

**ICHABOD CRANE
PRIMARY SCHOOL**

**Student & Parent
Handbook**



updated July 2026

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WELCOME FROM THE PRINCIPAL

Dear Primary School Families,

Welcome to the Primary School Community!

It is my pleasure to welcome you to the 2026-2027 school year. Since joining the Primary School community in April, I have had the opportunity to learn so much about our students, families, faculty, staff, and the many traditions that make this school community such a special place. I have truly enjoyed getting to know everyone and have appreciated the warm welcome and support I have received.

As I begin my first full school year as Principal here, I am excited for the opportunity to continue learning, building relationships, and working alongside our students, families, and staff. Each day brings new opportunities to celebrate our students, support their individual needs, and ensure that the Primary School remains a safe, caring, and engaging place where every child feels valued and supported.

Our partnership with families is an important part of student success. Open communication and collaboration between home and school allow us to best support each child academically, socially, and emotionally. This handbook has been created to provide families with important information about our school procedures, expectations, and resources. Please take time to read through the handbook carefully and refer back to it throughout the school year, as it contains valuable information that will help families stay informed and connected.

Thank you for your continued support and partnership. I am grateful to be part of the Primary School community and look forward to working together to make this a successful and rewarding year for our students. Please know that my door is always open, and I encourage you to reach out with any questions, ideas, or concerns. Strong relationships between families and the school are what make our community so special.

Warmly,

*Kerry Light
Principal
Primary School*

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.

II. SCHOOL OPERATIONS

A. CONTACT INFORMATION

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:	758-7575 x3551
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 x6109
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**



B. FACULTY & STAFF DIRECTORY



A Faculty and Staff Directory, including contact information, is available on the District website at <http://www.ichabodcrane.org>.

Email is an effective way to communicate with teachers and staff; however, please do not use email for urgent or time-sensitive matters, as staff members may not see messages immediately. For urgent concerns or changes to your child's dismissal plans, please contact the Primary School Main Office by phone so we can assist you promptly.



C. COMMUNICATION

1. ParentSquare

Beginning this school year, ParentSquare will serve as the Primary School's primary communication platform. ParentSquare is used districtwide at the Primary, Elementary, Middle, and High Schools to provide consistent communication with families.

The Principal and teachers use ParentSquare to share important school announcements, classroom updates, reminders, upcoming events, newsletters, and other timely information. Teachers may also use ParentSquare to share classroom activities, photos (in accordance with district photo permissions), and other updates to help families stay connected to their child's learning and school experience.

Families are encouraged to download the ParentSquare app, enable notifications, and check messages regularly to stay informed throughout the school year.

2. Weekly Newsletter & Monthly Lunch Menu

At the beginning of each month, families will receive the school lunch menu.

In addition, the Principal will send a weekly electronic newsletter through ParentSquare highlighting important reminders, upcoming events, celebrations, and the many exciting learning experiences taking place throughout the Primary School.

At the beginning of the school year, families will also receive a calendar of anticipated school events to assist with planning. While every effort is made to follow the published schedule, dates and details may change throughout the year. Any updates will be communicated through ParentSquare and the weekly newsletter.

We encourage families to read these communications regularly to stay informed and remain connected to our school community.



D. REGISTRATION & ENROLLMENT

1. Registration for School

To register a student for school, a parent/guardian should contact the Registration Clerk at the District Central Administration Office at 758-7575 extension 3009. The Registration Clerk will assist families with the registration process and schedule an appointment, if needed, to complete the required paperwork.

Registration forms and additional information may be obtained through the Registration Clerk or accessed on the District website at <http://www.ichabodcrane.org>.

Families will be required to provide all necessary documentation as part of the registration process, including proof of residency, age verification, immunization records, and any other required enrollment documents.

2. Kindergarten Registration

A designated registration and screening process is held each year for students entering Kindergarten. Families should contact the Primary School to be added to the incoming Kindergarten list.

Information regarding registration, screening dates, and appointments will be communicated to families as scheduled.

To be eligible to enter Kindergarten, a child must be five (5) years old on or before December 1st of the school year in which they are entering Kindergarten.

Some families choose to delay Kindergarten enrollment for an additional year. In those cases, the child must enroll in school the following September if they will be six (6) years old on or before December 1st of that school year.

3. Updating Student Information

Parents/guardians are responsible for keeping student information current throughout the school year. Please notify the Main Office promptly if there are changes to:

- Home address
- Phone numbers
- Emergency contacts
- Custody information
- Medical information
- Transportation arrangements

Accurate information helps the school communicate effectively and respond appropriately in the event of an emergency.

4. Transfer Students / Withdrawal from School (*if applicable*)

Families who are moving or transferring their child to another school should contact the Main Office to complete the withdrawal process. Appropriate records and documentation will be provided to the receiving school as requested.



E. CALENDAR

The District Calendar is available electronically on the District website and includes important school dates such as holidays, early dismissal days, conferences, and school recesses. Families are encouraged to refer to the calendar throughout the year when planning appointments, vacations, and other events.

F. SCHOOL HOURS

The Primary School instructional day is 8:00 AM to 2:20 PM.



G. ARRIVAL & DISMISSAL

1. Morning Arrival

The instructional day begins promptly at 8:00 AM. Students should arrive at school ready to begin learning by that time.

School buses begin arriving at approximately 7:45 AM. Students arriving by bus should report directly to their classrooms or to the cafeteria if they are eating breakfast at school.

