**Yorkville School**

2019-2020 Student Handbook

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Contents

|  |  |
| --- | --- |
| Introduction | 3 |
| Discipline/Code of Conduct | 3-4 |
| JRP Expectations | 4 |
| Stakeholder Expectations | 4 |
| Behavior Matrix/Voice Levels | 5-6 |
| Acknowledgement System | 6 |
| Student Discipline/Consequences | 6-7 |
| Discipline Flowchart | 8 |
| Minor Behavior Incident Form | 9 |
| Office Discipline Referral Form | 10 |
| Definitions of Major/Minor Behavior | 11-13 |
| Attendance/Cafeteria | 13-14 |
| Student Dress Code | 14-15 |
| Majority to Minority Transfer Policy | 15 |
| Athletics/Band | 15 |
| Tech Devices/Grade Policies | 15-16 |
| Honors Policy/Beta/Medication | 16-17 |
| RTI2B Team/Helpful Links | 18 |
| Certification of Understanding | 19 |
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|  |  |
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**Our Mission:**

Our mission at Yorkville School is to equip each student with the tools necessary for success by providing a positive educational experience in a safe and disciplined environment.

**We Believe:**

* All students can experience success in the classroom.
* All students should be taught in a safe, positive and non-threatening environment.
* Lines of communication shall remain open between students, parents and teachers.
* Promotion of positive student self-esteem is pertinent to the learning process.
* Discipline and appropriate classroom behavior are critical to the learning process.
* Faculty and staff will display a genuine concern for each student.
* Community support is vital to the success of our educational process.
* Technology is an integral part of the daily learning process.

**Discipline**

The 2019-2020 school year will be the beginning of the implementation of the Response to Instruction and Intervention for Behavior (RTI2-B) program. RTI2-B is a preventative system for managing student behavior using a positive, nurturing environment. Administrators, teachers and staff teach students how they are expected to behave in the halls, classrooms, common areas, assemblies, events, restrooms, etc. When students do well, authority figures will acknowledge and praise that behavior. That acknowledgement encourages students to continue to do well. In focusing on positive behavior, we will see tremendous results both in student behavior and student achievement.

For more information on the RTI2-B program, including research that verifies effectiveness, visit tbspmemphis.org.

**Code of Conduct**

All members of the school community – students, staff, and parents – must know and understand the standards of behavior which all students are expected to abide by, as well as the consequences, when these standards are not met.

YES HOUSE RULES:

School-wide Expectations



**Just Do Your Best**

**Respect Yourself and Others**

**Prepared To Work**

**Yorkville School Expectations Matrix**

The Yorkville School behavior matrix outlines the positive behavior expectations for each area of our school. Students who display expectations will be rewarded to reinforce positive behaviors. Guided lessons plans will be used to teach students each specific area found in the matrix.

Lesson plans will be used to teach students exactly what the expectations for each area of the school looks like and sounds like. These plans will be taught to all students on the first day of school each year, and retaught after each break period. Posters displaying these expectations will be displayed in all settings of the school for easy reference for teachers and students. Homeroom teachers will be responsible for teaching lesson plans to students who may enroll after the initial introduction day.

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|  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **EXPECTATIONS** | **Classroom** | **Hallways** | **Restrooms** | **Gym/ Playground** | **Cafeteria** | **All Settings** | | **Just do**  **your best** | Participate  Pay Attention  Follow Directions  VL - Teacher | Soft Feet  Always walk on the right hand side  K-4- VL-2  5-8-VL-2  \*Except when going to/from lunch …   K-8 VL-0 | Go  Flush  Wash  Garbage in Can  VL-2 | Follow P.E. directions  Put equipment away  Follow game rules  VL-3 | Show kindness  Stay in line  Get all needed items before sitting  Eat then visit  VL-2 | Positive words  Leave areas  cleaner than  you found  them | | **Respect yourself and others** | Stay on task  Follow teacher’s directions  Own your actions  VL - Teacher | Gently close lockers  Hands to self  Stay in your space  Own your actions  VL-3  \*Except when going to/from lunch …   K-8 VL-0 | Honor Privacy  Hands to self  Keep water in sink  VL-2 | Hands to self  Use positive words  Include others  Show good sportsmanship  VL-2/3 | Eat with fork/spoon  Chew with mouth closed  Clean area  Listen to monitors/ workers  Eat only from your tray/food  VL-2 | Hands and feet to self | | **Prepared**  **to work** | Assignments completed on time  All supplies every day  VL-Teacher | Be on time  VL-2  \*Except when going to/from lunch …   K-8 VL-0 | Return to class promptly  VL-2 | Participate in activities | Listen to directions  Feet on floor  Line up when directed with hands to self  VL-2 | All supplies  ready | |

