

# **Idlewild Elementary School**

## **Family Handbook 2024-2025**

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

**Idlewild Elementary School  
1950 Linden Avenue  
Memphis, TN 38104  
PHONE: (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  
PLC Coach  
Professional School Counselor  
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. Haley King  
Ms. Patricia Webster  
Ms. Kemba Maat  
Ms. Dottie James  
Ms. Timara Gibson  
Mr. Monte Wilson

## School Website

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

## Social Media



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



**Learn. Lead. Leave a Legacy!**

# 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. A new bookstore will be open twice a week starting Friday, August 30.
4. Specials will now be referred to as LAMPS (Library, Art, Music, PE, and STEAM).

Lunch Times	Grade Level
10:20-10:50	5th
10:55-11:25	4th
11:30-12:00	3rd Grade
12:05-12:35	Kindergarten
12:40-1:10	1st
1:15-1:45	2nd

LAMPS Times	
9:30-10:25	Kindergarten
10:30-11:25	1 <sup>st</sup> Grade
11:30-12:25	2 <sup>nd</sup> Grade
1:00-1:55	4 <sup>th</sup> and 5 <sup>th</sup> Grade
2:00-2:55	3 <sup>rd</sup> Grade



## 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 8:15 a.m.

- 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.ymcamemphis.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 guidelines. 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**

- Please do not exit cars until 7:45am when staff are present.
- Pull all the way up to the crosswalk. This will allow the maximum number of cars to unload at a time, keeping our car rider line flowing.
  - Please be aware that staff arrival is staggered throughout the morning car rider line. Please allow staff the opportunity to turn right into the parking lot.
- 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 promptly, please pull forward 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). In addition, please refrain from blocking business or residential driveways and if asked to move your vehicle please assist our neighbors.

- Remind your child to get out of the car 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.
- 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. All bikes must have a lock and all students are required to wear a helmet.
- Pick up your students on the benches by the marquee (in case of weather, in the front hallway).
- 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

- All K-1 Students will be released to a parent/guardian (must be in Powerschool unless parent notifies the Main Office). Pickup for students will begin at 3:05 pm via the Kindergarten doors.
- Any sibling of a K-1 student will be paired with their sibling prior to dismissal.
- Parents of students that are walkers in Grade 2-5 have two options for walking home:
  - **Option 1:** Be released to walk home independently. Please email [maatk@scsk12.org](mailto:maatk@scsk12.org) to request this option. Parents may not park on Linden Ave. to pick up independent walkers as this disrupts the car rider line and impacts the overall safety of students.
  - **Option 2: Parents must present a car rider tag/number to pick up students.** This is for the safety of all students. All other walkers will be dismissed via the gate (on blacktop) by the kindergarten doors.
- All walkers not picked up by 3:25 will be escorted to the office 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.



### PARKING LOT

The school parking lot is reserved for staff only except for two visitor spaces and a handicap space next to the bike rack that have signs. If these spaces are occupied, please park on Linden Ave. not directly in front of the building as that is a designated fire lane.

If you are dropping students off at Ycare or behind the building for any reason, please drive slowly and be aware that children may be crossing to the playground or gym at many times throughout the day.

### Suggested Walker/Biking Routes



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 via email (Please include Ms. Maat [maatk@scsk12.org](mailto:maatk@scsk12.org)). 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 should not be pull in front of the school until 2:30 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 and then buckle them in.***

4. All families will be given 2 car rider tags. Please keep them secure as they are the schools way to verify authorized pickup. These tags will be used all year long in the car rider line **and** the walker line. Please leave your tag on the mirror, or front right dash, until you have your child in your vehicle. If there is no tag, you will be asked to park while we verify your identity using Powerschool. 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





## SCHOOL DRESS CODE

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

**Shirts:** Royal, navy, light blue, or white polo or button down shirts (collared), Idlewild spirit T-shirts or sweatshirts, Idlewild plaid ties/bowties

**Pants, Shorts, Jumpers, or Skirts:** Navy, Khaki, Black or Idlewild Plaid

### **Idlewild PTO Spirit Store:**

Idlewild spirit tees, Idlewild hoodies, and Idlewild Sweatshirts

<https://www.idlewildoptionalpto.com/shop>

*\*\*Proceeds from purchases made at the Spirit Store go directly to the PTO and support Idlewild teachers and students. Students can wear them every day! \*\**

### **Shop In Person:**

The Apparel Store  
3427 Park Avenue, Memphis, TN 38111

### **Shop Online:**

<https://www.frenchtoast.com/schoolbox/schools>

School Code: QS44HMS

Blues, Khaki, and Plaid options all available along with jackets and sweaters.

