



ICHABOD CRANE
PRIMARY SCHOOL

Student and Parent

Handbook



Mission Statement: In our quest for excellence, the Ichabod Crane Central School District is dedicated to preparing all students to meet the challenges of our future and to appreciate the value of their own lives by nurturing each individual's unique talents, instilling a desire for lifelong learning, and fostering a strong spirit of community.

Updated 8/1/11

Important Points to Note.....

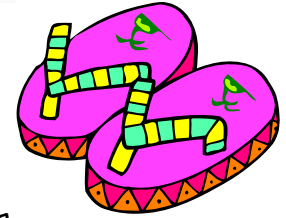
After School Arrangements: If a child will be going anywhere other than his/her regular location after school, please send instructions in writing to school with your child in the morning. *Please do not call the school to make changes.* For the safety of the children, we will not accept changes over the phone.

Arrival Procedures: We encourage all children to ride the school bus to and from school. However, if you have occasion to bring your child to school, please note that students may be brought to school between 8:30 and 8:50 am. Students may not be dropped at the curb; they must be accompanied into the building by an adult. Students may not be brought to school prior to 8:30 am unless you remain with them until the 8:30 bell. Students brought to school after 8:50 am will be marked **Tardy**.

Dismissal Procedures: When you find it necessary to pick up your child at the end of the day, please note that pick up time is between 2:45 and 2:55 pm. All children must be signed out at the Greeter Station and the Greeter will contact your child's classroom to have him/her come to you in the lobby. Anyone picking up a student should be prepared to show identification. Bus dismissal begins at 3:00 pm; any student not picked up by 3:00 will be sent home on the school bus.

Visitors and Visitor Parking: All visitors to the PS are required to come to the Greeter Station, state their reason for visiting, and be signed in. A visitor's badge will be given; this badge must be worn at all times while in the building. All visitors must also "sign out" and return their badge to the Greeter. In the front of the building, there are visitor parking spots. Please park in one of these spots (or in any open spot) and use the crosswalk to cross the parking lot to the sidewalk. If the buses are at the curb, please walk in front of the buses so the drivers can see you; please do not walk between or behind the buses. Please do not park at the curb between 8 am and 4 pm. Buses are coming and going from the building all day and will need access to the loading/unloading area by the curb.

“Wheelie” Shoes and Flip Flops: Just a reminder that shoes with wheels are prohibited in and around the school during the day as well as before and after school. Also, flip flops are not permitted because they are not safe for use in school especially on the playground. Regular-type sneakers are the best for recess, PE, and moving around the building safely.



Absences from School: If your child is absent from school, please call the school and select the option for Attendance (ext 6001). You may then leave a message to let us know of the absence. To ensure your child's absence is recorded as *legal* (illness, medical appointments, religious observation), when your child returns to school, please send a written excuse. **Note:** It is important and very helpful that you call the school if your child is to be absent on a certain day. Otherwise, we will call you; and unfortunately, when absenteeism is high, this can be a very time consuming process. For your convenience, you can call as early as you'd like and leave a message.

Emergency Contact Information: Please be sure to provide all your contact information to the PS Main Office during the first week of school. This information is vital to us in case we need to contact you. Please be sure to notify us if you have any changes in contact information. Additionally, please be sure to provide us with documentation concerning custody of minors and orders of protection.

School Buses: Please note that it is illegal to pass a stopped school bus even in the school parking lot. Please be cognizant of this law when entering or leaving the school parking lots as well as on the roadways. Please use the crosswalk provided in the parking lots when buses are loading or unloading; it is unsafe to walk between buses.

**THANK YOU FOR YOUR HELP IN
KEEPING OUR SCHOOL SAFE**

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I. GENERAL INFORMATION

A. *Communication with School*

1. Phones and Extensions

NOTE: A NEW PHONE SYSTEM IS SCHEDULED TO BE INSTALLED IN LATE AUGUST 2011; THERE MAY BE CHANGES TO THESE NUMBERS. PLEASE LOOK FOR UPDATED INFORMATION TO BE SENT HOME AT THE START OF THE SCHOOL YEAR (THESE HANDBOOKS ARE BEING PRINTED AND ASSEMBLED IN EARLY AUGUST)

The telephone number for the Primary School is **758-6931**.

Our fax is **758-2199**.

Some frequently called extensions:

Attendance:	6001
Greeter:	6066
Nurse/Health Office	6020
Cafeteria:	6024
Principal's Secretary:	6002
Guidance Office:	6016
Psychologist's Office:	6015



Other District-wide numbers that may be useful:

Central Office:	758-7575
Martin H. Glynn Elementary:	closed
Martin VanBuren Elementary:	closed
Middle School:	758-7676
High School:	758-7577
Bus Garage:	758-6996
Food Service Manager:	758-7575 x6005
Special Education Office:	758-7576
Questar Pre-School:	no longer available
OK Kids:	758-9528
School Resource Officer:	no longer available

2. Mailing Address

The mailing address for the Primary School is:



Ichabod Crane Primary School
2910 US Rt. 9
Valatie, NY 12184-0137
ATTN: _____

3. E-Mail Addresses:

In this electronic age, the preferred method of communication for some teachers may be via e-mail. If this is the case, they will provide you with their preferred

communication method at the beginning of the school year. Email addresses for all faculty are provided on page 9.

4. Website

The district website is: www.ichabodcrane.org. The site contains upcoming events, emergency messages and general district and building information. You can also find the school lunch menu and a link to the PTA page of events and news.

5. Teacher Web Pages

Some teachers have developed web pages for their individual classrooms. You can access these web pages by going to www.ichabodcrane.org and selecting the teacher web page link.

6. District Calendar

The district develops a calendar of all district events each year. The calendar is available electronically on the district web site. The calendar contains monthly listings of all the events occurring in the district. It also contains sports schedules, free and reduced lunch information, school contact information and adult education information. This publication is a valuable resource for each family; we recommend you view the District Calendar as a reference throughout the school year.

Primary School Calendar

Each month, we will send home from the Primary School a calendar of events for the Primary School only. We recommend you post this calendar in a visible location in your home to assist you with planning for upcoming events. The calendar is located on the back of the monthly school cafeteria menu.

7. Connect-Ed Program

This program will send personalized messages to thousands of parents, faculty or staff in minutes and will be used in case of announcements, closings, emergency or important information. Your data contact information will be taken from the information we received from the Starbase Demographic Sheets you filled out and returned at the beginning of the school year. Should your information change during the year, it is important that you advise us as soon as possible.

8. A Note to School

For your convenience in communicating requests or information regarding your student, a pad of "A Note to School" is sent home with your child on the first day of school. When you are requesting a bus pass, letting us know someone is picking up your child, or advising us why your child was previously absent, simply fill in the appropriate blanks and send it in. Please be sure to fill in all areas completely: print and include full names. Also, please be certain to sign this form with a legible signature.

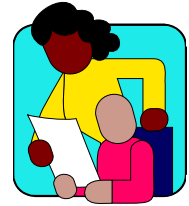
9. Monthly Newsletter/Monthly Calendar/Menu

At the beginning of each month your child will bring home these items which will

help you prepare for the coming month as well as learn about some of the wonderful things that have been going on so far this year and things we can look forward to. These are a great way to keep up to date with your child's school year.

B. Faculty and Staff Directory

(Note: email addresses are provided for your convenience; however, please do not use email for urgent or time sensitive information. If the faculty or staff member is absent on the day you send the information, no one else is checking his/her email. Similarly, if our server is down, your message will not get through.)



