

# Roan Creek Elementary School

Student/Parent Handbook

2022-2023



This handbook is provided to help students and parents gain a better understanding of Roan Creek Elementary's mission, procedures, policies, and expectations. This handbook is not intended to be a complete listing of every guideline, but rather a general outline of policies and procedures to help establish a safe and enjoyable school environment for students, staff, and parents.

All Roan Creek Elementary students and parents are asked to read and review the contents of this handbook, as well as, read and review the Johnson County District handbook. After reading the handbook, please print and sign the acknowledgement form. Return the form to your child's homeroom teacher during the first week of school.

The RCE handbook and the Johnson County handbook should be kept accessible for future reference. Both can be located and accessed online.

Should you have any questions about this handbook or any of RCE's procedures and policies, please contact Dr. Cheri Long, Principal at Roan Creek Elementary either by phone (423)727-4964 or by email at [clong@jocoed.net](mailto:clong@jocoed.net)

### **Roan Creek Elementary Office Staff**

Principal: Dr. Cheri Long [clong@jocoed.net](mailto:clong@jocoed.net)

Assistant Principal: Mrs. Angie Long [along@jocoed.net](mailto:along@jocoed.net)

Secretary: Mrs. Amanda Potter [apotter@jocoed.net](mailto:apotter@jocoed.net)

Bookkeeper: Mrs. Theresa Wexler [twexler@jocoed.net](mailto:twexler@jocoed.net)

School Nurse: Mrs. Catie Lunceford [clunceford@jocoed.net](mailto:clunceford@jocoed.net)

SRO Officer: Jonathan Lunceford Johnson County Sheriff's Office

School Address: 2410 Roan Creek Road  
Mountain City, TN 37683

School Phone Number: (423) 727-4964

School Fax Number: (423) 727-2164

RCE Website: <https://www.jocoed.net/6/home>

RCE Facebook Page:

**Roan Creek Elementary Faculty and Staff- 2022-2023**

<b><u>Head Start</u></b>	Angie Miller	Nikki Campbell	
<b><u>Kindergarten</u></b>	Kayla Arnold	Bailey Kerley	
<b><u>First Grade</u></b>	Erica Captain	Stephanie Cronan	Alice Johnson
<b><u>Second Grade</u></b>	Wendy Clifton	Andrea O'Donnell	
<b><u>Third Grade</u></b>	Melissa Summerow- ELA/SS	Megan Davis-Math/SCI	
<b><u>Fourth Grade</u></b>	Amber Greever- ELA	Rob Timbs- Math	Scott Conley-SS/SCI
<b><u>Fifth Grade</u></b>	Beth Reynolds-ELA/SS	Holly Stauffer-Math/SCI	
<b><u>Sixth Grade</u></b>	Cheryl Guthrie-ELA	Line Stalvey- Math	Tabitha Farrow- SS/SCI
<b><u>RTI Specialists</u></b>	Whitney Colson (Reading)	Taffy Dugger (Math)	
<b><u>Librarian</u></b>	Chelley Henson	<b><u>PE</u></b>	Penny Gentry
<b><u>ART</u></b>	Tara Thompson	<b><u>Technology</u></b>	Evelyn Ainsworth
<b><u>Music</u></b>	Kim Franklin	<b><u>Counselor</u></b>	Mary Lipford
<b><u>Special Education</u></b>	Bev Gambill (CDC)	Ashlynn Tester	Karissa Cornett
<b><u>ELL</u></b>	Christi Blankenbeckler	<b><u>Gifted</u></b>	Andy Wright
<b><u>Occupational Therapy</u></b>	Paula Howard	<b><u>Physical Therapy</u></b>	Tonya Mink

**Speech**

Caitlyn Garrett, SLA

Monica Nichols, SLPA

**Behavioral Coach**

Kory White

**Project B.A.S.I.C.**

**Instructional Assistants**

Pam Crowder  
Kim Artidiello  
Angela Brown  
Raquel Luna  
Abby Cornett  
Carol Mitchell  
Summer Young

**Special Education Assistants**

Nikki Beam  
Sonya Crowder  
Tonya Proffitt  
Angie Brown  
Desiree Miller  
Madison Potter  
Heidi Kampfer  
Mikayla Carroll

