

Idlewild Elementary Optional School

Family Handbook

2016-2017



“Children First! Excellence Always!”

Where you belong!

**Randy Thompson, Principal
Virginia Acey, Professional Learning Coach**

**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 was 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 call or schedule an appointment to speak with me. You may call the school at 416-4566.

Looking forward to a phenomenal year!!!!

Randy Thompson
Principal
Idlewild Elementary School

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Shelby County Schools ***District Mission***

Preparing all students for success in learning, leadership and life.

District Vision

Our District will be the premier School District attracting a diverse student population and effective teachers, leaders, and staff all committed to excellence.

Idlewild Shared Vision

The vision of Idlewild Elementary is to provide high-quality curriculum and instruction in a safe, supporting, and effective learning environment to empower students to become life-long learners.

Idlewild Common Mission – Children First, Excellence Always

Idlewild’s mission is to prepare and equip all students with the knowledge and skills to be productive citizens in an ever-changing global society.

Idlewild Beliefs

- **We believe** that the instructional emphasis should include critical and creative thinking skills to solve realistic problems.
- **We believe** a safe, non-threatening environment is essential to student’s ability to excel socially, emotionally, and academically.
- **We believe** that cultural diversity should be celebrated and recognized.
- **We believe** that self-esteem is enhanced by positive relationships and mutual respect.
- **We believe** that assessments drive instruction and aid in the creative of supportive and challenging learning environment.
- **We believe** that student attendance has a direct correlation to successful academic achievement.
- **We believe** that shared decision-making and communication of policy implementation are vital components of a successful school.

2016-2017 Shelby County Schools’ Instruction Calendar

First Semester				
Date	Day	Event	Students	Teachers
August 2	Tuesday	Student Registration Day	Out	In
August 8	Monday	First Day of Class for Students Staggered Enrollment Begins for KK	In	In
September 5	Monday	Labor Day	Out	Out
September 15	Thursday	Parent Teacher Conferences 4-7 pm	In	In
September 16	Friday	District Learning Day (Professional Development)	Out	In
October 7	Friday	End of the 1 st 9 Weeks (1 st Quarter)		
October 10-14	Monday-Friday	Fall Break	Out	Out
November 11	Wednesday	Veterans Day	Out	Out
November 23-25	Wednesday-Friday	Thanksgiving Break	Out	Out
December 14-16	Wednesday-Friday	Semester Exams		
December 16	Friday	End of 2 nd 9 Weeks (2 nd Quarter)	In	In

December 20-Jan 2	Monday-Friday	Winter Break	Out	Out
Second Semester				
Date	Day	Event	Students	Teachers
January 3	Tuesday	Students Return (1 st day of 2 nd Semester)	In	In
January 16	Monday	MLK JR. Day	Out	Out
February 9	Thursday	Parent Teacher Conferences (4-7 pm)	In	In
February 10	Monday	District Learning day Professional Development	Out	In
March 10	Friday	End of 3 rd Quarter		
March 13-17	Monday-Friday	Spring Break & Good Friday	Out	Out
April 14	Friday	Spring Holiday	Out	Out
May 24-26	Wednesday-Friday	Semester Exams	In	In
May 26	Friday	Last Day for Students ½ Day Students	½ Day	In

ARRIVAL

Students should arrive at school between 7:45 a.m. and 8:15 a.m. daily. Doors open for students eating breakfast at 7:45 a.m. Breakfast is served from 7:45 – 8:10 a.m. The doors of the school open for all students at 8:00 a.m. **Students arriving at school are not supervised until 8:00 a.m.** Students who arrive at school before 7:45 a.m. will be placed in before school care and charged a \$5 drop in fee and a \$10 registration fee for the first occurrence. For each additional occurrence, there will be a charge of \$5. All students enter school through the front center doors. **To ensure safety and the learning of school wide procedures, we ask that parents do not escort their children to classrooms after the first week of school. Please choose a spot near the building entrance for the “goodbye” kiss or hug.**

- Students are expected to be seated in their home rooms by the 8:15 tardy bell. Students arriving after 8:15 will be marked tardy by the homeroom teacher. Students arriving after 8:20 must report to the attendance office for a tardy entrance slip. Parents must accompany and sign in students arriving after 8:20 a.m.

Arrival & “Drop Off” Line Safety Guidelines:

- **There is no adult supervision prior to 7:45 a.m. each morning.**
- Students may come in their designated entrance at **8:00 a.m.**
- Turn **off** radios and cell phones (no calling/texting) during drop off or parking.
- Pull **all** the way forward in the drop off area.
- Students are to exit only on the **right** side of the vehicle.
- Make sure your children are **ready** to exit when the vehicle stops.
- If you park across the street, **you** must escort your child across the street.

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 absences, early dismissals or tardies (combined).

Steps to Follow When Absent:

1. Parent or guardian must write an excuse indicating the date, days of absence, reason for absence, and include his or her signature.
2. Submit the excuse to the homeroom teacher within 2 school days of the student’s return.
3. Ask for make-up assignments.
4. Be aware that assignments that are not made up could be reflected in academic grades.

