

# Robert Frost Junior High



## Parent and Student Handbook 2022-2023

Robert Frost Junior High  
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## ***Robert Frost MISSION***

In order to prepare students for success beyond junior high school, Frost works collaboratively to create a positive culture that supports and enriches student achievement.

## ***Robert Frost VISION***

### **STUDENT LEARNING**

As an exemplary school, we recognize the importance of individual student learning and achievement. As a Frost community we will:

- Ensure that students meet state standards and essential outcomes on IAR, MAP, and common assessments
- Differentiate instruction to enrich and support student learning
- Implement best practices of instructional strategies
- Develop 21st century social, emotional, literacy, numeracy, and technology skills in our students

### **COLLABORATION**

As an exemplary school, we recognize that collaboration is vital to our success. As a Frost community we will:

- Communicate effectively among teachers, parents, students, and the community
- Treat everyone with courtesy, dignity, and respect, while maintaining all necessary confidences
- Communicate curricular activities across all classes
- Achieve alignment and consistency within teams and departments
- Share experiences, ideas, and resources for the benefit of the whole
- Use best practices to achieve Frost goals

### **POSITIVE CULTURE**

As an exemplary school, we believe that a positive culture is important in order to facilitate learning and promote the current and future success of our students. As a Frost community we will:

- Celebrate achievements and accomplishments
- Believe in every student's ability to achieve and support that belief with innovative and creative policies and practices
- Maintain an environment conducive to learning through Positive Behavior Intervention Supports
- Maintain a safe environment
- Respect diversity within and outside of school

### **COMMUNITY**

As an exemplary school, we establish positive relationships with families, corporations, and organizations. As a Frost community we will:

- Increase and continuously improve participation and communication with the community
- Cultivate productive relationships with families
- Enrich learning experiences through community involvement and partnerships
- Demonstrate citizenship through service to the community

## Table of Contents

Frost Mission, Vision, and Collective Commitments.....	2
Welcome from the Principal.....	4
PTA.....	5
Standardized Testing.....	5
Attendance.....	6
Contacting Staff Members.....	6
School Arrival and Dismissal Procedures.....	7
• School Hours	
• Student Drop Off/Pick Up	
• Leaving School	
• Assigned Bus	
Parent/Visitor Procedures.....	8
Grades.....	8
• Infinite Campus	
• Honor Roll/President’s Award of Educational Excellence	
• Report Cards	
• Achievement Grades	
• Standards Mastery Grades	
Student Behavior Expectations.....	10
• Student Dress Guidelines	
• Bicycles, Skateboards, In-Line Skates, Scooters	
• Valuable Items	
• Electronic Devices	
• Tardiness to Class and School	
• Hall Passes	
• Book Bags/Backpacks	
PBIS Components.....	11
• Social Emotional Learning Curriculum	
• Gold Cards	
• Building Discipline	
• Office Discipline Referral	
Health Issues.....	14
• Medication Policy	
• Physical Examinations	
• Is my student sick? Should I send my child to school?	
• Use of Water Bottles and Snacks in Classrooms	
Guidance Department.....	14
Physical Education.....	14
Interscholastic Sports/Extracurricular Activities.....	15
• Sports Calendar	
• Clubs - Pg. 16	
• Late Activity Bus - Pg. 16	
Lockers.....	15
Lunches.....	15
Homework.....	16
Textbooks.....	17
Chromebooks.....	17
Parent Conferences.....	17
Emergency Contacts.....	17
School Closings.....	18
• Wind Chill Warning	
• Wind Chill Advisory	
• Emergency School Closings Information	

## Welcome from the Principal

Dear Frost Families,

Welcome to another exciting year of learning at Robert Frost Junior High. Our school is committed to educating children academically, emotionally, and socially.

Our staff is consistently striving to meet the needs of ALL our students. Differentiation will be a part of all our academic efforts. The process of differentiation is one way to meet the individual needs of our students; this process challenges us to think about our instructional approaches. As a result, special intervention programs are in place to close the achievement gap of struggling students, while those students that are advanced take advantage of accelerated or enriching opportunities to expand learning in various content areas.

Strong academic achievement is a priority for the entire Robert Frost learning community. Our students are exposed to a number of learning opportunities, such as mathematics, reading, science, and social studies instruction through a balanced approach and the arts and languages to encourage the development of well-rounded students. In addition, Frost Junior High sponsors more than a dozen clubs/activities that help enhance our students' school experiences.

As you read through this handbook, you will learn about the Robert Frost Junior High educational program and expectations we have for all students. We look forward to celebrating our successes throughout the school year and continue to be ***Frost Strong!***

Sincerely,

A handwritten signature in black ink, appearing to read 'C.J. Schmid', written in a cursive style.

