



# Ichabod Crane Central School District

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<http://www.ichabodcrane.org>

September 2020

Dear Ichabod Crane High School Parents/Guardians & Students:

I am happy to welcome you to the long awaited 2020-2021 school year! I hope that all of you have had a wonderful summer and continue to enjoy the remaining days until the first day of remote learning on Monday, September 14th.

At the beginning of each year, I always pause to remember and acknowledge our most recent graduating class. The class of 2020 faced many unique challenges and obstacles, but overcame them with determination and poise. We miss them, but wish them well in all that they pursue this upcoming year and in the future.

We are excited to envision all of the possibilities that lie ahead for our returning classes of 2021, 2022, 2023, and our incoming Class of 2024. Our staff has been hard at work all summer adapting to the challenges of these difficult times and preparing to provide the best education possible to all of our students while ensuring their safety and following all guidelines put forth by State Departments and our local Department of Health.

As you prepare for the new school year, I want to send along updates and reminders for this year:

**Staffing:** As you may know, through retirements at the end of last year, we had to say goodbye to several esteemed staff members, including Mr. O'Brien, Mrs. Kruger, and most recently, Mr. Near. They will be missed and we are very appreciative of their contributions to our school and community. All three of them had a tremendous impact on the lives of our students, teachers, and greater school community. As a result, we are excited to welcome Ms. Sarah Warren to the Special Education Department and Mr. Bryan VanVliet to the Technology Department. Mr. Van Vliet is replacing Mr. Bob Allard, who is moving to the Social Studies Department. They are all anxious to meet our students!

**School Days and Bell Schedules:** Our high school bell schedules will look different this year and we are prepared to run one of the following various schedules depending on our situation and guidance from State and local agencies.

***Please note that attendance is mandatory for all students for both in-person and remote (virtual) settings.***

**Hybrid Schedule: (See attached schedule)**

***Students will attend their Block 1, 2, 3, and 4 classes each day.***

- **Group A Students:**
  - Monday - (in-person instruction) - follow Day 1 schedule
  - Tuesday - (in-person instruction) - follow Day 2 schedule
  - Wednesday (virtual instruction) - follow half day schedule
  - Thursday (virtual instruction) - follow Day 1 schedule
  - Friday (virtual instruction) - follow Day 2 schedule
- **Group B Students:**
  - Monday - (virtual instruction) - follow Day 1 schedule
  - Tuesday - (virtual instruction) - follow Day 2 schedule
  - Wednesday (virtual instruction) - follow half day schedule
  - Thursday (in-person instruction) - follow Day 1 schedule
  - Friday (in-person instruction) - follow Day 2 schedule
- Wednesdays are virtual learning days for all students (Groups A and B) and students will follow a half day schedule:
  - Wednesdays are designated for individual check-ins, small group instruction, additional support for students in need, extra help sessions, review, enrichment activities, virtual field trips, etc.
- On all virtual learning days, instruction will be provided through a variety of formats including online videos and additional learning applications, small group instruction in Google Meet, Google Classroom activities, etc.
  - Students will turn in assignments via Google Classroom at designated times.
- Students and families who have opted for fully remote instruction will follow the same bell schedule, but will participate in learning activities from home.

9-12 Hybrid Model				
Monday (Day 1)	Tuesday (Day 2)	Wednesday	Thursday (Day 1)	Friday (Day 2)
<b>Group A</b> Students in school for in-person instruction	<b>Group A</b> Students in school for in-person instruction	Students follow half day schedule - Alternating Day 1/Day 2 each week  * Teachers will explain Wednesday schedules to students	<b>Group A</b> Students at home on remote instruction	<b>Group A</b> Students at home on remote instruction
<b>Group B</b> Students at home on remote instruction	<b>Group B</b> Students at home on remote instruction		<b>Group B</b> Students in school for in-person instruction	<b>Group B</b> Students in school for in-person instruction

**Full Remote Schedule: (See attached schedule)**

*Students will attend their Block 1, 2, 3, and 4 classes each day.*

**\*Please note that for the Week of September 14-18, all students in grades 9-12 will be following the Full Remote Schedule.**

- Students and teachers will follow a modified version of their Day 1 / Day 2 schedules and will attend virtual classes. The modified schedule allows for short breaks from screens during each block.
- Instruction will be provided through a variety of formats including large and small group instruction in Google Meet, Google Classroom, online videos, and additional learning applications.
  - Students will turn in assignments via Google Classroom at designated times.
- Wednesdays all students (Groups A and B) will follow a half day schedule:
  - Wednesdays are designated for individual check-ins, small group instruction, additional support for students in need, extra help sessions, review, enrichment activities, virtual field trips, etc.

