

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

<b>School:</b> Navy Point Elementary	<b>School Year:</b> 2013-14	<b>Date of Plan:</b> 8/26/13
<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. Monica Ford-Harris	1. Principal
2. Pam Frick	2. ERT
3. Andrea Washington	3. Guidance Counselor
4. Benita Gooden	4. 2 <sup>nd</sup> Grade
5. Sheryl Davis	5. 3 <sup>rd</sup> Grade
6. Mary Alice Case	6. 4 <sup>th</sup> Grade
7. Stacey Ladner	7. 5 <sup>th</sup> Grade
8. Elizabeth Swindle	8. Music (Special Area)

**STATEMENT OF PURPOSE**

**Behavioral Mission Statement:**  
The students at Navy Point will be encouraged through modeling and reinforcement to be respectful and productive citizens.

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**BASELINE DATA**

**PREVIOUS SCHOOL YEAR 2012 - 13**

<b>Office Discipline Referrals (ODR)</b>	
Number of Office Discipline Referrals (ODR)	109
Average ODR per Student (# ODR ÷ # of students enrolled)	.22
Number of Students with ODR	72
<b>Attendance</b>	
Average Daily Attendance	93.3
Excused Tardies ( <i>Elem</i> )	624
Unexcused Tardies ( <i>Elem</i> )	1895
Excused Early Check-outs ( <i>Elem</i> )	1054
Unexcused Early Check-outs ( <i>Elem</i> )	913

<b>Out-of-School Suspensions (OSS)</b>	
Number of Incidents of Out-of-School Suspension (OSS)	0
Average OSS per Student (# OSS ÷ # of students enrolled)	0
Number of Students with OSS	0
<b>In-School Suspensions (ISS)</b>	
Number of Incidents of In-School Suspension (ISS)	55
Average ISS per Student (# ISS ÷ # of students enrolled)	.11
Number of Students with ISS	39
<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.).**

The team will meet monthly to discuss the data from office referrals. The data will be analyzed by the behavior, action code, possible causes for the behavior, location of the behavior, as well as those who are repeat offenders. The data will be shared with the entire faculty for input on needed adjustments to our plan.

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**SCHOOL-WIDE BEHAVIORAL GOALS**

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

Navy Point will strive to keep the number of OSS action codes to less than 50 total for the year.

**2. Attendance**

The average daily attendance rate for 2012-13 was 93.3%. Navy Point will seek to increase this rate to at least 95% for the 2013-14 school year.

**3. Bullying**

The goal for the 2013-14 school year is to have fewer than 10 reported incidents of bullying.

**4. Office Discipline Referrals**

The total number of ODRs for 2012-13 was 109. Navy Point will strive to keep the number of ODRs to less than 100 for the 2013-14 school year.

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

In 2012-13 there were 624 excused tardies and 1,895 unexcused tardies. Our goal for 2013-14 is to reduce the number of excused tardies to 500 or less and the unexcused tardies to 1,500 or less.

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

In 2012-13 there were 1,054 excused early checkout and 913 unexcused early checkouts. Navy Point's goal is to reduce the excused early checkouts to 900 or less and the unexcused to 850 or less.

**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.**

Navy Point's behavior team will meet the last Monday of each month to discuss the progress of the plan. During this time revisions will be made based on the school data and discussions. All meetings will take place after-school (2:20) 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*.**

The Data Clerk will be responsible for inputting the ODRs into TERMS. Prior to each meeting the principal will pull the data to share with the team.

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

The meeting dates will be posted on the monthly faculty and staff calendar. Minutes from the meeting will be typed up and sent via email to team members, as well as shared out during one of the faculty meetings.

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

Each month during one of the faculty meetings, the data will be shared in graph format with the faculty and staff. During our monthly or quarterly SAC meetings, the data will be shared with other stakeholders.

