



Richard Yoakley School

2023-2024

"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

WELCOME

Richard Yoakley School is dedicated to being a place of mutual respect. It is the expectation that all members of the Richard Yoakley community, be they teachers, administrators, classified staff, students, parents, or guests, will follow the Richard Yoakley School-Wide expectations and treat each other as they would wish to be treated themselves. It is expected that everyone on the Richard Yoakley campus will conduct themselves in such a responsible fashion that everyone will feel safe, both physically and emotionally.

This manual is designed to provide the student and guardian with descriptions of the policies and procedures required at Richard Yoakley School. Each student's responsibility is to know and follow the policies and procedures within this handbook and those of Knox County Board Policy.

We Believe...

In students and each other.

We envision...

Richard Yoakley School staff use Positive Behavior Intervention and Supports to guide student behavior and help create a Safe, Respectful, and Responsible environment for all school community members.

We have a mission to...

Partner with students, their families, and the community, to provide an educational foundation that promotes integrity, self-esteem, and lifelong learning, which is the foundation for introducing healthy, productive, and responsible citizens to society.

General Information

Communication:

Parent Square - Beginning July 1, Knox County Schools will use ParentSquare for all our communication with families. This new platform will provide additional features and flexibility, including an easy-to-use dashboard to create posts and send direct messages, social media capabilities, newsletters, secure student-specific document delivery, automated attendance notices, integrated language translation, and more. Self-paced training and webinars specifically for administrators may be found at this link. If prompted, choose "Sign in with Google" to [log in](#) to the ParentSquare site.

Positive Behavior Intervention Support (PBIS) is a foundational element of Navigator life. We use **PBIS Rewards** to communicate positive interactions, behavioral trends, and other daily activities with students and families. [CLICK HERE](#) to view a video on basic guardian access to the platform. We are focusing on positive actions while continuing to document growth opportunities. You can set up immediate daily notifications for your students by downloading the free app on your phone. Once you download the app onto a smartphone, scan a QR code to activate your student in the app. This QR code is unique to each student and is provided to the parent via a letter from the school or email. Use this [Show Me How! tutorial](#) to learn how.

Admin Name	Title	Email Address	Phone #
Administration			
Mrs. Clayton	Executive Principal	michelle.clayton@knoxschools.org	865-245-9063
Mr. Cope	Special Education Facilitator	kristopher.cope@knoxschools.org	865-594-3790
Mr. Mabe	Counselor	david.mabe@knoxschools.org	865-594-3790
	Assistant Administrator		865-594-3790
Teaching Staff			
Teacher Name	Courses	Email Address	Google Voice #
Mr. Miazza	Art	jonathan.miazza@knoxschools.org	865-816-9773
Mr. Velasco	World History, US Govt, Econ	kevin.velasco@knoxschools.org	865-407-0658
Coach Roberson	Bus. Comm, Bus. Econ	hubert.roberson@knoxschools.org	865-407-0029
Ms. Meyer	Science	stephanie.meyer@knoxschools.org	
Dr. Ogle	English	david.ogle@knoxschools.org	
Mrs. Resciniti	English, TN History	rachelelizabet.resciniti@knoxschools.org	865-268-9285
Mr. Haddix	Math, RTI	terrence.haddix@knoxschools.org	
Ms. Roberts	ELL	lori.roberts@knoxschools.org	
Mr. Wynd	US & World History, Film Study	john.wynd@knoxschools.org	
	English, RTI		
Mr. Horton	Algebra 1, RTI, SPED Math	jesse.horton@knoxschools.org	865-407-0719
Mrs. Shanks	Geometry, Algebra 2, TN Student Success	vivat.bangurashanks@knoxschools.org	865-409-1209
Ms. Streeter	Special Education Middle School	lisa.streeter@knoxschools.org	865-315-8977
Mr. Strouth	Middle School Social Studies	rusty.strouth@knoxschools.org	
Ms. Kinneer	Middle School Math	heather.kinneer@knoxschools.org	
Ms. Trout	Middle School Science	lisa.trout@knoxschools.org	
Ms. Houston	Middle School Science	nancy.houston@knoxschools.org	
Ms. Johnson	Music	kyla.johnson@knoxschools.org	336-338-7957
Mrs. Biddle	Transition	stephanie.adcox@knoxschools.org	865-315-7926
Mrs. Sexton	Biology/Chemistry	heather.sexton@knoxschools.org	
Ms. Crowder	Special Education	lori.crowder@knoxschools.org	
Coach Eaton	PE, Wellness	tracy.eaton@knoxschools.org	

ATTENDANCE

Students will be allowed to enter the building at 8:00 am each day. Students who arrive earlier than 8:00 am will not be allowed into the building. Breakfast will be served from 8:10 am - 8:30 am. If a student is absent, the parent must call the school (865-594-3790) before 9:30 a.m. The student should bring a note to excuse absences. Only (10) ten parent notes will be accepted each school year, and parent notes should be submitted to the office within 5 days of the student's return to school.

