



Richard Yoakley School

"Treat a man as he is, he will remain so. Treat a man the way he can be and ought to be, and he will become as he can be and should be."

- Goethe

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WELCOME

Richard Yoakley School provides an academic program designed to meet the individual needs of students assigned to the school. Richard Yoakley School has a highly structured behavior management program with specific expectations, rewards, and measures of accountability. The behavior management system operates with a point and level system and rewards for student progress. The goal of the behavior management system is to teach, encourage, and model behaviors that will help our students be successful in their base schools.

This manual is designed to provide the student and parent with a description of the policies and procedures required at Richard Yoakley School. Each student should have a copy and become familiar with its contents. It is the responsibility of each student to know and follow the policies and procedures within this handbook and those of Knox County Board Policy.

RYS MISSION STATEMENT

The mission of Richard Yoakley School, in partnership with students, their families and the community, is to provide an educational foundation that promotes integrity, self-esteem, and lifelong learning. This foundation will help introduce healthy, productive, and responsible citizens to society.

SCHOOL POLICIES

EXPECTATIONS

Students, faculty, staff, parents, guardians and all other members of the community shall:

- Treat one another with courtesy and respect at all times and take responsibility for one's actions.
- Be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of students.
- Refrain from behavior that threatens or attempts to disrupt school or school district operations; physically harms someone; intentionally causes damage; employs loud or offensive language, gestures, or profanity; or



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inappropriately shows a display of temper.

RESPONSE TO UNCIVIL BEHAVIOR

The Board does not condone a lack of civility by anyone, and recognizes the following appropriate administrative avenues for aggrieved parties to seek action or redress.

- A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate building level administrator.
- A parent, guardian or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member’s immediate supervisor or the student’s appropriate building level administrator.
- An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should address the concern through the appropriate supervisory chain. If personal harm is threatened, the employee shall notify their supervisor and may also contact law enforcement. If a communication such as voice mail or email or any type of written communication is demeaning, abusive, threatening or obscene the employee is not obligated to respond.

Any visitor on school district property who has breached this Civility Code may be directed to leave the premises by an administrator or security officer. If such person does not immediately and willingly leave, law enforcement may be called.

Daily School Schedule

Breakfast 9:00-9:30		1st Block (RTI) (45 minutes)	2nd Block (80 minutes)	3rd Block/ Lunch (105 minutes)	4th Block (80 minutes)	5th Block (80 minutes)	Homeroom Group	Dismissal
AR Reading in Homeroom	Homeroom/ Social Skills							
9:00-9:30	9:30-9:50	9:50-10:35	10:35-11:55	11:55-1:40	1:40-3:00	3:00-4:20	4:20-4:30	4:30-4:45

ATTENDANCE

Students will be allowed to enter the building at 9:00am each day. Students that arrive earlier than 9:00am will not be allowed into the building. Breakfast will be



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served from 9:00am - 9:30am. Students that get to school before 9:30 will be allowed to participate in the Accelerated Reading program in their homerooms. As part of our Behavioral Expectations and Point System, students are expected to arrive on time for school. The opportunity to begin earning points begins at 9:00am and students are considered tardy at 9:30am. Therefore, students with an unexcused tardy will miss the opportunity to earn their points until the time they arrive.

If a student is absent, the parent must call the school (594-3790) before 9:30 a.m. The student should bring a note to the classroom teacher on the first day returning to school explaining the absences. Failure to provide a note will result in the absence being marked as “unexcused”. Only 5 parent notes will be accepted each semester. Any note after that must have proper verification from an official or other source to justify an excused absence.

Students must attend school for three (3) hours and fifteen (15) minutes in order to be counted present on the daily roll; however, they will still be counted absent in class which they miss. Any student who checks out of school too early to be counted present, must bring an absence form with proper verification in order for an absence to be excused.

Excessive absences will be considered truancy. Knox County School Board policies will be followed. The school social worker will be notified and appropriate action will be taken. Parents are responsible for their students’ attendance at school.

Per Knox County Policy, an excused absence will consist of one or more of the following; personal illness, illness in the family requiring temporary help from the student, death in the family, religious holiday, court, counseling, or medical, parental request approved by the principal in advance. Parents that wish to dismiss their student early must sign out in the front office. If someone other than the parent is sent to sign a student out, the student’s legal guardian must provide verification and the individual must be 18 or older..

SCHOOL SAFETY

School safety is of paramount importance in every school. In order to promote the safety of students, staff, and visitors, the following precautions are implemented daily at RYS.