**Head Start Assistants**

Melanie Porter  
Lori Faircloth

**Custodians**

Austin Datz  
Crissy Bowers  
Kellie Chappell  
Debbie Roark

**Cafeteria**

Mary Ann Wilson      Mona Shatley      Betsy Casey  
Brenda Norris      Alma Poteet

## **Roan Creek Elementary School Vision**

At Roan Creek, we are committed to our vision of the highest levels of teaching and learning, supported by these four critical elements:

### **Collaborative Culture**

- Grade levels and subject level groups collaborate about student data, pacing, and student work in order to promote student success and achievement.
- Parents/Guardians are encouraged to be active and willing partners who support the learning environment and process.
- Students are encouraged to set individual academic goals based on their personal data and conferencing with their teachers.

### **Quality Instruction**

- Classroom instruction is student centered and reflects high expectations for all students.
- Teachers model a positive enthusiasm for learning by using a variety of instructional methods.
- Student success is demonstrated through consistent progress monitoring.

### **Resource Utilization and Development**

- Teachers have access to research-based resources that are implemented to ensure student success.
- Student learning is enhanced by effective implementation of available technologies.
- Relevant professional development supports teachers through development of necessary skills needed to ensure student success.

### **Leadership for Change**

- Collaboration with all stakeholders occurs to develop guidelines and procedures that are consistent throughout the school.
- Teacher effectiveness is primarily defined in measurement of student success.
- School leaders build relationships with students on trust, respect, and mutual understanding.

## **Roan Creek Elementary School Improvement Goals- 2022-2023**

**Roan Creek Elementary School Improvement Goals will be posted online after the school data team meets to discuss current student academic data.**

## **ARRIVAL and DISMISSAL (Drop-Off and Pick-Up Procedures)**

### Head Start Students

#### ▪ Drop-Off Procedures

Head Start may begin dropping off students by 7:45 A.M. Head Start parents must park in a parking spot and walk their child to the door at the Pre-K canopy to sign them in. If you arrive after 8:00 A.M., the parent/guardian will need to walk their child into the main office to sign your child in.

#### ▪ Pick-Up Procedures

Head Start will be dismissed at 2:45 P.M., with an option to stay until 3:00 P.M. This dismissal will take place at the Pre-K canopy, where they are dropped off each morning. Head Start parents must park in a parking spot and walk to the Pre-K door to sign out their child.

## **\*\*IF YOU HAVE OTHER CHILDREN AT THE SCHOOL, YOU MUST RETURN TO YOUR CAR AND PROCEED TO THE K-6 STUDENT PICK-UP LINE.**

### K-6 Students

You must provide written notice when making changes to your child's pick-up person or schedule. When unforeseen circumstances arise and you have no choice but to make other arrangements, calls must be received in the office by 2:00pm to guarantee that your child will receive the message.

#### ▪ Drop-Off Procedures - 7:30 A.M-8:00 A.M.

- Use the drop-off/pick-up lane at the front of the building unless you have received other instructions.
- The curb-side lane is a traffic lane and is the only lane where vehicles may stop to allow students to exit. The driver must remain in the vehicle.
- The left lane is for vehicles that are either circling the parking lot to exit or for those planning to park.
- Once your child exits the vehicle, please continue driving forward through the parking lot in procession with other vehicles in line.
- Make sure your child is ready to exit the vehicle as you approach the drop-off point.
- If another adult from your vehicle accompanies the child into the school, the driver of your vehicle must pull into a parking spot to wait.
- Students must exit the vehicle from the passenger side only.
- There should be no stopping in the left lane unless you are stopping for pedestrians at the crosswalks or at the direction of the adult on duty.
- Students should NEVER be allowed to exit the vehicle from the left lane.
- Parents who park must walk their child to the crosswalks.

