

ICHABOD CRANE SCHOOL DISTRICT

PO Box 820, Valatie, New York 12184

Telephone (518) 758-7575

Fax (518) 758-7579



Andrea Williams
Principal

February 26, 2018

Dear Parents and Guardians,

I would like to take this time to review with you some of the safety protocols we have in place at the Primary School. Understanding that our students are young and should be in a learning environment that is safe and nurturing, we do a wonderful job in protecting them from harm, while making them feel safe.

All exterior doors are locked during the school day. At arrival time (8:30 am to 8:50 am), we utilize a separate entrance that has four adults present to welcome the children and monitor anything that may not seem appropriate. As many of you are aware, we have begun a new parent drop off procedure which happens at the State Farm Road entrance. At this entrance we have four adults and our SRO who assist with transitioning the students into our school.

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. All visitors must enter through the main lobby and be "buzzed in" by our greeter.

The New York State Education Department requires that we hold four lockdown drills each year. We just recently performed a lockdown drill and were fortunate to have four deputies present to provide us with valuable feedback on our procedures.

If you have any questions and/or need further clarification, please do not hesitate to contact me at (518) 758-7575 ext. 6002.

Sincerely,

Andrea Williams
Primary School Principal