGA will hang posters around campus.
3. Remind teachers during teacher planning days and at faculty meetings.

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**REWARD/RECOGNITION PROGRAM**

**What type of reward system will you use?**

1. Student recognition for good behavior/citizenship (gift cards, other donated rewards).
2. Rewards such as free admission to school events.
3. Recognition through school website and CCTV.

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

1. Appropriate behavior in classroom.
2. Appropriate behavior in out-of-class situations.
3. Students demonstrating extra effort beyond expectations.
4. Students demonstrating good citizenship.

**How will you implement the reward system?**

1. Teachers will report behaviors to behavior team.
2. Rewards will be given 2-3 times per nine weeks.
3. The reward system will be evaluated by the team throughout the year.

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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.**

1. Teachers handle minor issues in class with individual discipline protocols.
2. For most serious offenses, teacher writes referral and sends to dean.
3. Dean/administrator investigates and calls in student.
4. Student is allowed to give his/her defense.
5. Dean/administrator makes ruling using Adjudication Guidelines as a reference.
6. Dean/administrator inputs data into TERMS.
7. Dean/administrator makes parent contact.
8. Minor incidents may be handled with student or parent conferences.
9. SRO is involved with more serious and/or criminal offenses.

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

1. Verbal Warnings
2. Behavior Contracts
3. Parental Involvement
4. Loss of Privileges
5. Referral to counselors



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**DISCIPLINARY PROCEDURES (continued)**

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

1. Counseling
2. After-School Detention
3. Saturday Work Detail
4. In-School Suspension
5. Out-of-School Suspension
6. Behavior Contracts

**For Middle or High Schools:**

**How do the adjudication guidelines complement your disciplinary procedures?**

The adjudication guidelines serve as a consistent framework for our discipline procedures. They are the basis by which we assign disciplinary consequences. They are uniform throughout the county.

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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.**

1. Time spent during pre-school days
2. Time needed during teacher planning days
3. Handouts given to faculty
4. Rewards donated for students

**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?**

1. Pre-school meetings
2. Teacher planning day meetings
3. Distribution of the plan
4. Discipline tips during pre-school
5. Online bullying and Safe Schools training

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

1. Teachers standing outside of their rooms between classes and in assigned duty areas
2. School information posted in classrooms
3. Classroom rules posted
4. CCTV
5. Information posted on school website

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**TRAINING AND IMPLEMENTATION (continued)**

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

1. Presentation and explanation of plan
2. Staff surveys
3. Faculty meetings to monitor progress of plan

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

1. Compilation of referral data
2. Behavior Team meetings
3. Monitoring of Child Attendance Study
4. Sharing results with faculty

**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?**

1. Parent nights
2. Information posted on school website
3. School-messenger call-outs