*\*\*\*Shopping online here will give back to Idlewild!\*\*\**

### **The Apparel Store**



## **BOOKSTORE**

We are excited to open our new 4<sup>th</sup> and 5<sup>th</sup> student and PTO led bookstore that will be open for business two days a week. The store will be located on the first floor across from the library. Each Monday and Friday from 8:00-8:20 students and parents will be able to purchase limited school supplies. Transactions for school supplies will be cash only. On Friday a PTO representative will be present to sell Idlewild spirit apparel.

## **WATER BOTTLES**

The district will no longer be providing plastic water bottles throughout the day. Idlewild has many water bottle filling stations and water fountains located throughout the building. Please ensure that your child has a sealed and labeled water bottle each day if they choose to bring one. This should be a water bottle type as compared to a Stanley or Stanley like cup that is not sealed and spills easier.

## **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.

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.

## **LIBRARY OPEN CHECKOUT**

The school library is open each day from 8:00-8:15am for open checkout. All students will continue to have library as a part of their LAMPS schedule.

## **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 over an extended period for 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 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 1) 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. **The first point of contact should always be with the teacher as they are with your child daily.** Schedule an appointment by calling the school's office at 901-416-4566 so that we can serve you in a timely manner.



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 communication plan with families is:

- Class Dojo (schoolwide) [Class Dojo application](#)
- Phone and Emails ([schnackemeyer@scsk12.org](mailto:schnackemeyer@scsk12.org) & [shumanwe@scsk12.org](mailto:shumanwe@scsk12.org))
- Emails and Text Messages using Blackboard
- Talon Talk
- Monthly calendar of Events – Included in Red Folder on first Tuesday of each month
- Quarterly Grade Level Parent Meetings (4<sup>th</sup>/5<sup>th</sup> Grade)
- School Website - <https://schools.scsk12.org/idlewild-es>

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
- Parent Teacher Conferences
- Red Tuesday Communication Folders
- Quarterly Grade Level Parent Meetings (4<sup>th</sup>/5<sup>th</sup> Grade)

- Grades posted in the Powerschool Parent Portal.

*\*\*\*If you need immediate assistance please call the office, otherwise please allow teachers and administration a 24–48-hour turnaround.*

### **SOCIAL EMOTIONAL CONCERNS**

Idlewild Elementary has on its staff two Professional School Counselor who helps children when problems get in the way of their happiness and ability to do well in school. Our counselors work 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,
- Prepare for future careers.

Our Professional School Counselors 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 or Ms. Haley King 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 (Ms. Raelyn Childres), Social Work (Ms. Karen Buck), Speech (Ms. Anna Gabriel), and Occupational Therapist (Ms. McKenzie Hanna).

### **CONFERENCES**

Parent teacher conferences 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 or are required to be in IEP, 504, and ILP meetings, so please allow 24-48 hours for a response.

**District Scheduled Parent Teacher Conferences** – September 5<sup>th</sup> and February 13<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. However, teachers will schedule conferences at any point to address concerns. You do not have to wait until these designated dates to have a meeting.

