



Dear C. A. Frost Environmental Science Academy Families:

Welcome to the **2023-2024** school year at C. A. Frost Environmental Science Academy! This will be a very exciting year, and we are glad you have chosen our school for your child(ren) to attend.

Our goal is to work with you to develop children who have overall academic competence and personal character that are respectful, responsible, and kind. We will work to provide lessons, activities, and programs that provide an equitable, and quality education experience, while carefully weaving our environmental program threads of advocacy and stewardship in all that we do! Our students must become complex thinkers; ones who use sound judgments and good problem-solving skills in all of their endeavors. They must be able to use not only their heads but also their hearts for decision-making. We are committed to reaching **EVERY** child at C. A. Frost Environmental Science Academy; providing differentiated learning to all children.

We hope that you find this handbook helpful in answering some of your questions. Your best resource, however, continues to be your child's individual teacher and our office staff. No question or comment is too small or unimportant when it has to do with your child.

Please remember that you are an integral part of our learning team. We not only want you but truly need your time, guidance, and support to change children's lives and hearts. Thank you for the dedication and trust you have shown to **your** public school, C.A. Frost! Be loud and proud as you spread the word about "our" school – we have a great story to tell!

Welcome to C. A. Frost....."Where Excellence Comes Naturally!"

Sincerely,

Karla Finn, Principal

C.A. Frost Environmental Science Academy

Mission Statement

To provide a unique, environmentally-focused educational program where the community, staff, teachers, parents, and students work together to develop life-long learners who positively impact the environment as contributing, well-adjusted members of society.

Please use the link below to enroll or review and update the information for your child(ren)!
[ParentVue Student Registration](#)

Daily Schedule

- 8:50 a.m. Breakfast/Supervised Play
- 9:10 a.m. Entrance Bell/Classes Begin
- 11:35 a.m. K,1, 3, 4 Grade Lunch & Recess
- 12:00 p.m. 2 & 5 Grade Recess & Lunch
- 12:25 p.m. K, 1, 3, 4 Grade Classes Resume
2 & 5 grades eat lunch
- 12:50 p.m. 2 & 5 Classes Resume
- 2:20-2:40 p.m. K-2nd Recess
- 2:40-3:00 p.m. 3rd – 5th Recess
- 4:06 p.m. Dismissal
- 12:20 p.m. Half-Day Dismissal

Important Phone Numbers

C.A. Frost ESA Office:

Main Office: 819-2550

Fax: 819-2184

Health Office: 819-2663

Grand Rapids Public Schools:

ACTION LINE: 819-2500

District Offices: 819-2000

Community and Student Services: 819-3276

Dean Transportation: 819-3000

Parent Visitation

C.A. Frost ESA has an open-door policy, you are always welcome. In order to ensure the safety of the students, we must account for the presence of all persons in the building. We ask you to do the following:

- Enter the building using the doors by the front office.
- **Sign in at Ms. Patty's and scan your driver's license or state ID in the Raptor for a visitor badge.**
- Wear your **visitor badge at all times** when in the building. **If assisting on trips please wear your approved volunteer badge.**

- Please email or message your child's teacher to set up a time to meet with them. They are working diligently to prepare for your children.

Check-out Policy

Parents **must check** into the school office when picking up their child for any excused dismissal prior to the official end of the school day. Absolutely **no student** is to leave the school grounds at any time without getting written permission from the office. Students will not be released from school by the principal, secretary or teacher without verified parent or guardian approval. Therefore, students must always be picked up at the office. The secretary will call the teacher and have your child sent down to the office for you. The adult picking up the child must sign him/her out on each occurrence.

Our check-out procedures for students are as follows:

- Students are **only** released to those individuals who have been listed by the parent on the registration form.
- If a person is **NOT** listed on the form, the child **WILL NOT** be released.
- Parents may write a note or call to have someone pick up their child. If this should occur, the person is asked to come to our office and have their driver's license checked and verified.
- All students must be signed out with the time, date, and name of the person picking them up. **Use the iPad to complete the Google Form!**
- Please wait in the lobby area if picking up early.

