



Ichabod Crane Central School District

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<http://www.ichabodcrane.org>

August 2018

Dear Parents / Guardians and Students:

I hope this letter finds you well and enjoying summer. Hopefully, you were all able to rest and relax as well as find time for fun and excitement. As summer winds down, I hope that you find additional opportunities to enjoy your time.

Only a relatively short time ago we celebrated the graduation of the Class of 2018. We wish the graduating class all the best and much success in the future. I am confident that our students will continue to make us proud in all that they pursue and accomplish. We are eager to welcome the incoming Class of 2022 to the Ichabod Crane High School family, and we are excited to see and reconnect with our returning students of the graduating classes of 2019, 2020 and 2021. It is going to be a great year!

Summer feels like it has gone by quickly as we have been busy with changes in staffing, changes in our building, and campus-wide changes. We have worked to make positive changes for a successful and exciting new school year. As you prepare for the new school year, I want to send along information about these changes, as well as some updates and reminders:

Staffing: This school year, we will greet a number of new faces. At the end of last year, and over the summer we had to say goodbye to some of our beloved staff members; but we are excited to welcome our new staff to the High School!

In the main office, Ms. Demers, our friendly face at the Greeter's Desk retired in July and we are in the process of hiring for her position. Also in the main office, Assistant Principal Mr. Daniel Farley has decided to return to teaching and is now a member of the English Department. Mr. Farley is replacing Mrs. Melone who retired in June. Mr. Anthony Marturano has moved up with the 8th grade class from the Middle School, and is now the Assistant Principal of the High School. Also new to the English department is Mrs. Nancy Dolan who will take the place of Ms. Lanzilotti, who retired in June. Mrs. Dolan also comes to us from the Middle School where she was a Teaching Assistant. In Science, we will be welcoming two new faces, Mr. Todd Megan, who will replace Mr. Gazda who left in June, and Mr. Scott Stafiej, who will fill in for Mrs. Muth this year while on maternity leave. Additionally, Mrs. Trapanese who is retiring will be replaced by Mrs. Eryn Thuman on the Special Education team. Mrs. Kruger, who was a Special Education teacher we shared with the Middle School last year, will now be full time at the Middle School. We have some changes in our Math Department as well. We had to say farewell to Mrs. Pangie (Cargile) and Ms. Manfredi this summer, but are happy to have Ms. Kim Zorzi joining us from the Middle School, as well as two new teachers, Mr. Steven Cangemi and Ms. Victoria Austin. Mrs. Grizzaffi will be on maternity leave until second semester.

We wish all who are leaving us the best in their future endeavors and are eager to welcome our new faculty members. We can't wait to get started!

New Bell Schedule: As you may know, our district has adopted a “single bus run” in which students in grades K-12 will be bussed to campus on one bus run rather than two separate runs as we have done in previous years. This new bus plan will slightly impact the high school start and end times. School is now scheduled to begin at 7:45 am and end at 2:15 pm.

New Student Drop-Off and Pick-Up Procedures:

This year, as a part of the new “single bus run” plan, there are new Morning Drop-Off and Afternoon Pick-Up procedures and locations for buses and for parent/guardian traffic.

Morning Drop-Off - School Buses: School buses will drop students off at the High School beginning at 7:30 a.m. and proceed to Elementary/Middle School for drop-off. Buses will drop students off in the **back** of the High School building and students will be entering via the cafeteria doors. 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.

