

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

School: Cordova Park Elementary School	School Year: 2014-2015	Date of Plan: September 2014
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**Note: Please refer to the *Guidelines for Developing a School-wide Behavior Management Plan* for instructions and recommendations.**

**SCHOOL-WIDE BEHAVIOR TEAM**

Name of Team Member in Attendance:	Role (Principal, Teacher, Parent, etc.):
1. Aggie Bauer	1. Principal
2. Jessica Kelly	2. Kg Teacher
3. Mandy Stevens	3. 1 <sup>st</sup> Grade Teacher
4. Martha Williams	4. 2 <sup>nd</sup> Grade Teacher
5. Wendy Hauman	5. 3 <sup>rd</sup> Grade Teacher
6. Steven Jones	6. 4 <sup>th</sup> Grade Teacher
7. Margaret Fox-McClellan	7. 5 <sup>th</sup> Grade Teacher
8. Vicki Crawford	8. Media Specialist
9. Rose Coon	9. ESE

**STATEMENT OF PURPOSE**

Behavioral Mission Statement:

The goal of Cordova Park Elementary's School Wide Behavior Management Plan is to ensure that all students are happy, safe, and learning. Cordova Park Elementary School works together to create a safe, happy, and productive environment for students, staff, and families.

**BASELINE DATA**

Refer to Progress Monitoring Form for data.

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**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.).

Data used to monitor Cordova Park Elementary's School-Wide Behavior Plan will come from discipline referrals entered into FOCUS and administrative logbooks.

**SCHOOL-WIDE BEHAVIORAL GOALS**

1. Out-of-school Suspension

In 2013-14, CPES had 12 out of school suspensions. The total number of out of school suspensions will not increase by more than 7 suspensions in 2014-15.

2. Attendance

In 2013-14, CPES had an average daily attendance of 96.11%. The average daily attendance will remain above 95% in 2014-15.

3. Bullying

In 2013-14, CPES had zero (0) incidents of bullying. The number of incidents of bullying will not increase by more than 2 incidents in 2014-15.

4. Office Discipline Referrals

In 2013-14, CPES had 53 students with office discipline referrals. The number of office discipline referrals will not increase by more than 15% (8) in 2014-15

5. ISS

In 2013-14, CPES had 4 students with ISS. The number of students with ISS will remain under 10 in 2014-15.

6. Campus Arrests

In 2013-14, CPES had zero (0) campus arrests. The number of campus arrests will remain the same (0) in 2014-15.

7. 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. Describe responsible party.

The SWBT will meet once a month in the school 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*.

Data will be collected from FOCUS and administrative logbooks by the principal/assistant principal. Data will be summarized for the school wide behavior team to analyze at their meetings.

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

The SWBT meetings will be documented on the school calendar and through minutes taken at each meeting.

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

Data and outcomes from the SWBT will be shared at faculty meetings and through email.

**SCHOOL EXPECTATIONS AND RULES**

List 3 – 5 school-wide expectations

All students will be respectful.  
All students will be responsible  
All students will be safe.

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<b>Rules/ Expectations:</b>	<b>Setting: Cafeteria</b>	<b>Setting: Hallway</b>	<b>Setting: Restrooms</b>	<b>Setting: Classroom</b>
Be Respectful	Follow instructions given by adults.  Follow the "10 minute eat, 15 minute talk" rule.	Keep hands off wall, art work, and displays.	Give others privacy	Use manner and respectful language when speaking to adults and other students.  Follow instructions given by adults.
Be Responsible	Talk using a quiet voice.  Clean your area before leaving table.	Walk on the right side of the hallway.  Walk in line quietly.	Throw paper towels in trash can.  Keep the restroom clean and free of mess.	Complete assignments given by adults.  Follow classroom rules.
Be Safe	Walk  Keep hands and feet to yourself	Walk  Keep hands and feet to yourself	Use the facilities in a safe manner without swinging, climbing, or splashing water on the floor.	Follow classroom rules.  Keep hands and feet to yourself.

**TEACHING EXPECTATIONS AND RULES**

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

We will conduct a behavior assembly the first week of school for all students and teachers. School expectations and district (Rights & Responsibilities Handbook) expectations will be presented.

School rules are stated every morning on the CCTV. In addition, the "Three Ways To Solve A Problem" are reviewed on the CCTV often.

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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?

The principal, assistant principal, and guidance counselor will review expectations periodically on CCTV.

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?

Rules and expectations will be reviewed on CCTV as needed. Faculty and staff will be refreshed during faculty meetings.

New students will be orientated on school expectations and rules by their classroom teacher and a second behavior assembly at the beginning of second semester.

**REWARD/RECOGNITION PROGRAM**

What type of incentive/recognition/reward system will you use?

Positive Praise

Students selected as Student of the Month will be recognized on CCTV and the reasons they were selected.

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

Appropriate behaviors that support the three school rules will be given positive verbal praise.

How will you implement the reward system?

CCTV

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**DISCIPLINARY PROCEDURES**

How do the adjudication guidelines complement your disciplinary procedures?

Teachers will seek to eliminate disciplinary problems with individual students by personal conferences with the student, administration, the student's other teachers, parents, and through examination of cumulative records.

If a student's conduct is such that it is impractical or impossible to handle through classroom management, he or she will be sent to the principal. It is expected that prior communication between the teacher and the parent will have occurred regarding the child's behavior, the exception being a single instance, which is of a serious nature. As a general rule, parents will be well aware of a behavior problem through some form of documented communication by the teacher prior to a child being sent to the principal. Also, this same communication will occur between the teacher and the principal so that the principal is aware of this problem. WEEKLY CITIZENSHIP GRADES WILL BE SENT HOME.

Teachers will keep a log of discipline problems in the discipline logs. Teachers, as described in the district's adjudication guidelines, typically handle minor incidents, in the classrooms. However, students who routinely commit these minor behavior incidents can be referred to the principal or assistant principal. The visits to the office are documented on the district's discipline referral and/or the administration's discipline logbook.

Major incidents as described in the district's R&R Handbook are immediately referred to the office and are documented on the district's official student discipline referral.

**TRAINING AND IMPLEMENTATION**

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

We will utilize the district's Elementary Rights & Responsibilities Handbook and the Cordova Park Parent/Student Handbook.

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 school-wide behavior plan during teacher planning week. New faculty and staff will be trained by administration upon being hired mid-year.

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

Review the three school (3) rules/expectations and the "Three Ways To Solve A Problem" on a regular basis.

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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 behavior log
- Teacher feedback
- Office behavior log
- FOCUS and/or TERMS reports

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 behavior/citizenship reports will be distributed to parents
- Weekly school newsletter ("W.A.A.G.")
- Classroom newsletters
- School website
- Coupons/Gift certificates will be donated from local businesses for the Student of the Month
- Parents will be invited to attend the end of the year awards banquet for 4<sup>th</sup> & 5<sup>th</sup> grade students
- Parents will be informed of the progress of our school-wide discipline plan in PTA and SAC meetings

Describe how you will monitor the effectiveness of your I.L.E. program.

N/A