

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

<b>School:</b> J. H. Workman Middle School	<b>School Year:</b> 2014-2015	<b>Date of Plan:</b> 8/18/14
<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>
<ol style="list-style-type: none"> <li>1. Traci Ursrey</li> <li>2. Angie Gonzalez</li> <li>3. Santelia Houston</li> <li>4. Chris Norris</li> <li>5. Kathy Carter</li> <li>6. Carmen Powe</li> <li>7. Kathy Trattner</li> <li>8. Elizabeth Berry</li> <li>9. Paul Albro</li> <li>10. Tommy Pearson</li> <li>11. Josie Wise, Blaiss Bazile, Jack Heaney, Shannon Duffy, Lillian Wiggins, Charles Warren</li> <li>12. Sheldra Betties</li> </ol>	<ol style="list-style-type: none"> <li>1. Principal</li> <li>2. Assistant Principal (PBS Admin)</li> <li>3. Administrative Dean (PBS Member)</li> <li>4. Behavior Coach (PBS Chair)</li> <li>5. Guidance Counselor (PBS Member)</li> <li>6. Guidance Counselor</li> <li>7. ESE Teacher (PBS Member)</li> <li>8. Teacher (PBS Co-Chair)</li> <li>9. Teacher (ILE) PBS Member</li> <li>10. Teacher (ISS) PBS Member</li> <li>11 Student (PBS Student Reps)</li> <li>12. Parent (PBS Parent Liaison)</li> </ol>

**STATEMENT OF PURPOSE**

**Behavioral Mission Statement:**

Being an International Baccalaureate (IB) school as well as a Positive Behavior Supports (PBS) school, Workman Middle School will create an environment of cooperation, academic excellence, and social competence. Through explicit modeling of behaviors and expectations, students and staff will model the ten IB learner profiles, (open-minded, communicators, thinkers, inquirers, risk-takers, knowledgeable, balanced, reflective, principled, and caring), as well as the school motto Be R.E.A.L. (be respectful, be eager to learn, be accountable, and be loyal).

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**BASELINE DATA**

**Refer to Progress Monitoring Form for data.**

<b># of office discipline referrals (ODR)</b>	<b># of students with (ODR)</b>	<b># Bus Referrals</b>	<b># of incidents out of school suspension (OSS)</b>	<b># of students with OSS (Duplicated Count)</b>	<b># of students of in school suspension (ISS)</b>
<b>974</b>	<b>350</b>	<b>97</b>	<b>293</b>	<b>160</b>	<b>501</b>

**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.).**

DE data will be used to track academic progress. RTI-B data will track referral behavior both gen Ed and ESE. Daily behavior tracking will be tracked on the common drive of the school for all grade levels. Attendance will be documented by attendance as well as teacher input. Teacher trainings will track teacher progress data and surveys will track teacher feedback. E-3 will track teacher and staff performance and the RTI-B database will track who, what, when, where, and why referrals are being generated.

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**SCHOOL-WIDE BEHAVIORAL GOALS**

**1. Out-of-school Suspension**

The number of out of school suspensions will decrease by 5% by May 29, 2015.

**2. Attendance**

The annual daily attendance average will increase by 1% by May 29, 2015.

**3. Bullying**

All (100%) faculty and staff will receive training in the following area by November 25, 2014.

**4. Office Discipline Referrals**

The number of office discipline referrals will decrease by 5% by May 29, 2015. Based on our new steps for intervention, our goal is to provide positive intervention to students before they get to a referral.

**5. ISS**

The number of in-school school suspensions will decrease by 2% by May 29, 2015. Our goal is to utilize ISS in the place of OSS for more minor offenses throughout the year.

**6. Campus Arrests**

The number of campus arrests will decrease by 2% by May 29, 2015.

**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.**

<b>August</b>	<b>8/27</b>	<b>4:15-5:00</b>
<b>September</b>	<b>9/3, 9/17</b>	<b>4:15-5:00</b>
<b>October</b>	<b>10/29</b>	<b>4:15-5:00</b>
<b>November</b>	<b>11/19</b>	<b>4:15-5:00</b>
<b>December</b>	<b>12/17</b>	<b>4:15-5:00</b>
<b>January</b>	<b>1/28</b>	<b>4:15-5:00</b>
<b>February</b>	<b>2/25</b>	<b>4:15-5:00</b>
<b>March</b>	<b>3/25</b>	<b>4:15-5:00</b>
<b>April</b>	<b>4/29</b>	<b>4:15-5:00</b>
<b>May</b>	<b>5/27</b>	<b>4:15-5:00</b>