9-12 Full Remote Model				
Monday (Day 1)	Tuesday (Day 2)	Wednesday	Thursday (Day 1)	Friday (Day 2)
<b><u>Group A &amp; B</u></b> Students attend all Day 1 classes - Block 1 - Block 2 - Block 3 - Block 4	<b><u>Group A &amp; B</u></b> Students attend all Day 2 classes - Block 1 - Block 2 - Block 3 - Block 4	Students follow half day schedule - <b>Alternating Day 1/Day 2 each week</b>  * Teachers will explain Wednesday schedules to students	<b><u>Group A &amp; B</u></b> Students attend all Day 1 classes - Block 1 - Block 2 - Block 3 - Block 4	<b><u>Group A &amp; B</u></b> Students attend all Day 2 classes - Block 1 - Block 2 - Block 3 - Block 4

**Attendance:**

Regular attendance in class, whether remote or in person, is vital for academic success. According to policy, students who miss more than 24 class days in a full year class, or 12 days in a semester class may lose credit.

Our attendance policy can be found on the district website at <http://www.ichabodcrane.org/district/attendance.php>. If you have any questions or need clarification, please contact the main office.

**Attendance is mandatory for all students for both in-person and remote (virtual) settings.**

**Student Drop-Off and Pick-Up Procedures:**

Vital information is available in the Transportation Department's document "**Step by Step: Riding the bus in 20-21**" which is included at the end of this letter. Please take a moment to read this important document.

This year, we will continue with the same Morning Drop-Off and Afternoon Pick-Up procedures and locations for both buses and parent/guardian traffic.

**Morning Drop-Off - School Buses:** School buses will drop students off at the back of the High School beginning at 7:30 a.m. and then proceed to the Middle School for drop-off. Students will enter via the cafeteria doors keeping a distance of at least 6 feet from each other. Rider Pass (the road located directly behind the High School) will be closed to through traffic from the tennis courts to the JV softball field during morning drop-off.

**Afternoon Pick-Up - School Buses:** Students will be picked up by buses in the **back** of the High School. The buses will be lined up in a specific order each day and students will load their buses according to their assigned route. Students will be dismissed by announcement at the end of each day on an organized, staggered basis so as to limit the number of students in the halls and maintain proper social distancing. Bus maps and route numbers will be provided to each student. Rider Pass will be closed to through traffic during afternoon pick-up.

**Morning Drop-Off -**

- **Due to supervision, students will not be allowed in the building prior to 7:30.**

**Parents/Guardians:** Students who are being dropped off by parents/guardians will be dropped at the **front** of the building. The drop-off location will be along the sidewalk in the same location where buses lined up in previous years. Please see the map below for reference.

- When dropping off, please pull your car up between the **music suite doors and the corner of the main office** in order to allow several vehicles to form a line at the curb for drop-off. Designated staff members will be present as students leave their cars to take their temperatures before entering the building. Do not drive away until your child's temperature has been determined to be below 100°F. A staff member will also be assigned to the Student Parking Lot to take temperatures as student drivers arrive. Please encourage your child to be patient and cooperative with this process. Students will walk along the sidewalk keeping six feet apart from each other, and enter through the main office doors. Cars can then proceed to exit through the parking lot.

**Afternoon Pick-Up - Parents/Guardians:** Student pick-up will be in the same location at the front of the building as morning drop-off. Please pull along the sidewalk for students to easily see your car and load quickly and safely.



**SchoolTool Parent Portal:**

Now, more than ever, we encourage all parents/guardians to sign up for the online SchoolTool Parent Portal. The portal is a web-based program which allows parents/guardians access to their child's schedule, attendance and grades. More information can be found online at:

<http://www.ichabodcrane.org/parent-portal/>

To sign up, please contact either Mrs. Matacchiero (x4002) or Mrs. Hill (x4003) in the main office.

**Start of the Year Information:**

**-Freshman/New Student Welcome-** will be held virtually on Friday, September 11th, from 12:30-2:30pm. Please join us! We will send an email to students with information on how to log in to the virtual Welcome.

**-First Day of School** for high school students is Monday, September 14, 2020. The first week (September 14-18) will be in the form of **remote learning for ALL students**. Beginning on **Monday, September 21**, our **A Day** students will attend school in person and follow their Day 1 schedule. **B Day** students will attend virtually until **Thursday, September 24**, when they will come to school in person to follow their Day 1 schedule. Families were previously notified of their designation as A Day or B Day students. Should you have any question as to your assigned group, please contact the main office at ext. 4002 or 4003.

**-CTE classes** at Questar begin virtually on Wednesday, September 9. We will begin providing transportation for **in person classes on Thursday, September 10**. A separate letter has been sent to CTE students addressing the logistics of attending Questar this fall.

