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**SUCCESS THROUGH EDUCATIONAL PARTNERSHIPS**

***THE STEP PROGRAM***

***THE STEP PROGRAM  
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***'STEP TO SUCCESS'***

# *SUCCESS THROUGH EDUCATIONAL PARTNERSHIPS*

## *OVERVIEW*

The following information outlines programming expectations for parents and students participating in the STEP Program. It is important that parents support the services offered by the STEP Program to encourage a successful educational experience for the students. This program is designed to assist young people in learning to make positive choices based on a behavior modification program, which includes immediate consequences for inappropriate action.

The STEP Program will provide students with the opportunity to achieve success both academically and behaviorally, in addition to offering a support system to the parents. It is important to understand that the goal of the STEP Program is to provide a short-term intervention for students.

As previously stated, we believe that a student stands a far greater chance of succeeding with a supportive and involved family. It is vital for a student's family to work with the staff as a partner in the change process.

Families should voice any concerns to the director/teacher of the STEP Program. Differences should not be discussed in front of the student. This will prevent the opportunity for creating a division and manipulating all parties.

Attendance is mandatory for all students. Students are expected to attend for the designated time. If for some reason a student cannot attend school, the student must call the STEP teacher to discuss the reason for his/her absence. All absences will be reported to the home school.

If a student at any time becomes physically assaultive, runs away, etc., the proper law enforcement officials will be notified. The students will be expected to follow the rules and guidelines set forth by the STEP facility.

In addition to any specific rules and policies stated in this handbook, ALL policies of the originating school do apply.

## *INTRODUCTION*

The STEP Program was developed and designed to be a preventative program for at-risk youth. The STEP Program serves students in the public school setting. The program provides a confrontative and structured behavior modification program. The focus is to educate the youth on their thinking and current inappropriate behaviors, which are preventing them from being productive, behaviorally and academically, and ultimately from attending public school.

The STEP Program works closely with the cooperating schools regarding those students whom they deem would be appropriate and benefit from the STEP Program. We also inform and educate students of possible future interventions, if they continue to be incorrigible and disruptive in the school setting, as well as at home.

The STEP Program also works with the families regarding school behaviors and issues concerning their child's conduct at home. Parental involvement is crucial and important to the success and placement of a child in the STEP Program. Through their support, and that of the home school, the child enters the program.

The students enrolled in the STEP Program are placed in a group setting. In this group, students are taught and expected to hold their peers accountable for behaviors that are unacceptable. The philosophy behind this programming is that the structured environment and consequences will be seen as a deterrent, so students will be less apt to perform unacceptable behaviors. Many of the students enrolled in the STEP Program have chosen to be noncompliant toward societal rules at the expense of others. This program is designed to educate students on how their choices affect others and result in consequences for themselves.

The idea is to train students to develop more positive interaction skills and problem solving skills, so they can earn the reward of returning to their home school and function in a traditional setting. The avoidance of negative behavior will bring about positive results, such as: returning to home school, respect from parents, teachers and peers, and gain responsibility as a person.

# **Success Through Educational Partnerships The STEP Program**

## **Mission:**

Success Through Educational Partnerships (STEP), an alternative educational program through ESU #15, will provide an alternative academic and social environment to assist youth, who are at risk of failure in the traditional educational classroom.

STEP will forge a partnership with students, families, communities, and schools to facilitate support and cooperation in all educational planning. This plan will allow the student to experience success in academic and social skills by providing alternative learning opportunities.

STEP will provide a consistent academic and life skill program that emphasizes flexible and individualized curriculum, which will focus on social and academic development.

## **Philosophy:**

STEP is based upon the belief that students have a right to a free, appropriate education; and students can experience success when offered the appropriate environment. The STEP program will be student centered with an individualized curriculum. We believe in the following statements:

***\* Students learn best when actively engaged in the learning process.***

***\*Learning must be enhanced by providing life-long learning opportunities.***

***\*Our program requires a basic structure to provide stability for our students, while retaining flexibility to meet their individual needs.***

***\*Our program must continually evolve to meet the changing needs of our students.***

## **Course of Study:**

The academic program offers programs in math, social studies, science, reading, English, writing, problem solving, communication, conflict resolution, social skills and independent living skills. Our curriculum is both computer based and book based.