All meetings will take place in the Workman Middle School Media Center.  
Responsible Party:

1. Angie Gonzalez – A.P.
2. Chris Norris - PBS Chair (Behavior Coach)
3. Elizabeth Berry - PBS Co-Chair
4. Santelia Houston - Dean
5. Kathy Carter - Guidance
6. Tommy Pearson – ISS
7. Kathy Trattner - ESE
8. Paul Albro – In Lieu of Expulsion
9. Helene Carrington – Over Age Unit
10. Kelly Cyr – 6<sup>th</sup> Grade Liaison
11. Susan Karl – 7<sup>th</sup> Grade Liaison
12. Jennifer Brummet – 8<sup>th</sup> Grade Liaison
13. Pam Carter – Teacher Liaison

**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*.**

Behavior Coach will put in data and print out reports based on RTI-B data from focus as well as the RTI-B database. Data will be given to the behavior team to talk about areas of concerns based on teacher referrals, locations of concern, times of concern, and look at graph trends to provide possible outcomes and suggested remedies.

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

Note-takers will track all that was noted in meeting and put meeting minutes together to send out to responsible parties.

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

Parent orientation on the school's behavior expectations supported through open house, Parent Teacher Association, and other parent meetings in the community. Teach parent volunteers and substitute teachers at the school on ways to address student behavior through the school-wide behavior plan. "How can one incorporate the IB learner profiles and school motto and be successful?", posting of the school behavior expectations on our school loop website, and/or phone call out system, teach strategies to families at our parent/family night functions, and daily or weekly communication between home and school for individual students.

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**SCHOOL EXPECTATIONS AND RULES**

List 3 – 5 school-wide expectations

Be R.E.A.L. (Be Respectful, Be Eager to Learn, Be Accountable, Be Loyal)

<b>Rules/ Expectations:</b>	<b>Setting: Classroom</b>	<b>Setting: Hallway</b>	<b>Setting: Cafeteria</b>	<b>Setting: Bus/Car/Transition</b>
<b>Be Caring</b>	<ol style="list-style-type: none"> <li>1. Follow teacher directions the first time</li> <li>2. Move to your seat quickly and quietly</li> <li>3. Be considerate of others' personal space and property</li> </ol>	<ol style="list-style-type: none"> <li>1. Politely follow all directions of all staff members</li> <li>2. Use appropriate language and tone</li> <li>3. Keep hands, feet and objects to yourself</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep voices low</li> <li>2. Practice proper table manners</li> <li>3. Be considerate of others' personal space and property</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow directions of the bus driver/teacher</li> <li>2. Use appropriate language, tone, and volume</li> <li>3. Be considerate of others' personal space and property</li> </ol>
<b>Be Principled</b>	<ol style="list-style-type: none"> <li>1. Be on time with your materials ready to work</li> <li>2. Put 100% effort into your work</li> <li>3. Keep electronics off and out-of-sight and follow technology agreement</li> </ol>	<ol style="list-style-type: none"> <li>1. Politely follow all directions of all staff members</li> <li>2. Use appropriate language and tone</li> <li>3. Keep hands, feet and objects to yourself</li> </ol>	<ol style="list-style-type: none"> <li>1. Help remove all trash</li> <li>2. Follow dress code.</li> <li>3. Enter and exit cafeteria in an orderly and timely fashion</li> </ol>	<ol style="list-style-type: none"> <li>1. Walk directly to the bus/car, board, and be seated</li> <li>2. Follow all bus rules</li> <li>3. Follow all instruction while</li> </ol>
<b>Be a Communicator</b>	<ol style="list-style-type: none"> <li>1. Follow dress code and attend all classes</li> <li>2. Be an active participant in your classes</li> <li>3. Bring all materials and supplies to class</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep moving</li> <li>2. Be on time</li> <li>3. Walk on the right side using inside voices</li> </ol>	<ol style="list-style-type: none"> <li>1. Move quickly through the line</li> <li>2. Remain seated</li> <li>3. Treat all staff and students with kindness, maturity, and courtesy</li> </ol>	<ol style="list-style-type: none"> <li>1. Be at the bus stop 5 minutes before the bus arrives</li> <li>2. Stay in your seat until time to get off the bus</li> <li>3. Watch the bus driver before crossing in front of the bus</li> <li>4. Be silent at all railroad crossings</li> </ol>

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**TEACHING EXPECTATIONS AND RULES**

Our Administrative Dean as well as Assistant Principal will go over the Student Rights and Responsibilities handbook with all students and those new to Workman Middle School. They will also cover our school's attendance policy that includes tardy consequences and various other policies such as dress code, cell phone, bullying, etc. This information will be given out during compass class and will be shown on CCTV during the first two weeks of school. Students will be given a test of the R & R handbook and will need to sign that they have read the handbook and agree to all items within. R & R handbook will also be located on the school loop website as well as R & R items placed on posters around the school.

