ICHABOD CRANE HIGH SCHOOL

PARENT/STUDENT HANDBOOK

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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, Marie Digirolamo, Principal APPR Curriculum/Instruction, Valatie, NY 12184 (518) 758-7575 and Section 504 Compliance Officer, Peg Warner, 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 Advisory. 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. A copy of the announcements is available on the District website and as a tab on each student's chromebook.

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 provisions of the Athletic Code of Conduct and the Extracurricular 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. Excessive absences will be tracked by the Attendance Clerk. **Interventions will include, but may not be limited to:**

Full-Year Course:

- **10 Total Absences (Excused + Unexcused)**
  - Teacher maintains student's class attendance record. Notification of student's absences will be sent to parent(s)/guardian(s). Notification will explain the importance of attendance and offering a meeting in school.

- **18 Total Absences (Excused + Unexcused)**
  - School personnel will contact home requesting a meeting in school with administration and counselor(s). A follow-up letter will be sent home.
  - Additional interventions may be implemented (see below)
  - Other privileges may be revoked such as: attendance to dances, attendance to club activities, leaving school for lunch (available only to senior members of NHS).
  - High School students may lose parking privileges. The decision to remove parking privileges is at the discretion of the High School Principal. ***Note: Nothing in this policy prohibits the Building Principal from suspending or terminating parking privileges for other reasons at any time***.

- **24 Total Absences (Excused + Unexcused)**
  - Administration will contact home regarding absences and scheduling a meeting.
  - Additional interventions may be implemented (see below)
  - Other privileges may be revoked such as: attendance to dances, attendance to club activities, leaving school for lunch (available only to senior members of NHS).

Semester Course:

- **5 Total Absences (Excused + Unexcused)**
  - Teacher maintains student's class attendance record. Notification of student's absence will be sent to parent(s)/guardian(s). Notification will explain the importance of attendance and offering a meeting in school.

- **9 Total Absences (Excused + Unexcused)**
  - School personnel will contact home requesting a meeting in school with administration and counselor(s). A follow up letter will be sent home.
  - Additional interventions may be implemented (see below)
  - Other privileges may be revoked such as: attendance to dances, attendance to club activities, leaving school for lunch (available only to senior members of NHS).
  - High School students may lose parking privileges. The decision to remove parking privileges is at the discretion of the High School Principal. ***Note: Nothing in this policy prohibits the Building Principal from suspending or terminating parking privileges for other reasons at any time***.

- **12 Total Absences (Excused + Unexcused)**
  - Administration will contact home regarding absences and scheduling a meeting.
  - Additional interventions may be implemented (see below)
  - Other privileges may be revoked such as: attendance to dances, attendance to club activities, leaving school for lunch (available only to senior members of NHS).

Additional Interventions for significant attendance concerns:

- Principal's conference with student
- Referral for counseling (school counselor, social worker, school psychologist, outside counseling)
- Possible referral to School-Based Prevention Services and/or Columbia County Department of Social Services
- Submission to Child Study Team (CST) for possible services
- Placement in Academic Support Program
- Mandatory After-School Support
- Mandatory Tutoring
- Mandatory Participation in an Extracurricular Activity
- Student moved from study hall to a restricted study hall.

Backpacks: Students in high school are not permitted to carry backpacks during the school day. Medical exceptions may be made on a case-by-case basis as approved by the School Nurse and Principal.

Building Hours: School hours are 7:30 a.m. to 2:19 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 call Transportation at (518) 758-7575 ext: 3551. 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 via Google Form no later than 10:55 a.m. During the January and June Regents exam periods, special schedules are developed and announced to students.

Bus Behavior: *See Code of Conduct.*

Busing:

- 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 not permitted. We 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 busing can be directed to the transportation office.

Calendars: The school calendar is available on our district website. It contains a great deal of information regarding 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 (518-758-7575, ext 4001) any time before 8:00 a.m. on the morning of the absence.

Cameras: The taking of any unauthorized photo or video 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 or videos may face disciplinary and/or appropriate legal action.

Cellphones: The District has an obligation to comply with New York State Education Law Section 2803, which creates "Bell-to-Bell" restrictions on internet connected devices, including cellular phones. If students are caught with their cell phones/internet connected device in a manner contrary to District policy and the law, the following consequences/steps will be taken. Violations may include, but may not necessarily be limited to, cell phones being out in class, seen on a student's person (i.e., sticking out of a student's pocket), or evidence of a violation based on parent/guardian notification or another student's messages/posts. Referrals will be written for each offense. The consequences set forth below shall serve as the District's approach to responding to violations of the State-mandated "Bell-to-Bell" restrictions; however, the District may, in its discretion, respond to infractions in any of the following ways or in other ways consistent with its Code of Conduct and the law.