Kindergarten:

Mrs. Eastman	jeastman@ichabodcrane.org
Mrs. Kline	jkline@ichabodcrane.org
Mrs. Luckfield	nluckfield@ichabodcrane.org
Mrs. Eckholm	jeckholm@ichabodcrane.org
Mrs. Shevy	ashevy@ichabodcrane.org
Mrs. Turrin	kturrin@ichabodcrane.org
Mrs. Westover	pwestover@ichabodcrane.org

First Grade:

Miss Abatto	kabatto@ichabodcrane.org
Mrs. Allard	ballard@ichabodcrane.org
Mrs. Baillargeon	kbaillar@ichabodcrane.org
Ms. L. LaBrie	llabrie@ichabodcrane.org
Miss McCarthy	mmccarthy@ichabodcrane.org
Ms. T. LaBrie	tlabrie@ichabodcrane.org

Second Grade:

Mrs. Bertram	sbertram@ichabodcrane.org
Mrs. Caldwell	scaldwell@ichabodcrane.org
Miss Call-Welcome	mwelcome@ichabodcrane.org
Ms. Gorke	mgorke@ichabodcrane.org
Mrs. (Cox) Hughes	ccox@ichabodcrane.org
Mrs. Moon	mmoon@ichabodcrane.org
Miss Welcome	jwelcome@ichabodcrane.org

Third Grade:

Miss Butterworth	tbutterworth@ichabodcrane.org
Mrs. Oles	moles@ichabodcrane.org
Mrs. Rivero	driver@ichabodcrane.org
Mrs. Shull	eshull@ichabodcrane.org
Ms. Thomas	dthomas@ichabodcrane.org

Mrs. Vecellio

kvecellio@ichabodcrane.org

Reading Lab:

Mrs. Kelley
Mrs. Mullahy
Mrs. Skarzynski
Mrs. Vincent

pkelley@ichabodcrane.org
kmullahy@ichabodcrane.org
vskarzyn@ichabodcrane.org
hvincent@ichabodcrane.org

Special Education:

Miss Bernarde
Mrs. Bifano
Ms. Fahey
Mrs. Calvin
Mrs. Cass
Mrs. Franke

kbernarde@ichabodcrane.org
kbifano@ichabodcrane.org
kfahey@ichabodcrane.org
jcalvin@ichabodcrane.org
jcass@ichabodcrane.org
ffranke@ichabodcrane.org

Occupational Therapy:

Miss MacLagger

nmaclagger@ichabodcrane.org

Physical Therapy:

Ms. Aliberti

aaliberti@ichabodcrane.org

Speech:

Mrs. Desmonie
Mrs. Saccento
Mrs. Stegmann
Mrs. Yoder

ddesmonie@ichabodcrane.org
ksaccento@ichabodcrane.org
nstegman@ichabodcrane.org
ayoder@ichabodcrane.org

English Language Development:

Mrs. Snyder
Mrs. Thompson

ksnyder@ichabodcrane.org
jthomps@ichabodcrane.org

Guidance:

Mrs. Stephenson

astephen@ichabodcrane.org

Psychology:

Mrs. Lane
Mrs. Sarno

kdimuro@ichabodcrane.org
lsarno@ichabodcrane.org

Library:

Mrs. Almstead

aalmstead@ichabodcrane.org

Physical Education:

Mr. Cremo
Ms. VanAlstyne

dcremo@ichabodcrane.org
lvanalst@ichabodcrane.org

Art:

Mrs. Addison eaddison@ichabodcrane.org

Music:

Miss Davidson ldavidson@ichabodcrane.org
Mrs. Helfer ghelfer@ichabodcrane.org

Teaching Assistants:

Mrs. D'Alberto - First Grade
Mrs. Dugan – Kindergarten
Mrs. Ford – Special Education
Mrs. Funk – Second Grade
Mrs. Miller – Second Grade
Mrs. Nicoletta – Kindergarten
Mrs. Plain – Third Grade
Mrs. Schertel – Third Grade
Mrs. Webb – First Grade
Mrs. Wuchte – Third Grade

Instructional Aides:

Mrs. Grott – Special Education
Mrs. Pullen – Special Education
Mrs. Yearwood – Kindergarten

Nurse:

Mrs. Kubow fkubow@ichabodcrane.org

Office:

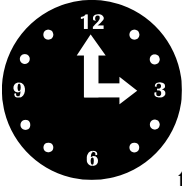
Mrs. Hodges – Attendance khodges@ichabodcrane.org
Miss Murray – Principal mamurra@ichabodcrane.org
Mrs. Nichols – Secretary knichols@ichabodcrane.org
Mrs. Schmitt – Greeter lschmitt@ichabodcrane.org

Custodians:

Mr. Schunk (Mr. Mike)
Mr. Lauster (Mr. Rich)
Mr. Rizzi (Mr. Tony)
Mr. Gregg (Mr. Howie)

Cafeteria:

Mr. DiGrigoli, Director tdigrigoli@ichabodcrane.org
Mrs. Stroebel (Miss Debbie)
Mrs. Boor (Miss Cindy)



C. School Hours

The Primary School instructional day begins at 8:50 am and ends at 3:00 pm. The buses begin arriving each day at 8:30 am and all students are typically in the building by 8:40 am. We encourage children to ride the school bus to and from school. However, if on occasion you bring your child to school, they should arrive at school between 8:30 am and 8:45 am. Children arriving after 8:50 am will be marked *Tardy*. Likewise, if you need to pick your child up prior to bus time, you may do so between 2:45 and 2:55 pm. We begin loading the buses at 3:00 each day. It is very confusing for the children, and for the adults, if children being picked up are still in the classroom at 3:00 pm; the expectation is that they will then ride the school bus.

D. Arrival Process

When the students arrive for school off their school bus, they enter the set of doors to the right of the flagpole. Students arriving on buses go directly to their classrooms or to breakfast if they are having breakfast in school. Students arriving with their parents enter through the set of doors to the left of the flagpole. Students arriving with parents may also go directly to their classroom or to breakfast. Parents do not need to accompany their child to the classroom; we encourage students to independently go to their room each day. Parents also do not need to sign in their child unless they are arriving “tardy” (after 8:50 am).

Please note: Students may not be brought to school prior to 8:30 am; there is no supervision available before this time. If you should happen to arrive at school with your child before 8:30 am, you may come into the lobby to wait for the start of the school day with your child; however, you may not leave your child unattended.

E. Dismissal Process and Bus Passes

Shortly before 3:00 pm the school buses will begin to arrive in front of the school. The last class of the day ends at 2:50 pm. The children will begin to prepare for dismissal after that time. The buses arrive in two groups: First Bus Run and Second Bus Run. The children will be asked to listen quietly while their bus run is called. The bus runs are called twice and then a last call is announced. Children walk out and board their bus when they hear their bus run called. Their bus will be parked in the same bus slot each day so that s/he can find his/her bus easily. During the first few weeks, assistance is provided outside for helping locate buses, but then the children quickly learn how to locate their bus and board it by themselves.

Please note: Children go home every day to a *regularly established location* such as home or babysitter. **Children may not go to another location unless the school receives written notification of a change in location.** For the safety of the children,

the school office will not accept requests for changes over the phone.

Bus Passes

If your child will be taking a bus home that is not their regularly established route, the office will require *written notification* which should include the different bus route #, the name and address of the person's home they will be going to that particular day as well as the dates that this pass will be valid. **We are not permitted to take requests for bus passes over the phone.**

Permanent Bus Passes: If your child will be going to a specific location on a regular basis (ie: every Monday), then you may provide us with a permanent bus pass. This pass is good for the entire year. We will have your child follow the directions for that pass unless you indicate otherwise to us in writing.

We strongly recommend that you limit the number of after school destinations for your child to TWO (ie: home on Monday and Friday; babysitter on Tuesday, Wednesday, and Thursday). When there are more than two possible destinations for a child each week, the child becomes overwhelmed and confused. It is also difficult for the teacher, the office and bus garage to keep track of multiple locations and varying schedules. Making the schedule simple provides comfort for your child during the day because they are certain as to where they are going after school. Likewise, we strongly recommend that you are clear with your child regarding where s/he will go after school. We find that young children are easily confused when other options are mentioned. For example, if you casually say to your child "Mommy will pick you up today if she gets out of work early"; this translates to a child to "My Mommy said she is picking me up today; I'm not getting on the bus."

F. Emergency Cards and Starbase Demographic Sheets

These items are sent home in your first day packet and are your first "Homework" project (you didn't realize that parents get homework too).

Emergency cards are for the main office at the Greeter Station. They provide us with the necessary information required for various aspects of our jobs (primarily the safety of your child) and permit us all to have this information right at our fingertips, especially at busy times like dismissal. It is important that these be filled out completely, signed and returned to us on the second day of school.

The Starbase **Demographic Sheets** provide us with information to be included in our computerized database. We also use these in a similar manner as the "emergency card." These sheets are used to update your child's profile in our computer system each year. Copies of these sheets are kept in the Main Office, the Health Office and the Bus Garage Dispatcher's Office. It is important that this information be accurate and updated if necessary. This will also provide us with your contact information that

we will utilize for the Connect-Ed program.

Please send written notification to the Main Office if any of your information changes during the year. For example, if your cellphone number changes, please let us know. We also notify the Health Office and the Bus Garage, but you are welcome to contact them yourself as well. Although you may feel it is inconvenient to fill out both the emergency card and the Demographic sheet, we greatly appreciate your time doing both since these are so helpful to us in having information about your child.

