

ICHABOD CRANE
PRIMARY SCHOOL

Student and Parent

Handbook



OUR MISSION

The Ichabod Crane Central School District is dedicated to preparing students to become contributing members of society in an ever-changing world by valuing diversity; providing a safe environment; and promoting unique talents, a desire for life-long learning, a strong spirit of community, and Rider pride.

Updated September 2016

Important Points to Note.....

Arrival Procedures: Students may be brought into school between 8:30 and 8:50 am. Students may not be brought to school (vestibule) prior to 8:30 am. The vestibule door will be open at 8:30 am, at which time you may bring your child in.

Dismissal Procedures: Instruction ends at 3:00 pm each day. Children are dismissed to their bus at 3:10 pm. Please see attached dismissal procedures for more detailed information.

Absences from School: If your child is absent from school, please call the Attendance Clerk at 758-7575 Ext. 6001

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I. GENERAL INFORMATION

A. *Communication with School*

The district website is: www.ichabodcrane.org

1. **Phones and Extensions**

The telephone number for the Primary School is **758-7575**.

Our fax is **758-2199**.

Some frequently called extensions:

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

Other District-wide numbers that may be useful:

Central Office:	758-7575 x3001	Bus Garage:	758-7575x 3551
Superintendent's Office	758-7575 x3002	Food Service Manager	758-7575 x3016
Elementary School	758-7575 x5007	Special Education Office	758-7575 x6008
Middle School	758-7575 x5001	Questar Pre-School	758-7575 x 6109
High School	758-7575 x4002	OK Kids:	758-9528

2. **Mailing Address**

The mailing address for the Primary School is:

**Ichabod Crane Primary School
2910 US Rt. 9 / P.O. Box 820
Valatie, NY 12184-0137**



3. **District Calendar**

The calendar is available electronically on the district web site.

4. **Connect-Ed Program**

This system allows building or district phone messages to be delivered to large numbers of parents at the same time.

5. **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. You will also receive a monthly calendar of events for the Primary School only. We recommend you post this calendar to assist you with planning for upcoming events.



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. 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. Baillargeon- kbaillar@ichabodcrane.org
Mrs. Loeffke mloefke@ichabodcrane.org
Ms. T. LaBrie tlabrie@ichabodcrane.org
Mrs. Moon mmoon@ichabodcrane.org
Mrs. Welcome mwelcome@ichabodcrane.org

Second Grade:

Mrs. Caldwell scaldwell@ichabodcrane.org
Mrs. Hughes ccox@ichabodcrane.org
Ms. Gorke-Verro mgorke@ichabodcrane.org
Mrs. Vincent hvincent@ichabodcrane.org
Mrs. Beebe jbeebe@ichabodcrane.org
Mrs. Vecellio kvecellio@ichabodcrane.org

Third Grade:

Mrs. Bailey cbailey@ichabodcrane.org
Mrs. Burns dthomas@ichabodcrane.org
Miss Butterworth tbutterworth@ichabodcrane.org
Ms. LaBrie llabrie@ichabodcrane.org
Mrs. Oles moles@ichabodcrane.org
Mrs. Shull eshull@ichabodcrane.org

AIS:

Mrs. Cook scook@ichabodcrane.org
Mrs. Farrell jfarrell@ichabodcrane.org
Miss Franzese lfranzese@ichabodcrane.org
Miss LaBarge klabarge@ichabodcrane.org
Mrs. Skarzynski vskarzynski@ichabodcrane.org

Special Education:

Mrs. Calvin jcalvin@ichabodcrane.org
Mrs. Chapman rchapman@ichabodcrane.org
Mrs. Doubrava mdoubrava@ichabodcrane.org
Ms. Erickson berickson@ichabodcrane.org
Ms. Firstium bfirstium@ichabodcrane.org
Mrs. Warrington jwarrington@ichabodcrane.org

Occupational Therapy:

Miss Matusiak nmatusiak@ichabodcrane.org

Physical Therapy:

Mrs. Diaz adiaz@ichabodcrane.org

Guidance:

Mrs. Stephenson astephen@ichabodcrane.org

Speech:

Mrs. Desmonie ddesmonie@ichabodcrane.org
Ms. Stringer tstringer@ichabodcrane.org
Mrs. Yoder ayoder@ichabodcrane.org

English Language Development:

Mrs. Gegory dgregory@ichabodcrane.org
Ms. Silverman tsilverman@ichabodcrane.org
Mrs. Thompson jthompo@ichabodcrane.org

Psychology:

Mrs. Bins kbins@ichabodcrane.org

Library:

Miss. Moss aalmstead@ichabodcrane.org

Physical Education:

Mr. Call tcall@ichabodcrane.org
Mr. Cremo dcremo@ichabodcrane.org

Art:

Miss Addison eaddison@ichabodcrane.org

Music:

Miss Jacque jjacque@ichabodcrane.org

Teaching Assistants:

Mrs. Babendrier kbabendrier@ichabodcrane.org
Mrs. Bortugno mbortugno@ichabodcrane.org
Mrs. Dunn jdunnichabodcrane.org
Mrs. Ford sford@ichabodcrane.org
Mrs. Funk sfunk@ichabodcrane.org
Mrs. Kelly kkelly@ichabodcrane.org
Mrs. Seaman mseaman@ichabodcrane.org
Mrs. Schertel cschertel@ichabodcrane.org
Ms. Torok ltorok@ichabodcrane.org
Mrs. Webb mwebb@ichabodcrane.org

Instructional Aides:

– Special Education

Nurse:

Mrs. Kubow fkubow@ichabodcrane.org

Office:

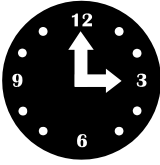
Mrs. Guntlow, Principal sguntlow@ichabodcrane.org
Mrs. Hodges, Attendance khodges@ichabodcrane.org
Mrs. Nichols, Secretary knichols@ichabodcrane.org
Mrs. Schmitt, Greeter lschmitt@ichabodcrane.org

Custodians:

Miss Camille Praga
Mr. Howie Gregg

Cafeteria:

Mr. DiGrigoli, Director tdigrigoli@ichabodcrane.org
Mrs. Dauria



C. *School Arrival/Dismissal and Bus Passes*

The Primary School instructional day begins at 8:50 am. The buses begin arriving each day at 8:30 am and all students are typically in the building by 8:40 am. Students arriving on buses go directly to their classrooms or to breakfast if they are having breakfast in school. If you bring your child to school, **they should arrive at school between 8:30 am and 8:40 am.** Please note: Students cannot be dropped off at the curb outside of school. This practice is unsafe and an adult signature is needed inside. **Students may not be brought to school prior to 8:30 am.** Students arriving with their parents prior to 8:50 am may enter through the vestibule and go directly to their classroom or to breakfast. We encourage students to independently go to their room each day. For safety reasons, parents are unable to accompany their child to the classroom however there are staff in and around the lobby area each morning. Parents do not need to sign in their child unless they are arriving “tardy”. Children arriving after 8:50 am will be late for homeroom and marked *Tardy*.

The last instructional class of the day ends at 3:00 pm. The children will begin to prepare for dismissal after that time. Each bus has a bus route letter and the buses will be lined up at the front curb at the end of each day in alphabetical order. Children will learn their bus by the ROUTE LETTER. The children will be asked to listen quietly while announcements are made and buses are called. Children are called by grade level and walk out and board their bus. Teaching Assistants accompany the children from the classrooms to the bus line up. The 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, however the children quickly learn how to locate and board the bus by themselves.

Bus Passes

A permanent pass will be allowed for up to two separate AM locations and two separate PM locations. We ask that parents give a week’s notice when requesting changes to these bus passes. **Verbal requests for such changes will not be accepted.**

Daily bus passes are not permitted for the safety of all students and are approved only on an emergency basis (to be approved by the building principal). If the emergency happens close to dismissal the child will be "held" for parent pick up. If the emergency request comes prior to the cutoff, then a daily/emergency pass will be issued.

D. *Demographic Sheets*

A Demographic Sheet is sent home in your child’s first day packet to be completed and returned **as soon as possible but no later than September 7.** These sheets provide us with important information to be included in our computerized database. These sheets are kept in the Main Office, the Health Office and the Bus Garage Dispatcher's Office. This will also provide us with your contact information that utilize for the Connect-Ed program.