## *STUDENT BILL OF RIGHTS*

All students of STEP shall be protected by the following rights:

1. The right to impartial access to education, regardless of race, religion, sex ethnicity, age or handicap.
2. The right to personal dignity shall be recognized and respected in the provision of all care and education.
3. The right to confidentiality and personal privacy.
4. The right of access to student records.
5. The right to refuse participation in any research project without compromising access to services.
6. The right to initiate a complaint or grievance procedure and the appropriate means of requesting a hearing or review of the complaint.
7. The right to request the opinion of a consultant at the student's expense, or to request an in house review of the goals.
8. The right to a translator in the language the student understands.
9. The right to a emotionally safe environment.

## *CONDITIONS FOR SUCCESS*

1. Ability to work independently
2. Attendance
3. Acceptable behavior

### **ABILITY TO WORK INDEPENDENTLY**

In order to accomplish the goals of our school, STEP students need to demonstrate the ability to work independently in the program. This includes being able to set daily, weekly, and long term goals and working to achieve these goals with the guidance of the STEP staff. Reasonable progress toward these goals is expected.

Due to the small staff, all academics will be handled on an individualized basis. Therefore it is imperative that STEP students can achieve success on their own.

### **ATTENDANCE**

It is mandatory that I attend The STEP Program every day on time.

### **ACCEPTABLE BEHAVIOR**

We believe that the following human qualities (responsible, honest, respectful and courageous) increase the likelihood for enjoying and being successful in life. All students are able to develop these qualities at different rates, due to a variety of reasons. By being respectful and giving the time and opportunity to practice, students will develop these qualities while at STEP:

## **RESPONSIBLE**

Plan and take steps to achieve important goals.  
Accept consequences for my action without blaming or complaining.  
Take good care of myself and my possessions.  
Control my temper.  
Do what is right and good without being told to do so.  
Be glad for the opportunity to make decisions.

## **HONEST**

Admit my mistakes.  
Take credit for my successes.  
Speak the truth, do not use lies or sarcasm.  
Ask for needed help.  
Share my true feelings in positive ways.

## **RESPECTFUL**

Cooperate with reasonable directions and limits.  
Do what is helpful for you and other people.  
Treat other people as you want to be treated.  
Be thankful for what you have.  
Give other people credit for their effort and achievements.  
Ask people to change without being mean to them.  
Develop and use patience.

## **COURAGEOUS**

Try my hardest, even if I do not want to.  
Try again and again, even after making a mistake.  
Try my hardest, even if I am scared.  
Do what is important, even if I do not feel like it.  
Be confident and willing to learn new things.  
Do my best, even if others are not.  
Remember my past successes and imagine my future successes.

## *REFERRAL PROCESS*

Referral for possible entrance into the STEP Program can be made by any interested party. This includes the individual student, student's parent/guardian, teachers, counselors, or administrators.

A referral must be done in writing, using the appropriate forms. These forms are available in the following offices of your home school:

- \* Superintendent of Schools
- \* Building Principals
- \* Guidance Counselors
- \* The STEP Facility

The referral form must be filled out completely to be considered for the screening process. Please return forms to any of the listed offices above.

## ***SELECTION AND REFERRAL***

### **ELIGIBILITY**

Any student, 12 - 18 years old, who is not having their academic needs currently met and is at risk of failure in the traditional educational program, could be considered for referral to STEP.

### **SELECTION CRITERIA**

In order of importance, the following criteria will be used to determine acceptance into STEP.

1. Parent/Student all highly motivated to succeed at STEP.
2. Adequate aptitude for learning.
3. Poor academic performance.
4. Inadequate social skills.
5. Poor behavior adjustment.

### **TARGET POPULATION**

Below are characteristics of at-risk students whose needs can be met through STEP.

*Students who are at risk of dropping out of school.*

*Students who have exhausted the educational opportunities in their own resident school.*

*Students with a demonstrated need of consistency in instructional staff, curriculum, and/or scheduling.*

*Students whose individual instructional needs do not fit the traditional means of instructional delivery.*

*Students whose talents significantly exceed their performance.*

### **EXPECTED OUTCOMES:**

- \* Increased proficiency in basic skills
- \* Increased test scores
- \* Increased student self-confidence
- \* Increased skills in conflict resolution
- \* Increased student productive behavior
- \* Increased student attendance.

