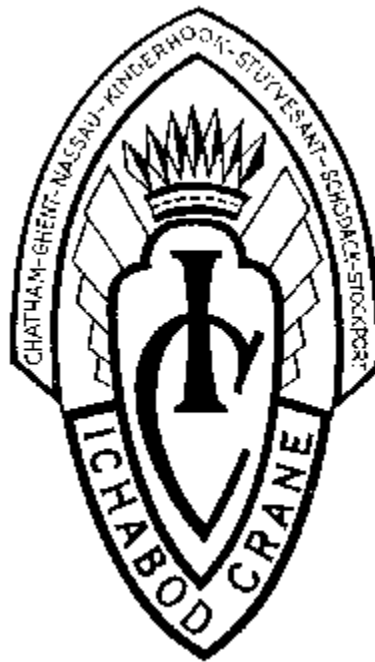


ICHABOD CRANE HIGH SCHOOL

PARENT/STUDENT HANDBOOK



Craig T. Shull - Principal
Daniel Farley - Assistant Principal

Phone: 518-758-7575-Ext 4001
Fax: 518-758-2181
www.ichabodcrane.org

MISSION STATEMENT

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

The Ichabod Crane Central School District hereby advises students, parents, employees, and the general public that it offers educational opportunities including vocational opportunities without regard to sex, race, color, national origin, handicap or religion. Inquiries regarding this non-discrimination policy may be directed to: Title IX Compliance Officer, Melissa Murray, Principal APPR Curriculum/Instruction, Valatie, NY 12184 (518) 758-7575 and Section 504 Compliance Officer, Robert McCloskey, Director of Special Education, Ichabod Crane Central School District, Valatie, NY 12184 (518) 758-7575. A copy of the "In Compliance with Section 1.4 (a)" is available in the Superintendent's Office.

Announcements: Announcements are made daily at the High School in the morning during homeroom. Students should take the responsibility to listen quietly and carefully so as not to miss information that may be important to them. Upcoming events, information on clubs and activities, cancellations and other valuable information are given to the students at this time.

Athletics: Ichabod Crane has an extensive Interscholastic Athletic Program. High School students may try out for Junior Varsity and Varsity teams. Students who are successful in becoming a member of one of these teams, are expected to maintain good academic progress and to behave in an appropriate manner at all times, both in school and in public. These students are not only subject to the Code of Conduct, they are also subject to the provision of the Athletic Code of Conduct and the Extra Curricular Eligibility Policy. These policies can be found on the "Board of Education Index of Policies" page on our district website.

Attendance: Regular attendance in all classes is important. The district has a Board of Education Approved Attendance Policy, which is available on the district website.

Backpacks: Students in high school are permitted to carry backpacks during the school day. In the some instances, an administrator may conduct a search of a student's backpack when necessitated by reasonable suspicion.

Building Hours: School hours are 7:35 a.m. to 2:16 p.m. daily. The office is open from 7:00 a.m. to 4:00 p.m. daily. The building is generally open until 9:00 p.m.

Buses: Buses are provided to transport your child to and from school. If you have any questions, please give transportation a call at 758-6996. Late buses are provided on Monday, Tuesday and Thursday for students staying after school for activities or extra help. All students must sign up for the late bus bus in the main office by 1:00 pm. During the January and June exam periods special schedules are developed and announced to students.

Bus Behavior: *See Code of Conduct.*

Bussing:

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

Any questions regarding transportation and bussing can be directed to the main office.

Calendars: The school calendar is available on our district website. The web address is www.ichabodcrane.org. It contains a great deal of information regarding about events taking place throughout the school year.

Calling in Absences: If your child is going to be absent from school, we ask that you call the Attendance Office (758-7575 x4001) any time before 8:30 a.m. on the morning of the absence.

Cameras: The taking of any unauthorized photo of any person or object, using any type of camera and/or electronic device during the school day is prohibited. Those found taking such photos may face disciplinary and/or appropriate legal action.

Cell phones: Unauthorized possession or use of cell phones is prohibited during the school day. If cell phones are observed to be out or in use without permission, staff will confiscate them and turn them in to the main office. In most cases students may pick them up at the end of the school day. Students who refuse to turn over their cell phone will face disciplinary action for insubordination. However, parents are required to pick the phone up from the office if it is confiscated a third time, and every time thereafter.

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

The District Code Policy or Code of Conduct is available on the district website.

Computers: Students are issued an ID number and password to allow them to access school computers for appropriate school related purposes. Students will have supervised access to computers in the library, computer labs, and portable laptops.