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1. Every student and their possessions will be searched and checked with a metal detector upon their arrival on campus. Students are allowed to have a maximum of \$ 10 in cash. Cash exceeding this amount will be locked in the front office and returned at the end of the day.
2. A Knox County Schools Security Officer and a Knoxville Police Department Officer are stationed at RYS.
3. Lockers are the property of KCS and are subject to be searched by school officials.
4. Each classroom as well as all common areas are under surveillance at all times.
5. Social skills have been incorporated in the curriculum and taught daily.
6. Students are expected to follow the behavior management system daily which aims to assist students with resolving conflicts.
7. The only students who can bring candy, gum, drink or any type snack into the building are those on Platinum Level.
8. Students are not allowed to bring cell phones, beepers or any electronic devices to school. These items will be confiscated upon arrival and submitted to school administration.
9. Metal hair picks and products such as cologne, after shave, lotion, mouthwash, and chapstick are not permitted.

MEDICATION POLICY

Richard Yoakley School abides by the KNOX COUNTY SCHOOL BOARD POLICY, which reads:

No medication of any kind shall be administered to students by the school nurse or by school personnel except when medication must be given on a long-term basis and is necessary to be given during school hours in order for the child to remain in school. Medications such as Tylenol, Aspirin, and other over the counter medications are included in these regulations. Any pupil who is required to take medications during the regular school day must comply with school regulations.

1. A Physician, Dentist, or Nurse Practitioner (Health Care Provider) must provide written orders,
2. The parent or guardian of the pupil requesting that the school comply with the Health Care Provider's order must give written permission.



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3. Medication must be brought to the school by a responsible adult and in a container appropriately labeled by the pharmacy or Health Care Provider.
4. Medication must be administered by the School Nurse or persons specifically approved by the School Nurse, providing the opportunity for the nurse to discuss and instruct the appropriate school personnel in the proper administration, the potential benefits and side effects of the medication.
5. A secure location must be provided for the storage of medications.

TELEPHONE MESSAGES AND USE

Students will be given messages in extreme emergencies only. Students should arrange with their parents regarding transportation, destination, etc. before leaving home. A staff member will call someone for the student in the case of illness or other emergencies. ONLY adults are allowed to use the telephone.

DRUGS, ALCOHOL, PARAPHERNALIA AND TOBACCO

Drugs, alcohol, paraphernalia, and tobacco products will be confiscated. If there is suspicion of illegal substance involvement, the student will be searched and the proper authorities will be notified. A parent conference will be required and students will be subject to disciplinary action. Possession of tobacco and/or tobacco products can result in a fine by KPD officer.

WEAPONS

Anything construed as a weapon will be confiscated and the proper authorities will be notified. Guns, knives (from pocket knives and steak knives to hunting knives), clubs, chains, blackjack, box cutters, brass knuckles etc. are all items that endanger others. Students caught with these items will be subject to disciplinary action and/or charges being filed through the court system. Prior to any action being taken, proper steps will be taken to insure compliance with IDEA.

CAFETERIA

Each day that school is in full session breakfast and lunch will be provided. All students may bring their own nutritionally balanced lunches. However, Platinum students are the only students who may bring drinks and snacks into the building. Students on all other color levels must acquire their drinks and snacks from the school.



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BUS TRANSPORTATION

Students who come to school on the bus will be expected to return home on the bus. Any deviation from this standard should be written on a note from the parent with a phone number for confirmation. Riding the school bus is a privilege. Improper conduct on the bus may result in this privilege being denied. Students are expected to follow these rules:

- Refrain from using loud, rude, abusive, or profane language
- Keep hands and head inside the bus
- Never throw items inside the bus or out of the bus windows
- Stay out of the road at the bus stop
- Never crawl under the bus to pick up papers or other items
- Cross only in front of the bus
- Arrive at the bus stop 10 minutes early
- Report any suspicious activity or individuals near bus stops to the bus driver

***** For transportation questions call 865-594-1550.**

STUDENT DRIVERS

Driving is a privilege for licensed and insured drivers. Students must park in designated areas only. Student drivers must come directly into the building upon arrival and directly to their vehicles upon dismissal. Drivers **MUST** report to the office each morning and turn in their keys. Keys can be picked up only at the time of departure. The school has the right to inspect any vehicle on campus at any time and may do so throughout the year. Student drivers are not to transport other students to or from school without written confirmation from both students parents and administrative approval.

PROPERTY DAMAGE

Students who damage school property must pay for the damage. Other legal and school disciplinary actions may also be considered.



Behavioral Expectations

Richard Yoakley School has school wide expectations of all students. Students are expected to rise to our expectations in order to reach their potential to be positive and productive students and citizens. The students will set behavior and academic goals during their group meetings each day. All students are expected to know and follow all expectations.

