

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

<b>School:</b> Montclair Elementary	<b>School Year:</b> 2013-2014	<b>Date of Plan:</b> August 27, 2013
<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. Jennifer Sewell	1. Principal
2. Kristen Danley	2. Curriculum Coordinator
3. Tonya Morris	3. PBS Coach
4. Deborah Roby	4. Technology
5. Lisa McMillian	5. 2 <sup>nd</sup> Grade Teacher
6. Alan Turner	6. 3 <sup>rd</sup> Grade Teacher
7. Cheryl Jones	7. Guidance Counselor
8. Holly Ezell	8. Kindergarten Teacher
9. Sarah Mason	9. 4 <sup>th</sup> Grade Teacher
10. Nichole Austin	10. 5 <sup>th</sup> Grade Teacher
11. Edelsa Chalanczuk	11. 1st Grade Teacher
12. Allison Hartzog	12. Pre-K Teacher
13.	

**STATEMENT OF PURPOSE**

**Behavioral Mission Statement:**  
Our mission at Montclair Elementary School is to provide a safe and nurturing atmosphere that motivates students to learn and achieve on a higher academic level while creating a culture of respect and responsibility, thereby, creating a learning culture that is conducive to global success.

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**BASELINE DATA**

**PREVIOUS SCHOOL YEAR 2012 - 2013**

<b>Office Discipline Referrals (ODR)</b>	
Number of Office Discipline Referrals (ODR)	399
Average ODR per Student (# ODR ÷ # of students enrolled)	.97
Number of Students with ODR	222
<b>Attendance</b>	
Average Daily Attendance	371.1
Excused Tardies ( <i>Elem</i> )	-
Unexcused Tardies ( <i>Elem</i> )	5931
Excused Early Check-outs ( <i>Elem</i> )	-
Unexcused Early Check-outs ( <i>Elem</i> )	-

<b>Out-of-School Suspensions (OSS)</b>	
Number of Incidents of Out-of-School Suspension (OSS)	149
Average OSS per Student (# OSS ÷ # of students enrolled)	.285
Number of Students with OSS	113
<b>In-School Suspensions (ISS)</b>	
Number of Incidents of In-School Suspension (ISS)	40
Average ISS per Student (# ISS ÷ # of students enrolled)	.084
Number of Students with ISS	40
<b>Bullying Prevention</b>	
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.).**

We will use the RtI:B Database system. This system will enable us to analyze our students' behavior by grade level, teacher, location, behavioral infraction, and time of day. This informational data will allow us to conduct a comparative analysis in order to look at patterns of behavior that occur within particular locations, grade levels, time of day issues, etc., that occur from year to year.

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**SCHOOL-WIDE BEHAVIORAL GOALS**

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

The number of incidents of out-of-school incidents that occur at Montclair Elementary School will reduce by 2% in comparison to last year's number of 149 suspensions.

**2. Attendance**

Attendance at Montclair Elementary School will increase to 95% in comparison to last year's 92%.

**3. Bullying**

Training in the area of Bullying Prevention will occur within all grade levels within the classrooms and with all faculty and staff members during faculty/staff meetings.

**4. Office Discipline Referrals**

The number of office discipline referrals will be reduced by 5% in comparison to last year's number of 399 referrals.

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

The number of tardies that occur at Montclair Elementary School will be reduced by 3% in comparison to last year's number of 5931 tardies.

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

The number of early check-outs will be reduced by 3%.

**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.**

The Montclair PBS Team will meet monthly, on the first Tuesday of every month from 2:55-3:25 in the office conference room, to review current data, discuss what's is/is not working, and to come up with a revised plan in order to stimulate behavioral success.

**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*.**

Behavioral data will be entered via the RtI:B Database by the PBS Coach. Information will be presented via charts, graphs, and lists during monthly meetings to ensure collection and to analyze and summarize findings.

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

Minutes will be recorded by a team member and a sign-in sheet will be used to track attendees.

