

# *Sachem Central School District at Holbrook*

245 Union Avenue  
Holbrook, New York 11741

James J. Nolan  
Superintendent of Schools

631 471 – 1336  
Fax 471 - 1341

August 2010

Dear Sachem Family,

It's hard to believe that the summer is quickly coming to an end. I certainly hope that it has been a safe and happy time for your family. As we approach the opening of school on September 7, please know that the Sachem staff has been busy planning for a productive and exciting school year.

Our goal is always to provide a safe, effective learning environment which ultimately will enable our students to become respectful, responsible leaders in our society. We strive to offer a rigorous academic environment which will enable our students to be college and career ready.

Communication is such an important part of the educational process. I encourage you to be an active participant in your child's education. The relationship between the school and home must be a mutually respectful and cooperative partnership that will enable children to meet with success.

I hope you enjoy the final days of summer. Please know how much we appreciate your continued support. Please accept my best wishes for a great school year!

Sincerely,

A handwritten signature in black ink, appearing to read 'James J. Nolan', with a long horizontal flourish extending to the right.

James J. Nolan  
Superintendent of Schools

JJN:cb

*Sachem Central School District at Holbrook*  
*James J. Nolan, Superintendent of Schools*

*Sachem High School North*  
*(631) 471-1400*

*John Dolan, Principal*

August 2010

Dear Parent/Guardian and Students:

We have always maintained an outstanding reputation for providing students with a learning environment, which is motivating, challenging, supportive and most definitely, effective. The cooperative relationship that exists between the home and school, along with constant and open lines of communication, will certainly benefit our students both academically and socially. My hope is that we will continue to work together to provide an educational environment that will enable each student to achieve a high level of academic proficiency and to become a well-rounded, respectful, responsible citizen and life-long learner.

As we prepare for the 2010-2011 school year, there is some general information that will help provide for a safe and effective opening. Student orientation plays an important role in establishing a supportive and cooperative school environment. This year, 9<sup>th</sup> graders will attend an Orientation Program during the month of August. On **Tuesday, September 7, 2010**, orientation will continue for all students. For orientation, **all students will report at 7:20 am for alpha homeroom and shortened (8) period bell schedule and a full period 9 for scheduled classes.**

Please be advised that **BOCES** for Sachem High School North students will also begin on **Tuesday, September 7, 2010**. **BOCES AM students must report to their regular homeroom in the cafeteria at 7:10 am and be ready to board the BOCES bus by 7:15 am. BOCES PM students will report to their alpha homeroom at 7:20 am where they will be given further direction.**

Students will be receiving schedules through the mail this summer. An updated copy of the schedule will be provided during alpha homeroom. Students should review this schedule for any changes and follow the updated schedule accordingly. Specific directions for opening day, including your alpha homeroom as well as other important information about school, are outlined in this packet.

Please be aware of our academic eligibility policy. We maintain high expectations for all of our students in the classroom and our policy supports academics being a priority over extracurricular involvement.

In order to establish a more wholesome and healthy learning environment and in accordance with N.Y.S. law, students, staff and parents will not be permitted to smoke cigarettes on school grounds or at any school-sanctioned event such as athletic events, etc. In addition, students will not be permitted to move into any area of the community surrounding the school for the purpose of smoking or standing.

May I also remind you that only students with a senior license (Class 5D) are permitted to drive to school. Students with a junior license cannot drive to school. If students or parents anticipate driving to school, it is of paramount importance to use the appropriate entrances to our grounds.

Please note that N.Y.S. law states, it is illegal to pass a parked school bus with flashing lights on school grounds. In the name of safety, please do not pass a stopped school bus while its lights are flashing.

Please read the enclosed regulations regarding our classroom attendance requirements and our Physical Education policies. They have direct implications on the status of your eligibility for graduation, as well as continued privileges such as, parking, participation on teams and clubs, and all extracurricular events and activities.

