



# **Idlewild Elementary School**

## **Family Handbook 2023-2024**

**Ms. Kiersten Schnacke, Principal  
Dr. William Shuman, Vice Principal**

**Idlewild Elementary  
1950 Linden Avenue  
Memphis, TN 38104  
(901) 416-4566  
FAX (901) 416-4492**



Dear Idlewild Families and Friends,

Welcome to the beginning of a great new school year. This handbook, along with the district handbook, is designed to provide you with Idlewild policies and procedures. Reading it carefully with your child will make this a successful year for the entire Idlewild family.

If at any time you have questions, comments, or concerns please reach out to the school or schedule an appointment to speak with us directly. You may call the school at 901-416-4566.

Looking forward to a phenomenal year!!!!

Kiersten Schnacke and Bill Shuman  
Principal and Vice Principal  
Idlewild Elementary School



# *Idlewild Vision*

## **We are Idlewild Leaders!**

- Every student is invested
- Every staff member makes a positive impact
- Every family is engaged
- Every community member is connected

## *Idlewild Mission Statement*

At Idlewild we **empower** learners, **develop** leaders, **celebrate** diversity.

## *Idlewild Slogan*

Children first, EXCELLENCE always.

# Idlewild Elementary Guarantees

Our School Guarantees the Following...

## THE EXPECTATIONS OF EFFECTIVE TEACHING ARE CLEARLY DEFINED AT MY SCHOOL

Idlewild expectations are established as four instructional practices which include Performance Based Objectives, Academic Vocabulary, Gradual Release of Responsibility, and Writing and Manipulatives.

## WE SHARE A COMMON VISION AT IDLEWILD ELEMENTARY SCHOOL

Our vision is:

- Every student is **invested**
- Every staff member has a **positive impact**
- Every family is **engaged**
- Every community member is **connected**

## THE ADMINISTRATIVE STAFF IS COMMITTED TO IMPROVING THE INSTRUCTIONAL PRACTICE OF ALL FACULTY & STAFF.

PLCs, faculty meetings, sessions facilitation opportunities, & other leadership opportunities will guide our commitment to professional growth.



## WHO'S WHO IN THE OFFICE

Principal  
Vice Principal  
Instructional Facilitator  
Professional School Counselor  
General Office Secretary  
General Office Secretary  
Financial Secretary  
Cafeteria Manager  
Plant Manager

Ms. Kiersten Schnacke  
Dr. William Shuman  
Ms. Joanna Byrnes  
Mr. Franklin Collins  
Ms. Patricia Webster  
Ms. Kemba Maat  
Ms. Dottie James  
Ms. Beth Person  
Mr. Monte Wilson

### School Website

<https://schools.scsk12.org/idlewild-es>

### Social Media



ClassDojo

PTO Website: <https://www.idlewildoptionalpto.com/>



# School Mascot Eagle



**School Colors**  
White, Royal Blue, and Navy

## Idlewild Elementary School Wide Expectations

We are the Idlewild Eagles soaring toward goals of excellence.

- Idlewild Eagles are: **Safe**
- Idlewild Eagles are: **Organized**
- Idlewild Eagles are: **Accountable**
- Idlewild Eagles are: **Respectful**

**The Idlewild Eagles will SOAR.**

## Handbook Highlights and Changes

1. Outside food will no longer be permitted in the building for breakfast or lunch. Ex. McDonald's, Chick Fil-A, Starbucks.
2. Birthday with all their classmates, the distribution of a small "treat" bag of pencils, erasers, stickers, etc. or the donation of a classroom library book for the student or parent to share with the class would be acceptable. Birthday "treat bags" will be distributed to students at dismissal by their classroom teacher. Please refrain from bringing balloons or other food items that are not part of the treat bag.
3. Parent communicates absence of student to school via classroom teacher or QR code below.
4. All jackets, sweaters, and sweatshirts that aren't Idlewild spirit wear worn during the day should be solid Navy, Royal Blue, Light Blue, or White.
5. All students will receive a red communication folder that is provided by the school (this does not need to be purchased through PTO).
6. Walker Dismissal Change: Students that have been brought back to the office 3 times will be required to use the car rider line for pick up.

## SCHOOL HOURS

**MSCS Board Policy 6067 states it is the parent's responsibility to ensure adequate supervision of their children before and after school hours.** There are no teachers/staff in the building to supervise the students prior to 7:45 a.m. Therefore, students may not enter the building or **wait outside** prior to that time without parental supervision.

Idlewild Elementary school hours of operation are **8:15 a.m. to 3:15 p.m.** with breakfast beginning at **7:45 a.m.** and concluding at **8:15 a.m.** for all students in the cafeteria. All students who need breakfast should arrive prior to 8:10.

- To assist you before and after care services are available through the YMCA and you may contact them at 901-766-7677 or enroll at <https://www.ycamemphis.org/locations/child-care/learn.-grow.-thrive/>. In addition, Idlewild has partnered with Midtown Taekwondo for aftercare services, 901-725-5552 or at <https://www.midtowntaekwondo.com/>.
- All car riders and walkers must enter through the Main Door by the front marquee.
- The school day concludes at 3:15 p.m. Students must be picked up by 3:30 p.m. and students picked up after this time must be signed out in the main office.