- Staff members are on duty beginning at 7:30 A.M. at the front curb. You must follow their directions as you drop off your child.
- Do NOT enter the parking lot through the “DO NOT ENTER” section of the parking lot.
- Pick-Up Procedures
  - Students with the last names A-L will be picked up on the office side of the building at the Kid’s Corral Canopy.
  - Students with the last names M-Z will be picked up on the gym side of the building at the Gym Canopy.
  - When picking up your child, as you turn onto the school grounds- turn to the right and proceed to the correct pick up lane.
    - Call the office for more details if needed.
  - Remain in your vehicle at all times.
  - No cars are allowed to park at the curbside (fire lane) until 2:55 P.M. This is a fire lane and must remain accessible to emergency vehicles during school hours.
  - Do not block the handicap parking spaces at any time.
  - The dismissal bell rings at 3:00 P.M. At that time, students’ names will be called via walkie-talkie in the order that cars are lined up.
  - Staff members will escort students to the appropriate car. Parents/guardians should not leave their vehicle.
  - Proceed very slowly and cautiously through the pick-up line.
  - Do not pass the car ahead of you unless directed by a staff member to do so.

**STATE LAWS PERTAINING TO SCHOOL GROUNDS:**

1. Always use the crosswalks.
2. It is against the law to have a hand-held device while driving on school grounds. Refrain from using your cell phone while your car is in motion.
3. Refrain from using tobacco products while on school grounds.
4. Provide written notice when making changes to your child’s pick-up person or schedule. When unforeseen circumstances arise and you have no choice but to make other arrangements, calls must be received in the office by 2:00pm to guarantee that your child will receive the message.

## **ATTENDANCE POLICY**

Student success is directly related to school attendance. Our yearly goal is to have a 95% or higher rate of attendance. Students who miss more than eight days of school do not perform as well on state tests as compared to those who miss less than eight. Not only is instruction missed on the day of an absence, but students can fall behind on the assignments that follow. Please help your student build the habit of regular attendance and promptness. If your child is out due to illness, please call our office by 9:00 A.M., and try to provide a doctor's note.

Our attendance system will do an automatic call out if your child is tardy or absent. When a pattern of absences is observed, the parent or guardian will be contacted by the Assistant Principal or the Johnson County Schools Attendance Supervisor.

### ***Family vacations are not excused.***

Once a student has accrued **THREE** unexcused absences, the school will send a letter of warning home that reminds parents of the Johnson County School System Truancy Policy.

At **FIVE** unexcused absences, parents will be given ten days to turn in excuses from the last day of the last unexcused absence. If excuses are not turned in to the office, a meeting with the parent will be held with the principal or assistant principal where a plan/contract will be created.

The student will remain in "Tier 2" for the rest of the school year if all guidelines found in the plan/contract are met. The student will be advanced to "Tier 3" if guidelines in the "Tier 2" contract are not met.

At **TEN** unexcused absences, the parent will be required to appear before the Attendance Review Committee at Central Office. After that meeting, if the student has any additional unexcused absences, a petition will be filed in juvenile court.

### ***PLEASE MAKE SURE ALL EXCUSES ARE TURNED IN TO THE OFFICE IN A TIMELY MANNER TO AVOID ATTENDANCE MEETINGS.***

## **Chronic Absenteeism**

"The Tennessee Department of Education believes that in the strong evidence that student absenteeism has a profound influence on academic outcomes and that reducing chronic absenteeism will help improve life outcomes for students. The state chose chronic absenteeism as a top priority through a stakeholder engagement process and chronic absenteeism will be a part of district and school accountability systems in Tennessee. The measure the state has developed is called the Chronically Out-of-School Indicator, and is defined as a student missing 10 % or more of actively enrolled days for any reason-excused or unexcused."



## **Early Dismissal Policy**

Early dismissals should be limited in number. Students miss valuable instructional time when they are picked up early. Parents are asked to make every effort to schedule appointments on non-school days and after school hours. If an early dismissal is necessary, a parent or other authorized adult must come into the office to officially sign out a student.

When you know in advance that your child must leave school before the end of the day, please inform the teacher by sending a note with the time for early pick-up. For the safety of students, only adults listed by the parents in Skyward will be permitted to pick up students. A physician, dentist, or proof of appointment note will be required to excuse any early dismissal.

If early dismissals become excessive, you may be required to attend a Truancy Review Board meeting. After School Detention (ASD) may be required to make up missed instructional time from unexcused early dismissals.

If you have completed the Early Dismissal Plan form for a weather-related or other system dismissal, please be sure to update that information with any changes that occur during the school year. Early dismissals happen suddenly. School staff will follow your instructions, but you will need to have an alternate plan for someone to pick up your child if you are away from home when and if school is dismissed early.