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 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

*Student shall be permitted the opportunity to make up all work and tests missed as a result of an excused absence. Work and tests **must** be made up by the end of the reporting period. If a student fails to make up the work and tests, their deficiencies shall be averaged with the other grades.*

Unexcused Absences

Unexcused absences will be treated as truancy. A student who accumulates 5 days of unexcused absences will be given notice to attend a Student Attendance Review Team meeting with the school administration at which time a plan will be set in place to help with future attendance. After 10 unexcused absences, notice will be given to attend a meeting with the Truancy Department at the North Precinct and possible court appearance. All unexcused absences are reported to Juvenile Court. Class work or tests will not be made up in the event of unexcused absences. A student who is absent from school or class without permission will be considered truant and will be subject to disciplinary actions. **Anytime a student is out for three (3) or more consecutive days, a doctor’s statement will be required. After the accumulation of 10 days, all absences will require a physician’s statement to be excused.**

Tardies

*Students reporting to homerooms after 8:15 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. Tardiness will be excused only if the student presents a doctor’s note. Tardies follow the procedures for unexcused absences. **Optional students must not accumulate more than 15 combined absences (EXCUSED or UNEXCUSED), early dismissals and/or tardies.***

BEHAVIOR

School-wide Discipline Philosophy

Relationships nurtured within our school are the foundation of our school-wide discipline. Our school community provides preventative approaches that are proactive, positive methods that address challenging behaviors before they occur. We recognize that when parents and teachers work together using positive discipline children will be successful. We believe all behavior serves a purpose and must be viewed as a means to meet individual needs. Idlewild views challenging behaviors as an opportunity to teach. Whether preventative or reactive in nature, we preserve the dignity and self-worth of each person in our school community.

In order for Idlewild to provide an environment of mutual respect and safety, all students, families, and members of our school community must learn our school rules, the 3 R's:

Be Respectful Be Responsible Be Ready to Learn

These are a few examples to share with your child as you help them to make the best decisions each day.

Idlewild Elementary Behavior Matrix

LOCATION	CARING	RESPECTFUL	SAFE
Classroom	*Help a friend with a task *Think of others first *Help keep the classroom clean	*Listen to others when they speak *Pay attention *Take care of materials	*Follow all procedures *Walk away from arguments *Tell an adult about any problems
Hallway	*Always throw trash away *Keep hands off of the walls *Be as quiet as possible	*Walk to the right *Give classmates personal space *Listen to the teacher for directions	*Stay with your teacher *Watch your step *Walk at all times
Cafeteria	*Clean up your space *Help your friends *Tell the cafeteria staff how much you appreciate them	*Say "please" and "thank-you" *Pay attention to the adults *Practice good table manners *Stay in your place in the line	*Quickly pick up spilled items *Keep hands and feet to yourself
Playground	*Include everyone in activities *Take care of equipment *Share equipment	*Line up when the teacher calls *Play games with respect for others *Keep the playground neat and clean	*Stay within the teacher's sight *Stay away from danger *Walk away from conflict (Tell an adult)
Bathroom	*Clean up behind yourself *Let an adult know if a student is ill *Alert an adult when something is out of order	*Always give others their privacy *Pick up unused paper/trash *Wait your turn *Remember to flush	*Use supplies respectfully *Report any misconduct *Walk away from conflict (Tell an adult)
Assembly	*Listen closely to the speaker *Applaud to show your appreciation	*Come in quietly *Sit in your assigned seats *Only speak when it is appropriate *Stay seated so others may see	*Keep feet and other objects out of aisle *Stay in your seat *Stay with your teacher
Day Care Buses/Vans	*Say "hello" to the bus driver as you enter *Say "good-bye" and "thank-you" as you leave	*Follow the bus driver's directions *Keep your area neat and clean	*Keep all objects out of the aisle *Stay in your seat *Give others their personal space *Avoid conflicts (Tell an adult)

Disciplinary Actions

Students must develop self-discipline in order to further their learning. Idlewild Elementary will follow the SCS Student Code of Conduct. The student code of conduct is given to every parent. Teachers will review the Code of Conduct throughout the school year. Additional copies are available in the school office or online at www.scsk12.org. Please review the Code of Conduct with your child. When a student earns NME or an N or U for any conduct report period, he/she may be ineligible to participate in extracurricular school function including class parties, field trips, and completion activities. Parents will be notified whenever a student is referred to the office for misconduct.

BIRTHDAYS/CLASSROOM PARTIES

We realize that birthdays are major events in the life of a child. We request that you celebrate your child's birthday by purchasing a book to donate to your child's classroom library in his/her honor. **Classroom or cafeteria birthday parties, caps, cupcakes, balloons or flowers are not permitted.** Parents please do not send invitations to school or distribute them in the classroom. The school will not accept or sign for deliveries for students at school. If you would like to help your child celebrate their birthday with all of their classmates, the distribution of a small "treat" bag of pencils, erasers, stickers from any dollar store is acceptable and will last much longer than a cupcake. Birthday "treat bags" will be distributed to students at dismissal by their classroom teacher.