Families who drive their child to school should use the designated car line located at the side entrance of the building. Vehicles may begin entering the car line at 7:30 AM., and students should arrive no later than 8:00 AM.

For the safety of all students, curbside drop-off at the front entrance is not permitted. Parents and guardians must use the designated car line.

Students arriving after 8:00 AM are considered tardy. A parent or guardian must escort the student into the building through the main entrance, sign the student in at the Main Office, and ensure the student is checked in before proceeding to class.

2. Everyday Parent Pickup

If your child will be picked up from school on a regular basis, please contact the Main Office to have your family added to the Everyday Parent Pickup List.

Each student may have up to two authorized adults designated for everyday pickup. An identification card will be created for each authorized adult and must be picked up from the Main Office prior to dismissal. The identification card must be presented to the staff member supervising dismissal before your child will be released.

3. Occasional Parent Pickup

If your child is not on the Everyday Parent Pickup List but needs to be picked up on a particular day, please complete the Parent Pickup Form on the District website or notify the Attendance Office before 12:00 PM. on the day of dismissal.

When arriving for pickup, the authorized adult should report to the greeter's window with a valid photo ID to receive a daily pickup pass. This pass must be presented to the staff member supervising dismissal before your child will be released.

4. Bus Dismissal

The instructional day ends at 2:20 PM. Students begin preparing for dismissal at that time.

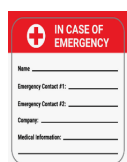
Each school bus is assigned a route number, and buses line up in the same location each afternoon. Students are taught to identify their bus by its assigned route number.

Students are dismissed in an orderly manner and escorted by staff to the bus loading area. During the first few weeks of school, additional staff members are available to assist students in locating the correct bus and becoming familiar with dismissal procedures.

5. Dismissal Changes

To help ensure the safety of all students, any changes to your child's regular dismissal routine must be communicated to the Attendance Office no later than 12:00 PM on the day of the change. Whenever possible, please use the designated Parent Pickup Form available on the District website.

Please do not rely on emailing your child's teacher for same-day dismissal changes, as teachers may not have an opportunity to check email during the instructional day.

A red and white emergency contact form. The top section is red with a white cross icon and the text "IN CASE OF EMERGENCY". Below this, there are white sections with red borders for "Name", "Emergency Contact #1", "Emergency Contact #2", "Company", and "Medical Information".

H. STUDENT & FAMILY INFORMATION

1. Emergency Contact & Student Information

At the beginning of each school year, families will be asked to review and update their child's emergency contact and demographic information. Please complete and return all required forms promptly to ensure the school has accurate information in the event of an emergency.

If your child's address, phone number, emergency contacts, custody arrangements, medical information, or other important information changes during the school year, please notify the Main Office immediately. Maintaining current information is essential to ensure we can reach families when necessary.

2. Student Directory Information & Photographs

Throughout the school year, the District may use student names, photographs, artwork, schoolwork, grade level, participation in school activities, honors, achievements, and other directory information in District publications, on the District or school website, on official social media platforms, and in news releases or other communications that celebrate student learning and school events.

Parents/guardians who do not wish to have their child's directory information and/or photograph released must notify the Building Principal in writing at the beginning of each school year.

I. SCHOOL DELAYS, EARLY DISMISSALS & CLOSINGS



Throughout the school year, weather conditions or other emergency situations (such as hazardous road conditions, power outages, or a declared state of emergency) may require a delayed opening, early dismissal, or school closure. Families are responsible for staying informed of any changes to the school schedule.

1. Notification Process

The District will communicate schedule changes through the following methods:

- **ParentSquare:** Families will receive notifications through phone calls, text messages, emails, and the ParentSquare app.
- **District Website:** School schedule changes and emergency announcements will be posted on the District website. (www.ichabodcrane.org)
- **Local Media:** Local television and radio stations may also announce school delays, early dismissals, and closings.

To help keep phone lines available for emergencies, families are asked not to call the school to confirm weather-related delays or closings unless absolutely necessary.

2. Two-Hour Delay

When the District announces a two-hour delay, the instructional day will begin at 10:00 AM. Students who are driven to school should arrive between 9:45 AM and 10:00 AM.

During a two-hour delay:

- Breakfast is not served.
- Instruction begins promptly at 10:00 AM.
- Lunch will be served on an adjusted schedule.
- Dismissal will occur at the regular time.

3. Scheduled Early Dismissal

On planned early dismissal days (such as Superintendent's Conference Days or staff development days):

- Breakfast is served.
- Lunch is served.
- Students follow an adjusted instructional schedule.
- Dismissal occurs at the published early dismissal time.

4. Emergency Early Dismissal

If school dismisses early due to weather or another emergency:

- The school day will continue until the announced dismissal time.
- Breakfast will be served as usual.
- Lunch may be served depending on the dismissal time.
- Students will follow their regular dismissal plan unless alternate written instructions have been submitted in advance.

If you would like your child to follow a different dismissal plan during an emergency early dismissal, please provide written instructions to the Main Office at the beginning of each school year. The instructions should include:

- The name(s) of the authorized adult(s), if applicable.
- The address where your child should be taken, if different from home.

- A current phone number where you can be reached.

Please note that emergency dismissal instructions must be updated each school year, as instructions from previous school years are not retained.

J. ATTENDANCE PROCEDURES & POLICY

Regular school attendance is essential to student success. We ask families to make every effort to ensure their child attends school each day, arrives on time, and remains in school for the entire instructional day whenever possible. Families are encouraged to schedule vacations, family trips, and other activities during scheduled school breaks whenever possible.



