

Roan Creek Elementary School

2410 Roan Creek Road
Mountain City, TN 37683
Phone: (423) 727-4964
Fax: (423) 727-2164
Website: www.rce.jcoed.net



Parent/Student Handbook 2020-2021

We welcome you to Roan Creek Elementary School and look forward to building a strong bond with your child and family throughout this school year. As our nation, state and community has made changes during this pandemic, so has our school district. Our promise to you is that we will continue to provide your child with a loving, safe, and healthy environment while maintaining rigorous academic standards and high expectations for all.

We appreciate you trusting us to educate your child and anticipate the partnership in which we will share.

Dr. Cheri Long, Principal

This handbook is provided to help students and parents gain a better understanding of Roan Creek Elementary School's vision, procedures, policies, and expectations. This handbook is not intended to be a complete list of every guideline, but rather a general outline of policies and procedures to help establish 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, 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 is located on our website and school Facebook page, but if you wish to receive a hard copy, please notify your child's teacher. The Johnson County District handbook will be given to your child in hard copy form on their first day of school.

If you need either handbook translated, please call the school at (423) 727-4964 and we will provide someone to assist you.

Roan Creek Elementary School Vision

At Roan Creek Elementary, we are committed to our vision of the highest levels of teaching and learning, supported by a collaborative culture, quality instruction, utilization of resources, and effective leadership from all stakeholders.

Roan Creek Elementary School Mission

The mission of Roan Creek Elementary is to provide our teachers with quality resources and professional development, our parents with opportunities to work with teachers to support learning, and our students with a safe, healthy, and positive environment in which they can thrive academically and emotionally.

Roan Creek Elementary School Improvement Goals

Goal 1: By spring 2021, RCE will increase our on-track or mastered school-wide ELA assessment scores for all students.

Goal 2: By spring 2021, 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.

Goal 3: By spring 2021, we will develop a school-wide positive behavior plan

School Hours

Kid's Corral Students:

Before School: 6:30am to 7:45am

After School: 3:20pm-6:00pm

(This is subject to change)

Doors will not open this school year until 7:45am. When students arrive they will report immediately to their homeroom class for breakfast.

Breakfast will be eaten in the classrooms between 7:45am-8:00am

School Day Hours: 8:00am-3:00pm

Grading Scale (K-6)

A	93-100	Excellent
B	84-92	Above Average
C	76-83	Average
D	70-75	Needs Improvement
F	69 and below	Unsatisfactory

(TN Ready scores will be included in students' final grade as 25% in grades 3rd-12th.)

Meet our Faculty and Staff!!

Dr. Cheri Long	Principal	clong@jocoed.net
Jessie Laing	Assistant Principal	jlaing@jocoed.net
Nikki Campbell	Head Start	ncampbell@jocoed.net
Angie Miller	Head Start	amiller@jocoed.net
Evelyn Ainsworth	Kindergarten	eainsworth@jocoed.net
Kayla Arnold	Kindergarten	karnold@jocoed.net
Bailey Kerley	Kindergarten	bkerley@jocoed.net
Jessica Buckles	First Grade	jbuckles@jocoed.net
Stephanie Cronan	First Grade	scronan@jocoed.net
Alice Johnson	First Grade	ajohnson@jocoed.net
Christi Blankenbeckler	Second Grade	cblankenbeckler@jocoed.net
Whitney Colson	Second Grade	wcolson@jocoed.net
Andrea O'Donnell	Second Grade	aodonnell@jocoed.net
Abby Shaw	Third Grade Math/Sci	ashaw@jocoed.net
Beth Reynolds	Third Grade ELA/SS	ereynolds@jocoed.net
Rachel Gilliam	Fourth Grade ELA	rgilliam@jocoed.net
Rob Timbs	Fourth Grade Math	rtimbs@jocoed.net
Amber Greever	Fourth Grade SS/SCI	agreever@jocoed.net
Taffy Dugger	Fifth Grade Math	tdugger2@jocoed.net
Lisa Sentell	Fifth Grade SS/SCI	lsentell@jocoed.net
Ashlynn Tester	Fifth Grade ELA	atester2@jocoed.net
Buddy Morefield	Sixth Grade SS/SCI	bmorefield@jocoed.net
Sherree Schmees	Sixth Grade ELA	sschmees@jocoed.net
Line Stalvey	Sixth Grade Math	lstalvey@jocoed.net
Linda Morefield	RTI Teacher	lmorefield@jocoed.net
Summar Eller	Special Education	seller@jocoed.net
Carol Hieronymus	Special Education	chieronymus@jocoed.net
Yvonne Cornelis	Special Education	ycornelis@jocoed.net
Devin Shaw	Special Education	dshaw@jocoed.net
Debi Cabello	ELL Teacher	dcabello@jocoed.net

