

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

School:	School Year:	Date of Plan:
Navy Point Elementary	2014-15	August 18, 2014
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. Monica Ford-Harris	1. Principal
2. Holly Griffin	2. Parent
3. Andrea Washington	3. Behavior Representative
4. Mary Case	4. Gen Ed Teacher
5. Cathy Batchelor	5. ESE Teacher
6. Melissa Groff	6. Assist. Principal
7. Pam Frick	7. Elementary Resource Teacher
8. Kelsey Potts	8. Gen Ed Teacher

STATEMENT OF PURPOSE

Behavioral Mission Statement:

All members of the school community work together to motivate students to develop into successful learners, good citizens, and future leaders.

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BASELINE DATA

Refer to Progress Monitoring Form for data.

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 are tracking attendance, tardy, and early checkout data through the use of FOCUS and Raptor. Our attendance team will meet with the school social worker every Wednesday to discuss identified students/families. Meetings will be held as deemed appropriate with parents to discuss a plan of action to assist them in improving student attendance, which will lead to increased student achievement. Teachers are also assisting with the tracking this year in the classroom. Each room contains an attendance chart and if a student is present each day during a given week, with no tardies or early checkouts, the student will place a sticker on the chart. At the end of the week the students with 100% attendance, no tardies or early checkouts will receive a Navy Point Loot that can be used towards special rewards related to PBS.

Parent, student, and staff surveys will be completed to gauge Navy Point's implementation of PBS this first year. The data will be used to adjust our plan as necessary.

We will also be tracking our behavioral data through the use of RtIB. This platform will allow us to track referrals by grade level, location, problem behavior, time of day, students, motivation and classroom teacher. This data will be used to form and adjust target groups for counseling or intervention groups.

Faculty attendance is also going to be monitored this year using the Aesop system. Meetings with those individuals who demonstrate a pattern of absences will be addressed through informal/formal conversations as needed, as well as reflected in the E3 evaluation system.

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SCHOOL-WIDE BEHAVIORAL GOALS

1. Out-of-school Suspension

Navy Point will decrease the number of incidents coded as OSS by 50%. Last year we had 69 incidents with this code.

2. Attendance

Navy Point will decrease the number of tardies by 65%. Last year we had 3,475 for the year.

3. Bullying

Navy Point will decrease the number of incidents coded as bullying by 3. The number of actual bullying incidents reported were 3.

4. Office Discipline Referrals

Navy Point will decrease the number of ODR by 50% or more. Last year we had 197 ODR.

5. ISS

Navy Point will decrease the number of incidents coded as ISS by 50%. Last year we had 22 incidents with this code.

6. Campus Arrests

NA

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.

Mrs. Frick is the facilitator for our PBS team. She will be responsible for developing the agenda items and delegating tasks as needed. The team will meet the first Wednesday of each month. Ms. Washington and Ms. Case will be providing the data for the team to review.

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*.

Teachers will enter discipline referrals into FOCUS. Once the referral has been processed in FOCUS by an administrator, Ms. Washington will enter the same referral in the RtIB system allowing the team to analyze the data even further. Ms. Washington and the administrative team will meet prior to the meeting each month to identify what information will be shared. The team will then brainstorm ideas on how to address the problem areas and share out to staff members any changes to the plan.

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

Mrs. Frick will provide an agenda for each meeting and take minutes to be shared out at the beginning of each meeting as a recap.

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

Members of the PBS team will be assigned the role of sharing out the data at each monthly faculty meeting. At this time and changes to the school-wide plan will be shared as well.

SCHOOL EXPECTATIONS AND RULES

List 3 – 5 school-wide expectations

Be Respectful
Be Responsible
Be Ready

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Expectations (We ARE...)	Cafeteria	Hallway	Recess	Bus Area	Restrooms	Back Gate	Classroom
RESPECTFUL	Talk quietly to the people at your table Leave the area clean for the next class Say please and thank you	Yield to younger students and adults	Keep hands and feet to yourself Use kind words	Keep hands and feet to yourself	Flush the toilet Give privacy to other students	Keep hands and feet to yourself Use kind words	Raise your hand for permission to speak Following directions the first time All school members speak kindly to others
RESPONSIBLE	Keep hands and feet to yourself Pick up after yourself	Go directly where you need to be	Share with others Stay in recess area Follow directions give by the teacher	Report problems to an adult	Wash your hands Throw paper towels in the trash	Go directly where you need to be Walk your bike to the bike rack	Keep hands and feet to yourself
READY	Keep your bottom in the seat and feet on the floor Focus on eating	Transition position	Wear safe shoes	Buckle seatbelt	Leave it clean for the next student	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?

