2020-2021

Ichabod Crane Middle School

PARENT / STUDENT HANDBOOK

District and Middle School Contact Information:

Central Office……..(518) 758-7575
Suzanne Guntlow, Superintendent

Middle School Office……..……..(518) 758- 7575
Tim Farley, Co-Principal
Anthony Marturano, Co-Principal
Dale Tuczinski, School Counselor
Kasey Conklin, School Counselor
Jacqui Cole, Main Office Secretary (ext. 5007)
Kathy Gulisane, Main Office Secretary (ext. 5002)
Lisa Schmitt, Greeter/Attendance (ext. 5001)

Middle School Fax……..……..(518) 758-1405

Food Services…….....(518) 758-7575 ext. 3016

Transportation……(518) 758-7575 ext. 3551

District Website: www.ichabodcrane.org
District Twitter: https://twitter.com/IchabodCraneCSD
District Facebook: www.facebook.com/IchabodCraneCentralSchoolDistrict

Topic Listing

Items are listed alphabetically within the handbook.

Academic Intervention Services (AIS)
Access to Building
Activity Nights
After School Hours
Announcements
Assessments
Attendance
Attire
Behavior
Building Hours
Bullying
Buses
Bus Behavior
Bussing
Cafeteria Rules
Calendars
Calling in Absences
Cameras
Cell Phones
Code of Conduct
Communication
Computers
Computer Safety
ConnectEd
Contact Information
Custodial and Non-Custodial Parents
Custodians
Cyberbullying
Demographic Sheets
Detention
Discipline
Dress
Drop Offs
Early Dismissal
Emails
Emergency Delays/Closings
Extended Day
Facebook
Facility Use
Field Trips
Fire Drills
Food Service
Fundraisers
Guidance and Counseling
Gum
Hall Passes
Hats/Hoods
Health Services
Homework Requests
Inappropriate Language
Internet
Lateness/Tardiness
Large Group Instruction (LGI)
Library/LC
Lockdown
Lockout
Lost and Found
Mission Statement
Newsletter
Notes to School
Nurse
Open House
Out of School Suspension (OSS)
Parent Conferences
Parent Teacher Association (PTA)
Parking
Pick-Ups
Planners
Public Relations Use of Student Date/Photos
Recess
Report Cards
Safety
Security
Signing In/Out
Smoking
State Testing
Student ID
Transportation
Vacations
Visitors
Weather
Website
Wellness Policy

Additional Topics for Grades 6-8 ONLY

Items are listed alphabetically within the handbook.

Academic Award Night
Academic Lunch
Academic Probation
Acceleration
Athletics
Backpacks
Bathrooms
Bicycles
Clubs/Activities
Course of Study
Disciplinary Probation
Extra-Curricular Activities
Extra Help
Final Exams
Guest Passes
Grading
Gym Clothing
Homeroom
Homework Policy
Honor Rolls
Interims
Literacy in Academics (LIA)
Lockers
Lunch Detention
Midterm Assessments
Moving Up
Moving Up Dance
Organizations
Plagiarism
Pullout
Schedules
Team Leader
Working Papers

Ichabod Crane Middle School
Parent / Student Handbook

Academic Intervention Services (AIS): For students who are either recommended for the program or qualify by use of classroom summative or formative assessments, AIS provides mandatory academic assistance and is a scheduled part of the school day. If a student is scheduled into AIS, a letter explaining the program and schedule will be sent home in advance.

Access to Building: Visitors must enter the building through the main entrance. All other doors are locked during the regular school day. With a buzzer system currently in place during the regular school hours, the visitor procedure is to press the buzzer next to the main entrance, identify yourself, and state the purpose of your visit. When admitted to the building, proceed directly to the Greeter Station to present I.D., sign in, and receive a visitor's pass. ***COVID19 - You must wear a mask before entering the building.**

Activity Nights: Activity Nights are Student Council-sponsored events and are held on predetermined Friday nights throughout the school year. Specific dates for these activities are reflected on the 2020-2021 school district calendars. A reminder will be announced during morning announcements well in advance of scheduled events. Unless otherwise specified, Activity Nights begin at 6:30 P.M. and end at 8:30 P.M. Please make arrangements to pick your child up promptly at 8:30 P.M. Students are not allowed to walk anywhere after the event. Activity Nights are fully chaperoned. Students may purchase an admittance ticket for these evenings during Homeroom in the Library during the week leading up to the event. Students in grades 6 through 8 are allowed to bring a friend to the Activity Nights. To bring a friend, a completed guest pass application, along with the cost of a ticket, must be completed and submitted to the Principal's Office no later than the day before the Activity Event takes place. Guests must be presently attending 6th, 7th, or 8th grade. Students on Disciplinary Probation may not attend. ***COVID19 - Activity Nights are canceled until further notice.**

After School Hours: See *Building Hours*.

Announcements: Announcements are made twice daily – once in the morning during homeroom and again at the end of the day prior to dismissal. Upcoming events, information on

clubs and activities, cancellations, and other valuable information are announced at these times.

Assessments: New York State Assessments in Math (4, 5, 6, 7, 8), ELA (4, 5, 6, 7, 8), and Science (4, 8) are held at specific times during the school year (these dates are not yet on the school calendar). So that your child can do his/her very best on these assessments, it is essential that your child gets a good night's sleep, has a good breakfast, and arrives at school on time (7:35 a.m.) the morning(s) of the assessment. Additional information will be sent home prior to the exams and the dates will be posted in the monthly newsletter.

