

David B. Crane Elementary School

Family Handbook



Grades K-3

School Hours:

7:45 a.m. – 1:55 p.m.

(Doors open at 7:35)

Important Telephone Numbers

Main Office 359-5400

Principal 359-5408

Asst. Principal 359- 5409

Nurse 359-5414

Attendance Line 359-5411

Main Office Fax 359-5403

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A Message from the Principal and Assistant Principal

Welcome to Crane School! We all look forward to working with you and your child over the coming school year. At Crane, we are committed to quality teaching and learning, and we recognize that all children are curious and eager to learn. We want them to achieve their fullest academic, social, and emotional potential.

We also recognize that the school, the students, the families, and the community must all work together to provide a learning environment that fosters the development of that potential. We invite you to work with us to maintain and enhance our reputation for excellence.

This handbook will answer many questions for you and will assist you in working with us as we attempt to meet the needs of your children. Please review the handbook in order to become familiar with the various programs and opportunities our school community has to offer.

We all join together in wishing you and your child much success and happiness here at Crane School.

Sincerely,



Mr. Brian L Hill
Principal



Mrs. Qianna Reaves-Campbell
Assistant Principal

GENERAL SCHOOL INFORMATION

Parking

Please park in designated parking areas only. The driving circle, located in front, is reserved for school buses. Cars are not allowed to park in the front circle during school hours. Vehicles parked in the circle before or after school hours must park in the inside portion of the circle.

Student Drop-Off

All cars will follow the lane around the outside of the parking lot. Students will unload at the doors by the garage. A staff member will be on the sidewalk to greet children. Students should not arrive at school more than five minutes prior to the start of day. No one is available to supervise children before that time. Students that arrive late to school must be accompanied by an adult to sign them in at the main office.

Student Pick-Up before End of Day

Any time that a parent will be picking up a student during the school day, must come into the main office to sign his/her student out. Please be prepared to show identification when picking up a student. Even if a child is ill and the nurse has called, the parent must sign them out with the main office.

Dismissal

A written note must be given to the classroom teacher at the start of the day when there is any change in your child's dismissal routine. The student must be picked up and signed out by a parent or guardian in the main office. Please be prepared to show identification. Students will be picked up at the same location as drop off. Please remain in the vehicle at all times. In the beginning of the year, a sign(s) with your child's name will be given to you at dismissal. Place this sign in the front window so that it can be seen. This will be considered a "fast pass" for student dismissal. If another trusted adult will be picking up, please give a sign to them to put in their window as well.

Bus Passes

If your child needs to go to a different destination after school, a written note is required ONE WEEK PRIOR. The note should include the name, address, and telephone number of the person responsible for your child. Phone calls requesting changes in transportation will not be honored. If an emergency arises during the day, call the main office as soon as possible and the principal will determine if a bus pass will be issued to your child.

Lost & Found

Areas for lost and found items are maintained by the office and can be found in the cafeteria. This area should be checked periodically by anyone who has lost something. Items lost on the school bus may be found at the bus garage.

Electronic Devices

All Crane students will be using a Chromebook to support their school learning. Per the Rush-Henrietta user agreement and Board of Education policy, these devices must be used appropriately, and may not be used to access gaming sites or any inappropriate content.

As required by Education Law §2803, this policy prohibits student use of internet-enabled devices during the school day (including all classes, homeroom periods, lunch, recess, study halls, and passing time) on school grounds (any building, structure, athletic playing field, playground, or land contained within the boundary of a school or district or BOCES facility), unless under an exception (e.g., IEP/Section 504 or as permitted below).

At the elementary level (pre-K-6), student personal electronic devices should not be brought to school. This includes the school bus.

Volunteers and School Security

We welcome and encourage all volunteers. Those who would like information on volunteering may call the school or contact the parent group officers. When coming into the school, all visitors must enter through the main entrance, check in at the main office, and secure a visitor pass.

Emergency Information (Blue Cards) and School Closings

When district schools must be closed for any reason, television channels 8, 9, 10, and 13 will announce closings. In addition, a "Parent Alert" will also be posted on the district website, www.rhnet.org and a robo call will be made. Please do not call the school office for information regarding emergency closings.