1. Reporting an Absence

If your child will be absent from school for any reason, please complete the [Report an Absence Form](#) located on the District website or contact the Attendance Office at 518-758-7575 x. 6001.

When reporting an absence, please provide:

- Your child's full name
- Teacher's name
- Date(s) of absence
- Reason for the absence

If the school does not receive an absence report or phone call, an automated notification will be sent to the parent/guardian to verify the student's absence.

2. Excused & Unexcused Absences

New York State requires schools to monitor student attendance daily. Absences are categorized as either excused or unexcused.

Excused absences include absences due to:

- Illness
- Medical appointments
- Religious observances
- Other reasons approved by the District

Families should provide appropriate documentation or a written note when their child returns to school.

Unexcused absences include absences due to:

- Family vacations
- Visits
- Day trips
- Shopping
- Other non-school-related activities

The District calendar is available to help families plan vacations and other events around scheduled school holidays and breaks. If you need a printed copy of the calendar, please contact the Main Office.

3. Tardy Arrivals

Students arriving after 8:00 AM. are considered tardy. A parent or guardian must escort the student into the building through the Main Entrance and sign the student in before the student proceeds to class.

Regular, on-time arrival is important so students do not miss valuable instructional time and can begin their school day successfully.

4. Early Dismissals

Whenever possible, early dismissals should be limited to necessary appointments or emergencies. Parents or guardians should notify the school in advance and report to the Main Office with a valid photo ID when picking up a student before the end of the school day.

5. Make-Up Work

For an excused absence, families may request make-up work by contacting the Attendance Office by 10:00 AM. Assignments may be picked up after 2:45 PM, sent home with a sibling or another designated person, or provided when the student returns to school. Students are responsible for completing missed work as directed by their teacher.

For unexcused absences, such as vacations, make-up work will be provided after the student returns to school. Assignments will not be prepared in advance for unexcused absences. Families are encouraged to support continued learning by encouraging students to read, write, and practice skills while away.

6. Attendance Monitoring

The District monitors attendance patterns, including absences, tardiness, and early dismissals, to support student success. Students who miss 10 or more days of school may be contacted by the Building Principal. Additional communication or a meeting with the teacher and Principal may occur when attendance concerns continue.

On average, students miss approximately 4–5 days of school per year. Absences beyond 10 days and excessive tardiness may impact student learning and will be monitored closely.

When attendance concerns arise, the District may work with families to identify supports and address barriers to regular attendance.

7. After-School Activities

Students who are absent from school during the day may not participate in after-school or evening activities/events, including both school-sponsored and non-school-sponsored activities held at the school, unless approved in advance by the Building Principal.



K. BUILDING PROCEDURES & SAFETY

1. Visitor Procedures & Building Access

For the safety and security of our students and staff, all visitors must report to the Greeter Window located in the vestibule upon arrival. Visitors should be prepared to show photo identification and provide the purpose of their visit.

All approved visitors are required to sign in, receive a Visitor Badge, and wear the badge visibly while in the building. Visitors must remain in approved areas of the building and follow all school safety procedures.

Classroom volunteer opportunities must be arranged in advance with your child's teacher to ensure the visit is expected and does not disrupt instructional time. To minimize interruptions to learning, unscheduled classroom visits are not permitted.

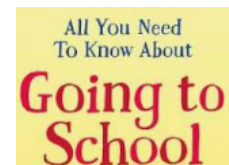
If you need to drop off an item for your child (such as a forgotten lunch, boots, or birthday treats), please bring the item to the Greeter Window in the vestibule. Staff will ensure that the item is delivered to the appropriate classroom. All items should be clearly labeled with your child's name and classroom.

When leaving the building, visitors must sign out and return their Visitor Badge to the Greeter Window.

2. Visitor Parking

Visitors may park in the designated visitor parking areas located in the main parking lot in front of the school.

For the safety of all students and staff, please do not park along the curb area. This area is designated as a fire lane and is also used for bus arrival and dismissal procedures.



L. SCHOOL PROCEDURES & STUDENT INFORMATION

1. Birthday Celebrations

Please contact your child's teacher if you would like to celebrate your child's birthday at school. In most cases, birthdays are recognized during the class snack time on or near the student's birthday.

Due to the increasing number of food allergies and dietary needs among students, families must check with the classroom teacher before sending any food items to be shared with the class. The teacher will provide guidance regarding appropriate treats, approved options, and classroom procedures.

If items are being sent to school, please clearly label them with your child's name and classroom.

2. Lost & Found

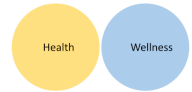
The school maintains a Lost and Found area located in the vestibule for items that have been misplaced. Families are welcome to check this area for missing items such as jackets, sweaters, hats, gloves, lunch boxes, water bottles, and other personal belongings.

Students may also check the Lost and Found during the school day if they are looking for a missing item. Families may send a note or email to the teacher requesting that their child check for a specific item.

Items of greater value, such as eyeglasses, electronics, jewelry, or other personal belongings, are kept at the Greeter Station. If your child has misplaced a valuable item, please contact or visit the Greeter Station for assistance.

To help ensure belongings are returned promptly, please label your child's clothing and personal items with their first and last name whenever possible.

