

August 5, 2009

Dear Students and Parents/Guardians:

On behalf of the faculty and staff, welcome back! We hope you and your family are enjoying a wonderful summer, and that you are looking forward to a productive new school year.

We are very busy this summer readying the building for your return. There are some new faculty who have joined the high school; we welcome Mr. John Kaufman to our Special Education Department, Mr. Lorren Hotaling to our Science Department and Ms. Lydia Whitney as our new Student Assistance Counselor. The selection of new staff is the result of lengthy interview processes. We extend a special thanks to the students, parents and teachers who joined us in committee interviews and demonstration lessons this spring.

STUDENT SCHEDULES:

Student schedules are included in a separate envelope with specific instructions from Mrs. Greene. Please read this carefully and submit your questions and requests so they are ready for review when the counselors return on August 31st; you can email them in advance of this date if you need to request a meeting. *An updated schedule will be distributed to every student on the first day of school; this is the schedule you are to follow... though you may not see any changes to your program, sometimes there are changes in teachers or room assignments that will impact you.*

Mrs. Andujar	332-6210	landujar@tufsd.org
Mr. Kelly	332-6208	mkelly@tufsd.org
Mrs. Bonitatibus	332-6206	pbonitatibus@tufsd.org
Mr. Ziegler	332-6230	dziegler@tufsd.org

INVITATION TO FRESHMEN PARENTS:

Parents of incoming 9th graders are invited to a **Principal's Coffee Chat** on Tuesday, September 15th in the main office conference room. The goal of this session is to discuss the transition to high school, answer your questions and help you get acclimated to high school. There is no formal presentation, so bring your questions and come get to know us. Please RSVP to Mimi Lorador by Thursday September 10th at 631-8838 if you are planning to attend.

FIRST DAY OF SCHOOL:

The first day of school is **Wednesday, September 9th**. All high school students are to report to school on opening day at 9:45 AM. We will follow a modified schedule on the first day of school, which will include a welcome back barbecue along with homeroom and class meetings; *a detailed opening day schedule is enclosed*. Thursday will be our first full day of classes, which will be cycle day 1.

ELIGIBILITY:

Practices for fall JV and Varsity sports will commence mid-August. No student may participate unless they have been cleared medically. All students must be academically eligible to participate in athletics and other school activities. Last school year's academic achievement determines eligibility for the fall. For questions about eligibility status or for a copy of our policy, please contact Mr. Alterbaum.

LUNCH/LEAVING CAMPUS:

Every high school student is scheduled for a lunch period. Your schedule will indicate whether you will eat during *Lunch A* (before 5th period), *Lunch B* (between 5th and 6th period) or *Lunch C* (after 6th period). Your scheduled lunch period may be different on different cycle days. Students in 9th and 10th grades may not leave campus at any time, including lunch, unless a parent or guardian signs them out of school. Students in 11th and 12th grade in good academic standing, who demonstrate good school citizenship, are afforded the privilege of leaving campus (on foot – no driving) during lunch periods only. **Parents must notify us in writing if they do not want their 11th or 12th grader to leave school grounds during lunch. Please note, no students are permitted to leave for lunch on opening day.**

ATTENDANCE:

We expect every student to attend school every day and to arrive on time. Student absences must be called in to the attendance office, 332-6205 by 9:30 AM, and a note confirming the absence – indicating the date(s) and reason(s) signed by a parent or guardian must be presented when a student returns to school. Students arriving late must be signed in by a parent/guardian or arrive with a note confirming the arrival time and the reason for being tardy. We make every attempt to notify parents of a student absence when we do not hear from a parent; this includes use of an automated message system. Parents, please be sure we have day time and mobile telephone numbers where you can be reached in the event we need to contact you.

STUDENT VERIFICATION SHEETS:

Enclosed is a printout of the contact information we have on file for you to review and update. **PLEASE VERIFY THIS INFORMATION AS CORRECT AND/OR MAKE ANY CHANGES AND GIVE IT TO YOUR HOMEROOM TEACHERS ON THE FIRST DAY OF SCHOOL.**

SIGNING OUT OF SCHOOL:

Students who need to leave school early must come to school that day with a note signed by a parent or guardian, this note *MUST INCLUDE a telephone number where the parent or guardian may be contacted*. Without a note, a student is not permitted to sign out of school. Verbal permission for signing out over the phone is insufficient. In the absence of a note, a parent or guardian will have to come to the receptionist's desk in the main office and sign his or her child out of school in person. These rules apply to students eighteen or older as well, unless we receive different written instructions from parents (see student handbook for more details).

BELL SCHEDULE:

Enclosed is the bell schedule. Please note on a regular school day schedule, the day begins promptly at 7:45 AM with period one for performing arts and other select classes and at 8:30 AM with period 2 for everyone else.

WHO CAN I CONTACT IF I HAVE A QUESTION?