Students who attempt to use unauthorized electronic devices to gain access to the District computer network and/or the internet will have their computer account disabled for an undetermined period of time and may face disciplinary and/or appropriate legal action. The distribution of text or pictures, which are deemed to be inappropriate for school, will result in disciplinary and/or appropriate legal action.

ConnectEd: ConnectEd is the district-wide communication system. The system is utilized periodically during the year to notify parents of special events and to remind them of events such as the distribution of report cards. It is also used to notify parents of the absence of their child on a daily basis.

Custodial and Non-Custodial Parents: If both parents are not residing at the same physical address, but wish to receive copies of progress reports, report cards and other correspondence generated from the office, please provide the main office with any/all additional names and addresses. If the non-custodial parent wishes to be called in the case of discipline matters, we will need specific contact information as well. The non-custodial parent should also provide his/her child's teachers with up-to-date contact information if he/she wishes to receive information or to set up conferences.

It is critical that the school have current legal documents regarding custody or visitation on file. If any changes are made during the school year, please be sure to provide the main office with a copy of the new information.

Detention: Detention is one of the possible consequences students face for not adhering to the Code of Conduct. Detention is typically given during lunch and may be held with a teacher or in the ISS or Lunch Detention rooms. After school detention can be given to students at agreed upon times between parents/guardians and High School staff.

Discipline: When students at the High School behave in an inappropriate manner, they may receive a referral. An administrator will review the referral and speak with the student and any other parties involved (teachers, staff and/or other students). An appropriate consequence will be assigned to the student in accordance with the Code of Conduct which is available on the district website.

Dress Code: Students may not wear head coverings or outerwear (jackets or coats) in school or bring to wear in school other clothing items, knapsacks or jewelry that bear wording or pictures that depict, promote, advertise or encourage the use of drugs, alcohol, tobacco products, weapons, violence, obscene language, sexual conduct, ethnic/gender bias or prejudicial statements or that is in any way demonstrably disruptive of the educational program.

Students may not wear revealing clothing including but not limited to: halter tops, beachwear, clothing made of mesh material, oversized tank tops, tops which expose the midriff, or pants with side seams cut open. Pants worn so that undergarments are exposed will not be permitted. The wearing of hanging chains from pockets and the wearing of spiked collars, spiked rings and spiked bracelets are potential hazards and are not allowed. Head coverings, coats, jackets, and other types of outerwear are to be kept in lockers and not worn during the course of the school day.

Students must comply with the dress code for physical education class.

Students are not to wear hats or head coverings in school. If they are wearing hats, they may be asked to turn them over to school personnel. The hat is normally returned at the end of the school day. Students who refuse to remove or to turn over their hat will face disciplinary action for insubordination.

Electronic Devices: Unauthorized use or possession of electronic devices (including but not limited to: radios, tape recorders, electronic games, iPod or MP3 type devices, pagers, laser pointers, cell phones, electronic devices capable of taking or transmitting pictures or other similar devices) is prohibited during the school day. Students found using such devices may have them confiscated. Students who refuse to turn over their device will face disciplinary action for insubordination.

E-mail: E-mail is an excellent way to communicate with your child's teachers. Many teachers will advise you of their e-mail address during the first few days of school.

Emergency Cards: Students will bring a student profile/demographic sheet home on the first day of school for you to fill out and return to school as quickly as possible. The profile sheet will be used to update the student information system. It is very important to include as much current information as possible as this is our sole means of knowing whom to contact in case of an emergency. It will also let us know who has permission to pick up your child from school. Should an address or phone number change during the year or you wish to add or remove people on the list, please be sure to advise us of these changes immediately. Anyone *NOT* on the profile will not be permitted to pick up your child from school without a note from you and proper identification.

Emergency delays/closings: Should school be closed or delayed due to weather or other emergency, parents will be contacted via phone over the ConnectEd system. Announcements will also be on the major TV and radio stations and websites.

Extracurricular Activities: All students are encouraged to participate in extracurricular activities. A list of extracurricular activities may be obtained from the main office. Students who participate in any of these activities are subject to the BOE approved Academic Eligibility Policy.

Final Exams: Final exams will be given at the end of a course of study. Teachers will advise when these exams will be held.

Food Service: Breakfast and lunch are available to students daily.

Graduation: The annual Graduation Exercise is traditionally held in the evening on the last Friday in June. Only students who have earned the proper number of credits are allowed to participate in Graduation. Weather permitting, the event is held outside and seating is unlimited. In the event that it must be held inside, seating is limited and entry is allowed only with a ticket. Each student is provided with a limited number of tickets. Additional tickets are provided to all who request them (with the appropriate form) so as to allow each request to get at least one additional ticket.

