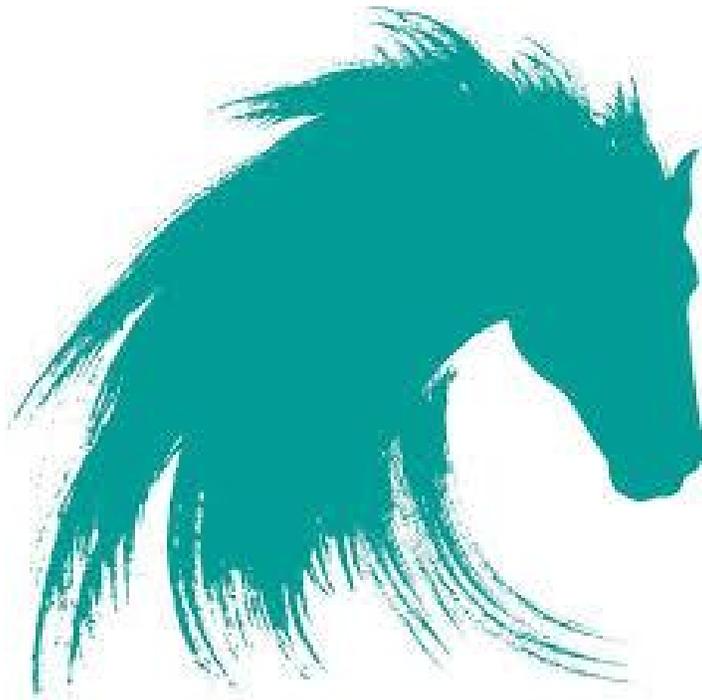


# *Roan Creek Elementary School*

**Student/Parent Handbook**

**2021-2022**



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. We ask that after reading both handbooks, that you sign the forms stating that you have read and understand both handbooks. Return those forms to your child's homeroom teacher during the first week of school.

The RCE handbook and the Johnson County handbook should then be kept with the student or parent 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: Miss Arizona Woodard [awoodard@jocoed.net](mailto:awoodard@jocoed.net)

Bookkeeper: Mrs. Misu Bendell [mbendell@jocoed.net](mailto:mbendell@jocoed.net)

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

SRO Officer: Officer Adam Winters

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>

Roan Creek Elementary Faculty and Staff- 2021-2022

<b>Head Start</b>	Angie Miller	Nikki Campbell	
<b>Kindergarten</b>	Kayla Arnold	Bailey Kerley	Katie Graham
<b>First Grade</b>	Erica Captain	Stephanie Cronan	Alice Johnson
<b>2<sup>nd</sup> Grade</b>	Wendy Clifton	Evelyn Ainsworth	Andrea O'Donnell
<b>3<sup>rd</sup> Grade</b>	Ashlynn Tester	Abby Shaw	Abbigail Pierce
<b>4<sup>th</sup> Grade</b>	Amber Greever-ELA/SCI		Rob Timbs- Math/SS
<b>5<sup>th</sup> Grade</b>	Beth Reynolds- ELA	Taffy Dugger- Math	Scott Conley-SS/SCI
<b>6<sup>th</sup> Grade-</b>	Cheryl Guthrie- ELA	Line Stalvey- Math	Tabitha Farrow- SS/SCI
<b>RTI Reading</b>	Whitney Colson		
<b>Librarian</b>	Chelley Henson		
<b>PE</b>	Penny Gentry		
<b>ART</b>	Cydney Johnson		
<b>Technology</b>	Christi Blankenbeckler		
<b>Music</b>	Kim Franklin		
<b>Counselor</b>	Mary Lipford		
<b>SPED</b>	Carol Hieronymus	Yvonne Cornelis	Summar Eller (CDC)
<b>ELL</b>	Debi Cabello		
<b>Gifted</b>	Andy Wright		
<b>Occupational Therapy</b>	Paula Howard	<b>Physical Therapy</b>	Tonya Mink
<b>Speech</b>	Cindy Herold, SLA	Monicia Nichols, SLPA	

**Instructional Assistants:**

Pam Crowder

Amanda Potter

Lori Faircloth

Angela Brown

Nikki Beam

Tiffaney Doss

Emma Robinson

**Special Education Assistants:**

Carol Mitchell

Sonya Crowder

Tonya Proffitt

Angie Brown

Sydni Banner

Summer Young

Heidi Kampfer

**Custodians:**

Austin Datz

Crissy Bowers

Josh Luna

Debbie Roark

**Head Start Assistants:**

Melanie Porter

Kim Artidiello

**Cafeteria:**

MaryAnn 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:**

- Collaboration among grade levels and departments strive to meet formally and informally to work purposefully as a team to promote student success and achievement.
- Parents/Guardians are active and willing partners to support the learning environment and process to promote student success.

### **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.

## Roan Creek Elementary School Improvement Goals- 2021-2022

**Goal #1-** By spring 2022, RCE will increase our percent proficiency for all students in literacy and math. RCE will increase the percentage of students proficient from 43% to 50% on the AIMSweb for K-1 in ELA and from 52% to 57% on the AIMSweb for K-1 in Math. RCE will increase the proficiency percentage of 2nd grade students from 15% to 25% on the TNReady ELA assessment and from 18% to 25% TNReady Math assessment. In addition, we will increase the percentage of 3-6th graders proficient on TNReady ELA from 28% to 32% and in Math from 30% to 35%.