At the end of the day, students will be sent home through their normal means of transportation unless communication has been made with the office or teacher. Please make sure that the teacher or office has confirmed the change before 3:30.

Reporting Absences

The Michigan Compulsory Attendance Law requires students between the ages of 6 and 16 to have **prompt, daily** school attendance. You must call our office (819-2550) if your child will be absent or late for any reason. Students who acquire more than (3) unexcused absences will be called on by a family support specialist. Frequent tardiness, especially at the beginning of the school day will be closely monitored.

Parking/Pick-Ups/Drop-Offs

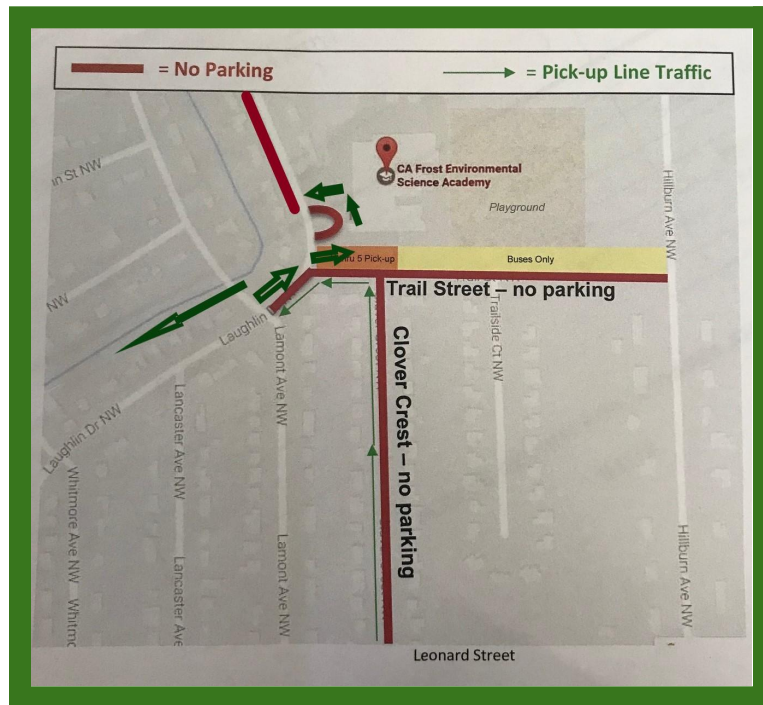
- Drop-off begins at 8:50 A.M. Please do not drop students off before that time, supervision will begin at 8:50 A.M.
- The circle drive in front of the building is to be used **ONLY** for picking up or dropping off your child. You may **not** park in the circle drive.
- Trail Street (along the playground) is to be used **ONLY** for buses. "**No Parking**" signs are posted and clearly observable.
- You may drop off your child in front of or ahead of the driveway on Trail Street (In front of the Paper Gator). You are welcome to park in our lot as space permits.
- **If you decide to stay with your student outside before the bell rings, please remember not to park on Trail Street.**
- If it is raining/severe weather and no one is on the playground when you arrive, please have your student proceed to the breakfast room doors if they would like breakfast **or** they will be greeted at door H on the SE end of the building (by the 2nd-grade hallway) and walk to their classrooms. While we encourage all pick-ups to occur from the pick-up line via Clover Crest, you may choose to park in the neighborhood **outside of the no-parking**

areas on the map provided and walk to the designated waiting area. Please wait for your student to be released to you. This usually takes a week or so for everyone to get used to the process. **Thank you for your help, cooperation, and patience!**

- **After school, please remain in your car and follow the route down Clover Crest and pull around into the circle drive. Pull as far up as possible, stay to the right side of the circle drive, and wait for your child to come to you!**

Always remember...