**Idlewild Elementary School  
Faculty & Staff Roster  
2024-2025**

<b>Title</b>	<b>Name</b>	<b>Room Number</b>	<b>Email Address</b>
<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>COUNSELOR</b>	FRANKLIN COLLINS	400	<a href="mailto:collinsfa@scsk12.org">collinsfa@scsk12.org</a>
<b>COUNSELOR</b>	HALEY KING	GYM - OFFICE	<a href="mailto:kingh@scsk12.org">kingh@scsk12.org</a>
<b>PLC COACH</b>	JOANNA BYRNES	CONFERENCE ROOM	<a href="mailto:byrnesj@scsk12.org">byrnesj@scsk12.org</a>
<b>INTERVENTIONIST</b>	ROBIN HARGETT	CONFERENCE ROOM	<a href="mailto:hargettrw@scsk12.org">hargettrw@scsk12.org</a>
<b>GOS</b>	KEMBA MAAT	MAIN OFFICE	<a href="mailto:maatk@scsk12.org">maatk@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>	TIMARA GIBSON	CAFETERIA OFFICE	<a href="mailto:gibson1@scsk12.org">gibson1@scsk12.org</a>
K-01	PATRICIA KNIGHT	106	<a href="mailto:knightpc@scsk12.org">knightpc@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	PAIGE BROCK	204	<a href="mailto:stricklandp@scsk12.org">stricklandp@scsk12.org</a>
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>
02-01	REBECCA HOLCOMB	211	<a href="mailto:sheltonra@scsk12.org">sheltonra@scsk12.org</a>
02-02	AMELIA KIMBRO	209	<a href="mailto:kimbroyaj@scsk12.org">kimbroyaj@scsk12.org</a>
02-03	JORDAN BURWELL	210	<a href="mailto:burwelljm@scsk12.org">burwelljm@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	LAUREN LEGRAND	304	
03-03	ALI HEWER	205	<a href="mailto:hewera@scsk12.org">hewera@scsk12.org</a>
03-04	REBECCA TAYLOR	200	<a href="mailto:taylorra@scsk12.org">taylorra@scsk12.org</a>



03-05	JOURDAN REDDEN	202	<a href="mailto:reddenjs@scsk12.org">reddenjs@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	D. ADAM 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	CLAUDIA NELL	302	<a href="mailto:nellwardcm@scsk12.org">nellwardcm@scsk12.org</a>
05-03	PATRICIA BONE	300	<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>
MUSIC	CARRINGTON TRUEHART	212	<a href="mailto:truehartc@scsk12.org">truehartc@scsk12.org</a>
MUSIC	TISENNA MAYES	212	<a href="mailto:mayestj@scsk12.org">mayestj@scsk12.org</a>
ART	KELLY LINDSEY	214	<a href="mailto:lindseykl@scsk12.org">lindseykl@scsk12.org</a>
ART	DAWN WEAVER	214	<a href="mailto:hayeshawkinssd@scsk12.org">hayeshawkinssd@scsk12.org</a>
P.E.	JAMES CULL	161 - GYM	<a href="mailto:cullj@scsk12.org">cullj@scsk12.org</a>
P.E.	PAMELA MACNAIR	161 - GYM	<a href="mailto:macnairps@scsk12.org">macnairps@scsk12.org</a>
LIBRARY	CANDICE MCCOLGAN	131 - LIBRARY	<a href="mailto:mccolgancm@scsk12.org">mccolgancm@scsk12.org</a>
TECHNOLOGY	ADAM BRASSFIELD	218	<a href="mailto:brassfieldah@scsk12.org">brassfieldah@scsk12.org</a>
SCIENCE LAB	SHANNON KIIHNL	216	
CLUE	SHARON HALL	103	<a href="mailto:hallsi@scsk12.org">hallsi@scsk12.org</a>
CLUE	MARYBETH TOES	103	<a href="mailto:toesm@scsk12.org">toesm@scsk12.org</a>
CLUE	JACOB CLINE	101	<a href="mailto:clinej@scsk12.org">clinej@scsk12.org</a>
CLUE	MARVIESTA CRIDER	101	<a href="mailto:criderm@scsk12.org">criderm@scsk12.org</a>
INSTRUCTIONAL RESOURCE	CHASSITY CLEAVER	GYM - CLASSROOM	<a href="mailto:smithc10@scsk12.org">smithc10@scsk12.org</a>
ESL	JENNIPHER TIMS	231	<a href="mailto:timsj@scsk12.org">timsj@scsk12.org</a>
BEHAVIOR SPECIALIST	WILLIAM JUSTICE		<a href="mailto:justicew@scsk12.org">justicew@scsk12.org</a>
KINDERGARTEN LITERACY SPECIALIST	JONATHAN DUNCAN	104	<a href="mailto:duncanjt@scsk12.org">duncanjt@scsk12.org</a>
KINDERGARTEN LITERACY SPECIALIST	KATYA ROEHLK	106	<a href="mailto:roehlka@scsk12.org">roehlka@scsk12.org</a>