Attendance: The school day runs from 7:30 a.m. to 2:30 p.m. and your child's attendance on a daily basis plays a critical role in his/her educational success. Should your child be absent, please send in a note upon their return indicating the dates and reasons for the absence. ***COVID19 - Attendance is taken on any remote learning days as well.**

If your child is exhibiting signs of illness, please keep him/her at home until his/her physical condition improves and/or medical attention has been provided. ***COVID19 - If your child's temperature is 100 degrees or higher, they are not allowed to attend school.**

Please do your best to make all appointments **after school hours** so your child's day and classroom are not disrupted. It is also important that vacations are scheduled during the summer or school vacations so that your child does not miss important instructional lessons or exams. Should it become necessary to take vacation while school is in session, the student will be responsible for obtaining and completing all missed assignments as well as any exams given during that period. The school district calendar is a helpful tool to assist planning the dates of your vacations.

Students not in attendance during the regular school day are not eligible to participate in any after school or evening activities or sports. ***COVID19 - this is not applicable for remote learning days. As long as they are counted as in attendance, they may participate.**

Highlights of the District Attendance Policy are as follows:

• After 10 absences, the principal or designee will consider sending a letter home.

• After 18 absences the principal or designee will consider a parent meeting regarding attendance.

• After 24 absences, the building principal or designee may submit a referral to Child Protective Services (CPS) for educational neglect, may submit a "Person in Need of Supervision (PINS)"

petition, and/or make recommendations regarding involvement of outside agencies that may be able to assist the family. ***COVID19 - This applies to remote learners as well.**

• Perfect attendance (0 absences and no unexcused tardies) and Exemplary Attendance (absent four or fewer days) shall be recognized by a certificate at the end of each school year.

Attire: We ask that your child not wear inappropriate or distracting clothing including (but not limited to): revealing clothing that exposes cleavage, midriffs or undergarments, is made of sheer or see-through material, beachwear, chains, spiked collars, t-shirts encouraging or depicting drugs, alcohol, tobacco, weapons, violence, sex, prejudicial statements, etc. Shirts and pants must meet with no exposed skin in between. If your child comes to school dressed inappropriately, he/she will be asked to change or cover the inappropriate clothing item. ***COVID19 - This applies to students who are remote learning.**

- ❖ Hats, head coverings (hoods included), or bandanas should not be worn in school.

Behavior: Students are expected to behave in a respectful and appropriate manner while in school, at school sponsored events, on school grounds, and on school buses. Expected behavior is outlined in detail in the District Code of Conduct Policy, which is available on the school district website. Should inappropriate or unsafe behavior take place, a teacher or staff member may take disciplinary action.

***COVID-19 Additions:** Insubordination (includes refusing to follow district safety protocols relating to Covid). Unsafe safety actions (includes intentionally not following safety protocols that puts others at risk, i.e. - using other students' belongings or intentionally not staying socially distanced).

Building Hours: School hours are 7:35 a.m to 2:23 p.m. daily. The main office is open from 7:00 a.m. to 4:00 p.m. daily. ***COVID19 - The building will not be open to the public once the school day ends.**

Bullying: Bullying, Cyber Bullying, Harassment, or Intimidation refer to intentional conduct, verbal and/or physical in nature, or written/electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being. Bullying usually consists of a pattern of negative actions or statements directed at an identifiable individual or group. Students or parents should make District staff aware of any situation that may be considered bullying.

Bus Behavior: See *Code of Conduct*.

Buses: Buses are provided for your child's transportation to and from school. Please check the district website in late August for route information. If you have any transportation questions, please contact the Transportation Department at (518) 758-6996. Late buses are provided on Mondays, Tuesdays, and Thursdays for students staying after for activities or extra help. Late buses depart from the middle school at approximately 3:30 p.m. Please remind your child to sign up for the late bus in the homeroom. Students in grades 6 through 8 are also able to sign up during lunch periods. It is very important for your child to sign up for the late bus during one of these times. If your child fails to sign up for the late bus three times, he or she will receive a lunch detention the next school day. ***COVID19 - Masks must be worn at all times. Parents must stay with their children at the bus stops. If their child(ren) has a temperature of 100 degrees or higher, they will NOT be allowed on the bus.**

Bussing: Parents can designate up to two "permanent" AM pick up and two PM drop off locations. These should be established for the entire school year. With the exception of emergencies, "daily" bus passes are discontinued. This will still allow for multiple pick up and drop off locations, but on an annually established basis. Any changes to "permanent" locations must be made at least one week in advance. Any questions regarding transportation and bussing can be directed to the Main Office.

Cafeteria Rules: Students are expected to conduct themselves appropriately and follow the rules that will be reviewed with them by their lunch duty teachers. ***COVID19 - Most students will be eating in their classrooms for lunch.**

Calendars: The school district calendar will be available on the school district website, www.ichabodcrane.org. The calendar contains useful information regarding upcoming exams, activities, vacations, etc.

Calling in Absences: If your child is going to be absent from school, please contact our Attendance Office before 9:30 a.m. that morning. Homework requests can also be made at this time and can be picked up at the end of the school day or sent home with another student. ***COVID19 - Please check with your child's teacher if the homework/classwork can be sent via Google Classroom.**

Cameras: Taking personal photos by and of students is prohibited.

Cell Phones: Unauthorized possession or use of cell phones is prohibited during the school day . If cell phones are observed to be out or in use, staff will confiscate them and turn them in to the main office. In most cases, students may then pick them up at the end of the school day.

However, parents are required to pick the phone up from the office if it is confiscated a third time, and every time thereafter.

Code of Conduct: "As members of the school community, students, teachers, administrators, other school officials, parents and visitors have rights, which must be balanced by the responsibilities on which these rights are based. Although the school must be concerned with the welfare of each individual, it must also be concerned with the welfare of the entire school community. Good behavior will be encouraged through positive reinforcement and the positive and supportive example of school employees and parents. However, when a behavior at school demonstrates the individual is not fulfilling his/her responsibilities or exercising his/her rights in an appropriate manner, the school will respond according to its Code of Conduct and policy on discipline."