If an emergency forces a closing during the school day, your child will be sent to the place you identified on the Confidential Information Form (the "Blue Card"). Please make sure this form is kept up-to-date. Parents should discuss the emergency plan with their children so that the students will know where to go and what to do in the event that they should arrive home during the day and no adult is there for them. Also, the neighbor or relative who is named in an emergency plan should be made aware of the arrangement. We are **NOT** able to individually phone every parent during an emergency closing, but we will attempt to reach parents using the district's automated phone messaging system.

When schools are closed, all adult education and school functions for the evening are canceled.

School-Home Communication

We believe school-home communication is vital to your child's success in school. Your child's teacher will be in touch with you during the first two weeks of school to determine your preferred mode of communication.

PROGRAMS AND SERVICES

Art

The art program is designed in alignment with the Rush-Henrietta visual arts standards and elementary art curriculum. Students in grades Kindergarten through third attend art classes for 35 minutes once every four days of school. Each year students gain an understanding of the Art Elements and Principles of Design. They manipulate line, shape, color, space, and texture in a variety of media while using art tools with the proper techniques. Within many of the lessons, students learn about visual art connections to other academic disciplines and about art in history and society. The art program emphasizes creative problem solving, independent thinking, and individual creativity.

Music

The music program is a district program for students. It is based on the New York State Standards for elementary music instruction. Students participate in a 35-minute class that meets once in a four-day rotation.

They participate in many activities in order to learn the elements of music. The focus of the program is on music literacy. Students are taught in a sequential approach to read melodies and rhythms. They learn to match pitches, sing songs, play instruments, and move to music in appropriate ways. They listen to music with an emphasis on understanding the elements of melody, rhythm, form, and harmony.

Physical Education

Certified physical education teachers teach a district-wide curriculum. Students receive physical education for 35 minutes twice a week on a four-day rotation. Students are required to wear appropriate clothing and sneakers when participating in class.

Library

A library media specialist manages the school-based resource center for students, teachers, and parents. This information center contains such resources as books, magazines, reference materials, and computers. Discovery centers are set up to spark all visitors' curiosity and interest in a variety of subject areas. The library media specialist and classroom teachers' work together to provide library skills instruction and literature appreciation experiences as well as technology integration to supplement classroom instruction.

Response to Intervention

A team of reading, special education, and consultant teachers collaborate with classroom teachers to provide targeted interventions for those students needing additional support through our Academic Intervention Services (AIS) in ELA and/or Math. Students who are in need of this instructional support are assigned to work in additional groups or on an individual basis with their classroom teacher to reinforce instruction. The goal of intervention is to help students become more successful in their regular classroom programs.

Students are identified to receive AIS based on multiple measures including end-of-the-year testing and teacher recommendation. Classroom teachers work closely with the reading and/or consultant teacher assigned to their classroom to develop an instructional program that will best meet each student's needs using a variety of targeted and differentiated strategies and techniques.

English as a Second Language (ESL)

This New York State mandated program is designed to service the needs of students whose first language is not English. After screening, the students are placed in appropriate small groups for English instruction. They receive both push-in and pull-out services by a certified ESL teacher. Instructional emphasis is placed on listening, speaking, reading, and writing skills. The length of time spent by the student in the ESL program is determined by his/her performance on the NYS English as a Second Language Achievement Test (NYSESLAT).

Speech/Language

Speech/language therapists evaluate articulation, voice, fluency, and language problems (understanding and using words). Speech or language services are available to students identified by the district's Committee on Special Education as having a need in any area of communication. The student and therapist have regularly scheduled small group or individual sessions. The speech/language pathologist also provides in-class services and consultation to classroom teachers. The speech/language program is designed to complement the student's educational program and to meet his/her communication needs.

Instructional Support Team

The Instructional Support Team (IST) is a strength-based, child centered support system to promote success for all students. The IST helps to assess and make recommendations for students in need of special support for learning, social-emotional, and/or behavioral difficulties. The IST is also available to provide support to those students needing challenges in their learning as a result of high levels of performance. The team carefully monitors student progress throughout the year making every effort to devise strategies for students that will allow them to successfully participate in their educational program. Parents are invited and strongly encouraged to attend any IST meetings to be part of the team discussing and devising interventions for their child.