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 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.

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 staff are 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 or Causing emotional distress to a student or students. Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property
- 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
- Creating a hostile educational environment or if the act takes place off school property or outside of a school-sponsored activity, 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.

RYS Standard Operating Procedures

Student Check-In (Search)	Student Dress Code
<ul style="list-style-type: none"> ● Electronic devices are prohibited inside the school building. <ul style="list-style-type: none"> ○ Any device found will be confiscated and held until a parent or guardian can come and get the item(s) ● Shoes and jackets will be searched, and shoes will be returned to the student. (<i>Jackets can be retrieved at the end of the school day.</i>) ● The school officer will pass a metal detector over each student. ● Once the search process is complete, students will be escorted to breakfast. 	<ul style="list-style-type: none"> ● Solid black polo, t-shirts, sweaters, or sweatshirts - NO hoods, zippers, pockets, or buttons ● Blue, black, or brown denim or Khaki pants - NO leggings, jeggings, or joggers ● Tennis Shoes NO slides, Crocs, houseshoes, or boots ● If belts are worn, they may not have studs or large buckles ● Refer to KCS policy for all other prohibited items ● Student dress code is subject to the 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).
Morning Activities	
Transportation and Bus Room	Breakfast 8:00-8:30
<p><u>Dismissal & Bus Room Expectations:</u></p> <ul style="list-style-type: none"> ● Students will remain in their last block class until called for dismissal. ● At 3:45 all students will be called to the gym to await remaining transportation. ● When called, students must report directly to their transportation or to the gym. <p><u>Transportation (KCS Bus and Shuttles)</u></p> <ul style="list-style-type: none"> ● Seatbelts must be worn when riding in KCS shuttles and remain seated at all times. ● Maintain respectful language, keep body inside the bus ● Report any suspicious activity or individuals to the bus driver <hr/> <p>1st Bus Referral: One-day suspension from bus/shuttle. 2nd Bus Referral: Loss of transportation services. <i>Manifestation and/or IEP meeting may be called if applicable</i> *** For transportation questions call 865-594-1550.</p>	<ul style="list-style-type: none"> ● Students will be escorted to the cafeteria by RYS staff. ● Students are to maintain cafeteria behavior expectations. ● Students that are late will have an opportunity to eat breakfast until 9:00 am.
	<ul style="list-style-type: none"> ● Staff will follow CDC and KCS guidelines to minimize the spread of illness. ● Guardians will be contacted for students with a fever of 100 or who have vomited. ● Only adults on the student's contact list will be contacted. ● Students are not allowed to make calls from class phones.

Class Change	Student Drivers
<ul style="list-style-type: none"> ● Remain until the officer arrives to dismiss class. ● Enter the hallway on the right side. ● Walk to the next class. ● Wait in the designated area until the previous class is dismissed. 	<ul style="list-style-type: none"> ● Students must park in designated areas only. ● Student drivers must enter the building upon arrival and proceed directly to their vehicles upon dismissal. ● Drivers may be required to turn in keys during check-in; key will be returned at 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. ● Driving violations will result in the suspension of driving privileges.
Student Computers	
<ul style="list-style-type: none"> ● Chromebooks will be stored in classrooms and should stay in the teacher's classroom to whom they are assigned. ● Students are only allowed to use devices when directed by the teacher or educational assistant. ● Only websites and material needed for academic purposes and authorized by the classroom instructor should be accessed. <p>**Students are not allowed to take RYS devices home.</p> <p>**If you need a device for home use, contact the base school for a computer.</p>	

High School Bell Schedule						
Breakfast 8:00-8:30	1st Block	2nd Block	3rd Block (RTI)	4th Block/Lunch	5th Block	Dismissal 3:30-3:45
Regular Schedule	8:30-9:55	9:55-11:20	11:25-12:40	12:45-2:05	2:10-3:30	

Middle School Bell Schedule							
Breakfast 8:00-8:30	1st Block	2nd Block	3rd Block	4th Block/Lunch	5th Block	6th Block	Dismissal 3:30-3:45
Regular Schedule	8:30-9:35	9:40-10:45	10:50-11:55	11:55-1:10	1:20-2:25	2:25-3:30	

Academic Programing

Richard Yoakley is dedicated to providing rigorous instruction and utilizing trauma-informed instructional practices. All courses follow Knox County School's Curriculum and Pacing. Students have the advantage of smaller class sizes with two adults in each classroom to provide additional academic support.