- Watch for students crossing traffic/streets and proceed slowly with caution.
- Please avoid blocking the fire hydrants, mailboxes, driveways, and crosswalks.
- Please be mindful of blocking through-ways for other vehicles and buses along these streets and intersections-especially where Trail Street, Clover Crest, and Laughlin meet.
- For the safety and consideration of others, please do not bring your pets with you during pick-up or drop-off. For liability reasons, pets are not permitted at school. Thank you for your understanding.



Recess

Most days children go outside at lunchtime and in the afternoon. If children are well enough to be in school, they are expected to go outdoors. **A written statement from a physician is necessary if a child must remain inside for health reasons.** A child may be excused for one or two days of outside recess after an extended illness if a note is sent by the parent/guardian.

Telephone Policy

The school phone is a business phone. Students will be allowed to use the phone in emergency situations only. They will not be given permission to use the phone to make arrangements to go home with a friend, etc. Forgotten textbooks,

homework, etc. are not considered emergency situations. Please encourage your child to routinely check their backpacks, etc. after homework is finished in the evening or before they leave for school each day to keep track of school items.

Lost & Found

Please label clothing items with a first and last name! Check our LOST & FOUND periodically for lost belongings. If you are unable to claim your items in person, consider visiting www.cafrostpta.org and clicking on the lost and found tab. Unclaimed items will be donated to charity. The school's LOST & FOUND box is located off of the main lobby by the breakfast area.

School Newsletter

Our goal is to send our newsletters to families electronically on School Messenger and ClassDojo. If you require a paper copy, please submit a request in the office with Ms. Patty. A paper copy will be sent home with the youngest/only child. If you have anything you'd like included in the newsletter, please feel free to contact the school office.

Scholar Safety

At C.A. Frost ESA, we take student safety very seriously. Here are some ways you can be assured that your child is safe while at school:

- All classroom teachers will be doing lessons on student safety
- Our playground, classrooms, and transportation are always supervised by staff
- All volunteers and parents **MUST** be approved by our district to assist in any school activity - volunteer badges will signify district approval

Emergency Procedures

For safety purposes: fire (5), tornado (2), and CODE RED (3) drills are held periodically throughout the year so that our students will understand what is expected of them in case of an emergency. Teachers will go over the procedures and expectations with their students prior to the first drill.

Every precaution is taken to ensure the health and well-being of your child(ren). If you are in the building during one of these drills, please follow the procedures as well.

Fire Drill: Clear the building using the closest exit. Make sure you are a safe distance away from the building and wait for the all-clear.

Severe Weather:

Code Red: Proceed to the nearest classroom follow the directions from the classroom teacher and wait for the all-clear.

Code Yellow: Proceed to the nearest classroom, follow the directions from the classroom teacher, and wait for the all-clear.

What About the Weather?

Occasionally, Grand Rapids Public Schools is forced to close due to inclement weather. The decision on whether or not to close is made as early as possible by our Superintendent so that families can plan accordingly.

To find out if the Grand Rapids Public Schools are closed due to bad weather, watch or listen to the local media or check the weather link on our website: <http://grpublicschools.org/grps1>.

Tornado weather: Once school is in session, students are **never** dismissed under a tornado warning.

Health & Medication

If your child becomes ill at school, we will contact you. If your child is injured, minimal first aid will be provided. Parents will be notified if school personnel feel it is necessary. Calls will be made based on the information you supply on the registration form. Please keep us informed of changes in phone numbers, emergency numbers, babysitters, etc.

If your child has any specific health problems, please contact the school office and your child's teacher. Medication that must be administered to a student during the day **can only be dispensed** if the medication is prescribed and is contained in prescription packaging that is clearly labeled with:

- Student's name, date, and name of the medication
- Doctor's Name
- Dosage
- Frequency of medication

A parent/guardian **must** complete a signed medication request form (available in the health office), which **must be signed by your physician**. All medication is kept in the health office in a locked cabinet.