C.J. Schmid  
Principal

## **PTA:**

The Parent Teacher Association (PTA) is a membership organization. We rely on our members to contribute their time and skills to our school. Every person who joins the PTA is not only giving something special to his or her child, but also the entire school community benefits as well. We are dedicated to providing programs and events that strengthen the Frost school community.

The PTA consists of an executive board of elected officers in addition to volunteer chairpersons of a number of committees, which include:

- PTA Reflections
- Elementary Scholarships
- Teacher Appreciation Week
- Hot Lunch

Everyone is invited to attend PTA meetings. A teacher representative is present at each PTA meeting and shares the many happenings of each grade level. Also, the principal and assistant principal attend the meetings and parents receive vital information concerning our school.

The Frost PTA website <https://frost.sd54.org/pta/> will provide your family with important school and PTA information.

The Frost PTA encourages a community spirit among parents, teachers and students. Our members coordinate many programs that are enjoyed by our students throughout the school year to support education and promote parental involvement. Parents and teachers are urged to join this volunteer organization and participate in its activities.

## **Standardized Testing:**

Standardized testing provides valuable information about a student's academic achievement levels. Scores can be used to monitor a student's progress throughout his/her schooling.

Please know that no single test can provide a complete picture of a student's achievement. Classroom performance, teacher observation, and other tests help provide additional information about your student. Questions about your student's test results should be directed to your student's specific content area teacher or the building administrators.

The best preparation for your student taking any standardized test is to have a good night's sleep and a nourishing breakfast! In addition, encourage your student to do his/her best when taking these tests. Your child's performance on these tests provides us with valuable information on how to best meet your child's educational needs as well as measures the overall performance of Frost's ability to meet expected state standards.

## **IAR TESTING**

The Illinois Assessment of Readiness (IAR) is the state assessment and accountability measure for Illinois students enrolled in a public school district. IAR assesses the New Illinois Learning Standards incorporating the Common Core and will be administered in English Language Arts and Mathematics.

## **MAP TESTING**

MAP is an adaptive assessment covering reading and math. Using a computer, all students in 7<sup>th</sup> and 8<sup>th</sup> grade will take the MAP tests in the fall, winter, and spring. Teachers will use MAP scores throughout the year to measure student growth in reading and math, and score reports will be sent home to parents following each administration. Students will be asked to set growth goals on these assessments and reflect regularly upon their progress towards these goals. MAP assessments are scientifically-based tools that are reliable and valid that provide immediate feedback as to how students are progressing over time. They help our teachers plan effective instruction based on the individual needs of the student.

## **Attendance:**

In order to ensure student success, attendance and punctuality are very important. Students who are absent miss a great deal of classroom instruction. Regular, daily attendance is a key factor for school success and is required by law. Unnecessary absence from school may have a negative effect on a student's attitude, work habits, and progress. However, students who are ill should not be sent to school for their own good and the welfare of others.

Students who are absent for a full day of school will NOT be allowed to attend or participate in after-school activities on the day of their absence. In order to be allowed to attend or participate in after-school activities they must be in attendance for at least half of the day.

Please call the Main Office at 847-357-6800 and press option 1 OR dial 847-357-6802 by 7:00 a.m. each day your student must be absent. Please make every effort to schedule vacations and medical appointments around the school calendar. Please note: students who arrive at school after 8:20 a.m. need to be signed into the office by a parent or guardian.

Requests for homework are available once a student has been absent three or more days. These requests should be made to the school office before 10 a.m. and homework can be available in the office after 2:15 p.m.

## **Truancy**

Excessive days of absence without valid reason may require the intervention of a district approved administrator or designee. The following definitions apply: Valid cause of absence is defined as illness, death in the family, or other situations beyond the control of the student as determined by the administration.

## **Contacting Staff Members:**

During school hours, 7:30-2:15, you may leave a message on a staff member's voice mail. If your phone call requires immediate attention, please press 0 during the message or call the main office.

Each staff member also has an email address. You can obtain their email and direct phone number by going to our website at: <https://frost.sd54.org/staff>

# School Arrival and Dismissal Procedures:

## SCHOOL HOURS:

Monday, Tuesday, Thursday, Friday:

1 <sup>st</sup> Bell.....	7:30 a.m.
School Begins.....	7:40 a.m.
School Ends.....	2:15 p.m.

Wednesday:

1 <sup>st</sup> Bell.....	7:30 a.m.
School Begins.....	7:40 a.m.
School Ends.....	1:45 p.m.