Guest Passes: Students wishing to have a student from another school attend a non-public high school event, are required to submit a completed Guest Pass Request form from the main office. Such requests require prior administrative approval from the guest's home school and from ICHS. The administration reserves the right to deny the request for guests deemed not to be age appropriate to attend a function. Guest pass requests must be received in the main office at least **two** school days prior to the date of the visitation.

Guidance and Counseling: In the high school, students are assigned to one of three counselors based on their last name. Students are encouraged to consult with their counselor for academic assistance as well as any time they have a problem or concern. Parents/Guardians are also encouraged to contact their child's counselor any time.

The Guidance Office is open daily from 7:30 A.M. until 3:30 P.M. and the telephone number is 758-7575x4008.

Health Services: We have a Registered Nurse on duty in the high school during the school day. Should your child become ill at any point during the day, they should request a pass to go to the nurse's office where they will be evaluated. If they need to go home, a parent/guardian will be contacted. *Students should go to the nurse and not call from their classrooms to be picked up.* If your child requires daily medication, the nurse will keep it secured in her office and administer it to your child at the appropriate time(s). Students are not permitted to carry their own medications.

Homeroom: All students are expected to be in their assigned homeroom at 7:42 a.m. for morning attendance and announcements. There are warning bells each morning at 7:35 a.m. and 7:40 a.m.; which serve as notification for students to be moving to homeroom. Students who are not in homeroom on time will be sent to the library to sign in and are considered tardy for the day. All students are assigned to a grade appropriate homeroom when they enroll at the high school. Assuming normal academic progression, they will continue to be assigned to the same homeroom for their entire four years in high school.

Homework Requests: If you wish to obtain homework for your child during an absence, please call the office prior to 9:00 a.m. Your request will be forwarded to your child's teachers via e-mail. Any work that is provided will be available in the main office after 2:30 p.m. The Main office is open until 4:00 p.m. on regular school days.

Progress Reports: Progress reports are issued to the students at approximately the mid-point of each academic quarter. Specific dates are listed on the school calendar and the Ichabod Crane website.

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

Lateness / Tardiness: *See Sign In*

Lockdowns: In certain emergency situations, the high school may be placed in Lockdown. During Lockdown, no unauthorized personnel may enter the building and no one is allowed to leave. Also, during Lockdown, all persons in the building are required to remain in place and follow prescribed safety protocols. Such protocols are in place to provide for the safety of all in the building. High on the list of such protocols is the unauthorized use of cell phones by students. Students who fail to follow the prescribed safety protocols may face disciplinary action.

Lockout: Certain emergency situations may require that the school be placed in Lockout. During Lockout, no unauthorized personnel may enter the building and students will not be dismissed.

Lockers: Students are assigned a hall locker and a lock when they enter grade 9. The assignment is for their entire career at the high school. Students are required to keep their locker locked at all times. They should neither share a locker nor tell others the combination to their lock. The student to whom the locker is assigned is responsible for all of the contents of the locker. Only school-provided locks are to be used, school personnel will remove all others. If a student loses his/her lock, they **must** purchase a replacement from the main office. At the end of the school year, students are to completely clean and remove everything, including stickers and writing from their lockers.

The lockers are the property of the School District and may be opened by the school administration at any time without notice.

Lost and Found: Found items are kept in the Nurse's Office. Unclaimed items are given to charity at designated times through the year. Students who have misplaced an item should check Lost and Found regularly.

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

Open House: At the beginning of each school year, we hold our Open House to welcome parents. Due to large turnouts, we request that only parents attend. You will have an opportunity to briefly meet your child's teachers and learn about what their school year will be like. While you may have attended an Open House in the past, we encourage you to come to the current one to ensure you receive important information pertaining to this particular school year.

Parent Conferences: Parents are encouraged to request conferences with any or all of their student's teachers at any time. Additionally, the school schedules time for conferences after the first quarter report cards have been issued (see school calendar). To arrange for a conference, you may contact the teacher directly or by contacting your student's Guidance Counselor.

Plagiarism: Plagiarism of any type is not allowed at the High School. If detected the student may have their grade on the assignment lowered.

Planners: Incoming 9th grade students will be provided with a planner on the first day of school. Students are expected to use their planners for recording daily assignments.

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

Regents Examinations: In January and June, students who are eligible to take Regents exams may do so in select courses. Students not scheduled to take an exam should not report to school during "Regents Week.". The schedule for these exams will be posted on the district website.

Report Cards: Report cards are issued to students quarterly. Please check the school calendar or the district website for the exact dates the report cards will be issued.