IV. SAFETY TOPICS & STUDENT WELLNESS



A. Clothing and Outdoor Recess Expectations

When selecting clothing for school, please consider your child's comfort, safety, and ability to participate fully in all school activities. Students should be dressed appropriately for the weather and for daily activities, including recess and physical education.

During warmer months, lightweight clothing such as cotton T-shirts, shorts, skirts, and lightweight pants are recommended. Please send a sweater or sweatshirt with your child for cooler mornings, classrooms, and recess times.

During colder months, students should dress in layers and have appropriate outerwear available. A sweatshirt or sweater may be kept in a backpack or cubby in case your child becomes uncomfortable during the school day.

For outdoor recess during snowy or cold weather, students will need:

- Jacket
- Snow pants
- Hat
- Gloves or mittens
- Boots

Even when there is no fresh snow, boots are recommended during wet or muddy conditions to help keep students' feet dry and comfortable throughout the school day.

We highly recommend that students wear sneakers to school daily. Sneakers allow students to safely participate in physical education classes and recess activities when boots are not needed. Families are encouraged to practice shoe tying skills at home; however, Velcro or other easy-to-manage footwear

is always appropriate for students who are still learning.

The District Code of Conduct also includes information regarding appropriate clothing and dress expectations for school.

B. Recess Expectations



Students go outside for recess every day unless weather conditions or safety concerns prevent outdoor play. Families should assume that outdoor recess will occur and send students to school prepared with appropriate clothing each day.

During the warmer months, families are encouraged to apply sunscreen before school. If sunscreen needs to be applied during the school day, families must provide written permission and follow school procedures.

When weather conditions are too cold or precipitation prevents outdoor play, students will participate in indoor recess. Indoor recess takes place in classrooms and may include activities such as games, drawing, building materials, and other classroom activities. Occasionally, students may watch a video during indoor recess. Any videos shown will be age-appropriate and school appropriate.

C. Footwear Expectations

For safety reasons, flip flops are not permitted at school. Students should wear sneakers whenever possible to ensure safe participation in playground activities and physical education classes.

Sneakers are required for physical education classes and are strongly recommended for daily school wear.

D. Animals & Pets at School

For safety and health/allergy reasons, animals and pets from home are not permitted at school.

Pets and other animals may not be brought from home for “show and tell” or other classroom activities. Any classroom visits involving animals must be approved and coordinated through the school in advance to ensure the safety and comfort of all students.

IV. HEALTH SERVICES



A. Health Office Staff

The Primary School Health Office is staffed by:

School Nurse: Mrs. Faith Kubow, RN (x. 6304)

Health Aide: Mrs. Stephanie Howe, Health Aide (x6021)

The Health Office provides services to support the health, safety, and well-being of all students.

Health office duties include:

- First Aid
- Medication administration with a health provider's written order and written consent of the parent/guardian. Medication must be delivered directly to the School Nurse by the parent/guardian.
- Maintenance of each student's cumulative health record including but not limited to:
 - Immunization records
 - Physicals
 - Dental certificates
 - Health history
- The registered Professional Nurse provides guidance and health counseling to teachers and parents on an individual basis.
- The Registered Professional Nurse serves as a liaison to many community services available.
- Maintenance of optimal health through:
 - Vision screening: including near vision and color perception
 - Hearing screening
 - Growth measurements
 - Teacher observation and conferences
 - Creating individualized health care plans for students with health issues/concerns
 - Maintenance of Emergency Information

In the event of an illness or school community emergency, we make every effort to notify the parents immediately.

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

B. Communicable Disease Control

The first stage of many illnesses may begin with symptoms similar to a common cold. As a safeguard for all students and staff, children should remain home if they are experiencing any of the following symptoms:

- Flushed face or signs of a high temperature
- Runny nose, cough, or sneezing
- Sores around the mouth
- Skin rash or peeling
- Swollen glands

Please keep the school informed of any documented contagious disease your child may have.

Students may return to school after they have been free from vomiting, diarrhea, or fever for 24 hours

without the use of medication.

Students will be excluded from school for the following conditions:

- Temperature of 100 degrees or higher
- Suspected head lice, live lice, or nits (lice eggs)
- Suspected scabies and/or unidentified skin rash
- Suspected conjunctivitis (pink eye)
- Suspected impetigo (infected sore)
- Vomiting
- Diarrhea

Families should have a plan in place for transportation home if a child becomes ill during the school day. Students will not be permitted to remain at school with the conditions listed above.

C. Head Lice Procedures

The Health Office, teachers, and school administration work together throughout the school year to help prevent and control the spread of head lice.

We will do classroom “head-checks” in the event lice was found in the classroom. Students with signs of head lice will be sent home for treatment and removal of nits. All siblings will also be checked.

Parent/Guardian must escort the student back to school for re-evaluation prior to riding the bus or returning to the classroom. Encourage the following practices and reinforce them with the students:

- Do not allow students to share hairbrushes, combs, hats, headgear, or headphones
- Encourage them to keep long hair pulled back in braids.

D. Health Documents and Immunizations

New York State requires specific health documentation for students entering school.

Families must provide:

- Proof of age (birth certificate, baptismal certificate with date of birth, or passport with date of birth)
- Required immunization records

Required immunizations include:

- Polio (IPV)
- Diphtheria, tetanus, and pertussis (DTP/DTaP/Td)
- Measles, mumps, and rubella (MMR)
- Varicella (chickenpox)
- Hepatitis B

Medical exemptions from immunization requirements are permitted only when documented by a physician. The physician’s documentation must include the medical reason for the exemption.