KINDERGARTEN LITERACY SPECIALIST	IAN MCCLEAN	108	<a href="mailto:mccleanmic@scsk12.org">mccleanmic@scsk12.org</a>
KINDERGARTEN LITERACY SPECIALIST	DOROTHY ROBERTSON	110	<a href="mailto:robertsondo@scsk12.org">robertsondo@scsk12.org</a>
1 <sup>st</sup> GRADE LITERACY SPECIALIST	CHIQUITA SNERLING	206/204	<a href="mailto:snerlingc@scsk12.org">snerlingc@scsk12.org</a>
1 <sup>st</sup> GRADE LITERACY SPECIALIST	TERRY THORNTON	100/102	<a href="mailto:thorntont1@scsk12.org">thorntont1@scsk12.org</a>
2 <sup>nd</sup> GRADE LITERACY SPECIALIST	ALYSABETH WATKINS	207/208/209/ 210/211	<a href="mailto:watkinsa1@scsk12.org">watkinsa1@scsk12.org</a>
3 <sup>rd</sup> GRADE/ SPED SUPPORT EDUC. ASST.	JEAN TERRELL	GYM - CLASSROOM	<a href="mailto:terrellje@scsk12.org">terrellje@scsk12.org</a>
4 <sup>th</sup> GRADE TUTORING/CAFE	LEMETRIA FAULKNER		<a href="mailto:faulknerlf@scsk12.org">faulknerlf@scsk12.org</a>
5 <sup>th</sup> GRADE TUTORING/RTI-CO LEAD	CHRISTOPHER WICKS		<a href="mailto:wicksc@scsk12.org">wicksc@scsk12.org</a>
STEAM EDUC. ASST.	CHRIS DERVAUX	218	<a href="mailto:dervauxc@scsk12.org">dervauxc@scsk12.org</a>
SPECIAL ED. ASST.	LINDA TOMPKIN-WELLS	206	<a href="mailto:tompkinwellsl@scsk12.org">tompkinwellsl@scsk12.org</a>
SPECIAL ED. ASST.	MARY SPENCER	202	<a href="mailto:spencerm2@scsk12.org">spencerm2@scsk12.org</a>
SPECIAL ED. ASST.	THOMAS VAN FRANK	300	<a href="mailto:vanfrankt@scsk12.org">vanfrankt@scsk12.org</a>
SPEECH THERAPIST	ANNA GABRIEL	LIBRARY – GYM OFFICE	<a href="mailto:gabrielac_ec@scsk12.org">gabrielac_ec@scsk12.org</a>
SOCIAL WORKER	KAREN BUCK	LIBRARY – GYM OFFICE	<a href="mailto:buckh@scsk12.org">buckh@scsk12.org</a>
SCHOOL PSYCHOLOGIST	RAELYN CHILDRES	GYM - CLASSROOM	<a href="mailto:childresrm@scsk12.org">childresrm@scsk12.org</a>

## **CELL PHONES AND ELECTRONICS**

Your child is permitted to bring a cell phone to school if 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.

The school follows [MSCS Board Policy 6046 related to bullying and cyberbullying](#).

## **BIRTHDAY PARTIES**

We realize that birthdays are major events in the life of a child. Student birthdays will be announced daily during school announcements. Each student will be called to the office and receive a birthday pencil. 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. 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. Items part of the treat bag must be store bought, and adhere to all classroom allergies.

## **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 half-hour we are unable to accommodate guests during student lunches, which also includes student birthdays.

Outside food is not 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 policy continues to align 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).