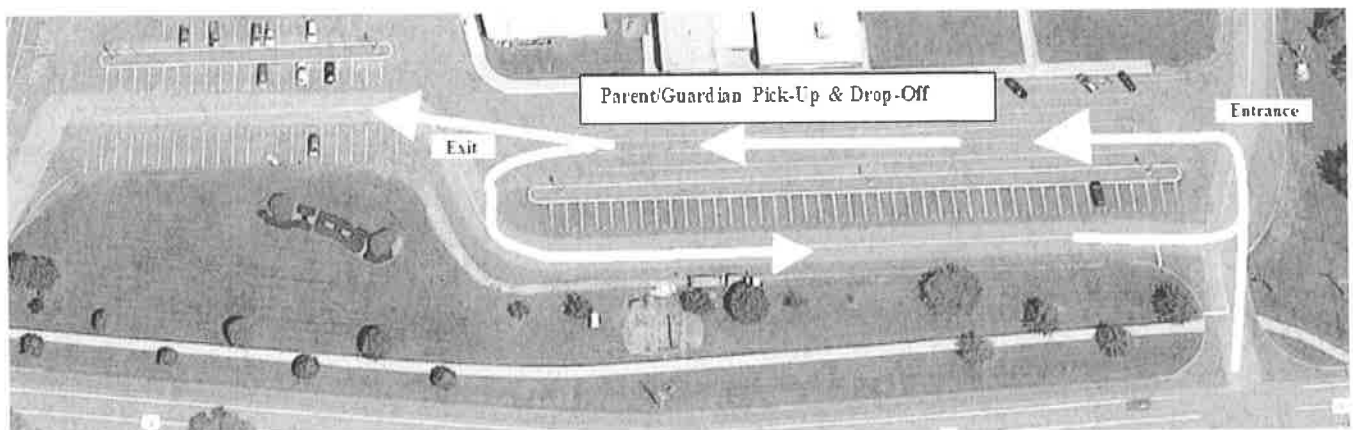
Afternoon Pick-Up - School Buses: Students will be picked up by buses in the **back** of the High School. The buses will be lined up in a specific order each day and students will load their buses according to their assigned route. Bus maps and route numbers will be provided to each student. Rider Pass will be closed to through traffic during afternoon pick-up.

Morning Drop-Off - Parents/Guardians: Students who are being dropped off by parents/guardians will be dropped at the **front** of the building. The new drop-off location will be along the sidewalk in the location where buses lined up in previous years. Please see 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 4 to 5 vehicles to form a line at the curb for drop-off. Students will walk along the sidewalk and enter through the main office doors. Cars can then proceed to exit through the parking lot.
- There will no longer be a student drop-off directly in front of main office doors. This area will be for buses only.

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.

It is our hope that the High School parking lot will be much safer and more efficient with these new procedures. The separation of school bus traffic from parent/guardian, staff, and student traffic will allow for a smoother flow in both the morning and the afternoon.



Schooltool Parent Portal:

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://ichabodcrane.org/district/parent-portal.php>
To sign up, please contact either Mrs. Matacchiero (x4002) or Ms. Hill (x4003) in the main office.

Start of the Year Information:

- **Freshman/New Student Welcome** - Will be held on **Wednesday, September 5, from 12:15 – 3:00 p.m.** Our newest students will receive their schedules, visit each class briefly and get a chance to find their locker and learn their way around the building. This event is for students only. We look forward to meeting all of our incoming freshman and new students. Additional information will be sent from the Counseling Office soon.
- **First Day of School** for our students is **Thursday, September 6, 2018.** CTE classes will also begin on September 6.
- **High School Open House** - Will be held on **Thursday, September 20th at 6:00 p.m.** The evening will begin with a brief welcoming program after which you will be able to tour the building and meet teachers. We encourage you to attend!

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.

STUDENT ATTENDANCE:

Regular attendance in class is necessary 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.

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:

High school students are not permitted to carry backpacks/bags from class to class throughout the school day. Each student is assigned his/her own school locker and lock which can be accessed before and after school, between periods/blocks, and during class or study hall with a pass from a high school staff member. If parents or students have any questions or if there are any accommodations that need to be made regarding backpack/bag use, please contact either Mr. Shull or Mr. Marturano in the main office.

COMMUNICATION:

In order to maintain up-to-date communication with our parents, students, and community, the Ichabod Crane School District uses multiple forms of communication.

- Blackboard Connect phone system – Please contact the main office with updated phone numbers and email addresses.
- District website: <http://www.ichabodcrane.org/>
- District facebook page: <https://www.facebook.com/IchabodCraneCentralSchoolDistrict>
- District Twitter page (@IchabodCraneCSD): <https://twitter.com/IchabodCraneCSD>

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. The seminar is given a few times each year. ***It is highly recommended that ALL juniors and seniors attend a seminar in the fall, even if they do not have a permit or a driver's license at the time of the seminar.***

The dates and times of the seminars will be posted on the high school website and will also be provided during morning announcements. Students can pick up parking permit applications from the main office from September 6 – September 14. After the first parking seminar is held, parking permits will be required in order for students to park on school grounds.

It is exciting to think about the start of the school year and all of the possibilities, opportunities, challenges, changes, and fun that is in store for all of us. It continues to be an honor and privilege to be working in our school district and in our community. I look forward to the 2018-2019 school year and for the success of our students.

I wish you all the best during the remainder of the summer and I look forward to seeing you soon.

If you would like to meet with me in person, or speak to me on the phone, please feel free to contact the main office.

Sincerely,



Craig T. Shull
Principal

CTS:dmat