G. Delays, Early Closings and Cancellations



1. Notification Process

Throughout the school year, there is a possibility of school delays, cancellations, or early closings. These may occur due to weather conditions or other emergency situations such as lack of power, closed roads, or a state of emergency in the area. It is your responsibility to be aware of any changes. There are numerous ways in which you can receive information regarding a change in the schedule of the school day. They are each listed below:

- a. The district utilizes a system called “**CONNECT-ED**”. This system allows us to contact all parents by phone and email with a message regarding changes in the school schedule. We will employ this system for early closings, late openings and closed school.
- b. You can dial the school district’s main phone number 758-7575 and hear a recorded message. (Please do not call the Primary School number; the message on this line is not updated. Also, on early dismissal days, we need to keep this line open for outgoing calls.)
- c. You may log on to the district website www.ichabodcrane.org and view an announcement.
- d. The school notifies the media of schedule changes. For your convenience, listed below are radio/TV stations that would carry any announcement:

WHUC-Hudson	1230AM	WQBK-Albany	1300AM
WHUC-Hudson	93.5FM	WQBK-Albany	104FM
WGY-Schenectady	810AM	WPTR-Albany	1540AM
WRVE-Schenectady	99FM	WFLY-Albany	92FM
WROW-Albany	590AM	WTRY-Troy	980AM
WROW-Albany	95FM	WPYX-Troy	106FM

TV Stations: Channel 6, 9, 10, 13

- e. If you are not at a location where you have on-going access to one of these sources, we suggest you ask a friend, relative or neighbor to contact you in the event of a change of school times.

We ask that you **do not** call the school to confirm what you have heard on the radio/TV. Our lines are very busy making all the necessary arrangements for an early closing.

In the event of school closing early for any reason, the students will be sent home on their normal bus routes unless otherwise notified.

If you wish special arrangements for your child in such an event, please put your instructions in writing, including a name, street address and telephone number where you wish your child to be sent, or a telephone number where you can be reached. This letter will be kept on file in the office and referred to during an “early closing” situation. (Please note that you will need to send a new letter for each school year. The office does not keep the letters from one year to the next.)

Thank you in advance for your cooperation in making these arrangements.

2. The School Day

The regular school day is from 8:30 am to 3:00 pm.

One Hour Delay Schedule: School begins at 9:50 am; students may be brought to school between 9:30 and 9:45 am.

Two Hour Delay Schedule: School begins at 10:50 am; students may be brought to school between 10:30 and 10:45 am.

When a delay occurs, school breakfast is **not** served. Also, if a delay occurs on a Friday, Morning Program is canceled.

When school opens with a two-hour delay, our school day schedule is adjusted to accommodate this change. Our daily building schedule becomes compressed in order to allow all classes to meet within a shorter time frame. Lunch and recess will be at different than normal times. Dismissal follows the same schedule as normal.

When school closes early on a planned basis such as for a planned half day for staff development, we also utilize an adjusted schedule. We are unable to hold all classes within a half day, so we rotate the classes that meet on that day. Breakfast is still served. Dismissal occurs as normal except that it occurs at an earlier time such as 11:30 or 12 noon. Lunch is not served on a half day of school.

When school closes early on an unplanned basis such as for an emergency or bad weather, we follow our normal schedule until the new dismissal time. Therefore, breakfast is served and classes proceed as regularly scheduled. When the dismissal time arrives, students are dismissed in the usual fashion. Sometimes on these days, we will serve lunch depending on the closing time. If we close before 12 noon,

typically we do not serve lunch.

H. Attendance Procedures and Policy



Regular attendance at school on a daily basis helps students to achieve a quality education. Absence from school for the purpose of family vacations, visits to relatives, day trips, shopping, etc. are considered unexcused, illegal absences. **We request that family vacations and other events that result in missing school be scheduled during the school vacations.** School breaks are scheduled to accommodate various seasonal preferences for vacations. On the district website, you will find a District Calendar. This calendar outlines all school holidays and vacations; please use the calendar to plan vacations and other events. If you do not have internet access and need a printed version of this calendar, please call the school and one will be provided to you or check the district's website at www.ichabodcrane.org.

Regular attendance in school is necessary because

- Children miss instructional time given by the teachers when they are absent; *this time cannot be made up*
- Children can make up missed assignments, but extra time is required to complete missed assignments and the amount of worked missed may overburden the student with homework
- Extra time in school, such as recess, is required for the student to “catch-up” with the rest of the class (especially for assignments that cannot be made up at home such as tests and teacher-directed activities)
- For every child absent from school for unexcused, illegal reasons, the District loses valuable State Aid that helps fund our school programs

We understand illness, medical appointments, and religious observances will occur; these are excused, legal absences. Simply provide the school with a written note when these absences occur, and contact your child's teacher to arrange to make-up missed work.

When students are absent for unexcused reasons such as vacations, make up work is provided upon return to school. Work cannot be provided prior to an unexcused vacation. We recommend that students read and write while on vacation. For example, keep a journal of the time they are away; take along lots of books to read.

Our **district policy on attendance** requires daily monitoring of student attendance records. Students missing 10 or more days of school will be contacted by the building principal; a meeting with the teacher and principal may be required at any time after 10 days. After 24 absences, a report to Child Protective Services for educational neglect may occur. The average student misses 4-5 days of school each year; and is

tardy only once. Absences beyond 10 days are considered excessive; tardies beyond 3 days are also considered excessive. Children need to be in attendance regularly.

Afterschool Activities: If a student is absent from school during the day, s/he can not attend any after school or evening activities/events at the school (both school sponsored and non-school sponsored) unless preapproved by the building principal.

Perfect and Exemplary Attendance is commendable and will be rewarded at the end of the year. Perfect Attendance Awards will be given each marking period. Awards are earned as follows:

PERFECT ATTENDANCE AWARDS: NO Absences and NO Tardies
EXEMPLARY ATTENDANCE CERTIFICATES: NO MORE than 4 Absences or 4 Tardies total combined

I. Building Procedures

1. Registration for School

To register for entering school, a parent or guardian of the student should contact the Attendance/Registration Clerk at the Main Office. 758-6931 extension 6001 The Attendance/Registration Clerk will schedule a time for the parent or guardian to come to school to complete the registration process. Families registering new students will need to bring the child's original birth certificate, a record of all immunizations, and proof of residency within the school district. The parent or guardian will also be asked to sign a consent form to request school records from the previous school district.

If a student is enrolling in Kindergarten for the upcoming school year, a special time is allocated each March for the registration of and screening of incoming Kindergarteners. Please contact the Primary School to be put on the incoming Kindergarten list and you will be notified by mail regarding the schedule for screening and registration.

Please note that students must be five (5) years old on or before December 1st of the school year in order to enter Kindergarten in September of that school year. In some cases, parents decide to hold their child out of school for an additional year. In these cases, students must enroll in school in September of the year in which they will be six (6) on or before December 1st of that school year.

2. Absence from School

If your child is going to be absent for any reason, we ask that you call the Primary School at 758-6931, Ext. 6001 (Attendance Office) to advise us of this absence. (You may call before or after school hours and leave a message if this is more convenient for you. Please leave your child's full name, teacher, date and reason for absence.) If we do not receive a call from you, our Attendance Officer will call you to verify the absence. In order for the absence to be marked "excused", please send in

a note stating the date(s) of the absence and the reason for the absence when your child returns to school.

You may request make up work for your child when s/he is absent from school. Simply call the attendance office by 10:00 am and request the work. You may then pick up the work after 2:30 pm, or we can send home the work with another student (sibling, neighbor, etc). If your child is not feeling well enough for make up work while s/he is out sick, the make up work can be sent home upon return to school and completed as specified by the teacher.

Please note: We do not provide make up work in advance for students who are illegally absent from school such as vacation. Instead, we recommend that students read and write (keep a dairy/journal) daily while out of school. Any work missed during a period of illegal absence will be provided upon return to school.

3. Late Arrival

If your child arrives at school after 8:50 am, they will be considered **tardy** on their permanent attendance record. When a child arrives at school after 8:50 am, an adult needs to bring the child into the school and sign-in the child at the Greeter Station.

Please note: Students cannot be dropped off at the curb outside of school; this practice is unsafe and an adult signature is needed inside.

4. Early Pick-Up

We encourage students to ride the school bus home each day. However, if you have occasion to pick them up, please note that pick up time is from 2:45-2:55 pm each day.

If you are picking your child up either before the end of the school day or at the close of school, please keep in mind the following procedures:

- a. Please send a note to school with your child in the morning. The note should indicate what time your child will be picked up and who will be picking up the child. A note allows us to plan for the pick up if it will occur during the day or at dismissal time. Please note: We are unable to release a child to any adult other than a parent without a signed note.
- b. Upon arrival at school, parents will report directly to the “Greeter” window located just inside the front doors to sign out your child. We ask that you get into the habit of bringing identification with you even if you come to school on a regular basis. We are not permitted to release a child to anyone without identification and the staff member acting as Greeter may not always know you.
- c. The Greeter will contact the classroom and request that your child be sent to the office. The teachers are instructed not to release a student unless contacted by the office.
- d. Please note that if you are sending someone other than yourself to pick-up your child, you **MUST** send in a note giving us permission to release your child to

them. Whether it be yourself or someone in your place, you will be asked for identification before we release your child. As always, the safety of your child is our primary concern.