## ARRIVAL/ DISMISSAL

Your child's safety is a paramount concern to us. Please abide by these time frames. We are working to provide a safe environment for your child during the school year. We require your help in making the Idlewild Elementary campus accident free.

### **Car Riders**

- Pull all the way up to the stop sign. This will allow the maximum number of cars to unload at a time, keeping our car rider line flowing.
- To facilitate faster drop off for all families, please ensure that your child is ready to exit the vehicle as soon as the car stops. If a staff member is present, they will assist with the doors. However, if no staff member is able to open the door, please encourage your student to exit the vehicle on the right side closest to the building. If your child is not ready to exit the vehicle when you pull forward, please pull past the crosswalk and park so you are out of the flow of traffic.
- Put your car in PARK when you stop to let your child out. do not move forward until you are directed to do so by our staff.
- **Out of respect for all families, students may only be dropped off in the car rider line.** Please do not pull into any parking lots, driveways, or release students across Linden Ave. (South side of street). If you need to walk to the school building with your child, please park in one of the available parking spaces.
- Remind your child to get out of the car (if at all possible) on the RIGHT side of the car so that he or she will not have to come around in front of or back of the car out of your sight. IF your child must get out on the left-hand side of your vehicle, please have them walk around **in front** of your vehicle so that you can watch him or her go all the way around the car to the sidewalk.



- Remind your child to NEVER go back to the car if he or she has forgotten or dropped something. Often, drivers are unable to see children who run back toward cars.
- **BY LAW** and for the safety of all students and staff, **the use of handheld devices, including phones, is prohibited** inside a school zone and while operating a motor vehicle.



### Bikers

- Please follow the flow of traffic (East to West) on the street as you approach the driveway. There is a bike rack located on the right as you turn into the drive. It is strongly suggested that all bikes are locked to the rack. Pick up your students on the benches inside the front hallways. As you are exiting the drive, please follow the flow of traffic if you are on the street, and **if you need to head east (against the flow of traffic), please walk your bikes on the sidewalk until you reach the crosswalk on Rembert.**



## Walkers

- Kindergarten and 1st grade walkers will be dismissed via the Kindergarten Doors (farthest west, 4th door next to blacktop). All older siblings will stay with their Kindergarten or 1st Grade siblings.
- 2<sup>nd</sup>-5<sup>th</sup> Grade walkers will be dismissed from the building starting at 3:05. The students that are walking to Barksdale will exit the building and be walked by Idlewild staff west on Rembert to the end of the property by the gate. Those students that are heading east to Rembert will walk out of the building with Idlewild staff and will be escorted by staff to the corner of Linden/Rembert.
  - As a courtesy and to ensure the safety of all students, any student designated as a walker not picked up by a guardian at the corner will be brought back into the building at 3:10 where they will need to be signed out.
  - Students that have been brought back to the office 3 times will be required to use the car rider line for pick up.



At Idlewild Elementary, **SAFETY IS OUR #1 PRIORITY!** We have nearly 600 students who go home each afternoon several different ways (car riders, walkers, bikers, etc.). Our main goal is to keep each child safe by making sure they are dismissed per their parent's instructions to a location with appropriate supervision. In order to allow us to continue to support each parent's dismissal plan, please continue to uphold the following dismissal-related procedures:

1. All early checkouts at Idlewild stop at 2:30 each day. This means that if you attempt to check out a student between 2:30 and 3:00, you will be directed to get back in the car rider line and we will dismiss your child to you as part of our regular car rider dismissal procedure starting at 3:05. If you need to check your child out of school early for an appointment, please do so no later than 2:30.
2. If your child needs to go home a different way than usual, contact the teacher **IN WRITING**, either by written note or digitally through Class Dojo or email. If a need arises throughout the day for you to change your student's dismissal plan, call the school office by 2:00. **No changes will be made to dismissal after 2:00 p.m.** It takes a considerable amount of time to dismiss our entire student body and the last hour of the school day is by far our busiest time. The later we get the information, the greater the likelihood a miscommunication could occur. Again, our students' safety is our #1 priority - please help us by being as prepared as possible.
3. Cars will not be permitted to park or wait in front of the building until 3:00 in order to provide clear and immediate access to the school for first responders in the event of an emergency. Thank you for your help and understanding in this matter.

***\*Parents of younger children: In an effort to expedite dismissal, please help us by teaching your child to buckle themselves into their car seats independently. The disruption to the flow of traffic when parents must get out of their vehicles to secure children in car seats delays our dismissal unnecessarily. If you need to buckle your child prior to departing, please pull all the way forward to the end of the building.***

4. All families will be given 2 car rider tags that must be displayed on your mirror daily to support staff calling number. Please leave your tag on the mirror until you have your child in your vehicle. If there is no tag, you will be asked to park while we verify your identity as someone who has been identified in Powerschool as a verified individual by the guardian as allowed to pick up their child. This will require a state issued ID.