Educators at RYS encourage students to be lifelong learners. This can only be achieved through student ownership and pride in academic success. Students will be taught how to be responsible by maintaining a binder and academic planner to organize their assignments and set academic goals. Therefore, students and guardians are encouraged to track academic progress through KCS Aspen and Canvas pages.

Grading Policy: Richard Yoakley follows the KCS Grading scale.

A 90 - 100	B 80 - 89	C 70-79	D 60-69	F 0 - 59
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Incoming Grades: To support student academic success, incoming grades will be weighted

- Short-term suspensions (<45 days) and will return to base school before the end of the semester.
 - Receive grades for the work that has been done during their placement.
 - MasteryConnect reports will be provided to the base schools during exit meetings.
- Long-term suspensions (46+ day suspensions) or suspensions where a student will end the semester at RYS will follow the chart below.

Marking Periods	The incoming grade for <u>S1 & S2</u> classes will count as:	<u>Quarter credit classes</u> will count as	2022/2023 Marking Period Dates	
MP1 and MP5	(1) Formative Assessment	(1) Formative Assessment AND (1) Summative Assessment	FALL 2023	MP1- 8/8/23 to 9/8/23
MP2 and MP6	(1) Formative Assessment AND (1) Summative Assessment	(1) Formative Assessment AND (2) Summative Assessment		MP2- 9/9/23 to 10/6/2
MP3 and MP7	(2) Formative Assessment AND (2) Summative Assessment	(1) Formative Assessment AND (1) Summative Assessment		MP3- 10/16/23 to 11/15/23
MP4 and MP8	(3) Formative Assessment AND (3) Summative Assessment	(1) Formative Assessment AND (2) Summative Assessment		MP4- 11/16/23 to 12/20/23
			SPRING 2024	MP5- 1/4/24 to 2/5/24
				MP6- 2/6/24 to 3/8/24
				MP7- 3/18/24 to 4/19/24
				MP8- 4/20/24 to 5/23/24

RYS Positive Behavior Intervention Support (PBIS)

Richard Yoakley School implements Positive Behavioral Interventions and Supports (PBIS). The main focus of PBIS is to provide a transparent system for all expected behaviors at Richard Yoakley School. While many faculty and students have assumptions about what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a safe, respectful, and responsible environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

Our school-wide recognition and acknowledgment system benefits ALL students who follow our school-wide expectations. PBIS focuses on positive behavior. Students are taught and rewarded for following the expectations in all areas of the school. Students must be safe, respectful, and responsible in and out of the classroom. At RYS, procedures accomplish the following:

- Behavioral Expectations are Defined: A small number of clearly defined behavioral expectations are defined in positive, simple rules, i.e.—Be Safe –Be Respectful –Be Responsible.
- Behavioral Expectations are Taught: Behavioral expectations are taught to all students in the building and are taught in real contexts. Behavioral expectations are taught using the same teaching formats applied to other curricula.
- Appropriate Behaviors are Acknowledged: Once appropriate behaviors have been defined and taught, they need to be acknowledged regularly.
- Behavior Errors are Corrected Proactively: When students violate behavioral expectations, clear procedures are followed to provide feedback and prevent unacceptable behavior from resulting in inadvertent rewards.

School-Wide Reinforcement System

Richard Yoakley's school-wide reinforcement system provides immediate, intermittent, and long-term reinforcements, given by adults in the building, to any students displaying desired school-wide expectations. The purpose of this reinforcement and acknowledgment system is to:

- Increase the likelihood that desired behaviors will be repeated
- Focus staff and student attention on desired behaviors
- Foster a positive school climate
- Reduce the need for engaging in time-consuming disciplinary measures

PBIS Positive Behavior Management Support System

RYS is dedicated to communicating clear school-wide expectations and collecting data on student performance. Students will earn daily points that will be tracked in the PBIS system. These points can be used to purchase items weekly in the RYS Lighthouse as part of the positive reinforcement program.