Committee on Special Education (CSE)

If a student has needs beyond the regular education program, the IST will refer the student to the Committee on Special Education. The CSE will determine if the child is in need of special education and will recommend to the parents, and the Board of Education, the appropriate educational program and services for the child. Parents have a right to attend the CSE meeting to present their views on what their child needs. Parents also have the option of presenting information in the form of writing, through an outside professional, or through a district staff member. The district must notify parents in advance of the CSE meeting for their child. In addition, parents have the right to appeal any decision of the CSE.

An individual education plan (IEP) must be written for each child needing special education services and this plan must be reviewed annually, and revised, as needed. The plan is written by the child's special education teacher and parents based upon the recommendations of the CSE.

Special education classes provide an educational program for students identified by the CSE as having needs beyond the regular educational program. Certified special education teachers deliver a range of services striving for the least restrictive environment appropriate for each child. Services may include consultant teacher programs, primary or supplemental instruction taught by a special education teacher in or out of the regular classroom, and self-contained classrooms. The goal of the special education program is to improve the students' chances for success in a regular school program. Student progress is closely monitored.

School Social Worker

The school social worker has many different responsibilities within the school setting. These may include:

- providing short-term crisis intervention counseling services to children, adults, and families under stress, including providing mandated IEP counseling.
- referring individuals and families to appropriate outside counseling agencies and acting as a liaison to follow-up on these services.
- Participating on the school's Instructional Support Teams.
- Facilitating classroom social skills training as necessary.
- Facilitating topical groups to support/enhance students' school/educational experience.
- acting as a consultant to the school staff.
- acting as a member of the attendance team.

In addition, the school social worker completes developmental/social histories as necessary, and works with administration to promote and facilitate consistent student attendance and punctuality in school.

School Psychologist

The school psychologist provides many services including consultation, intervention, prevention, and education. The school psychologist consults with teachers, parents, and administrators about problems in learning aptitudes, personality and emotional development, learning environment, and eligibility for special education services. Intervention services include individual and/or group counseling, crisis intervention, teaching self-advocacy, social skills and bullying prevention strategies. Prevention services may involve identifying learning difficulties and designing programs for students who are at risk of failure.

Crisis Intervention Plan

This plan was developed for use by the district Trauma, Illness, and Grief Team, also known as the TIG Team, in the event of a death or other tragedy that is anticipated to have a significant impact on the students or the school community. The plan identifies how information is to be disseminated to the students and to the school community in the event of such an occurrence. More importantly, the plan provides for the availability and the implementation of support for those who desire or need such support during or after the crisis period.

Attendance Team

The Attendance Team reviews student absences/tardies. The goal of the team is to promote regular and punctual attendance so that students have the maximum opportunity to achieve their potential.

Concerns regarding a particular student's absences or tardies will be brought to the attention of the parents or guardians by the attendance team. The attendance team will work with you to ensure your child is taking full advantage of the instructional day.

GENERAL CLASSROOM INFORMATION

Parent-Teacher Conferences

These conferences are scheduled by appointment twice a year — once in the fall and, again (*if desired by the parent*), in the spring. Sign-up for the fall conferences takes place at the school's Fall Parent Information Night. The individual teachers will make spring conference sign-up available. At those meetings, parents will receive a progress report regarding their child. Please consult your school calendar for these important dates. Additional conferences may be arranged at other times during the year if the parties concerned feel it necessary.

Progress Reports

Grades K-3 receive progress reports at the end of each quarter. They may be accessed through the SchoolTool Parent Portal.

Classroom Supplies

The supply lists for each Rush-Henrietta school and grade level can be found on our district website, www.rhnet.org.

Library Books

Lost library books must be paid for. If the book is found within thirty days of a payment, a refund will be issued. It is school policy to retain a student's report card until lost materials are either found or paid for.

Homework Philosophy

Homework is an instructional strategy that provides students with an opportunity to deepen their understanding and skills relative to learning standards and classroom instruction. At the elementary level, homework should help children develop good study habits, foster positive attitudes toward school, and communicate to students and families that learning takes place both inside and outside school. Homework is one form of communication for families to know the skills and processes their children are learning. Both home and school play important roles in encouraging students to complete homework. Purposeful and differentiated homework supports mastery of the learning standards and promotes individual student achievement. Students are more likely to benefit from homework that is relevant to them and at their appropriate instructional level. Students should receive constructive and specific feedback on homework to inform them of their progress. Homework is one form of student work that guides teachers' instruction.