The Code of Conduct is available online. A hard copy of the Code of Conduct can be picked up in the Main Office. At the beginning of the school year, your child will bring home a paper to be signed acknowledging that you have read the Code of Conduct. ***COVID19 - The Code of Conduct has been updated to include remote learning.**

Communication: Ichabod Crane engages in ongoing communication with parents and students. Communication can include periodic information from the administration concerning specific topics of importance, a monthly newsletter available on the district's website, various handouts, and twice-daily announcements via the P.A. system. Your child's team and/or teachers are available by appointment for conferences and may be contacted via phone message through our greeter or through email. Individual teams and/or teachers may also customize other forms of communication that work for them. We encourage you to talk with your child about his/her school day to make sure you receive all the information the school provides. We encourage you to contact us if circumstances arise in your child's life that may affect him/her here at school. The more information we have, the more effectively we can help your child be successful. If at any time you have questions, please feel free to call and you will be directed to the appropriate person.

Computers: Students will have supervised access to computers in the Learning Center, the computer lab, and the classrooms using the portable laptop carts. Students are issued an ID number and password to allow them to access school computers for appropriate school related purposes. Students will also be given a school email account. The use of this account falls under the same rules and regulations as the district's computer and internet policies. ***COVID19 - All students in grades 4-8 will be issued a district-owned Chromebook. All rules for appropriate technology use are in full effect.**

Computer Safety: Your child's time on the computer at school is supervised and computers are equipped with security to block inappropriate sites; however, no filtering software is 100% effective. We encourage parents to carefully monitor their child's computer usage and periodically check the sites they visit. In past years we have provided a workshop dealing with this topic and encourage you to become educated to the many potential cyberspace dangers (see *Bullying*).

ConnectEd: ConnectEd is our district-wide automated communications system that can contact (call/email) multiple people (parents) at one time with important messages and/or emergency alerts. For example, in the event of an unscheduled early dismissal, the system would be able to call every phone number and email any address a parent has provided for this purpose.

Contact Information: The main phone number is (518) 758-7575. The fax number is (518) 758-1405. Additional information is located on the front cover of this handbook.

Custodial and Non-Custodial Parents: If both parents are not residing at the same physical address, but wish to receive copies of interim reports, report cards, and other correspondence generated from the office, please provide the Main Office with any/all additional names and addresses. If the non-custodial parent wishes to be called in the case of discipline matters, we will need specific contact information as well. The non-custodial parent should also provide his/her child's teachers with up-to-date contact information if he/she wishes to receive information from his/her child's team or to set up conferences. It is critical that the school have current legal documents regarding custody or visitation on file. If any changes are made during the school year, please be sure to provide the main office with a copy of the new information.

Custodians: The school has one full time day custodian and a staff of evening cleaners who keep our school clean and in good order. Please note that the custodial staff is not permitted to allow students or parents access to classrooms or storage areas.

Cyberbullying: See *Bullying*.

Demographic Sheets: Students will bring home a student profile/demographic sheet on the first day of school for you to complete and return to school as quickly as possible. The profile sheet will be used to update our student information system. It is crucial to include as much current information as possible since the demographic sheet is our sole means of knowing whom to contact in case of an emergency with your child. It will also provide us with the names of individuals who have permission to pick up your child from school. Should an address or phone number change during the year or you wish to add or delete people on the list, please be sure to advise us of these changes immediately. Any "non-parent" that is not noted on the profile sheet

will not be permitted to pick up your child from school without a signed note from you and proper identification of that person. If a non-custodial parent asks to sign out his/her child and we do not have updated custody papers on file, we must allow him/her to do so.

Detention: Detention is one of the possible consequences students face for not adhering to the Code of Conduct. Detention is typically given during lunch and may be held with a teacher, in the Main Office, in the ISS room, or in the Lunch Detention room. In grades 6 through 8, after school detention can be given to students at agreed upon times between parents/guardians and school staff. ***COVID19 - This may change due to social distancing protocols.**

Discipline: When students behave in an inappropriate manner, they may receive a referral. An administrator will review the referral and speak with the student and any other parties involved (teachers, staff, and/or other students). An appropriate consequence will be given to the student according to the Code of Conduct. There may be a verbal reprimand, Lunch Detention, Detention, In School Suspension or, in the most serious situations, Out of School Suspension. Parents will be contacted in a timely manner regarding the referral and will receive a copy in the mail.

When a student in grades 6 through 8 has received three referrals in a marking period or one Level III referral, he/she will be placed on Disciplinary Probation. This means he/she will be precluded from participating in all sports, after school activities, clubs, etc.

Dress: See *Attire*.

Drop Offs: If you choose to drop off your child at school in the morning, please have him/her here between 7:30 and 7:50 a.m. so that he/she can arrive to class on time. Students may be dropped off in the side parking lot by the gym doors until 7:50 a.m. Students must be dropped off at the designated location (painted crosswalk) in the parking lot. This location is between parking spaces. Please remind your child(ren) to be careful of the parked cars near the drop off location. School staff will be present to help direct traffic as well as ensure the safety of all students and visitors. In order to help provide a safe and orderly environment, please follow the directions of the staff working in the parking lot. ***COVID 19 - We will have five cars at a time, along with five staff members. You are to keep your children in the car until the students in all five cars have had their temperature taken. Staff will release the students from the cars and the students are to walk in the side door, walking six feet apart.**

After 7:50 a.m., students will need to enter through the main doors. For safety purposes, we ask that you not enter the school bus drop area while the buses are there. If your child is tardy, he/she will need to sign in at the Greeter Station in the foyer to receive a late pass.