Schedules: Student schedules will be given out on the first day of school. The regular daily schedule at the high school begins with Homeroom at 7:42 a.m. The last class of the day dismisses at 2:16 p.m. Additional copies of schedules may be obtained from the Guidance Office.

Security: Your child's safety and security are of the utmost importance. For security purposes, all doors to the High School are locked at 7:35 a.m. Everyone entering the school must first stop at the Greeter Station to sign in. If you are planning to sign out a child, we ask that you please bring photo identification with you (driver's license). To enter the building after the doors are locked, you must be buzzed in by the greeter. Video surveillance may also be used.

Signing In: Students who arrive late to school must sign in at the Greeter Station. Students should present a note explaining the reason for being late. Students who are accompanied to the Greeter Station by a Parent/Guardian do not have to present a note. Students who do not present a note will be marked *Tardy Unexcused*. Students who accumulate three or more unexcused tardies may face disciplinary consequences.

Signing Out: Students who wish to leave school prior to the end of the school day must provide a note (signed by a parent/guardian) to the Greeter **upon their arrival to school**. Notes turned in at the time the student is being dismissed may not be accepted. The note must include an original signature and a phone number where the parent/guardian can be reached to verify their signature. Each note must be dated appropriately as well. Students who leave school without approved parental permission will be considered in violation of the code of conduct.

Smoking: N.Y.S. Public Health Law and Ichabod Crane District Policy prohibit smoking on school grounds and in school buildings. District Policy also prohibits the possession of tobacco products, lighters and other smoking paraphernalia by students.

Student Parking: Only juniors and seniors may park at the High School. Parking is limited to the student parking lot, located at the north end of the building and a limited number of spots designated for National Honor Society students. Students are required to have a valid N.Y.S. driver's license. They are also required to annually attend a school-run driving seminar. This seminar is conducted multiple times at the beginning of the school year and once in January. All juniors and seniors are encouraged to attend the seminar, even if they do not already have a valid license. Students who do not attend a driving seminar will not receive a parking permit.

Summer School: If offered, the High School summer school is a remedial summer school. The courses offered during the summer are usually only in the Core Curriculum areas and depend on enrollment. Students must have earned a grade of at least 50 in the course during the school year. Only the building principal may grant exceptions.

Vacations: Vacations are scheduled throughout the school year and appear on the Ichabod Crane website and school calendar. For the sake of your child's education, we ask that *ALL* vacations be planned during these specified times. Should a student be absent from school for vacation purposes, it will be considered an illegal absence. It is the responsibility of the student to make up all missed work and exams. Please check the district calendar for exam dates. Please *do not* schedule vacations for these dates if at all possible.

Visitors: Anyone visiting the school should enter the High School through the *main front door only* and report to the Greeter's Station to sign in. Please **DO NOT** ask any student or staff member to open any other door for you. (*See Security*).

Weather: Please watch or listen to local stations when weather is questionable for any closings or early dismissals. (*See Early Dismissal*)

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

Working Papers: Working paper applications may be obtained from the main office. Please allow a minimum of 48 hours for the process to be completed.

ICHABOD CRANE CENTRAL HIGH SCHOOL

STUDENT PARKING AGREEMENT

It is our goal to maintain the privilege and opportunity for student parking. In order to do so, all students must take responsibility to create a safe and orderly environment in the parking lot and on Ichabod Crane School District property. To be issued a parking permit, students must agree to and comply with the following rules.

Only seniors and juniors will be allowed to obtain parking permits for daily driving privileges. Single-day parking permits will be available if requested by parents in writing in advance and approved by the administration.

1. In order to obtain a parking permit each student must attend the district offered driving seminar in the year the permit is requested and prior to approval of the permit. Seniors who had a permit during their junior year must attend the driving seminar in September (of their senior year) in order to be re-issued their permit.
2. Students who wish to park at the school beginning in September must apply for a permit by the end of the first full week of school. After that date students must obtain a permit before parking at school.
3. The student parking permit must be displayed so that it is visible at all times. Parking permits (stickers) should be placed on the driver's side rear window. Vehicles parked in the parking lot without the proper parking decal displayed may be towed at the owner/operator's expense.
4. Student operated vehicles that are parked in areas not designated for students may be towed without further notification, and the student may lose his/her driving privileges.
5. Students who are late more than four (4) times in any five (5) weeks without a note written and signed by a parent will lose their driving privileges for five (5) weeks. Notes must be received at the time of arrival.
6. Students must adhere to the rules and standards established in the code of conduct. Failure to do so could result in a loss of driving privileges.
7. Students who leave school grounds without permission are subject to suspension or loss of parking privileges in addition to disciplinary consequence according to the district code of conduct.
8. School officials have the right to search a student's vehicle while it is on campus, if they have reason to believe that it may contain anything that may endanger students and/or school personnel.
9. Students who are failing classes as reported on progress reports and/or report cards may lose their driving privilege until the next regular reporting date.
10. Students are not allowed to leave school to return to their vehicles during the school day unless they receive permission from the Principal or Assistant Principal. If permission is granted, students will be escorted to their vehicle by a staff member.
11. Any student who violates NYS Vehicle and Traffic laws while operating a vehicle on school property may be ticketed for such violations and parking privileges may be revoked.
12. Students who transport other students in their cars during the school day (7:42am – 2:16pm) or to or from the Columbia-Greene Educational Center during these hours without administrative approval may lose their driving privileges for the current school year.

