



Ichabod Crane Central School District

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

February 26, 2018

Dear Parents,

I am writing to review with you some of the safety protocols we have in place at the Elementary/Middle School in light of recent events. All exterior doors are locked during the school day with the only exception at the beginning of the day when students arrive at 7:25 am. We have staff positioned in strategic positions 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 being in the building and must provide photo identification that is scanned by our Raptor system. We regularly reinforce to 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.

Each school year, we conduct four lockdown drills. We also have a Building Safety Team and a District Safety Team that review our safety procedures and protocols on a regular basis. We understand the importance of making sure our safety plans are up to date, current and viable. We have members from the New York State Police and the Columbia County Sheriff's Department participating in our drills and working with us on our safety plans. We also work closely with the Health and Safety Coordinator from Questar III BOCES.

Please be assured that while your children are in our care, we will do anything and everything to protect them. If you have any questions, please don't hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads 'Tim Farley'.

Tim Farley
Principal