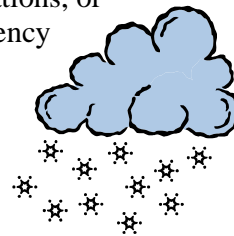
From time to time, school district officials may release student information (name, address, grade level, photograph, art, work, academic interest, participation in officially recognized activities and sports, terms of school attendance and graduation, awards received, etc.) for use in school district publications or within school building web sites, or to the media for public relations purposes. **Parents who object to the release of their child’s information and/or photograph should notify their child’s building principal in writing on or before October 1 in any school year.**

Please send written notification to the Main Office of any changes that occur during the year.

E. 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 may log on to the district website www.ichabodcrane.org and view an announcement.
- c. The school notifies the media of schedule changes. You may hear closing on the television or on the website of the television stations.
- d. 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 (especially in the case of school closing early).

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.)*

2. Delay Schedules

Two Hour Delay Schedule: Instruction begins at 11:00 am with attendance taken at 10:50 am; students may be brought to school between 10:30 and 10:50 am.

When a delay occurs, school breakfast is **not** served.

When school opens with a two-hour delay, our school day schedule is adjusted to accommodate this change. 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. 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.

F. Attendance Procedures and Policy

If your child is going to be absent for any reason, we ask that call the Primary School at 758-7575, Ext. 6001 (Attendance Office) to advise us of this absence. (You may call before or after school hours and leave a message or send an e-mail to khodges@ichabodcrane.org if this is more convenient for you. Please leave your child's full name, teacher, date and reason for absence.) If the office does not receive a call or e-mail message from you, our Attendance Officer will send a Connect Ed message to verify the absence.

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.** The district 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.

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.

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). The make-up work can also be sent home upon return to school and completed as specified by the teacher.



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.

Our **district policy on attendance** requires daily monitoring of student attendance records. Students missing 10 or more days of school may be contacted by the building principal; a meeting with the teacher and principal will be required after 18 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.**

Afterschool Activities: If a student is absent from school during the day, s/he may 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.

G. Building Procedures

1. **Registration for School**

To register for entering school, a parent/guardian of the student should contact the Registration Clerk at the District Central Administration Office at 758-7575 extension 3009. The Registration Clerk will schedule a time for the parent or guardian to come to school to complete the registration process. Forms may be obtained from the Registration Clerk or you can download them from the District's website: <http://www.ichabodcrane.org>.

If a student is enrolling in Kindergarten for the upcoming school year, a special time is allocated each spring 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. There are no exceptions to this rule. 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. Early Pick-Up

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. 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, they will be asked for identification before we release your child.
- b. Upon arrival at school, parents will report directly to the “Greeter” window located in the vestibule to sign out your child. Please wait in the vestibule area and watch for your child until he/she arrives.
- c. The Greeter will contact the classroom and request that your child be sent to the office.

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

At the Greeter window in the vestibule, 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 must be pre-arranged with your child’s teachers so they are 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 (i.e., forgotten lunch or books, birthday snacks), we will be happy to accept it at the Greeter window in the vestibule and make sure it gets to your child’s classroom during the day. When you leave the building, please sign out on the appropriate form and return your badge to the Greeter.

4. 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.**

5. 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.

6. Birthday Parties

Please contact your child’s teacher about celebrating your child’s birthday in school. Typically, a birthday is celebrated during the class snack time on that day. Please note: With the increase of food allergies among children, the teacher may have special instructions concerning snack.

7. Lost and Found

The Primary School has a 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.

H. Conduct Policy

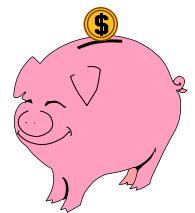
The school district has a comprehensive *District Code of Conduct Policy*. This policy contains information about expected behavior within the school district and potential consequences for infractions. This policy is available on the district website at www.ichabodcrane.org. On the first day of school,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

I. Arts In Education

This creative program is funded partially by a grant and partially by the PTA. 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.

J. School Banking Program

Your child has an opportunity to participate in the School Banking Program provided by The Bank of Greene County. 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.



K. Parent-Teacher Association: PTA

The Primary School and the Elementary School have a very active Parent/Teacher group. The group organizes many events throughout the school year such as the Harvest Moon Festival, Movie Nights, Bingo Nights, and Breakfast with Santa. 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 6:30 –7:30 pm. Membership dues are \$6.00 a year; there are opportunities to sign-up at any of the Open Houses, at monthly PTA Meetings or by contacting the PTA President.