**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?**

Compass class time, CCTV broadcasts, school wide announcements, phone call-outs, teacher/student led classroom activities, pep-rallies, positive behavior coach/student interactions, and administrative/student interactions.

**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?**

Refresher trainings for teachers and students will occur on an as needed basis but will be scheduled each grading period as well as providing packets for new teachers and students. New students will go through guidance and all areas of expectations and rules will be provided to them. New teachers will be given a teacher mentor and will be provided the opportunity of learning policies, expectations, and rules set forth by district as well as the school.

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**REWARD/RECOGNITION PROGRAM**

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

Our PBS reward system consists of a token economy system where Jag Swag is the token given to students who exhibit a positive image throughout the school, demonstrate efforts in positive behavior, and model areas of our school motto Be R.E.A.L. Incentives such as dance party, fun day, movie day, block party, raffles every other Friday to win tangible items such as stuffed animals, school supplies, trinkets, coupons, gift certificates, and other items. Grade levels with the most Jag Swag turned in will be recognized monthly on CCTV, school announcements, or in class. Teachers will keep track of student tardies through the use of tardy cards. The tardy card is a tool that will keep track of those students who have not used their tardy card throughout the nine weeks. Students who have not used their cards for the nine weeks will get a chance to put their card in a pot for a chance to win cool prizes as well as all to attend the ultimate block party.

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

Students who exhibit a positive image throughout the school, demonstrate efforts in positive behavior, and model areas of our school motto Be R.E.A.L. will be rewarded Jag Swag for turn in at our school store every other Friday. Characteristics of the learner profiles as well as school motto are behaviors in which students will be recognized. (Open-minded, communicators, thinkers, inquirers, risk-takers, knowledgeable, balanced, reflective, principled, and caring), as well as the school motto Be R.E.A.L. (be respectful, be eager to learn, be accountable, and be loyal).

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

Teachers will hand out Jag Swag to students who demonstrate the mentioned characteristics as well as students who show progress in changing negative behavior to positive. The school store will be open to students to turn in Jag Swag for items every other Friday. PBS representatives such as teachers, parents, as well as students will run the school store, compliment students on CCTV, and model behavior needed for student success.



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**DISCIPLINARY PROCEDURES**

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

The adjudication guidelines insure alignment of behavior incidents with disciplinary consequences.

**TRAINING AND IMPLEMENTATION**

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

No needs have been addressed at this time.

**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?**

Faculty meetings, grade level meetings, team meetings, weekly administrative meetings will support and train our school wide behavior management plan. The administrative team will implement professional development to address issues within the school wide behavior management plan. "Fred Jones, Tools for Teaching" will be incorporated into PD sessions throughout the school year to target classroom management. CCTV will be provided to teach students as well as faculty and staff of the areas that need improvement.

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

Rules and expectations in classrooms, team approaches to behavior intervention, application of an assertive discipline and intervention plan, consistency and accountability towards the plans in place, monitoring all areas of school before, during, and at dismissal, enforcing policies such as tardies, dress code, cell phones, etc.

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**TRAINING AND IMPLEMENTATION (continued)**

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

Creating and continuing a positive work environment for all faculty and staff, utilizing faculties and staff's ideas and suggestions in implementing the management plan, keeping teachers and staff updated with the progress and success of the management plan and frequently asking for suggestions for improvement through surveys, questionnaires, etc.

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

The school-wide behavior management team will ensure that all areas are covered each grading period and data from meetings, surveys and other stake-holders are processed and implemented into the behavior plan.

**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 students are active members and are involved in Workman Middle School's PBS initiative and incentive program. Parent and Family nights will be held throughout the school year to promote literacy and our positive behavior program. Open house will be held in September to educate parents and family on the daily routines of their child's educational path. Teachers and staff at Workman Middle School will model a positive culture through extracurricular events and activities. Partnerships with local agencies and companies will provide community support with our mission and goals.

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

Daily progress monitoring, weekly behavior tracking, and monthly reporting will ensure the progress for all students in the ILE program. Periodic walk-thru by administrative staff as well as teachers will aid in documenting on the spot progress and classroom snapshots.