5. Entry to Building

At the Primary School as in most schools across the country, we utilize a single-entry system. Visitors may enter the building through the left-hand set of doors on the front of the building only. All other building doors will be locked during the school day. The doors on the right-hand side of the entrance are for students to enter and leave the building. Please report to the Greeter immediately upon entering the building.

6. Visitor Sign-In/Sign-Out/ Visitor Passes

At the Greeter station, all visitors will be asked to sign-in on the appropriate form and let the Greeter know the purpose of your visit. Each visitor will receive a Visitor's Badge. Classroom volunteers are pre-arranged with your child's teachers and they will be expecting you. **To avoid interruption of instructional time in the classrooms, we do not permit any unscheduled visits.** If you are bringing something to school for your child (ie: forgotten lunch or boots, birthday snacks), we will be happy to accept it at the Greeter Station and make sure it gets to your child's classroom during the day.

Please be sure that your *Visitor Badge* is worn in a visible location and is with you the entire time you are in the building. Faculty and Staff have been instructed to notify the office of anyone in the building without a visible, current badge. When you leave the building, please sign out on the appropriate form and return your badge to the greeter.

7. Visitor Parking

Visitors may park in the large parking lot in front of the Primary School. Specified "VISITOR" parking spaces are available in the first row; or you may use any available space. Please do not park near the curb area; this area is a fire lane as well as the pick up and drop off area for buses.

8. Volunteers in Classroom/Building

Teachers may schedule volunteers in their classroom for centers, parties or special projects. On occasion, volunteers may be requested by the PTA for various events such as banking, picture day, etc. When you arrive, please be sure to go directly to the Greeter to sign in and receive a **Visitor Badge**. Please wear your badge visibly while in the building. Faculty and staff have been instructed to notify the office of anyone in the building without a visible, current badge.

9. Staying After School

Each time your child stays after school for a scheduled activity (Brownies, Boy Scouts), please be sure to send in a note stating this fact. Some activities do not meet every week; therefore, it is necessary to provide a written note on each occasion. For your convenience, you may use "*A Note to School*" by simply filling in the

appropriate blanks.

10. Birthday Parties and Star of the Week

We love to celebrate special events at the Primary School, especially birthdays. Please contact your child's teacher about celebrating your child's birthday in school. Different teachers have different procedures about when birthdays will be celebrated. Typically, a birthday is celebrated during the class snack time on that day. Usually, teachers have students bring a snack for the class. At the Primary School, we encourage healthy snacks for parties and celebrations as per the district Wellness Policy (see Section V.A). (A handout listing healthy snack ideas is available from your child's teacher.) Please also note: With the increase of food allergies among children, the teacher may have special instructions concerning snack. Additionally, we can not allow students to distribute snacks outside of their own classroom due to the interruption of instruction and due to food allergies in the building.

11. Lost and Found

The Primary School has an extensive lost and found area adjacent to the Greeter Station. You are welcome to stop by and look through the "found" items for missing sweaters, mittens, jackets, etc. You'd be amazed at what is "lost" each year. Your child may also stop by during the school day to look for a specific lost item. You might want to write a note to the teacher asking if your child can make a trip to the "lost and found" to check for a missing item. Items of any value are kept in the Greeter Station; if your child loses anything of that nature, you may call or stop by the Greeter Station to look for your missing item.

J. Calendar of Events for 2011-12:

- **Kindergarten Orientation:**
Tuesday, September 6th, 2011 10:00 am – 11:30 am
- **Open House**
Friendship Lane (Kindergarten and First Grade): Tuesday, Sept. 27th 6:00-7:00 pm
Kindness Way (Second and Third Grade): Thursday, Sept. 29th 6:00-7:00 pm
- **Morning Program (see complete schedule)**
 1. First day: October 7th
 2. No Morning Program on ½ days of school
 3. Last Day: May 18th
- **Marking Periods: Ending dates**
 1. First Marking Period – November 10th
 2. Second Marking Period – March 9th
 3. Third Marking Period – June 21st
- **Report Cards Distributed:**
 1. First Marking Period: At Parent/Teacher conference
 2. Second Marking Period: Monday, March 19th
 3. Third Marking Period: On the last day of School
- **Bus Drills**
 1. September 12th

2. November 1st
 3. April
- **Primary School Pictures**
 1. Fall: Thursday, October 20th
 2. Spring: Thursday, March 1st
 - **Early Dismissal (11:30 am) & Conference Days (no school for students)**
 1. Early Dismissal: Friday, September 30th
 2. Early Dismissal: Thursday and Tuesday, November 17th and 29th
 3. Early Dismissal: Friday, December 16th
 4. Early Dismissal: Friday, March 9th
 5. Superintendent's Conference Day: Friday, Oct 21st
 6. Superintendent's Conference Day: Wednesday, November 23rd
 7. Superintendent's Conference Day: Friday, March 23rd
 8. Superintendent's Conference Day: Friday, June 22nd
 - **Harvest Day** – October 31st
 - **Parent Conferences**
 1. Early Dismissal: Thursday and Tuesday, Nov. 17th and 29th
 2. Evening: Thursday, Nov. 17th
 - **Festival of Trees** - Thursday, Dec. 15th (snow date Dec. 19th)
 - **Arbor Day Celebration:** Friday, April 27th
 - **Flag Day Celebration:** Friday, June 15th
 - **Kindergarten Parent Information Night:** March 1st
 - **Kindergarten Screening:** March 6, 7, 8, 13, 14, 15, 20, 21, 22
 - **Author's Fair:** Tuesday, May 15th
 - **Grade Three Moving On Ceremony:** TBD
 - **Field Days:** TBD in late June
 - **School Vacations:** December 26th – January 2nd
February 20th – 24th
April 6th – 13th

K. Morning Program

On two Fridays each month, our school celebration of Morning Program takes place at 9:00 am in our auditorium. (Morning Program will not take place on half days.) This is a wonderful gathering of the school community where we share music, recognition, character education, and a performance based on the current year's theme by a different class each week. A complete schedule will be sent home and your child's teacher will notify you of the date for their class performance.

Parents are invited to attend and are asked to observe the following safety procedures:

- When arriving at school, please sign in and receive a Morning Program Visitor's Badge. This badge is for visitors going from the lobby to the auditorium and back. Any visitors wishing to go to a classroom before or after Morning Program should check in with the Greeter and obtain a regular Visitor's Badge.

- For your convenience, seating for visitors is located in the back of the auditorium. Please sit on the benches in this area for viewing Morning Program.
- At the end of Morning Program, the students will exit the auditorium first, then the visitors will exit. In this way, we will be able to safely return the students to their classrooms while the hallways and lobby are open. All visitors may exit using any of the doorways as soon as the students have finished exiting.
- If the fire alarm sounds, please use the nearest exit. If any other emergency occurs, please follow the directions of the faculty.

Thank you for helping keep our school safe!

L. Conduct Policy

The school district has a comprehensive ***District Code of Conduct Policy***. This policy contains information about expected behavior within the school district and potential consequences for infractions. This policy is available on the district website at www.ichabodcrane.org. We ask that you look through this policy, review and discuss it with your child, and bookmark it for future reference. On the first day of school, you will be sent a letter asking you to review the policy, then sign and return a form indicated that you have done so.

M. Character Education

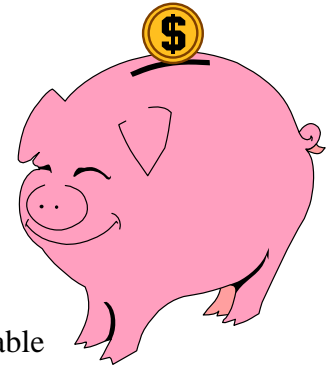
A very important part of the education process at the Primary School is Character Education. Each month an important character trait is featured in the building: respect, citizenship, generosity, responsibility, honesty, cooperation, tolerance, perseverance. We reinforce these good character traits in the classrooms, over the announcements and at Morning Program. Children are recognized and rewarded when they exhibit good character traits. We encourage you to follow-up with your child and talk about the traits as they are featured. For your convenience, the character trait of the month is given on the monthly calendar.

N. Arts In Education - NOT AVAILABLE IN 2011-12

This creative program is funded partially by a grant and partially by the district. Extensive training and preparation is required of the teachers; therefore, teachers volunteer to participate with their classes. The program links the arts with literacy development. The participating classes will be exposed to dance, theater, music and visual arts, and typically attend two performances a year. The classroom teachers and the special area teachers at the Primary School work collaboratively with a Teaching Artist from the Arts in Education program to plan lessons to prepare the students for viewing a work of art/ performance.