E. School Physicals

New York State Education Law requires health examinations for new entrants and students in grades Pre-K or Kindergarten, 1, 3, 5, 7, 9, and 11.

Physical examination forms must be submitted to the Primary Building Health Office by October 2. If a required physical examination form is not received, your child may be scheduled for a physical appraisal by the school physician.

Families with appointments scheduled after October 1 should notify the Health Office.

F. Dental, Vision, and Hearing Screenings

New York State requires schools to support student health through dental, vision, and hearing screenings.

A dental certificate may be requested for school entry and at designated times during a child's school career.

The Health Office conducts vision and hearing screenings each school year. Families will be notified if screening results indicate the need for further evaluation by a healthcare provider.

G. Medication Administration

Health Services operates under New York State Education Law. To ensure student safety and comply with regulations, the following procedures are required for medication administration during school hours:

1. All medication must be delivered directly to the School Nurse by a parent/guardian. Students may not transport medication to or from school.
2. The School Nurse must have a written order from the student's healthcare provider indicating the medication, dosage, and frequency.
3. The School Nurse must also have written permission from the parent/guardian authorizing administration of the medication.
4. All medications require a healthcare provider's written order, including over-the-counter medications, topical creams, lotions, and cough drops.
5. Medication should be sent only in the amount needed for the time it will be administered at school.
6. Medication will be stored in the Health Office. Parents/guardians are responsible for picking up any unused medication.
7. Prescription medications must be provided in the original prescription container labeled with the student's name and current medication information.
8. Over-the-counter medications must be provided in the original manufacturer container labeled with the student's name.
9. Students who take medications during the school day may need to take these medications with them on a class field trip. Depending on the doctor's orders, the type of medication and the need for the medication, the School Nurse will make appropriate arrangements with the teachers and chaperones for administering the medication while out of the school building.

H. Medical Excuses for Physical Education and Recess

A written note from a parent/guardian may excuse a student from Physical Education and/or recess for up to two consecutive missed classes.

If a student is excused from Physical Education, they will also be excused from recess for the duration of the excuse.

For three or more consecutive missed classes/days, a written note from a physician is required. The note must include a specific date indicating when the student may return to Physical Education and recess.

I. Food Allergy Plans and Health Concerns

Some students may have allergies, medical conditions, or health concerns that require individualized care plans.

Common allergies include:

- Peanuts and tree nuts
- Milk
- Eggs
- Wheat
- Other food or environmental allergens

When necessary, the Health Office will work with families, teachers, and appropriate staff members to develop a plan to support the student's health and safety at school.

Examples may include:

- Individualized medical care plans
- Classroom accommodations
- Peanut-free classroom areas
- Designated cafeteria seating arrangements

Families should not send classroom snacks or treats containing allergens when a student's care plan requires restrictions. Please contact the School Nurse with questions regarding health plans or allergy concerns.



V. TEACHING, LEARNING & STUDENT SUPPORT

A. Grade Level Curriculum Guides

Grade level curriculum guides provide families with an overview of the skills, concepts, and learning experiences students will engage in throughout the school year. Families will receive a copy of the curriculum overview for their child's grade level at Open House, which is held near the beginning of the school year.

These guides are intended to help families better understand classroom learning and support their child's educational journey.

B. Open House

Open House is held each school year near the beginning of the school year and provides families with an opportunity to become familiar with our school community and their child's learning environment.

Two separate Open House evenings are held:

- Kindergarten and Grade 2
- Grades 1 and 3

During Open House, families are encouraged to visit the school with their child, explore the building, and meet the teachers and staff members who support their child's education. Families will have the opportunity to meet classroom teachers, special area teachers (Art, Music, Library, and Physical Education), and other staff members who work with students throughout the school day.

Teachers will share important classroom information, daily routines, grade-level expectations, and curriculum guides. Families will also receive information regarding homework expectations, classroom communication, and scheduling for fall parent/guardian conferences.

Please note that Open House is not intended for individual parent/guardian conferences. Instead, it is an opportunity for students to proudly share their classroom with their families while families become familiar with the educational experiences and opportunities available at the Primary School.

Families are welcome to bring all members of their household. The PTA also sponsors a Book Fair during Open House to support student reading and our school library.

C. Homework

While your child is a student at the Primary School, some of the most important skills they will develop are reading, writing, and mathematics.

Families play an important role in supporting their child's learning at home. Regular practice helps students strengthen skills learned at school and build confidence as learners.

Students are encouraged to read at home five days per week for at least 20 minutes each day. Reading may include independent reading, reading with a partner, or being read aloud to by an adult.

Kindergarten: Reading may include listening to a read-aloud, reading with an adult or partner, and beginning to practice independent reading skills.

Grade 1: Students should work toward spending part of their 20 minutes reading independently.

Grade 2: Students should spend the majority of their 20 minutes engaged in independent reading. Independent reading may include reading aloud to an adult or reading silently.

In addition to reading, practicing writing skills and foundational math concepts at home is encouraged. Math practice may include number recognition, fact fluency, and applying math skills to

everyday situations.

Our goal is to partner with families to help students develop strong learning habits and a lifelong love of learning.

D. Report Cards

Report cards are issued four times each school year during the months of November, January, April, and June. Our report cards are standards-based, meaning they provide information about your child's progress toward meeting the New York State Learning Standards and grade-level expectations.

The first report card is shared with families during fall parent/guardian conferences. The remaining report cards are sent home with students approximately one week after the close of each marking period.

