

ROBERT FROST ELEMENTARY SCHOOL

PARENT-STUDENT GUIDEBOOK 2022-2023



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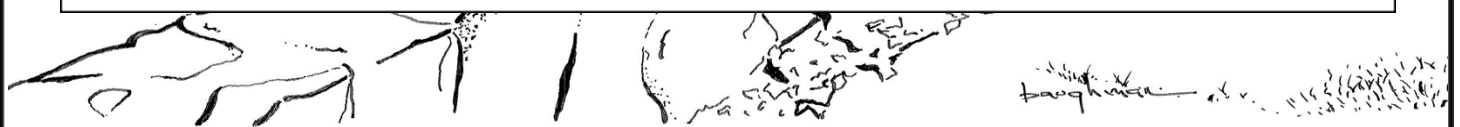


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Robert Frost Elementary School

270 North Spring Road, Westerville, OH 43082-1888
Main Office: (614) 797-7280 Fax: (614) 797-7281

Sarah Berka, Principal

Dear Parents and Students,

Welcome to the **2022-2023** school year. The teachers and staff join me in saying we are happy to have you as part of the Robert Frost Falcon Family. We are looking forward to a successful and exciting year for you and your child(ren).

This guide is provided as a resource for you and will answer many common questions about Robert Frost. We ask that you take the time to review this with your child along with The District Handbook so that everyone understands our rules and procedures. The District Handbook for Elementary School can be found on Westerville's website (www.westerville.k12.oh.us) or you may request a hardcopy from the school office.

This guidebook is our first communication between home and school. As the year progresses, you can expect to see a monthly newsletter/calendar of events from our school office. Your child(ren)'s teachers will also send home school and classroom specific information on a regular basis. Please be sure that your PowerSchool contact information is always up to date. This way, computer platforms (like Schoology) that we use for communicating to families will reach you. You can also follow Robert Frost Elementary on Twitter @WCSRobertFrost. Also, feel free to reach out to me to discuss ideas, opportunities for improvement or just to say hello. My email address is berkas@westerville.k12.oh.us.

Many factors make Robert Frost successful, but the support from our families is certainly one of our strengths. We encourage our parents to be actively involved in your child's education. We recognize the level of parent engagement varies based on a number of at-home factors. Therefore, we welcome, understand, & appreciate *any* amount of time you can commit. This might range from establishing an evening routine of checking your child(ren)'s backpacks/digit program iReady paths & following our schoology announcements to signing up to be a room parent or volunteering at school (some volunteer work can be done at home). Together, we are stronger in helping our students become successful learners and citizens.

Also, as a part of the Robert Frost family, our PTA's set goals to support our school, educators, students and our families. Please watch the PTA website at <https://robertfrostfalcons.memberhub.com/w/>. If you would like to volunteer for any specific events or activities; we'd love to have you! Please email juliecormell@yahoo.com.

We look forward to working with you.

Sincerely,

Angela Hayes, Principal
& Robert Frost Staff

Spanish: Si necesita esta carta explica en espanol, por favor, pongase en contacto con Marlene Torrez-Graham en 614-797-7709.
Somali: Haddii aad u baahan tahay warqad this sharaxay in Soomaali, fadlan la xiriir Lula Abdule Mohamed at 614-797-7120.

- ◆ Informacion importante de la escuela -- por favor que alguien traduzca ◆ स्कूलको महत्वपूर्ण जानकारी हो- कृपया कसैलाई अनुवाद गर्न लगाउनुहोस्
◆ Akhbaar muhiim ah oo ka socdaa dugsigu. Fadlan qof haa ku turjumo ◆

Vision: Our vision is to be the benchmark of educational excellence.

Mission: Our mission is to prepare students to contribute to the competitive and changing world in which we live.