First Offense:
Send student to office
Parent/Guardian called
Phone held in the office and student picks it up at the end of the day
Warning

Second Offense:
Send student to office
Parent/Guardian called
Phone held in the office that day
Lunch detention (2)
Phone held in the office and Parent/Guardian pick up phone, if possible

Third Offense:
Send student to office
Parent/Guardian called
Phone held in office that day
After school detention (1)
Phone held in the office and Parent/Guardian pick up phone, if possible

Fourth Offense:
Send student to office
Parent/Guardian called
Phone held in office that day
Mandatory phone check-in and storage in the Main Office: five (5) school days.
After school detentions (2)
Lunch detentions (2)
Phone held in the office and Parent/Guardian pick up phone, if possible

Fifth Offense:
Send student to office
Parent/Guardian called
Phone held in office that day
Mandatory phone check-in and storage in the Main Office: ten (10) school days.
After school detentions (3)
Lunch detentions (5)
Phone held in the office and Parent/Guardian pick up phone, if possible

Sixth Offense and beyond:
Discretion of principal
Possible consequences: Mandatory phone check-in (indefinite), lunch detentions, after school detentions, parent/guardian conference, etc.

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 and password to allow them to access school computers for appropriate school-related purposes. 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.

Chromebook and Equipment Usage/Damage: All students are given a Chromebook and a charger to assist with their learning. It's important that they are responsible with these devices while in their possession.

- If a student has damaged or lost their chromebook or charger, the incident will be documented. If administration deems that the damage was intentional, then the incident will become disciplinary and face consequences per the Code of Conduct. ***Depending on the severity of the***

intentional damage, parents/guardians may be sent a bill to pay for the repair or replacement of the device/equipment.

- Here are some reminders to keep your school device functioning properly to ensure your academic success. ***Do not:*** remove labels, apply stickers, swap equipment with others, use other's accounts or share your account information, eat/drink over the equipment, or leave your device in direct sunlight or in a hot car for a prolonged period of time. In addition, remember to report any damage or loss to a teacher immediately. Please remember to charge your device each evening.

Counseling and Career Center: 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 Counseling and Career Center Office is open daily from 7:30 A.M. until 3:30 P.M. and the telephone number is 758-7575 ext: 4008.

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.

Dances/Prom: School dances are held throughout the school year. Students must be in good standing in order to attend. Only high school students are allowed to attend. The student may bring a guest from another school as long as the guest is in grade 9 or above at their own school, not to exceed age 21. A guest permission slip must be filled out and turned in no less than one week prior to the event. The principal reserves the right to deny entry of a guest into the event. All students and guests are expected to stay for the entire event; however, **anyone leaving before the end of the event will not be allowed to re-enter.**

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 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: beachwear, clothing made of mesh material, oversized tank tops, 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. 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 permitted to wear hats during the day. However, if a teacher/staff member asks students to remove hats for a specific class, students must comply. 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, ear pods / headphones, electronic devices capable of taking or transmitting pictures or other similar devices) is prohibited during the school day. See *Cellphones* for specific information and consequences.

Email: Email is an excellent way to communicate with your child's teachers. Many teachers will advise you of their email address during the first few days of school. As a general reference, most teachers' email addresses are the first initial of their first name followed by their full last name. For example, Craig Shull's email address would be cshull@ichabodcrane.org.

Emergency Forms: A student profile/demographic sheet will be mailed home prior to 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 ParentSquare system. Announcements will also be on the major TV and radio stations and websites.

Equity, Inclusivity, and Diversity in Education: Ichabod Crane Central School District is committed to creating and maintaining a positive and inclusive learning environment where all students, especially those currently and historically marginalized, feel safe, included, welcomed, and accepted, and experience a sense of belonging and academic success. For more information, please see **Board Policy 0105.**

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 free of charge. Menus are available on the district website.

Graduation: The annual Graduation Exercise is held at the end of the school year. 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 may be provided if seating allows.

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. Guest pass requests must be received in the Main Office at least **one week** prior to the date of the visitation.

Health Services: We have a Registered Nurse 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 the office and administer it to your child at the appropriate time(s). Students are not permitted to carry their own medications.

Students may return to school 24 hours after resolution of vomiting, diarrhea, or a fever has returned to normal without the aid of medication.