Chelley Henson	Librarian	chenson@jocoed.net
Penny Gentry	Physical Education	pgentry@jocoed.net
Kim Franklin	Music	kfranklin@jocoed.net
Cydney Johnson	Art	cjohnson@jocoed.net
Haley Miller	Technology	hmiller@jocoed.net
Andy Wright	Gifted Coordinator	awright@jocoed.net
Mary Lipford	Counselor	mlipford@jocoed.net
Jessica McCann	Speech Teacher	jmccann@jocoed.net
Monicia Nichols	Speech Assistant	
Joey Icenhour	Nurse	jicenhour@jocoed.net
Tammy Farrow	Secretary	tfarrow@jocoed.net
Misu Bendell	Bookkeeper	mbendell@jocoed.net
Tonya Mink	PT	
Paula Howard	OT	
Marilyn McLean	OT	
Kim Artiediello	Head Start Asst.	
Robin Keene	Head Start Asst.	
Angela Brown	Paraprofessional	
Pam Crowder	Paraprofessional	
Amanda Potter	Paraprofessional	
Emily Vanover	Paraprofessional	
Lori Faircloth	Paraprofessional	
Carol Mitchell	SPED Instructional Assistant	
Jessica Dillard	SPED Instructional Assistant	
Sonya Crowder	SPED Instructional Assistant	
Tonya Proffitt	SPED Instructional Assistant	
Sheila Morris	SPED Instructional Assistant	
Melanie Porter	SPED Instructional Assistant	
Angie Brown	SPED Instructional Assistant	
Tiffany Espinoza	SPED Instructional Assistant	
Sydni Banner	SPED Instructional Assistant	
Elizabeth Cannon	SPED Instructional Assistant	
Mary Ann Wilson	Cafeteria Manager	
Alma Poteet	Cafeteria	
Betsy Casey	Cafeteria	
Ramona Shatley	Cafeteria	
Brenda Norris	Cafeteria	
Heather Sanders	Cafeteria	
Austin Datz	Custodian	
Crissy Bowers	Custodian	
Coralee Campbell	Custodian	
Josh Luna	Custodian	

Attendance Policy

Student success is directly related to school attendance. Our yearly goal is to have 95+% rate of attendance. Students who miss more than 8 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 (727-4964).

When your child is absent or tardy (after the teacher takes attendance), the Skyward Student Management system will do an automatic call-out to you. 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 when taken on an instructional school day.

Tardy: 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 to 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 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 in your child’s excuse and turn it in at the office upon signing in your child.

Early Dismissals: 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 during after school

hours. If an early dismissal is necessary, a parent or other authorized adult must come in to 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 pickup. For the safety of students, only adults listed by parents on the pickup form 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.

Two Hour Delay and Early Dismissal (due to inclement weather):

There are occasions when school will begin with a two hour delay or dismiss early for various reasons. The school doors will be unlocked at 9:45 on days when a two hour delay is announced. **Students cannot be dropped off at the school prior to 9:45.** An early dismissal form will be sent home to the parent/guardian to be completed, signed, and returned to the classroom teacher and will provide details as to what the student should do if dismissed early. For example: follow regular dismissal plan or go somewhere other than home. Any change in this information must be reported to the classroom teacher and the school office immediately.