**As always, thank you for assisting us in making your child's school day as safe as possible. If you have any questions or concerns about these procedures, please contact us at 901-416-4566.**

## Car Rider Pickup Line



## Suggested Walker/Biking Routes



## COMMUTE OPTIONS

### PLAN A WALKING ROUTE TO SCHOOL

This map shows suggested walking routes that provide space to walk, have the least amount of traffic and the lowest speeds.

Just as it is important to take time teaching your child to read, students benefit when parents spend time coaching safe walking behavior.

You know your child's behavior and abilities best. Keep in mind that all children develop differently but young children always need supervision when they walk in or near traffic.

#### ADDITIONAL TRAVEL OPTIONS

**Route 1 - Union Ave**  
 • Runs every 30 minutes  
 • Bus stop might require crossing Union



#### Bicycling to School

- Remember to wear a helmet
- Bring a lock



#### Park and Walk

- Even if you live too far to walk all the way to school, you can still park and walk up, using this map!

## SCHOOL DRESS CODE

The Shelby County Schools Policy on Dress Code (#6021) requires all students to wear the school uniform every day.

- Idlewild spirit wear can be worn daily, visit the [PTO website](#) to purchase.
- **Boys:** Navy, Khaki, or Black pants or shorts Royal, navy, light blue, or white polo or button down shirts (collared)
- **Girls:** Navy, Khaki, Black or Idlewild Plaid skirts, pants, shorts, or jumpers Royal, navy, light blue or white polo or button down shirts (collared)
- Skirts and dresses must be at or below the knee. Leggings worn under skirts and dresses must be uniform colors.
- Tennis shoes are required for physical education. Students may not wear flip-flops or any type of shoe that has an open back.
- Hats are for outside wear and must be removed when entering the building, unless there is a medical reason or a special spirit day. **All jackets, sweaters, and sweatshirts that aren't Idlewild spirit wear worn during the day should be solid Navy, Royal Blue, Light Blue, or White.**

## VISITORS/VOLUNTEERS

Parents and other visitors are welcome to visit our school. All visitors must report to the office. **Visitors must wear a visitor badge or name tag issued by the office.**

Visits to individual classrooms during instructional time are permitted only by scheduled approval of administration and teacher. Such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

- ***Parents of Kindergarten students can walk their student(s) to class during the Gear Up Night and staggered entry day. Please park on the west side of Linden beyond the school.***

A forgotten item (such as a lunch box) should be brought to the office, and the child will be called to pick it up.

We are grateful for the many volunteers that serve our teachers and students each day. All volunteers in Memphis-Shelby County Schools are required to go through one of the three levels of clearance. To complete the process, please [follow the link](#) on the district website.

## FIELD TRIPS

Field trips are planned experiences that provide students with insight, information, and knowledge that constitute an extension of the regular classroom instruction. Each field trip shall be supervised by school personnel with a minimum of one adult for every twenty children for in-town field trips and one adult for every nine students for out-of-town field trips. There are cases where the classroom teacher may request greater supervision other times field trips may require just school staff.

Students who have earned N or U for weekly conduct, on progress reports, or report cards can forfeit the opportunity to participate on field trips. For safety reasons, we may require a parent to accompany their child on a field trip if he/she is experiencing difficulties.

Signed parental permission forms must be obtained for each student in order to leave campus. In an emergency, a faxed or e-mailed permission slip will be accepted. All parents must complete the approved Level 1, [MSCS Volunteer](#) to participate in the field trips.

## PARENT COMMUNICATION

All students will receive a red communication folder that is provided by the school (this does not need to be purchased through PTO).



# ClassDojo

All families are required to connect with their classroom teachers via the [Class Dojo application](#). This is the primary communication method for teachers, clubs, and for the school. All-important updates

will be sent via the School Dojo as this is a real-time communication tool. Sign up information will be provided during Gear Up Day (August 3) and during the first week of school.

For teachers to be aware and discuss classroom concerns, please address those with the appropriate teacher by using Class Dojo, calling, or emailing the teacher directly. If both parties are not satisfied, a conference with an administrator can be requested. Schedule an appointment by calling the school's office at 901-416-4566 so that we can serve you in a timely manner. Special circumstances or social emotional issues should be addressed directly to the Professional School Counselor, Mr. Collins.

It is imperative that parents inform the school of any address or telephone number changes. In the event of an emergency, the school must have accurate information to make phone contact. This should include home, work, cell phone, and emergency friend's telephone numbers.

School administration partnership with parents is:

- Phone calls
- Emails via the Blackboard messaging system
- Class Dojo
- Quarterly Parent and Community Edition of the Talon Talk
- Monthly calendar of Events
- Quarterly Grade Level Parent Meetings (4<sup>th</sup>/5<sup>th</sup> Grade)
- School Website

Individual teachers will communicate via:

- Phone calls - ***Teachers will not be called to the phone to talk to a parent during instructional time.***
- Emails Class Dojo
- Red Tuesday Communication Folders
- Quarterly Grade Level Parent Meetings (4<sup>th</sup>/5<sup>th</sup> Grade)
- Grades posted weekly in the Powerschool Parent Portal.