Early Dismissal: As soon as the Central Office has made the official decision to proceed with an unscheduled early dismissal, all parents will be contacted via ConnectEd, our automated phone system. Early dismissals that are unscheduled will be announced on local television stations, local radio stations, and the District website. Scheduled early dismissals are noted on the school district calendar, so please make sure to prepare for them as well. Have a contingency plan in place that your child is aware of for all early dismissals, scheduled or unscheduled.

Emails: Email is an excellent way to communicate with your child's team and/or teachers. Teachers will advise you of their email address during the first few days of school. For the most part, staff email addresses are the first initial then last name of the person @ichabodcrane.org. For example, the email address for Tim Farley would be tfarley@ichabodcrane.org.

Emergency Delays/Closings: Should school be closed or delayed due to weather or other emergency conditions, parents will be contacted via our ConnectEd automated phone system. Emergency delays and closings will be announced on local television stations, local radio stations, and the District website as well. Please continue to be available and monitor the situation for any possible changes in the opening or closing times of school should conditions worsen. ***COVID19 - This may change due to our ability to go to remote learning (TBD).**

Extended Day: This program is a two-day-per-week after-school program designed to help students succeed. Extended Day is assigned through the Child Study Team (CST) process upon teacher/staff recommendation. Students in the Extended Day program may take the late bus home on the days they stay after. Extended Day is held on Tuesdays and Thursdays. **Extended Day is not a replacement of extra help provided by teachers. Students who have acute academic issues are encouraged to seek extra help from teachers**, both within the school day, when time allows, as well as after school on an as- needed basis.

Facebook: The district's Facebook page is located at https://www.facebook.com/IchabodCraneCentralSchoolDistrict.

Facility Use: If your community organization would like to use a room or rooms in the school, please see the principal's secretary to request a Building Use Form. ***COVID19 - This may be very limited due to COVID19.**

Field Trips: Throughout the school year students may be offered an opportunity to go on field trips relating to their course of study. Parents will be notified well in advance and will need to sign and return a permission slip. ***COVID19 - At this time, all field trips are postponed.**

Fire Drills: New York State law mandates that the school have twelve emergency drills (eight fire drills and four lockdown drills) during a school year. For fire drills, the students are instructed to leave the building and walk in an orderly fashion (six feet apart) to a designated spot. These drills are taken seriously so that everyone is well prepared in case of a real emergency.

Food Service: Breakfast and lunch are offered to students daily. Breakfast for students in **grades 4 and 5** is currently $1.75, **lunch is $2.75**, and milk is $0.50. Breakfast for students in **grades 6 through 8** is currently $1.75, **lunch is $3.25**, and milk is $0.50. Breakfast and lunch are available at reduced prices for those who qualify. Free/reduced lunch applications are located on the website and in the main office of each building. All students have lunch "accounts" and use a password in the cafeteria. Information regarding lunch accounts and passwords will be sent home in September. Please contact our Food Service Director, Mr. DiGrigoli at (518) 758-7575, ext. 3016 with questions. Menus are available online as part of the monthly newsletter at the beginning of the month. We strongly encourage you to sign up for a parent portal account at www.MySchoolBucks.com

Fundraisers: Various fundraisers are held during the school year. Please review the procedures for taking orders, keeping copies of orders for distribution purposes, collecting tax and payment, and the closing date of the fundraiser. If you have questions, please call the advisor of the specific fundraiser. For safety reasons, we strongly discourage door to door sales.

Guidance and Counseling: There are two school counselors for the Middle School. They are Ms. Conklin and Mr. Tuczinski ("Mr. T"). Both of their offices are located in the Main Office.

Gum: Gum chewing rules are set by individual teachers.

Hall Passes: Students need to obtain a hall pass from their teacher in order to leave the classroom for any purpose: bathroom, office, nurse, etc. Students without a pass will be questioned and sent back to their classroom. ***COVID19 - Masks must be worn at all times in the hallways, and all students must remain at least six feet apart.**

Hats/Hoods: Hats, head coverings, or bandanas should not be worn in school. Hoods on sweatshirts and sweaters should be down upon entering the school building and are not to be worn up during the school day. For more information on appropriate dress, please see *Attire*.

Health Services: Our school nurse is Mrs. Sarah Altomer. She can be reached at (518) 758-7676, ext. 5041. Should your child feel ill at any point during the day, he/she should request a hall pass from his/her teacher and go to the nurse's office for an evaluation. If it is determined that your child needs to go home, a parent/guardian will be contacted. Students must go to the nurse and not call from the classroom or office to be picked up. If your child requires daily medication, the nurse will keep it secured in her office and administer it to your child at the appropriate time. Students are not permitted to carry medications.

Medical reasons to exclude children from attending schools:

- Temperature of 100 degrees or above (fever should be gone for 24 hours before returning to school.)
- Vomiting
- Diarrhea
- Ear pain
- Suspected pink eye
- Skin rash
- Suspected head lice or nits (lice eggs)

For students who have a severe allergy to things such as peanuts, bees, etc., and require an EpiPen, a special meeting will be scheduled with the teachers, parents, and school nurse before the start of the school year. This is to discuss any concerns and special considerations that may need to be taken.

Homework Requests: Homework requests may be made to the main office . Please attempt to make homework requests prior to 9:30 a.m. Gathered homework is then available for pick up between 2:40 p.m. and 4:00 p.m. in the Main Office. You may also have your child's sibling or friend pick up the homework at dismissal. ***COVID19 - Please ask your teacher for any missing classwork or homework.**

Inappropriate Language: The use of inappropriate language is not permitted on school grounds or at school functions. Please refer to the Code of Conduct for details.