**Voice Levels**

**4 OUTSIDE VOICE**

**3 Speaker voice**

**2 Table Talk**

**1 Whisper partner talk**

**0 silent**

The Voice Level chart will be used to signal the proper level of noise for various places within Yorkville School. Students, teachers, and staff will work together to learn this process and implement it with success.

**Acknowledgment System**

Students who display the behaviors on the positive behavior matrix will receive positive stamps from any staff member. Students can use these stamps to purchase items from the JRP store. The JRP store will be open the last calendar day of each school month. Students do not have to spend their stamps each month. In addition to JRP stamps, students can receive a positive office referral (POR) for above and beyond normal positive behavior. When students receive a POR, they immediately go to the office and place a phone call to the person of their choice to celebrate this POR.

**Student Discipline**

Although the primary focus of Yorkville School will be on teaching and reinforcing positive behavior expectations, there must also be a process in place for effective discipline, when warranted. Below is a flowchart that outlines the procedures for faculty, staff, and administrators to handle student discipline. Misbehaviors are broken down into major or minor categories. Some minor behaviors will be handled within the classroom, while major behaviors will handled by school administration. As noted on the flowchart on the following page, four or more minor behaviors will be considered one major behavior.

**Consequences**

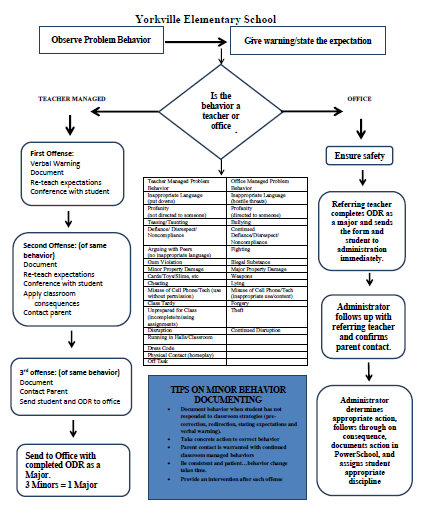
The following progressive consequences may be assigned for MAJOR behaviors. Lower level consequences may be skipped due to severity of the offense. This discipline rubric is a general guideline and can be varied by the proper administrator at his/her discretion. Policies and consequences may remain in effect whether the infraction is on or off campus, or during, before or after school hours.

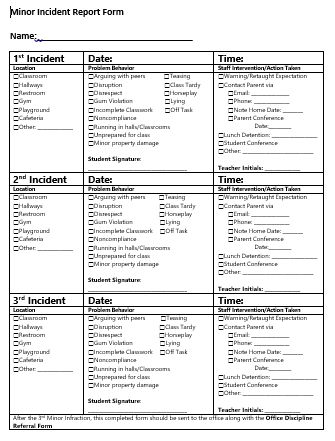
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| --- | --- | --- | --- | --- | --- |
| Major Referrals | 1st Offense | 2nd Offense | 3rd Offense | 4th Offense | 5th Offense |
| Progressive Consequences | Assigned detentions (lunch or activity), Detention, or Community Service | Assigned In-School Suspension (ISS) | See 2nd Offense Consequences and Set up Parent Meeting to Discuss Behavior Folder | Continue behavior folder documentation  ISS | See 4th Offense Consequences  Disciplinary Hearing Board Meeting |

