



**Robert Lee Frost School 106
Student & Family Handbook
2021-2022**

**5301 Roxbury Road
Indianapolis, IN 46226
317-226-4106**

Dear Families:

It is with great pleasure that I welcome you to the 2021-2022 school year. Robert Lee Frost School 106 is a *Leader In Me School*, which means, we believe:

- Everyone can be a leader
- Everyone has genius
- Change starts with me
- Educators empower students to lead their own learning
- Develop the whole person

Click [here](#) to learn more about *Leader in Me*.

I look forward to the chance to welcome families back into the school building this year; the school and home partnership is so important to the success of all children. The well-being and success of your child is our top priority and we consider ourselves partners with you in this work.

If you have any questions at any time, please reach out to our main office at 317-226-4106 or forts@myips.org.

Again, welcome to the 2021-2022 school year! I am excited to make it the best one yet!

Go Mustangs!

A handwritten signature in cursive script that reads "Spencer H. Fort".

Spencer Fort
Principal, Robert Lee Frost School 106

School Mission Statement

IPS empowers and educates all students to think critically, creatively, and responsibly, to embrace diversity, and to pursue their dreams with purpose.

School Vision Statement

Everyone can be a leader. Everyone has genius. Change starts with me. Develop the whole person. Educators empower students to lead their own learning.

Important Phone Numbers

Robert Lee Frost Main Office	317-226-4106
IPS Transportation Main Line	317-226-4500
IPS Police Department	317-226-4633

School Mascot

Mustang

School Colors

Black and Yellow

School Hours

8:50am	Doors Open (Breakfast/Morning Activities)
9:20am	Tardy Bell Rings/Instruction Begins
3:55pm	Dismissal

2021-2022 IPS Calendar

View on IPS district webpage [here](#).



2021-22 School Year Calendar

JULY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST						
S	M	T	W	T	F	S
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22	23	24	25	26	27	28
29	30	31				

First Semester	
Mon, July 26 - Thur, July 29	Professional Development
Friday, July 30	Teacher Work Day
Monday, August 2	First Day
Monday, September 6	Labor Day
Tuesday, September 7	Professional Development
Wednesday, September 22	Parents In Touch Day
Mon, Oct 11 - Fri, Oct 15	Fall Break
Monday, October 18	Professional Development
Wed, Nov 24 - Fri, Nov 26	Thanksgiving Break
Monday, November 29	Professional Development
Thursday, December 16	Last Student Day
Friday, December 17	Semester Close (Flex day)
Mon, Dec 20 - Fri, Dec.31	Winter Break

Second Semester	
Monday, January 3	First Day
Monday January 17	MLK Holiday
Tuesday, January 18	Professional Development
Monday, February 21	President's Day
Tuesday, February 22	Professional Development
Wednesday, March 2	Parents In Touch Day
Mon, Mar 28 - Fri, Apr 1	Spring Break
Tuesday May 24	Last Student Day
Wednesday, May 25	Semester Close
Monday, May 30	Memorial Day
Saturday, June 19	Juneteenth

SEPTEMBER						
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OCTOBER						
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31						

NOVEMBER						
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28	29	30				

DECEMBER						
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JANUARY						
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30	31					

FEBRUARY						
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27	28					

MARCH						
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27	28	29	30	31		

APRIL						
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MAY						
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JUNE						
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25	26	27	28	29	30	1
2						

IPS Professional Development Days
All instructional personnel report. Students DO NOT attend.
Teacher Work Days
Teachers prepare for learning days. School staff meetings. Students DO NOT attend.
Days of Student Attendance
Parents in Touch Day
Parent conferences with teachers. Asynchronous learning day for students.
Holidays
Holiday pay distributed according to employee group contract.
Records and Close-out
Flex Days
As needed to make up days of school closure.
Break
Summer School
Summer Break

Summary of Days	
Students	
Semester 1	87
Semester 2	93
Total	180
Staff	
PD days	7
Workdays	2
Student days	87
Semester 1	95
PD days	2
Workdays	1
Student days	93
Semester 2	97
Total	192

Early Pick-up of Students

If you need to pick-up your student(s) early from school, please visit our front office. Once you arrive, students will be called to the office. To maximize instructional time in the classroom, students will not be waiting in the office for pick-up. Parent/Guardians must present a valid picture ID to our front desk for student pick-up. Pick-up of students after 3:30pm must wait and follow normal dismissal procedures.

Student Transportation Changes

If your child will have an alternative transportation method, please notify our front office at 317-226-4106 or via a note to your student's teacher(s). This communication must happen prior to 3:00pm each day to provide appropriate time for staff to communicate appropriate changes.