Emergency health cards will be distributed through student's alpha homeroom. Please note that emergency cards must be returned to your homeroom teacher on **the second day of school, Wednesday, September 8, 2010**. We ask that you please verify the information on the card including the reverse side of the card. If the information is correct, return the card as printed. If the information is incorrect, please print the corrections on the card and return it to your homeroom teacher. **EVERY STUDENT MUST HAVE AN EMERGENCY CARD ON FILE.**

To help students achieve their greatest potential, we need an atmosphere of cooperation, interest and support. Be always mindful of the fact that it is your child's future that we are concerned about and to this end we ask for everyone's assistance in working toward this goal.

Please remember that our behavior expectation plan, "**Manners Matter**", is designed to create a positive and pro-active learning environment. Please take time to review our plan, which is listed on the following page, with your children before the opening of school.

Again, I cannot adequately express my enthusiasm and excitement for the upcoming school year. May you enjoy the remainder of this beautiful summer. I anxiously look forward to meeting you in the near future.

Sincerely,

*John Dolan*

John Dolan  
Principal

JD:pb

## ***MANNERS MATTER***

- **Stay to the right!**....Whether walking in the halls, driving your car or making a decision, always remember to stay to the RIGHT.
- **Be polite!**.....Words like please, thank you and excuse me and practicing good listening techniques and patience are all good habits to develop.
- **Keep it clean!**...The building and cafeteria were clean when you got here, please pick up after yourselves.
- **Lock it don't lose it!**...If it is valuable or irreplaceable, please do not bring it to school. If you must bring it to school, please bring it to the Main Office for us to hold.
- **Watch your website!**... We urge you to clean up your websites (i.e., away messages, my space accounts, blogs, etc.). Problems that begin in cyberspace but disrupt our learning environment will be punishable by appropriate detention and/or suspension. These will become part of your permanent discipline record.
- **Dress for success!**...School is where you work, learning is your job and it should be your passion. Any clothing that is too revealing or distasteful in any way is not acceptable. Please remember it is not the beach or a party. School is where you go to work.
- **Nothing but nice!**... Criticisms and comments do not have to be nasty. If your comments or criticisms are not constructive, please keep them to yourself until you have figured out a way to say them in a positive way.
- **It's your transcript!**...Your transcript is a reflection of your ability and work ethic. Please work hard to make it look as attractive as possible. Please ask us about the Advanced Regents Diploma and the Advanced Regents Diploma with Honors. It will make a difference if you earn one!
- **Attendance counts!**...Colleges, the military and prospective employers will ask for your attendance record and we will show them...Attendance is a reflection of your work ethic!
- **Hug your parents!** Be sure to speak to the adults in your life who are there to support you; whether it is a parent, grandparent, teacher, friend or neighbor.

*Please remember to: Be on time*

*Be prepared*

*and*

*Be where you are supposed to be!*

*Helpful Hint! If you wouldn't do it in front of your parents or grandparents, please do not do it at school or at work!*

# Sachem High School North

## Information Letter

### OPENING DAY FOR STUDENTS

School will begin for all students on Tuesday, September 7, 2010 at 7:20 am in alpha homeroom (A day). Your alpha homeroom is designated on enclosure. PLEASE MAKE SURE YOU READ THE FOLLOWING SCHEDULE CAREFULLY! YOUR WHOLE DAY DEPENDS ON YOUR BEING IN ALPHA HOMEROOM. A SHORTENED EIGHT PERIOD BELL SCHEDULE WILL BE FOLLOWED ON OPENING DAY WITH A FULL PERIOD 9 FOR SCHEDULED CLASSES. THIS SCHEDULE IS ONLY TO BE USED DURING OPENING DAY. YOUR BELL SCHEDULE FOR THE REMAINDER OF THE YEAR IS ENCLOSED ON PAGE 8.