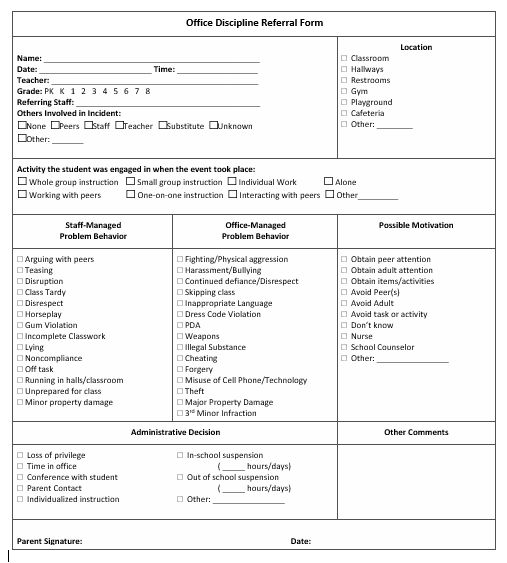
**Majors/Minors**

Student misbehaviors will be classified into major or minor categories. Majors are to be dealt with immediately by school administration. Majors include, but are not limited to, zero-tolerance offenses. Minor behaviors are managed within classrooms until students accumulate 3 or more minor incidences. Three or more minor behaviors will result in one major behavior offense with the consequences outline above in the progressive chart.  
 A Minor Behavior Incident Form (MBI) will be used to track student behaviors that will be managed within the classroom. On the third DOCUMENTED incident, students can be sent to the office for appropriate discipline from administration.   
 An Office Discipline Referral Form (ODR) will be used to document MAJOR student behavior for administrative discipline management.   
 The pages following include a more detailed description of major and minor behaviors.

**Discipline Flow Chart**

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**  
  
Definitions of Major and Minor Behaviors**

|  |  |  |
| --- | --- | --- |
| **Minor Problem Behavior** | **Definition** | **EXAMPLE**  **Handled by teacher** |
| Cheating | Student uses someone else’s work as their own. |  |
| Defiance/Disrespect/ Non-compliance  (M-Disrespect) | Student engages in brief or low-intensity failure to respond to adult requests. | Talking back, not following directions, sleeping, ignoring teacher, refusal to complete assignment |
| Disruption  (M-Disruption) | Student engages in low-intensity, but inappropriate disruption. | Intentional distractions, noises, pranks, annoying statements/questions, breaking line, making messes, throwing paper wads, tapping pencil, out of seat, passing gas |
| Dress Code  Violation  (M-Dress) | Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district. | Clothing too short or revealing, holes in pants, hats/caps, bulky clothing, offensive or suggestive clothing, leggings not worn with proper length tops |
| Inappropriate Language  (M-Inapp Lan) | Student engages in low-intensity instance of inappropriate language. | Put downs, taunts, or slurs of a non-offensive nature, saying stupid, ugly, shut up, etc., |
| Profanity | Inappropriate language, cursing | Inappropriate language or curse word not directed at anyone specifically |
| Taunting/teasing | Inappropriate comments and/or unwanted verbal, physical, or emotional advances | Making faces, calling other students names such as gay, fag, retard, whore, or pimp without the receiver feeling uncomfortable or threatened |
| Name calling | Use of disrespectful, hurtful language | Putdowns, taunts, or slurs of a non-offensive nature, mild oaths not directed at an individual. Offensive communications targeting race, gender, faith, etc. of others. |
| Physical Contact/ Physical Aggression  (M-Contact) | Student engages in non-serious, but inappropriate physical contact. | Horse play, playful grabbing, pinching, non-aggressive punching or slapping, chasing, shoving, “not keeping hands and feet to self”, PDA |
| Property Misuse  (M-Prpty Misuse) | Student engages in low-intensity misuse of property. | Breaking pencils/crayons, kicking furniture, mishandling textbooks/library books/tearing up paper/assignments, handouts, slamming locker |
| Tardy  (M-Tardy) | Student arrives at class after the bell (or signal that class has started). | Students enter classroom after bell rings without excuse or an admit slip |
| Technology Violation  (M-Tech) | Student engages in non-serious but inappropriate (as defined by school) use of cell phone, smart watch, pager, music/video players, camera, and/or computer. | Using computer time inappropriately, possessing electronic devices without permission |
| Other  (M-Other) | Student engages in any other minor problem behaviors that do not fall within the above categories. |  |