The district's homework philosophy helps guide teachers' decisions regarding the amount and type of homework. The amount of homework varies according to grade level, student ability, and subject matter. Students at all grade levels are expected to engage in reading activities each evening.

Celebrations in Schools

School activities which relate to holidays and seasonal observances shall have a clear instructional purpose aligned with the district's learning standards and curriculum.

Commemoration of special days and events shall emphasize cultural, historical, and artistic values. Such activities shall respect the variety of religious affiliations and beliefs existing within the school community and shall observe constitutional requirements that public school districts avoid practices that promote or discourage any specific religion.

Should celebrations involve the exchange of cards or gifts, the classroom teacher shall ensure that the activity is inclusive of all students.

Should celebrations involve student costumes, those costumes shall have relevance to the instructional purpose of the activity. No celebration or observance shall explicitly or implicitly impose any expense or medical danger upon a student as a condition of his/her participation.

A student may be excused from school celebrations or observances if his/her parent/guardian files a request with the building principal. The request must give assurance that instruction on the learning standard(s) involved will be given at home. In this case, please email the principal, Mr. Hill: BHill@rhnet.org.

Student Recognitions

We are always looking for opportunities to get to know and celebrate students on an individual basis. This gives him/her a chance to share their interests and uniqueness with classmates. Traditionally, this occurs on a student's birthday, but it could also happen on a holiday or as part of the classroom culture (i.e. student of the week, etc.). **Due to allergies, safety concerns with sharing food, and classroom interruptions, we will not be allowing food to be brought in for celebrations.** Please contact your child's teacher for more information.

Other suggestions for celebrations:

- family member or special person participates in a read aloud in class or through Google Meet
- Celebration circle
- students write cards or make a craft
- sing the student a special song
- small gift to pass out to class

*deliveries of items for students to schools are not allowed (balloons, flowers, etc.)

ELEMENTARY HEALTH SERVICES

School Health Office Staff

Every school has a school nurse-teacher (SNT) who is a registered professional nurse, and a health aide. The SNT coordinates healthcare in the school setting; answers routine medical questions for parents, staff, and children; gives immediate first aid; and provides medical care according to the medical regimen prescribed by the private health provider. In addition, the SNT coordinates mandated physical examination requirements and teaches the NYS health curriculum. The health aide monitors attendance and assists the SNT with a variety of responsibilities.

Confidentiality

The district adheres to the Family Educational Rights and Privacy Act (FERPA). Private health care providers must follow other laws called Health Insurance Portability and Accountability Act (HIPAA). In instances where the school needs to communicate with private health care providers, the parent will need to complete the required form(s) from their health care provider in order for school officials to be able to speak with them. Please be advised that confidential medical information will be shared with district personnel who need to know. This may include understanding the impact a medical condition may have on a child within the classroom setting and/or how to recognize and potentially manage significant medical concerns until medical help arrives. If you have any questions, please contact your SNT.

Mandated Physical Examinations

New York State law requires parents or guardians to furnish a certificate of physical examination for all new students and for students in grades kindergarten, 1, 3, 5, 7, 9, and 11, and for those students participating in sports, requiring special education services, or seeking work permits.

To ensure continuity of care, the Board of Education recommends that all examinations be done by your own physician, physician's assistant, or nurse practitioner. If you require, but cannot afford health insurance to secure private health care for your child, please contact the SNT for confidential assistance in applying for Child Health Plus. A physical exam is valid for 12 months through the last day of the month in which the exam was conducted. This exam is valid for an entire school year for new entrants and mandated exams. In the rare event that a certificate of private examination is not provided, a physical examination may be conducted in the school by scheduled appointment. A parent has the right to be in attendance at these examinations and/or to review history questions that may be asked of your child. Please make prior arrangements with the SNT.