O. *School Banking Program*

Your child has an opportunity to participate in the School Banking Program provided by a local bank. Students will be able to open an account with the bank and make deposits at school on a weekly basis with the help of parent volunteers. This is a terrific way for your child to learn about saving and responsibility in handling money. Enrollment forms are available in the office.



P. *Parent-Teacher Association: PTA*

The Primary School and the Elementary School have a very active Parent/Teacher group, which just recently joined with the Middle School PTA to become ICC PTA. The group organizes many events throughout the school year such as the Harvest Moon Festival, Movie Nights, Bingo Nights, Breakfast with Santa and the year-end picnic. PTA volunteers provide assistance in the various buildings during school events such as the first day of school, school picture day and Kindergarten screening. In order to fund all these wonderful events and activities, the PTA holds fundraisers throughout the year. All parents are invited to attend the monthly meetings on the second Wednesday of each month in the Middle School library from 7:00 –8:30 pm. Membership dues are \$5.00 a year; there are opportunities to sign-up at any of the Open Houses, at monthly PTA Meetings or by contacting president Christine McGuirk.

Q. *Shared Decision Making Team*

A group of parents, teachers and administrators meet periodically throughout the school year to review and discuss various issues of importance to the school community. This team works on specific projects to improve the educational environment of the building. Topics from past team meetings include: implementation of the district Wellness Policy, use of volunteers in the building, safety issues, playground use and ideas, and the development of this Parent Handbook.

II. Academic Information

A. Grade Level Curriculum Guides

These documents contain information about the curriculum taught at each grade level. They also contain promotion criteria for the grade level and a list of weekly homework assignments by grade level. They are a wonderful resource for a parent. You will receive a copy of the curriculum guide for your child's grade when you attend the Open House in September (or if you are unable to attend, your child's teacher will send a copy home to you).

B. Open House – See Calendar of Events for yearly dates.

Open House occurs each school year in September. Due to the large size of the Primary School, we are not able accommodate all families on one evening; therefore, we hold two separate Open House evenings: one for Friendship Lane classes and the other for Kindness Way classes. Open House is organized on a “meet and greet” basis. There are not organized presentations; instead, this time is set aside for you to visit the entire school building with your child, to meet all of his/her teachers including the classroom teacher, the special area teachers (art, music, library, PE), and any special service providers such as the speech therapists, reading teachers, guidance counselors. This format is not the time for individual teacher/parent conferences but rather a time for sharing with your child all that happens each day throughout the Primary School. You are welcome to bring the entire family. The PTA provides healthy refreshments and they sponsor a Book Fair that raises funds for our building library. You are certain to have a fun and informative evening!

C. Homework and Book Slips

While your child is a student at the Primary School, the most important skills s/he will learn are to read and to write. Research shows that practice with reading and writing daily helps students become proficient in these areas. Therefore, each day at school we will work on reading and writing with your child.

We also need your help. It is imperative that each child practices applying skills learned at school by engaging in reading and writing at home on a regular basis. We are requesting that your child read five days per week for at least 20 minutes each day. In Kindergarten, reading can be independent, with a partner, or as a “read-aloud” by an adult. In first grade, students should begin to spend at least 10 of the 20 minutes reading independently. In second grade, the majority of the 20 minutes should be independent reading. Independent reading can be done two ways: the child reads aloud to the adult or the child reads silently to him/herself.

In order to help your child's teacher monitor the amount and the type of reading your child does at home, we are using a school-wide “*Read-at-Home Book Slip*” which

asks you to:

- List titles of books read at home
- Indicate how the books are read: independently, with a partner, read aloud
- Sign the book slip to indicate that the requirements have been met
- Return the slip to school each Monday

In addition, teachers will provide homework in the form of worksheets or assignments during the week. This type of homework may include Home Links from our Mathematics series, and/or language arts work such as practicing spelling words, target words, vocabulary, or specific skills. The teacher will send this work home each week either in a weekly homework packet or with individual worksheets each night.

Each grade level has an outline of the homework for the week. Please refer to the Curriculum Guide for your child's grade level to see the weekly homework outline or ask your child's teacher for a copy.

Your help and support in completing these very important tasks each week will ensure that your child engages in the practice s/he needs to competently develop his/her reading, writing and mathematics skills.

D. Report Cards - See Calendar of Events for Dates of Distribution for this year

Report Cards are distributed three times per school year during the months of November, March and June. Our report cards are "standards-based" reports; that is, they reflect the progress your child is making toward meeting either the New York State Standards (Grade 3) or the Common Core State Standards (Grades K-2). Report cards are also an indicator of your child's progress with the grade level curriculum, their social development and work-study habits. Teachers provide you with a **performance indicator** regarding your child's progress, an effort grade relative to each subject, and written comments. The first progress report is distributed in November at a teacher/parent conference. The next two report cards are sent home with the student approximately one week after the close of the marking period. Parents are asked to sign and return the report card envelope indicating their receipt of the document. We also encourage you to add your own notes to the teacher if you have any questions or concerns, or would like to comment on your child's progress.

A **performance indicator** is a number from 1 to 4. Each number indicates a level at which your child is performing in that subject toward meeting the NYS Learning Standards. The levels are defined as follows:

Level 4: Student consistently and independently exceeds grade level expectations

Level 3: Student meets grade level expectations

Level 2: Student requires assistance to meet standards or inconsistently meets standards

Level 1: Student needs more time and support to meet grade level

expectations

A parent handbook for the report card is given out at the November Parent-Teacher conference.

We strongly believe in a collaborative parent-teacher relationship in educating your child. Therefore, please review your child's report card carefully and contact your child's teacher with any questions or concerns. Parent conferences can be set up at any time of year at a time mutually agreeable to the parent and teacher.

E. Parent Conferences: (See Calendar of Events for Specific Dates)

Formal conferences are scheduled between teachers and parents for all students at the end of the first marking period. This event usually falls in mid-November and is noted on the school calendar. Teachers usually ask parents to select a time for their November conference during their Open House visitations. Other teacher/parent conferences are scheduled on an as-needed basis by either parent or teacher and can occur anytime throughout the school year. The intent of the teacher/parent conference is to:

- * Enhance the student's performance through parent involvement;
- * Address a student's strengths and give recognition when due;
- * Offer parental suggestions that can help them to improve their child's achievement.
- * Provide a venue to share important information between parents and school faculty

F. Warning Notices

Warning notices are a formal means to notify parents that their child is having difficulty with the grade level curriculum. Warning Notices are given at three possible times during the school year: January, March, May. The Warning Notice is a vehicle used by the school to ensure that parents receive adequate and written notification that the school will be reviewing a child's progress and making decisions regarding promotion to the next grade. Warning notices are given to parents at a conference when there is concern that the child is not making the expected progress toward grade level standards for promotion to the next grade.

In the first marking period, concerns are communicated verbally during the November teacher/parent conference in lieu of a warning notice. In January and March, Warning Notices are provided to parents if there is any question that a child may not meet grade level requirements. If a Warning Notice is needed in the final marking period (in May), it is shared with the parents before the Promotion/Retention Committee meets. In addition to the formal Warning Notice, teachers and parents need to maintain open lines of communication throughout the school year. Communication and collaboration between school personnel and parents are essential

especially when a student is having academic difficulties. The formal Warning Notice should be considered the minimum notice that would be given to parents.

Note: Students who have an Individualized Educational Plan (IEP) under the umbrella of the Committee on Special Education (CSE) are exempt from mandatory Warning Notice requirement.

G. Promotion – Retention Criteria

Each grade level has an established curriculum and a set of expected benchmarks for each subject. From these, minimum criteria are established for promotion to the next grade. When a child's academic progress falls below minimal criteria for promotion to the next grade, the Promotion/Retention Committee carefully reviews his/her end of year performance with his/her teacher(s). The Promotion/Retention Committee, in conjunction with the parents and the building principal, determine whether a promotion or a retention is in the best interest of the student. Written documentation of the committee's decision is placed in the child's permanent record folder.

Note: Students with Individualized Educational Programs (IEP) under the Committee on Special Education (CSE) may be exempt from the promotion/retention criteria.

H. Child Study Team

In the event a child's academic progress, social or emotional development generate concern beyond typical classroom interventions, a teacher or parent can request a meeting of the Child Study Team (CST). This group consists of the Building Principal, the Classroom Teacher, the School Psychologist, a Remedial Reading Teacher, a Special Education Teacher, the School Guidance Counselor, a Speech Therapist, and a teacher from the grade level (K, 1, 2 and 3). Other members may include: the School Nurse, the Occupational Therapist or the Physical Therapist.