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.

CAFETERIA

ALL SCS students eat Breakfast and Lunch free of charge. No cash can be accepted in the cafeteria. If you would like your child to be able to purchase extra items, you must put money on a Prepay account. **You can find the prepay link on the SCS webpage and on the PTO webpage.**

Cafeteria Conduct

All students in the school share the cafeteria. It is to be kept clean and at a comfortable noise level. Each class will be responsible for cleaning and picking up paper under and around tables and trashcans. Students are expected to maintain the following behavior:

- Respect all adults, and other students
- Remain quiet in the lunch line
- Engage in quiet conversations at the lunch table
- Remain seated
- Practice appropriate table manners
- Keep eating area clean

**Because of dietary restrictions and allergies, students are prohibited from sharing food.*

COMMUNICATION

Regular parent school communication is essential for successful learning. Idlewild Elementary welcomes your active participation in your child's education. The school phone number is 901-416-4566. Please call us with your questions and concerns. The school also has a web page on the Shelby County Schools web site. The school publishes a monthly newsletter/calendar. There is an app (iTunes and Android) available called Shelby County Schools K12. This app will provide current calendar, district announcements and alerts.

Family Communication Folders

All parents should receive a Family Communication Folder each Tuesday. The folder contains monthly calendars and newsletters, a weekly teacher newsletter, a Home Study Guide, and a report on social skills. If your child does not receive a weekly folder, please notify administration.

Parent Connect

ParentCONNECT is a web site which provides parents and legal guardians access to view their children's grades, attendance, assignments, and other information. To log into Parent Connect or set up your Parent Connect account please go to:

<http://www.scsk12.org/uf/webadmin/foundation/parentconnect/index>

Email your questions/concerns:

thompsonrd@scsk12.org or idlewildinfo@scsk12.org

Quick Reference – “Whom do I go to...”

For Inquiries about the following:	Contact:
After Care	Ms. Terrell (Director Before/After Care Program)
After School Tutoring	Ms. Acey (PLC Coach & Title I Facilitator)
Cafeteria/Nutrition Services	Ms. Norris-Williams (Nutrition Manager)
Chess Club	Coach Mark Bishop 901 – 351-7933
Classroom Concerns	1 st contact Classroom Teachers 2 nd contact Mr. Thompson
Crossing Guards	Mr. Thompson/Crossing Guard Office – 416-5860
Discipline Concerns/Referrals	Mr. Thompson (thompsonrd@scsk12.org)
Emergency Management Plan	Ms. Calhoun (Guidance) Ms. Fifer (Plant Manager)
Film Club	Mr. Mateo Servante 901-488-4200
Instructional Materials	Ms. Acey
Optional Program	Ms. Calhoun/Mr. Thompson
Parent CONNECT	Ms. Spencer - Attendance & Records
Parent Issues	Mr. Thompson thompsonrd@scsk12.org
Phone Messages	Ms. James (Finance) Ms. Spencer (Attendance&Records)
Piano	Ms. Jackie Washington 901-233-4936
Policy/Procedure Concerns	Mr. Thompson
PTO Matters	Ms. Jenni Brooks (PTO President) http://idlewildpto.org
Registration	Ms. James/Ms. Spencer
Safety Concerns	Ms. Calhoun/Mr. Thompson
School Spirit Store	PTO - Ms. Candice McColgan
Student Attendance	Ms. Spencer
Student Health Concerns	Nurse Campbell (Nurse’s Station)
Student Records	Ms. Spencer
Textbooks/Workbooks	Ms. Acey
Volunteers	Ms. Buie (Librarian)
Web Page	Ms. Graves (Technology Coordinator)

CONCERNS

Students and parents of Idlewild Elementary are encouraged to work with the teachers and administrators to resolve problems that may arise. Grievances must be addressed immediately after learning about the event or problem. All matters should first be discussed with the appropriate classroom teacher. If all parties are not satisfied, a conference with an administrator may be requested. Schedule an appointment so that we can serve you in a timely manner.

CONFERENCES

Parent-teacher conferences are encouraged and may be initiated by the parent or teacher. Any time you would like to meet your child’s teacher, an appointment must be scheduled. ***Drop-in conferences or visits are not allowed because they interrupt classroom instruction.*** If you would like to observe your child’s classroom, you must have prior approval from the principal or the classroom teacher.

Teacher Conferences

Teachers have times during the week when conferences can be scheduled. Please respect our students’ instructional time and schedule all conferences in advance. To request a conference, leave a message for the teacher on our voice mail system. If the teacher has not returned your call within 48 hours, please notify the office staff. ***Teachers will not be called to the phone to talk to a parent during instructional time.***

District Scheduled Parent Teacher Conferences – September 15th and February 9th from 4:00p.m. to 7:00p.m.