# ***SCREENING and PLACEMENT PROCESS***

## **ADMISSION COMMITTEE**

The Screening Committee for STEP will include the following people:

- \* Superintendent, Principal, Counselor, and/or Teachers from home school
- \* Representative from ESU #15
- \* Teacher from STEP
- \* Additional people as is deemed necessary by the Admissions Committee

## **SCREENING AND PLACEMENT STEPS:**

Referrals will be reviewed by the ESU #15 Representatives and Teacher of STEP.

Students and parents will complete the assessment form.

Counselor will complete academic assessment form, ***including current test scores of achievement in all academic areas.*** (The school will be responsible for administering tests so current performance scores can be reviewed).

The screening committee will review the referral and determine eligibility for placement.

An interview with the Screening Committee for **BOTH PARENT AND STUDENT** is required for a referral to be considered.

Completion of student/teacher/parent placement contract and other required forms.

Enroll student

**ENROLLMENT POLICY:** (It is difficult to allow students to enter the STEP Program at random times during the school year because new students receive an in-depth orientation in the program's philosophy, procedures, and expectations. Therefore the following policy has been adopted regarding the placement of students into the STEP Program.)

- Students will be accepted into the program twice per year. Interviews will be conducted prior to the beginning of first semester and second semester. Students will be admitted at the beginning of each of these semesters.
- On an emergency basis, students can be admitted at the beginning of second quarter and fourth quarter with an abbreviated orientation to the program. However, due to most courses being semester courses, it makes a smoother transition starting at the semester.
- Names of students who were not selected will be placed on a waiting list with possible admittance at the next enrollment period. Additional interviews will be conducted when necessary.

# ***SUCCESS THROUGH EDUCATIONAL PARTNERSHIPS***

## **THE STEP PROGRAM**

### **EDUCATIONAL SERVICE UNIT #15**

#### **POLICIES AND PROCEDURES**

The STEP Program has developed the following policies and procedures that are intended to be used for all interactions within the School. They were created with the student's best interest in mind.

All of these policies and procedures are in addition to the home school's Parent-Student Information Handbook.

All students and parents will be required to understand the policies contained in this manual, and sign all agreement contracts. In addition all students will be required to sign a form that acknowledges their receipt and understanding of the home school Parent-Student Information Handbook.

Failure to return the signed forms by the required date could result in exclusion from The STEP Program. Students may also be excluded from the program when they fail to abide by the signed contracts.

## **SCHOOL POLICIES**

1. I will respect school property.
2. I will arrive at school no earlier than **7:45 A.M.**
3. Upon arrival at school, I will enter the school **immediately**.
4. I will not loiter around other complex facilities.
5. After dismissal, I will leave the school grounds **immediately and will avoid all McCook Public Schools and St. Patrick's School**, unless previous permission from the home school has been granted.

## **STUDENT RESPONSIBILITIES**

1. I will attend school every day, unless I am ill or am out of town.
2. If I am going to be absent or tardy for any reason, I will **PERSONALLY** call STEP **before** 8:00 AM to explain my absence (utilize leave).
3. I will behave in an appropriate manner at all times.
4. I will remember that aggressiveness and inappropriate gesturing are unacceptable.
5. I will use appropriate language. Profanity and inappropriate innuendoes are unacceptable.
6. I will treat faculty, staff, fellow students and visitors with respect.
7. I will respect the privacy of others.
8. I will respect my life space and that of others.
9. I will not interrupt others when they are speaking.
10. I will dress appropriately, (refer to dress code).
11. I will not use, or have in my possession, tobacco, alcohol, or any other illegal substances while on the premises or neighborhood of STEP.

## **CLASSROOM POLICIES**

1. I will show up on time and be prepared.
2. I will complete all homework assignments. If homework is incomplete, the student is required to stay after school that day for 30 minutes. For each additional time of incomplete homework during the week, the amount of time doubles. Habitual incomplete homework will carry further consequences.
3. I will complete daily assignments to the best of my abilities, and I understand that any grade below 80% will not be acceptable.
4. I will contribute creatively, appropriately and productively to any independent or group activity.