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**SCHOOL EXPECTATIONS AND RULES**

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

Be Respectful  
Be Responsible  
Be Ready

<b>Rules/ Expectations:</b>	<b>Setting: Cafeteria</b>	<b>Setting: Hallway</b>	<b>Setting: Bus Area</b>	<b>Setting: Back Gate</b>
RESPECTFUL	Talk quietly to the people at your table	Yield to younger students and adults	Keep your hands and feet to yourself	Keep your hands and feet to yourself
RESPONSIBLE	Keep your hands and feet to yourself	Go directly where you need to be	Report problems to an adult	Go directly where you need to be  Walk your bike to the bike rack
READY	Keep your bottom in the seat and your feet on the floor	Transition Position	Buckle your seatbelt	Transition Position

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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?**

A behavior assembly was held on Monday, August 19, 2013 to review the school's expectations for grades 3-5 and on Tuesday, August 20, 2013 for grades 1-2. Teachers are to review the expectations with students daily. The faculty and staff members received information on the student expectations Friday, August 16, 2013 to share with students. A full training on the discipline plan occurred on Monday, August 26, 2013.

**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?**

Expectations will be reviewed daily on the morning news show. In addition the classroom teachers are expected to review the expectations periodically during the year as needed.

**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?**

There will be a refresher training with faculty and staff members upon returning in January 2014. Teachers will be expected to review the expectations with students during the first week in January 2014. The principal will also review the rules and expectations each morning on the news for students.

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**REWARD/RECOGNITION PROGRAM**

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

One class per grade level will have the opportunity to choose from the reward list below. The class with the MOST loot during the month will be declared the winner. If for some reason there is a tie between 2 classes, we will then look at the class with the fewest tardies for the month. All loot will be collected and counted on the last work day of each month.

Number of Navy Point Loot	Reward List
1-25	Pencils, Stickers, or Tattoos
26-50	Popcorn, Slim Jims, or Hat Day
51-75	Pickles, Ice-Cream, or Sunglass Day
76-100	Recess 15 mins., Computer time in the lab 15 mins., or Pizza Party

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

Classes walking in transition position and students who demonstrate appropriate behaviors without prompting such as: picking up paper on the floor in the cafeteria although it may not be theirs, stopping to allow a class to pass instead of breaking the line, and the demonstration of other appropriate school behaviors.

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

Faculty and staff members will give Navy Point Loot to classes following school expectations, as well as individual students who demonstrate positive behaviors without prompting.

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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.**

There is a 4 step infraction report that will be used to document inappropriate behaviors. After a student has reached the 4<sup>th</sup> step the form is sent home for a parent to sign. The 5<sup>th</sup> step will result in an office discipline referral. Parents are to be contacted each time beginning at step 2. Our plan includes a chart which distinguishes between classroom managed behaviors (minor) and office managed behaviors (major). I have attached a copy of the charts in a separate file. I was unable to copy and paste into this document without changing the format.

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

Several strategies will be offered prior to the discipline referral and OSS. Parent conferences, referral to guidance for support, mentoring by a faculty or staff member, and individual reward systems are a few strategies that will be implemented as interventions.



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**DISCIPLINARY PROCEDURES (continued)**

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

Navy Point has devised a chart that includes all the possible disciplinary actions based on the behavior. I am attaching a copy the chart, because I was unable to include it without adjusting the format.

**For Middle or High Schools:**

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

NA

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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.**

No additional training will be required to implement Navy Point's school-wide plan.

**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 faculty and staff members received information on the student expectations Friday, August 16, 2013 to share with students. A full training on the discipline plan occurred on Monday, August 26, 2013. As new faculty or staff members are added the principal will provide them a copy of the school's discipline plan and review the expectations and explain the implementation procedures.

**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 members are to remind and expect students to walk in transition position. When students are not following school expectations they are to be redirected and asked to share with the adult the expected behavior.

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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 an opportunity to share out on how the implementation process is going and to offer suggested changes. The teacher whose class wins for the month will be given a special reward for his/her role in encouraging appropriate school behaviors.

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

The implementation of the plan will be monitored through monthly meeting discussions, monthly discipline data, and observations during daily walks of the campus.

**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?**

A parent letter was sent home on August 30, 2013 explaining Navy Point's school-wide expectations and reward system. In the letter parents were asked to remind the child each day about transition position and following bus rules. Parents will be invited throughout the year to programs honoring students. We will solicit assistance from our partners in education to support our program financially or by providing incentive certificates.