The principal's job is to ensure high quality education for all students. It is imperative that the principal monitors and adjusts the instructional program to excel all students' learning. In order to do this, the principal visits the classrooms and works with teachers during the instructional hours of 8:00 a.m. to 3:00 p.m. Conferences with the principal should be requested through the office. Please call 901-416-4566 to request a conference time with the school principal.

COUNSELING

Our Idlewild Elementary Professional School Counselor 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 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 Ms. Calhoun (901-416-4566) for more information. Students may be referred for services by parents, teachers, and school administrators or by the students themselves.

DISMISSALS

Every student at Idlewild Elementary must have a dismissal plan on file. To change your daily procedure, you must send the change in writing to the teacher the day before the change. The office will not change a student's dismissal plan. All changes must go through the homeroom teacher. **NO changes** will be accepted after 2:45. To ensure safety, students are dismissed daily by Idlewild staff. **For student safety, we do not allow any students to stand unsupervised outside of our building to wait for rides or for other students to pick them up to walk home. Early dismissals and late pick-ups are counted as part of the attendance requirement for our Optional program.**

Dismissal Time: 3:10 p.m. for K-3rd and 3:15 for 4th – 5th students will be dismissed.

Walkers: Students who walk home are dismissed at 3:15 p.m. Siblings will walk home together. Due to safety concerns, students will not be allowed to wait on transportation. Only students that live in the walking zone will be allowed to be walkers.

All children must be off campus by 3:30 p.m. The district does not provide staff to supervise students after 3:30.

DRESS CODE

- All Idlewild students are required to wear uniforms at school. Students must wear uniforms daily unless you are notified in writing by the school.
- **Colors for top:** White and Navy – *Idlewild logo shirts in navy, white, gray and black may be worn if they are purchased at Idlewild Elementary.* Acceptable styles include: Polo or golf-style shirts, Oxford, button-down shirts, turtle necks and blouses with Peter Pan collars. T shirts worn underneath shirts must be solid white – no colors or logos. Shirts should be tucked in with a belt.
- **Colors for Bottoms:** Tan, navy or black –Acceptable styles include: shorts, pants, skirts, jumpers or dresses. Shorts, skirts, and jumpers must be knee-length. Denim is not allowed to be worn as part of the school uniform, unless permission is given by the principal for "Jeans Day".
- **Outer Wear:** Cardigans, sweaters, light jackets or vests may be worn; however, they must be SOLID black, gray or navy and free of any logos or designs. *Idlewild hoodies in black, gray, and navy are allowed.* Heavy coats may not be worn during the school day.
- **Shoes:** Tennis shoes, loafers, shoes with a back strap (no higher than an inch and a half). Shoes with rollers/wheels are prohibited.
- Students are not allowed to wear hats/caps in the building.
- Fridays are designated as **Idlewild Spirit Day**. Students may wear Idlewild t-shirts and regular uniform bottoms.
- Parents will be called to bring a change of clothing when students are **out of uniform.** The school will follow SCS Student Code of Conduct in administering consequences for failure to comply with SCS Uniform Policy.

- District policy prohibits all students from wearing clothing, apparel or accessories that denote a student's membership in or affiliation with any gang associated with criminal activities. Principals have authority to place restrictions on the Basic Uniform for safety reasons.
- Our **Clothes Closet** accepts and appreciates good condition, gently used uniforms.

SCHOOL AGE CHILD CARE PROGRAM (*Extended Day Program*)

Idlewild Elementary provides an Extended Day Program for our students. If interested in our School Age Child Care program, contact Ms. Terrell at 485-1942.

- *Before school program begins at 6:30 a.m.*
- *After school program begins at 3:15 p.m. and ends at 6:00 p.m.*
- *In order for a student to take part in the School Age Child Care Program, parents/legal guardians must submit an application along with a \$10 nonrefundable fee.*
- *Parents entering and exiting the parking lot to pick up student from the gymnasium should proceed at 5 mph with extreme caution. Parents who drop off in the morning after 7:30 a.m. should park on the west playground blacktop. Do not block parked cars.*
- *Final report cards will not be mailed to students who owe fees.*

EARLY DISMISSALS

It is very important to have your children at school on time and to remain until school is dismissed. Frequent tardiness/absences and early dismissal may interrupt your child's daily lesson plans and cause him/her to miss important instructional time. **We do not allow early dismissal after 2:30.** Procedures for early dismissal prior to 2:30 p.m. are:

- Only parents or designated adults listed on registration form may request early dismissal.
- This adult must come into the office for the early dismissal request.
- For the student's safety, the teacher can NOT dismiss a student until notified by the office. Parents are not allowed to go the classroom first.
- Students will not be dismissed for lunch away from school.
- Schedule doctor and dentist appointments after school hours whenever possible.
- During the week of state testing and week prior to state testing no early dismissal will be allowed unless proof of a doctor's appointment is submitted to the office.
- Early dismissals will be treated in the same manner as tardies. Early dismissals will be recorded for attendance purposes and count toward optional attendance requirements. Excessive early dismissals that are not medically related and/or three unexcused early dismissals can result in disciplinary action.