Internet: Board of Education Policy #4526 states that all users of the District's computers must understand that use is a privilege, not a right, and that use entails responsibility.

Lateness/Tardiness: Lateness to school and/or classes affects a student's education and grades. Students should come to school prepared to arrive in homeroom by 7:50 a.m. Should they be late, they will need to signed in at the Greeter Station and receive a tardy pass to present to their

teacher. There is sufficient time between classes to enable students to arrive at their next class on time.

Large Group Instruction (LGI): The Large Group Instruction room is located within the Library. Students will attend various presentations and combined team activities in the LGI throughout the school year. ***COVID19 - The LGI will be used by the LOTE Department.**

Library/Learning Center: Our library provides our students with access to a large variety of books and publications. Teachers bring their students to the library to research various topics. Students may sign books out for pleasure or class work for a two-week period of time. We ask for your assistance in making sure the books are properly cared for and returned to the school in a timely manner. The library also houses computers for the students' supervised use during class time. ***COVID19 - Mrs. Kelly will be "pushing in" for all Library classes. Students will be able to order books for take out using their chromebooks.**

Lockdown: Should a situation arise that calls for safety measures to be taken, a lockdown will be implemented. Students will remain in a safe area within their classrooms with doors locked. At this time, no one is allowed to enter or leave the building and **students may not be picked up**. When deemed appropriate by local law enforcement agencies/administration, the lockdown will be ended. Furthermore, we must hold, by law, four lockdown drills throughout the year.

Lockout: Certain situations may require that the school be placed in a lockout, and while the students and staff are permitted to move freely within the school, no one is allowed to enter the building at this time. **Students may not be picked up during a lockout**.

Lost and Found: Found items are kept in the main office with items of clothing displayed in front of the Nurse's Office. Unclaimed items are given to charity halfway through the year and at the end of the year. Labeling student items is recommended to ensure that lost items are returned to their rightful owners.

Mission Statement: "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."
We believe the following statements to be true about our school:

- All students can learn.
- Each student is a unique and valued individual.
- Student achievement and success are the primary objectives of all school decisions.

- ❖ Curriculum and instructional practices incorporate a variety of learning activities.
- ❖ Students are actively involved in problem solving and producing quality work.
- ❖ Parents, students, staff, and the community share the responsibility for advancing our school's mission.

Newsletter: The Principals' Newsletter, available online monthly, will help to keep you informed on important school events and happenings throughout the year.

Notes to School: In order to make sure requests are handled appropriately, we require that requests for various situations be put in writing (bus pass for emergencies only, picking up of a student, absence excuse, etc.). Please be sure to put the date, the student's **FULL NAME,** the teacher's name, and all pertinent information on these notes. The note should be handed in to the student's homeroom teacher and will be directed to the appropriate person. For your convenience, pre-printed notes are available in both the main office as well as the Greeter Station.

Nurse: See *Health Services*.

Open House: At the beginning of each school year, we hold an Open House to welcome the parents of our students. Due to the large turnout, we request that only parents attend. Parents will have an opportunity to briefly meet with their child's teachers and to hear about the plans and goals of the current school year. Even if you have attended in the past, we encourage you to attend this year's Open House to ensure you receive important information pertaining to this particular school year. There will be an opportunity in the future to set up more detailed one-on-one parent conferences. ***COVID19 - Open Houses are very likely going to be "virtual." More information will be sent home.**

Out of School Suspension (OSS): In case of serious disciplinary infractions, students may receive Out of School Suspension.

Parent Conferences: Parents are invited to set up parent conferences with their child's teachers at a specific time of year (see school district calendar). Each team may handle this procedure differently. Should you have any concerns or questions regarding your child's education, please feel free to contact the teachers and set up a conference. ***COVID19 - Most parent/teacher conferences will need to be held virtually. More information is expected.**

Parent Teacher Association (PTA): The Ichabod Crane PTA currently serves Ichabod Crane students from kindergarten through 8th grade. The PTA coordinates and sponsors a variety of programs for students which include grade level activities, book fairs, fundraising, staff

appreciation luncheons, performing arts presentations, and targeted initiatives/programs such as character education and anti-bullying programs. Fund raising through the PTA often provides events and programs which otherwise would not be possible. The PTA meets at the Middle School Library on the second Tuesday or Wednesday of each month on an alternating schedule at 6:30 p.m. Annual membership costs $10.00. A membership form will be sent home with your child in early September. Requests for funding of programs can be submitted to the PTA officers. The contact information for PTA officers is as follows: President: Nikki McArthur and Vice President Kate Cabral at ichabodcranepta@gmail.com. ***COVID19 - PTA Meeting will likely be held via Google Meets.**

Parking: When visiting the school, please park around the island in front of the building. Please **DO NOT** park against the curb at any time since this area is a fire lane as well as a bus lane. Parking in the side lot is also available for extended visits to the school.

Pick-Ups: Students may be picked up and signed out from school during the school day by parents/guardians or other pre-authorized persons (as listed on the Demographic Sheet which goes home at the beginning of each school year and are signed by parents/guardians). Student sign out is in the foyer at the Greeter Station. Early notification of student pick-ups is helpful and a note to school in the morning is the best way to help us have your child ready for a timely pick up. If a note is not received, your child will go home on his/her regular bus. This is also true for "regular" end of the day student pick-ups, which, for students in **grades 4 and 5**, will be in the main lobby from approximately 2:25 p.m. to 2:35 p.m. each afternoon. No pick-ups will be allowed from 2:10 p.m. to 2:35 p.m. Students in **grades 6 through 8** who are being picked up, will be dismissed through the doors by the gym starting at 2:24 pm.

