

*Note: Updated Spanish version coming soon

*Nota: Próximamente versión actualizada en español

ICHABOD CRANE PRIMARY SCHOOL

Student & 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 July 2022

Important Points to Note

Arrival Procedures: Students may be brought into school using the car line on the side of the building between 7:40 and 8:00 am. Students may not be brought to school prior to 7:40 am.

Dismissal Procedures: Instruction ends at 2:10 pm each day. Student's are dismissed to their bus at 2:30 pm.

Absences from School: If your student 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 | 6001 | Principal's Secretary: | 6002 |
| Attendance: | 6001 | Guidance Office: | 6116 |
| Nurse/Health Office | 6304 | Psychologist's Office: | 6117 |
| Cafeteria: | 6026 | | |

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 x4001 | OK Kids: | 518-758-9528 |

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. SeeSaw

Principal and Teachers, in each grade level, use this platform as the main source of communication. The principal will use this platform to share important information and upcoming events. Teachers utilize it for the same purpose, along with assigning academic activities to students.

6. Monthly Newsletter /Monthly Calendar/Menu

At the beginning of each month, your student will bring home a lunch menu. The monthly newsletter will be posted to SeeSaw 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.

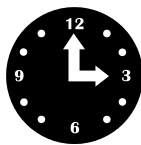


B. **Faculty and Staff Directory**



Available on our district website at: <http://www.ichabodcrane.org> (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.)

C. **School Arrival/Dismissal**



The Primary School instructional day begins at 8:10 am. The buses begin arriving each day at 7:40 am and all students are typically in the building by 8:00 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 7:40 am and 8:00 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 7:40 am.** Students arriving with their parents prior to 8:00 am may drop their child off using the car-line at the side entrance of the building. Any students who arrive after 8:00 will need to be walked into the building through the vestibule. Parents do not need to sign in their child unless they are arriving “tardy”. Student’s not in their classrooms by 8:10 am will be late and marked *Tardy*.

The last instructional class of the day ends at 2:10 pm. The children will begin to prepare for dismissal after that time. Please contact the office if you would like your student to be on the every day pickup list. Students can have 2 adults assigned as their everyday pickup person and there will be an identification card for each of those adult’s in the office which will need to be retrieved before pickup time and then given to the staff at the door when they release your student to you. If you are picking your student up at dismissal, and they are not an everyday pickup, you may complete the parent pickup form on the district website [here](#), and then come to the greeter’s window with photo identification to retrieve your daily pickup pass which you will give to the staff member at the door for them to release your student to you. Each bus has a bus route number and the buses will be lined up at the front curb at the end of each day. Children will learn their bus by the ROUTE NUMBER. The children will be asked to listen quietly while announcements are made and buses are called. Children are called by waves and walk out and board their bus. Teachers and 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.

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 13**. 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 is utilized 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 closings 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: Attendance is taken and instruction begins at 10:10 am; students should be brought to school between 9:40 and 10:00 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 times than normal. 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 am. Lunch is 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 you 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 POffice@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 ConnectEd message to verify the absence.

Absences 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 they are 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.**

After School Activities: If a student is absent from school during the day, they may not attend any after school or evening activities/events at the school (both school sponsored and non-school sponsored) unless pre approved 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 fill out the electronic Parent Pickup form found on our website on the morning of the pickup day.** Please indicate what time your child will be picked up and who will be picking up the child. 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/Out & Visitor Passes**

At the Greeter window in the vestibule, all visitors will let the Greeter know the purpose of your visit. Each visitor will need to have a photo identification and 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 boots, 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. **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 their 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 students, it is important to check with your child’s teacher before sending any food items to be shared in the classroom.

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 indicating 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. 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 Trunk or Treat, 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 at 7:00 pm. Membership dues are \$10.00 a year; there are opportunities to sign-up at any of the Open Houses, at monthly PTA Meetings or by contacting the PTA President.

II. Academic Information

A. Grade Level Curriculum Guides

These documents contain information about the curriculum taught at each 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 no organized presentations; instead, this time is set aside for you to visit the entire school building with your child, to meet all of their 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

While your child is a student at the Primary School, the most important skills they 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 themselves.

D. Report Cards

Report Cards are distributed four times per school year during the months of November, January, April and June. Our report cards are “standards-based” reports; that is, they reflect the progress your child is making toward meeting New York State Standards. The first report card is distributed in November at a teacher/parent conference. The next three 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. Committee on Special Education

The Committee on Special Education office is located in the Primary School. The director of Special Education is Peg Warner.

When a student demonstrates a need that qualifies them 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.

G. 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.

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

H. Guidance Counselor, School Psychologist & Social Worker

The Primary School is fortunate to have a full time School Guidance Counselor, a full time School Psychologist, and a Social Worker.

1. Guidance - Our Guidance Counselor provides counseling services for students on a short term and on a long term basis. The counselor may help students 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.

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 concerns, and also counsels students and conducts social groups.
3. Social Worker- Our Social Worker provides support to students and their families. A positive supportive relationship occurs between the home and the school.

I. *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.

J. *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 assistance 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.

