

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

School: Hellen Caro Elementary	School Year: 2013-2014	Date of Plan: August 21, 2013
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. Sandy Moore	1. Principal
2. Catrena Fieg	2. Assistant Principal & Parent
3. Kelty Barber	3. Kindergarten Teacher
4. Amanda Conley	4. First Grade Teacher
5. Vicki Moore	5. Second Grade Teacher & Parent
6. Renee Fontento	6. Third Grade Teacher
7. Amanda Long	7. Fourth Grade Teacher & Parent
8. Monica Willis	8. Fifth Grade Teacher & Parent
9. Julie Berry	9. Gifted Teacher
10. Linda Kelly	10. Music Teacher
11. Sandra Bell	11. Guidance Counselor
12. Denise Chron	12. Guidance Counselor & Parent
13. Jennifer Whatley	13. School Psychologist

STATEMENT OF PURPOSE

Behavioral Mission Statement:

We, the staff and students at Hellen Caro Elementary, commit ourselves to working together to provide a positive, safe, and predictable school environment that encourages learning.

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BASELINE DATA

PREVIOUS SCHOOL YEAR 2012 - 2013

Office Discipline Referrals (ODR)	
Number of Office Discipline Referrals (ODR)	61
Average ODR per Student (# ODR ÷ # of students enrolled)	.0692%
Number of Students with ODR	49
Attendance	
Average Daily Attendance	95.8%
Excused Tardies (<i>Elem</i>)	706
Unexcused Tardies (<i>Elem</i>)	2,980
Excused Early Check-outs (<i>Elem</i>)	2,275
Unexcused Early Check-outs (<i>Elem</i>)	1,502

Out-of-School Suspensions (OSS)	
Number of Incidents of Out-of-School Suspension (OSS)	10
Average OSS per Student (# OSS ÷ # of students enrolled)	.0113%
Number of Students with OSS	7
In-School Suspensions (ISS)	
Number of Incidents of In-School Suspension (ISS)	2
Average ISS per Student (# ISS ÷ # of students enrolled)	.0022%
Number of Students with ISS	2
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.).

- *Classroom Citizenship Reports
- *Student Attendance Reports
- *Tardy & Early Check Out Data
- *RTI Reports & Data
- *Guidance Behavior Contracts
- *Office Referrals
- *Bus Referrals
- *Academic Data

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SCHOOL-WIDE BEHAVIORAL GOALS

1. Out-of-school suspension

Hellen Caro will maintain or decrease the number of out of school suspensions.

There were 10 incidents of out of school suspensions in 2012-2013.

2. Attendance

Hellen Caro will maintain or increase the Average Daily Attendance rate.

The Average Daily Attendance rate was 95.4% in 2012-2013.

3. Bullying

100% of the students will receive training on bullying by May 30, 2014.

4. Office Discipline Referrals

Hellen Caro will decrease the number of office referrals by at least 1.

There were 61 office referrals in 2012-2013.

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

Hellen Caro will decrease the percent of excused and unexcused tardies this school year.

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

Hellen Caro will decrease the percent of excused early check-outs and unexcused early check-outs this school year.

7. Other School-wide Behavior Goal

Hellen Caro will decrease the number of bus discipline referrals by at least 1.

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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.

The Behavior Team will meet each nine weeks to review the progress toward our goals and to determine if revisions are needed. The Progress Monitoring Form will be completed by the team during the meeting. The team will meet in the Library Activities room at 2:10 PM.

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*.

Discipline referral information and disciplinary actions will be collected and maintained by the Assistant Principal. School and bus suspension data will be entered into the database daily to ensure data is current.

Attendance data will be collected and maintained by the Data Specialist. Attendance data will be entered into the database daily to ensure data is current.

Information on Excused & Unexcused Tardies and Excused & Unexcused Early Check-outs will be collected and maintained by the front office clerk and the Assistant Principal.

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

All discipline team members will sign-in at each meeting. Data collection and progress monitoring reports will be completed each nine weeks at the meeting. A copy of the Progress Monitoring form will be sent to the level director when completed. The End of the Year Progress Monitoring Report will be completed in June.

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

The school-wide behavior team will review the behavioral data and revisions during weekly grade level meetings. A review of the behavioral data and plan will be addressed as needed in bi-weekly faculty meetings to ensure faculty involvement and to address any questions or concerns. Other methods of communicating this information may be made available to faculty, staff, students, and parents through WCSN, face-to-face meetings, emails, newsletters, PTA meetings, and etc.