Transportation

All changes in pick-up or drop-off service must be called into the Transportation Department by our school office. Please call **the office** with the requested change. It usually takes three to five days for the Transportation Office to process a change.

If a child is going to ride a different bus with a friend, both students must have permission slips. If there are no permission notes – students will be expected to ride their regular bus.

Transportation service stops if a child misses more than three (3) days without an explanation.

It is the responsibility of every student who rides the bus to be ready at the assigned stop five (5) minutes ahead of time. It is appropriate for parents to call the Transportation Office (819-3000) in the following instances:

- If there is a question about the time of a pick-up or drop-off of a student in a program with "near corner" or "door-to-door" service.
- If there is a concern about the safety or location of a bus stop.

Academics

The Grand Rapids Public Schools Board of Education has prescribed particular curriculum programs based on the Common Core State Standards in all areas of academic instruction. Teachers are responsible for ensuring that a balanced and challenging program of study is provided for each scholar. Please click on the following link for more information regarding the [Common Core State Standards](#).

District Assessments

Assessments are given throughout the year to give students and parents feedback on a child's progress and to inform instructional practices in the classroom.

NWEA-(MAP) Standardized Tests

Grades K-5 3x per year to show growth

MRF- Map Reading Fluency

Grades K-3 3x per year to monitor student progress

District Writing Assessments/End of Marking Period Assessments

Grades K-5 4x per year

M-STEP Michigan Student Test of Educational Progress

Grades 3-5 1x per year in the spring

Academic Expectations:

Students will be measured on their efforts to achieve. We will discriminate between students who are "not getting it" as opposed to students who are "not doing it". We have an internal commitment to assist those who need help or are behind. The report card will be used as a guideline for overall effort and work ethic.

- **Homework and Schoolwork**—Homework and schoolwork **are expected to** be completed.
- **School Planners:** In grades 2-5, planners **are expected to** be used daily as a communication device between home and school.

Conferences & Report Cards

Good communication and cooperation are essential to effective parent-teacher relationships. Conferences at C.A. Frost include the student, parent, and teacher. Teachers will facilitate conferences, while the students and parents also take an active role. Conferences will be Virtual in October. **Attending parent/teacher conferences is an expectation at Frost!**

Behavior Expectations

We believe it is important to have a school environment where students have personal ownership of the rules and procedures that affect them. To this end, the staff and students meet to develop basic rules to guide behavior choices:

MY PERSONAL BEST AT ALL TIMES!

Be **respectful!**

Be **responsible!**

Be **kind!**

Be **safe!**

Discipline

We believe our purpose is to educate all students to their full potential for academic performance and to help them become productive citizens. We believe that students need a positive, safe, and orderly school environment in which to learn and grow; teachers should be able to provide instruction without undue interruption. Also, children should have the privilege to learn without disruption. We follow the guidelines listed in the GRPS Scholar Resource Responsibility Guide. Please take some time to click on the link for detailed information. [Responsibility Guide PDF](#)

Behavioral Expectations:

Students who compromise the integrity (disrupt) of the classroom and environmental activities through their behavior make it difficult for other students to learn. We will make a commitment to assist and guide students who have behavioral difficulties through interventions whenever possible.

All classrooms at C.A. Frost ESA have a consistent behavior management plan in place. When the "regular" classroom procedures do not work, or something more severe happens, your child may have a Disciplinary Documentation Form DDF. We will keep you as closely informed as possible as to your child's ability to follow the rules and get along with others. When you see a copy of the form come home, please take the time to talk to your child and stress that the goal is not to repeat the infraction. You may be asked to attend a meeting with the principal, teacher, and behavior interventionist to brainstorm and plan a solution for your child's behavioral success. Please feel free to call the office (819-2550) if you have any questions.