**-High School Open House** will be held virtually in October. Please stay tuned for more information.

**Capital Project Update:**

Capital improvements within the district continue to progress. This summer much work has been done on our Counseling Suite and Art rooms. The project is moving forward nicely!

**Additional Information:**

**CODE OF CONDUCT:**

Please review and be familiar with our district and building code of conduct. The code of conduct can be found on the high school website. For paper copies, please contact the main office.

**STUDENTS SIGNING OUT / CLOSED CAMPUS:**

Ichabod Crane High School is a closed campus. Accordingly, students may not be excused on a regular basis during lunch and study hall periods. In order to leave school grounds for appointments, students must present an original note signed and dated by a parent upon arrival at school.

*Note: In the case of an emergency please call the school and ask for an administrator.*

**COURSE CREDIT:**

In order to graduate, all students are required to complete 22 units of credit during their high school career. In order to progress to the next grade level, students must earn a minimum number of credits.

- Students must earn a minimum of 5 credits in order to progress to Grade 10
- Students must earn a minimum of 10 credits in order to progress to Grade 11
- Students must earn a minimum of 15 credits in order to progress to Grade 12

**BACKPACKS/BAGS:**

Because we will not be able to use lockers this fall, students **WILL** be allowed to carry backpacks/bags from class to class when in school. Please encourage students to keep the materials they carry with them to a minimum, and instead utilize their Chromebooks to the fullest extent possible. Students should charge their Chromebook before coming to school each day.

**STUDENT PARKING:**

Parking privileges are available only to juniors and seniors who have agreed to adhere to the stipulations of our student parking agreement, and who attend the district's mandatory driving seminar which will be offered virtually this year. Students can pick up parking permit applications from the main office. After the parking seminar is made available, parking permits will be required in order for students to park on school grounds.

In spite of the difficulties and challenges this year presents, I am truly looking forward to the start of the school year and all of the growth and positive changes that lie ahead for our students and staff. It is such an honor to work with our outstanding students, staff, and greater community. I wish you all the best during the remainder of the summer and I look forward to seeing you soon.

Sincerely,

Craig T. Shull  
Principal

CTS:dmatt





**ICHABOD CRANE**  
**CENTRAL SCHOOL DISTRICT**  
CHATHAM • GHENT • NASSAU • KINDERHOOK • STUYVESANT • SCHODACK • STOCKPORT

## ***Step by Step: Riding the Bus in 20-21***

### **Waiting at Your Stop & Boarding the Bus**

1. **Don't Forget Your Mask:** Make sure it's secure before boarding.
2. **Social Distancing:** Stay 6 feet from other students while waiting
3. **Prepare Ride 360 Card Ready:** Hold it in your right hand for quick swiping when you board
4. **Check Your Temperature:** Hold your palm or wrist up to the touch free temperature scanner as you board.
5. **Swipe your Ride 360 Card:** After taking your temperature, swipe your ID card and head to your assigned seat
6. **Stay Seated:** Make sure your mask stays on during the trip.

### **Leaving the Bus**

1. **Complete Stop:** Wait until the bus is completely stopped and your driver lets you know it's safe to stand up.
2. **Wait Your Turn:** After you stand don't rush off. Stay at your seat until it's your turn to leave. Students will leave the bus starting in the front row and working backward. One row at a time will dismiss. [Check out this video for a demonstration!](#)
3. **Keep a Safe Distance:** Once off the bus, continue keeping a safe 6 feet from one another and stay at least 15 inches from the bus as you head into school.