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 at a minimum of one adult for every twenty children, so that good discipline is maintained. There are cases where the classroom teacher may advise greater supervision. Signed parental permission forms must be obtained for each student. In an emergency situation, a faxed or e-mailed permission slip will be accepted if received before 8 a.m. All parents must complete an approved SCS Volunteer form to participate in the field trips. There will be NO REFUND on fieldtrips. **All fees must be paid in cash. The school does not accept checks.**

Students who have earned N or U for weekly conduct, on progress reports, or report cards will forfeit the opportunity to participate on field trips. Students forfeiting field trips due to inappropriate conduct/behavior are not eligible for refunds on field trips. For safety reasons, we may require a parent to accompany their child on a fieldtrip if he/she is experiencing difficulties.

HEALTH POLICY

Parents will be notified in cases of illness and / or injury. **PARENTS MUST KEEP THE SCHOOL UPDATED ON ANY CHANGES IN ADDRESS, TELEPHONE NUMBERS AND / OR EMERGENCY CONTACT NAMES OR TELEPHONE NUMBERS.**

A child, whose illness requires that the child be sent home, will be given appropriate attention and supervision until the child's parent or other authorized person arrives. A child with uncontrolled diarrhea or vomiting will be provided care apart from the other children until the child's parent or other authorized person arrives. If symptoms of contagious or infectious diseases develop while the child is in school, he/she shall be placed in an area away from other children until the child's parent or other authorized person arrives. Any child who has a temperature of 100 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 degrees or greater

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 lice are no longer present)
- 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)

HOMEWORK

Homework is defined as meaningful and quality work assignment to students that is intended to be completed during non-instructional hours. Your child will receive a report of progress each week. Our homework is individualized to meet the needs of each child. Reading for 15-20 minutes a night is the recommended time to improve your child's reading ability. During a typical week, the total time for completion of homework assignments should not exceed:

- Kindergarten – an average of 5 – 10 minutes per day
- Grades 1 – 3 – an average of 5 – 30 minutes per day
- Grades 4 – 5 – an average of 30 – 50 minutes per day

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 semester will be donated to charity each semester.

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.* Medicine that is to be taken three times daily does not need to be administered at school. It can be given before and after school and at bedtime.

OPTIONAL PROGRAM

Applicants to Idlewild's optional program must submit an Application for Optional Schools and a copy of the most recent comprehensive report card.

- On the most recent kindergarten report card, all applicants for grade one must have satisfactory (S) in 9 out of 12 skills of the Skills and Behaviors Section, in order to meet requirements for first grade.
- Applicants for grades 2 -5 must have satisfactory conduct on the most recent comprehensive report card.
- Satisfactory attendance, including promptness to school, is required of all applicants. A total of 15 or more absences, tardies, and/or early dismissals a year is considered unsatisfactory.
- Students must maintain the entrance requirements to remain in the Optional Program.
- Transportation is the responsibility of the student's parents/legal guardians.

OPTIONAL PROGRAM TRANSFER RENEWALS

Students on Optional Transfer must meet the criteria each school year in order to receive a Renewal for the following school year. You will not be granted an Optional Transfer renewal for the following reasons:

- The student has accumulated any combination of 15 or more unexcused absences from school or class, tardies to school or class, or early dismissal from school or class.
- The student has a combined total of four (4) in school suspensions, suspensions of one to three days (1-3), or disciplinary referrals to the office.
- The student has at least two (2) suspensions of four to ten days (4-10) for any reason.

PAYMENTS

Idlewild Elementary does not accept personal checks. All payments made to the school must be receipted. All money is due in by 8:30 a.m. Teachers and office staff will not be able to stop during the day to take money and write receipts.

PHONE USE

Students will only be allowed to use the phone if they are sick. Students will not be allowed to use the phone to call for forgotten homework, permission slips, or supplies.

Teachers will not be called to the phone to talk to parents during instructional time. Parents must leave a message on the voice mail system.

The office telephones are for emergencies only; students must ask a secretary in the office before calling and must have a pass from a teacher requesting that the students be allowed to use the telephone. Urgent messages will be delivered to students; students will not be called from class to receive telephone calls.

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. On line volunteer registration is available in the library, please contact Ms. Buie, Librarian. Parents can get updates (PTO website: <http://www.idlewildpto>) or ask questions on our PTO's Facebook page at **Idlewild Elementary, Title 1, School PTO** and/or Twitter account **@IdlewildPTO**.

REPORT CARDS

Grades Kindergarten

Monitoring and reporting the performance of students will be based on student progress toward expectations and academic standards.

Grades 1-5 Letter grades (A, B, C, D, and F) will be used to report student progress in the academic subjects of Language Arts, Mathematics, Sciences, and Social Studies. E, S, N, and U will be used to report student progress in all special subjects and for first grade Science and Social Studie

CALCULATION OF GRADES

Academic (Grades 1-5)

A = 93-100 Excellent

B = 85-92 Good

C = 75-84 Satisfactory

D = 70-74 Poor but passing-Intervention required

F = 0-69 Failure-Failure to meet expectations-intervention required

State Law requires that the TCAP Achievement Test count as 15% of the final average.

