

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

School: Hellen Caro Elementary	School Year: 2015-2016	Date of Plan: August 5, 2016
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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. Sandy Moore	1. Principal
2. Catrena Fieg	2. Assistant Principal, Parent
3. Elaine Hardaway	3. Kindergarten Teacher
4. Angelia Grimes	4. First Grade Teacher, Parent
5. Susie Dawson	5. Second Grade Teacher
6. Cyndi Keenan	6. Third Grade Teacher
7. Holly Carter	7. Fourth Grade Teacher
8. Danna Sharp	8. Fifth Grade Teacher
9. Tracy Campbell	9. ESE Teacher
10. Roberta Slater	10. P.E. Teacher
11. Saundra Bell	11. School Counselor
12. Denise Choron	12. School Counselor
13. Jennifer Whatley	13. School Psychologist

STATEMENT OF PURPOSE

Behavioral Mission Statement:
We, the staff and students at Hellen Caro Elementary, commit ourselves to working together to provide a positive, safe, and predictable school environment that encourages learning.

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.).

- *Classroom Citizenship Reports
- *Student Attendance Reports
- *Tardy & Early Check Out Data
- *RTI Reports & Data
- *Guidance Behavior Contracts
- *Office Referrals
- *Bus Referrals
- *Academic Data

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SCHOOL-WIDE BEHAVIORAL GOALS

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| <p>1. Out-of-school Suspension
Hellen Caro will decrease the number of out of school suspension by 1 student.</p> |
| <p>2. Attendance
Hellen Caro will decrease the number of students who are tardy more than 10 times during the school year by 10%.</p> |
| <p>3. Bullying
100% of the students will receive training on bullying .</p> |
| <p>4. Office Discipline Referrals
Hellen Caro will decrease the number of office discipline referals by 10%.</p> |
| <p>5. Other</p> |

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 Behavior Management Team will meet quarterly 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*.

Discipline referral information and disciplinary actions will be collected and maintained by the Assistant Principal. School and bus suspension data will be entered into the database daily to ensure data is current.

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

All discipline team members will sign-in at each meeting. Data collection and progress monitoring reports will be completed each nine weeks at the meeting. A copy of the Progress Monitoring form will be sent to the level director when completed. The End of the Year Progress Monitoring Report will be completed in May.

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

The school-wide behavior team will review the behavioral data and revisions during weekly grade level meetings. A review of the behavioral data and plan will be addressed as needed in bi-weekly faculty meetings to ensure faculty involvement and to address any questions or concerns. Other methods of communicating this information may be made available to faculty, staff, students, and parents through WCSN, face-to-face meetings, emails, newsletters, PTA meetings and etc.

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SCHOOL EXPECTATIONS AND RULES

List 3 – 5 school-wide expectations
All staff and students at Hellen Caro Elementary are expected to be:

1. Respectful to others
2. Ready to learn/work
3. Kind to everyone
4. Responsible for self
5. Respectful of school property

Rules/ Expectations:	Setting:	Setting:	Setting:	Setting:
Respectful of Others	*Wait your turn *Keep hands and feet to yourself *Obey the driver *Stay in your space *Follow bus rules *Be on time to bus stop	*Be quiet * Respect privacy of others *Walk on the right side of the hallway *Walk- no running *Keep the bathroom clean	*Be ready to listen *Listen to your teacher *Follow classroom rules *Use manners at all times *Leave lunch area clean	*Follow directions the first time *Take turns *Be patient *Keep hands and feet to self
Ready to Learn	*Be at the bus stop on time *Bring supplies and books to school	*Use restroom at the appropriate time *Be quick	*Be prepared for class *Eat a good breakfast *Get a good night's sleep	*Get at least an hour of exercise a day *Go outside to play
Be Kind to Everyone	*Smile and greet others *Help others *Wait your turn *Be a role model for others	*Be polite *Respect the privacy of others	*Include others *Help others *Use manners *Share with others	*Share equipment *Include others *No rough play *Take turns
Responsible for Self	*Use quiet voice *Keep your stuff with you *Be on time to bus stop *Remain seated *Keep your hands to yourself	*Walk- don't run *Go directly to your destination *Wash hands with soap before leaving restroom *Be neat *No playing	*Use time wisely * Put supplies and materials away *Take care of school property *Be prepared for class *Wash hands	*Follow playground rules *Line up when bell rings *Collect all equipment
Respect School Property	*Keep pencils and crayons in book-bag *Put trash in the waste basket *Keep your area clean	*Keep hands and feet off wall *Wipe feet before entering the building *Put trash/ paper towels in the waste basket	*Put things away *Care for school property	*Use playground equipment appropriately *Collect and return equipment

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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?