**All Students report at 7:20 am**  
**All A.M. BOCES Students report at 7:10 am- Cafeteria**

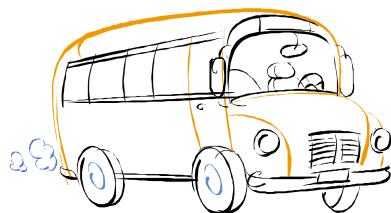
Grade	Location	Period Begins	Period Ends
Grades 9- 12	Alpha Homerooms	7:20 am	8:00 am
<u>All</u> <u>Grades</u>	Period 1		
<b>Homeroom</b>	Scheduled Class	8:05 am	8:41 am
	Attached to	8:41 am	8:53 am
	Period 1		
Period 2	Scheduled Class	8:58 am	9:34 am
Period 3	Scheduled Class	9:39 am	10:15 am
Period 4	Scheduled Class	10:20 am	10:56 am
Period 5	Scheduled Class	11:01 am	11:37 am
Period 6	Scheduled Class	11:42 am	12:18 pm
Period 7	Scheduled Class	12:23 pm	12:59 pm
Period 8	Scheduled Class	1:04 pm	1:40 pm
Period 9	Scheduled Class	1:45 pm	2:27 pm

### NOTE TO ALL STUDENTS

After you receive your schedule (in alpha homeroom), you must bring/keep this official schedule with you at all times in school until you receive your I.D. card. Official guidance changes – if issued – must be attached to your original schedule until the permanent I.D. cards are issued. (See Student Identification Card System below.)

### STUDENT IDENTIFICATION CARD SYSTEM (I.D.)

Every student at Sachem North is expected to carry his/her I.D. card at all times in school. Students will have their I.D. picture taken in their physical education classes on Tuesday, September 14<sup>th</sup> and Wednesday, September 15<sup>th</sup>. Your I.D. card will be needed to gain entry into the cafeteria, library, school store and for many other school activities. To protect you and your school against intruders, you may also be asked, while on school grounds, to produce your I.D. card for identification purposes.



## **SACHEM NORTH HIGH SCHOOL**

### **BELL SCHEDULE**

Please note the enclosed bell schedule on Page 8. Bring it with you the first week of school.

### **REGULAR HOMEROOM**

Please note that your regular daily homeroom will be attached to your first period class. There will not be any passing time between the end of class and the beginning of homeroom. Should you have an A or B day class, you will have respective A and B day homerooms.

The homeroom period is designated on the bell schedule (P. 8). During this time, your attendance is taken for the school day and important announcements are made over the P.A. system. Guidance counselors also visit homerooms on a regular basis. It is mandatory that you attend homeroom, even if you have a first period study hall (homeroom will be in the cafeteria). Students who are assigned to first period study hall in the cafeteria are expected to be at the cafeteria at 8:02 a.m. for homeroom. Students who repeatedly miss their homeroom assignment will be reported to their Assistant Principal. Chronic lateness will jeopardize senior parking privileges.

### **ALPHA HOMEROOM**

Periodically an alpha homeroom will be designated in addition to the regular homeroom. Alpha homerooms are used for the purpose of accomplishing tasks that require students to be in their appropriate grade levels and in alphabetical order. Please note again that on Tuesday, September 7, 2010, opening day, you are to report as directed to your alpha homeroom at 7:20 a.m. (See Alpha Bell schedule Page 5). The Alpha Homeroom list with room locations for opening day, September 7, 2010 is located as an attachment along with the Sachem North building map.

### **SCHEDULES**

It is extremely important that you follow your schedule exactly as the courses are listed. Counselors have been working throughout the summer resolving schedule problems due to course failures, significant career changes, as well as meeting the needs of new enrollees. If a schedule change is required, submit a guidance pass in your alpha homeroom the first day of school and you will receive a pass back the very next day. Appointments will be scheduled immediately, but please be patient, as it will take a few days to meet all requested appointments. Please note that you must report to all classes printed on your schedule. Classroom attendance guidelines are rigid. Realize also that when you have a pass for Guidance or elsewhere, your classroom teacher must sign the pass before you can go to your appointment. Students will not be permitted to enter the Guidance Office without a pass signed by both the counselor and teacher.

As usual, due to the complexity of scheduling, we are not able to alter schedules to accommodate students who request adjustments.

### **CARS**

As of September 1, 1983, the Suffolk County Motor Vehicle Regulations restricted junior licensed drivers from driving to and from school.