## STUDENT DROP OFF/PICK UP

Safety is our number one concern. When dropping students off at school, we ask that all parents drive completely into the parking lot. This will divert any traffic on Wise Rd. If students are being dropped off between 7:00-7:15am, please drop them off at the front door. After 7:15am, students will need to be dropped off on the East side of the building. We ask that parents follow the yellow painted lines for pick-up/ drop-off. Please do not pick-up or drop-off your student unless you are along the side of the lot that is closest to Frost. We do not want students to walk through the parking lot to best ensure the safety of all children.

- There is no adult supervision prior to the 7:30 a.m. bell. Therefore, students should arrive at school no earlier than 7:25 a.m. (*unless coming early to work with a teacher for extra help*).
- On dangerously cold winter days, students who arrive before the 7:30 a.m. bell will be let into the school immediately upon arrival before the 7:30 a.m. bell.
- Students *taking a bus* will be kept on their bus until the 7:30 a.m. bell after which they are to come directly into the school through the main entrance door.
- For safety reasons when buses are present, the south (front) Frost parking lot is CLOSED for car pick up during dismissal 2:00-2:20 p.m. (Monday, Tuesday, Thursday, and Friday) and 1:30-1:50p.m. (Wednesday). However, the east parking lot is open for car pick up during dismissal.

## LEAVING SCHOOL

Students are not authorized to leave school property during regular school hours unless they are signed out by a parent or other authorized person. A parent must come to the school office to sign out his/her student and will be asked to provide identification. In order to limit disruptions to the learning environment, we will try to only dismiss students through the office at the end or beginning of class periods.

## ASSIGNED BUS

Students must ride their assigned bus with their bus pass at all times. Students are not allowed to ride another student's bus. This is an important district policy and will be followed by all District 54 students. No exceptions to this policy will be made. Written requests by parents will not be honored.

## Parent/Visitor Procedures:

We welcome your visit to our school. For security purposes, all exterior doors to the building are locked at all times. You must enter the building through the main entrance door #1. Please ring the doorbell to the right of the front set of doors. A bell rings inside the office and a staff member will ask your student's name and purpose before releasing the door lock. When you hear the click, you will be able to open the door, enter the building, and report to the office.

All visitors must enter the office, sign in, and wear an identification badge while in the building during regular school hours. There are different sign-in clipboards in the office. If you are having a meeting with a staff member, please sign on the "guest" clipboard located on the front counter.

Visitors are welcome to use the staff washrooms located in the main hallway area. Please ask personnel in the main office to direct you to them should you need one. Items for students such as lunches, notes, messages, instruments, or homework will be delivered to students from the office by office staff.

## Grades:

### INFINITE CAMPUS

District 54 provides portal access for students and parents, this portal is Infinite Campus. The District 54 Campus Portal is a safe, secure web-based communications tool that allows parents/guardians to participate more directly in their students' learning and school lives. The portal provides online access to student grades, assignments, immunizations, test scores, demographic information and more. Parents and guardians will see information related to any student they are authorized to view. Students will only be able to access their own information.

Students receive access to the portal starting in the fourth grade. If the student enters the district after the fourth grade, they receive access upon arrival. If a parent would like to receive access to the portal they may contact the Frost Main Office for more information.

### HONOR ROLL/PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE

High-achieving students will be recognized by the Frost staff. At the end of each trimester, the honor roll recognition will be mailed home. At the end of 8<sup>th</sup> grade, the president's award for educational excellence recognition will be awarded at the graduation ceremony. The following are the benchmarks for high achievement:

<b>Grade Point Average (GPA)</b>	<b>Honor Roll Recognition</b>	<b>President's Award for Educational Excellence Recognition</b>
4.0	Straight A's	Gold (all 6 trimesters at Frost)
3.5-3.99	High Honor Roll	Silver (all 6 trimesters at Frost)
3.0-3.49	Honor Roll	

Each year, the American Legion presents an award to two students from the graduating class. Nominations are made by Frost staff members and voted on by all members of the graduating class. The following criteria are used:

<b>Courage</b>	Bravery in the face of opposition and danger; determination and force to do right without public applause.
<b>Honor</b>	High standards of conduct; devotion to duty and adherence to truth. Keen sense of what is right.
<b>Leadership</b>	Ability to lead and to accomplish through group action. Ability to work in harmony and unison with others.
<b>Patriotism</b>	Devotion to one's country.
<b>Scholarship</b>	Attainments in school studies; Quality of school work reflecting the fine traits of industry, efficiency, and intelligence.
<b>Service</b>	Kindliness; unselfishness; fellowship protection of the weak. Constructive aid for upbuilding of schools and community.