**On early dismissal days, students who do not ride the bus should be picked up within 45 minutes of the announced dismissal time.**

## **Tardy Policy**

A “little” late is too late! All students are expected to arrive promptly and be ready to begin their day of learning. A tardy occurs when a student is not in their classroom by 8:05 A.M. Students arriving at school after 8:05 A.M. must report to the office with a parent/ guardian for a tardy slip. Teachers will not admit a student to the classroom without this slip.

At ***five unexcused tardies***, parent contact will be made by phone or letter. Once a student reaches five unexcused tardies, he or she will be required to stay for ASD to make up instructional time lost. The parent will be informed of the day that ASD will occur. Each time your child accrues ***five more tardies (at 10, 15, etc.) ASD will be assigned.***

If your child has an appointment and will be arriving late, please bring your child’s excuse and turn it into the office when signing in your child.

## **BEHAVIOR**

Roan Creek Elementary is in its 2<sup>nd</sup> year of training with the Tennessee Department of Education's trauma-informed schools grant. A team of teachers and administration attend training and then train the faculty and staff on trauma-informed practices.

Creating a **trauma-informed school** is one in which all school administrators, teachers, staff, students, families, and community members recognize and respond to the behavioral, emotional, relational, and academic impact of traumatic stress on those within the school. By implementing trauma-informed practices, schools have the greatest potential to positively impact students, regardless of their trauma history. Trauma-informed practices are good for all students. A trauma-informed school is one where all students feel safe, welcomed, and supported.



**Bullying** is defined as unwanted, aggressive behavior that involves a real or perceived *power imbalance*. The behavior *is repeated, or has the potential to be repeated, over time*. The imbalance of power involves the use of physical strength, access to embarrassing information, or popularity to control or harm others.

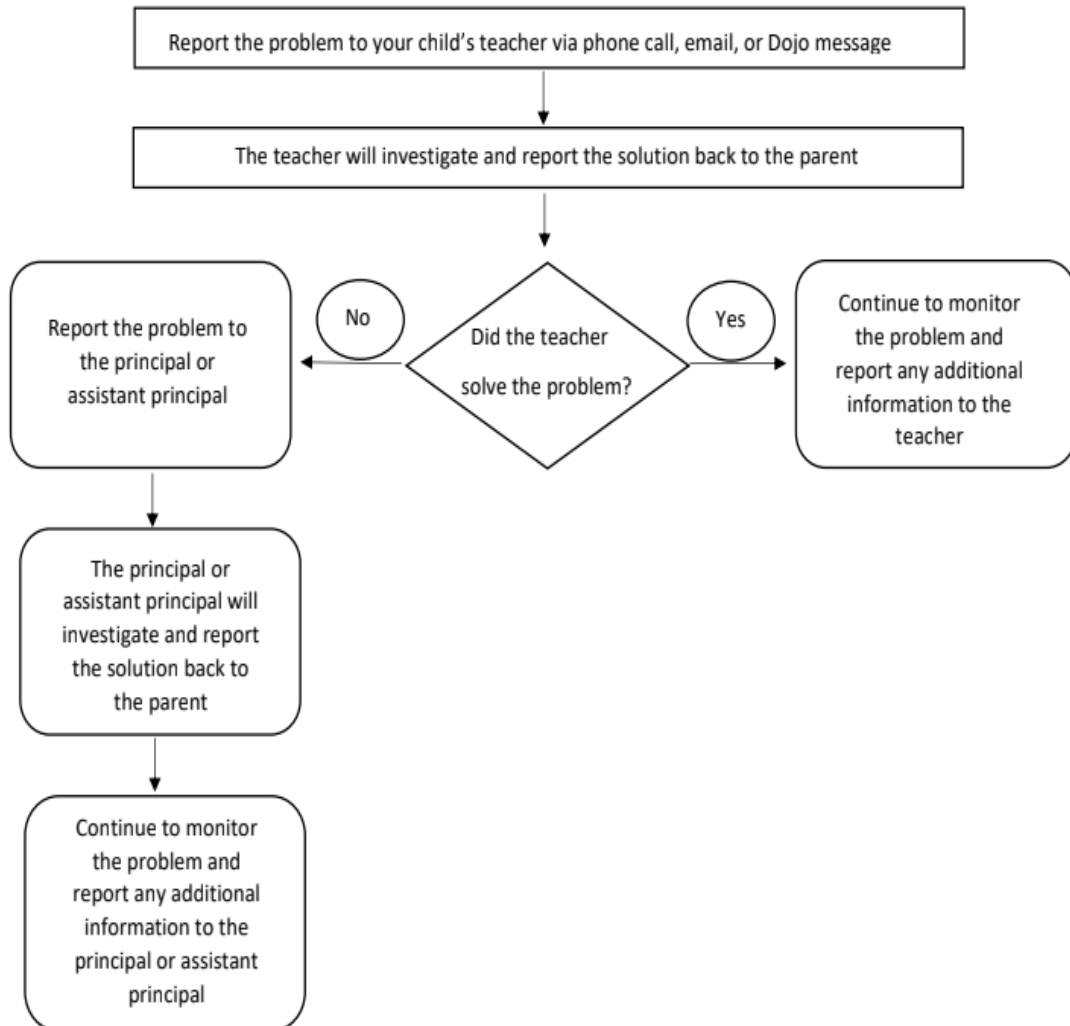
**Harassment** is any unwelcome conduct based on a protected class under the federal civil rights laws that is severe, pervasive or persistent and creates a hostile environment that interferes with or limits a student's ability to participate in or benefit from services, activities, or opportunities offered by a school.