CONDUCT (Grades K-5)

E=Excellent, G=Good S=Satisfactory N=Need Improvement U=Unsatisfactory

Conduct grades are based on behavior and shall not be deducted from scholastic grades. Similarly, academic performance may not be used for conduct grades. Conduct will be communicated weekly in your child's Friday Folder.

PROGRESS REPORTS

Progress reports are sent out once within the nine weeks grading period. Please review the progress report in your child's Tuesday folder. All notifications are to be signed and returned to school the following day. There should be no surprises on a report card. In an event that you do not receive a Tuesday Folder from your child, please call the school the following school day at 416-4566. A list of reporting periods can be found on the SCS web page. If you have questions/concerns about progress report information please contact your child's teacher.

SAFETY DRILLS

Safety drills are conducted according to recommended procedures. If parents or other visitors are at school during a drill, they will be expected to participate.

- Fire Drills are conducted monthly and are unannounced
- Tornado Drills are conducted twice yearly
- Earthquake Drills are conducted twice yearly
- Lock Downs are conducted twice yearly

STUDENT SAFETY

Conflict/Bullying

At Idlewild Elementary positive social interaction is taught daily as part of The Responsive Classroom. Students learn to resolve conflicts creatively in ways that show respect for all involved. Reports of bullying will be investigated and handled according to the SCS Code of Conduct. Students may report bullying incidents to their classroom teacher or any other trusted adult in the school. Students may also leave concerns in the mailbox by the tree in the main hall or email IdlewildSprout@gmail.com.

Custody

Idlewild Elementary Optional School will be happy to work with any custodial parent in custody situations if that parent provides a certified copy of the court order. A school can deny a non-custodial parent access to the child only if a copy of the custody agreement signed by a judge is on file in the child's permanent record folder. In case of **parents who are separated but no custody agreement has been reached**, the school can deny access to one (1) parent only if a restraining order is in effect and a copy is on file in the child's permanent record. With no restraining order, both parents have a right to name others who may come to check the child out from school. Parents must inform their child's teacher and a school administrator when there is a custody issue. In the instance of custody arrangements, if the non-custodial parent would like to receive a copy of school reports, they will need to provide the teacher with a stamped, self-addressed envelope.

Please be advised that Idlewild Elementary is not a supervised visitation site. We do not have staff to supervise visits. Our staff will not be involved in custody disputes. If our staff feels the child is endangered, we are required by law to report the belief to the Department of Child Protective Services.

Technology

Help us keep our students safe by monitoring student use of technology especially social media sites. Do not post comments, pictures (tagging included) or videos of any students other than your child. Some students are not allowed to be videoed or photographed for

safety reasons. There are instances where students may be involved in custodial issues, protection services, or other programs and that **each student/family has the right to privacy**. Students using technology or social media inappropriately will receive consequences as outlined in the SCS Student Code of Conduct.]

SUPPLIES

As Idlewild is a community school, **all classroom supplies will be community supplies**, combined, centrally located and shared by the entire class. The discipline of sharing, caring for, and cleaning up community-owned supplies creates important opportunities to grow in responsibility, empathy, and problem-solving. It also diminishes the value distinctions between those who have a great deal of money to spend on materials and those who have little. **Please do not label supplies with your child's name**. Any items that cannot be shared with the entire class should be kept at home. Individual classroom teachers may request additional or specific supplies for specific needs, please do not buy unnecessary items. For safety, roller backpacks are not allowed.

TENNESSEE DEPARTMENT OF EDUCATION CONTACT INFORMATION

Answers to many questions and additional helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>
Legal Services Division/ Division of Special Education Phone # 615-741-2851
West Tennessee Regional Resource Center Phone # 731-421-5074

Child Advocacy Groups:

The ARC of Tennessee <http://thearctn.org/> 1-800 – 835 – 7077

Support Training for Exceptional Parents <http://www.tnstep.org> or 901- 756-4332

TEXTBOOKS, LIBRARY BOOKS, AND MATERIALS

1. Textbooks and library books will not be allowed to go home until a parent has signed the Textbook Rules form.
2. Students and parents are responsible for all textbooks, library books, and materials used or issued during the current school year.
3. Parents must pay for all lost or damaged items.
4. All students owing fines will have their official report card held in the office and will not be allowed to register the following school year until the fines are paid.

Policy for Damaged Textbooks

Schools are required to collect appropriate damage fees from any pupil or guardian for abuse or improper care of textbooks. Principals will have the authority to impose the same sanction for damaged textbooks as is outlines in the policy for lost textbooks.

VISITORS

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 the principal and teacher. Such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Visits should be prearranged with the teacher and approved by the principal. Parents and parent designees, who come to school to sign children out and remove them from school, must report to the office. Students will not be released to parents from the classroom.