Planners: Students will be provided with a planner the first day of school and are expected to enter daily assignments, projects, and homework in them. Teachers will model correct planner entries with students during the first week of school. Should the planner be lost, a replacement may be purchased from the main office at a cost of $3.00.

Public Relations Use of Student Data/Photos: 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.**

Recess:

Grades 4 and 5*:* Recess is a time when the students may go outside, exercise, and move around. It is explained to students that one of their responsibilities is to treat others the way they like to be treated. Also with safety in mind, we will not be going out on days when the ground is too wet, when it is raining, when it is too cold, and in come cases, when it is too hot. Students should dress appropriately for the weather conditions.
Apparel Rules and Information For Cold Weather:

- The Big 5: boots, snow pants, winter jacket (no hoodies/fleeces/sweatshirts), hat, and gloves. Good to go anywhere.
- The Okay 4: boots, winter jacket, hat, and gloves. Playground equipment only.
- The Toasty 3: winter jacket, hat, and gloves. Blacktop only. No boots = No snow.
- Winter Jacket Only: Recess teacher's call based on temperature and conditions.

***COVID19 - The playground will be divided into six zones. There will be one monitor for every class. Each day the zones for the students will rotate. They will be required to wash/sanitize their hands before going out for recess and before coming in from recess. They must stay six feet apart while on the playground. They may be allowed to remove their masks and clip them onto a district-provided lanyard, once the monitor tells them it's ok to do so.**

Grades 6 through 8: Physical activity is encouraged through the Physical Education program as well as through voluntary involvement in athletic teams and clubs. During lunch periods, weather and conduct permitting, students are encouraged to go outside and play. ***COVID19 Teachers may bring their students outside (weather permitting). They must wear a mask until the teacher states they may remove the mask while remaining at least six feet apart.**

Report Cards: Report cards are issued to students at 10 week intervals. Please check the school district calendar for the exact dates report cards will be issued. The dates will also be noted in the monthly newsletter. Please sign and return the report card envelope to your child's teacher as soon as possible. The last report card for the year is mailed home at the beginning of July . If your child requires summer school or is being retained, you will be notified by phone prior to the report cards being mailed.

Safety: Your child's safety is of the utmost importance. Various procedures are in place to ensure that your child and all the children are in a safe environment. Should you have concerns or be made aware of an unsafe situation, please contact the school as soon as possible.
***COVID19 - please check the website often for any updates on safety plans.**

Security: Your child's safety and security are of the utmost importance. Visitors are allowed to enter the building through the main entrance ONLY. All other doors are locked during the regular school day. With a buzzer system currently in place during the regular school hours, the visitor procedure is to press the buzzer next to the main entrance, identify yourself, and state the purpose of your visit. When admitted to the building, proceed directly to the Greeter Station to sign in and receive a visitor's pass. Some situations may arise when we may go into Lockdown or Lockout for security purposes. **Please note: ID (and face mask) is required upon request or when picking up students.**

Signing In/Out: See *Access to Building*.

Smoking: Smoking (vaping, e-cigarettes) is prohibited on Ichabod Crane School grounds and in the school buildings. See Code of Conduct.

State Testing: New York State Assessments in English/Language Arts (ELA) and Mathematics are administered each year for grades 4 through 8. New York State Assessments in Science are administered each year in grades 4 and 8 only.

Student ID: Students are issued an Identification Number upon their registration with the school district.

Transportation: See *Buses* and *Bussing*.

Vacations: Vacations are scheduled throughout the school year and appear on the school district calendar. For the sake of your child's education, we ask that ALL vacations be planned during these specified times. Should your child be absent from school for vacation purposes at any other time, it will be considered an unexcused absence, and it will be the responsibility of your child to make up all missed work and exams. Please check the district calendar for NYS assessment and final exam dates. Please do not schedule vacations for these dates.

Visitors: See *Access to Building*.

Weather: Please watch or listen to local television and radio stations or check the district website when weather is questionable for any closings, delays, or early dismissals. All parents will be contacted via ConnectEd automated phone, email, and SMS (text message) system. For additional information, see *Early Dismissal*.

Website: The district website address is www.ichabodcrane.org.

Wellness Policy: A copy of the district Wellness Policy may be obtained from Central Office.

Additional Topics
Grades 6-8 ONLY

Academic Awards Night: There is an evening ceremony held each May to formally recognize students who have achieved High Honor Roll consecutively for the first three marking periods of the school year. ***COVID19 - This will be on hold until we know the status of the pandemic.**

Academic Lunch: Academic Lunch is an intervention program in the Middle School to increase student success. A child may be recommended for Academic Lunch for one or more of the following reasons: failing one or more classes, significantly struggling with work completion, being on Academic Probation, failed one or more classes for any of the previous quarters or interim reports, teacher recommendation, and/or significant skill deficits.

Academic Lunch will meet every other day during your child's lunch period. It will be a highly structured environment, so that they can take initiative to increase their own academic success. On their assigned day, students will obtain their lunch and report to a designated classroom where a grade level teacher will supervise the small group of students. The teacher will check in with students as they set personal goals for success, and help students monitor the progress that they will make. Students will use this time wisely. Students are responsible for attending on their assigned day, bringing their work in need of completion, and maximizing their time to get the most done.

Academic Probation: A student who fails one or more classes at the end of a marking period will be placed on Academic Probation. While on Academic Probation the student must attend Homework Center or Extended Day, create a plan of success with the teacher, and complete weekly progress reports. If the student does not complete these obligations, he/she will not be allowed to participate in extracurricular activities, including sports. A student may be removed from academic probation at the discretion of the building principal or designee. A more detailed building policy is located in the main office and online – Board Policy #5305.