Values: Respect, Inclusiveness, Community, Communication, Collaboration, Innovation, Nurturing, Trust, Accountability

ROBERT FROST FALCON STAFF
2022-2023

PRINCIPAL: Mrs. Angela Hayes
SECRETARY: Ms. Linda Davis
SCHOOL CLERK: Mrs. Melissa Fowler

KINDERGARTEN: Mrs. Christlin Bichsel
Mrs. Amy Clifton
Miss Breanna Garrett

GRADE 1: Ms. Kelley Mahoney
Mrs. Whitney Pyke
Mrs. Carmen Spalt

GRADE 2: Mrs. Kim Iatonna
Ms. Abigail Jank
Mrs. Jackie Ryan

GRADE 3: Ms. Katrina Baumann
Mrs. Maureen McAlister
Mr. Colin Ullom-Morse

GRADE 4: Mrs. Cindy Campbell
Mrs. Amy Curran
Mrs. Kari Tucker

GRADE 5: Mrs. Whitney Davis
Mrs. Katrina Turner
Mr. Nate VanSickle

RESOURCES:

Instructional Coach: Mrs. Liz Reichley
Intervention: Mrs. Amy Grossman
Ms. Natalie Hildebrandt
Mrs. Heidi Koehler
Ms. Katrina Hoover

Special Ed Coordinator: Ms. Jill Fogel
Speech: Ms. Terri Stiles
Reading: Mrs. Amanda Anderson
Mrs. Vicki Fouse

School Counselor: Mrs. Alisha Porter
Media Specialist: Ms. Lori Boyd
Media Clerk: Mrs. Ericka Cohen
School Psychologist: Dr. Pam Warrick (M,W)
Psychologist Intern: Ms. Rachel McConnell
Student Aide: Ms. Christine Coughlin
Mrs. Jodi Longwell
Mrs. Stacey McAninch
Mrs. Marie Lundy

ART: Miss Yoon Ju Kim
MUSIC: Mrs. Jennifer Hall
PHYS. ED.: Mr. Eric Indiciani

CLINIC AIDE: Mrs. Tracy Sofra (M,T,R,F)
SCHOOL NURSE: Mrs. Amanda Ward (W, R)

CUSTODIANS: Mr. Dave Quast
Mr. Eric Bondy

ESL: Mrs. Breanne Reamsnider

CRA: Mrs. Hanna Dasgupta
Mrs. Courtney Flack
Mrs. Amy Taylor
Mrs. Trish Ugorek

CAFETERIA: Mrs. Goldie Hazen
Mrs. Christina Anderson

CROSSING GUARD Lee Anne Wolford

GENERAL INFORMATION

1) BIRTHDAY CELEBRATIONS

We embrace children being recognized for *special occasions & encourage healthy habits in doing so.

We have a non-edible treat practice regarding individual birthdays or special events *specific to individual students*. This means that students will not be permitted to bring in food items for celebrations. Instead, please see the following school-approved choices for such celebrations:

- ◆ Donate a book to your child's classroom or to our school library's Birthday Book Club. You may want to contact your child's teacher for book suggestions.
- ◆ Donate an indoor recess game to your child's classroom.
- ◆ Provide an autograph book or T-shirt for your child that classmates can sign.

*Please know, annual *school-wide celebrations* will continue to promote healthy habits by providing snack options such as fruits/vegetables and limited sweet/salty treats while also being sensitive to food allergies.

Invitations to personal/private birthday parties may not be distributed at school unless there is an invite for every student in your child's classroom.

2) BUILDING SCHEDULE

Office hours on school days are **8:00 a.m. - 4:00 p.m.** Students' instructional day is **9:10 a.m. - 3:35 p.m.** **Students should not arrive to school before 8:55 a.m. and should be picked up by 3:45 p.m.** School doors officially open in the morning at 8:55 a.m. We do, however, allow students who wish to purchase breakfast into the cafeteria at **8:50 a.m.** **Please do not send students before this time as supervision is not provided.** Students arriving after **9:10 a.m.** or picked up before **3:35 p.m.** are considered tardy. At the close of the school day, students are expected to leave the grounds immediately. If you are picking up your child, please be prompt. Parents of children in the Westerville City School district who would like information about the before and after school-age child care program offered by the Westerville YWCA should call the YWCA at 614-882-1076.

3) CAFETERIA CONDUCT

1. Be orderly while standing in line; use self control
2. Sit in designated area/seat
3. Talk quietly to only those near you (use inside voices)
4. Remain seated until an adult dismisses you or your group
5. Clean up your area at the table and floor
6. When lights are turned off, become silent immediately
7. Raise your hand if you need something
8. Do not share or trade food/drink
9. Use your lunch time to eat (this is also a time you can ask to use the restroom.)

4) FIT FROSTIES*

Fit Frosties is a before-school** club which allows us to build a stronger foundation of health (physical, social and emotional) and is open to ALL Robert Frost 1st - 5th graders, parents/guardians and staff! Wake up your body and brain on THURSDAY mornings (8:10-8:50 AM) from: September 1 - December 15 & March 2 - April 27 (Please note: we will NOT have Fit Frosties in January or February)

OUTDOOR ONLY: Fit Frosties will be CANCELED (possibly on short notice) if the forecast is calling for significant rain, snow, ice, or cold temperatures -- so providing current contact info is important!