### REPORT CARDS

Report cards are available online through the District 54 Campus Portal after the end of each trimester. Schools will notify parents of the exact dates of when the online report cards are available. Grades and attendance information on the report card become a part of a student's permanent record.

**ACHIEVEMENT GRADES** are determined based on assessment data (tests, quizzes, and homework). Teachers use an average when determining a student's achievement grade. Achievement grade scale:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 60%

**STANDARDS MASTERY GRADES** for Language Arts, Mathematics, Science, Social Studies, and PE/Health provide specific information on student progress related to the Common Core State Standards. Each standard is evaluated using a 1-4 scale. Cumulative Standards Mastery Grades are given for each content area based on an average. Standards Mastery Grade Scale:

<b>4</b>	Working Beyond Standards	Student's academic performance consistently demonstrates extension of standards. Student produces high quality work
<b>3.0-3.9</b>	Achieving Standards	Student's academic performance regularly meets grade-level standards. Student's work is consistently thorough and generally accurate.
<b>2.0-2.9</b>	Progressing Toward Standards	Student's academic performance indicates partial mastery of grade level standards. Students are progressing, but mastery is dependent upon adult support.
<b>1.0-1.9</b>	Working Below Standards	Student's academic performance is consistently below grade-level standards. More time, practice, and assistance are needed at school and home to meet standards.

## **Student Behavior Expectations:**

The Frost staff has developed the Spartan Standards, which are three short rules that we expect everyone in the Frost community to abide by.

- BE RESPECTFUL
- BE RESPONSIBLE
- BE SAFE

It is our goal to make the understanding of the Spartan Standards as clear and easy for the students as possible. Please take time to review these expectations with your child(ren).

### **STUDENT DRESS GUIDELINES**

Student dress should not disrupt the learning environment at the discretion of the school administration. Private body parts should be covered with opaque materials.

### **BICYCLES, SKATEBOARDS, INLINE SKATES, SCOOTERS**

*Our primary concern is for the safety of ALL students.*

- Students are not permitted to ride bicycles, skateboards, roller blades, roller skates, scooters, or other wheeled devices on school property between the hours of 7:15 a.m. and 4:30 p.m.
- Students using one of these items to come to school must remember they cannot ride these onto the school property.
- If your child chooses to ride something to school, please note that bicycles should be locked in the rack; however, there is no secure place to store any other wheeled devices at our school. Since these items are valuable, we encourage you to talk with your child, and decide together whether or not you wish to assume the risk of having such items here at school. Should storage of wheeled devices other than bicycles become a problem, the school reserves the right to suspend this privilege at a future date.

### **VALUABLE ITEMS**

Students should never bring valuable or treasured items to school. This includes cell phones, iPads/tablets, or other electronic devices as well as special mementos such as jewelry, cash, coin collections, souvenirs, card collections, or other prized possessions. We cannot be responsible for such costly or irreplaceable items.

We are unable to secure student's personal items while at school. Parents should not allow their students to bring these items to school. When in doubt, leave it at home.

Students should not buy, sell, or trade any items among themselves. This avoids any questions about ownership, and helps protect student property. A lost-and-found box is located in the school cafeteria. Please feel free to check it for any missing articles when you are in the building.

### **ELECTRONIC DEVICES**

Besides the District 54-issued and owned Chromebook, students are not permitted to use electronic devices in school. Any device brought to school must be kept off and away in the student's locker.

Electronic devices include, but are not limited to:

- Cell phones
- iPads
- Electronic games

If your child is seen with an electronic device on their person, then we reserve the right to confiscate the device and hold it in the main office. A parent/ guardian may be required to pick up the electronic device. If this becomes an excessive problem, then disciplinary action will be taken.

### **TARDINESS TO CLASS OR SCHOOL**

Student must be in their assigned classroom on time. Parents will be notified by the administrator if a student's tardies are deemed excessive. If the student's tardies are excessive, the student will be assigned lunch detention or after-school detention(s).

### **HALL PASSES**

Any student without a hall pass will be returned to class immediately. Students are expected to use the hall passes issued by their teacher when passing in the hallway. Students are encouraged to limit their time out of the classroom and use the passes at their discretion, minimizing disruption to their learning time.

### **BOOK BAGS/BACKPACKS**

Students are required to store their book bags/backpacks in their lockers when they report to school at the beginning of the day. No book bags/backpacks are to be carried from class to class. However, students are required to carry their Chromebook in their District 54-issued and owned protective carry case. At the end of the day, students may use their book bags/backpacks to take books home. Students may not use a lightweight drawstring bag or purse as a book bag. Carrying a book in a purse constitutes a backpack.