## **DRESS CODE**

1. I will leave my hood, hat, or cap off during school time.
2. I will leave my coat or jacket off during school time, unless I get permission from the STEP Staff to wear it due to cold temperatures.
3. I will not wear clothing that makes *references* to any tobacco or alcohol products, or any illegal substance.
4. I will not wear clothing that makes references to behavior that is associated with any tobacco or alcohol products, or any illegal substance.
5. I will not wear clothing that makes any sexual innuendoes or *references* to sexual behavior. I will wear only appropriate clothing that promotes a learning atmosphere. Included, but not limited to, inappropriate clothing would be low cut shirts, short shorts, mid-drift shirts, halter tops, and spaghetti strap shirts.
6. I will wear my underwear as it defines itself, under my clothing.
7. If I wear baggy or sagging pants, I will wear a shirt long enough to go beyond the waist band or a belt to keep the pants up.
8. I will check my pockets *before* leaving home to make sure they do not contain any dangerous items or prohibited substances. If you have a concern, report it to the teacher immediately.
9. In addition to any specific rules and policies, ALL policies of the originating school do apply.

## **FAMILY INVOLVEMENT EXPECTATIONS**

We believe that students stand a far greater chance of success with a supportive and involved family. We believe it is vital for a student's family to work with the staff as a partner in the change process.

Families should voice any concerns to the director/teacher of STEP. Differences should not be discussed in front of the student, as we believe this creates a division and an opportunity for the student to manipulate all parties. We also expect parents to attend staffing. (A convenient time will be arranged around work schedules.)

## **RESPONSIBILITIES OF THE STUDENT**

Students are responsible for completing the following assignments:

- **School Chores:** School chores are assigned each week by the staff. Staff will inspect the completion of each chore.
- **Academic Assignments:** Academic Assignments are assigned each day. Students are responsible to complete them to the best of their abilities. You must earn no lower than an 80% or the work must be redone. Homework is assigned each day Monday through Thursday. Friday homework is assigned when weekly goals have not been met.
- **Pledge of Allegiance:** All students will participate in the pledge to the American flag in order to show respect to our country and the freedoms we enjoy.
- **Work Experience:** All students 16 years old or older who are not attending an educational institution in the afternoon are required to work 10 hours a week. All students less than 16 years old who are not attending an educational institution in the afternoon are required to work 5 hours a week. This can be paid or volunteer work. Volunteer time cannot be for family or friends. This is part of the social skills curriculum.

## **PERSONAL BELONGINGS**

Students are responsible for the safe-keeping of all their personal belongings. Baskets will be provided for this purpose, and they will be stored in the storage area in the kitchen. Any valuable items should not be brought to school.

## **TELEPHONES**

- There is no phone available for student use except in case of emergency.
- Cell phones or pagers are not allowed in a student's possession. All cell phones must be left in the basket upon arrival at school.

### **PARENT/TEACHER/STUDENT CONFERENCES**

Parents/guardians are expected, as per agreement, to consult with the teacher about their student's progress. Conferences will be scheduled on a rotating basis every five to six weeks. Parents are encouraged to contact STEP staff for an appointment anytime they have a question or concern regarding their student.

### **TORNADO DRILL PROCEDURES**

In the Spring of the year we will conduct tornado drills in accordance with the State Regulations. At the conclusion of the drill, we will quietly return to the classroom and resume our work.

### **FIRE DRILL PROCEDURES**

In compliance with State Fire Marshal regulations, STEP will hold fire drills. As the fire alarm sounds, students and staff will exit the building in a quiet, orderly fashion according to the building regulations. When given the all-clear signal from an authorized person, we will quietly return to the classroom and resume our work.

### **DUE PROCESS FOR DISCIPLINE**

Any student, parent or guardian who is aggrieved by any disciplinary action shall have the right to an informal conference with the appropriate school authority. At such conference, the student, parent/guardian shall respond to questions by school personnel and shall be entitled to question them in return. Any student, parent/guardian seeking further considerations after this conference shall, upon two school days prior notice, have the right to make a formal protest, either in writing or in person to the Board of Education at its next regular meeting. Such protests shall be heard in an open meeting unless a closed session is specifically requested by the student and/or parent/guardian. The Board of Education shall notify the student and/or parent/guardian in writing of the decision within ten school days.

### **MEDICATION POLICY**

Designated school personnel will be allowed to give medication to students. All medication will be housed in the school office and secured during non working hours. NO medications will be given without a medication permission form.

We encourage parents to give medication at home. Three times a day dosage may be given before school, after school and at bedtime. If your child needs to take a medication at school (including cough drops) a few rules apply: (Please help us insure safety in the administration of medication at school.)