*\*\*\*If you need immediate assistance please call the office, otherwise please allow teachers and administration a 24-hour turnaround.*

### **SOCIAL EMOTIONAL CONCERNS**

Idlewild Elementary has on its staff a Professional School Counselor who helps children when problems get in the way of their happiness and ability to do well in school. Our Counselor works with children in classes, small groups or individually to help them:

- Adjust to school
- Practice good study skills and work habits,
- Improve communication skills,
- Learn to cooperate,

- Solve problems,
- Make good choices, AND
- Prepare for future careers.

Our Professional School Counselor also provides support for children who are experiencing academic difficulties, health conditions, behavioral issues or personal concerns which are affecting their ability to be successful. Contact Mr. Franklin Collins (901-416-4566 or collinsfa@scsk12.org) for more information. Students may be referred for services by parents, teachers, and school administrators or by the students themselves.

In addition, Idlewild has several other mental health professionals on campus throughout the week who provide services to students who need further evaluation and support. These include School Psychologist (TBD), Social Work (Ms. Karen Buck), Speech (Ms. Anna Gabriel), and Occupational Therapist (Ms. McKenzie Hanna).

### **CONFERENCES**

An appointment must be scheduled via email or Class Dojo in order to protect instructional time for all students. All teachers have daily planning to accommodate returning phone calls, emails, and conferences. Many teachers use this time to plan for their instructional blocks so please allow 24 hours for a response.

**District Scheduled Parent Teacher Conferences** – September 7<sup>th</sup> and February 15<sup>th</sup> from 4:00 p.m. to 7:00 p.m.

- Unfortunately, these scheduled times do not allow for all students to have an individual conference with a teacher or team. However, teachers will schedule conferences at any point to address any concerns.

