



Shelby Oaks Elementary 2024-2025

Family-Student Handbook

MSCS Superintendent.....Dr. Marie Feagins
Principal.....Dr. Michelle Hope
Assistant Principal..... Mrs. Shanika Jarrett

6053 Summer Avenue, Memphis, TN 38134
Telephone: (901) 416-4305

Shelby County Schools offers educational and employment opportunities without regard to race, color, religion, sex, creed, age, disability, national origin, or genetic information.

Dear Shelby Oaks Elementary School Families,

Welcome to the 2024-2025 school year! I am honored to serve as the Principal for Shelby Oaks Elementary. I know that this will be a wonderful year and look forward to working closely with our dedicated and talented staff in our efforts to do whatever it takes to advance the achievement of all our students. Working together, I am confident that we will continue to provide our students with a rigorous and engaging school experience. Shelby Oaks is a truly special and unique community!

My continuing goals are as follows:

1. Continue to challenge our students and staff to reach for the stars.
2. Make positive and personal connections with our students and their families, our wonderful staff, and the wider community.
3. Promote student engagement inside and outside of the classroom.

These goals are rooted in a desire to build a strong school culture and encourage unwavering instructional leadership so that we can move every student each day towards their own personal success goals. Successful schools have very regular communication, and strong community and parent partnerships and, as such, I greatly value the feedback from our families and community. Please feel free to contact me at the school, or via email, at any time! We are in this together! We have all heard the old African proverb that states that “It takes a village;” as my partner in learning, thank you in advance for allowing me to be a part of the village that will move our students towards excellence.

The elementary school years are an important and critical time for students; what happens during these years will have a lasting impression on their growth and development. I am confident that our school will continue to be a place where our students can learn and grow both academically and socially.

Please feel free to stop in and say hello; my door is always open!

Yours in service,

Dr. Michelle Hope
hopemr@scsk12.org



WHO'S WHO IN THE OFFICE

Principal
Assistant Principal
PLC Coach
PLC Coach
School Counselor
School Counselor
Financial Secretary
Clerical
Clerical
Cafeteria Manager
Plant Manager

Dr. Michelle Hope
Ms. Shanika Jarrett
Ms. Teyuna Boddie
Dr. Marilyn Flynn
Ms. Lilillian Patterson
Mr. John Collins
Ms. Kotasha Spencer
Ms. Tressy Jones
Ms. Diamoneshia Jones
Ms. Shonda Bowie
Mr. Brandon Warr



Learn. Lead. Leave a Legacy!

School Mascot Eagle



School Colors Maroon and Gold

School – Wide Expectations: Eagles Soar:

- Safety First
- Own Your Behavior
- Always Do Your Best
- Respect Yourself and Others

Vision/Mission of Shelby Oaks Elementary

VISION:

Shelby Oaks Elementary will be a student-centered learning environment, where all students will be challenged to achieve academically to their uppermost potential. Parents, community, faculty and staff will create a positive, secure and supportive culture in which each child will be taking risks to enhance higher-level thinking and reasoning skills. Students will be provided opportunities to think critically, communicate effectively, solve problems and become lifelong learners. All students leaving Shelby Oaks Elementary will be equipped emotionally, socially and academically for our rapidly changing society.

MISSION:

The Mission of Shelby Oaks Elementary is to prepare all students to reach their fullest potential in a safe and caring environment. This environment provides a variety of challenging educational opportunities to meet the needs of individual students in an ever-changing and culturally diverse society.

STATEMENT OF BELIEFS:

- We believe in holding high expectations for all staff and students.
- We believe in a safe learning environment for all students.
- We believe in using a variety of teaching methods to enable all students to acquire knowledge across content areas.
- We believe through communication and mutual decision-making, parents, teachers, and students build collaborative partnerships to enhance the learning experience.
- We believe in measuring student performance by utilizing traditional and non-traditional methods of assessment.
- We believe in making instructional decisions by using research-based curricula and assessment data to provide a clear purpose and direction.
- We believe in following guidelines outlined in federal, state, and local district policies in order to improve student achievement and to maintain clear and consistent student results.
- We believe a positive relationship will foster mutual respect, nourish student's self-esteem, and character development.