**Access to the Sachem Student Parking Lot will be restricted to seniors who have a senior license (Class 5D) and are in good academic standing and have secured a parking sticker from the office of Mr. Cruz, Assistant Principal. Any questions concerning parking may be directed to Mr. Cruz, A.P., Room B224, beginning Monday, September 13, 2010, during your free period.**

**As of November 1990, no vehicle is allowed to pass a parked school bus with flashing lights on school grounds.**

## **ATTENDANCE**

Academic success is linked to good attendance, but if you must be absent from school, please have your parents call the Attendance Office (471-1426) to inform us that you will be out. The best time to reach the Attendance Office is between 8:00 am and 11:00 am. Students may never leave school without being released via the attendance or nurses' office. If you need to be excused from school, it will be necessary for the school's attendance office to verify this by phone with a parent or guardian.

## **SMOKING**

**In accordance with N.Y.S. law, students are not permitted to smoke cigarettes on school grounds or at any school-sanctioned event, such as athletic events, etc. In addition, students will not be permitted to move into any area of the community surrounding the school for the purpose of smoking or standing.**

## **CO-CURRICULAR ACTIVITIES**

Co-curricular activities play an integral role in school life. Students participating in co-curricular activities often become more dedicated to the overall well being of the school. In doing so, they enhance the effectiveness of the school year as well as more fully develop their own individual talents.

Students who will be seeking acceptance to the National Honor Society must be actively involved in at least two co-curricular activities per year, whether it is pertaining to sports, music or clubs. But, involvement in co-curricular activities should never be to simply meet a prerequisite for acceptance into the National Honor Society or a college. Successful student participation in co-curricular activities will greatly benefit both the individual and the school.

Further information about the activities, clubs and organizations available to Sachem North students will be announced shortly after the opening of school.

THE FOLLOWING BELL SCHEDULE WILL BE EFFECTIVE BEGINNING WEDNESDAY, SEPTEMBER 8, 2010. PLEASE REFER TO THE ALPHA HOMEROOM SCHEDULE ON PAGE 5 FOR THE OPENING DAY ALPHA HOMEROOM BELL SCHEDULE FOR STUDENTS:

**BELL SCHEDULE**  
**SEPTEMBER 8, 2010**

**2010-2011 SACHEM NORTH HIGH SCHOOL**

PERIOD 1	7:20 am	8:02 am
HOMEROOM	8:02 am	8:11 am
PERIOD 2	8:16 am	8:58 am
PERIOD 3	9:03 am	9:45 am
PERIOD 4	9:50 am	10:32 am
PERIOD 5	10:37 am.	11:19 am
PERIOD 6	11:24 am	12:06 pm
PERIOD 7	12:11 pm	12:53 pm
PERIOD 8	12:58 pm	1:40 pm
PERIOD 9	1:45 pm	2:27 pm

**\*BUSES**

**1:48 pm, 2:38 pm Departure**

**Late Buses**

**3:40 pm, 5:15 pm; 6:15 pm Sport Buses**



# SACHEM HIGH SCHOOL NORTH

## ATTENDANCE POLICY

Every student has a right to educational opportunities that will enable the student to develop his or her fullest potential. In principle, regular classroom attendance is a major component of academic success. The early identification of attendance problems, together with cooperation among parents, students, teachers, administrators and support staff will foster improvement in student achievement.

All students must maintain ninety percent (90%) attendance in each class to be eligible for credit. Each semester, pupils who are absent more than five (5) days in an alternating day course or nine (9) days in a course meeting every day during the semester will be declared ineligible to earn credit in that class. All absences, regardless of whether excused or unexcused, are considered in determining whether a student has exceeded the maximum amount of absences allowed.

Truancy, class cutting, and/or illegal lateness, are counted against the 90% requirement. In addition, as violations of Sachem's rules, they carry penalties of detention or in-school suspension and, in persistent and unresolvable cases, placement in an alternative setting.

A student, who arrives to class up to fifteen minutes after the bell, is considered late. **A student who arrives to class more than fifteen (15) minutes late is considered absent.**

A student denied credit for attendance reasons would be denied the following privileges for the remainder of the year.