Students will be excluded from school for the following:

- Temperature of 100 or above
- Suspected head lice or nits (lice eggs)
- Unidentifiable skin rash
- Conjunctivitis (pink eye)
- Vomiting
- Diarrhea

Homework Requests: There are various ways that a student can get work missed due to an absence. The first way is for the student to check Google Classroom and email their teachers for the missed work. The second option is for the parents to email their child(ren)'s teachers for the missed work. The third option is to call the office prior to 9:00 a.m. Your request will then be forwarded to your child's teachers via email. Any work that is provided will be available in the main office. The main office is open until 4:00 p.m. on regular school days. We cannot guarantee that the work will be available on the same day it is requested.

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: Students are expected to be on time to all classes during the school day. Daily attendance is generated from attendance taken during Block/Period 1 each day. Students must be in Block/Period 1 by 7:45 a.m. for morning attendance and the Pledge of Allegiance. There are warning bells each morning at 7:38 a.m. and 7:42 a.m., which serve as notification for students to be moving to class. Students who are not in class on time will be considered tardy for the day. *See also Signing 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, he/she **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 main office. Unclaimed items are given to charity at designated times throughout 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 or tardiness. This will take place in a classroom and be 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 School Counselor.

ParentSquare: ParentSquare is the district-wide communication system. The system is utilized periodically during the year to notify parents of special events, school closings, 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. Please make sure your contact information is accurate. This may be updated by calling the main office.

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 and 10th 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. If a student in 11th or 12th grade would like a planner, there are extras available in the main office.

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

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 websites, 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, June, and August, students who are eligible to take Regents exams may do so in select courses. Students should report to school only when they have a scheduled exam or make-up work 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 first block at 7:45 a.m. The last class of the day dismisses at 2:19 p.m. Additional copies of schedules may be obtained from the Counseling Center.

Security: Your child's safety and security are of the utmost importance. For security purposes, all doors to the High School are locked. 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 (driver's license) with you. To enter the building, you must be buzzed in by the greeter. Video surveillance is also 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. This Policy includes the use of a JUUL or any other type of 'vaping' or electronic smoking device and any equipment related to the aforementioned prohibited devices.

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. National Honor Society students will have first choice of spots during a limited window after which spots will be available on a first-come, first-served basis to all 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 at the beginning of the school year. All juniors and seniors are encouraged to attend the seminar, even if they do not already have a valid license. If for any reason a student cannot attend this seminar, the student must contact the Assistant Principal. Students who do not attend a driving seminar will not receive a parking permit (see Student Parking Agreement on page 14-15 of this Handbook for more details).

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.

Tiered Study Halls: The tiered study hall program is an intervention targeted at reducing course failures and increasing student achievement. Students failing one or more courses AND enrolled in a study hall will be placed in a tiered study hall. For the first quarter of each academic year, students who were failing on the previous year's report card will be placed in Tiered Study Hall based on teacher and/or administrative recommendation. The duration of the study hall period is to be used for completing academic work. If all work is complete and up-to-date, study hall time will be used for studying and/or reading a book quietly. Socializing may not occur. Exceptions will be made for students to work together if a teacher deems that the students are working on a project/assignment together. Students are assigned to Tiered Study Hall for a minimum five-week period. Students are able to exit if they are passing all of their classes as measured by either the five-week Progress Reports or the Report Cards. Students must see their Counselor if they wish to be removed from Tiered Study Hall.

Vacations: School breaks 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 unexcused 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. Visitors must have an appointment or be pre-approved by a building administrator. (*See Security*)

Weather: Please watch or listen to local stations when weather is questionable for any closings or early dismissals. (*See Emergency Delays/Closings*)

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 HIGH SCHOOL

BELL SCHEDULE

STUDENT BUS DROP OFF: 7:30

FIRST WARNING BELL: 7:40

SECOND WARNING BELL: 7:42

BLOCK 1 - 7:45 - 9:07 (82 minutes)

Period 1	7:45 - 8:24	**[39 min]**
Period 2	8:28 - 9:07	**[39 min]**

BLOCK 2 - 9:12 - 10:34 (82 minutes)

Period 3	9:12 - 9:51	**[39 min]**
Period 4	9:55 - 10:34	**[39 min]**

ADVISORY - 10:39 - 10:54 (15 minutes)