Disciplinary Documentation Form (DDF): These are used as referrals to the office when problem-solving strategies have not been successful in the classroom. When a child is referred, we will still attempt to solve the problem on a school level. However, if there are repeated occurrences or there is a problem of a serious nature, parents will be notified.

Severe or Repeated Behavioral Difficulties—Severe or repeated behavioral difficulties will be put on a behavior contract and may result in dismissal from our program.

Positive School Climate/PBiS

- Building Wide Classroom Management System (Clip Chart/Class Dojo)
- Monthly Celebrations
- Character of the Month
- Student of the Month
- **FIRST CLASS TICKETS** may be given to a scholar by any staff member for personal or academic success. The tickets are put into a drawing to choose a book from our book vending machine!
- Social Emotional Learning (SEL): The Caring School Communities curriculum will be used in all elementary schools in GRPS. [GRPS SEL Information Page](#)

CLASSROOM MEETINGS: Meetings for teachers and students to discuss the development of the classroom demeanor and to address individual concerns.

MORNING MEETINGS: School-wide assemblies for administration and staff to celebrate our scholars' successes and address what is happening in our community.

PARTNER CLASSROOMS give students an opportunity to be in another place to rethink inappropriate behavior.

GIVE ME FIVE

A raised hand is our school-wide symbol for attention. The hand says five things:
Hands are quiet, Body is still, Eyes are looking, Ears are listening, and Mouth is quiet.

Frost Expectations

Interest in Theme:

The theme of environmental science is interwoven throughout the curriculum. Students will be required to be prepared and to participate in outdoor learning activities daily, despite the weather and in all seasons.

Preparation for School and Field Experiences—We provide the students with a variety of outdoor learning experiences. Students must be prepared and exercise the self-control necessary to participate in all activities. This will be demonstrated by a positive attitude, safe behaviors, and proper dress. (There is a list of suggested items in the student handbook.)

Participation in Outdoor Learning—At each grade level, students are expected to participate in outdoor learning experiences which may include: an overnight campout at school or a tenting trip with teachers, classmates, and parents. Attendance and participation in these trips are necessary, as they are a culmination of the environmental education goals for each grade. There will be additional costs for these trips which will be shared and outlined for each grade level during Open House and grade-level parent meetings.

Family Involvement:

Family involvement is vital to a child's success in school. We strongly encourage family members to be involved in our program.

- **Mandatory Parent/Teacher Conferences**—Twice a year, conferences are held between parents/guardians and teachers. This is a time where 20 minutes are devoted to discussing your child as a team. They are usually held in October and February or March. Parents/Guardians are **required** to attend **both** conferences. If you are unable to attend the scheduled conference **you must** make arrangements for an alternative time.
- **Volunteerism:** We are so lucky to have such a strong community here at Frost. We couldn't do all that we do without our wonderful volunteers. An informational night will be hosted by the PTA in September. They will share with families all of the ways you can help make a difference here at school. Opportunities include driving and chaperoning, decorating for events, classroom tutoring, donating items, etc. Additionally, throughout the year, the PTA hosts events in which family members can help out. These events may include Nature Night, fundraising, bingo, roller-skating/family dance, or movie nights. We request that each family give **10** hours of volunteer time per school year.
- **PTA** - One parent/family member is expected to have a membership in the Frost PTSA (\$10.00 per person). In addition to the membership, one family member is required to attend at least **one PTA meeting and/or activity** during the year.

Vision Statement

Our vision is for students to develop skills to enable them to be lifelong learners, competent to master all GRPS curricula and have a love of nature and the environment. This goal will be realized when test scores continue to improve, scholars become dedicated citizens who have an understanding of the environment and work to care for and improve it. Our goal is realized when we see students enjoy and perpetuate the learning process in our world at large. To accomplish this, a cooperative effort between teachers, staff, administration, parents, and scholars is needed.

Environmental Science

Scholars will attend an environmental science lab twice a week with our E-Lab teachers. Additional environmental science lessons occur with our classroom teachers as we build capacity within our staff to support our environmental science theme.