WHAT YOU NEED TO KNOW

SCHOOL HOURS

- **District 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.**
- Shelby Oaks school hours of operation are **8:15 a.m. to 3:15 p.m.** with breakfast beginning at **7:45 a.m.**, concluding at **8:10 a.m.** for car riders and walkers, and concluding after all bus riders arrive.
- PreK students will not be permitted to enter the building until 8:05 as they will eat breakfast with their class after all other students have finished breakfast. PreK students will enter through door 2 on the side of the building.
- Before and aftercare services are available through the YMCA and you may contact them at 901-766-7677 or enroll at ymcamemphis.org/childcare. **Additional outside day care providers bus students to and from school and their contact information is available upon request.**
- School bus and daycare bus riders will have the opportunity to eat breakfast when their bus arrives.
- All car riders and walkers enter from DOOR 3. Parents may not enter the building or walk to the door/sidewalk.
- For the safety of our students, only district personnel are permitted to drive behind the school near the portable classrooms.
- Please do not drop students off near the portable classrooms.
- Students must be picked up at **3:15 p.m.** **There will not be any school supervision after 3:30 p.m.**

VISITORS

To help keep our students and staff safe, all visitors must check into the office to be screened. Families are not permitted to walk their children to class with the exception of kindergarten on the staggered entry day. PreK parents will check in their children at Door 2 and an assistant and teacher will walk the students to class. All other parents, must remain in their cars. If you need to speak with your child's teacher, we request that you schedule an appointment. The video entrance system is activated, and anyone who arrives will buzz the office to gain entrance. **A forgotten item (such as a lunch box) should be brought to the office, and the child will be called to pick it up.**

SCHOOL DRESS CODE

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

- The Shelby Oaks uniform consists of polos in school colors (red, maroon, yellow/gold and white) or collared type shirts, and navy, black or tan bottoms.
- Only solid white short and long sleeve undershirts are permitted.
- Uniforms should be clean and worn neatly.
- Skirts and dresses must be at or below the knee. Tights with feet and not leggings are to be worn.
- Pants must be worn at the waist with buckled belts. Sagging pants will not be allowed.
- Tennis shoes are required for physical education. Students may not wear flip-flops or any type of shoe that has an open back. "Fad" shoes or high heels are not acceptable as they often cause safety problems.
- Vulgar or suggestive writing, and alcohol or tobacco advertising will not be allowed on clothing.
- Hair should be cut and combed neatly. No rollers, clips, hairnets or shower caps will be allowed. Hats are for outside wear and must be removed when entering the building, unless there is a medical reason or a special spirit day.
- Black, white, cream, and navy light weight jackets, sweaters and sweatshirts are permitted to be worn in the classroom during the fall and winter months. They must be a solid color with no recognizable logos or writing.
- The wearing of oversized rings, belt buckles, or buckles with lights, medallions, and dog tags are not permitted. Only studded earrings are permitted to avoid any accidental injury. Oversized glass studs, hoop, dangling, and designer earrings are not permitted.
- Violation of the dress code will result in a uniform violation form sent home for parents to sign. Depending on the violation parents may be called to bring the appropriate clothing to school. The child will be waiting in the

front office until the change of clothing arrives. If available, alternative clothing may also be provided for the day.

PARENT COMMUNICATION

If problems arise, please make us aware of them by calling, emailing your child's teacher directly, or calling the school's office at 416-4305. The entire staff stands ready to offer assistance in any way possible. All SOE Teachers utilize Class Dojo.

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.

A key component of our partnership with parents is the utilization of phone calls, agenda book notes, emails, class dojo, written progress reports, misconduct reports, and parent notification from teachers, support staff, and administration.

PRINCIPAL COMMUNICATION

Families can reach out to Dr. Hope via email or Class Dojo at any time, or by calling the school office to schedule a conference. Family concerns, questions, and input are valued and considered in school-wide decision making. Dr. Hope will also send out a survey periodically to solicit family feedback.

Dr. Hope will post updates via SCHOOL STORY at least bi-weekly on Class Dojo and Facebook.

PARENT CONFERENCES

Parents should meet with their child's teacher regarding any matters of concern. If the concern persists after working with the teacher, parents may request a conference with the Assistant Principal or Principal. Matters needing further resolution after a period of time may be referred to the Principal for a conference. **Appointments must be made for parent conferences, to clear suspensions, and conduct other school business.**

ATTENDANCE

All children are expected to be in attendance and on time each day.