## **PBIS Components:**

### **Social-Emotional Learning Curriculum - Lesson plans used to teach the social-emotional skills**

One of the most important parts of our student support system is that social-emotional-behavioral skills and expectations are taught directly to the students. The lessons will teach all the students what is expected of them as an adolescent and how they are to behave. Every Wednesday morning, the District 54 Board of Education-approved Social Emotional Learning (SEL) curriculum will be taught to our students by our staff. All students will be taught skills that will benefit them as young adults and life-long learners. The first opportunity to teach our students the SEL curriculum will happen the first week of school when our teachers will spend time discussing school culture and classroom climate.

**GOLD CARDS/SPARTAN STICKERS - A Reward System** Another part of the PBIS system is the use of consistent positive reinforcement of appropriate behavior. All staff members who observe students following the Spartan Standards will issue Gold Cards/Spartan Stickers. Students should be randomly receiving Gold Cards/Spartan Stickers for demonstrating appropriate behavior. Students can earn these rewards in all areas of the school (classroom, cafeteria, hallway, etc.) and from all staff members. Research shows us that positive reinforcement is one of the best ways to not only change poor behavior, but also to maintain appropriate behavior. The Frost staff is committed to making sure that students who demonstrate positive behaviors will receive positive rewards. Ask your child about the Spartan Store and other ways to use their earned Gold Cards/Spartan Stickers!

**BUILDING DISCIPLINE** - Per Board Policy 7:130/7:130-AP: Students are expected to be responsible for their own actions in spite of the actions of others. Students are responsible for behaving in a safe manner and promoting a safe environment in their school. Students will respect the rights, needs and property of others. All federal and state laws regarding student conduct will be applied. Other district policies referring to and/or relating to student behavior will also be applied.

District-wide expectations are that students will:

- act in a way that is safe and healthy for themselves and others;
- treat school property and the property of others with respect;
- respect the rights and needs of others;
- take responsibility for their own learning; and
- be respectful of the learning environment and not behave in a disruptive manner.

Within the first few weeks of school, each school and classroom work as a learning community to develop specific behavioral guidelines that encompass District-wide expectations. The rights and responsibilities of students and staff are written, taught, reviewed and communicated to parents. These are consistent with Board policies and philosophy. A positive approach to discipline is utilized. The goal of discipline is to provide a productive learning experience for every student.

- Staff members should view their own behavior as a positive model for students.
- Teachers/staff should try to resolve issues at the classroom level before referring children to administrators.
- Positive and respectful attitudes must be modeled and the dignity of the student must always be maintained.
- Students have the right to expect and receive praise, recognition and honest communication.
- Students need an opportunity to express their perspective and understand why they are being disciplined.
- Academic and behavioral expectations must be clear and individual differences should be considered. Follow-up must be timely.
- Consequences should be timely, natural and logical. Due process must be part of the resolution.

When an issue arises with a student, problem solving that involves the student, or the student and the parent/guardian, should be utilized.

- Promote student's understanding of misbehavior. This will include presenting the point of view of others involved as well as discussing the student's perception of the situation. The goal is to maintain students' dignity while assisting them in acknowledging their behavior/misconduct.
- Ask the student if the behavior violates a rule or right, and guide the student toward evaluation about the behavior. Assist the student in understanding why the behavior is inappropriate/unacceptable as well as determine the effect and consequence of the behavior.
- Assist the student in making a plan and a commitment to change the behavior by exploring alternatives. Determine, with students when possible, an appropriate consequence for the behavior.

The above steps are advocated before more restrictive disciplinary practices are utilized. Suspension, whether in-school or out-of-school may be appropriate when less restrictive measures have not worked or the student has put himself or others in physical danger. In-school suspensions are utilized to teach or re-teach appropriate behaviors and support academic needs. Whenever a suspension occurs, either in-school or out-of-school, we will activate a team process to work with the student and parent/guardian to develop a plan to learn appropriate self-discipline measures.

Bullying, hazing and/or intimidation of others will not be tolerated. Parents/guardians will be notified if their student is involved in trying to assert physical or psychological power over, or is cruel to another

student. Peer mediation, counseling, and other interventions will be implemented to discourage bully behaviors. "Bullying" is defined to mean any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student. "Hazing" is defined to mean requiring the performance of any act by a student or other person in a school for the purpose of the induction or admission into any group, organization or society associated or connected with that school. Bullying and hazing have or can be predicted to:

- place the student or students in reasonable fear of harm;
- cause a substantially detrimental effect on the student or student's physical or mental health;
- substantially interfere with the student or student's academic performance; and/or
- substantially interfere with the student or student's ability to participate in or benefit from the services, activities or privileges provided by a school.