**Cyberbullying** is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chat, and websites.

Johnson County School District has policies and reporting protocols specifically regarding these behaviors. If these behaviors are suspected, contact the principal at the school.

# Reporting School Related Issues

If your child comes home with a school related issue, please follow the steps in the chart below to solve the problem.



## **CELL PHONE/ELECTRONIC DEVICE POLICY**

- Students will be assigned a Chromebook for school use. Parents/guardians and students must complete the paperwork (Acceptable Use Policy) prior to these devices being issued to students.
- **Students are not permitted to bring a cell phone to school.**  
Parents who need their children to bring a cell phone or other communication device to school MUST fill out the appropriate paperwork which can be picked up in the front office. Once that paperwork is approved by the principal, cell phones must remain in the child's backpack during the school day. If/when a student violates our cell phone policy, the cell phone will be taken from the student for parent pick-up.
- The following devices are not permitted on school grounds
  - Smartwatches, kindles, iPads, tablets, iPods, etc.

## **DRESS CODE/Personal Items**

- Students are expected to dress appropriately for school. Dress or appearance must not present health or safety problems or cause disruption to the learning environment.
- The following guidelines must be followed to avoid a dress code violation:
  1. Dresses, shorts, jumpers, and skirts cannot be higher than three inches above the knee.
  2. Holes in bottoms cannot be higher than three (3) inches above the knee.
  3. No sagging bottoms at the waist. Bottoms must be worn at the waist.
  4. Underwear may not show through or stick out of bottoms.
  5. No steel toed boots or house shoes/bedroom slippers.
  6. No blankets or wraps.
  7. Pajamas are not allowed, with the exception of school-approved events/days.
  8. Muscle shirts are not to be worn.
  9. Low cut tops and/or cleavage showing is not allowed.
  10. Tank tops must have wide straps and should be three (3) inches wide. Razorback and backless shirts are not allowed.
  11. Bra straps or sports bras should not be showing at any time.
  12. Bellies/midriff/abdomen should not be shown at any time.
  13. See-through or sheer material that shows the skin or undergarments is not allowed.
  14. Inappropriate writing or graphics are not allowed, including but not limited to suggestive slogans or promoting drugs, alcohol or tobacco products
  15. Hats, caps, bandanas, hoods, sunglasses, beanies, and toboggans are **NOT** to be worn inside the building at any time, except when announced in advance by the principal or assistant principal.

- When dress code violations occur, parents will be contacted by the teacher or the office. A change of clothing will be required. When parents cannot be reached, your student may be required to use donated clothing.
- Personal Items
  - Toys should be left at home unless your child's teacher has given approval for an item to be brought in for a class assignment.
  - Coats, jackets, lunch boxes, water bottles, etc should include the child's name in case it gets misplaced. We cannot guarantee that all personal items will be found. If they are not found, have your child check the Lost and Found rack located in the gym foyer.