IPS Bus Safety Expectations

IPS is committed to transporting students safely and efficiently to and from school each day. Students are expected to follow the bus safety expectations as outlined in the [IPS Code of Conduct](#). For a safe arrival to school, please ensure that your student(s) are at the bus stop 5-10 minutes prior to the assigned pick-up time.

Attendance

Attendance at school each day is essential to the social-emotional and academic well-being of all students. Attendance expectations are outlined on pages 17-19 of the [IPS Code of Conduct](#).

We know that sometimes, students must miss school. On these occasions, please call the front office at 317-226-4106 by 10:00am. Additionally, please send a note to school with students the day of their return explaining the reason for absence. These calls and notes will be kept on file in the main office to ensure accurate record keeping in relation to the IPS Attendance Policy.

Tardiness

Students are expected to arrive on time, by 9:20am, each day. Students are considered tardy at 9:21am, and must be checked-in at the main office prior to going to class.

Breakfast & Lunch

All students are eligible for free breakfast and lunch. If your child chooses to bring lunch, but would like milk, the cost is \$.40 each day.

Leader in Me

School 106 is a proud Leader in Me School. Leader in Me is a whole school transformation and is incorporated in every aspect of our school. We live and teach the 7 Habits of Highly Effective People developed by Dr. Stephan Covey.

1. Be Proactive- I take charge of myself.
2. Begin with the end in mind- Have a plan.
3. Put first things first- Work first, then play.
4. Think Win-Win- Everyone can win.
5. Seek first to understand then to be understood- Listen then talk.
6. Synergize- Working together is better.
7. Sharpen the Saw- Balance feels best.

We believe that our job as educators is to ensure students are ready for their future. By teaching the 7 habits, we are dedicated to help your child be more successful now and in their future.

Proactive Discipline

Robert Lee Frost School 106 follows the [IPS Student Code of Conduct](#). To support our students proactively, our staff focuses on establishing, maintaining, and restoring relationships throughout the year. Additionally, we focus on teaching, re-teaching, and reinforcing expected outcomes in all areas of the school building.

Behavior-Location Matrix

Robert Lee Frost School 106

Be Respectful	Use kind words and actions; Follow adult directions; <i>Wear your face covering / maintain social distancing</i>
Be Responsible	Take proper care of all personal belongings & school equipment; Have all materials needed for class; <i>Wear your face covering / maintain social distancing</i>
Be Safe	Keep hands and feet to self; Use all equipment & materials in the way they are intended; <i>Wear your face covering / maintain social distancing</i>

	Restroom	Community Meetings	Recess	Hallway/Stairs
Be Respectful	*Use a level 0/1 voice *Give others privacy	*Stay seated on your "pockets" *Use level "0" voice during the program *Use a level "1" voice while waiting	*Enter and exit the building calmly and quietly *Take turns and include others	*Use a level "0" voice *Actively listen to adult instructions * Walk on 2nd tile, right hand side
Be Responsible	*Put toilet paper only in the toilet and flush *Wash your hands with soap and turn off the water *Pick up trash *Report all spills to an adult *Use the restroom only when needed	*Show audience behavior *Eyes on the speaker *Body still	*Line up promptly when the teacher signals *Use playground equipment appropriately	*Walk single file on the right side of the hall *Climb the stairs using quiet feet
Be Safe	*Keep hands, feet, and all objects to yourself	*Keep your hands, feet, and all objects to yourself	*Tell adult on duty if someone needs help *Safe/kind hands and feet	*Hands together *Eyes forward *Stay with your group in a straight line *Use the right hand railing when going up and down the stairs

	Arrival/Dismissal		Dining Room/Cafeteria
Be Respectful	*Use Voice Level 0/1	*Use Voice Level 0/1	*Use level "1" voice unless otherwise directed *Keep food and utensils on tray
Be Responsible	*Walk to your classroom	*Pack and take all needed items in your book bag that belong to you	*Keep your personal area clean *Stay in your assigned seat
Be Safe	*Walk single-file on your assigned line	*Stay with assigned adult	*Eat only the food you have taken from the serving line or that you have brought from home *Walk and carry tray with two hands

These expectations for common locations in our building will be taught, re-taught, and reinforced with all students. Additionally, each teacher will have a similar structure for teaching, re-teaching, and reinforcement inside of their classroom. Feel free to reach-out to your student's teacher(s) for an example of the classroom expectations.

When corrective responses are necessary, Robert Lee Frost School 106 staff will follow the guidance of the [IPS Student Code of Conduct](#), starting on page 20. For questions regarding proactive discipline, please reach-out to Mr. Fort, Principal.