Immunizations

All students are required to furnish satisfactory proof of immunization for:

Vaccine	Kindergarten and Grades 1 and 2	Grade 3
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap)	5 doses or 4 doses if the 4th dose was received at 4 years of age or older, or 3 doses if aged 7 years or older and the series was started at 1 year of age or older	
Polio vaccine (IPV/OPV)	4 doses or 3 doses if the 3rd dose was received at 4 years of age or older	3 doses
Measles, Mumps and Rubella vaccine (MMR)	2 doses	
Hepatitis B vaccine	3 doses	
Varicella (Chickenpox) vaccine	2 doses	1 dose

Mandated Screenings

The NYS Education Department requires specific screening exams be done on children of certain ages or grades. The NYS Department of Health (DOH) also requires that your private health care provider reports and that the school district collects information on your child's Body Mass Index (BMI) and Weight Status Category (WSC). Information requested by the DOH regarding BMI or WSC will **not** identify your child. If you do not wish to have your child's unidentified assessment included on the survey, please advise the SNT.

The following screening evaluations are conducted by the SNT who will advise you of any concerns:

1. Distance and near visual acuity for all new entrants and for children in grades K, 1, 3, 5, 7, and 11, or at any time deemed essential.
2. Color perception for all new entrants within six months of entrance.
3. Hearing acuity for all new entrants and for those in grades K, 1, 3, 5, 7, 11, and at any other time deemed essential.
4. Scoliosis (curvature of the spine) for girls in grades 5 and 7 and for boys in grade 9.

Dental Certificates

The Board of Education recognizes the importance of good oral hygiene for all children. The board recommends that your child have regular periodic complete dental examinations by your private dentist ideally every six months, but at least upon entrance to school and again in grades K, 1, 3, 5, 7, 9, and 11. If you wish to provide a certificate of dental examination for inclusion in your child's permanent health record, which is saved until your child is 27 years old, please submit or have your dentist submit the completed certificate to your SNT.

Emergency Care Plans

Any child with a severe or life-threatening medical condition that may require adult intervention and oversight during the school day, including but not limited to, diabetes, poorly controlled seizures, severe respiratory problems, or anaphylaxis secondary to food or insect allergy, will have an emergency care plan created by the SNT in cooperation with the parent and their private health care provider. These plans are updated annually. The purpose of the plan is to provide concrete and simple training and instructions to non-medical personnel acting in a supervisory role for your child to keep your child as safe as possible until medical assistance arrives. If you believe your child needs an emergency care plan, please be sure to bring the SNT medical documentation from your physician as soon as possible before the start of school, so she can work with you to develop a safe plan for your child.

Medications

Medications will be dispensed in school only with written permission from the student's physician and parents. This also applies to non-prescription drugs such as aspirin, cold remedies, or cough drops, etc. These rules are necessary to comply with New York State law. Parents/guardians must personally bring medicines to school. Students may not bring in medications. Pharmacies will supply duplicate containers upon request.

Absences & Tardiness

Call each day that your child will be absent from or late for school. The 24-hour Attendance Line number is **359-5411**. The answering service is for parents only. Please give the following information when calling the Attendance Line:

- Your name and a phone number where you can be reached
- Your child's name and his/her teacher's name
- The reason for the absence or tardiness
- A written excuse, including the date(s) and the reason for the absence or tardiness, is still required even after the Attendance Line has been called. Those excuses should be given to the classroom teacher on the first day that the child returns to school.

- When late, a parent must accompany a student to the main office, and sign in as late. The student will then receive a pass and report to his/her classroom. Please notify the classroom teacher in advance if your child will be late due to an appointment.
- A student's repeated illegal tardiness, and/or absences will be reviewed by the Attendance Team and discussed with the parent in writing, in a phone call, or personal conference.

Injuries/ Illness/Allergies

If your child is injured or becomes ill during school hours, the school nurse will notify you. The school provides first aid only for injuries or acute illness that occur during school hours. In an extreme emergency, the Henrietta Ambulance will be called, and the school nurse will contact you.

****Please note:** It is very important that the Confidential Information Form (the “Blue Card”), referred to in the General School Information section of this handbook, be updated whenever information changes. Without correct and current information, it may be extremely difficult to get in touch with you in the event of an emergency. New home phone numbers or addresses, new work situations and numbers, or new after-school care providers are all examples of the types of information we need to give your child the best care possible. Please keep the main office current with changes and updates.