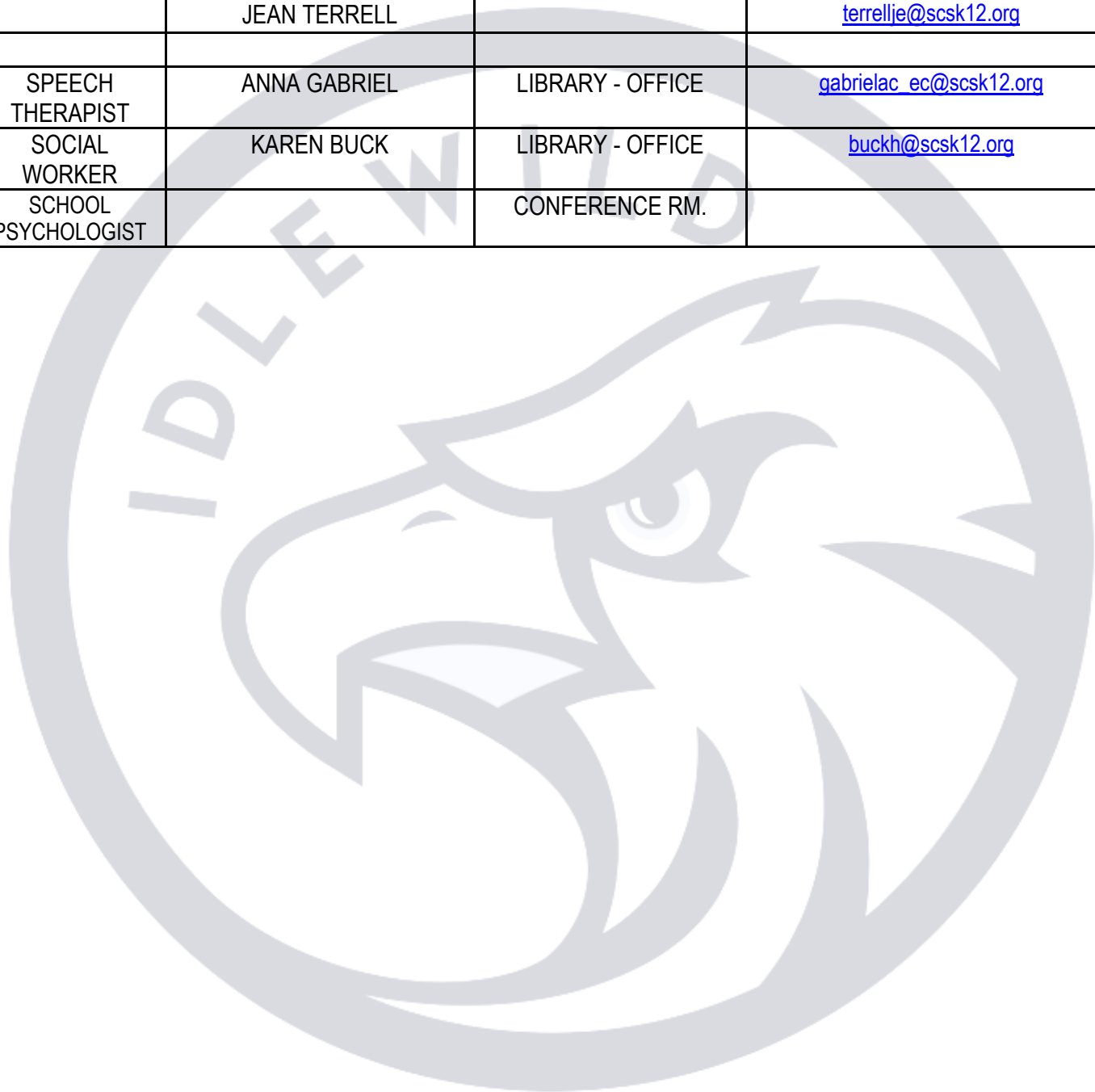


**Idlewild Elementary School  
Faculty & Staff Roster  
2023-24**

Title	Name	Room Number	Email Address
<b>PRINCIPAL</b>	KIERSTEN SCHNACKE	MAIN OFFICE	<a href="mailto:schnackemeyer@scsk12.org">schnackemeyer@scsk12.org</a>
<b>VICE PRINCIPAL</b>	WILLIAM SHUMAN	ACROSS FROM OFFICE	<a href="mailto:shumanwe@scsk12.org">shumanwe@scsk12.org</a>
<b>GUIDANCE</b>	FRANKLIN COLLINS	400	<a href="mailto:collinsfa@scsk12.org">collinsfa@scsk12.org</a>
<b>PLC COACH</b>	JOANNA BYRNES	231	<a href="mailto:bynesj@scsk12.org">bynesj@scsk12.org</a>
<b>INTERVENTIONIS T</b>	ROBIN HARGETT	231	<a href="mailto:hargettrw@scsk12.org">hargettrw@scsk12.org</a>
<b>GOS</b>	KEMBA MAAT	MAIN OFFICE	<a href="mailto:maat@scsk12.org">maat@scsk12.org</a>
<b>GOS</b>	PATRICIA WEBSTER	MAIN OFFICE	<a href="mailto:jaimenzp@scsk12.org">jaimenzp@scsk12.org</a>
<b>FIN. SEC.</b>	DOTTIE JAMES	ACROSS FROM OFFICE	<a href="mailto:jamesdr@scsk12.org">jamesdr@scsk12.org</a>
<b>PLANT MANAGER</b>	MONTE WILSON	260	<a href="mailto:wilsonm9@scsk12.org">wilsonm9@scsk12.org</a>
<b>CAFETERIA MANAGER</b>	BETH PERSON	CAFETERIA OFFICE	<a href="mailto:personbm@scsk12.org">personbm@scsk12.org</a>
K-01	PATRICIA KNIGHT	106	<a href="mailto:knightpe@scsk12.org">knightpe@scsk12.org</a>
K-02	CARLY MORGAN	108	<a href="mailto:morgancf@scsk12.org">morgancf@scsk12.org</a>
K-03	STEPHANIE SACCO	110	<a href="mailto:saccosm@scsk12.org">saccosm@scsk12.org</a>
K-04	JADA TURNER	104	<a href="mailto:turnerjr@scsk12.org">turnerjr@scsk12.org</a>
01-01	JANICE JONES	102	<a href="mailto:jonesj4@scsk12.org">jonesj4@scsk12.org</a>
01-02	JORDAN BURWELL	204	
01-03	MCKENZIE MANDRELL	206	<a href="mailto:nobertm1@scsk12.org">nobertm1@scsk12.org</a>
01-04	CONSTANCE NATHAN	100	<a href="mailto:nathancb@scsk12.org">nathancb@scsk12.org</a>
01-05	PAIGE STRICKLAND	205	
02-01	REBECCA HOLCOMB	211	<a href="mailto:sheltonra@scsk12.org">sheltonra@scsk12.org</a>
02-02	CARRIE MULDAVIN	209	
02-03	ADAM BRASSFIELD	210	<a href="mailto:brassfieldah@scsk12.org">brassfieldah@scsk12.org</a>
02-04	LORI PARSLEY	208	<a href="mailto:parsleylp@scsk12.org">parsleylp@scsk12.org</a>
02-05	MARGARET KEMP	207	<a href="mailto:kempmd@scsk12.org">kempmd@scsk12.org</a>
03-01	KRISTINA LAWRENZ	306	<a href="mailto:lawrenzkg@scsk12.org">lawrenzkg@scsk12.org</a>
03-02	ANDREA IVY	302	<a href="mailto:ivy@scsk12.org">ivy@scsk12.org</a>
03-03	SHALONDA BLACK	304	<a href="mailto:blacksl@scsk12.org">blacksl@scsk12.org</a>
03-04	REBECCA TAYLOR	300	<a href="mailto:taylorra@scsk12.org">taylorra@scsk12.org</a>