Families are encouraged to review their child's report card and contact the classroom teacher with any questions regarding their child's progress.

E. Parent/Guardian Conferences

Formal parent/guardian conferences are scheduled for all students at the end of the first marking period. These conferences typically take place in November and are listed on the school calendar.

During Open House, teachers will provide families with information about scheduling a conference time. This dedicated conference allows families and teachers to discuss student progress, strengths, goals, and strategies to support continued growth.

Additional parent/guardian conferences may be scheduled throughout the school year as needed. Conferences may be requested by either the family or the teacher whenever additional communication or collaboration would be beneficial.

F. Committee on Special Education (CSE)

The Committee on Special Education (CSE) Office is located at the Primary School. The Director of Special Education is Peg Warner.

When a student demonstrates a need that may qualify them for special education services or programming, a referral may be made to the Committee on Special Education for evaluation. The Committee, including the parent or guardian, works together to determine the most appropriate program, services, or placement to meet the student's individual needs.

G. Educationally Related Services

The Primary School offers a variety of educational support services designed to meet the individual needs of students. These services are available to students who meet the eligibility criteria for each program.

Available services include:

- Speech and Language Therapy
- Occupational Therapy (OT)

- Physical Therapy (PT)
- English Language Learners (ELL)/English Language Development (ELD)
- Reading Support (Grades 1–3)
- Math Support (Grades 1–3)
- Response to Intervention (RtI)

H. Enrichment Opportunities

The Primary School is committed to meeting the needs of all learners by providing enriching educational experiences throughout the school day. Classroom teachers differentiate instruction to meet students' individual learning needs and provide opportunities for students to extend their thinking, develop new skills, and engage in meaningful learning experiences.

In addition to classroom enrichment, students may participate in grade-level enrichment opportunities designed to encourage creativity, critical thinking, problem-solving, and a love of learning.

Current enrichment opportunities include:

- Explorer's Reading Club (Grade 2)
- Passport Readers Club (Grade 3)

Additional enrichment opportunities may be offered throughout the school year based on student interests and program availability.

I. Student Support Staff

The Primary School is fortunate to have a full-time School Counselor, School Psychologist, and School Social Worker who work collaboratively with students, families, and staff to support student success.

1. School Counselor

The School Counselor provides short-term and long-term counseling services to students. The counselor assists students with transitioning to school, developing positive peer relationships, coping with personal or family challenges, and building social-emotional skills. The counselor also monitors student attendance patterns and provides classroom lessons and schoolwide programs that promote positive social-emotional development.

2. School Psychologist

The School Psychologist works closely with the District's special education program and is responsible for conducting evaluations for students referred for special education services. The School Psychologist also collaborates with teachers and families to support student learning and behavior, assists in identifying students with educational needs, provides consultation, facilitates social skills groups, and offers counseling services when appropriate.

VI. CAFETERIA, NUTRITION & WELLNESS



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 habits and physical activity.

The District Wellness Policy reflects the District's commitment to student health and wellness. The District engages students, parents/guardians, 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 complete District Wellness Policy is available on the District website.

Key components of the District Wellness Policy include:

- Encouraging the use of non-food rewards whenever possible
- Offering healthy snack options during classroom celebrations and events
- Providing opportunities for students to drink water throughout the school day
- Promoting appropriate handwashing practices
- Providing healthy food choices through the school lunch program
- Providing opportunities for students to engage in daily physical activity, including recess

B. School Meals & CEP Household Eligibility Forms/Confidentiality

The Ichabod Crane Central School District participates in the Community Eligibility Provision (CEP) of the National School Lunch Program, which allows all students to receive meals at no charge during the school year.

Families are encouraged to review the CEP Household Eligibility Application and income guidelines. Although meals are provided at no charge, this form helps determine eligibility for additional state and federal program benefits that students may qualify for. These benefits may include fee waivers for SAT and AP exams, college tuition costs through college-in-the-high-school programs, college application fees, and other qualifying supports.

All information provided on the CEP Household Eligibility Application is kept strictly confidential. Only one application is required per household each school year.

CEP Household Eligibility Application forms are available through the Main Office of each school and on the District website. Families are encouraged to submit completed forms before the beginning of the school year; however, applications may be submitted at any time during the school year.

Completed forms should be submitted to the District Office as directed on the application.

C. Lunch and Breakfast Menus

Primary School breakfast and lunch menus are sent home with students at the beginning of each

month. Menus are also available on the District website.

Meal prices and additional food service information are available through the District Food Service Department.

D. Cafeteria Expectations

The cafeteria is an important part of the school day where students have the opportunity to enjoy a meal, socialize with classmates, and practice responsibility, independence, and good manners.

Students are expected to:

- Use appropriate table manners and respectful behavior.
- Follow directions from cafeteria staff and supervising adults.
- Keep their eating area clean.
- Dispose of trash and recycling appropriately.
- Respect the space, belongings, and personal space of others.

Students are encouraged to make healthy food choices and take the time needed to enjoy their meals. The cafeteria is a shared space, and students are expected to help create a safe, welcoming, and respectful environment for everyone.

E. Point of Sale Prepayment System

The Ichabod Crane Food Service Program utilizes a Point of Sale (POS) system in each cafeteria. This system allows families to deposit funds into their child's personal account, reducing the chance that money is forgotten, lost, or misplaced.

Funds may be added to a student's account by:

- Check
- Cash
- Online payments through MySchoolBucks

The MySchoolBucks system is available through the District website or directly through the MySchoolBucks website.