The Ichabod Crane Primary School, in partnership with the Talk, Read, Sing Columbia Program and our public libraries, is excited to bring the 1,000 Books Before Kindergarten program to our families! Families with children from ages birth through five, will be able to check out bags of books to take home and read, and return to school when they’re finished reading them! Children who have had 1,000 books read to them before they reach kindergarten, will be featured on our 1,000 Books Before Kindergarten Wall of Fame in our front lobby! To start this program please stop by the main office.

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 being 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 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 can be done by the classroom teacher. Please submit a request in writing to your child's teacher.

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.

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. Animals/Pets

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

IV. Health Office

A. Health Office Staff

Mrs. Faith Kubow, RN (x 6304)
Mrs. Stephanie Howe, Health Aide (x6021)



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 return to school 24 hours after resolution of vomiting, diarrhea or a fever has returned to normal without the aid of medication.
- 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” as necessary throughout the year. 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. **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:

| | | |
|-------|-----|---|
| Four | (4) | polio (IPV) |
| Five | (5) | diphtheria toxoid (DPT, DtaP, TD) |
| Two | (2) | live measles |
| Two | (2) | live rubella |
| Two | (2) | live mumps |
| Two | (2) | varicella vaccine or proof of disease (chicken pox) |
| Three | (3) | hepatitis B (HepB) |

Exemptions from immunizations are acceptable for medical reasons only. A physician’s note is required for medical exemptions and must contain the reason why immunization is exempt.

E. **School Physicals**

New York State Education Law requires a health examination for new entrants and students in Grades Pre-K or K, 1, 3, 5, 7, 9 & 11 from your physician.

The physical examination form **MUST** be returned to the Primary Building Health Office by **October 1**. If it is not returned, your child *may be* scheduled to have a physical appraisal by our school physicians. If you have an appointment after October 1st, please notify the Health Office of your child’s upcoming appointment.

F. **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.

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 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.

H. 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 PE 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.

J. Food Allergy Plans & Health Concerns

Students in our school may have allergies to foods or substances or other health concerns. Common allergies include allergies to peanuts and/or other tree nuts, milk, eggs and wheat.. Due to the severity of some allergies or health concerns, it is necessary to provide some students with an individualized medical plan to address the needs associated with their allergy or health need. 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 may be zoned "Peanut Free." Anyone eating in these classrooms (students, teachers, visitors) may not eat foods containing peanuts or peanut products. It is also necessary to ensure that party foods and special snacks that are shared by the class are peanut free. If you need any Specific Care plans or if you have any questions, please Contact the school nurse at 758-7575 extension 6304 or email her at Fkubow@Ichabodcrane.org.

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

Free and Reduced-Price Meals Available for Qualifying Families

Ichabod Crane Central School District participates in the National School Lunch Program providing nutritious meals for students free or reduced priced meals.. Free or reduced-priced meals are provided daily based on household size and income. All information is kept strictly confidential. Only one application needs to be submitted per household each school year. The Free and Reduced-Price Lunch Application will be available in the Main Office of each school and will be available here on this webpage when available.

Parents are encouraged to submit the completed application to their child's school or district office BEFORE the start of school each year. However applications can be sent in at any time during the year. Please complete it and submit both pages to Mr. DiGrigoli in the Central Office located in the High School. 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. We urge you to take advantage of our on-line pre-payment plan, MySchoolBucks, which can be found on the school district website, www.ichabodcrane.org or go directly to www.myschoolbucks.com.

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.

All new student's are issued an ID number for their school lunch account. 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 should not be shared with other students.

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 them 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.

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 here [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 the 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 buses and they are then escorted down the hall and to the buses by a teaching assistant or teacher. There is staff at the curb and on the sidewalk to assist students in finding and getting on their buses.

In order to have the most up-to-date bus route information please download the Ride360 app. Information can be found on the transportation section of the district website [here](#).

B. **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.** If you need to change pick up and drop off days or locations please fill out the [Permanent Location Form](#) and return it as soon as possible. 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.

C. **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 primary school aged students (K-3), the bus driver will not permit the student to leave the school bus if a parent or designated adult is not present. Only students who have received written permission from a parent/guardian may get off without an adult present. 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 student is brought back to the primary school where you or a designated adult will need to come pick up and sign out your student. Your student's safety is always our first concern 😊

Please note: If you should happen to come to the Primary School to pick up your student while the buses are loading, it is necessary for you to come into the school and sign out your student. We can radio the bus for your student. We do not permit parents to take students directly off the school bus.

D. Bus Referrals

When a student's behavior creates an unsafe environment on the bus for themselves as well as the other students on the bus, they 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 student, after which time they will provide the parent with a letter or phone call, and a copy of the referral.

E. 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 student is missing an expensive item such as their Nintendo switch or airpods, these items are kept by the bus dispatcher. You can call them to check if they might have your missing item or stop by and see them.

Dignity for All Students (DASA)

New York State's Dignity for All Students Act (DASA) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. The Dignity Act was signed into law on September 13, 2010, and took effect on July 1, 2012. You can access the formal virtual complaint form on the district website [here](#).