All students must have a consistent dismissal plan in place to avoid confusion at the end of the day. Parents must discuss the plan with their child prior to arrival at school. If a dismissal plan changes, we highly encourage parents to provide a note to those changes. We understand that extenuating circumstances may happen during the school whereby changes must be made by the parent/guardian (these should be few and far between). When unforeseen circumstances arise and you have no choice but to make other arrangements, calls must be received in the office no later than 2:00pm in order that your child will receive the message.

Bus Procedures

Buses load and unload students at the bus canopy on the side of the building facing Roan Creek Road. **Passenger vehicles should not enter the bus pickup/drop-off area between 7:00 and 7:55am or between 3:15 and 3:45pm.**

If a student is going home with another student and riding the bus, both students must have notes written and signed by parents with the bus number on the note.

At any time, you are welcome to call the bus garage if you have questions about the route times, bus numbers or general concerns. The bus garage number is 727-2681, Lisa Mullins.

Cafeteria Procedures and Meal Prices

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 students 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 PreK-8th grade, local regulations and guideline, 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 and parents are asked to not bring foods such as restaurant foods into the cafeteria.”

Meal service will be organized in such a way that students do not touch community serving utensils. Meals will be prepared in advance so that students simply have to grab a container and return to their seat. Seating will be structured in such a way as to ensure social distancing. Lunch times will be reduced in order to comply with social distancing. Parents and family members are not allowed to eat lunch or breakfast with their child or bring in food items for student’s lunch or birthday until COVID policy changes.

NO WATER FOUNTAINS WILL BE UTILIZED DURING THIS SCHOOL YEAR.

ALL STUDENTS ARE ENCOURAGED TO BRING A PERSONAL WATER BOTTLE THAT CAN BE REFILLED AT THE REFILLING STATIONS IN OUR SCHOOL.

No GLASS bottles please!

Meal Prices:

Breakfast:

Students-FREE Adults (Faculty and staff)- \$1.75

Lunch:

Students- FREE Adults (Faculty and staff)- \$3.25

Students and adults are charged for extra food items. **(No extra food items will be sold for at least the first 2 weeks of school)**

- Milk---.75
- Large Bottled Water---.75
- Small Bottled Water--- .50
- Cold water and cups are FREE, daily
- Ice Cream--- .75
- Small Rice Krispy Treats--- .25
- Snack Size Bag of Chips---- .50

*All items sold in the cafeteria meet the Healthy Snack Food Guidelines.

*Parents who choose to send money to put on their child’s account for the extra food items may do so in the following ways: Check payable to Roan Creek Cafeteria or cash (in an envelope with the amount and name of child on it). Please have your child give to their teacher in order for the teacher to get it to the cafeteria manager in a timely manner.

At any time, you may check your child’s cafeteria account on the Skyward Student Management Portal.

Dress Code

Students are expected to dress appropriately for school.

Dress or appearance must not present health or safety problems or cause disruption to the learning. 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.

No pajamas.

Shorts may be worn, but the length must be no shorter than the fingertips of the hands 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 announced in advance of special celebrations or as approved by office).

Masks worn for the purpose of personal protection from COVID is optional for students. If a student chooses to wear a mask- it should only cover his/her mouth and nose and worn appropriately during the school day.

When dress code violations occur, parents will be contacted by the teacher or the office to bring a change of clothing to the school. When parents cannot be contacted, your student may be required to use donated clothing located in the nurse's clinic.

Drop-Off Procedures

(7:45am-8:00am)

Grades K-6th:

If you drive your child to school, please use the drop-off/pick-up area 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. Please 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 space to wait for your return. **STUDENTS NEED TO EXIT VEHICLES FROM THE PASSENGER SIDE ONLY!**

The left lane is for vehicles that are either circling the lot to exit or for those preparing to park so that drivers may accompany students to the front door. There should be no stopping in this lane unless stopping for pedestrians in the crosswalk or at the direction of an adult on duty. Students must never be allowed to exit vehicles from the left lane. If a vehicle in this lane pulls into a parking space to drop off a student, that student must be accompanied by an adult when crossing the parking lot.

