To: Dr. Parker and MVCSC School Board

From: Mt. Vernon Middle School

Re: Student Handbook Addendum

Date: August 12, 2020

With the addition of the Life Coach position at Mt. Vernon Middle School, MVMS has an addendum to the student handbook that the Administration and Teachers would like to present to the board for approval. The minor changes to the STEP Plan have been discussed and approved by the building level CTA and Team Leaders.

Thank you,

Ben Williams

Crystal Cooper

Jeff Brandes

**STUDENT EXPECTATIONS**

**Student/Teacher Expectation Plan (STEP)**

Mt. Vernon Middle School maintains high expectations of its students. All Staff Members of MVMS expect our students to follow school rules, to be self-disciplined, respectful, and well behaved. Students who fail to meet these expectations will receive consequences. The STEP Program is a comprehensive review of all a student’s classes, in order to promote positive student behavior in all his/her classes. The below STEP consequences start over each nine week grading period.

A consequence is given to students who have repeated classroom infractions. Infractions could include, but, are not limited to: displaying disruptive behavior, causing a disruption to the learning environment, insubordination, disregarding classroom rules, failure to bring adequate materials to class, having gum or candy or an unauthorized beverages or food in class, lying or cheating or plagiarism, being disrespectful, or refusing to cooperate with school policy. The consequences are sequential and cumulative in nature of all a student’s classes and are listed below. Students will receive STEP notices for each infraction and the consequences given for STEP 1 through STEP 5. These consequences are assigned by individual teachers; if a student has multiple infractions from several different teachers then a more serious consequence could be assigned. Teachers have the authority to assign before or after-school detentions.

STEP 1 = Student Conference with Teacher(s) \*Warning given by Teacher. Teacher(s) contact Parents.

STEP 2 = Student conference with either the Life Coach or Counselor. Life Coach and/or Counselor contact parents.

STEP 3 = The student is assigned 1 Before or After-School Detention by Teacher. Teacher(s) contact parents.

STEP 4 = Administrator assigns the disciplinary consequence. The student may be assigned consequences including before/after school detention, assigned to the Life Coach for a designated time, Saturday School, In-School Suspension, or Out-of-School Suspension. Administration contacts Parents.

STEP 5 = Administrator assigns the disciplinary consequence. Administration contacts parents.

STEP 5 and beyond consequences may include parent conference, after school detention, assigned to the Life Coach for a designated time, Saturday School, In-School Suspension, Out-of-School, or Expulsion as determined by the MVMS Administration.

\*Major student offenses will result in automatic office referral and disciplinary action.

MVMS Life Coach Credit Recovery Interventions - Students with significant missing assignments may be referred to the MVMS Life Coach for homework credit recovery, support, and motivational interventions as deemed appropriate by the Teacher(s) and MVMS Life Coach. For example, a student with significant missing assignments may be referred to the MVMS Life Coach for a designated period of time to receive credit on assignments as deemed appropriate by the Teacher(s) and MVMS Life Coach. The Teacher or group of Teachers will notify the Parent(s) of the student being referred to the MVMS Life Coach.