- Any child absent from school must provide a written note stating the reason for the absence from a parent or guardian no later than three (3) school days after the absence was taken. Shelby Oaks Elementary will provide a note that can be submitted. This note can also be submitted through PowerSchool for Parents.
- Acceptable excuses, according to the Memphis-Shelby County Board of Education policy are:
 1. Personal illness,
 2. Death or serious illness in immediate family,
 3. Any other unusual cause acceptable to the principal,
 4. Recognized religious holiday, or
 5. Court detention or summons
 6. When the student is representing the school in a school sponsored activity
- A doctor's statement is required for excessive absences. If no documentation justifying the absence as excusable is submitted within the three-day period, the absence will become an unexcused absence.
- When unexcused absences occur, Memphis-Shelby County Schools will seek assistance and support from school-based and community wide programs or agencies to restore the student's attendance. MSCS will also use effective interventions with students and parents/guardians to restore and maintain a student's regular attendance. Referral to Juvenile Court or to the U.S. District Attorney General will be the final option.
- A student will not be considered having perfect attendance if the student has any tardies or early checkouts.
- If a student is absent without an excuse, the school must use school-based procedures as well as appropriate interventions to encourage regular school attendance. The following attendance procedures shall be used:
 - First Unexcused Absences – Phone calls by school personnel to parents/guardians

- Third Unexcused Absence – Phone call by school personnel to parents/guardians informing them of unexcused absences and requesting a parent teacher conference; warning letter to parents/guardians informing them of the truancy laws and the consequences of noncompliance
- Fourth Unexcused Absence – Phone call to parents/guardians requesting conference; warning letter
- After the student's fifth unexcused absence a letter will be sent requesting their presence at a meeting of the Student Attendance Review Team (SART). The SART team should consist of guidance counselor, family engagement specialist, principal (or designee), parent/guardian and students. The SART team must develop a Parent/Student Action Plan to address the cause(s) of the unexcused absences and identify interventions that eliminate the problem and enable the student to attend school on a regular basis.
- After a student has accumulated ten or more unexcused absences the SART team can elect to refer the student to the community wide Student Attendance Review Board. The purpose of this Board is to determine if the student's case should be moved to Juvenile Court or if the parent/guardian should be given one more opportunity to comply with the attendance laws (#6016).

DISMISSAL OF STUDENTS DURING THE SCHOOL DAY

Expectations:

- Parents are encouraged to schedule doctor and dental appointments after school hours or during school breaks.
- It is requested that children not be checked out between 2:00 p.m. and 3:15 p.m. Teachers are providing intervention and trying to wrap up the day and get the students out safely and with the attention they need.
- All teachers are on duty between 3:00 p.m. and 3:30 p.m. and are not available for conferences unless scheduled in advance.

TARDIES

Students miss valuable instructional time when they are late to school or check out early, and it violates the school district's attendance policy.

- Students are tardy if they are not in their classroom at 8:15 a.m.
- Students who arrive after 8:30 a.m. must report to the Main Office to be signed in by a parent and obtain an admittance slip to class.
- If a student is tardy three times during the school year, the principal shall have a conference with the student's parent/guardian.
- Bus riders will be permitted to eat breakfast and will not be considered tardy due to a late bus.

DISMISSAL

- Per MSCS policy, early dismissals are represented as tardies on report cards and progress reports.
- Change in the mode of getting home will not be accepted unless in writing
- We will not be able to change the mode of dismissal transportation after 2:15 p.m.
- Car riders are asked to sit quietly by grade level in designed school positions as they wait for their car rider number to be called. This will help to speed up departure.
- Please do not park and leave your car to pick-up children; join the car line and follow all directions by school personnel.
- Only PreK parents will be allowed to wait at the entrance of DOOR 2. PreK parents will receive a parking pass for the preK parking lot. Only PreK parents should park here.
- We will dismiss car riders FIRST beginning between 3PM and 3:15 PM. Walkers (this includes "car-walkers"-students whose parents walk to the door) will be dismissed from DOOR 6 beginning at 3:25. Parents and caregivers must sign a permission form for students to be released as walkers.

EXTENDED DAY PROGRAM

Many of our families are in need of activities after the regular school day. In response to that need, Shelby Oaks Elementary School and Memphis-Shelby County Schools have contracted with Y-Care to provide services before and after school for our students. The Program operates under a license from the Tennessee Department of Education using the standards and licensing procedures approved by the Tennessee Department of Human Services. We have planned a meaningful schedule for our students that provides a number of activities - some instructional and some fun. Activities include library, computer activities, music, conversational Spanish, and physical education.