The Child Study Team reviews the child's progress and any interventions that have been implemented by the classroom teachers or outside the classroom. Based on the information discussed, the team may recommend additional interventions, specific evaluations or screenings, a continuation of present services, or a referral to the Committee on Special Education.

I. Committee on Special Education

The Committee on Special Education office is located in the Middle School. The director of Special Education is Robert McCloskey.

When a student demonstrates a need that qualifies him/her for special education services or programming, a referral is made to the Committee on Special Education for evaluation. The Committee, including the parent, determines the best program, services or placement to meet the student's needs.

If you have concerns that your child may require assistance through the Committee on Special Education, please discuss your concerns with your child's teachers.

J. “Specials”

At the Primary School, the children participate in one forty-minute “special” each day. We call them “special” because they are viewed as a very special part of the school day. Our specials include Art-once per week, Music-once per week, Physical Education-twice per week, Library-once per week. We consider these classes as a vital part of our educational program. The curriculum for each of these subjects is the New York State Standards for the subject. The teachers follow a district approved curriculum of skill development.

K. Educationally Related Services

The Primary School offers school related services that support our classroom programs. These educational services are available to students who meet specified criteria for the program. If you believe your child would benefit from any of these services, please discuss your concerns with your child's teacher.

1. Speech and Language Therapy
2. Occupational Therapy (OT)
3. Physical Therapy (PT)
4. English as a Second Language (ESL)/English Language Development (ELD)
5. Reading Lab (grades one, two and three)
6. Math Support (grades one, two and three)
7. Response to Intervention (K-2)

L. Guidance Counselor and School Psychologist

The Primary School is fortunate to have both a full time School Guidance Counselor and a full time School Psychologist.

1. Guidance - Our Guidance Counselor provides counseling services for students on a short term and on a long term basis. The counselor may help student transition to school, resolve problems with peers, or discuss problems outside of school that impact students during the school day (such as the illness or death of a family member). The counselor monitor student attendance and patterns of absences; she also works with the district Chief Information Officer on recording, tracking and reviewing student data. Additionally, the counselor provides several programs for our students including the Good Touch, Bad Touch awareness presentations and the “Banana Splits” lunch groups for peer support.
2. School Psychologist – Our School Psychologist is directly connected with our district special education program. The psychologist completes evaluations for students with special education needs. Additionally, the psychologist assists

teachers in identifying students with special needs, managing student behavior, and helping parents with school related concerns. The school psychologist also counsels students and conducts social groups.

M. Odyssey of the Mind (OM)

Odyssey of the Mind is a program that fosters creative thinking and problem solving skills. Students have the chance to be part of a team by working on a problem and by creating a skit to solve the problem. The skit is performed and judged at a regional level with opportunity to go to the State and World level.

The OM program is coordinated by the district Enrichment Coordinator whose office is located at the Primary School. OM is an enrichment program for students who choose to participate from second grade through twelfth grade. For OM, the students are organized into teams; each team is led by a volunteer such as a parent, community member, or school faculty member. The teams meet on a regular basis after school and prepare for a competition in the month of March. Various school districts in our area participate. For more information, please contact the District Enrichment Coordinator at 758-6931.

N. Enrichment at the Primary

All second grade and third grade students have the opportunity to participate in the “Explorer’s Reading Club” which is the second grade enrichment program.

III. Safety Topics

A. Building Security

The safety of the children is our first priority. Therefore, we have in place security measures to provide for a safe learning environment in our building.

All building doors are locked at all times and visitors entering or exiting the building are required to use the designated front door. Once inside the building, all visitors are screened, sign in and are given a Visitor's Badge. Faculty and staff are instructed to never admit Visitors through any other door in the building; and to check all persons seen in the building for proper identification or current Visitor's Badge. Your help is appreciated in keeping our building secure at all times.

B. Clothing – Recommended Summer and Winter Wear

When it comes to what clothing your child should be wearing, common sense is always the rule. In the spring and summer months, it can be very warm in the school. Cotton T's, shorts, skirts, lightweight pants work well; but keep a sweater or sweatshirt on hand for the cooler mornings. Please make sure your child has a light jacket or sweatshirt for those cool fall mornings and afternoons, or recess time. In the winter, please be sure to layer for inside. Children tend to always say they are warm and they want to wear T-shirts in the winter, but it is a good idea to keep a sweatshirt or sweater in their backpack or cubby just in case they become cold.

In order to participate in recess on snowy / cold days, your child will need a jacket, snow pants, hat, gloves/mittens and boots. Even when there is not fresh snow, it is necessary for children to wear boots because (unfortunately) the playground is usually quite muddy and wet and we don't want children to have wet feet all day.

We highly recommend that **children wear sneakers to school daily**. In this way, they are all set for PE classes and for recess (when boots are not needed). A good skill for practicing at home is shoe tying (but velcro is always good if tying is not mastered).

The Ichabod Crane District Code of Conduct also contains information about acceptable and appropriate clothing for school.

C. Recess and Playground

It is so important for the children to get fresh air, sunshine and exercise each day. They also need an opportunity to socialize and move after working in their classrooms. Therefore, recess is provided



daily for your child to enjoy.

The students go outside EVERYDAY unless the conditions prohibit it. You should always assume that the children are going out for recess and thus, send appropriate clothing for recess each day.

The playground is a fun place to play. There is a blacktop area for jump rope, hopscotch, basketball and other similar activities. There are two areas of equipment with ladders, slides and climbing. For quieter times, there are picnic tables for coloring, reading or resting. There are two sets of swings for high-flying fun. And of course, there are the fields for soccer and kickball games, or just running around.

Recess time is supervised by a team of teachers and teaching assistants for each recess period. Children are instructed about the rules of the playground and they are taught to be safe. We encourage cooperative play and independently working out problems. Free play is a wonderful way to build children's "executive function" which is a skill needed for success in school and in life.

In June and September, when the hot sun can cause sunburn, we recommend that you put sunscreen on your child before they come to school in the morning. If you want sunscreen applied at school, this must be done by the school nurse. The nurse will need a doctor's order for dispensing this over the counter medication and all other requirements for dispensing medication must be followed (see Health Office section.)

If it is too cold or precipitating, *indoor recess* is then held. Indoor recess occurs in the classrooms. Most days, the children play with their friends in their class and from neighboring classes using supplies from the "indoor recess carts." Supplies on the carts include art and drawing materials, games, building materials, and other assorted activities. Occasionally, students may view a video during indoor recess time. All videos shown are G-rated and age appropriate.

For children who are unable to participate in recess due to an injury or illness, we offer "Standby" recess. Standby is located in a classroom where students can play inside when they are not able to play safely outside.

At times, teachers will ask students to stay inside to complete unfinished work, to have some 1:1 time with the teacher, or to have a "time out" as a consequence for poor behavior. However, working during recess or having a time out during recess is limited to only 50% of the recess time in accordance with the District Wellness Policy. Additionally, teachers do not use the recess time for keeping students inside on a regular basis; this time may only be used on occasion. Therefore, the children are able to have at least 15 minutes of playtime each day.

Please also see the previous section on appropriate clothing for recess.

D. “Heelies” and Flip Flops

For safety reasons, “heelies” (shoes with pop out wheels in the heels) and flip flops are NOT allowed at school. Students should wear sneakers to school daily for safe walking and playing. Sneakers are required for the playground and for PE classes.

E. Animal/Pets

For safety and health/allergy reasons, animals/pets are NOT allowed at school. We are unable to allow pets or other animals to be brought to school for “show and tell” or other class times.



F. Supervision

At the Primary School, we take supervision of students very seriously. We do not permit unsupervised students within the school. Therefore, it is not feasible for a student to stay in a classroom or other school area without an adult.

IV. Health Office

A. Health Office Staff

Mrs. Faith Kubow, RN (x 6020)



B. Role of the Health Office

Health office duties include:

- First Aid
- *Medication administration with a health provider written order and written consent of the parent/guardian. Medication must be delivered directly to the school nurse by the parent/guardian. *Please see Rules of Medication form attachment.*
- Maintenance of each student's cumulative health record including but not limited to:
 - ⇒ Immunization Records
 - ⇒ Physicals
 - ⇒ Dental Certificates
 - ⇒ Health History
- The Registered Professional Nurse provides guidance and health counseling to teachers and parents on an individual basis.
- The Registered Nurse Professional Nurse serves as a liaison to many community services available.
- Maintenance of optimal health through:
 - ⇒ Vision screening: including near vision and color perception.
 - ⇒ Hearing screening.
 - ⇒ Growth measurements.
 - ⇒ Teacher observation and conferences.
 - ⇒ Creating Individualized Health Care Plans for students with health issues/ concerns
- Maintenance of Emergency Information
- In the event of an illness or school community emergency, we make every effort to notify the parents immediately.

