



Ichabod Crane Central School District

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

June 5, 2017

Dear Middle School Parents and Students,

The end of the school year is a celebratory time for students and their families. However, we recognize that it can also be a stressful time as students prepare for final exams, some for the very first time. We strive to create a positive, focused and safe testing environment for all our students and teaching staff. For that reason, the following restrictions, based on procedures for Regents Exams, will take effect beginning **Friday, June 16:**

- By the end of the day on Thursday, June 15, all lockers must be cleaned out.
- After that date, book bags and notebooks will **not** be allowed in the building. Only materials specifically needed for testing should be brought in.
- All students must enter by the **Main Entrance**; all other doors will be locked. Students will go **directly** to their homeroom or to breakfast, with no stopping at lockers.
- Middle School final exams will be administered June 16, 19, 20 and 21, 2017.
- Beginning June 16, students are encouraged to leave their cell phones home. Cell phones, if brought to school, are collected as students enter the building then returned at the end of the school day. Cell phones are not permitted in classes during Final Exams.
- The Middle School will dismiss at 10:30 AM on June 20, 21 and 22, 2017.

We also request that you **not** sign your child out early. We have found that students who are being picked up before 10:30 AM, during final exams, tend to rush through the exam knowing they will be going home early. Your cooperation with this would be much appreciated.

Thank you for your help, patience and cooperation. Enjoy the summer months with your children!

Sincerely,


Tim Farley, Principal

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