Acceleration: Accelerated Math classes are offered to students in 7th and 8th grades who meet specific criteria. In 8th grade, some students will be eligible for advanced math (9th grade Algebra), English (9th grade English) and/or Earth Science. Letters will be sent home during the summer months explaining the criteria used for placement and inviting qualifying students to participate in the accelerated program(s).

Athletics: There is a Modified sports program for our students in Grades 7 and 8. In addition, various intramural sports are offered throughout the school year and are open to students in Grades 6 through 8. Sign up forms may be obtained from your child's PE teacher or the main office. Sign-ups are in the fall for winter sports, the winter for spring sports, and the spring for fall sports. Please check the school district calendar for sign up dates. A sports physical by an approved doctor, as listed on the sports form, is required. ***COVID19 - Athletics will likely be affected by COVID19. Please check the district's website for any updates.**

Backpacks: We encourage you to check your child's backpack every evening since important information is sent home on a regular basis. It is also a good idea to remove unnecessary materials frequently.

Bathrooms: There are boys' and girls' bathrooms available in each wing as well as in the foreign language locker bay, nurse's office, and gym locker rooms. Students are required to obtain a pass from their teacher prior to visiting the bathroom. ***COVID19 - Only two students at a time will be allowed in the bathroom and they must remain six feet apart. Students waiting in line for bathroom use, must wait for a student to exit before they can enter. There will be markers on the floor marking six feet distance.**

Bicycles: Students are allowed to ride their bicycles to school. A bicycle rack is available in front of the school's main entrance. We encourage students to lock their bikes. With students riding their bicycles on busy roads at high traffic times, please discuss the importance of riding safety and following traffic rules. As a reminder, NYS Law requires anyone under the age of 12 to wear a helmet while riding a bicycle. ***COVID19 - If your child is going to ride a bike to school, please inform us of this in writing. They must have their temperature checked before entering the building.**

Clubs/Activities: The following is a list of some of the clubs and activities that may be offered to our students in grades 6 through 8. Announcements will be made regarding club meeting dates and times. Late buses are available for those students staying after (sign up for late bus is done in home room).

5/6 Pops
Art Club
Book Club
Chess Club
Crane Acting Troupe
D.C. Club
Friends of Rachel (FOR)
Media Club (Jr. Rider)
Junior SAVE (environmental group)
Modified Sports
National Junior Honor Society
Odyssey of the Mind

Pawsitive Peers
School Store
Select Band
Sing-Swing
Ski/Snowboard Club
STEM Club
Student Council
Walking Club
Yearbook

Course of Study:

- Daily periods of core academic classes in each of the following ares:
  - Math
  - English Language Arts
  - Science
  - Social Studies
- Daily period of lunch
- Period of Physical Education (PE) every other day

Grade 6

- Daily period of Reading instruction.
- Daily period of the following:
  - Music (10 weeks)
  - Art (10 weeks)
  - Foreign Language (20 weeks)
  - Family and Consumer Science (FACS) (10 weeks)
  - Library Skills (10 weeks)
- Daily period of Pull Out, a team period where students can get extra help in the core subject areas. This is also when students may take Band, Chorus, Math Lab, or Study Skills.

Grade 7

- Daily period of Foreign Language (Spanish or French). Some students may take AIS Reading instead.
- Daily period of the following:
  - Art (10 weeks)
  - Music (10 weeks)
  - Technology (20 weeks)
  - Health (10 weeks)
  - FACS (10 weeks)
- Daily period of Literacy in Academics, a time dedicated to enhancing reading skills in the content areas. This is also when students may take Band, Chorus, Math Lab, or Study Skills.

Grade 8

- Daily period of Foreign Language (Spanish or French).
- Daily period of the following:
  - Art (10 weeks)
  - Music (10 weeks)
  - FACS (10 weeks)
  - Health (10 weeks)

- ➢ Technology (20 weeks)
- ❖ Daily period of Literacy in Academics, a time dedicated to enhancing reading skills in the content areas. This is also when students may take Band, Chorus, Math Lab, or Study Skills.
- ❖ An eligible group of students will take Algebra as opposed to Math 8.
- ❖ An eligible group of students will take English 9 Honors as opposed to English Language Arts.
- ❖ An eligible group of students will take Earth Science as opposed to Science 8.

Disciplinary Probation: Any student receiving three disciplinary referrals or one Level III infraction within a 10 week period shall be placed on "Disciplinary Probation" for 25 school days beginning on the day of the most recent infraction. While on Disciplinary Probation, students are ineligible for the following privileges:

- ❖ trying out for athletic teams
- ❖ participating/practicing with athletic teams (including Intramurals, Modified, JV, and Varsity)
- ❖ attending sports games and athletic events
- ❖ trying out for after school or extracurricular performing arts groups
- ❖ participating in the after school performing arts rehearsals/productions
- ❖ attending Activity Nights (including the Moving Up Dance)
- ❖ attending extracurricular club activities (including Ski Club)

After being on Disciplinary Probation for ten calendar days, students may go through the appeal process and request that the length of their remaining disciplinary probation be reduced. See the Main Office for an appropriate form and details.