If contact is not possible with parents/guardians or other designated alternates, we will consult with school administrators and/or medical board member(s) to address an unforeseen situation with your child while at school.

C. Communicable Disease CONTROL

- The first stage of many diseases begins with a cold. As a safeguard, a child should be kept at home if he/she shows any of the following symptoms:
 - ⇒ Flushed face or other sign of high temperature
 - ⇒ Running nose, cough, sneezing
 - ⇒ Sores around the mouth

- ⇒ Skin rash or peeling
- ⇒ Swollen glands
- Please keep the school informed as to any documented contagious disease your child may have.
- Children may not return to school for 24 hours after vomiting, diarrhea or a fever has returned to normal.
- Whenever your child is absent please notify the school as to the reason by telephone. You may call the attendance office and leave a message by dialing 758-6931 ext. 6001.
- Children will be excluded from school for the following :
 - ⇒ Temperature of 100 or above
 - ⇒ Suspected head lice, live lice or nits (lice eggs)
 - ⇒ Suspected scabies and/or unidentifiable skin rash
 - ⇒ Suspected conjunctivitis (pink eye)
 - ⇒ Suspected impetigo (infected sore)
 - ⇒ Vomiting
 - ⇒ Diarrhea

Please have a plan in place for transportation home. Children will not be allowed to remain in school with any of the above conditions.

D. Handwashing

Hand washing is the BEST prevention of the spread of communicable disease. We review the following procedures with students frequently. Please reinforce this at home.

1. Wet hands with warm water
2. Apply soap
3. Rub hands together creating friction, while singing the A-B-C song. Making sure to rub ALL SURFACES of the hands, tops, bottoms, between fingers and under nails.
4. Rinse with water
5. Dry hands with a towel.

E. School District Physicians

A medical board provides our school nurses with direction concerning policy and care. Our procedures are developed by the medical board and implemented by the school nurses.

School Medical Board:

- Dr. Neil Baillargeon, Chairman
- Dr. Kathleen Catalano
- Dr. A Ramani
- Dr. Phillip Gilly
- Dr. Steven Krizar
- Dr. Michael Shaeffer
- Dr. William Murphy

Associates:

- Dr. Brian Daggett
- Dr. Lawrence Greitzer
- Dr. Valerie Curry
- Dr. Elizabeth Howard

F. Head Check for Lice

The health staff, teachers and school administration work diligently throughout the school year to control the occurrence and spread of head lice. We will do classroom “head-checks” in the beginning of each school year and then will follow-up as necessary throughout the year. We have a “Nit-Free” policy. Students with signs of nits or head lice will be sent home for treatment and removal of ALL NITS. Parent/Guardian must escort the student back to school for re-evaluation prior to riding the bus or returning to the classroom. Here is how you can help from home:

- Do not allow your child to share hairbrushes, combs, hats, headgear or headphones.
- Check their heads regularly, concentrating on hair and skin behind ears, the crown on the head and the nape of the neck. Head lice are very hard to see. It is easier to see an egg casing attached to the hair shaft, which looks like a white-gray spec and is very difficult to remove.
- Keep long hair pulled back in braids.
- Have children bring their own pillows when sleeping over at anyone’s house.
- Be sure to treat all bedding, clothing, coats, hats, stuffed animals and areas in the home where the children may lay their head.

G. Emergencies

In case of emergency, it is imperative that the Health Office have current contact information for each child’s parent and other emergency contact persons. If an emergency was to occur during school hours, we would make every effort to contact you. We may also contact a school physician or 911 if needed. We would not wait until we were able to contact you to call for emergency services if needed. However, we often would like your input in deciding how to proceed.

H. Health Documents and Immunizations

The following information is required by the school health office when a student enrolls in school:

1. Original birth certificate with *raised seal*, a baptismal certificate with date of birth, or a passport with date of birth. Hospital certificates will NOT be accepted.
2. ***Proof of Required Immunizations*** as follows:

	Three	(3)	polio (IPV)
	Three	(3)	diphtheria toxoid (DPT, DtaP, TD)
*	Two	(2)	live measles
	One	(1)	live rubella
	One	(1)	live mumps
	One	(1)	varicella vaccine or proof of disease (chicken pox)

Three (3) hepatitis B (HepB)

* The State Department of Health recommends that the second dose of measles vaccine be given in the form of MMR (measles-mumps-rubella) vaccine in order to provide complete protection against all three vaccine-preventable diseases. There is no danger in giving these vaccines to a child who has received them in the past.

Proof of immunizations that you may present are:

1. A booklet from your physician in which s/he entered each vaccine when it was received.
- Or 2. A photocopy of the vaccines from your physician's record.
- Or 3. A military service record booklet.
- Or 4. A card from a Health Department clinic.

Any of the above should have the doctor's signature included so that it can be verified as proof, if necessary.

Exemptions from immunizations are acceptable for medical or religious reasons provided they are submitted in writing. A physician's note is required for medical exemptions and must contain the reason why immunization is exempt. For religious exemption, a form may be obtained from the Health Office.

I. School Physicals

When a child enters school for the first time (ie. Kindergarten), State Education Law requires a health examination from your physician. You can plan for this by taking your child to your doctor or clinic in the Spring before he/she starts school, so that there will be time to address any concerns. In *second grade*, students are also required to have an updated physical exam.

The physical examination form **MUST** be returned to the Primary Building Health Office by **October 1**. If it is not returned, your child ***will be*** scheduled to have a physical appraisal by our school physicians. If you have an appointment after October 1st, please notify the Health Office so your child will not be seen by the school physician. New York State Education law mandates a physical examination by your family physician or the school physician. It is also recommended that children have an eye examination before starting school.

Vision and Hearing Screening: Each school year the health office conducts vision and hearing screening for all students. Any abnormal results are sent to parents to take to their doctor for further review.

J. Rules for Medication

The School Nurse and other personnel are sometimes asked to give medication to children during school hours.

Health Services function under the New York State Education Law.

To comply with the law, these special procedures are required if a child must receive medication during school hours:

1. The medication should be delivered directly to the School Nurse by the parent. **Children may not to carry medication to school.**
2. The School Nurse must have on file a written request from the family physician indicating the frequency and dosage of a prescribed medication. (*Please note **all medications** require a written Doctor's order, even over-the-counter oral medication, topical creams and lotions including sunscreen and cough drops)
3. The School Nurse must also have on file a written request from the parents to administer the medication as specified by the family physician.
4. Please send only what is needed for the length of time that the medication will be given during school hours.
5. The medication will be kept at school. We do not send medication home with the child once the medication is received at school from the parents. It will be the parents responsibility to pick up any unused medication.
6. Please send the medication in a **prescription bottle that is properly labeled** for the child for the current medication being received.
7. Any over-the-counter medications must be in the original manufacturer container with the student's name on it.

These regulations have been formulated for the protection of all students as well as school personnel, and it is hoped that parents will recognize their need and importance.

A medication form is attached in the APPENDIX for your convenience. Your cooperation is appreciated. Any questions, please call the school nurse at 758-6931 ext. 6020.

K. Dental Exam Requirements

A law was recently enacted that expands health screenings to include the dental health of students in New York State. A dental certificate is also a requirement for school entry and at several times during your child's school career. In the APPENDIX, a certificate is available for you to take to your child's dentist. Once it is

completed, it should be returned to the School Nurse; it will be filed in your child's Cumulative Health Record.

L. Medical Excuses for PE and Recess

A written note from a Parent/Guardian will be accepted to excuse the student from Phys. Ed/Recess for up to 2 consecutive missed classes. If a student is being excused from Physical Education for any reason, they will also be excused from recess for the duration of the excuse. If the student will need to be excused from Phys. Ed/ Recess for 3 or more consecutive classes/days, we will require a note from a Physician. The note will need a specific date for the student to return to Phys. Ed/Recess.

M. Medications on Field Trips

Students who take medications during the school day may need to take these medications with them on a class field trip. Depending on the doctor's orders, the type of medication, and the need for the medication, the school nurse will make appropriate arrangements for administering the medication while out of the school building. If your child takes medication during the school day, the nurse will contact you prior to a field trip (or as always, feel free to call her with any questions.)

N. Peanut and other Food Allergy Plans

Students in our school may have allergies to foods or substances. Common allergies include allergies to peanuts and/or other tree nuts, milk, eggs, wheat and animal dander. Due to the severity of some allergies, it is necessary to provide some students with an individualized medical plan to address the needs associated with their allergy. For example, students with peanut allergies have special seating in the school cafeteria to ensure that they are not exposed to peanut products that other students are ingesting. Additionally, the classrooms where students with peanut allergies attend class are zoned "Peanut Free." Anyone eating in these classrooms (students, teachers, visitors) may not eat foods containing peanuts or peanut products. If your child is in one of these homerooms, you will be notified by the school nurse and your child's teacher. It is also necessary to ensure that party foods and special snacks that are shared by the class are peanut free. If you have any questions are this policy, please contact the school nurse at 758-6931 extension 6020.