Students are NOT to enter the building before 8:50, so PLEASE DROP-OFF near the school's FRONT ENTRANCE between 8:00-8:10 AM, they will follow the SIDEWALK directly to the PLAYGROUND. We've had up to 174 students participating on a single Thursday in the past, so we hope you understand why drop-off prior to 8:00 AM is a potential safety issue. Students will simply place their backpack along the building's exterior wall (playground side), find their mileage tracking card, and get their legs pumping! We track the number of 0.5 mile laps each student completes, wrap-up around 8:45-8:50, and allow them to head inside for breakfast at 8:50 or once the 8:55 bell rings! Students are expected to wear socks, athletic shoes/clothes and weather-appropriate outerwear. PLEASE, NO: SANDALS, FLIP-FLOPS, SLIDES, CROCS, BOOTS, or DRESS SHOES!!

Again, unless we cancel, we will be OUTSIDE -- possibly encountering light rain/snow, puddles, temperature at $\geq 20^{\circ}\text{F}$, etc. Therefore, the frequency in which you bring your kiddo(s) is up to you, if 20°F is too cold or 90°F is too hot for your liking, simply keep them home and they can start again when you are ready -- no pressure/judgment!

In addition to their water bottle, it is recommended that students bring a post-workout snack, or buy breakfast in the cafeteria, for after we finish. Deodorant is also recommended if you don't want to be stinky all day.

Thank you for your support!! Questions? Feel free to email*** Mr. Indiciani (Phys. Ed. teacher): IndiciaE@westerville.k12.oh.us

5) KIDS PLACE (YWCA SCHOOL AGE CHILD CARE)

Westerville YWCA provides before/after school-age child care at Robert Frost. If interested, please contact 614-882-1076 for additional information.

6) PLAYGROUND SAFETY

PLAY SMART RULES

1. Utilize self-control. No "rough-housing" on the school grounds.
2. Keep your hands to yourself. Respect the rights of others.
3. Ball games such as soccer and touch football are to be played on the designated grassy area, not on the blacktop.
4. Objects such as rocks, sticks, mulch & snow are to remain on the ground.

5. Students are not to play/climb in the trees
6. Remain in the designated playground area
7. No eating on the playground
8. Take turns on the equipment and observe all safety rules
9. Mediate disagreements
10. Line up promptly when called

6) PLAYGROUND SAFETY (con't)

11. Be quiet and orderly when entering the building and in the halls.
12. Quietly wash your hands in your designated hallway/sinks before being dismissed to the cafeteria.
13. Close-toed shoes are recommended
14. Obtain a pass from the recess teacher to re-enter the building

SPECIAL SMART RULES FOR EQUIPMENT USE - USE GOOD JUDGMENT

Playscape(s)

1. No jumping from the top
2. No playing tag on the equipment/mulch areas
3. No standing or sitting on top of structure
4. No flips from the bars
5. No pushing, grabbing or shoving
6. Slide sitting down, feet first, & 1 at a time. Do not climb up slide or on shuts/tubes
7. No skipping monkey bars. Before letting go of bars, hang down still, bend your knees a little and drop straight down onto both feet.

Swings

1. Sit only, do not stand
2. Only 1 person per swing/bystanders stay clear
3. No bailing or jumping out
4. Do not twist chains or swing from side to side/swing forward and back only
5. Students are not to push each other
6. Hold on with both hands

7) PARENT TEACHER ASSOCIATION/ORGANIZATION

The PTA invites you to consider the many opportunities to volunteer at Robert Frost. Choose to become involved in one or more of the attached programs that interest you! Many parents volunteer on a weekly, bi-weekly, monthly, or on a program basis. Check out our PTA website <https://robertfrostfalcons.memberhub.com/w/> to join and learn more about our volunteer options. Your time and effort are valued and a tremendous asset to Robert Frost and your children.

8) SAFETY PATROL

Students in grades 4-5 are given the opportunity to demonstrate leadership skills by assisting younger students during our dismissal process. Additional information and parent permission requests will be sent home within the first month of school.

9) SCHOOL VISION/MISSION

Our **MISSION** is to create a positive climate that encourages lifelong learners to achieve success.