Extra-Curricular Activities: Students are encouraged to participate in organized extracurricular activities. Extra-curricular activities are a contributing factor in students developing into well-rounded young people. Grades 6 through 8 are an ideal time for your child to start preparing for post-secondary experiences and/or the college application process by becoming involved in activities that build character and experience. In addition, many times we are aware of suitable community activities in which your child may wish to participate and will have flyers readily available in the office. Encourage your child to check in regularly to see what is available. See also *Clubs / Activities*. ***COVID19 - These activities may be limited due to COVID19. More information will be sent out.**

Extra Help: It is very important for your child to feel comfortable asking for extra help if they need to do so. Teachers are willing to make time to help. Many teams have after-school review classes as well as individual help available. Late buses are available on Mondays, Tuesdays, and

Thursdays to accommodate those students who stay after school. Students must check in with their teacher to make sure they are available before making plans to stay after school. Extended Day is not a replacement of the system of extra help provided by teachers. Students who have academic issues are encouraged to seek extra help from teachers.

Final Exams: Final exams will be given at the end of selected courses of study. Teachers will advise students when these exams will be held.

Guest Passes: Guest pass application forms for Student Council Activity Nights may be obtained in the main office. All completed guest pass applications should be forwarded directly to the Principal's secretary by 8:00 A.M. the day before the scheduled Activity Night. Guest pass applications will be reviewed by the Principal upon submission of the guest pass application and a $5.00 guest fee. Please note that guest pass applications will be reviewed for student guests currently attending 6th, 7th, or 8th grade only. Guest applications made on the behalf of a potential guest that is in any grade other than 6th, 7th, or 8th will automatically be denied. For the Moving Up Dance, an application for a guest pass may be submitted, but only students currently in 7th, 8th, or 9th grade will be considered.

Grading: Teams/teachers will review their grading systems with students at the beginning of the school year. Interim reports will be distributed at 5 weeks (mid-marking period) with report cards distributed at 10 weeks. The last report card of the year will be mailed home in the beginning of July.

Gym Clothing: Students are required to change into proper clothing for gym classes. They should keep seasonally appropriate clothing and footwear in their gym lockers. Students are encouraged to take their gym clothes home often to be washed. ***COVID19 - Students will not be changing clothes for Physical Education classes. Please make sure they wear comfortable clothing and sneakers on the PE days.**

Homeroom: There are six homerooms for each grade. There are three teams for 6th grade, one 7th grade team (7M), one 8th grade team (8N), and one split 7th/8th grade team (7/8P). Sixth grade students travel with their homeroom for most classes. Homeroom begins at 7:50 a.m. It is important that students arrive on time to attend homeroom each day so that they are able to obtain important information and instructions that are given at that time.

Homework Policy: The purpose of homework in grades 6 through 8 is to extend, reinforce, and apply the concepts presented in the classroom in such a way that students develop a sense of self-discipline, self-reliance, personal responsibility, personal accountability, and independent thinking. Homework is intended to promote parent awareness and allow direct parental

involvement in their child's learning. A copy of the Homework Policy will be sent home in September.

Honor Rolls: High Honor Roll: Students who achieve a Quarterly Average of 90%. Honor Roll: Students who achieve a Quarterly Average of 85 %.

Interims: Interims are issued five weeks into each marking period and are an excellent way to keep current with your child's progress in his/her classes and also to be able to make necessary improvements before the quarterly report card is sent home at the ten week mark. Dates that interim reports will be issued may be found on the school district calendar and the monthly newsletter.

Literacy in Academics (LIA): Grade 7 and 8 students will have a daily period of Literacy In Academics, a time dedicated to enhancing reading skills in the content areas.

Lockers: Students will be assigned a locker and combination for their use during the school year. They will keep the same locker for grades 6 through 8. ***COVID19 - There will be no lockers until the COVID19 pandemic is over. Students will leave their "stuff" in their homerooms.**

Lunch Detention: Lunch detention is a form of discipline which may be assigned as a result of a student receiving a referral. This will take place in a classroom and be supervised by a staff member.

Midterm Assessments: Midterm assessments may be given midway through the marking period to assess progress.

Moving Up: At the end of the school year, the 8th graders and their families and friends are invited to celebrate as the students' Middle School experience comes to a close and they move up to the High School. A Moving Up Dance is held a few weeks prior to the Moving Up Ceremony. Please check the school district calendar and June newsletter for the dates. ***COVID19 may impact this. TBD.**

Moving Up Dance: 8th grade students who are not on Disciplinary Probation may attend the Moving Up Dance. They may also fill out a guest application for students in 7th, 8th, or 9th grade. All guest requests are subject to approval by the Principal. See also *Guest Passes*. ***COVID19 may impact this. TBD.**

Organizations: See *Clubs/Activities*. See *Extracurricular Activities*.

Plagiarism: Plagiarism is using someone else's words, thoughts, or ideas as one's own. This someone else could be another student, a parent, or an author of printed or electronic material. The words or ideas of another must be properly documented whether they are in the form of a quotation, a paraphrase, or a summary. Plagiarism of any type is not allowed. Plagiarism is a level two infraction that comes with the following possible consequences: lunch detention(s), in-school suspension, or out of school suspension depending on the circumstances. Teachers may give the student's assignment a grade of 0% - 50%.

Pullout: Grade 6 will have a daily period during which students will have the opportunity to work on homework or participate in a planned class activity. Students enrolled in Band and/or Chorus may not have Pullout.

Schedules: Student schedules will be distributed and explained on the first day of school. A regular day will consist of the core classes – Math, English Language Arts, Social Studies, and Science, together with Specials, Pullout, Foreign Language, Physical Education, Lunch, Band and/or Chorus, and Labs (if applicable). See also *Course of Studies*.

Team Leader: Each team has one teacher serving as Team Leader. The Team Leader is the person you should contact with any questions regarding your child or if you wish to set up a team meeting.

Working Papers: Working paper applications may be obtained through the main office when a student has reached the age of 14. Once the form has been completed, signed, and the required documentation has been gathered, return the completed application packet to the main office. The student will be called to the office when his/her working papers are ready for signature, usually within three school days.