In our environmental science labs (K-5), all students will use hands-on inquiry-based learning to explore environmental concepts. Our curriculum is based on environmental themes that are woven into the Grand Rapids Public School benchmarks and standards for all curriculum areas.

Environmental Stewardship

Many grade levels do a meaningful, hands-on service learning/community service project to enhance the environmental quality of our school, neighborhood, and state. Projects may include bat houses, butterfly gardens, stream studies, trail enhancement, rehabilitation of turtles, etc.

Outdoor Learning and Overnight Camping Experiences

An age-appropriate, sequential camping program is offered for grades K-5. Pre and post-lessons are designed to enhance the field experiences, tying them to the Grand Rapids Public Schools curriculum that includes benchmarks in reading, writing, math, science, Michigan History, and geography. Check with your child's teacher for more detailed information.

Clothing List

We are an **environmental school**, committed to hands-on outdoor learning experiences. **Children will be expected to participate in outdoor field experiences during all types of weather conditions in all seasons.** Please make sure your child is dressed appropriately for current weather conditions daily especially their scheduled E-lab days scheduled field trips.

Permitted

- Warm outdoor clothing
- Comfortable walking shoes
- Tennis shoes for P.E.
- Waterproof winter boots (*no tennis shoes in winter!*)
- We recommend that scholars keep an extra pair of shoes and socks in their lockers for outdoor explorations
- Raingear (waterproof, durable & light)
- Snowpants
- Mittens & hat

Dress Code:

Scholars shall:

- Be dressed and groomed appropriately for the school setting and/or school-sponsored events in a way that promotes a safe environment conducive to teaching and learning.
- Be covered with no undergarments, mid-drifts, or cleavage showing.
- Wear clothing that allows the scholar to sit and move around comfortably without showing the above-mentioned undergarments or body parts.

- Wear appropriate footwear at all times. House slippers are not permissible. No Heelys, please!
- Hats, bandanas, scarves, and stocking caps may not be worn in the building except for religious or medical purposes.
- Wear jewelry that will not present a safety hazard to themselves or others or cause excessive wear or damage to school property or the property of others in the school.
- Wear clothing with images that advertise or promote drugs, alcohol, tobacco, gang activity/affiliation, racism, sexism, or any other type of prejudice, bias, or discriminatory language/activity **is not permitted.**

Community Service

Building stewardship and service are the goals of our program. CA Frost Environmental Science Academy encourages K-5th grade to participate in community service whenever possible.

Scholar Birthdays

If you'd like to send a small birthday treat to school for your child, please contact the classroom teacher to arrange a time and check for any dietary restrictions. Please make sure the items are store-bought, **homemade treats are not permitted.** If you plan a private birthday party for your child, we ask you to please send the invitations by U.S. Mail. Please do not pass out invitations at school unless all scholars from the classroom are included.

Electronic Equipment

Scholars **are not** allowed to bring cell phones, laser pointers, gaming devices, music players, or other electronic equipment to school. This is a district rule. We will not be responsible for theft or loss of these items if brought to school. Cell phones will be confiscated and sent to our public safety office.

C.A. Frost Environmental Science Academy PTA

***Many hands make light work,* John Heywood**

Our PTA president is Sarah Smith for the 23-24 school year. Please reach out to her if you would like to join or volunteer your time or talent!

Volunteers:

Parental involvement is a necessary part of the educational process. We need parents to help, not only with homework, discipline, and developing positive attitudes toward school but also in other areas, such as PALs (room parents/helpers), volunteering to chaperone trips, PTA, etc. **Please make sure you have a volunteer badge and that it is current!** We gratefully acknowledge and appreciate your support of C.A. Frost ESA. Finally, if you are planning to move beyond the front office, you will need to present your driver's license or state id so that we can swipe it through our Raptor Technology Visitor Management System.

Thank you for choosing GRPS and C.A. Frost!