L. 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. You will receive a copy of the curriculum guide for your child's grade when you

attend the Parent Conferences in November.

B. Open House

Open House occurs each school year in September. We hold two separate Open House evenings: one for Grade 1 and 3 and the other for Kindergarten and Grade 2. 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 provider. 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.

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.

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. 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 or ask your child’s teacher for a copy.

D. Report Cards

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 Common Core State Standards. 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.

E. Parent Conferences:

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.

F. Warning Notices

Warning notices are a formal means to notify parents that their child is having difficulty with the grade level curriculum. 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 February and May, 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.

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. 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.

I. 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 Language Learners (ELL)/English Language Development (ELD)
5. Reading Lab (grades one, two and three)
6. Math Support (grades one, two and three)
7. Response to Intervention

J. 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 monitors student attendance and patterns of absences. 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, helping parents with school related concern, and also counsels students and conducts social groups.

K. Odyssey of the Mind (OM)

Odyssey of the Mind is a program that fosters creative thinking and problem solving skills for students who choose to participate from second grade through twelfth grade. 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. For more information, please contact the District Enrichment Coordinator Mrs. Jaime Stickles at stickles_3@hotmail.com.

L. Enrichment at the Primary

Enrichment at the Primary School occurs each day throughout all of our classrooms as the teaching staff differentiates instruction to meet the needs of all the various learners within the school. All classrooms have teaching assistant support on a daily basis to provide assistant to the classroom teacher and help meet the needs of all of our children. In addition, all second grade and third grade students have the opportunity to participate in the "Explorer's Reading Club" and "Passport Readers Club" which are the grade level enrichment programs.

III. Safety Topics

A. 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.

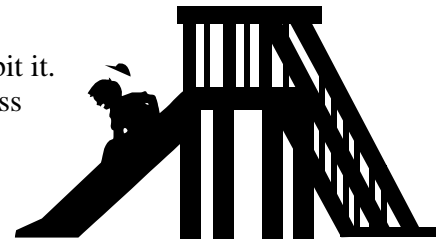
We highly recommend that **children wear sneakers to school daily**. In this way, they are all set for PE classes and for recess (when boots are not needed). A good skill for practicing at home is shoe tying (but velcro is always good if tying is not mastered).

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

B. Recess

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.

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.

On occasion, 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.

C. "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.*

D. 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.

IV. Health Office

A. Health Office Staff

Mrs. Faith Kubow, RN (x 6020)



B. 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.
- 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.

C. 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.

D. 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.

E. 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.

F. School Physicals

When a child enters school for the first time (i.e. 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.

G. Rules for Medication

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 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 can be obtained from the Health Office.

H. 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 requested for school entry and at several times during your child's school career. A certificate can be obtained from the Health Office.

I. 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 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.

When returning to school following a serious or lengthy illness, or an injury, 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/lengthy illness, please call the school nurse and keep her apprised of your child's condition

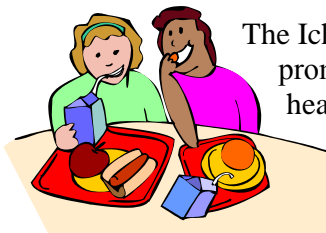
J. Peanut and other Food Allergy Plans

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 regarding this policy, please contact the school nurse at 758-7575 extension 6020.

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 on our district website and also 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 3016.

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.

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.

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.

Please contact **Todd DiGrigoli, Food Service Director, at 518-758-7575, ext. 3016**, 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. Water or juice may be sent in along with a *healthy* snack 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.

It is very important to 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

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. *Please be sure to plan this ahead of time with your child's teacher.* We encourage healthy choices whenever possible. (Also, remember it's just a snack, so they don't need a lot.)

For suggestions and 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 find them on the district website during the week before school begins. Should you have a specific question, please call the Transportation Department at 758-7575 Ext 3551.



In the morning, all buses will stop at Primary School to drop off students. At the end of the day, Primary School students will be picked up by their bus. Using the PA system, we call students to their busses and they are then 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, 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 while the busses are loading, it is necessary for you to come into the school and sign out your child. We can radio the bus for your child. We do not permit parents to take children directly off the school bus.

C. 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 the Principal, who will then speak to the child, after which time s/he 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.

D. 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.

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, Melissa Murray, 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.