1. All medication will be kept in the school office.
2. No medication will be given without a signed note from the parent or guardian, indicating the medication to be given, the amount to be given, and the time to be given.
3. The medicine should be sent to school in the original container appropriately labeled by the pharmacy or physician.
4. Before over-the-counter, non-prescription medication can be administered, the permission form MUST BE SIGNED.

### **SEARCH POLICY**

STEP staff will conduct a pat search of students on a random basis and/or if there is a reason to believe the youth possesses any type of contraband. Safety of all youth and staff is a priority.

### **TRANSPORTATION POLICY**

Students that drive to STEP will park behind the building or in the city parking lot across the street on East 1st. Students being dropped off or being picked up from STEP will do so either from the alley or the city parking lot.

## *SCHOOL*

Staff - The staff consists of the STEP Teacher and Paraprofessional.

Curriculum - Each student has his/her educational goals individualized for his/her specific needs. The responsibility for implementing these goals lie with the certified teacher and student.

Grading and Credit - Will be determined by STEP in partnership with the student's home school.

Partnership with the Home School - An integral part of the program is the coordination of progress and reintegration of the student with the home school. The staff will coordinate the reintegration, and provide follow-up information and support.

Student Records - Only certified school and counseling staff, who have proper educational purposes, shall have access to student records. All privacy rights as granted by public law shall be recognized and adhered to. Necessary school records shall be transferred to the home school district upon completion of the student's stay.

Transition and Reintegration - Transition and reintegration is the goal of STEP. This will be closely coordinated with the student, parents, home school and STEP.

Admission Process - Any student wishing to apply for enrollment in STEP must submit a written request signed by him/her, parents, principal and counselor of their home school. Include the reasons the STEP Program is being requested to meet the educational needs of the student. An interview with the Admissions Committee for both parents and student is required.

## *ATTENDANCE POLICY*

### **EXCUSED LEAVE**

1. Each student will begin with 8 hours of excused leave per quarter.
2. To be considered excused leave, each student (not the parent) must call STEP prior to 8:00 A.M. on the school day that he/she will be missing. After 8 hours have been utilized, the student is required to make up the missed time on the first prearranged afternoon set at the staff's convenience.
3. When the student leaves school during the school day, time will be rounded off to the nearest half hour to be included in excused leave.

### **BONUS TIME**

For every 5 consecutive days of positive growth attendance, each student accrues an additional one half hour of bonus time. Positive growth attendance means being on time, prepared, daily goals set, goal card is completed daily, participation in class, making ratio 100% of the time, and obeying all school rules 100% of the time. Bonus time can not be accumulated anytime a student "owes time" for any reason or is currently on the Red Card. After accumulating 8 Bonus Time awards, the student will earn an additional personal day.

### **PERSONAL DAYS**

1. Each student is allowed 1 personal day per semester to be used at the student's discretion. The stipulations for the personal day are:
  - A. The student must give a minimum of 24 hours advance notice.
  - B. The student may not take a personal day if he/she owes any time for tardiness/unexcused absences.
  - C. The student may not take a personal day if he/she is not in good standing (currently on Red Card).
  - D. The student must accept the staff's decision regarding the request.
2. Personal days must be approved by student's parents/guardian.

## **TARDINESS**

1. We believe that being on time is a life skill that must be learned if a person is to be successful in his or her life. Therefore, students are expected to arrive at the school on time. Students will be allowed in the building 15 minutes prior to the start of class. In the event of an unavoidable delay, a student must call STEP to inform the staff immediately.
2. The amount of time missed due to tardiness will be tripled and must be made up at a time convenient for the staff (first available prearranged P.M. session).
3. Habitual tardiness may result in suspension or expulsion from the school.

## **UNEXCUSED ABSENCES**

1. Unexcused absences will not be tolerated. *An* absence is considered unexcused when the student is absent from school without prior notification to school staff.
2. The first unexcused absence will immediately result in:
  - A. Loss of 4 hours of excused leave.
  - B. Red Card for a minimum of 5 days.
  - C. The time must be made up that week at a time convenient for the staff.
3. The second unexcused absence will result in:
  - A. Loss of 8 hours through the combination of excused leave/ Personal days/Bonus Time.
  - B. Time must be made up that week at a time convenient for the staff.
  - C. Red Card for 10 days.
  - D. Behavior Contract (short term ISS)
4. The third unexcused absence will result in a meeting with the admission committee in determine continued attendance to the STEP PROGRAM.
5. All unexcused absences will be reported to parents, probation officers, counselors, and all appropriate personnel.