1. to attend any school social event, including all proms, all banquets and if applicable, senior trip
2. to participate in school clubs or on school teams
3. to park on school property
4. to take the class in summer school, if it is a full year course

Any student denied credit would not be eligible for participation in any BOCES vocational program for the following year.

Excused absences are defined as absences due to personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, or such other reasons as may be approved by the Commissioner of Education.

To discuss your child's classroom attendance, you should contact the Office of the Dean of Students at 471-1494.

The attendance guidelines apply to Physical Education as well. Several unique situations have developed to assist students in meeting their Physical Education responsibilities.

1. Legal absences from P.E. may be made up **during AM make up classes: from 6:45 am – 7:10 am and late afternoon (1:45 pm-2:27 pm). This must be done within two (2) weeks of the legal absence. There is no transportation provided for AM make up classes.**
2. Students with medicals will be required to attend Sportsfolio classes to make up for missed P.E. classes. Medicals are not retroactive; they must be submitted to the Nurse within two (2) weeks of the medical problem which affects the student's ability to participate. An "Until Further Notice" medical will be valid for up to two (2) months. The medical must be updated at that time.
3. Students unprepared for class must make up each class as provided above.
4. Illegal absences (cuts) may not be made up.

# PHYSICAL EDUCATION PROCEDURES

## 2010-2011

The Sachem Physical Education Program is dedicated to promoting lifetime fitness and physical activity, and enhancing personal fitness, health and wellness for all students. To that end, the focus of the curriculum is on helping all students become informed, independent decision-makers capable of planning for enjoyable lifetime fitness and physical activity and achieving personal fitness and sport activity goals. The objectives of the curriculum are to assist students to:

- Become physically active and physically fit.
- Acquire knowledge of the benefits of physical activity, health and wellness, and the principles of fitness.
- Become an independent decision-maker who can plan his or her own personal fitness program.

**DRESS:** Each student will need sneakers, shorts, and a shirt to be worn during physical education class. Although optional, a pair of sweatpants and sweatshirt is suggested for outside activities.

**JEWELRY/MOUTH GUARDS:** With the utmost regard for student safety and in conjunction with District policy, students will be required to remove ALL jewelry (including watches, rings, bracelets, body piercing decorations, etc.) before participating in Physical Education class. The use of mouth guards is recommended for all students who wear braces.

**LOCKERS: ALL PERSONAL ITEMS MUST BE LOCKED IN PHYSICAL EDUCATION LOCKERS; THE SACHEM SCHOOL DISTRICT IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.**

**GRADING:** The numerical grades for each marking period are based on 60% of the daily fitness requirements, 30% on the demonstration of basic skill competencies and 10% on written quizzes that evaluate acquisition of knowledge. For a student to receive full credit for the fitness portion of the grade, it is necessary for him/her to execute every mini-lesson. At the State's recommendation, we offer early morning (6:45 am -7:10 am) and late afternoon (1:45 pm – 2:27 pm) make-up classes for students who miss a class due to illness, injury, absence, music lessons, field trips, guidance appointment and/or lack of appropriate attire, etc. Missed competencies or quizzes can be made up by mutual arrangements between individual students and their teacher. Illegal absences (cuts) may not be made up.

**PROJECT ADVENTURE (12):** The numerical grades for each marking period are based on 60% daily performance, 20% rubrics and individual improvement, and 20% journal completion. For a student to receive full credit for the fitness portion of the grade, it is necessary to execute a fitness lesson. We offer a morning and afternoon make-up class for students who miss a class due to illness, injury, absences and/or the lack of appropriate attire. Missed skill competencies or information to the journal can be made up by mutual agreement between student and their teacher for the remaining 40% of their grade.

**SWIMMING:** All students must successfully complete a unit in swimming to pass physical education for the semester.

**EXCUSES:** Students will not be required to participate on any given day when providing a note from a parent or guardian. However, students will not receive credit for the class, but will have the "option" to make-up the class. If the note is requested for more than one (1) day, then the request must be approved by one of the school nurses. If a student cannot participate for more than two (2) days, a physician's note is required, stating the reason for the exclusion and the date that the student will be released from the physician's care. The note should be presented to the school nurse who in turn will notify the appropriate physical education teacher.