Staff and an SRO officer will be on duty beginning at 7:45am at the front of the building at both crosswalks to assist pedestrians and keep traffic flow moving. **ALWAYS USE THE CROSSWALKS!**

K-6th students will go directly to their homerooms when they arrive at school. Breakfast will be delivered to classrooms by 7:45am.

Head Start:

Parents/Guardians of Head Start students must park in the parking lot (not by the curb) and safely walk (using the crosswalks) their child to the Kid's Corral awning where a teacher will be there to help sign them in. The drop-off time will be 7:45am. Older siblings are not allowed to enter through the Kid's Corral doors.

Health Related Information

If a student becomes ill at school, and if it is determined that the student should go home, the student's parents will be contacted by school staff if possible and arrangements made for getting the student home. In case of a serious accident at school, the child will be transported to the hospital and the parents will be notified immediately.

Please refer to the Johnson County Schools Student/Parent Handbook for information regarding the following:

- Lice policy
- Coughs and colds
- Medication Policy
- Allergies
- Vaccines
- Fever
- COVID policy

If you have any concerns regarding your child's medical needs, please call Nurse Joey Icenhour at 727-4964.

Parent Involvement Policy

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

- Convene an annual Title I meeting (digitally this year)
- Explain the requirements and the rights of the parents to be involved
- Offer flexible schedule of meetings (e.g. mornings and/or evenings)
- Involve parents in an organized, ongoing, and timely way to plan, review, and improve programs such as
 - Parent Involvement Policy
 - Parent/Student/Teacher Compact
 - School Improvement Plan

- Respond to parent suggestions as soon as practically possible
- Educate school staff on how to build ties between home and school
- Provide volunteer opportunities and training (digitally this year)
- 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 (not in person this year)
 - Student work folders
 - Email
 - Telephone Calls
 - Notes/Letters
 - Class DOJO
 - Information made available when requested in home language and in way parents can understand
 - 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 provided
 - Materials and training on improving their child's achievement
 - Description and explanation of curriculum being used
 - Response to Intervention and Instruction (RTI²) information
 - Forms of academic assessments used to measure student progress
 - Setting goals for students

Although the state and district COVID policy does not allow visitors in the school building at this time, we want to make sure that our involvement with our parents continues to grow. Parents should keep in close contact with their child's teacher through one of the communication opportunities. If satisfactory communication does not meet your expectations, please contact Dr. Cheri Long, Principal or Mrs. Jessie Laing, Assistant Principal at 727-4964.

Parent Teacher Organization (PTO)

Roan Creek Elementary PTO is instrumental in leading many activities for our students such as Kid's Night Out, dances, family nights, and many other events. These activities are usually fundraisers. PTO funds are utilized to provide our students with the best up-to-date technology, playground equipment, and incentives for good behavior, academic success, and attendance.

The PTO usually meets once per month. However, this organization will have to determine how to meet safely within the COVID guidelines. Refer to the RCE website, FaceBook and weekly call-outs to hear when PTO meetings will be scheduled.

This group of parents/guardians are vital in assisting our school in making important decisions that affect our students. You may do as much as you want or as little as you want--- but please get involved.

Phone/Personal Communication/Electronic Devices Use Policy

Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and in backpacks or purses while at school. Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches, cell phones, iPods that have the capability to record, live stream, or interact with wireless technology, cell phones, laptops, tablets, etc. Students who choose to violate this policy will be issued the following consequences: 1st Offense: Warning- Device will be taken and returned to student as the end of the school day; Additional Offenses: Device will be taken and parent will pick-up phone at school.

Pick-Up Procedures

Head Start Students:

Head Start will be dismissed at 2:45pm (with an option to stay until 3:00pm). This dismissal will take place at the Kid's Corral awning (where they are dropped off in the morning). Parents must park in a parking space (not on curbside) and walk to the awning to wait for your child to be brought out to you.