During the pre-school week the PBS team presented the school-wide expectations and rules. Various strategies were used such as role play, table activities with turn and talks, as well as a PBS table has been linked to our school webpage.

There was an assembly held on August 18, 2014 for students in grades 1-5. During this time the school-wide expectations and rules were shared with students. There are posters throughout the school to remind students of these expectations.

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?

Members of the PBS team developed lesson plans for the various targeted areas of the school. These lessons were to be taught during the first month of school. The team has decided to do a word of the month related to PBS to keep the kids focused on making good choices. The 2nd Wednesday of each month the school-wide read aloud will be on the word of the month and done over CCTV. The teachers will then teach a lesson related the word of the month on the same day during S.S.

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 teachers will be responsible for ensuring that new students receive and orientation in the room to PBS. The PBS team will do a refresher training in January of 2015 with teachers to remind them of the expectations/rules and update them on any changes to the plan.

REWARD/RECOGNITION PROGRAM

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

Student Reward System: Navy Point Loot and Citizenship Clubs

Description: Teachers will reward students with Navy Point Loot for positively displayed behaviors as defined by the School-Wide PBS rules and expectations matrix.

- Regular classroom teachers are required to give a **minimum** of 3 Loot Per Day
- Special area or departmentalized teachers are required to give a minimum of 2 Loot per class period
- All other staff members (Admin, counselor, custodians, media, technology, etc...) are required to give a minimum of 3 Loot Per Day
- Loot **cannot** be taken away under any circumstances
- Teachers can give Loot to any student in the school
- All classroom and special area teachers are to keep a class roster, recording Loot disbursed; rosters will be turned in at the end of each month, marking tallies next to student names under the date for which the Loot was given.

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Teacher/Staff Reward System

- WOW Notebook (With a stuffed blue angel jet)- There will be 2-3 notebooks circulating the school and teachers or staff members will write an entry in the notebook when they observe another staff member being positive or doing something that stands out to them. The book will be placed in that staff members box for that staff member to continue.
- All PBS members submit a name per month and a specific situation they witness, notes will be read at monthly staff meetings. All notes go in for drawing for "Teacher of the Month" and teacher chooses 1 prize.
 - Duty Free Lunch
 - Order Out- Pick up by admin
 - Leave Early Pass
 - Park in Principal's spot for a week
 - Take and pick up from specials
 - Recess coverage
- Teacher of the month will be posted on a centralized bulletin board along with all notes submitted
- Team Player tickets will be handed out at staff meetings; teachers will submit tickets for drawing at end of staff meeting. Teachers will receive "teacher prizes" for winning the drawing

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

You have your class in line in the hallway waiting to use the bathroom. Two students are talking to one another. Instead of yelling at or correcting the students that are talking, find a student near them that is exhibiting the rules and expectations outlined by the PBS Matrix and give that student a Loot, saying "Thank you for standing so quietly in line. It is very respectful of you to be aware of the classrooms nearby." The talking students notice and stop talking.

DISCIPLINARY PROCEDURES

How do the adjudication guidelines complement your disciplinary procedures?

We feel that the adjudication guidelines complement our disciplinary procedures this year. We are seeking to be more positive in how we address the situations with students with hopes of it leading to a more positive year with our discipline data☺ We are expecting more classroom based consequences with the focus on re-teaching the appropriate behaviors. The adjudication guidelines will be a reference point if needed for more severe behaviors.

TRAINING AND IMPLEMENTATION

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

Our team was trained in PBS this past summer. At that time we received many resources that helped to guide our development of the school-wide behavior plan. The team in turn trained our staff during pre-school. At this time we don't have any need in these areas.

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TRAINING AND IMPLEMENTATION (continued)

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

Teacher/Staff Reward System

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

The PBS team will meet monthly to review the school-wide student behavior data, the amount of loot being passed out will be tracked on a monthly basis to determine participation by teacher, and as the administrative team completes classroom walks they will monitor as well for the use of the school-wide expected strategies.

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?

Parents and community members will be invited to partner with NP for our monthly reward activities tied to PBS. Each month a member of the PBS team will be responsible for organizing the school-wide event for the month that students may purchase their way into with NP loot.

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

NA