| **Major Problem Behavior** | **Definition** | **EXAMPLE**  **IMMEDIATE OFFICE REFERRAL** |
| --- | --- | --- |
| Defiance/Disrespect/ Insubordination/ Non-Compliance  (Disrespect) | Student repeatedly engages in refusal to follow directions, talks back, and/or delivers socially rude interactions. | Repeatedly refusing to comply with rules/expectations, leaving class without permission, verbal defiance/ argumentative |
| Disruption  (Disruption) | Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior. | Screaming, loud talk, fighting. Any behavior more than nagging that impedes the educational environment |
| Abusive Language/ Inappropriate Language/ Profanity  (Inapp Lan) | Student delivers verbal messages that include swearing, name calling or use of words in an inappropriate way towards adult or other student. | Cursing at another student or adult, slandering another person, hostile threats either written, spoken, or non-verbal |
| Harassment/Bullying  (Harass) | Student delivers disrespectful messages\* (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes.  *\*Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities, or other personal matters.* | Repeated verbal harassment or abuse, inappropriate touching, gesturing, notes, or pictures |
| Fighting  (Fight) | Student is involved in mutual participation in an incident involving physical violence. | Hitting with intent to hurt, punching, kicking, hair pulling, scratching, choking |
| Property Damage/Vandalism  (Prop dam) | Student participates in an activity that results in destruction or disfigurement of property. | Purposely breaking classroom materials, throwing desks, chairs, computers, destruction of any school property |
| Skip class  (Skip) | Student leaves or misses class without permission. |  |
| Technology Violation  (Tech) | Student engages in inappropriate (as defined by school) use of cell phone, smart watch, pager, music/video players, camera, and/or computer. | Inappropriate use of device, inappropriate content on device |
| Lying  (Lying) | Student delivers message that is untrue and/or deliberately violates rules. | Forged notes from parents, doctors, teachers. |
| Forgery/ Theft  (Forge/Theft) | Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person’s name without that person’s permission. | Forged notes from parents, doctors, teacher, etc.  Stealing, hiding/purchasing stolen property, aiding someone in stealing |
| Gang Affiliation Display  (Gang Display) | Student uses gesture, dress, and/or speech to display affiliation with a gang. |  |
| Use/Possession of Alcohol  (Alcohol) | Student is in possession of or is using alcohol. | Smelling of alcohol, possession of alcohol |
| Use/Possession of Combustibles  (Combust) | Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid). | Has possession of any combustible items |
| Use/Possession of Drugs  (Drugs) | Student is in possession of or is using illegal drugs/substances or imitations. | Has possession of any illegal substance or imitations |
| Use/Possession of Tobacco  (Tobacco) | Student is in possession of or is using tobacco. | Has possession of tobacco products |
| Use/Possession of Weapons  (Weapons) | Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm. | Has possession of weapons |
| Arson  (Arson) | Student plans and/or participates in malicious burning of property. | Setting fires to or on school property. Possession of combustible items |
| Bomb Threat/ False Alarm  (Bomb) | Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion. | Written or verbal bomb threat, deliberately pulling fire alarm when not warranted, planting an explosive device on school grounds/property, making or attempting to construct a bomb at school |
| Other Behavior  (Other) | Student engages in problem behavior not listed. |  |

**\*\*\* These behavior definitions are not all inclusive. Decisions concerning major/minor classifications and consequences are up to administration.**

**Attendance**

Students are expected to be in school each day. Absences will be excused for these reasons:

1. Illness of the student
2. Serious illness or death in the immediate family
3. Emergency medical or dental attention; scheduled medical appointments
4. Special religious observances

Parents are asked to notify the school when a child is going to be absent. This should be done as early as possible in the mornings. If not, parents will receive a call to verify that the student is absent. Students should bring a note upon returning to school describing the reason for the absence. **It is the student’s responsibility to obtain make-up work from teachers.** Students will have **one day for each day missed** to complete make-up assignments. Parents are requested to make routine dental and medical appointments after school hours. *A dentist note will not be accepted for an entire day unless there was extensive work done and the note states the extent of the work.*