Violence Prevention and conflict education for grades early childhood through eighth (8th) will include the instruction in the following:

- the consequences of violent behavior;
- the causes of violent reactions to conflict;
- non-violent conflict resolution techniques; and
- the relationship between drugs, alcohol and violence.

Students are required to practice self-discipline and accept responsibility for their behavior. Behavior that is disruptive to the education process and infringes upon the rights of others will not be tolerated. Students displaying significantly inappropriate behavior will receive an office discipline referral. Parents will be notified by the school administrator following an office discipline referral.

**OFFICE DISCIPLINE REFERRAL FORM (ODR)** - Unfortunately, even with teaching our expectations and offering pre-corrections, some students will still demonstrate inappropriate behavior. Statistics show that this is a small percentage of a school's population, less than 20%. For those instances, there is an Office Discipline Referral Form. The form will help teachers be more consistent not only with enforcing our Spartan Standards, but also in taking corrective action when students have demonstrated a misunderstanding of our expectations. We will also use this document and data to track where our students could benefit from re-teaching and reminders of the Spartan Standards. Examples of student actions that would result in an office referral would include: fighting, insubordination, serious verbal abuse or use of profanity or obscenity, acts that jeopardize the health, safety, and welfare of another, repeated and willful behavior that constitutes disregard for the rules and regulations of the school, and chronic behaviors involving tardies, absences, classroom disruptions, inappropriate language.

1. Speak to your child about his/her behavior. (Please remember that your child may or may not tell you the entire story)
2. If you continue to have concerns after speaking with your child we ask that you contact the staff member who issued the consequence.

Our goal is to teach students positive behaviors, so that all students can work in a school environment that is safe, fun, free from distraction, and allows all students to reach their maximum learning potential.

## **Health Issues:**

A registered nurse is at Frost Junior High every day. Any questions you have about immunizations, physicals, medications, or special health concerns should be directed to the nurse at 847-357- 6772.

**MEDICATION POLICY** - Medications will be given to your child in accordance with Board of Education policy requiring:

- A District 54 consent form signed by the parent;
- District 54 form completed by the physician; and
- The medication in a prescription container.

**PHYSICAL EXAMINATIONS** - State law requires students to have an updated physical examination and all required immunizations on file. If a student plans on participating in an interscholastic sport, then they must have an updated physical examination on file in the nurse's office. **A physical examination must be completed for tryouts and/or participation.** Physical examinations are effective for one year from the date of the exam. If you have any questions about your child's physical, please call the school nurse.

**SHOULD I SEND MY STUDENT TO SCHOOL IF THEY ARE SICK?** The reasons that may constitute a student being sick and unable to attend school include fever, vomiting, diarrhea, contagious disease and rash of an unknown origin. Regarding a student having a fever, your student should be fever-free without medicine for 24 hours before returning to school. With written verification from you, your child may be excused from PE or outdoor activities for one to three days following an illness or accident. Any restriction for more than three days requires written verification from your doctor detailing the length and type of restriction. Students who are ill should not be sent to school for their own good and the welfare of others. In addition, if your child is absent from school for any reason, they will not be allowed to participate in afterschool activities.

**USE OF WATER BOTTLES AND SNACKS IN CLASSROOMS** – Students are allowed to bring a water bottle with them to school. Snacks will not be allowed outside of student lunch periods to reduce classroom mess and disruptions. Individual snack break plans can be created for students during the school day on a case by case basis. Students are allowed to bring water bottles with them throughout the day in classrooms. Please ensure your child's water bottle has a secure lid and all other drinks, besides water, are left in student lockers.

## **Guidance Department:**

Frost offers a support system for all students, staff, and parents. A full time psychologist and two social workers are available. Each member of this department will be a counseling resource for every team which allows students, staff, and parents to have consistent support when needs arise. Counseling is available to all students for academic, behavior, social/ emotional, or personal issues.

## **Physical Education:**

Generally, we assume that students well enough to attend school are also well enough to participate in Physical Education related activities. An exemption to participating in PE requires a doctor's excuse. Every day that a student-athlete is medically exempt from participating in Physical Education, they are not allowed to participate in interscholastic sports practice or game that afternoon/evening. Students will be required to change for PE and wear the proper attire for class.