Please alert the health office of any allergies your child may have, especially of any potentially life-threatening allergies.

Physical Education Excuses

All students are expected to participate in P.E. classes. All physical education excuses must be submitted in writing to the SNT. A physician’s request must be submitted if the student is to be excused for more than one day. Students excused from physical education may not participate in playground activities.

Child Health Plus

Child Health Plus is New York State’s medical insurance program that serves uninsured children under age 19 in families whose household income exceeds Medicaid income eligibility. The insurance is provided free or at a low cost. Coverage includes well child check-ups, immunizations, prescriptions, doctor’s visits, x-rays and lab work, outpatient mental health, inpatient hospital care, emergency medical care, and other services. The application is a simple one-page form requiring proof of the child’s age, household income, and residency. For information or assistance, contact your SNT or in the Rochester area call 1-800-698-4KIDS (4543).

GENERAL CAFETERIA INFORMATION

School Breakfast/Lunch

Nutritious breakfast and lunch are served every day in school. Consult your monthly menu for specific information. Milk, fresh fruit, and juice may be purchased for those who bring a meal from home.

Food Service Payment

School Meals will be free for all students in the 202-2024 school year. For extra items such as chips, ice cream, money may be added onto their mypaymentsplus.com account using their student ID. If a student brings in cash, they will not be given change back but it will go onto their account.

Free or Reduced-Price Meal Program

A federally subsidized free or reduced-price meal program is available to families who qualify. Necessary forms may be obtained through the main office.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

In grades K-12, Rush-Henrietta uses Positive Behavioral Interventions and Supports (PBIS), a framework that supports students in their efforts to become good citizens. PBIS provides a model for appropriate behavior in classrooms, cafeterias, hallways, on the playground, on school buses, and in other areas where students spend time.

The five expected behaviors are to Be Respectful, Be Responsible, Be Ready to Learn, Be Caring, and Be Trustworthy. A behavioral matrix has been created that provides very clear guidelines as to what these behaviors look like in the various settings across the school. Students will be explicitly taught these behaviors and will receive positive recognition and acknowledgement for behaving in the expected ways. We continue to communicate the importance of making good choices, treating others courteously, demonstrating character and exhibiting good behavior. All of which are inherent in learning to be a “Crane Royal Comet.” At Crane, we take pride in positive behaviors that our children exhibit. We have several school-wide systems we use to recognize students. School staff members recognize and acknowledge students in their daily work with students in other ways too. We update our Web page monthly to communicate many of these recognitions.

Daily, we recognize students with our *Comet Cards*. Students earn these recognitions for displaying positive behaviors including, being respectful, being responsible, being trustworthy, being caring, and being ready to learn. All staff members in the building can give these recognitions to students. When students receive a card from a staff member they bring the card to their classroom where the teachers provide verbal positive reinforcement and add the card to the classroom team goals.

Monthly, students work toward cafeteria and bus goals in an effort to receive a bus or cafeteria acknowledgement. These acknowledgements include; picture taken with the bus driver and students, cafeteria table publicly recognized in an assembly and recognition on the daily morning announcements.

Equally as important to us at Crane is for students to demonstrate Royal Comet behaviors in and outside of school as well — those fantastic “Royal Comet” behaviors that demonstrate positive behaviors when no one is watching. We find out about those positive behaviors from people in the community, visitors to the school, while students are on field trips, as well as, when they are involved in service to others activities.

Student Dress

Children are expected to have clothing and footwear that supports a safe and focused learning environment. Examples of unacceptable dress include, but are not limited to, flip flops on the playground, spaghetti straps, muscle shirts, high heels, short shorts or excessively short skirts.

DASA Coordinator

What is DASA? A school environment free from harassment, bullying, discrimination, and cyberbullying. district's website. school building, on a playground, on a school bus while a student is traveling to or from school, or on the internet. Mr. Brian Hill ph: 585-359-5408.

**RUSH-HENRIETTA
Central School District**

2034 Lehigh Station Road
Henrietta, New York 14467
Phone: (585) 359-5000
www.rhnet.org

2025-2026 Board of Education

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