****IF YOU HAVE OTHER CHILDREN AT THE SCHOOL, PLEASE RETURN TO YOUR VEHICLE, DRIVE TO THE PICK-UP LINE UNTIL 3:00PM**

Grades K-6th:

The school bell rings at 3:00pm. Students will be dismissed from their classrooms at that time. All pick-ups will be loaded in to cars with assistance from staff at the Kid's Corral awning. Please follow the pick-up procedures in order to help us maintain a safe campus for our students.

- If you arrive prior to 3:00pm, turn right at the entrance and drive around the gym side parking lot and wait at the curb in your car.
- At 2:55pm, the first car in line may proceed to the Kid's Corral awning.
- Once the car line begins proceeding around the building to pick-up students- no one should have cell phones in their hands. **You must be "hands-free" when in a school zone.**
- At no time should drivers switch lanes during the pick-up process unless directed by staff to do so.
- Drivers should not attempt to enter at the "DO NOT ENTER" section.

Appropriate traffic patterns must be followed and this procedure will be strictly enforced.

Student Recognitions

Roan Creek Elementary students who earn special recognition for participation in various school programs, excellence in achievement, or positive behavior may have photographs taken to be published in the local newspaper, or social media.

Please notify the office in writing (in addition to filling out the form on Skyward) at the start of the school year if you do not wish to have your child recognized in this manner.

While COVID guidelines are still active, we will not be holding school-wide events for student celebrations or recognitions. This does not mean we will not celebrate or recognize your child's success. Every effort will be made to celebrate and recognize our students throughout the week, month and year.

Refer to the School-Wide Discipline Plan (last page) to read about some of our incentive programs.

Presidential Academic Excellence Award:

The Presidential Academic Excellence Award honors sixth, eighth, and twelfth grade students for their achievement and hard work. The program provides individual recognition from the President and the United States Secretary of Education to those deserving students. Parents and students are notified by Central Office if the criteria is met. Students who meet the criteria are honored at an awards program annually.

Criteria for elementary candidates:

- Must be a sixth grade student
- Must score at the 85th percentile or higher in reading/language arts OR math on a nationally standardized test in fifth grade
- Must have an average overall GPA of 3.5 in 4th, 5th and the 1st semester of 6th grade (Reading, Math, Science, and Social Studies)
- Must not have an attendance or disciplinary action which resulted in ESC, Out of School Suspensions or a Court appearance which includes Truancy.

Teacher Conferences

In addition to the two scheduled conferences (refer to the district school calendar), teachers or parents may schedule additional conferences as needed. To allow for an uninterrupted conference, parents should call or send a note to make an appointment. Due to COVID, these in-person conferences may be subject to change.

Testing/Assessments

Roan Creek Elementary is dedicated to providing your child with a rigorous curriculum and strong instruction on a daily basis. Throughout the school year, student progress is measured, monitored, and adjusted to enhance performance. This is achieved in Head Start through 6th grade in the form of formative and summative assessments. Communication of your child's progress is may be provided in the following ways: daily notes from teacher in communication folder, mid-term reports, report cards, and grade appropriate assessment home reports (AIMsweb, Benchmarks, Head Start-1st grade Portfolios, 2nd grade TN Ready, and 3rd-6th grade TN Ready). Report cards are issued at the end of each nine-week grading period. Parents are encouraged to discuss grades with their child, sign, and return the report card to school. Mid-term reports are sent home between each grading period.

AIMsweb PLUS is the universal screener assessment that is used to determine student levels in reading and math. This assessment is given 3 times per year (beginning of school year, winter, and spring). The results of this assessment assists the data/leadership team to place students in the appropriate Response to Intervention and Instruction (RTI²) group. RTI² is an intervention program focusing on specific interventions for students who qualify under the AIMSweb PLUS assessment. These interventions are part of your child's regular school day. More information is provided after these assessments are conducted.