04-01	MEREDITH SCHOEL	312	<a href="mailto:schoelme@scsk12.org">schoelme@scsk12.org</a>
04-02	ANGELA HARVEY	310	<a href="mailto:harveyan@scsk12.org">harveyan@scsk12.org</a>
04-03	DAVID BOWLIN	315	<a href="mailto:bowlind@scsk12.org">bowlind@scsk12.org</a>
04-04	ALLISON OTTING	311	<a href="mailto:ottinga@scsk12.org">ottinga@scsk12.org</a>
05-01	MEREDITH AVERY	309	<a href="mailto:Shawmj1@scsk12.org">Shawmj1@scsk12.org</a>
05-02	JOURDAN REDDEN	202	<a href="mailto:reddenjs@scsk12.org">reddenjs@scsk12.org</a>
05-03	PATRICIA BONE	200	<a href="mailto:bonep@scsk12.org">bonep@scsk12.org</a>
05-04	DENISE LIEBHABER	308	<a href="mailto:danield@scsk12.org">danield@scsk12.org</a>
MUSIC	ALLEN MOODY	212	<a href="mailto:moodya@scsk12.org">moodya@scsk12.org</a>
ART	KELLY LINDSEY	214	<a href="mailto:lindseykl@scsk12.org">lindseykl@scsk12.org</a>
P.E.	JESSICA KING	161 - GYM	<a href="mailto:kingje2@scsk12.org">kingje2@scsk12.org</a>
LIBRARY	CANDICE MCCOLGAN	131-LIBRARY	<a href="mailto:mccolgancm@scsk12.org">mccolgancm@scsk12.org</a>
TECHNOLOGY	HANNAH BARBER	218	<a href="mailto:mimsh@scsk12.org">mimsh@scsk12.org</a>
SCIENCE LAB	ERIN PAULEY	216	<a href="mailto:pauleye@scsk12.org">pauleye@scsk12.org</a>
CLUE	SHARON HALL	LIBRARY	<a href="mailto:hallsj@scsk12.org">hallsj@scsk12.org</a>
CLUE	MARYBETH TOES	103	<a href="mailto:toesm@scsk12.org">toesm@scsk12.org</a>
CLUE	JACOB CLINE	331	<a href="mailto:clinej@scsk12.org">clinej@scsk12.org</a>
CLUE	MARVIESTA CRIDER	101	
INSTRUCTIONAL RESOURCE	CHASSITY CLEAVER	GYM - CLASSROOM	<a href="mailto:smithc10@scsk12.org">smithc10@scsk12.org</a>
ESL	JENNIPHER TIMS	100.5	<a href="mailto:timsj@scsk12.org">timsj@scsk12.org</a>
SPECIALIZED EDUC. ASST.	IAN MCCLEAN		<a href="mailto:mccleanmic@scsk12.org">mccleanmic@scsk12.org</a>
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	MARY SPENCER		<a href="mailto:spencerm2@scsk12.org">spencerm2@scsk12.org</a>
	JEAN TERRELL		<a href="mailto:terrellie@scsk12.org">terrellie@scsk12.org</a>
SPEECH THERAPIST	ANNA GABRIEL	LIBRARY - OFFICE	<a href="mailto:gabrielac_ec@scsk12.org">gabrielac_ec@scsk12.org</a>
SOCIAL WORKER	KAREN BUCK	LIBRARY - OFFICE	<a href="mailto:buckh@scsk12.org">buckh@scsk12.org</a>
SCHOOL PSYCHOLOGIST		CONFERENCE RM.	



## CELL PHONES AND ELECTRONICS

Your child is permitted to bring a cell phone to school as long as it remains off and in the student's backpack. Toys and electronic gaming devices should not be brought to school. **The school is not responsible for theft, loss, or damage of personal devices brought to school.** Confiscated items will be returned to the student's parent/guardian within 72 hours during a conference with an administrator.

## BIRTHDAY PARTIES

We realize that birthdays are major events in the life of a child. Student birthdays will be announced daily during school announcements. Parents please do not send invitations to school or distribute them in the classroom unless all students in the classroom are invited.

If you would like to help your child celebrate their birthday with all their classmates, the distribution of a small "treat" bag of pencils, erasers, stickers, etc. or the donation of a classroom library book for the student or parent to share with the class would be acceptable. Birthday "treat bags" will be distributed to students at dismissal by their classroom teacher. Please refrain from bringing balloons or other food items that are not part of the treat bag.



## CAFETERIA

All MSCS students receive universal Breakfast and Lunch free of charge. When the weather permits students at Idlewild can eat outside at the picnic tables with supervision. Due to the limited space available within our historic building and the timing of our lunch schedules to serve all students within a reasonable lunch hour we are unable to accommodate guests during student lunches.

**NEW THIS YEAR:** Outside food will no longer be permitted in the building for breakfast or lunch.  
Ex. McDonald's, Chick Fil-A, Starbucks.

- All drinks or food items should be finished prior to entering the building each morning. Students will be asked to discard these items upon entering the building.

*\*\*\*This change has been made due to the overwhelming number of Door Dash type deliveries, and the additional demand of time that was unnecessarily placed upon staff. In addition, this new policy aligns with school nutrition policies and procedures.*

### **Cafeteria Conduct**

All students in the school share the cafeteria therefore we promote student leadership in keeping their area neat and clean. Students are expected to maintain behaviors as it relates to the schoolwide expectations (SOAR).