### **FAMILY ENGAGEMENT POLICY**

Roan Creek Elementary is a Title I school that welcomes and encourages the participation of parents/guardians in the academic success of our students by developing strong partnerships between students, teachers, parents, and community. Roan Creek Elementary strives for educational excellence and will:

- Convene an annual Title I meeting
- Explain the requirements and rights of the parents to be involved
- Offer a flexible schedule of meetings (e.g. mornings and evenings)
- Involve parents in an organized, ongoing, and timely way to plan, review, and improve programs such as:
  - Family Engagement Policy
  - Parent/Student/Teacher/School Compact
  - School Improvement Plan
- Respond to parent suggestions as soon as practicably possible
- Educate school staff on how to build ties between home and school
- Provide volunteer opportunities and training
- Include Head Start in the parent involvement program
- Provide the parent/guardian of participating students with
  - Timely information
  - Various opportunities for two-way communication
    - Conferences
    - Student work folders
    - Email
    - Telephone calls
    - Notes/letters
    - Other: Class Dojo
  - Information made available in-home language and in a way parents can understand (translations available as needed)
  - Multiple sources of communication
    - Newsletters (school and classroom)
    - Skyward Call-out system
    - Local newspaper
    - Local radio
    - School website

- School Facebook page
- Opportunities to Learn
  - Student grade level material
  - Materials and training on improving their child's achievement
  - Description and explanation of curriculum being used
  - Response to Intervention (RTI<sup>2</sup>) information
  - Forms of academic assessments used to measure student progress
  - Setting goals for students

## **INCLEMENT WEATHER POLICY**

- **Two-Hour Delay**
  - The school district's Skyward call-out system will notify parents of a two-hour delay. In the event of a two-hour delay, students will arrive at school following the same drop-off procedures. Students will receive a light breakfast as they receive their lunch.
- **Early Dismissals**
  - The school district's Skyward call-out system will notify parents of an early dismissal. In the event of an early dismissal, the school will follow the child's early dismissal plan that parents have provided. Students will ride the bus home as usual or be picked up by a parent/guardian. If your child is not picked up within 45 minutes of the early dismissal time, the school will call other emergency contact numbers on your child's list.
- At the beginning of the school year, parents are asked to supply contact information for emergency situations. *If at any time there is a change of address or telephone number, please contact the office as soon as possible.* This will ensure that we have the correct information to reach parents in case of an emergency situation.

## **KID'S CORRAL**

Kid's Corral is a before and after school daycare program that is supervised by staff members. Parents/guardians must fill out an application and pay a registration fee. Then, a fee is charged for the use of before and after school care for the student. Bills must be paid in a timely manner to ensure your child's spot in this program. Kid's Corral will follow the school schedule for early dismissals, delays, holidays, and snow days, unless otherwise stated.

Kid's Corral begins accepting students at 6:30 A.M. each morning, Monday-Friday, and students may stay until 6:00 P.M. each evening. Parents utilizing this program will walk their child to the Kid's Corral Canopy, ring the buzzer, wait for a staff member, and sign in their child. The same procedure is followed for signing the child out of Kid's Corral each day.

If you are interested in this before and after school program, please contact the front office or Angie Long, at 423-727-4964.

### **LICE POLICY**

The following policy is to be implemented when head lice/nits are found to be present on students:

1. The infested child will be sent home with written recommendations for treatment procedures. This will be counted as an excused absence.
2. Following treatment and removal of all nits, the parents shall accompany the student to school for re-check by designated school personnel the next school day. It is at the principal's discretion on each individual case for any additional excused days.
3. If the parent and student do not return to school for re-check, all absences accumulated until return for re-check will be unexcused.
4. Subsequent incidents of head lice infestation will follow the same procedures.
5. In case of persistent/recurrent head lice infestation which adversely affects the education of the student, identified as exclusions accumulating in excess of ten (10) absences, a petition may be filed with Juvenile Court charging the parent/guardian with educational and dependent neglect.

### **LOTTERY FOR EDUCATIONAL AFTERSCHOOL PROGRAMS (LEAPs)**

RCE is fortunate to offer our students opportunities to participate in a variety of afterschool activities. This program is free to any student in grades K-6th. Parents/guardians must fill out a registration and emergency contact form at any time during the school year to enroll their child in LEAPs. LEAPs offers before school tutoring beginning at 7:00 A.M. and after school activities until 5:15 P.M. The start date of LEAPs will be announced as soon as possible, but LEAPs for kindergarten students will not begin until after fall break.