Personal Property

Students should bring only school-related materials from home. Exceptions will only be made with permission from the classroom teacher or school administrator for such functions as field trips, special reports and projects.

Student possession of telephone paging devices is prohibited on school grounds, at school sponsored events, and on school buses or other vehicles provided by the Corporation. Students may not use cellular telephones, including camera phones, or other electronic communication devices (ECDs) (e.g. iPods, hand held video games, pagers, cameras, laser pointers, various types of remote

controls etc.) and other devices designed to receive and send an electronic signal) during the school day. Cellular telephones and ECDs must be kept out of sight and turned off (not just placed in vibrate or silent mode) during the school day. In addition, students are not permitted to use cellular telephones, including camera phones, or ECDs to record/store/send/transmit the spoken work or visual image of any person, including other students or staff members, or educational instrument/document (e.g., test, quiz, etc.) any time while on school property or at a school-sponsored event.

Finally, students may not use cellular telephones or ECDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

Should these items be heard, found, or seen being used in any manner unauthorized by a teacher, they will be confiscated and sent to the office to await parent pick-up. At no time will the school assume responsibility for preventing theft, loss, damage, or vandalism to cellular telephones, ECDs, or other personal property/items brought onto the school property.

IPS Anti-Bullying School Board Policy 5517.01

The administration of Indianapolis Public schools is committed to providing all students a learning environment free from bullying and harassment based upon race, color, religion, national origin, Student Code of Conduct Page 11 of 56 disability/handicap, sexual orientation, ancestry or gender (including gender identity) expression, and appearance. The District expects all students and staff to treat each other with civility and respect. The District will not tolerate acts of bullying and harassment.

Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile environment.

Students may not engage in bullying on school grounds, or while traveling to or from a school or a school activity, function or event. Further, bullying is prohibited off school grounds while using property or equipment provided by the school or while attending a school activity, function, or event.

Parents or students who suspect that bullying is taking place should report the matter to the principal. Upon receiving the report, the principal will investigate the matter at the building level and consequences will be assessed as appropriate, consistent with Levels 3 and 4.

IPS Academic Grading Scale

Grades 1-6:

Letter Grade	Percent Range
A	93-100%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	0-59%

Kindergarten students will be assigned progress levels towards mastery of the Indiana College and Career Ready Standards. The scale is listed below:

Progress Level	Definition
O	Outstanding Progress
S	Satisfactory Progress
I	Improving Progress
U	Unsatisfactory Progress

Progress Reports

You will receive formal updates on your students' progress towards their grade level standards every four and a half weeks through report cards and interim reports. The schedule for receiving progress reports is below:

Report cards are designed to give you information about your child's progress throughout the year. However, this report should not be the only indicator of your child's progression. Your child should bring returned and graded papers home on a consistent basis. He/she will have homework on a regular basis that you should monitor. All IPS schools will operate under 9 week grading periods. Mid-terms (mid-grading period evaluations) will be sent home at the end of the fourth/fifth week of each grading period for all students. Students who receive a D or F in math or reading face possible retention.

IPS Uniform Policy & Dress Code

The Indianapolis Public Schools' dress code isn't just about how students look, it's about how students behave and achieve. Proper attire is the first step in creating a classroom environment that provides a laser focus on instruction, not fashion.

Students are to be dressed in appropriate attire beginning the first day of the school year. For a list and examples of appropriate dress, click [here](#). For more information, please visit the uniform section of the [IPS website](#).

Uniform waiver request forms will be reviewed by the Superintendent or his designee. Waiver requests will be considered on a case-by-case basis. Within ten (10) days after the request is received, a decision will be made and communicated to the parent or guardian. A decision made under this policy may be appealed to the Superintendent.

Field Trips

Field trips are an integral part of a child's educational growth. Students have an opportunity to learn through a variety of experiences in the Indianapolis area.

Students must have signed permission slips for all field trips. No phone permissions will be accepted. To avoid your child missing an opportunity to be part of an excursion, please be sure to sign and return the permission slip on time.

Book Rentals

Families can submit an [application for textbook and educational benefits assistance through our application portal](#). Only one application, per household, is needed and must be submitted each school year.

You will be notified within ten business days with your application status. Applications submitted are confidential. For questions, please call 317-226-4951.

Medication

Before any prescribed medication or treatment may be administered to any student during school hours, the school shall require the written prescription from the child's physician accompanied by the written authorization of the parent (see front office for medication forms to be signed by the parent). **If this form is not on file for the child, we are not permitted to administer the medication.** This document shall be kept on file and made available to the persons authorized to administer medication or treatment. The prescription must be in its original container, labeled with the student's name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician's prescription. All medication must stay in the office and may not be taken to the classroom.