Idlewild was fortunate to receive two new serving lines this summer that will allow students to transition to their seats at a quicker rate. All students are expected to sit with their homeroom class



for each lunch period and will have assigned supervision. Students will wait at their tables at the conclusion of their meal where their homeroom teacher will transition them to their next activity.

### **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 manager, Ms. Timara Gibson, [gibsont1@scsk12.org](mailto:gibsont1@scsk12.org).

### **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 unexcused absences, early dismissals or tardies (combined). Students who exceed this number will be placed on Optional Probation and are at risk of losing their Optional Status. The school administration will notify parents at the conclusion of the 1<sup>st</sup> and 2<sup>nd</sup> semester of students who are not in compliance with optional standards.



### **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. Extenuating circumstances over which the student has no control as approved by the principal. - Contact Ms. Schnacke or Dr. Shuman

*A written statement within two (2) school days of the student's return to school shall be required from the parent or guardian explaining the reason for each absence.*

Please see [MSCS Board Policy 6014](#) for additional attendance information.

## **Unexcused Absences**

A student who accumulates 3 unexcused absences will receive an automatic district generated email/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. This will require a meeting with a 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 8:20 a.m. are marked tardy and must have a tardy slip from the office. 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. Exceptions will be made by administration if drop off lines exceed normal times due to accidents, weather, or heavy traffic.

## **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 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**

In the event that school is closed early due to weather, safety, or unforeseen circumstances, parents will be notified via Dojo, Email, and Text. The Superintendent makes the determination when a school is closed and when the communication will be sent to families by way of school administration. Please make advanced arrangements in case of early dismissal due to weather. Only people that are listed as contacts in Powerschool will be allowed to check-out your child.

## **SAFETY, SECURITY, AND DRILLS**

Each year Idlewild Elementary in compliance with MSCS and the State of Tennessee completes a Security Assessment (Summer) and a comprehensive Emergency Operations Plan.

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.

A comprehensive overview of the school safety plan will be sent home within the first month of school for all families to review.

## **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.

### **GRADING POLICY**

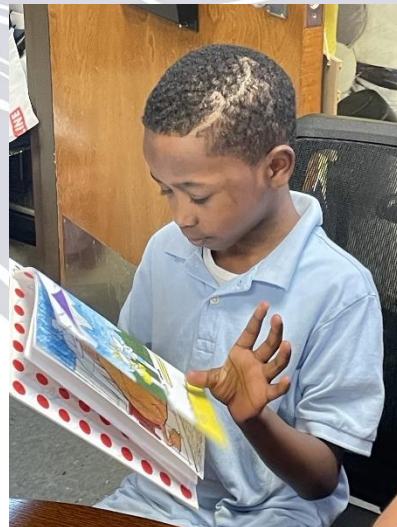
**Memphis-Shelby County School's system for determining academic grades is as follows:**

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](#).