**ICHABOD CRANE HIGH SCHOOL
BELL SCHEDULE**

**7:35- Warning Bell
7:42-7:49 Homeroom**

BLOCK ONE - 7:53-9:15 (82 minutes)

**Period 1 7:53-8:32
Period 2 8:36-9:15**

BLOCK TWO - 9:21-10:43 (82 minutes)

**Period 3 9:21-10:00
Period 4 10:04-10:43**

PATH A

PATH B

PATH C

Lunch 5 10:49-11:19

Period 5/6 10:49-11:29

Block 3 10:49-12:11

Period 5/6 10:49-11:29

Block 3 11:22-12:47

Lunch 7 11:32-12:02

Period 7/8 11:33-12:13

Period 6/7 11:22-12:02

Period 8/9 12:07-12:47

Period 8/9 12:07-12:47

Lunch 9 12:17-12:47

BLOCK FOUR - 12:53-2:16 (83 minutes)

**Period 10 12:53-1:32
Period 11 1:36-2:16**

1 HOUR LATE SCHEDULE

EARLY BELL 8:35

HOMEROOM 8:42 - 8:48

BLOCK 1 8:52 - 10:00
 Period 1 8:52 - 9:24
 Period 2 9: 28 - 10:00

BLOCK 2 10:05 - 11:13
 Period 3 10:05 - 10:37
 Period 4 10:41 - 11:13

BLOCK THREE/LUNCH

| PATH A | | PATH B-Block 3-Split | | PATH C | |
|----------------|-----------------|-----------------------------|---------------|----------------|-----------------|
| Lunch 5 | 11:18 - 11:48 | | | Periods 5/8 | 11:18 -12:26 |
| Periods 6/9 | 11:52 - 1:00 | 5/6 | 11:18 - 11:50 | Period 5/6 | 11:18 - 11:50 |
| Period 6/7 | 11:52 [?] 12:24 | Lunch 7 | 11:54 - 12:24 | Period 7/8 | 11:54 [?] 12:26 |
| Period 8/9 | 12:28 [?] 1:00 | 8/9 | 12:28 - 1:00 | Lunch 9 | 12:30 - 1:00 |

BLOCK FOUR 1:05 - 2:16

Period 10 1:05 [?] 1:37
Period 11 1:41 [?] 2:16

2 HOUR LATE SCHEDULE

| | |
|------------|---------------|
| EARLY BELL | 9:35 |
| HOMEROOM | 9:42 - 9:48 |
| BLOCK 1 | 9:52 - 10:44 |
| Period 1 | 9:52 - 10:16 |
| Period 2 | 10:20 - 10:44 |
| BLOCK 2 | 10:48 - 11:40 |
| Period 3 | 10:48 - 11:12 |
| Period 4 | 11:16 - 11:40 |

BLOCK THREE/LUNCH

| PATH A | | PATH B | | PATH C | |
|--------------------|---------------|-------------------|---------------|--------------------|---------------|
| Lunch 5 | 11:44 - 12:14 | 5/6 | 11:44 - 12:14 | Periods 5/8 | 11:44 - 12:44 |
| Period 6/7 | 12:18 - 12:46 | | | Period 5/6 | 11:44 - 12:14 |
| Period 8/9 | 12:50 - 1:18 | Lunch 7 | 12:16 - 12:46 | Period 7/8 | 12:16 - 12:44 |
| Periods 6/9 | 12:18 - 1:18 | 8/9 | 12:48 - 1:18 | Lunch 9 | 12:48 - 1:18 |
| | | Block Four | 1:22 - 2:16 | | |
| | | Period 10 | 1:22 - 1:46 | | |
| | | Period 11 | 1:50 - 2:16 | | |