## **OTHER ABSENCES**

If 2 excused leave days (8 hours) have been utilized during the quarter, a doctor's note upon return to the STEP Program will excuse the leave as long as the student has called STEP prior to 8:00 A.M. on the day(s) they are absent.

- Extended leave such as: family leave, bereavement leave, or maternity/paternity leave will be granted by the staff on an as needed basis.
- Time will not be granted away from school for: doctor/dentist appointments, hair cuts, pictures, etc. These can be arranged in the P.M.
- Communication is the key to our success with attendance. When in doubt, talk to the staff. *All cases will be handled individually.*

## **LATE START or CANCELLATION DUE TO WEATHER**

The STEP Program will follow the same schedule as McCook Public Schools when there is no school due to the weather. When McCook Public Schools have a late start due to weather, there will be no school at STEP. If the student's home school makes changes due to the weather in their area, those students living outside of McCook city limits will be handled on an individual basis.

## **GROUPS**

Students are expected to discuss their goals periodically with the STEP staff. Students will participate in group discussions in an appropriate manner.

## **BEHAVIORAL EXPECTATIONS & RESPONSIBILITIES**

### **GENERAL BEHAVIORAL CONTRACT**

- \* *Classes are mandatory from 8:00 A.M. until 12 noon*
- \* *All students must sign the attendance roster when they enter each day and sign out when they leave for the day.*
- \* *If a student has tardies or unexcused absences after they are admitted to STEP, they may be suspended or expelled from the STEP Program. (Read under unexcused absences)*
- \* *Tobacco products of any kind, alcohol, or other drugs will not be permitted. Use of tobacco products will result in up to a 10-day suspension. Drug or alcohol use or possession, at school, on school grounds, at school sponsored activities, or prior to attending school or sponsored activities, will result in expulsion from STEP.*
- \* *Students need to be successfully progressing towards academic and social goals set in the individual's plan to allow for consideration of transition back into the home school.*
- \* *In addition to any specific rules and policies, ALL policies of the originating school do apply.*

### **SOCIAL SKILLS**

*The Boys Town Social Skills Model will be used at STEP. Students will be held accountable for repeated minor violations of the school's rules. More serious violations will be dealt with on an individual basis, but may be grounds for dismissal from the STEP program.*

*"We all make mistakes, but everyone makes different mistakes" Ludwig  
Von Beethoven*

## **BEHAVIORAL REWARDS & CONSEQUENCES**

### **REWARDS:**

#### **CARD STATUS**

Students currently on the **GOLD CARD** have earned a number of privileges. Among these are things such as the ability to purchase snacks and beverages during our "Brain Breaks", be with their peers during breaks, the ability to earn homework waivers, and earn Bonus Time. Students on the **RED CARD** receive NO PRIVILEGES.

The cards work in the following manner, and are simply a classroom management tool that will be used.

**RED CARD** - Students are on the Red Card for a minimum of one school week. If students achieve a minimum ratio 3 to 1 during that period of "Acceptables" to "Unacceptables" they will move to the Gold Card.

**GOLD CARD** - If the student retains at least a 2 to 1 ratio of "Acceptables" to "Unacceptables", they will remain on the Gold Card. If they are below that ratio for two consecutive days, they will go back to the RED CARD on the following day.

***\*NOTE: The RED CARD will also be used for supplementary discipline in such areas as attendance, among others.***

# S T E P

MINUTES
B O N U S

## GOAL CARD

Name: \_\_\_\_\_ Week of: \_\_\_\_\_  
 Targeted skill: \_\_\_\_\_ Long term goal: \_\_\_\_\_

DAY	GOALS	SKILLS	RESPONSIBLES	IRRESPONSIBLES	EXTRA EFFORT
<b>1</b>	1.	Arrival/ Greeting			
	2.	Personal Appearance			
	3.	Learning Activities			
	4.				
<b>2</b>	1.	Arrival/ Greeting			
	2.	Personal Appearance			
	3.	Learning Activities			
	4.				
<b>3</b>	1.	Arrival/ Greeting			
	2.	Personal Appearance			
	3.	Learning Activities			
	4.				
<b>4</b>	1.	Arrival/ Greeting			
	2.	Personal Appearance			
	3.	Learning Activities			
	4.				
<b>5</b>	1.	Arrival/ Greeting			
	2.	Personal Appearance			
	3.	Learning Activities			
	4.				