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SCHOOL EXPECTATIONS AND RULES

List 3 – 5 school-wide expectations

All staff and students at Hellen Caro Elementary are expected to be:

1. Respectful to others
2. Ready to learn & work
3. Kind to everyone
4. Responsible for self
5. Respectful of school property

Rules/ Expectations:	Setting: Bus	Setting: Hallway & Restroom	Setting: Classroom & Cafeteria	Setting: Playground
Respectful of Others	*Wait your turn *Keep hands and feet to yourself *Obey the driver *Stay in your space *Follow bus rules *Be on time to bus stop	*Be quiet *Respect privacy of others *Walk on the right side of hallway *Walk-no running *Keep the bathroom clean	*Be ready to learn *Listen to your teacher *Follow classroom rules *Use manners at all times *Leave lunch area & classroom clean	*Follow directions the first time *Take turns *Be patient *Keep hands and feet to self
Ready to Learn	*Be at the bus stop on time *Bring supplies and books to school	*Use restroom at the appropriate time *Be quick	*Be prepared for class *Eat a good breakfast & lunch *Get a good night's sleep	*Get at least an hour of exercise a day *Go outside to play
Be Kind to Everyone	*Smile and greet others *Help others *Wait your turn *Be a role model for others	*Be polite *Respect the privacy of others	*Include others *Help others *Use manners *Share with others	*Share equipment *Include others *No rough play *Take turns
Responsible for Self	*Use quiet voice *Keep your stuff with you *Be on time to bus stop *Remain seated *Keep your hands to yourself	*Walk-don't run *Go directly to your destination *Wash hands with soap before leaving restroom *Be neat *No playing	*Use time wisely *Put supplies and materials away *Take care of school property *Be prepared for class *Wash hands	*Follow playground rules *Line up when bell rings *Collect all equipment
Respect School Property	*Keep pencils and crayons in bookbag *Put trash in the waste basket *Keep your area clean	*Keep hands and feet off wall *Wipe feet before entering the building *Put trash in the waste basket *Place paper towels in the waste basket	*Put things away *Care for school property	*Use playground equipment appropriately *Collect and return equipment

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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?

- *Introduce and review at grade level meetings
- *Show Powerpoint on WCSN News Program
- *Classroom teachers will share with students

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?

- | | |
|---------------------------------|---|
| *WCSN | *Attendance/Tardies Theme "Everyday Counts - In Line On Time" |
| *Friday Videos | *Truancy Prevention 2012-2013Poster Contest |
| *Character ED/Learning for Life | * Whole Brain Teaching - Professional Learning Community |
| *Behavior Contract Club | |
| *Red Ribbon Week | |
| *Relay for Life | |
| *Caro Cares at Christmas | |
| *School Bus Safety Week | |
| *Penny Wars | |
| *Manna Food Drive | |
| *Recycling | |

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?

The Behavior Plan will be reviewed at the beginning of each semester. Expectations and rules will be reviewed daily on WCSN morning news.

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REWARD/RECOGNITION PROGRAM

What type of reward system will you use?

- *Weekly Classroom Citizenship Reports
- *Citizenship Honor Roll Ribbons
- *Classroom Cash
- *Compliment Jar
- *Fun Fridays
- *Student of the Month
- *Student of the Year
- *Classroom Incentives
- *Principal Awards
- *Perfect Attendance Awards

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

- *Acts of Kindness
- *Acts of Responsibility for Self
- *Acts of School Bus Safety and Manners
- *Acts of Appropriate Playground Behavior
- *Acts of Respecting School Property
- *Acts of Ready to Learn

How will you implement the reward system?

Each classroom will implement a citizenship system that supports the school-wide expectations for behavior. Rewards will be delivered daily with weekly bigger rewards.

Student of the Month will be recognized monthly on WCSN. Student of the Month pictures will be displayed on a bulletin board in the main hallway. Each student receives a certificate and medal.

Student of the Year is recognized in May at a district award's program.

Students who earn an "A" in citizenship for the nine weeks are honored with a gold ribbon.

Students with Perfect Attendance will receive pencils/ribbons/certificates

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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.