Per school board policy, each student will be allowed to submit a maximum of **five** parent notes throughout the course of the school year for excused absences. After these five parent notes, only a doctor, dentist, or funeral note will be accepted for an excused absence. Every three unexcused tardies will count as an unexcused absence. After the 8th unexcused absence, a phone call to the parent or certified letter through the mail will indicate a warning of truancy danger. **Upon the 10th unexcused absence, a child will be reported to the Gibson County Truancy Board. Please note that students can be retained for absenteeism.** **The principal has the authority to waive any case that violates this policy due to unusual or exceptional circumstances.**

*\*Students arriving late or leaving early must be signed in/out in the office.*

**Attendance Recognition**

Students will be recognized and rewarded monthly for perfect attendance. Perfect attendance certificates are awarded at the end of the school year. **Tardies (coming in late or leaving early) will prevent a student from being eligible for perfect attendance.**

**Cafeteria**

Students are expected to be orderly and follow procedures while in the cafeteria. Breakfast is served daily beginning at 7:20 for 4-8 students and at 7:40 for K-3 students. All students receive free breakfast.

**Student Dress Code**

Students are asked to dress in an appropriate manner. Clothing that attracts unnecessary attention, poses health or safety problems, or creates an embarrassment for others is unacceptable.

1. Shorts can be worn anytime. Shorts must be worn to mid-thigh (in most cases we use the finger tips measurement). Skirts must be no more than 3 inches above the knee.
2. Hats or caps not allowed to be worn in the buildings and should not be brought to school except on designated days.
3. Trench coats or large bulky clothing should not be worn at any time.
4. Only girls may wear earrings. Tongue, eyebrow, or other visible piercings are not permitted.
5. Spaghetti strap tank tops are not permitted unless covered by a sweater or jacket at all times. No cut-off shirts or tank tops allowed for boys. **THIS APPLIES TO ALL GRADE LEVELS.**
6. Midriff will not be exposed at any time. If a student raises his/her hands above the head and the stomach shows, the shirt is inappropriate.
7. Pants will be worn around the waist. They may not hang below the waist. Pants should be free of rips or holes. Belts will be required for students who do not follow this guideline.
8. Clothing that is, in the opinion of the principal, to be suggestive or offensive will not be allowed. This includes any clothing that is gang related or depicts any form of violence, sexually explicit messages, or crude humor.
9. **Leggings must be worn with shirts or dresses that are no more than 3 inches above the knee.**

Students that violate dress code will be required to contact parents for a change of clothing. Students will not be permitted to attend classes until clothing complies with dress code.

**Majority to Minority Transfer Policy**

The GCSSD shall permit students from other school districts to transfer to the GCSSD if race of the student who plans to transfer in is in the minority at the GCSSD School to which he/she applies to transfer. These requests will be considered only if there is space available.

**Athletics**

Yorkville School combines with Spring Hill for boys and girls basketball and cheerleading. We combine with other district schools to participate in football, baseball, softball, soccer, golf, and volleyball.

Performance in athletics is extracurricular and therefore secondary to academic performance. Student athletes must maintain passing grades, obey school rules, and maintain appropriate behavior. Players are expected to attend practice sessions. Coaches and players will work together in an atmosphere of mutual respect. Violation of rules and team policies may result in removal from the team.

**Band**

Band is available for students in grades 6-8. In this program, students receive musical instruction and are given opportunities to participate in a variety of concert and marching activities.

**Mobile Electronic Devices**

All students have the right to be educated in a positive learning environment free from disruptions. Students are expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the instructional process. We acknowledge the importance of electronic communication between students and parents. In addition, we acknowledge the potential of devices to achieve large-scale impact on learning. Therefore, students are permitted to have mobile devices in school, but only allowed to use at the discretion of their teacher and/or the administrator for instructional purposes. **Devices should be turned off unless instructed otherwise by the teacher and/or administrator. If there is an emergency, the parent can contact the school office.**

In permitting the possession of such devices, the district, the school site, its administration and employees assume no liability for the loss or damage of the device. This includes use in the school on a GCSSD bus, field trips, or athletic events.