### **MEDICATION POLICY**

If a student's health requires that medications be administered at school, the school system policy requires:

- A signed consent form on file with the nurse
- Medications (prescription and non-prescription) must be in the original container and brought to school by the parent/guardian, including, but not limited to, cough drops, eye drops, nasal sprays, etc.
- All medications will be administered under the supervision of the school nurse or designee. Students should never carry medications (prescription or non-prescription) in purses, pockets, or backpacks.

## NUTRITION/WELLNESS POLICY

The Johnson County School System has developed a wellness policy which meets Tennessee requirements. For foods and beverages brought to school, the policy states:

“During the school day, all foods and beverages sold to the student shall adhere to all federal and state guidelines, the State Board of Education’s Minimum Nutritional Standards for individual food items sold or offered for sale to pupils in Pre-K-8th grade, local regulations and guidelines, as well as the current Dietary Guidelines for Americans. This includes vending, concessions, a la carte sales, school stores, and fundraising. Packed lunches from home are allowed in the cafeteria. No carbonated beverages are allowed in the cafeteria or classrooms (for students). Parents are asked not to bring foods, such as restaurant foods into the cafeteria.”

### Cafeteria Meal Prices

Breakfast	Students = FREE	Adults = \$1.75
Lunch	Students = FREE	Adults = \$3.25

- Students and adults are charged for extra items. Those prices and choices will vary throughout the school year.
- Parents may add money to their child’s lunch account at any time. Cash or checks are acceptable. Checks need to be made payable to “RCE Cafeteria”. Parents may keep track of their child’s lunch account by using the Skyward Parent Portal.

### Packed Lunches

Students may bring a lunch from home and still receive a lunch in the cafeteria.

Packed lunches:

- Must NOT be shared with other students
- Food items, such as beef jerky, must be packaged in a Ziplock bag with the “moisture pack” removed
- Must not contain carbonated or energy drinks
- Gum is NOT allowed

### Classroom events

Teachers will recommend parents to choose items from the Wellness Committees’ list of recommended food items for parties and snacks. Please ask your child’s teacher about any food allergies BEFORE bringing in food items. \*Homemade food items are not permitted due to possible student food allergies.



## **PARENT TEACHER ORGANIZATION (PTO)**

Roan Creek Elementary PTO meets once per month. Dates of these meetings can be found on the RCE website, RCE's Facebook page, and weekly call-outs. This organization is essential to our parent involvement at the school. We rely on this group of individuals to assist our school team in making important decisions that affect our students.

This organization is instrumental in leading many activities for our students such as dances, family nights, grade level events, and many other activities. These activities are usually fundraisers. PTO funds are utilized to provide our students with the best resources possible and incentives for good behavior, academic success, and attendance.

Please reach out to the office or your child's classroom teacher if you are interested in participating in our PTO this school year.

## **STUDENT RECOGNITION/AWARDS:**

Roan Creek Elementary students who earn special recognition for participation in various school programs or excellence in attendance and achievement may have photographs taken to be published in the local newspaper, yearbook, or social media (i.e. school website and Facebook page).

***Parents/guardians must notify the office in writing at the beginning of each school year if you do not wish to have your child's picture published in any of these publications or formats.***

## **Citizenship Award**

- Citizenship is about character. The six pillars of good character are trustworthiness, respect, responsibility, caring, fairness, and citizenship.
- Citizenship is NOT about good grades; however, students should be responsible and citizenship nominees should do their best.
- Citizenship nominees should have good attendance. RCE takes into consideration if students are often tardy or picked up early.
- Citizenship nominees should have good behavior by making good choices and are consistently following school expectations.
- The faculty of RCE will nominate students for citizenship based on the criteria mentioned above.
- The citizenship nominees will receive a medal on awards day at the end of the school year.
- Two overall winners, one student from K-3 and one student from 4th-6th grade will be chosen as the overall Citizens of the Year.

## **Honor Rolls**

RCE recognizes students who make all A's or all A's and B's on their report card each grading period.