OVERALL BEHAVIOR EXPECTATIONS

SAFETY

- Lead by example (language, behavior, effort, attitude)

RESPECT

- Be Supportive, Cooperative, and Respectful to all

RESPONSIBILITY

- Take Responsibility for Your Choices and Actions

DRESS CODE

The following expectations for student dress have been established to promote a safe and optimum learning environment:

1. All students must wear solid black shirts: t-shirts, shirts, sweaters, or sweatshirts without hoods, zippers, or buttons.
 - a. Every layer must also be solid black.
 - b. Shirts must be tucked in, covering the shoulders, and not showing cleavage.
2. All students must wear plain blue or black denim, or Khaki (brown/black) bottoms (free from designs, colorful stitching, holes/tears, or the appearance of holes/tears)
 - a. Bottoms must fit properly and worn at the waistline.
 - b. Students that wear shorts with pockets under their bottoms are subject to an additional search.



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3. Belts Must be plain black or brown.
4. All students must wear tennis/athletic lace-up shoes.
5. Socks must be solid white, black, or gray.
6. Accessories are not permitted.
 - a. Headbands, bandanas, or head scarves are not permitted.
 - b. Students cannot wear any jewelry or accessories whatsoever.
 - c. If Hats, bandanas, and extra shirts other than black shirts are brought to school, they will be confiscated upon entering the building.
7. Backpacks, book bags, purses, duffel bags, etc. are not permitted at school.
A small pouch is acceptable to carry feminine hygiene products.

****Student dress code is subject to principal's approval. Any item brought in by a student that does not meet our dress code or any other RYS policy will be confiscated and held until a parent or guardian can come and get the item(s).**

HARASSMENT, INTIMIDATION, BULLYING OR CYBER-BULLYING

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying. Harassment, intimidation, or bullying is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe and orderly environment. All Knox County School's staff is responsible for ensuring this is faithfully implemented in all areas under their purview or direct supervision. "Cyber-bullying" means bullying undertaken through the use of electronic devices. "Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance.

If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, the act has the effect of:

- Physically harming a child or damaging a student's property
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property
- Causing emotional distress to a student or students
- Individuals or groups of individuals participating in harassment, intimidation, or any form of threatening behavior, including but not limited to, throwing gang signs or signals and tagging;



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- Creating a hostile educational environment or if the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process.

Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher or school administrator or the office of the Superintendent using any means of communication with which they feel comfortable. To view this policy in its entirety visit: www.knoxschools.org.

CLASSROOM EXPECTATIONS

- Stay on task and show positive effort on all assignments.
- Raise your hand for permission to speak.
- Maintain dress code at all times.
- Be prepared for class by having all supplies and books.
- Do your own work.

HALLWAY EXPECTATIONS

- Keep hands by your side and to self.
- Walk in a straight line on the right side of the hallway.
- Keep silent in the hallways.
- Maintain dress code at all times.

BATHROOM EXPECTATIONS

- One student at a time in the bathroom.
- Maintain all hallway expectations.
- Flush and wash hands after each use.

CAFETERIA EXPECTATIONS

- Sit in your assigned area.
- Clean your area before leaving.
- Maintain all hallway expectations until seated.



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- Get all items through the line the first time.
- Communicate with students at your table only (if applicable).

ARRIVAL EXPECTATIONS

- Upon entering the building, cooperate with search procedures.
- Maintain all hallway expectations.
- Arrive in dress code.

DISMISSAL EXPECTATIONS

- Be seated, quiet, and listen to the radio for transportation to be called.
- Maintain all hallway expectations until you have exited the building.
- Take bathroom breaks before the end of the fifth period.

RYS PROGRAM COLOR LEVELS

At RYS, our students operate on a Color Level System. This system helps students develop social and self-regulation skills to support academic and behavioral growth.

Every student begins RYS at Silver Level. As students follow school expectations and meet the criteria listed for each level, they will progress through the levels, earning additional privileges and recognition.

SILVER LEVEL

A student must successfully complete **15** days on Silver Level.

SILVER LEVEL		
CRITERIA	PRIVILEGES	RESTRICTIONS
Earn 80 points or higher	Talk with those at assigned lunch table	Sit at classroom table in cafeteria
Receive a 2 or higher on personal behavior and academic goals	Privilege activity or computer time after work is complete.	Accompanied by staff at all times
Any absences or tardies must be excused		



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Notes: After the [3rd day](#) of not meeting Silver Criteria, return to [Day 1 of Silver](#).
After [5th day](#) of not meeting Silver Criteria, students will earn [1 Day of Bronze per semester](#).
Upon completion of your [Day 1 of Bronze](#) the [Silver Level](#) will begin at [Day 1](#).

GOLD LEVEL

GOLD LEVEL		
CRITERIA	PRIVILEGES	RESTRICTIONS
Earn at least 90 expectation points or higher	Lunch at designated GOLD areas	Accompanied by staff at all times
Receive a 2 or higher on personal behavior and academic goals	Privilege activity or computer time after work is complete.	
Any absences or tardies must be excused	Potential eligibility for PLATINUM status	
Remains off Bronze Level	Weekly Gold Store	

Notes: After the [3rd day](#) of not meeting [Gold Criteria](#), return to [Day 1 of Gold](#).
After [5th day](#) of not meeting [Gold Criteria](#), return to [Day 1 of Silver](#).