- 1. Follows Directions
- 2. Accepts Criticism
- 3. Uses appropriate language
- 4. Disagrees Appropriately
- 5. Gets Teacher's Attention
- 6. Completes Assignments
- 7. How to Listen
- 8. Stays on Task
- 9. Accepts No
- 10. Participates
- 11. Volunteers
- 12. Makes a Request
- 13. Positive Attitude
- 14. Respect
- 15. Cooperation
- 16. Permission to talk
- 17. Posture
- 18. Honesty
- 19. Responsible
- 20. Utilizes Social Skills
- 21. Effective Use of time
- 22. Distraction
- 23

## **BEHAVIORAL CONSEQUENCES**

The consequences listed below progress from least restrictive to most restrictive. Consequences not listed below may be used in special individualized cases. In such cases the consequences would be clearly stated in the student's Individual Goals.

1. **Extra Work Assignments:** Extra work may be assigned because the assignment was done unsatisfactorily.
2. **Essays:** Essay writing is assigned to encourage students to take responsibility for their behavior and plan for the use of more responsible behavior. When an essay is assigned, the expected content, length and time frame will be explained.
3. **In School Suspension (ISS):** A Behavior Modification Contract is written and signed by the student, parent, and staff in conjunction with the ISS. At the end of the time they state why they were placed in time-out, and what they will do in the future to keep from being placed in time-out.

While in ISS, students are expected to take responsibility for irresponsible behavior and plan for ways to discontinue such behavior.

## **CLASSIFICATION**

The process outlined below will be followed only after recommended by the Selection Committee.

**SUSPENSION-** The student will be suspended from the STEP Program for a short term (1-5 days) or a long term (6-19 days) depending on the nature of the offense. The student will be placed on probation and will be admitted only after the parents/guardians have a conference with the teacher, staff, and/or selection committee. The student and/or parent is entitled to a hearing prior to suspension.

**EXPULSION -** The student will be placed on long term suspension with a recommendation for permanent dismissal from the program. Depending on the nature of the offense, the student may be recommended for expulsion from attendance in the home school as permitted by statute. If expulsion from the home school is recommended, the student and/or parent is entitled to a hearing prior to the expulsion.

## Grading

100% - 94% = A  
93% - 87% = B  
86% - 80% = C  
79% - 00% = Failing or retake

## SUPPLY LIST

These supplies are to be brought to STEP with you ON YOUR FIRST DAY.

- 1 Package - pens (blue or black) 12 count or more
- 1 Package - pencils (#2) 12 count or more
- 1 3 ring binder and ream of notebook paper OR spiral notebook for computer classes. This binder or notebook will not be permitted to leave the classroom.
- 1 Additional 3 ring binder and ream of notebook paper OR spiral notebook for book classes.

## STEP

### Morning Sessions: (Monday through Friday)

Admittance:	7:45 a.m.
Classes begin:	8:00 a.m.
Classes dismiss:	12:00 noon

Afternoons will be utilized for: progress monitoring, documentation, make-up sessions with students, preparing individualized learning packets, planning lessons, checking students' assignments, attending training sessions, interviewing potential students for the program, communication with parents, staff, and other school districts, attending district meetings, hosting parent conferences, and orientating new students through Booster Camp.

# STEP SCHOOL CALENDAR 2011 – 2012

August	15	Staff Day at ESU #15
	16	Teacher Work Day
	17	First Day for returning students
	29-31	Interviews for prospective students
September	5	NO SCHOOL – Labor Day
October	14	NO SCHOOL – End of 1 <sup>st</sup> Quarter – Teacher Work Day
November	23-27	NO SCHOOL – Thanksgiving Break
December	21-31	NO SCHOOL – Christmas Break
	21	End of 2 <sup>nd</sup> Quarter – Teacher Work Day
January	1-3	NO SCHOOL – Christmas Break
	3	Staff Day at ESU #15
February	10	NO SCHOOL – Late Winter Break
March	7-11	NO SCHOOL – Spring Break
	7	End of 3 <sup>rd</sup> Quarter – Teacher Work Day
April	6-9	NO SCHOOL – Easter Break
May	16	Last Day for Students – End of 4 <sup>th</sup> Quarter
	17-18, 21	Teacher Work Days