## **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**.



*Co-President Laura Burditt*

### **Current PTO Board**

Co-Presidents: Laura Burditt and Diana Barzizza

Co-Vice Presidents: Anita Ganesh and Margo Roen

Secretary: Sara Lopez

Treasurer: Andrés Flores

Social Media/Communications: Amanda Getschman



*Co-President Diana Barzizza*

## **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.

# Idlewild Elementary Family Handbook 2024-2025

## 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>	



**Quick Reference Guide**  
**Idlewild Elementary School**  
**901-416-4566**

Question	Person	Contact Information
Who is Idlewild's School Board Member?	Michelle McKissack, District 1	<a href="mailto:mckissackm@scsk12.org">mckissackm@scsk12.org</a>
Who do I contact for attendance, medicine, or calendar questions?	Kemba Maat, General Office Secretary	<a href="mailto:maatk@scsk12.org">maatk@scsk12.org</a>
Who do I contact for questions regarding payments or fees?	Dottie James, Financial Secretary	<a href="mailto:jamesdr@scsk12.org">jamesdr@scsk12.org</a>
Who do I contact for questions regarding optional status, optional renewal, or general Powerschool and enrollment questions?	Patricia Webster, General Office Secretary	<a href="mailto:jaimezp@scsk12.org">jaimezp@scsk12.org</a>
Who do I contact for questions regarding school lunches, nutrition, and food allergies?	Timara Gibson, Nutritional Manager	<a href="mailto:gibsont1@scsk12.org">gibsont1@scsk12.org</a>
Who do I contact for 504 services?	Franklin Collins, Professional School Counselor Haley King, Professional School Counselor	<a href="mailto:collinsfa@scsk12.org">collinsfa@scsk12.org</a> <a href="mailto:kingh@scsk12.org">kingh@scsk12.org</a>
Who do I contact regarding special education services?	Chassity Cleaver, SPED Chair	<a href="mailto:Smith10@scsk12.org">Smith10@scsk12.org</a>
Who do I contact with questions about speech and language?	Anna Gabriel, Speech and Language Pathologist	<a href="mailto:gabrielec@scsk12.org">gabrielec@scsk12.org</a>
Who do I contact regarding CLUE services?	K-2 <sup>nd</sup> Grade – Sharon Hall 3 <sup>rd</sup> Grade – Ms. Toes 4 <sup>th</sup> Grade – Mr. Cline 5 <sup>th</sup> Grade – Ms. Crider	<a href="mailto:hallsj@scsk12.org">hallsj@scsk12.org</a> <a href="mailto:toesm@scsk12.org">toesm@scsk12.org</a> <a href="mailto:clinej@scsk12.org">clinej@scsk12.org</a> <a href="mailto:criderm@scsk12.org">criderm@scsk12.org</a>
Who do I contact for questions about TCAP testing and Common Formative Assessments?	Bill Shuman, Vice Principal	<a href="mailto:shumanwe@scsk12.org">shumanwe@scsk12.org</a>
Who do I contact with questions regarding Family Engagement and Title I compliance?	Joanna Byrnes, PLC Coach	<a href="mailto:byrnesj@scsk12.org">byrnesj@scsk12.org</a>
Who is the PTO president and how do I volunteer?	Laura Burditt, Co-President Diana Barzizza, Co-President	<a href="mailto:idlewildelementarypto@gmail.com">idlewildelementarypto@gmail.com</a>



# 2024-25 Student Calendar

## 2024

First Semester-87 days

<b>AUGUST</b>	
5	First Day for Students   1st 9 Weeks Begins
<b>SEPTEMBER</b>	
2	Labor Day (Students Out)
5	Parent-Teacher Conferences (4-7 p.m.)
<b>OCTOBER</b>	
4	1st 9 Weeks Ends
7-11	Fall Break (Students Out)
14	Students Return   2nd 9 Weeks Begins
<b>NOVEMBER</b>	
5	Election Day (Students Out)
11	Veterans Day (Students Out)
25-29	Thanksgiving Break (Students Out)
<b>DECEMBER</b>	
18-20	1st Semester Exams
20	1st Semester Ends   2nd 9 Weeks Ends
23-31	Winter Break (Students Out)

JULY 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		

AUGUST 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	30

SEPTEMBER 2024				
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				

OCTOBER 2024				
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	

NOVEMBER 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

DECEMBER 2024				
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			

## 2025

Second Semester-92 days

<b>JANUARY</b>	
1-3	Winter Break, cont. (Students Out)
6	Students Return   3rd 9 Weeks Begins
20	Dr. Martin Luther King Jr. Day (Students Out)
<b>FEBRUARY</b>	
13	Parent-Teacher Conferences (4-7 p.m.)
17	Presidents Day (Students Out)
<b>MARCH</b>	
7	End of 3rd 9 Weeks
10-14	Spring Break   (Students Out)
17	Students Return   4th 9 Weeks Begins
<b>APRIL</b>	
18	Spring Break II   Good Friday (Students Out)
<b>MAY</b>	
21-23	2nd Semester Exams
23	Last Day of School   4th 9 Weeks Ends
<b>JUNE</b>	

JANUARY 2025				
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

FEBRUARY 2025				
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

MARCH 2025				
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				

APRIL 2025				
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		

MAY 2025				
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	30

JUNE 2025				
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				

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