Students may still pay cash at the register; however, the POS system allows purchases to be deducted from the student's account, helping cafeteria lines move more efficiently and providing students with more time to eat.

Students receive a student ID number for their lunch account. Students continue to use the same ID number each school year.

Students enter their ID number at the point of service (register) when purchasing meals. Families are encouraged to remind students that lunch account numbers should only be used in the cafeteria and should not be shared with other students.

Questions regarding food service may be directed to the Food Service Director at cwills@ichabodcrane.org.

F. Classroom Snack Time

Students are provided approximately 10–15 minutes for snack time in their classroom each day.

Families may send water or juice along with a healthy snack to help students stay energized until lunch or dismissal.

Some teachers may organize a shared classroom snack where families contribute snacks for the group. Families should follow classroom guidelines and consider student allergies and dietary needs when sending food items.

It is important for families to be aware of classroom restrictions, such as peanut-free classrooms or other allergy-related limitations, to help ensure the safety of all students.

G. Classroom Snacks and Birthday Celebrations

Due to the increase in food allergies and dietary needs among students, families must check with the classroom teacher before sending any food items to be shared with the class.

The teacher will provide guidance regarding appropriate options and classroom procedures.

If items are being sent to school, please clearly label them with your child's name and classroom.

Birthday Celebrations

Please contact your child's teacher if you would like to celebrate your child's birthday at school. In most cases, birthdays are recognized during class snack time on or near the student's birthday.

The District encourages inclusive celebrations that consider the health and dietary needs of all students.

VII. STUDENT BEHAVIOR & CODE OF CONDUCT

A. Code of Conduct Policy

The District is committed to maintaining a safe, respectful, and positive learning environment for all students. The District's Code of Conduct outlines expectations for student behavior, student rights and responsibilities, and the consequences for violations of these expectations.

The complete Code of Conduct Policy is available on the District website at www.ichabodcrane.org.

At the beginning of each school year, families will receive information regarding the Code of Conduct and will be asked to review the policy and acknowledge receipt by completing and returning the required form.



B. School-Wide Behavior Expectations

At the Primary School, we believe that all students can learn and demonstrate positive behaviors that help create a safe, respectful, and welcoming school community. Students are expected to follow our school-wide expectations:

Respect Others

- Treat classmates, teachers, staff, and visitors with kindness and respect.
- Use respectful words and actions.
- Listen to others and consider their feelings and ideas.

Respect Yourself

- Make safe and responsible choices.
- Take pride in your work and your actions.
- Try your best and be ready to learn.

Respect Our School and Tools

- Take care of our classrooms, school building, playground, materials, and equipment.
- Use school supplies and technology appropriately.
- Help keep our school clean and safe.

Students are also expected to:

- Follow directions from adults.
- Keep themselves and others safe.
- Be responsible for their choices.
- Demonstrate appropriate behavior throughout the school day.

C. Positive Behavior Supports

The Primary School recognizes and celebrates students who demonstrate positive choices and contribute to our school community. Staff members support students by teaching, modeling, and reinforcing expected behaviors throughout the school day.

Positive behavior supports may include:

- Teaching and practicing school-wide expectations.
- Recognizing students for demonstrating respectful, responsible, and safe behaviors.
- Providing classroom and school-wide opportunities to celebrate positive choices.
- Highlighting and celebrating monthly character traits that help students develop positive relationships, make responsible decisions, and contribute to our school community.

Monthly Character Traits

Each month, the Primary School focuses on a character trait that encourages students to practice positive behaviors and reflect on how their choices impact themselves and others.

September – Acceptance
October – Responsibility
November – Gratitude
December – Generosity
January – Honesty
February – Respect
March – Helpfulness
April – Perseverance
May – Friendship
June – Kindness

D. Student Conduct on School Property & During School Activities

Students are expected to follow school expectations throughout the school day and during all school-sponsored activities, including:

- Arrival and dismissal procedures
- Classroom activities
- Cafeteria and recess
- Assemblies and special events
- Field trips and off-campus activities

Students are expected to represent the Primary School positively by making safe, respectful, and responsible choices at all times.

VIII. TRANSPORTATION



A. Bus Routes

Bus routes, including student pick-up and drop-off times, are assigned and posted by the Transportation Department before the start of the school year. Bus route information is available on the District website during the week before school begins.

Families with specific transportation questions may contact the Transportation Department [here](#) or call 758-7575 Ext 3551.

In the morning, all buses stop at the Primary School to drop off students. At the end of the school day, students are dismissed to their assigned buses. Students are called to their buses using the PA system and are escorted to the buses by teachers and/or teaching assistants. Staff members are stationed in the hallway, at the curb, and along the sidewalk to assist students in safely locating and boarding their buses.

Families are encouraged to download the My Ride K-12 app for the most up-to-date bus route information. Additional transportation information is available on the District website.

B. Bus Passes and Transportation Changes

For safety and consistency, permanent bus transportation changes are limited to up to:

- Two AM pick-up locations
- Two PM drop-off locations

Families should provide at least one week's notice when requesting a change to a permanent bus location.

All transportation changes must be submitted in writing using the [Permanent Location Form](#). Verbal requests for transportation changes will not be accepted.

Daily bus passes are not permitted except in emergency situations approved by the Building Principal.

If an emergency request is received close to dismissal and cannot be accommodated safely, the student will be held for parent/guardian pick-up.