**Physical Education Procedures Continued:**

**MEDICAL EXCUSES:** Those students classified as non-participants because of a physician verified medical exclusion (those excluded for three (3) weeks or longer), will be assigned to a health and sports-related reading and writing course called "Sportsfolio". Students who are medically excluded from a regular participation class will receive a grade for physical education based on the daily Sportsfolio assignments. I am sure you understand our concern for the well being of your child and support our effort to provide a related learning experience in physical education even though physical participation is restricted. An early morning make-up (6:45 am -7:10 am) will be offered for students who miss class due to absence, music lessons, guidance appointments, etc.

If you have any further questions, feel free to contact **Ms. Joan Wolffer, Physical Education Department Chairperson, at 471-1497.**



## **SACHEM HIGH SCHOOL NORTH STUDENT SCHEDULE CHANGE REQUESTS**

Changes to a student's schedule that are made after the school year begins interfere with the educational process, affecting not only the student requesting the change, but also the other students in the classes involved. Therefore, to eliminate arbitrary requests for changes to a student's schedule, one or more of the following guidelines must be met in order for a schedule change to be considered.

1. **Missing a course:** The student's schedule does not contain a full 8-period day of required elective courses.
2. **Change in career preparation:** Defined as affecting two (2) or more class periods. Arbitrary schedule changes involving only one (1) class period will not be made.
3. **Failure resolution/not satisfying a course pre-requisite:** A student did not pass a course required for enrollment in a subsequent course of study.
4. **Teacher confirmed request for a level change:** Within a specific course of study.

Guidance counselors will not process any student or parent-initiated requests for a schedule change after the school year begins. If one of the guidelines applies to your request for a schedule change, then you must schedule an appointment to meet with a guidance counselor immediately.

*Sachem Central School District at Holbrook*  
*James J. Nolan, Superintendent of Schools*  
*Sachem High School North*

*John Dolan, Principal*  
*212 Smith Road*  
*Lake Ronkonkoma, N.Y. 11741*  
*(631) 471-1400*

*Assistant Principals*  
*Kenneth Costa (631) 471-1420*  
*José Cruz (631) 471-8935*  
*Lisa M. Johnson (631) 471-1417*  
*Andrew Larson (631) 471-1423*

August 2010

Dear Parent:

The nurses at Sachem North would like to welcome your student to high school and review with you some procedures that may be necessary for him/her during the school year.

**9<sup>th</sup> Grade: Scoliosis Screening**

**Sport Physical if participating in a sport on a sports physical card**

**10<sup>th</sup> Grade: Vision Screening**

**Hearing Screening**

**Physical – all students and for sports, physical form included as an attachment on the Sachem Central School District website**

**Height and Weight including BMI status**

**Dental exam – form included as an attachment on the Sachem Central School District website**

**11<sup>th</sup> Grade: Sport Physical – if participating in a sport**

**12<sup>th</sup> Grade: Sport Physical – if participating in a sport**

**PLEASE NOTE:**

\*ALL STUDENTS MUST TURN IN A COMPLETED AND SIGNED EMERGENCY CARD. THEY WILL NOT BE ABLE TO BE RELEASED FROM SCHOOL WITHOUT ONE.

\*NO MEDICATION IS GIVEN IN SCHOOL WITHOUT A DOCTOR'S ORDER. FORMS CAN BE FOUND ON LINE AT [www.Sachem.edu](http://www.Sachem.edu). - Sachem North Nurse's Information.

\*ALL STUDENTS WHO ARE SICK ARE TO BE RELEASED THROUGH THE NURSE'S OFFICE. PLEASE DO NOT HAVE THEM CALL YOU FROM A CELL PHONE OR PAY PHONE TO HAVE YOU PICK THEM UP WITHOUT COMING TO THE NURSE FIRST.

If your student is to take medication in school, please provide a doctor's order to do so. The medication should be in a labeled bottled.

Sincerely,

*Sachem School Nurses*