Our RTI² teacher, Linda Morefield (lmorefield@jocoed.net) will contact the parents of students who would benefit from these interventions. Once placed in an RTI² group, student progress is monitored every 2 weeks and adjustments are made to enhance student achievement growth.

Mastery Connect is an online resource that our district uses to assess student achievement throughout the school year. This resource gives teachers reports and data regarding student achievement and areas of deficits. This school year, students will be assessed three times (beginning of the year, winter, and spring) in grades 3rd-6th in ELA, Math, Social Studies, and Science. These benchmark assessments will provide teachers a means to identify areas of academic need.

TNReady is the state standardized assessment that is given once per year for grades 2-6th. TNReady scores will be included in students' final grade as 25% in grades 3-12th.

Portfolio state assessments are given to students in grades Head Start-1st.

Johnson County Schools utilizes the Skyward Family Access Module for the student management software available to parents who have an email address. This program allows parents to log in to the portal and monitor their child's attendance, grades, missing assignments throughout the school year. Login directions are:

- Go to www.jocoed.net
- Scroll down and click on Family Access Portal
- Click on #5 Skyward Parent and Student Login

If you need your login password or additional assistance, contact the school office at 727-4964 or Ruth Ann Osborne at 727-2649.

Transfer/Withdrawals

When a student is transferring/withdrawing from Roan Creek, the parent/guardian will need to notify the school office and complete the necessary paperwork. Any outstanding debts to the school must be paid before records can be released to the next school. All textbooks, library books, and any other school materials/equipment must be returned.

Virtual School

Parents and students who do not feel comfortable at school in person (due to COVID) may choose to take advantage of Johnson County's virtual classroom options. Students will be required to complete 6.5 hours of instruction and assignment completion per day. Students must complete daily graded assignments, projects, and exams. Students will be actively engaged five days per week and will be held accountable for their learning.

After the first ten days of school, students in grades K-8 who choose to utilize Johnson County's Virtual Classroom option must remain in this program for the entire 9 weeks.

For more information or to sign-up for the Virtual School, please contact Edna Miller at emiller@jocoed.net or 727-2640.

**This option is not recommended for students in Head Start through 2nd grade and CDC students.

Visitors and Volunteers

We value the relationships we build with our parents, guardians and community; however, at this time, we are unable to hold events in our building or allow visitors.

When you visit the school to pick-up your child early, drop off medication, drop-off a child when tardy, or have questions, please enter through the front doors on the left and proceed to the office on your right. Our secretary, Tammy Farrow, will greet you there and be happy to assist you.

If you are attending an IEP meeting or other meeting at the school, follow the same procedure. Upon your arrival you will be asked to present a driver's license. Your license will be put in our Raptor system which was purchased to ensure the safety of our students. Once you are in the Raptor system, you should not have to present your ID again. You will be given a badge that must be worn at all times while in the building. You will then proceed directly to the meeting location.

School Board Policy (in addition to those listed in the District Handbook)

Reporting Child Abuse

The Director of Schools shall:

1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school;
2. Require that the Coordinator and the Alternate receive appropriate training;
3. Supply the Coordinator with all necessary resources;
4. Ensure that all school personnel annually complete the child abuse training program required by state law.

The Coordinator shall assist any employee with appropriately reporting and responding to instances of child abuse or child sexual abuse.

Coordinator for RCE- Mrs. Mary Lipford, Counselor
Alternate for RCE- Mrs. Jessie Laing, Assistant Principal

Please refer to the Johnson County Schools Student/Parent Handbook for more detailed information and policies that may or may not be addressed in the Roan Creek Elementary Handbook.

*Keep in mind that due to COVID guidelines and regulations, some of this handbook may be subject to change. If changes or alterations to procedures take place we will communicate that to you as quickly as possible.

If you have any questions, please do not hesitate to call the school.

Principal: Dr. Cheri Long
Email: clong@jocoed.net
Phone: (423) 727-4964

Assistant Principal: Mrs. Jessie Laing
Email: jlaing@jocoed.net
Phone: (423) 727-4964