Components of a School-Wide Reinforcement and Acknowledgement System

1. Immediate Acknowledgment:
 - a. PBIS Behavior Tracking: Students can earn daily points for exhibiting positive behavior, meeting performance expectations, and demonstrating positive social skills.
 - i. Daily: PBIS points, verbal affirmations, and positive phone calls home from teachers or principal
 - ii. Weekly: Students can use the PBIS points earned to purchase items in the PBIS Lighthouse Store.
2. Unexpected Acknowledgement:
 - a. We See You: Administration may highlight a specific behavior or social skill to reward.
3. Long-term Acknowledgements:
 - a. Academic Achievers: Every grading period, students passing all of their courses will participate in a celebration.
 - b. PBIS Rewards: Each semester, students that have maintained behavior expectations, have not been assigned RLC, and have not earned OSS will participate in a large-scale celebration.

Richard Yoakley Classroom and School-Wide Behavioral Expectations

Expectation	Be Safe	Be Respectful	Be Responsible	Be a Captain
Arrival	<ul style="list-style-type: none"> ➤ Arrive in dress code ➤ Maintain personal space ➤ Demonstrate self-control ➤ Follow search procedures 	<ul style="list-style-type: none"> ➤ Use respectful language, volume (0-3), and tone ➤ Respect self, others, and property ➤ Wait patiently in line 	<ul style="list-style-type: none"> ➤ Be in your assigned area ➤ Only have school appropriate items 	<ul style="list-style-type: none"> ➤ Smile and say good morning to others ➤ Encourage others
Classroom	<ul style="list-style-type: none"> ➤ Follow all classroom procedures ➤ Remain in dress code ➤ Maintain personal space ➤ Demonstrate self-control 	<ul style="list-style-type: none"> ➤ Use respectful language, volume (0-4), and tone ➤ Respect self, others, and property ➤ Be willing to work with everyone ➤ Accept corrective feedback 	<ul style="list-style-type: none"> ➤ Be aware of your progress toward graduation ➤ Come to class prepared ➤ Stay on task ➤ Complete work promptly ➤ Work to your potential 	<ul style="list-style-type: none"> ➤ Come to class with a positive attitude ➤ Be an active participant ➤ Help others ➤ Have clear academic goals ➤ Achieve your academic goals
Hallways	<ul style="list-style-type: none"> ➤ Maintain personal space ➤ Walk on the right side ➤ Demonstrate self-control ➤ Remain in dress code 	<ul style="list-style-type: none"> ➤ Use respectful language, volume (0-3), and tone ➤ Respect self, others, and property 	<ul style="list-style-type: none"> ➤ Be in your assigned area ➤ Report any concerns to staff 	<ul style="list-style-type: none"> ➤ Smile and greet others ➤ Encourage others ➤ Hold the door for others ➤ Clean up after someone else
Restroom	<ul style="list-style-type: none"> ➤ One student at a time 	<ul style="list-style-type: none"> ➤ Request restroom break appropriately ➤ Respect self, others, and property ➤ Wait patiently 	<ul style="list-style-type: none"> ➤ Flush and wash hands after each use ➤ Dispose of trash appropriately ➤ Report all concerns to staff 	<ul style="list-style-type: none"> ➤ Clean up after someone else ➤ Keeps restroom breaks to a minimum

Cafeteria	<ul style="list-style-type: none"> ➤ Sit and remain in the assigned area ➤ Maintain personal space ➤ Demonstrate self-control ➤ Remain in dress code 	<ul style="list-style-type: none"> ➤ Use respectful language, volume (0-3), and tone ➤ Respect self, others, and property ➤ Wait patiently in the serving line 	<ul style="list-style-type: none"> ➤ Get all food items when going through the line the first time ➤ Clean up after yourself 	<ul style="list-style-type: none"> ➤ Be friendly and helpful to the cafeteria staff
Departure	<ul style="list-style-type: none"> ➤ Remain seated in assigned area ➤ Maintain personal space ➤ Demonstrate self-control 	<ul style="list-style-type: none"> ➤ Use respectful language, volume (0-1), and tone ➤ Respect self, others, and property 	<ul style="list-style-type: none"> ➤ Listen to the radio for transportation to be called ➤ Take restroom break before the end of 5th block 	<ul style="list-style-type: none"> ➤ Help staff clean up classroom while you wait ➤ Smile and say good bye to others

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