## **Interscholastic Sports/Extracurricular Activities:**

It is the philosophy of Frost's interscholastic sports and extracurricular activities program to provide a variety of opportunities to teach values in a competitive and/or fun atmosphere while enhancing character through organized activities. Frost believes that participation in interscholastic sports and extracurricular activities is an integral part of the educational process and allows for the development of skills in both group and individual experiences. Participation is a privilege and students participating in sports and/or clubs will uphold Frost's behavioral and academic expectations of respect, responsibility, and safety during school hours and in their community at large. If a student is not able to maintain these behavioral and academic expectations, the Frost faculty reserves the right to suspend/remove a student from the sport or club.

### **SPORTS CALENDAR**

<b>Sport</b>	<b>Months</b>
Cross Country	August-October
Girls Basketball	August-October
Boys Basketball	October- December
Cheerleading	October-December
Wrestling	January-March
Girls Volleyball	January-March
Boys Volleyball	March-May
Track & Field	March-May

### **CLUBS**

Frost offers several club offerings both before and after school. Please visit our Frost website for current offerings.

### **LATE ACTIVITY BUS**

If your child is assigned a bus route and they stay after-school for an extra-curricular activity, then they are eligible to ride the late activity bus. Students will need to present their bus pass to be allowed entry.

## **Lockers:**

Each student will be assigned their own locker on the first day of school. Students will also be assigned a PE locker. Student assistance in keeping lockers and surrounding floor areas clean is expected and appreciated. Students should not give their locker combinations to other students. Valuables or large sums of money should not be kept in school. The school reserves the right to inspect lockers and remove anything in violation of school rules or considered detrimental to the safety of the school and/or other students. There will be NO locker decorations on the outside of the lockers permitted at any time.

## **Lunches:**

Students should bring their own lunch to school. There is no cafeteria service. Students can purchase water, refreshments, and healthy snacks from the vending machines in the cafeteria. Please encourage your student to be responsible and bring their own lunch to school every day. When lunches are brought to school after the students arrive, students will be called to the main office to obtain their lunch. The PTA sponsors special days when hot lunches may be purchased in advance. Pizza will be sold on Tuesdays and Thursdays during lunch periods for all students.

## **Homework:**

Homework fosters increased achievement and better student attitudes toward learning. Homework extends and reinforces previous learning, provides skills practice, and helps students prepare and review for lessons and tests. Homework helps parents stay informed about what their student is learning and helps the student develop good discipline and responsibility.

Research provides strong evidence that, when used appropriately, homework benefits student achievement. To make sure that homework is appropriate, Frost teachers will follow these guidelines:

- Assign purposeful homework. Legitimate purposes for homework include previewing new content, practicing a skill or process that students can do independently but not fluently, elaborating on information that has been addressed in class to deepen students' knowledge, and providing opportunities for students to explore topics of their own interest.
- Design homework to maximize the chances that students will complete it. For example, ensure that homework is at the appropriate level of difficulty. Students should be able to complete homework assignments independently with relatively high success rates, but they should still find the assignments challenging enough to be interesting.
- Involve parents in appropriate ways (for example, as a sounding board to help students summarize what they learned from the homework) and to encourage completion without requiring parents to act as teachers.
- Carefully monitor the amount of homework assigned so that it is appropriate to students' age levels and does not take too much time away from other home activities.
- Grade level department teams will use the same grading system and be as consistent in their grading as possible.
- Students will receive no less than 60% of credit for late assignments if the assignment is completed by the conclusion of the unit in which it was assigned. At the end of the unit, the missing assignment will be marked as a zero in the gradebook.

Teachers at Robert Frost see homework as a vital link between home and school. Families should consider the importance of setting aside a specific time and place for children to do homework. Television and music should be turned off during this time. We ask that you check your student's understanding of assignments and review directions together if necessary. Please feel free to contact your student's teachers if there is a special problem. Finally, please make an effort to be at home and available during homework time and remember to praise your student and comment on improvements, while encouraging your student to work hard and always do his/her best.

Frost students in 7<sup>th</sup> and 8<sup>th</sup> grade use the organizational tools on their Chromebook to help them develop organizational skills and learn responsibility. This platform also serves as a communication tool between home and school. The Chromebook is given to students after the first week of school to be used for the entire school year. In addition, students can check their homework using google classroom or the homework spreadsheet on our website: <https://frost.sd54.org/>

### **MISSING ASSIGNMENTS AND AFTER SCHOOL CONTENT SUPPORT**

Students receive weekly notice of their missing assignments. Students are also encouraged to check their Infinite Campus Portal and Google Classrooms frequently to stay up to date with their grades and missing work. If on Monday the student has three or more missing assignments they will be highly encouraged to stay for after school content support on Monday, Tuesday, or Thursday.