PLATINUM LEVEL

The final color level in the Program Color Level is PLATINUM. The PLATINUM color level is characterized by *trust*; qualification shows that the student has attained exemplary academic and behavior performance at RYS.

Criteria Needed to Achieve Platinum Level:

- Must be on GOLD level for 27 of 30 days (with a 93 or higher daily point score)
- A 3.0 GPA; a B average in the 27 of 30 days and good attendance.
- A letter from the student stating why they deserve to be on Platinum
- The classroom staff will complete the [Teacher Platinum Referral](#) and [TA Platinum Referral](#) forms and the referrals are subject to committee approval, in person interview and periodic reviews.
- Staff member of the student's choice will attend the level meeting and act as the student's character representative.



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- If a Platinum student is not meeting Platinum requirements, that student's Platinum representative will be notified. If problems with the student continues, Mr. Buckner or Mr. Wolford are to be notified.

PLATINUM LEVEL		
CRITERIA	PRIVILEGES	RESTRICTIONS
Earn at least 93 expectation points or higher	All GOLD level privileges	
Receive a 2 or higher on personal behavior and academic goals	Unaccompanied hallway privilege: between classes, errands, bathroom, etc.	
Any absences or tardies must be excused	Daily Snack: Bring own snack or buy from vending machines	
Maintain a 3.0 GPA	Platinum Shelf: exclusive rewards available in GOLD STORE	
	Other incentives may include: pizza days, cookouts, ice cream days, and much more	
	Follow Knox County Schools Dress Code	

Note: If a Platinum student receives a school reprimand, they must go before the Platinum Committee and/or administrative review.

RYS SCHOOL DISCIPLINE

Part of the mission of RYS is to help students change behaviors to become better students and citizens. When students do not follow the expectations of RYS, staff will follow the Bronze guidelines below.

Intervention protocol:

Staff will follow this process for students displaying behavior that is disruptive to the learning environment.



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1. Teacher or T.A. must remove student and follow the I.E.S.C.A.P.E. process. If a student refuses to leave the classroom or if the behavior persists, only then would teacher or T.A. call for a support staff.
2. Support staff will determine the appropriate intervention strategy for that student after following I.E.S.C.A.P.E. process.
3. Complete the [Baseline Behavior Form](#) with any student who has continued or repeated noncompliance with school expectations and disruption to the learning environment.

Bronze

*Students must successfully complete Bronze expectations to be eligible to return to previous color/day level.

*All disciplinary consequences are subject to administrative review.

*Please see the Discipline Chart on page 36 for the description of disciplinary offenses which earn Bronze Level time.

Bronze Day 1 Classroom Guidelines

1. Student will remove lanyard.
2. Student will be in a designated desk away from other students.
3. Student will be given an alternative non-electronic assignment (not allowed on the computer).
4. Student will eat lunch in Room 22.

*If a student does not successfully complete Day 1 of Bronze they will report to RLC at the beginning of the next school day.

DISCIPLINE CHART

Offense	Discipline
Interaction with other students in the hallway	Loss of points. Bronze for the next class period.
Interaction with someone on Bronze	Loss of points. Bronze for the remainder of the class period.
Out of Dress Code	All Day Bronze
Any Big 6 Offense (or other Office Referral)	Bronze until seen by administration



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Profanity directed at staff	Loss of points. Follow I.E.S.C.A.P.E. process. Bronze for the remainder of the class period.
Noncompliance of expectations (6 consecutive points not earned in a 30 minute period)	Follow I.E.S.C.A.P.E. process, and Bronze for the remainder of the class period.
Refusal to go to Bronze	Follow I.E.S.C.A.P.E. process. If still refusing, contact support staff.
Student receives 79 or below on Daily Point Sheet	All day bronze the next day they are present. Day 1 served in classroom. Days 2-5 RLC.
Student does not follow RYS Safety, Respect, or Responsibility expectations	Loss of points.

Big 6 Offenses /Office Referrals– These six offenses are:

1. Assault/Fighting
2. Stealing
3. Property destruction
4. Bullying/Threatening/Harassment
5. Possession of contraband (weapon, drugs, alcohol, tobacco, etc.)
6. Gang activity (signs, references, etc.)

Any “big 6 offense” will result in the student immediately being placed on the “bronze level.” Assault*, stealing*, property destruction*, harassment* and contraband* will result in an **office referral** and any action deemed appropriate by the principal according to school board policy and the law.

***Knox County Schools and Richard Yoakley School reserve the right to add, delete, or change any information within this handbook without prior notification.

Parent Signature: _____

Date: _____

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