C. Getting Off the Bus

The safety of our students is our highest priority. For Primary School students (Grades K-3), bus drivers will not permit students to exit the bus at their stop unless a parent/guardian or designated adult is present.

Students may only exit the bus without an adult present if written permission has been provided by a parent/guardian.

If a parent/guardian or designated adult is not present at the bus stop, the student will be returned to the Primary School. A parent/guardian or designated adult will then need to pick up and sign out the student from the school.

Please note: If you come to the Primary School to pick up your child while buses are loading, you must enter the building and sign your child out through the Main Office. Staff will notify the bus and assist with getting your child. Parents/guardians may not take students directly from the bus.

D. Bus Safety & Referrals

Students are expected to follow all bus safety rules and demonstrate respectful behavior while riding the bus.

When a student's behavior creates an unsafe environment for themselves or others, the bus driver and/or Transportation Department may issue a bus referral.

Bus referrals are forwarded to the Building Principal. The Principal will review the incident with the student and communicate with the parent/guardian regarding the concern and any follow-up action.

E. Transportation Lost & Found

The Transportation Department maintains a Lost and Found area at the bus garage for items left on buses, such as hats, gloves, and other personal belongings.

Families are welcome to check the Lost and Found area for missing items.

Items of greater value, such as electronic devices or other expensive personal belongings, are kept by the bus dispatcher. Families may contact the Transportation Department to inquire about missing valuable items.



IX. FAMILY INVOLVEMENT

A. Parent-Teacher Association (PTA)

The Primary School and Elementary School are fortunate to have an active and supportive Parent-Teacher Association (PTA). The PTA works collaboratively with the schools to provide engaging opportunities and experiences for students and families throughout the school year.

The PTA sponsors a variety of family events and activities, including:

- Trunk or Treat
- Movie Nights
- Craft Events
- Cupcake Wars
- Family engagement activities
- Other community-building events

In addition, PTA volunteers provide valuable support during school events such as:

- First Day of School
- School Picture Day
- Kindergarten Screening
- Teacher Appreciation activities
- Other school-sponsored events

To support these programs and activities, the PTA conducts fundraisers throughout the school year.

Parents and guardians are encouraged to become involved by attending meetings, volunteering, or participating in PTA-sponsored events.

PTA Meetings

PTA meetings are held on the second Wednesday of each month at 7:00 p.m. in the Middle School Library.

Annual membership dues are \$10 per family (or whatever your PTA charges—I'd verify whether it's

per family or per individual). Families may join during Open House, at any PTA meeting, or by contacting the PTA President.

B. Home-School Partnership

Families play an important role in supporting student success. A strong partnership between home and school helps students feel connected, supported, and ready to learn.

Families can support this partnership by:

- Maintaining open communication with teachers and school staff.
- Reading school communications and staying informed about important updates.
- Attending school events and conferences.
- Encouraging positive learning habits at home.
- Supporting school expectations and encouraging responsible choices.

The Primary School values the partnership between families and staff and appreciates the many ways families contribute to our school community.

C. Volunteering & Family Participation (if applicable)

Families are encouraged to participate in school activities and events throughout the year. Volunteer opportunities may include supporting classroom activities, special events, celebrations, and school-wide programs.

All volunteers must follow school visitor procedures and any required safety guidelines. Volunteer opportunities should be arranged in advance with the classroom teacher or school office.



X. FIELD TRIPS & SPECIAL EVENTS

A. Field Trips

Field trips provide students with opportunities to extend classroom learning through meaningful, hands-on experiences. All field trips are planned to support curriculum goals and provide students with additional opportunities to explore, learn, and make connections beyond the classroom.

Field trip planning includes:

- Field trips are planned and budgeted during the school year prior to the trip whenever possible.
- Permission slips must be completed and returned prior to the scheduled trip.
- Teachers will provide families with information regarding the date, location, purpose, transportation, and any items students may need to bring.
- Teachers will review student expectations and safety procedures prior to each trip.

Health & Safety Considerations

- Teachers will work with the Health Office to review student medical needs, including medications, allergies, and health care plans, prior to field trips.
- Students requiring medication during a field trip must follow the same medication procedures used during the school day.
- Appropriate supervision will be planned to ensure student safety.

Chaperones

- Parent/guardian volunteers may be invited to assist with field trips as needed.
- Chaperones must follow all school expectations and supervision guidelines.
- Chaperones will receive information regarding responsibilities and student safety expectations prior to the trip.
- Chaperones will ride school transportation unless otherwise approved.

B. Special Events & School Celebrations

Throughout the school year, students participate in a variety of special events and activities that support learning, school spirit, and our sense of community.

Special events may include:

- School assemblies and presentations
- Classroom celebrations
- Seasonal activities
- Family events
- Grade-level activities
- School-wide celebrations

Families will receive information about special events through school communication platforms, including ParentSquare, newsletters, and teacher communication.

XI. DISTRICT POLICIES & ADDITIONAL INFORMATION (if needed)



A. Dignity for All Students (DASA)

The Dignity for All Students Act (DASA) is a New York State law that promotes a safe, supportive, and respectful school environment for all students. The law protects students from discrimination, harassment, intimidation, taunting, and bullying on school property, on school transportation, and at school-sponsored activities.

The Primary School is committed to ensuring that all students feel safe, valued, and respected. Families are encouraged to report any concerns related to bullying, harassment, or discrimination to the school. Reports may be made to the school office, a teacher, counselor, or administrator.

The formal DASA complaint form is available on the District website [here](#).