## **Textbooks:**

It is the student's responsibility to maintain any textbooks distributed throughout the year. Therefore, if a textbook has been lost or damaged/ destroyed, an appropriate replacement cost or repair charge will be determined. All students share in the responsibility of maintaining school materials.

## **Chromebooks:**

Chromebooks are a valuable instructional tool to facilitate student learning. Every student will be issued a district-owned Chromebook. It is the student's responsibility to appropriately maintain their Chromebook. Daily expectations of students using Chromebooks are listed below:

- Take the Chromebook home every night.
- Charge the Chromebook every night.
- Bring the charged Chromebook back to school every day.
- Bring the Chromebook with you to classes as instructed by your teacher.

Chromebook handling and management expectations are listed below:

- Case should be used for transporting devices. No other objects (including charger) should be in the case with the Chromebook as they damage easily.
- Chromebook should remain in case when not in use.
- If a Chromebook has been lost or damaged/ destroyed, an appropriate replacement cost or repair charge will be determined. All students share in the responsibility of maintaining school materials.

Acceptable Chromebook use expectations are listed below:

- Chromebooks should never be in the bathroom.
- Chromebooks should never be in the gym or locker room.
- Chromebooks should not be near the water fountains or any liquids.
- Chromebooks should be on your desk/workspace, in your lap, in your backpack, or in your locked locker. They do not belong on the floor.
- Backpacks should never be left unattended when the Chromebook is inside. It should be with you or in your locked locker.

Student security with Chromebooks is critical. Student passwords will be created for each student and should NEVER be shared with other students. The student passwords protect each student's assignments, student's tests and communications with their teachers. Students are responsible for internet searches and all Chromebook usage done under the student's ID and password.

## **Parent Conferences:**

Parent conferences may be initiated at any time by parents or staff members. In addition, an opportunity for student goal-setting conferences will be provided in November. Families will be able to sign-up for student goal-setting conferences once information has been sent to the community. Families can also contact teachers via phone or email at any time.

## **Emergency Contacts:**

Please notify the school office if any important contact information changes during the year. Current home and work telephone numbers, addresses, and emergency contacts are essential.

## **School Closings:**

During severe winter weather the school district has the responsibility of deciding whether to close schools. When these serious conditions exist (such as snow, ice, and extremely cold temperatures), parents should review their own situation and decide if they should send their students to school if school remains open. If a parent decides to keep the students at home, the absence will be considered “excused,” and all work may be completed when the student returns to school.

### **WIND CHILL WARNING**

A wind chill warning indicates that life-threatening conditions and a risk to safety exist. Measures should be taken to safeguard life and property immediately. A wind chill warning is typically issued when the wind chill will be -30 degrees Fahrenheit or colder OR the actual air temperature is -15°F.

- Classes will be canceled.
- Extracurricular activities will be suspended.
- The announcement will be made by 6:30 a.m. at the latest. District 54 often waits until the morning to cancel school, because the weather in the Chicagoland area is constantly changing. We wait to make the decision with the hope that we can have children in school.
- All notification systems will be leveraged to send school cancellation communications to families including emails, our websites, social media and – for parents who have signed up for it - phone calls and text messaging.

### **WIND CHILL ADVISORY**

A wind chill advisory is issued when conditions do not meet the wind chill warning criteria but still cause significant inconvenience. The weather during a wind chill advisory is not life-threatening but presents conditions that may result in inconveniences or pose moderate risk to safety. A wind chill advisory is typically issued when the wind chill is -20 degrees Fahrenheit or colder.

- Schools will be open. However, students will not be penalized should parents choose to keep their children home.
- Extracurricular activities may be suspended if conditions persist. Updates will be posted on school websites and parents will receive an email if after-school activities are canceled.
- All outside activities will be suspended, including recess and outdoor physical education.

Reminder to consider what kind of alternative child care arrangements need to be made for your children should our school be closed for inclement weather or other related emergencies. Though District 54 makes every effort to keep our schools open and operational, circumstances beyond our control oftentimes dictate school closings

### **EMERGENCY SCHOOL CLOSINGS INFORMATION**

- Email: All District 54 parents/guardians who have provided their child’s school with an email address will be sent an email when school is closed.
- Phone: Each student’s primary phone number will be called using our rapid phone notification system. Reminder – we can only call you for a snow day if you signed up to receive these calls through Parent Square.

Parents are asked to please not call their local school or the District 54 administrative offices for information on school closings. Switchboards must remain open for emergency purposes.



# **SCHOOL DISTRICT 54**

**Ensuring Student Success**

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