**Goal #2-** By spring 2022, RCE will increase literacy and math skills for students with disabilities, with an emphasis on closing the achievement gap between students with disabilities and general education students. RCE will increase the percentage of students with disabilities from zero to 6% in both Math and ELA on the TNReady assessment.

**Goal #3-** By spring 2022, RCE will begin implementation of trauma-informed practices within a predictable structure as a comprehensive, schoolwide approach. RCE will work to increase the mean score of 2.39 to a 3.0 as measured on the Trauma-Informed School Assessment.

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

### Head Start Students:

#### Drop-Off Procedures:

Head Start may begin dropping off students by 7:45am. 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.

#### Pick-Up Procedures:

Head Start will be dismissed at 2:45pm (with an option to stay until 3:00pm). 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 arrive after 2:45pm, you will need to come to the main office to sign out your 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:

#### Drop-Off Procedures (7:30am-8:00am):

- Use the drop-off/pick-up lane at the front of the building unless you have received other instructions. There are two lanes of traffic at the front of the main entrance to the school.
- 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.
- 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.
- The left lane is for vehicles that are either circling the parking lot to exit or for those planning to park.
- 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 this left lane.

- Parents who park must walk their child to the crosswalks.
- Staff members are on duty beginning at 7:30am 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.

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#### Pick-Up Procedures:

- When picking up your child, as you turn onto the school grounds- turn to the right and proceed around the gym side parking lot. The car line begins next to the sidewalk on the gym side.
- Remain in your vehicle at all times.
- No cars are allowed to park at the curbside (fire lane) until 2:55pm. 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 3:00pm. 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.
- One lane of traffic will be moving through the parking lot in a counter-clockwise direction.
- 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.
- Do NOT enter the parking lot through the “DO NOT ENTER” section of the parking lot.

#### IMPORTANT REMINDERS about dropping off and picking up your child:

1. Do not switch lanes in the drop-off or pick-up lane unless directed to do so by a staff member or SRO.
2. Do not park next to the curb and leave your vehicle. You must use the parking spaces when exiting your vehicle.
3. Always use the crosswalks.
4. It is against the law to have a hand-held device while on school grounds. Refrain from using your cell phone while your car is in motion.
5. Refrain from using tobacco products while on school grounds.
6. 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+% 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 9:00am.

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 10 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 for a conference. A plan/contract will be created.

The student will remain in "Tier 1" for the rest of the school year if all guidelines found in the plan/contract are met. The student will be advanced to "Tier 2" if guidelines in the "Tier 1" contract are not met.

At **SEVEN** unexcused absences, another required conference with the parent and student will be held. A new plan/contract will be formed with additional steps put in place. The student will remain in "Tier 2" for the rest of the school year if all guidelines in the plan/contract are met. The student will advance to "Tier 3" if guidelines found in the plan/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.”

Roan Creek Elementary's Chronically Out-of-School Percentages:

2019-2020	14.2%
2020-2021	8.1%

**Early Dismissal Policy:**

Early dismissals should be limited in number. Students miss valuable instructional time when they are picked up early. Parents, you 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 on the pick-up sheet 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. 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 8:00am. Students arriving at school after 8:00am must report to the office with a parent 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 after school detention (ASD) to make up instructional time lost. The parent will be informed of the day that ASD will occur. Each time your child occurs **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.

### 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.

### COVID POLICY:

The school district will follow all state and federal recommendations as adopted by the board.

### DRESS CODE POLICY:

- 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.
- Tank tops or any other garments that do not provide adequate coverage will not be allowed. Tops must not show midriff, cleavage, bra straps (no spaghetti strap tanks), or bare backs (no racer back tanks).
- Loose fitting pants must cover under-garments at all times.
- Pants with holes/cut-outs above the knee are not permitted. Leggings must be worn under those types of pants.
- No pajamas (unless we have a school-wide PJ Day).
- Shorts and skirts may be worn, but the length must be no shorter than the fingertips of the hands when extended down the legs.
- Clothing with suggestive slogans or promoting drugs, alcohol or tobacco products are not permitted.
- Head coverings (hats, bandannas, etc) are not to be worn in the building (exceptions are announced in advance of special celebrations or as approved 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.

### 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 2-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 (translate 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:

#### 2-Hour Delay:

The school district's Skyward call-out system will notify parents of a 2-hour delay. In the event of a 2-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. There is a fee for all students whose parents use this resource. 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 begins accepting students at 6:30am each morning, Monday-Friday and students may stay until 6:00pm each evening. Parents utilizing this program will walk their child to the Head Start awning, 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 should be sent home with written recommendations for treatment procedures. This shall 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 shall be 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 7:00am and after school activities until 5:15pm.

### 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 (this includes, but is not limited to, cough drops, eye drops, nasal sprays)
- 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 a la carte 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.

#### 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 at this time.

#### 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:

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.

- **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 Walk-to-Learn program. Student progress is monitored every 2 weeks to ensure that optimal interventions are being implemented.

- **MasteryConnect Benchmark**

Students in grades 3-6th 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 2-6th 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.

- The double doors on the left-hand side at the front of the building will be the only doors unlocked during school hours.
- 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. You will then be issued a visitors' pass.
- Anyone without a visitors' 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.