## **Most Improved Student:**

These students are chosen based on their academic and behavior improvements that have been demonstrated during a grading period. These students are usually featured in The Tomahawk newspaper.

### **Presidential Academic Excellence Award**

The Presidential Academic Excellence Award (PAEA) is earned by any 6th grader who meets the following criteria:

- Scores in the 85th percentile (or is in the district's top 15% of highest overall score) in Reading or Math on the Pre-ACT assessment, AND
- Achieves a 3.5 grade point average (GPA) in 4th, 5th, and first semester of 6th grade.

### **Perfect/Present Attendance Award**

Perfect Attendance Award Guidelines

- No missed time
- Zero absences, early dismissals, and tardies

Present Attendance Award Guidelines

- Two tardies, two early dismissals, or one of each
- No missed days

### **Student of the Week/Month**

Students of the week are chosen by classroom and specialty teachers. Students chosen for this award have demonstrated academic success or improvement, positive behavior, and kindness to others. These students will be announced over the Monday morning announcements and their names will be displayed on a bulletin board.

At the end of each month, all of the names of our Students of the Week will be randomly selected to be our Student of the Month. Those students will also be recognized through morning announcements and bulletin board displays.

### **TESTING/ASSESSMENTS/BENCHMARKS**

Roan Creek Elementary strives to provide students with the best resources and opportunities for learning. In order to meet the academic needs of our students in a more focused manner, the district and the school work together to monitor and assess each student's academic progress throughout the school year by utilizing the data collected from the following:

#### **AIMSWeb PLUS**

Students in grades K-6th are assessed at the beginning of the school year, in the winter, and then in the spring. This assessment generates the reading level and math proficiency for our students. Students are then placed in a tier based on their scores. Students receive reading intervention in our Response to Intervention (RTI) Walk-to-Learn program. Student progress is monitored every two weeks to ensure that optimal interventions are being implemented.

#### **Mastery Connect Benchmark**

Students in grades 3rd-6th are given benchmark assessments (Fall, Winter, Spring) to gauge their progress in their grade level academic standards. This data is used to

determine areas of strength and weakness. Modifications to instruction are implemented based on the results of this assessment.

### **TNReady**

Students in grades 2nd-6th are given a state assessment in late spring each year. This assessment identifies mastery of grade level standards in the subject areas of English Language Arts (ELA), Reading, Math, Social Studies, and Science. TNReady scores are 25% included in the student's final grade.

### **State Portfolios**

Students in Pre-K, Kindergarten and First grade are assessed through the use of portfolios. Students are required to perform specific tasks at their grade level. This portfolio process is on-going throughout the school year with the final tasks in the spring.

### **VISITING THE SCHOOL**

The safety of our students and staff is of utmost importance to us. You can help maintain the safety of all students and staff by following school policy and procedures when visiting our school.

- Visitors will enter the foyer and report to the office.
- All visitors and volunteers will sign in with our Raptor system. You must present your driver's license/state ID. You will then be issued a visitor pass.
- Anyone without a visitor pass may be questioned by staff members. Your visitor pass will indicate what part of the building you should be in and what your purpose is in visiting.
- Upon leaving, you will check out at the office with the secretary.
- Be advised that video camera surveillance is maintained and monitored throughout the entire building as well as outside.

### **VOLUNTEERS**

Volunteering is a wonderful way to become involved in school activities. If you are interested in volunteering at our school, please let your child's teacher know. Provide your contact information and someone from the school will contact you about our volunteer training. All volunteers will be required to attend a training session before volunteering at RCE. Dates and times of these trainings will be announced during a call-out by the principal, and posted on our school website and Facebook page.

Child's Teacher \_\_\_\_\_ Child's Grade \_\_\_\_\_

Acknowledgement and Signature Form for RCE Handbook  
2022-2023

My child (ren) and I have read and discussed the contents of the Roan Creek Elementary handbook.

I understand my child is responsible for abiding by the policies outlined in the handbook as they pertain to them.

I understand I am, and other adults in my child's life, are responsible for abiding by the policies outlined in the handbook as they pertain to us.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature (3<sup>rd</sup>-6<sup>th</sup> grade)

\_\_\_\_\_  
Date

\*\*\*This form should be printed, signed and returned to your child's teacher by the end of the first week of school.