During times of testing, teachers may request that students place phones in a secure location in order to reduce the possibility of compromised test security.

Students in violation of the policy will have their devices confiscated and held by the administrator. Parents will be contacted and asked to pick up the device.

Mobile devices are not to be used for unethical or unlawful purposes. A student who violates this policy may be prohibited from ringing a device to school or school-related activities

**Grading System**

(Grades 2-8)

A…………………………………….93 – 100

B…………………………………….85 – 92

C…………………………………….75 – 84

D…………………………………….70 – 74

F……………………………………..Below 70

**Honor Roll**

Students in grades 3 – 8 with an average of 92 or higher and no grade below an 85 for the nine week grading period will be on the honor roll.

*A Honor Roll*

Student must have all As for the grading period.

*A/B Honor Roll*

Student must have all As and Bs or all Bs (no grade below and 85) for the grading period.

**Honors Reception**

Students in grades 3 – 8 with an average of 92 or higher and no grade below an 85 for the first three nine week grading periods will be invited to the honor reception.

**Beta Club**

Membership is based on scholastic achievement and character. Students completing the first semester of 6th grade will be considered for membership.

**First Aid Policy/Medication**

If under exceptional circumstances a student is required to take prescription or non-prescription medication during school hours and the parent cannot be at school to administer the medication, only the Principal or principal’s designee (the school nurse if available) will assist in self administration of the medication. Students are not allowed to self-carry medication unless special circumstances exist such as medication needed for emergency treatments (epi-pen and inhalers) or chronic conditions (diabetes and cystic fibrosis). Please speak with the school nurse to discuss procedure and documentation in these circumstances. **ALL MEDICATIONS that are administered or self-administered at school require proper documentation be in place in the principals or nurses office.**

*The following rules apply to medication at school:*

Prescription and non-prescription medications must be brought to school and removed from the school by the parent.

**Documentation must be in place for a student to receive medication at school.**

* **Prescription medications must be in a properly labeled bottle with the student’s name, name of medication, name of physician, time to be administered, dosage and directions, possible side effects if known and termination date of medication. This medication must be up to date. If your child will be taking the medication at school and at home you will have to ask your pharmacist to split it in two bottles. Only a pharmacy labeled bottle will be accepted at school.**
* **Prescription medication must have a signed medication form at school that has both parent and doctor signature. These forms are available online at the GCSSD web page or from your school nurse/office.**
* **Non-prescription medication must be brought to school by the parent/guardian in an unopened, labeled bottle and must be the right dose for the students age/size. We will only administer this medication based on the label recommendations.**
* **Non-prescription medication must have a signed medication form at school with the parent signature.**

We will not administer medications on an as needed basis for those students who do not have the medication and documentation at school.

Please help us keep your child safe by notifying us of, and supplying us with, any emergency medications your child may need.

**Emergency Drills**

Fire drills are conducted once per month and tornado drills are conducted each year. Detailed plans for fire drills are posted inside the door of each classroom. During tornado drills, each classroom goes to a designated area within the building.

The school is prepared for a variety of emergency situations. Out of concern for student well-being, we do not publish all emergency plans for open circulation. A detailed emergency preparedness plan is available at the school office.

**RTI2-B Team**

|  |  |  |
| --- | --- | --- |
| Sharon Lee | Principal,  Time Keeper | lees6@gcssd.org |
| Rachel Barber | Asst. Principal, Lead Teacher Data Analyst | barberr@gcssd.org |
| Tracy Abbott | Special Ed. Teacher, Team Coach | abbottt@gcssd.org |
| Lori Allen | Third Grade Teacher, Communicator | allenl@gcssd.org |
| Felecia Eddlemon | Computer Lab, Recorder | eddlemonf@gcssd.org |

**Helpful Links**Tennesseebsp.org

PBIS.org

Tbspmemphis.org

**Parents/Guardians**

Please sign the statement below verifying that you and your child have received a copy of the handbook and reviewed the content together. Return this signature page to your child’s homeroom teacher within one week.

* I have read and understand all of the rules set forth in this handbook.
* I have read and understand the requirements for Beta Club on page 17 of this handbook.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature Date

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Student Signature Date