VOLUNTEERS/CHAPERONES

Parents, family, and community are welcome and encouraged to volunteer as chaperones, room parents, volunteer readers, volunteer tutors and assisting teachers. All chaperones and volunteers must complete a volunteer application on line and receive clearance from the Department of Parent Engagement. To begin the approval process please see Ms. Buie in the library to complete an on line application. Please note the approval process takes a minimum of 15 days to complete.

TITLE I

Idlewild Elementary Optional School Notice of Schoolwide Title I Program Eligibility and NCLB Status 2016-20176

Idlewild Elementary Optional School qualifies to receive federal funds under the No Child Left Behind Act of 2001, Title I, Part A for this school year. This funding enables us to consolidate and use funds under Title I, together with other federal, state and local funds, in order to upgrade our entire educational program. You will receive notices and information throughout the year to keep you informed about the progress of your child and the status of our school in ensuring that all of our students meet high academic standards. Each summer, our state releases a report on the progress our schools. This report identifies whether schools have made "Annual Measureable Progress" (AMO) – a simple yes or no grade, based on a complex set of measurements. To make AMO, each school must achieve targets: areas of test participation and performance measured across subgroups of students (grouped by such categories as race, language proficiency, and disability). In addition, schools must meet attendance targets. If just one subgroup misses just one target, an entire school does not meet AMO. We are extremely pleased to announce that Idlewild Elementary is listed as a school "in good standing."

IDLEWILD ELEMENTARY SCHOOL
Family/Community Engagement Plan

Idlewild Elementary School has established expectations for parent involvement in the educational process. The administration and faculty believe that Family Engagement is one of the most important links to academic success. We are committed to increasing Family Engagement within our school and the community by providing opportunities for parents to actively participate in the education of their child/children in the following ways:

1. Developing jointly with parents, agreeing on with parents, and distributing to parents a Family/Community Engagement Plan
2. Supporting and encouraging active participation in PTO events
3. Providing opportunities for parents to respond to surveys and questionnaires expressing their ideas and/or concerns to improve education
4. Providing interpreter services when necessary
5. Encouraging parents to attend school events and use their talent/resources to enhance the instructional program
6. Providing parents access to written materials in their native language
7. Providing a flexible number of regularly scheduled parent meetings during the morning, afternoon and evening
8. Providing descriptions/explanations of curriculum, academic assessments, and student proficiency levels
9. Providing training to help parents work with their children to improve their achievement
10. The school may provide with Title I funds, transportation, child care, or home visits as necessary to help remove barriers to parent/guardian's participation in school activities and meetings.

Title I Involvement

The administrators, faculty and parents will jointly develop, review, revise, and implement the Idlewild School Improvement Plan, Title I Family Engagement Plan, and School Compact requirements according to the guidelines set forth by law and by Shelby County Schools. To build capacity for involvement with parents and the community, Idlewild Elementary School will:

1. Hold an Annual Title I Parent Meeting and other parent meetings, at flexible times and invite all parents to attend
2. Invite feedback from parents and respond to parent questions and concerns in a timely manner
3. Provide all communications in a format and language that is easily understandable to all parents
4. Invite parents to observe Idlewild Elementary School programs and visit classrooms
5. Communicate with parents on a regular basis through weekly newsletters, weekly folders, and student progress reports
6. Provide scheduled parent-teacher conferences and requested parent-teacher conferences to discuss student progress
7. Provide parents and the community with assessment results and overall district and building performance
8. Provide parents and community stakeholders a copy of the Idlewild Family /Community/Engagement Plan and a copy of the Shelby County Schools Title I Parent Involvement Policy #7009
9. Provide meetings and activities to assist parents in understanding the curriculum, academic assessments, and student proficiency levels
10. Provide parents and community stakeholders accessibility of LEA policies and curriculum
11. Provide an information board of current events, updated website information, and distribute notices and communications in a timely manner to inform parents of school activities and academic programs
12. Utilize partnerships with community organizations and adopters to improve student achievement
13. Coordinate and integrate activities and programs through PACE (Parent and Community Engagement)
14. Invite parents to join and actively participate in the Idlewild PTO

To ensure Idlewild Elementary School parents participate in the school's programs, we will:

1. Provide annual meetings to explain the requirements of Title I, the school's participation in the Title I program, and parents' right to be involved
2. Provide flexible times for our parents to attend parent meetings during the morning, afternoon and evening
3. Offer training and workshops in parenting skills
4. Provide opportunities for parents to jointly develop, review, and revise the Idlewild Parent-School Compact, the Idlewild Family/Community Engagement Plan, and the School Improvement Plan
5. Provide opportunities for parents to give suggestions and comments about the Idlewild Parent-School Compact, the Idlewild Family/Community Engagement Plan, and the School Improvement Plan and respond to parent comments and suggestions in a timely manner
6. Distribute copies of the Parent-School Compact and the Family/Community Engagement Plan in a timely manner to all students, parents, and community stakeholders and acquire appropriate signatures
7. Provide opportunities for parents to be involved in an organized, ongoing, and timely way in the planning and review of school programs
8. Provide access to community and support services
9. Provide parent meetings to explain the curriculum, assessments, formative assessments and expected student proficiency levels
10. Provide parents opportunities for regular meetings for suggestions, decision-making, and responses
11. Provide responses to parent suggestions, questions and concerns through newsletters, written and phone communication
12. Provide opportunities for parents to participate in professional development available to staff and parents
13. Provide ELL parents information on assisting their children in attaining English proficiency and in achieving academic success
14. Involve parents in an organized, ongoing, timely way, in planning, and reviewing the Idlewild Family/Community Engagement Plan
15. Provide two scheduled parent-teacher conferences during the school year to discuss student progress and to review the School-Compact and Family/Community Engagement Plan
16. Provide timely information about parent programs

Student/Teacher/Parent/Principal Compact

Parent/Guardian Responsibility

(Any Person who is responsible for helping this student may sign in lieu of the parent.)

As a parent/guardian, I will share the responsibility for improving my child's academic performance by developing a partnership with the school to help my child achieve the State's high standards in the following ways:

The Parent will:

- See that my child is punctual in arriving and departing school and that he/she attends school regularly.
- Limit the number of times my child is picked up from school before 3:00 p.m.
- Stay aware of my child's learning by encouraging his/her efforts and by reviewing homework and weekly folders regularly.
- Establish a specific and consistent time for homework.
- Provide my child with the proper environment and support to study at home.
- Attend scheduled parent conferences and parent meetings.
- Read with my child and let my child see me read on a daily basis.
- Encourage my child's efforts and be available to answer questions.
- Provide a library card for my child and make regular trips to the public library.
- Support the Idlewild faculty and staff in its efforts to maintain appropriate discipline.
- Stay aware of what my child is learning by making periodic visits, volunteering in my child's classroom, and reviewing information on the SCS website and Idlewild School's website.
- Review and sign weekly progress reports and quarterly report cards to stay abreast of my child's progress.
- Provide adequate nutrition, medical care, sleep, and physical activity for my child.

Parent's Signature

Student Responsibility

It is important that I work to the best of my ability; therefore, I shall strive to do the following:

The student will:

- Attend school regularly.
- Come to school each day with pens, pencils, paper and other necessary tools for learning.
- Complete and return homework assignments on time.
- Read every night.
- Conform to Shelby County School's Student Code of Conduct, uniform policy, and the rules of Idlewild Elementary School.
- Respect others and myself.
- Take responsibility for my actions and grades and cooperate with others in all learning situations.

Student's Signature

Teacher and Staff Responsibility

It is important for students to achieve; therefore, we will develop a partnership with parents to help children achieve the State's high standards and improve student academic achievement in the following ways:

The School will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment.
- Provide a safe and academically challenging school environment.
- Provide and weekly communication and frequent progress reports to parents concerning their child's conduct, work habits, grades and assessment results.
- Provide a classroom environment that stimulates learning.
- Support student learning and appropriate behavior by being fair and equitable to all students.
- Involve parents in the school program by providing access to staff and opportunities for parents to volunteer, participate and observe in their child's classroom.
- Maintain open lines of two-way communication with parents on an ongoing basis.
- Respond to parent concerns and questions in a timely manner.
- Provide opportunities for parents to jointly develop and review the Family/Community Engagement Plan and School-Parent Compact.
- Provide a flexible number of parent meetings in the morning, afternoon, and evening.
- Hold two annual Parent-Teacher conferences to discuss the school-parent compact as it relates to individual student achievement.
- Provide opportunities for parents to participate in the development of the school improvement plan and to review the school improvement plan.

Teacher's Signature

Principal Responsibility

I support this form of parental involvement; therefore, I shall strive to do the following:

The Principal will:

- Provide an environment that allows for positive communication between the teacher, parent, and student.
- Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction.
- Provide opportunities for parents to participate in decisions relating to the education of their children.
- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables all students to meet the State's student academic achievement standards.
- Provide multiple opportunities for Parent/Teacher Conferences

Principal's Signature

Idlewild Elementary Family Handbook 2016-2017

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.

_____ I understand the benefits, responsibilities and penalties outlined in the Idlewild Elementary Family Handbook.

_____ I have read the Idlewild Health Policy and will abide by the provisions of the policy.

_____ I understand that my child will be held accountable for the behavior and consequences outlined in the Student/Parent Handbook and the SCS Student Code of Conduct and the Idlewild Elementary Behavior Plan at school and at all school-sponsored or related activities regardless of time or location.

_____ I understand that if I object to my child reciting The Pledge of Allegiance or if I have other objections to procedure or curriculum I must give the objections in writing to the Principal.

_____ I realize that SCS policy requires that all volunteers complete a Volunteer Registration Form. To ensure the safety of Idlewild Elementary students, background checks may be required.

Student's Signature:	
Print Parent's Name:	
Parent's Signature:	
Date:	