### **Food Allergies**

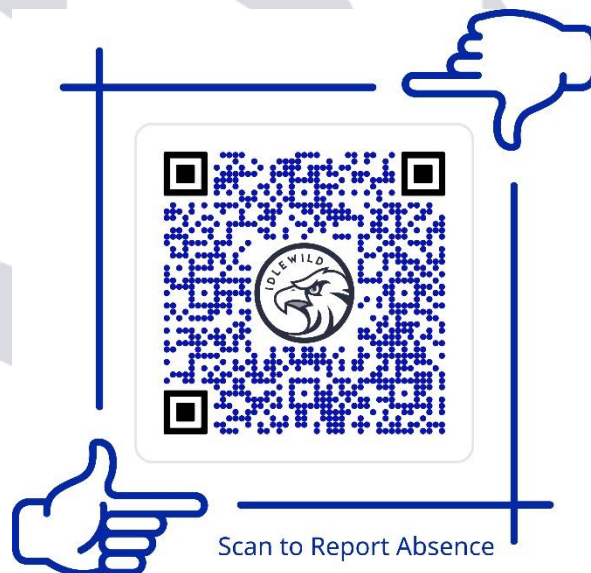
If your student has food allergies that staff needs to be aware of, please visit the main office to complete the necessary paperwork. In addition, please also discuss this with your child's homeroom teacher and school nutritional staff (Ms. Beth Person).

## **ATTENDANCE**

Tennessee State law requires that all children between the ages of six (6) and seventeen (17) attend school. Regular and punctual attendance is imperative. Higher academic achievement occurs when students attend classes regularly. Optional students may not accumulate more than 15 excused absences, early dismissals or tardies (combined). Students who exceed this number will be placed on Optional Probation and are at risk for losing their Optional Status.

### **Steps to Follow When Students Are Absent:**

1. Parent communicates absence of student to school via classroom teacher or QR code below.
2. Parent or guardian must indicate the date, days of absence and reason for absence
3. Submit any documentation (doctor's note) to the homeroom teacher or attach via the QR code.



## **Excused Absences**

1. Illness or hospitalization of student (Anytime a student is out for 3 or more consecutive days, a doctor's statement will be required. After the accumulation of 10 excused days, all absences will require a physician's statement to be excused).
2. Death or serious illness in the immediate family
3. Validated court appearance of the pupil
4. Recognized religious holiday / event
5. Family Emergency (Contact Ms. Schnacke or Dr. Shuman)

## **Unexcused Absences**

A student who accumulates 3 unexcused absences will receive a letter regarding chronic absenteeism. A student who accumulates 2 additional days (5 total) of unexcused absences will be given notice to attend a Student Attendance Review Team meeting with the school counselor at which time a plan will be set up to help with future attendance. After 10 unexcused absences, notice will be given to attend a meeting with the Memphis-Shelby County Truancy Liaison.

## **Tardies**

Students reporting to homerooms after 8:15 a.m. are marked tardy and must have a tardy slip from the office. Exceptions will be made by administration if drop off lines exceed normal times due to accidents, weather, or heavy traffic. Tardy students must be accompanied into the building and must be signed in by an adult in the main office. Tardies follow the procedures for unexcused absences.

## **Early Dismissal**

We know that sometimes appointments cannot be scheduled outside of the school day. However, we encourage you to limit the number of early pickups. Students will only be called down for dismissal when parents arrive to sign students out. Please allow enough time for students to gather their things and walk to the office. Dismissal is one of the busiest points of the day and to ensure that all students are safely dismissed there will be no early student dismissals after 2:30 p.m.

## **EMERGENCY SCHOOL CLOSING**

Please make advanced arrangements in case of early dismissal due to weather. If school is closed due to bad weather, the Superintendent of Schools will notify local TV and radio stations that will broadcast the information. The school will notify families via one of the identified communication methods (Class Dojo/Blackboard). Only people that are listed as contacts in Powerschool will be allowed to check-out your students.

## **HEALTH POLICIES**

All students are required by the state to have updated immunizations on the Tennessee State Health Form on file. Parents will be notified in cases of illness and / or injury. Parents should notify the school of any updates regarding address, telephone numbers and emergency contacts.

Any child who has a temperature of 100.4 or more must be picked up. **A child must be free of fever for 24 hours before returning to school.**

Students will not be allowed to remain at school if one or more of the following exists:

- If the illness prevents the child from participating comfortably in school
- If the illness results in greater need for care than the staff can provide without compromising the health, safety, and supervision of the other students
- Oral temperature of 100.4 degrees or greater
- Vomiting

To return to school after the following, the child must bring proof of treatment to the office.

- Chicken pox (child must be excluded until blisters are scabbed over completely)
- Hepatitis A (child must be excluded until one week after jaundice appears or one week after the illness started and fever is gone)
- Pink Eye (child is excluded until treatment has begun and discharge has stopped)
- Undiagnosed Generalized Rash
- Head Lice (child is not to return to school until nits are treated)
- Measles (child must remain at home until four days after the rash appears)
- Mumps (child must not return for nine (9) days or until swelling subsides)
- Ringworm (child should not return to school until treatment is started and lesion is covered)

### MEDICATIONS

Only medications that absolutely must be given during the school hours should be brought by a parent or guardian to the office. Students receiving medication at school must follow these guidelines:

- All medication must be brought immediately to the Main Office by the parent/guardian.
- Medication must be in the original container with a pharmacy label, and must have the student's name, amount of dosage, and frequency/time of dosage.
- Approved possession of a student's own prescription medication during the school day is limited to life threatening conditions.
- Medication may only be dispensed through the office or clinic (EPI pens and inhalers are exempt).
- The desired plan for usage of EPI pens is for the parent to provide 2 pens, one will be kept in the school office, and one will be kept in the student's classroom. *Aspirin, Tylenol, cough drops and other non-prescriptions items will not be given to children during school hours. School personnel will not administer shots or injections.*
- Any questions regarding students and medication will be handled through the School Nurse.