- *Introduce and review at grade level meetings
- *Show Powerpoint on WCSN News Program
- *Classroom teachers will share with students

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?

- *WCSN
- *Friday Videos
- *Character ED/Learning for Life
- *Behavior Contract Club
- *Red Ribbon Week
- *Relay for Life
- *Caro Cares at Christmas
- *School Bus Safety Week
- *Comfort Crew
- *Manna Food Drive
- *Recycling
- * Positive People

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 Behavior Plan will be reviewed at the beginning of each semester. Expectations and rules will be reviewed daily on WCSN morning news.

REWARD/RECOGNITION PROGRAM

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

- *Weekly Classroom Citizenship Reports
- *Citizenship Honor Roll Ribbons
- *Classroom Cash
- *How Full Is Your Bucket
- *Student of the Month
- *Student of the Year
- *Classroom Incentives

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

- *Acts of Kindness
- *Acts of Responsibility for Self
- *Acts of School Bus Safety and Manners
- *Acts of Appropriate Playground Behavior
- *Acts of Respecting School Property
- *Acts of Ready to Learn

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How will you implement the reward system?

Each classroom will implement a citizenship system that supports the school-wide expectations for behavior. Rewards will be delivered daily with weekly bigger rewards.

Student of the Month will be recognized monthly on WCSN. Student of the Month pictures will be displayed on a bulletin board in the main hallway. Each student receives a certificate and medal.

Student of the Year is recognized in May at a district award's program.

Students who earn an "A" in citizenship for the nine weeks are honored with a gold ribbon.

DISCIPLINARY PROCEDURES

How do the adjudication guidelines complement your disciplinary procedures?

Adjudication guidelines for Handling Problem Behaviors:

- *Introduce, practice, and review classroom procedures
- *State the school/classroom expected behavior
- *Model expected behavior
- *Ask student to demonstrate behavior
- *Provide feedback to student
- *If necessary, administer appropriate consequence

Minor Behaviors: Handled by the Classroom Teacher Interventions

- *Tardiness
- *Inappropriate Language
- *Noncompliance/Disrespect
- *Property Misuse
- *Chewing Gum
- *Teasing/Taunting
- *Lying/Cheating

Major Behaviors: Administrator

- *Disrespect
- *Open Defiance
- *Threats/Bullying
- *Destruction of Property
- *Battery
- *Alcohol/Drugs
- *Weapons
- *Sexual Offenses

TRAINING AND IMPLEMENTATION

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

Present & Review Behavior Plan with faculty & staff at grade level and faculty meetings

- *Copy of Behavior Plan
- *Posters
- *PowerPoint Presentation

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 revised working document will be reviewed and discussed at a grade level meeting in September. The working document, referral process, expectations, and rules will be reviewed. The Behavior Committee leader will bring thoughts, ideas, and concerns to the Behavior Committee. Revisions will be made as deemed appropriate by the team. The final plan will be presented to the students on WCSN. Classroom teachers will explain expectations in detail in their classrooms.

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

- *Classroom Behavior System implemented
- *Teachers stand by their doors in the morning
- *Classroom procedures will be practiced for mastery
- *Everyone will walk on the right side of the hallway
- *Students will eat in silence for the first ten minutes of lunch
- *Students will obey the Red/Green Cup System in the lunchroom
- *All faculty and staff on duty in the AM & PM

TRAINING AND IMPLEMENTATION (continued)

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

The plan will be implemented as a working document that encourages input, suggestions, and knowledge.

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

- *Classroom walk-throughs
- *Classroom observations
- *Evaluation of classroom behavior systems
- *Discipline Referrals

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?

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| *Weekly Citizenship Reports | *School Web Site |
| *Report Cards | *Newsletters |
| *Honor Roll | *Terrific Kids |
| *Open House | *Sonic Coupons |
| *PTA & All Hands Fridays | *Sam's Fun City Awards |
| *School Advisory Council Meetings | *Volunteer Program |
| *Parent Conferences | |
| *Family Socials | |
| *Lunch with a Love One | |
| *School Messenger Phone Calls | |
| *School Carnival | |
| * Watch D.O.G.S. | |