BLOCK 3 / LUNCH - 10:57 – 12:52

PATH A		*PATH B – Split Block*		*PATH C*	
Lunch 5	10:57 - 11:27	Period 5/6	10:57 - 11:36	Period 5/6	10:57 - 11:36
Period 6/7	11:30 - 12:09	**Lunch 7**	11:39 - 12:09	Period 7/8	11:39 – 12:18
Period 8/9	12:13 - 12:52	Period 8/9	12:13 - 12:52	**Lunch 9**	12:21 - 12:52

BLOCK 4 - 12:57 - 2:19 (82 minutes)

Period 10	12:57 - 1:36	**[39 min]**
Period 11	1:40 - 2:19	**[39 min]**

ICHABOD CRANE HIGH SCHOOL
BELL SCHEDULE
FOR 2-HOUR DELAY

STUDENT BUS DROP OFF: 9:30

FIRST WARNING BELL: 9:38

SECOND WARNING BELL: 9:41

BLOCK 1 - 9:45 - 10:36 (51 minutes)

Period 1	9:45 - 10:09	**[24 min]**
Period 2	10:12 - 10:36	**[24 min]**

BLOCK 2 - 10:41 - 11:32 (51 minutes)

Period 3	10:41 - 11:05	**[24 min]**
Period 4	11:08 - 11:32	**[24 min]**

ADVISORY - 11:37 - 11:44 (7 minutes)

BLOCK 3 / LUNCH - 11:47 - 1:23

PATH A		***PATH B – Split Block***		***PATH C***	
Lunch 5	**11:47 - 12:17**	Period 5/6	11:47 - 12:17	Period 5/6	11:47 - 12:17
Period 6/7	12:20 - 12:50	**Lunch 7**	**12:20 - 12:50**	Period 7/8	12:20 - 12:50
Period 8/9	12:53 - 1:23	Period 8/9	12:53 - 1:23	**Lunch 9**	**12:53 - 1:23**

BLOCK 4 - 1:28 - 2:19 (51 minutes)

Period 10	1:28 - 1:52	**[24 min]**
Period 11	1:55 - 2:19	**[24 min]**

ICHABOD CRANE HIGH SCHOOL
HALF DAY (11:30 DISMISSAL) SCHEDULE

{Serving Lunch}

STUDENT BUS DROP OFF: 7:30

FIRST WARNING BELL: 7:38

SECOND WARNING BELL: 7:42

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

Period 1 7:45 - 8:06
Period 2 8:09 - 8:30

BLOCK 2 - 8:34 - 9:19 (45 minutes)

Period 3 8:34 - 8:55
Period 4 8:58 - 9:19

ADVISORY - 9:23 - 9:28 (5 minutes)

BLOCK 4 - 9:32 - 10:17 (45 minutes)

Period 10 9:32 - 9:53
Period 11 9:56 - 10:17

BLOCK 3 / LUNCH - 10:21 - 11:30

PATH A		PATH B – Split Block		PATH C	
Lunch 5	10:21 - 10:41	Period 5/6	10:21 - 10:41	Period 5/6	10:21 - 10:41
Period 6/7	10:44 - 11:05	**Lunch 7**	10:44 - 11:05	Period 7/8	10:44 - 11:05
Period 8/9	11:09 - 11:30	Period 8/9	11:09 - 11:30	**Lunch 9**	11:09 - 11:30

ICHABOD CRANE 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 second full week of school. After this, 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 in the rear window on the driver's side of the vehicle. **Vehicles parked in the lot without the proper display of the permit may be towed at the owner/operator's expense.**

4. Student operated vehicles that are parked in areas not designated for students (such as faculty/staff parking spaces) may be towed without further notification and the student may lose his/her driving privileges as follows:
    a. Warning after 1st time not parking in designated spot
    b. 2nd time results in loss of driving privileges for 5 school days
    c. 3rd time results in loss of driving privileges for 25 school days
    d. 4th time results in loss of driving privileges for an extended period of time (administration may determine if suspension carries into the following school year, depending on time of year).

5. Students who are late more than four (4) times in any five (5) weeks without a note written and signed by a parent may 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. Additionally, students who cause damage to school property (including but not limited to lawns, signage, etc.) or property of other students or staff and do not report the incident to the main office may be subject to a violation of NYS Vehicle and Traffic laws. 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.

7. 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 or as part of a general sweep of the parking lot.

8. 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 unless they check in with the main office and attend homework center each Tuesday and Thursday.

9. 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.

10. Students who transport other students in their cars during the school day (7:45am – 2:19pm) or to or from any out-of-district program without administrative approval may lose their driving privileges for the current school year.