### **PARENT TEACHER ORGANIZATION**

The Idlewild Elementary Parent Teacher Organization (PTO) provides physical, financial, emotional, and educational support of the students, faculty and staff of Idlewild. Idlewild PTO promotes school pride, informs parents and encourages school participation. Our PTO is a vital part of our school and organizes the opportunities for parents to volunteer in the school.

Parents can get updates via the PTO website: <http://www.idlewildpto.org> or ask questions on our PTO's Facebook page at **Idlewild Optional School PTO** and/or Twitter account @**IdlewildPTO**.

#### **Current PTO Board**

President: Lizzy Langley

Vice President: Laura Burditt

Secretary: Sara Lopez

Treasurer: Devonya Longino

Social Media/Communications: Megan Klein

### **LOST AND FOUND**

If your child should lose any articles, he/she is to report the loss to the classroom teacher. There is a lost and found shelf in the cafeteria hallway. **Please label all coats, caps, and book bags to make identification easier**. All articles of clothing or other items not claimed at the end of each quarter will be donated to our PTO uniform drive or charity each semester.

### **SAFETY DRILLS**

Idlewild conducts safety drills in accordance with state law. Please spend some time at home discussing the importance of safety drills and use the opportunity to practice safety drills within your own homes. If parents or other visitors are at school during a drill, they will be expected to participate in the ongoing drill.

Below are the minimums required, but at times additional drills can be scheduled. All staff members participate in training during in-service and faculty meetings.



- Fire Drills are conducted monthly. Some require full evacuation of the school, while others are read during morning announcements.
- Shelter in Place and Tornado drills are conducted twice yearly.
- Lock Downs are conducted twice yearly.
- AED inspections are conducted one per month and there are at least 5 faculty members CPR certified each year.

### **LIBRARY OPEN CHECKOUT**

The school library is open each day from 8:00-8:20am for open checkout. This year students will have library every other week in collaboration with our optional programming, science lab and technology.

### **GRADING POLICY**

**Memphis-Shelby County School's system for determining academic grades is as follows:**

Excellent	A	90-100
Good	B	80-89
Average	C	70-79
Low Average	D	60-69
Failure	F	59-0



#### **Conduct Grades:**

Excellent	E
Good	G
Satisfactory	S
Needs Improvement	N
Unsatisfactory	U

For more information please see [Board Policy 5014](#).

# Idlewild Elementary Family Handbook 2023-2024

## Signature Page

Student Name: \_\_\_\_\_ Teacher Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parents, please initial all statements after you read through them and **return this page to your child's teacher** within five (5) school days.

\_\_\_\_ (Student Initials) I understand the contents of the Idlewild Student Family Handbook and agree to work in partnership with my teachers, administrators, and my parents.

\_\_\_\_ (Parents Initials) I understand the contents of the Idlewild Student Family Handbook and agree to work in partnership with my students' teachers, administrators, and school community.

<b>Student's Signature:</b>	
<b>Print Parent's Name:</b>	
<b>Parent's Signature:</b>	
<b>Date:</b>	

# 2023-24 Student Calendar



## 2023

First Semester-86 days

<b>AUGUST</b>	
7	First Day for Students   1st 9 Weeks Begins
<b>SEPTEMBER</b>	
4	Labor Day (Students Out)
7	Parent-Teacher Conferences (4-7 p.m.)
<b>OCTOBER</b>	
6	1st 9 Weeks Ends
9-13	Fall Break (Students Out)
16	Students Return   2nd 9 Weeks Begins
<b>NOVEMBER</b>	
10	Veterans Day (Students Out)
20-24	Thanksgiving Break (Students Out)
<b>DECEMBER</b>	
18-20	1st Semester Exams
20	1st Semester Ends   2nd 9 Weeks Ends
21-29	Winter Break (Students Out)

JULY 2023				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST 2023				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER 2023				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER 2023				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER 2023				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER 2023				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## 2024

Second Semester-94 days

<b>JANUARY</b>	
1-3	Winter Break, cont. (Students Out)
4	Students Return   3rd 9 Weeks Begins
15	Dr. Martin Luther King Jr. Day (Students Out)
<b>FEBRUARY</b>	
15	Parent-Teacher Conferences (4-7 p.m.)
19	Presidents Day (Students Out)
<b>MARCH</b>	
8	End of 3rd 9 Weeks
11-15	Spring Break   (Students Out)
18	Students Return   4th 9 Weeks Begins
29	Spring Break II   Good Friday (Students Out)
<b>APRIL</b>	
<b>MAY</b>	
22-24	2nd Semester Exams
24	Last Day of School   4th 9 Weeks Ends
<b>JUNE</b>	

JANUARY 2024				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY 2024				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

MARCH 2024				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL 2024				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY 2024				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE 2024				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**LEGEND:**   1st Day of School Students   Students Out (Full Day) ★ Parent Conferences   Start of Quarter   End of Quarter   Semester Exams