Handling Problem Behaviors:

- *Introduce, practice, and review classroom procedures
- *State the school/classroom expected behavior
- *Model expected behavior
- *Ask student to demonstrate behavior
- *Provide feedback to student
- *If necessary, administer appropriate consequence

Minor Behaviors: Handled by the Classroom Teacher

- *Tardiness
- *Inappropriate Language
- *Noncompliance/Disrespect
- *Property Misuse
- *Chewing Gum
- *Possession of Electronic Devices/Visible Cell Phones
- *Teasing/Taunting
- *Lying/Cheating

Major Behaviors: Administrator Interventions

- *Disrespect
- *Open Defiance
- *Threats/Bullying
- *Destruction of Property
- *Battery
- *Stealing (over \$10.00)
- *Alcohol/Drugs
- *Weapons
- *Sexual Offenses

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

Minor Behaviors:

- *Implement Classroom Behavior Plan
- *Seat Change
- *Withdrawal of Privileges
- *Classroom Timeout
- *Verbal or Written Warning/Apology
- *Special Work Assignments
- *Verbal/Written Apology
- *Parental Contact & Involvement
- *Counseling & Verbal Reprimand
- *Guidance Referral
- *Guidance Behavior Contract
- *Reward/Point Systems
- *Environmental Modifications
- *Schedule Adjustments

Major Behaviors:

- *Office Referral
- *Parent Contact

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DISCIPLINARY PROCEDURES (continued)

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

Consequences:

- *Time Out in classroom, another classroom, or in office
- *Conference with student
- *Conference/Contact with Parents
- *In-School Detention
- *Work Detail
- *Written Assignment
- *Suspension
- *Restitution
- *Counseling
- *Loss of Privileges
- *Referral to Guidance or RtI Team
- *Counseling
- *Sent Home
- *Behavior Contract

**Students may not be placed in the hallway for discipline. Students must be supervised at all times.

***For immediate assistance use the word NOW.

For Middle or High Schools:

How do the adjudication guidelines complement your disciplinary procedures?

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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.

- *Present & Review Behavior Plan with faculty & staff at grade level and faculty meetings
- *Copy of Behavior Plan
- *Posters
- *PowerPoint Presentation

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?

The revised working document will be reviewed and discussed at a grade level meeting in September. The working document, referral process, expectations, and rules will be reviewed. The Behavior Committee leader will bring thoughts, ideas, and concerns to the Behavior Committee. Revisions will be made as deemed appropriate by the team. The final plan will be presented to the students on WCSN. Classroom teachers will explain expectations in detail in their classrooms.

Each 9 weeks, grade levels will meet to discuss the current plan and any changes they would like to suggest to the behavior committee. The Behavior Committee leader will bring the grade level's thoughts, ideas, and concerns to the Behavior Committee. Revisions will be made as deemed appropriate by the team. If changes are made, the revisions will be shared at grade level meetings.

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

- *Classroom Behavior System implemented
- *Teachers stand by their doors in the morning
- *Classroom procedures will be practiced for mastery
- *Everyone will walk on the right side of the hallway
- *Students will eat in silence for the first ten minutes of lunch
- *Students will obey the Red/Green Cup System in the lunchroom
- *All faculty and staff on duty in the AM & PM
- *All teachers will send tardy students to the office for a tardy pass
- *Parents must sign tardy students in or students will be held in the office until the parent returns to sign them in
- *Students will receive a 0 on worked missed because of an unexcused tardy or unexcused early checkout
- *Teachers will review bus rules and behavior with students

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TRAINING AND IMPLEMENTATION (continued)

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

The plan will be implemented as a working document that encourages input, suggestions, and knowledge.

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

- *Classroom walk-throughs
- *Classroom observations
- *Evaluation of classroom behavior systems
- *Discipline Referrals
- *Review Attendance, Tardy, & Early Check-out 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?

- | | |
|-----------------------------------|------------------------------|
| *Weekly Citizenship Reports | *School Web Site |
| *Report Cards | *Newsletters |
| *Honor Roll | *Terrific Kids |
| *Open House | *Sonic Coupons |
| *PTA & All Hands Thursdays | *Sam's Fun City Awards |
| *School Advisory Council Meetings | *Student of the Month Awards |
| *Volunteer Program | *Book It |
| *Parent Conferences | *Art Gallery Night |
| *Family Socials | |
| *Lunch with a Love One | |
| *School Messenger Phone Calls | |
| *School Carnival | |