# ICHABOD CRANE HIGH SCHOOL

## FULL REMOTE BELL SCHEDULE

	<i><b>Monday Day 1</b></i>	<i><b>Tuesday Day 2</b></i>	<i><b>Wednesday</b></i>	<i><b>Thursday Day 1</b></i>	<i><b>Friday Day 2</b></i>
	<b>7:45 - 8:00</b> <i>Morning Office Hours with Teachers, Student Email Checks for Announcements</i>		<b>7:45 - 11:00</b>  - Students follow a <b>Half Day</b> Schedule in the morning  - Students follow Day 1 schedule Week 1, Day 2 Schedule Week 2, etc.	<b>7:45 - 8:00</b> <i>Morning Office Hours with Teachers, Student Email Checks for Announcements</i>	
<b>Block 1</b>	<b>Per. 1</b> 8:00-8:35	<b>Per. 1</b> 8:00-8:35		<b>Per. 1</b> 8:00-8:35	<b>Per. 1</b> 8:00-8:35
	{Screen Break}	{Screen Break}		{Screen Break}	{Screen Break}
	<b>Per. 2</b> 8:45 - 9:20	<b>Per. 2</b> 8:45 - 9:20		<b>Per. 2</b> 8:45 - 9:20	<b>Per. 2</b> 8:45 - 9:20
<b>Block 2</b>	<b>Per. 3</b> 9:30 - 10:05	<b>Per. 3</b> 9:30 - 10:05		<b>Per. 3</b> 9:30 - 10:05	<b>Per. 3</b> 9:30 - 10:05
	{Screen Break}	{Screen Break}		{Screen Break}	{Screen Break}
	<b>Per. 4</b> 10:15 - 10:50	<b>Per. 4</b> 10:15 - 10:50		<b>Per. 4</b> 10:15 - 10:50	<b>Per. 4</b> 10:15 - 10:50
<b>Block 3</b>	<b>Per. 5/6 or 6/7</b> 11:00 - 11:35	<b>Per. 5/6 or 6/7</b> 11:00 - 11:35		<b>Per. 5/6 or 6/7</b> 11:00 - 11:35	<b>Per. 5/6 or 6/7</b> 11:00 - 11:35
	Lunch	Lunch		Lunch	Lunch
	<b>Per. 7/8 or 8/9</b> 12:05: - 12:40	<b>Per. 7/8 or 8/9</b> 12:05: - 12:40		<b>Per. 7/8 or 8/9</b> 12:05: - 12:40	<b>Per. 7/8 or 8/9</b> 12:05: - 12:40
<b>Block 4</b>	<b>Per. 10</b> 12:50 - 1:25	<b>Per. 10</b> 12:50 - 1:25		<b>Per. 10</b> 12:50 - 1:25	<b>Per. 10</b> 12:50 - 1:25
	{Screen Break}	{Screen Break}		{Screen Break}	{Screen Break}
	<b>Per. 11</b> 1:35 - 2:10	<b>Per. 11</b> 1:35 - 2:10		<b>Per. 11</b> 1:35 - 2:10	<b>Per. 11</b> 1:35 - 2:10
	<b>2:10-2:30</b> <i>Afternoon Office Hours with Teachers, Student Email Checks for Announcements</i>			<b>2:10-2:30</b> <i>Afternoon Office Hours with Teachers, Student Email Checks for Announcements</i>	





# **ICHABOD CRANE HIGH SCHOOL**

## **WEDNESDAY REMOTE HALF DAY**

### **SCHEDULE**

#### **BLOCK 1** - 7:45 - 8:30 (45 minutes)

Period 1 7:45 - 8:05  
Period 2 8:10 - 8:30

#### **BLOCK 2** - 8:35 - 9:20 (45 minutes)

Period 3 8:35 - 8:55  
Period 4 9:00 - 9:20

#### **BLOCK 3** - 9:25 – 10:10

<b><u>PATH A</u></b>		<b><u>PATH B – Split Block</u></b>		<b><u>PATH C</u></b>	
Period 6/7	9:25 - 9:45	Period 5/6	9:25 - 9:45	Period 5/6	9:25 - 9:45
Period 8/9	9:50 - 10:10	Period 8/9	9:50 - 10:10	Period 7/8	9:50 - 10:10

#### **BLOCK 4** - 10:15 - 11:00 (45 minutes)

Period 10 10:15 - 10:35  
Period 11 10:40 - 11:00

*11:00 - Reminder to students to check email for announcements*





# ICHABOD CRANE HIGH SCHOOL

## HYBRID BELL SCHEDULE

STUDENT BUS DROP OFF: 7:30

**BLOCK 1** - 7:45 - 9:12 (87 minutes)

*Homeroom* 7:45 - 7:50  
Period 1 7:50 - 8:29  
Period 2 8:33 - 9:12

**BLOCK 2** - 9:18 - 10:40 (82 minutes)

Period 3 9:18 - 9:57  
Period 4 10:01 - 10:40

**BLOCK 3 / LUNCH** - 10:46 – 12:44

<b><u>PATH A</u></b>		<b><u>PATH B – Split Block</u></b>		<b><u>PATH C</u></b>	
<b><u>Lunch 5</u></b>	<u>10:46 - 11:16</u>	Period 5/6	10:46 - 11:26	Period 5/6	10:46 - 11:26
Period 6/7	11:19 - 11:59	<b><u>Lunch 7</u></b>	<u>11:29 - 11:59</u>	Period 7/8	11:30 – 12:10
Period 8/9	12:04 - 12:44	Period 8/9	12:04 - 12:44	<b><u>Lunch 9</u></b>	<u>12:14 - 12:44</u>

**BLOCK 4** - 12:50 - 2:12 (82 minutes)

Period 10 12:50 - 1:29  
Period 11 1:33 - 2:12