- Before Care will begin each day school is open at 6:30 a.m. and close at 8:00 a.m. promptly as students can then be dismissed to either class.
- The time after school is 3:15 p.m. until 6:00 p.m.
- Parents are required to come into the cafeteria to sign their children out of after-care. The staff calls the child to the cafeteria to be picked up. All exterior doors are locked.
- The regular school telephone number is used for communication purposes.
- Only the parent or someone designated by the parent is allowed to sign the child out.
- The Program closes promptly at 6:00 p.m.
- Due to staff limitations, there may be a waiting list from time to time.
- Contact the YMCA for information at 901-766-7677 or register at ymcamemphis.org/childcare. Additional information regarding outside day care providers are also available upon request.

GRADING SYSTEM

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

MEDICINE

Sometimes it is necessary for students to take prescription medicine while at school. Aspirin, Tylenol, cough drops and other nonprescription items will not be given to children during school hours.

- Medicine MUST be brought immediately to the office by either the parent or the student.
- Parent must complete an Authorization for Medication During School Hours Form requesting that the school administer the medications, which are available in the school office, include the diagnosis, name of the medication, the dosage, length of time medication is prescribed, and other information.
- Medicine is to be in a prescription bottle with the child's name, the name of the medication, doctor's name and pharmacy shown on the pharmacy label.
- The student is responsible for coming to the office at the appropriate time and taking the medicine in the office.

BIRTHDAYS

At Shelby Oaks, we welcome birthday celebrations at the discretion of the teacher. Please contact your teacher if you would like to bring cupcakes etc. for your child's birthday.

BUS TRANSPORTATION RULES

Per policy 6050, Parents of students are responsible for their child's supervision until the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once a student boards the bus - and only at that time - does he or she become the responsibility of the school system. Such responsibility shall end when the student is delivered to the regular bus stop at the close of the school day. The following student behavior and safety standards have been established as a guideline for all students eligible for transportation. Failure to adhere to these expectations will result in a bus suspension.

1. Students in grades K through 5 shall display their transportation bus pass to the driver upon boarding the bus both morning and afternoon.
2. **Students in grades K through 1st are required to be supervised by an adult parent or guardian when delivered to the bus stop. These students will not be allowed to exit a school bus without a parent, guardian, approved adult, or a sibling 11 years or older present to receive the student.**
3. Special education students must have a parent or guardian at their residence to receive them when dropped off. If there is no one present, they will be returned to their school for supervision until picked up by a parent or guardian.
4. Cooperate with the driver.
5. Students shall be respectful and not use obscene and/or abusive language.
6. No screaming or yelling on the bus.
7. Students will not throw items in or out of the bus. This behavior can cause serious safety consequences.
8. No fighting, bullying, harassment or horseplay on the bus or at the bus stop.
9. Students will not deliberately stand on private property while waiting for the bus. (If the bus stop does not allow enough space, please contact MSCS Transportation).
10. Students will load and unload the bus in a safe and timely manner. **Be at your bus stop at least 5 minutes prior to your assigned pick up time.**
11. Students must stay seated and not turn around in their seat. Nothing should ever block the aisle.
12. Smoking and use tobacco and/or drugs on the bus or at the bus stop is prohibited.
13. Students will not extend hands, arms, head or any body parts out of the windows.
14. Students will not tamper with equipment or vandalize the bus. Parents/students will be charged for repair to damage of the interior/exterior of the school bus.
15. Students should keep bus clean. Eating and drinking on the bus is prohibited.
16. Students may not use electronic devices including cell phones, cameras, AirPods, earbuds, etc. on the school bus. Cell phones and electronic devices may not be used for phone calls, texting, or taking pictures/videos at any time while on the bus.
17. Students may only ride the bus which serves their home address and may only board or de-board at assigned stop unless approved by the school principal and/or MSCS Transportation.

For more information, please visit the Memphis Shelby County Schools website and review the following policies: 6050 Student Conduct on Buses; 6022 Student Behavior; 6057 Physical Relocation of Students; 3004 Student Transportation Services; and 3005 School Bus Safety Program. Please contact the First Student terminal at 320-9356 or the Transportation Department at 416-6077 to address any transportation related questions and/or concerns regarding issues with drivers and drop off and pick up times.