O. Returning to School after Accident or Illness

When returning to school following a serious or lengthy illness, or an accident, students will be brought to school by a parent or guardian. The parent and student will visit the Health Office before going to the child's classroom. The school nurse will review with the parent any orders from the doctor regarding return to school as well as any limitations or treatments. If your child is absent from school for an accident or serious/length illness, please call the school nurse and keep her apprised of your child's condition.

V. Cafeteria/Snacks/Parties



A. District Wellness Policy

The Ichabod Crane School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Ichabod Crane Central School District that: the school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis. The entire policy is available on the district website at www.ichabodcrane.org.

Several key points in the District Wellness Policy include:

- * The use of rewards for children that are not food
- * The offering of healthy snacks at parties
- * The opportunity to drink water throughout the day
- * The use of appropriate handwashing
- * The offering of healthy foods in school lunches
- * The opportunity for children to engage in physical activity such as recess on a daily basis

B. Free and Reduced Applications/Confidentiality

For those families meeting the financial criteria, an application for free or reduced lunch is available in the school calendar as well as in the main office. This form may be filled out and returned to the Food Service Director, Mr. DiGrigoli in Central Office. All families are encouraged to submit an application for review. All information is kept confidential. You can contact Mr. DiGrigoli at 758-7575 x 6005.

C. Lunch and Breakfast Menus/Cost/Automated System

Primary School menus are sent home with the children at the beginning of each month. The menu may also be found on the District Website. For the 2011-12 school year the cost of Breakfast is \$1.25, Milk is \$.50, and Lunch is \$2.50.

New Point of Sale Prepayment System

The Ichabod Crane Food Service Program utilizes a service called a “**Point of Sale**” system in each of our cafeterias.

Deposits in any amount may be made to a student's personal account, thus reducing

the chance that breakfast and lunch money will be forgotten, lost or stolen. To do this, please send a check in an envelope addressed to the cafeteria with your child's name and teacher's name clearly labeled. You may also use PAYPAL to add funds via credit card online.

You will be provided with your child's identification number that you can use to go online and view your child's account. Using this number, you can see what purchases your child has made, his/her account balance, and you can add to his/her account.

While students still may pay cash at the register, the system is designed to debit purchases from their account, which will speed transactions, allow lines to move more quickly and afford more time for eating.

During the first week of school, each student will be issued a student 5-digit ID number. Once the ID numbers are issued, students continue to use this number each school year. In the cafeteria, students will enter their ID number at the point of service (register) regardless of meal eligibility status (i.e., free, reduced, full price). Please remind your child that these ID numbers should only be used in the cafeteria and not shared with other students. (For Kindergarten students, we mail the ID number to the parents over the summer so that the children can practice their number at home before coming to school.

Most students spend an average of \$12 to \$15 per week on meals. Therefore, it would be advantageous for you to make deposits to your student's account that would cover the cost for the week, month or semester.

Please contact **Todd DiGrigoli, Food Service Director, at 518-758-7575, ext. 6005**, if you or your student have any questions.

D. Snack Time in Classroom

Students are provided 10-15 minutes for snack time in their classroom each day. Snack milk may be purchased at this time or juice may be sent in along with a healthy snack such as pretzels, fruit, crackers, veggies and dip – just a little something to hold them over until lunch or when they get home. Some teachers plan a shared snack where they collect snacks from parents and distribute to the group. We encourage healthy snack choices because they provide sustaining energy during the day and they support our student wellness policy.

It is very important to note that some classrooms have limitations on types of snacks permitted due to food allergies experienced by certain students. Therefore, please be aware if your child's classroom has any such limitations (such as no peanut products) for the safety of students with allergies.

E. Parties in Classroom/Suggested Healthy Snacks

Your child may ask you to make a special snack for the entire class for his/her birthday or when s/he is Star of the Week. We encourage healthy choices whenever possible. (Also, remember it's just a snack, so they don't need a lot.)

Some healthy suggestions may be:

- Rather than cupcakes, try blueberry muffins
- Individual bags of easy trail mix (Cheerios, Chex, raisins/cranberries or other dried fruit, pretzels) tied with a little bow to make it festive and have your child add a special sticker
- Jello or fruit juice jigglers – put it in individual plastic cups with a spoon - they love the jiggle!
- Graham cracker squares and jelly – get the squeezable jelly and squeeze a smiley face on top
- Go-gurts: Yogurt in a squeezable pouch available in the refrigerator section of the supermarket

For more great ideas and recipes, go to kidshealth.org and click on “recipes”. The school also has a handout; ask your child's teacher for a copy.

VI. Transportation



A. Bus Routes

Bus routes including pick up and drop off times are assigned and posted by the Transportation Department by the end of August. You can generally find them in the Register Star as well as on the district website during the week before school begins. Should you have a specific question, please call the Transportation Department at 758-6996.

In the morning, all buses will stop at the Elementary School/Middle School and at the Primary School to drop off students. At the end of the day, Primary School students will be picked up by their bus. Since there are more buses than there is room at the curb, the buses line up in two groups: first bus run and second bus run. Using the PA system, we call each of these groups and students are escorted down the hall and to the buses by a teaching assistant or teacher. There are teachers at the curb and on the sidewalk to assist students in finding and getting on their buses.

B. Getting Off the Bus

For the safety of all our students, we have a policy about dropping off students at their bus stop at the end of the day. For elementary and primary school aged children, the bus driver will not permit the student to leave the school bus if a parent or designated adult is not present or visible at the bus stop. We would not want any student to be left unattended at a bus stop. If the driver does not see a parent or designated adult, s/he will radio the bus dispatcher to try calling the parent. If no contact is made, the child is brought back to the school or bus garage until a parent can be located. Your child's safety is always our first concern 😊

Please note: if you should happen to come to the Primary School to pick up your child and s/he is already on the school bus, it is necessary for you to come into the school and sign out your child. You can notify the bus driver to send your child back into the building or we can radio the bus for your child. We do not permit parents to take children directly off the school bus.

C. Bus Passes

Should it become necessary for your child to ride a bus other than his/her own, a written note is required before the pass can be issued by the office. For your convenience, you may use the "Note to School" that has been provided to you or send in your own note with the following information:

- Your child's full name,
- the name of the student they will be going home with; or

- the person whose home they are going to;
- the complete address and phone # of the location where your child will be going
- the bus route they will be riding if you are certain of the route (otherwise, we will check with the bus garage for the correct route)

Please know that for your child's safety, we are not able to take requests for a bus pass verbally; they must be **in writing** with your signature.

Also, our buses run at full capacity each day. Therefore, we are unable to accommodate requests for a large number (more than 2) additional students on a bus each day. If you are planning an after school birthday party, it is best to make arrangements for parent transportation. Generally, we can not fit a party of students on a bus. Single friends for a play date are fine!!

D. Emergency Information

In case of emergency, the bus garage needs up to date contact information for each child. If your contact information changes during the school year, please promptly notify the Main Office and we will notify the bus dispatcher, or you may call the transportation department yourself at any time. They will welcome your call and the new information.

E. Bus Referrals

When a child's behavior creates an unsafe environment on the bus for himself as well as the other students on the bus, he may be issued a bus referral from the bus driver and the Transportation Department. The referral will be forwarded to Miss Murray, the Principal. She will then speak to the child, after which time she will provide the parent with a letter or phone call, and a copy of the referral.

Students who receive several referrals will be in danger of being suspended from school bus transportation to and from school. However, students are still required to attend school; parents must provide transportation.

F. Lost and Found

The transportation department has a "lost and found" box in the bus garage for missing hats, mittens, etc. You are welcome to stop by and check out the box for missing items. If your child is missing an expensive item such as their Nintendo DS, these items are kept by the bus dispatcher. You can call her to check if she might have your missing item or stop by and see her.

VIII. APPENDIX

- A. Dental Health Certificate
- B. Health Appraisal Form
- C. Health History Form
- D. Authorization for Administration of Medication form
- E. Application for Free or Reduced cost Lunch

Non-Discrimination Compliance Statement: The Ichabod Crane Central School District hereby advises students, parents, employees, and the general public that it offers educational opportunities including vocational opportunities without regard to sex, race, color, national origin, handicap or religion. Inquires about this non-discrimination policy may be directed to: Title IX Compliance Officer, Shannon Shine, Ichabod Crane Central School District, Valatie, NY 12184, (518) 758-7575. A copy of the “In compliance with Section 1.4(a)” is available in the Superintendent’s Office.