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

Information gathered through these behavioral meetings will be shared through our school newsletter, faculty meetings, and through email.

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**SCHOOL EXPECTATIONS AND RULES**

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

- I am Respectful
- I am Honest
- I have Self-Control
- I am an Active Learner

<b>Rules/ Expectations:</b>	<b>Setting: Hallway</b>	<b>Setting: Cafeteria</b>	<b>Setting: Bus</b>	<b>Setting: Playground</b>
I am Respectful	Do stay quiet	Please take 1 level scoop	Polite to my driver	Play and have fun
I am Honest	Please walk on the green line	Remember to use your table manners	Respect everyone	Respect everyone
I have Self Control	Respect personal space	Inside voice	In my seat	Invite others to play
I am an Active Learner	In line at all times	Do clean your space	Do remember to use my whisper voice	Do play fairly
	Every hand and foot to yourself	Everyone stops at the STOP sign	Every hand and foot to myself	Every hand and foot to myself

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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?**

Montclair Elementary expectations and rules will be presented and posted in classrooms, hallways, and in the cafeteria; at faculty meetings, during student lessons, and during teacher learning days.

**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?**

- \*Students will be taught positive behavior lessons
- \* Faculty meetings
- \*Students will receive Bucket Filler Tickets for positive behavior
- \*Students will earn special privileges as a school and in their individual classrooms

**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?**

Our students will have reminders of the expectations and rules on a daily basis via teacher lessons, poster declarations, and student-to-student sharing. The PBS Coach will provide training for new faculty and staff members as needed.

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**REWARD/RECOGNITION PROGRAM**

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

Bucket Filler Tickets will be given for positive behavior.  
Verbal praise will be given when a Bucket Filler Ticket is issued.  
Monthly "Celebrations" for students who are Bucket Fillers.  
Citizenship grade must be a "C" or higher.  
We will implement a PBS Store for students to come in and shop with Panther Dollars that they have earned.

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

The School-Wide The number of incidents of out-of-school incidents that occur at Montclair Elementary School

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

Teachers will be given Bucket Filler Tickets to distribute to their class. Teachers will reinforce students behaviors that reflect our school rules and expectations.

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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 behavior incidents:

1. Verbal warning
2. Reteaching proper behavior.
3. Intervention application
4. Contact parent
5. Minor Infraction Form
6. Refer to school guidance counselor or office administration

Major behavior incidents:

1. Referral written
2. Student removed from general location to office
3. Administration determines consequence
4. Parent contact made
5. Referral given to teacher and parent(s)

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

Tangible rewards

Loss of privileges

Modify seating arrangement

Positive reinforcement

Reflection Center

Parent contact

Student-to-Student motivation

Time out in another teacher's classroom

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**DISCIPLINARY PROCEDURES (continued)**

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

Conference (student/teacher)

Warning

Time Out

Loss of privileges

Parent Conference

In School Suspension

Out of School Suspension

Referral to ICARE

**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.**

The faculty and staff will need periodic reminders of the program, its expectations, monitoring of the program incorporation, and assistance with proper implementation of the program.

**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?**

PBS School wide behavior management training will occur after school. The PBS Coach and PBS Team Members will ensure that all new teachers are trained on PBS procedures.

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

Everyone at Montclair Elementary School will be involved with the PBS project at our school (students to custodians to teacher helpers to school leadership). These expectations will be posted all over the school and covered on a consistent basis - purposefully and during teachable moments.

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**TRAINING AND IMPLEMENTATION (continued)**

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

Information/success stories/data will be shared with faculty and staff and PBS will remain before them as they will be kept informed and updated of PBS activities.

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

Monthly PBS will occur and behavioral informational data will be broken down, analyzed, and reviewed to establish the proper monitoring of the implemented behavioral plan. This information will be shared via newsletters, emails, and during faculty/staff meetings.

**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?**

Community members/parents will be encouraged to participate in our program and volunteer for special events that occur via PBS.