10) STUDENT EXPECTATIONS

We expect students to demonstrate positive, respectful behaviors to themselves, to others and to our school. Our Falcon Five states: I'm Safe, I'm Respectful, I'm Responsible, I'm Proud, I'm Ready To Learn! I am a ROBERT FROST FALCON!

Because we are the Robert Frost Falcons, we have linked our basic expectations and characteristics to the statement "I am a Falcon who C.A.R.E.S." Students will be explicitly taught "The Falcon Five." In addition, they will be taught the C.A.R.E.S acronym: Cooperation, Assertiveness, Responsibility, Empathy, and Self-Control.

These basic expectations & characteristics come together with our PBIS plan. Our Positive Behavioral Interventions and Supports (PBIS) plan is a positive discipline plan for the entire school where the focus is to decrease inappropriate behaviors while making desired behavior more relevant so that all children can feel safe and learn. We use data to help guide interventions, monitor progress, and maintain consistency.

This plan utilizes both positive activities and consequences, as needed, in order to support student success. When consequences are needed, there are provisions in place for giving a warning, redirection, time away, parent contact, and logical outcomes that directly tied to the misbehavior (for example: A student jumping from the swing could result in that student not being able to use the swings again that day). There may also be times when misbehavior results in more serious consequences (see Student Code of Conduct in our District's Parent/Student Handbook <https://www.westerville.k12.oh.us/Administration/30>).

11) TRAFFIC FLOW/PARKING

Please see our traffic flow map. Many parents choose to bring to school or pick-up their child(ren) at Robert Frost after school. Because of the limited parking and narrow traffic lanes, it is **imperative that traffic patterns, parking restrictions and safety conditions be observed by everyone**. We do have staff monitoring and assisting traffic flow during designated times and ask that families respect their directions.

Students should **enter/exit their car from the door nearest to the curb** and are not to be dropped off in the outside drive lane of the circle. We all know the dangers of running between cars. If we allow children to do it once, they may continue this dangerous practice another time, under different circumstances. Also, some of our very young children may see the practice and believe it is okay for them to do so. You may also utilize our parking lot and personally walk your child(ren) to the building door. We ask for your cooperation and understanding for the safety and welfare of our students.

North Spring Road

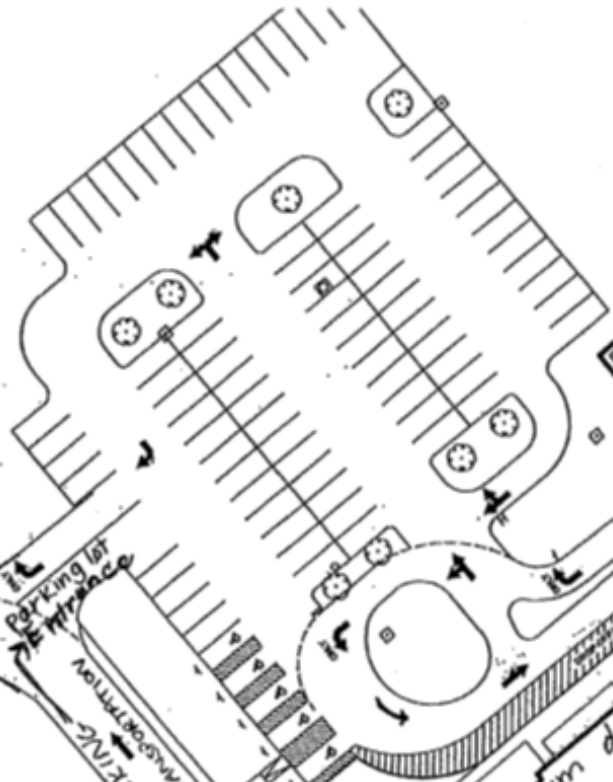
NORTH SPRING ROAD



ROBERT FROST ELEMENTARY TRAFFIC FLOW DIAGRAM

car rider pick-up lane

HERITAGE & NORTH ACCESS RD



Parking lot
Entrance

ACCESS TO PARKING
BUS AND SCHOOL TRANSPORTATION
KINDERGARTEN CAR LINE

car rider
enter / exit
building

ROBERT FROST ELEMENTARY SCHOOL
710 NORTH SPRING ROAD

main entrance

gym doors

STUDENT PICKUP / drop-off
grades 1-5

CARS ONLY