



Ichabod Crane Central School District

2910 Route 9, P.O. BOX 820, Valatie, New York 12184
(518) 758-7575
<http://www.ichabodcrane.org>

Dear Parents/Guardians,

I hope that you and the students had a wonderful February break and were able to find time to enjoy the nice days and to relax. In light of recent events that have occurred both locally and nationally, we would like to take a few moments to review with you some of the safety protocols we have in place at the High School:

All exterior doors are locked during the school day with the only exception at the beginning of the day when students are arriving.

We have staff positioned in strategic areas throughout the building for supervision and to report anything that seems out of the ordinary.

In order to enter the building, visitors must have a legitimate purpose for visiting and must provide photo identification that is scanned by our Raptor system. We reinforce with students that they are not to let anyone into the building under any circumstances. All visitors must enter through the main lobby and be buzzed in by our greeter.

The New York State Education Department requires that we conduct lockdown drills each year. We emphasize the importance of practicing these drills. All drills and safety procedures are continually reviewed by our Safety Team (which includes law enforcement and district personnel) to ensure that they are up-to-date and viable.

This morning we called the students down to the auditorium to explain the video incident that was recently addressed by letter and phone call by the district. When we met with the students, we explained the purpose of additional law enforcement in the building on Friday, February 16; to provide an additional layer of safety and security. During our time with students, I reminded them of the importance of safety in our building. We explained to the students that it is important to keep a mindset of: "If you see or hear something, say something" when it comes to safety and welfare of others in and out of school, at events, and on social media. Students are encouraged to report suspicious activity or concerns to district staff, administration, law enforcement, and their parents in order for the proper people to be notified and for the district to follow proper safety protocols.

Students were reminded today that safety is our number one priority each and every day. We care deeply about our students and staff and understand the fears and concerns of parents, staff and students. We will continue to look at our safety procedures and make changes and adjustments in order to do everything that we can to protect our students and staff.

If you have any questions, please do not hesitate to contact either Mr. Farley or Mr. Shull.

Sincerely,

A handwritten signature in blue ink that reads 'Craig T. Shull'.

Craig T. Shull
Principal
Ichabod Crane High School