If you have questions about student placement, assessment or academic plans, the school counselor is a great place to begin. The number for the guidance office is 332-6207, the secretary; Mrs. Grasso can direct you from there.

If you have a question involving a student disciplinary matter, student eligibility or attendance, contact Mr. Alan Alterbaum at 332-6203.

You are always welcome to contact our main office at 631-8838, our receptionist; Mrs. Lorador can assist you in connecting to all members of the high school staff. The principal's secretary, Ms. Berry can be reached at 332-6201; she can assist you if I am unavailable when you call.

Questions about a course of study can be addressed directly to a teacher or directed to the department chair or administrator responsible for program, curriculum and staff supervision in a given discipline. During the first days of class, a course outline and expectations will be distributed and grading procedures explained.

English

Mrs. Judith Kelly, Department Chair
332-6222

Foreign Language

Mr. Jaime Begazo, Department Chair
332-6224

Social Studies

Mrs. Jessica Hunsberger, Department Chair
332-6228

ESL

Mrs. Katharine St. Vincent, Department Chair
332-6227

Science

Mr. Jason Choi, Department Chair
332-6226

**Special Education, Guidance, Social Work,
Nursing and Psychological Services**

Mrs. Cheryl Greene, Assistant Principal
332-6209

Mathematics

Mrs. Jennifer Walsh, Department Chair
332-6225

Health and Physical Education

Ms. Kelly Kutch, Department Chair
332-6301

Fine and Performing Arts

Mrs. Gail Persad, Department Chair
332-6223

Student Activities

Mrs. Carol Conklin, Principal
332-6200

Athletics

Mr. Chuck Scarpulla, Athletic Director
631-3664

Mr. Alan Alterbaum, Assistant Principal
332-6203

VOICE MAIL:

An updated voice mail directory is enclosed for your reference. If at any time you wish to leave a message and do not have the mailbox number, call our main office number 631-8838 and the receptionist will connect you.

BUSES:

Enclosed is a bus pass for those high school students eligible for transportation. Only those students presenting passes will be permitted to take the bus (beginning the first day of school.) If you have any questions, contact Mr. Cyril Hughes at 631-3663. Two AM bus pick-ups are scheduled to accommodate students scheduled for period one classes. Beginning on September 9th, late busses will be available at 4:30 PM and 5:45 PM (only for those students eligible to receive transportation.)

EARLY ARRIVAL:

The building is closed to students before 7:30 AM unless scheduled for a specific appointment with a staff member.

VISITORS:

Parents are always welcome at school. *All visitors, including parents, must enter through the high school main entrance, sign in and be issued a "Visitors Pass" before they may continue through the building.* Visitors' parking area is located near the main entrance. Handicapped parking and ramp access to the main office is also available.

CODE OF CONDUCT/ STUDENT HANDBOOK

We establish school rules and procedures in accordance with the district's code of conduct. The Code was developed with input from teachers, parents, students and administrators and adopted by the Board of Education based upon the principles of civility, mutual respect, citizenship, character, appreciation of differences, honesty and integrity; written to help ensure a safe and orderly learning environment for all of our students. It applies to all students, staff, parents and visitors when on school property or attending school functions. There have been no changes to The Code since it was distributed to families, you may access it from our website at tufsd.org. If you would like an additional copy mailed to you, please contact our main office.

On opening day each student receives an agenda book to be used daily to track assignments and plan efficiently. In the front of this agenda book is a student handbook detailing school rules and regulations. These represent the plain language version of our code of conduct. *Every student is responsible for familiarizing him/herself with these rules and abiding by them.* On the first day of school students will sign a card acknowledging receipt of this book and their responsibility for knowing and following school rules.

Parents/guardians are encouraged to review the agenda book often as a means of keeping abreast of student progress. We urge you to review the student handbook with your child and discuss its contents. Please pay careful attention to rules that govern the use of cell phones and other electronic devices, which are prohibited during the school day.

E-MAIL COMMUNICATION:

We are constantly exploring ways to strengthen home/school communication; and will be updating our email directory. If you would like to have notices sent to you via email, please send your email address to Bonnie Berry at: bberry@tufsd.org. Please note you can email staff members at any time by using the first initial + the last name followed by @ tufsd.org. *Example:* cconklin@tufsd.org

SUPPLIES:

High school students should all have a loose-leaf notebook with dividers, pens, pencils and a highlighter. You will get information about other specific supply needs from your teachers during the first week of school

FREE AND REDUCED LUNCH:

Enclosed is the application for free and reduced lunch. Applications must be processed annually, so please review and send in as soon as possible. Completed applications can be submitted to Mrs. Lupetin in Mr. Alterbaum’s office.

STUDENT ASSISTANCE COUNSELING:

Due to budget constraints, Sleepy Hollow High School is continuing a Student Assistance Program on a limited basis for the 2009-2010 school year. The program provides alcohol, tobacco, and other drug prevention activities and counseling services to students. If you are worried about your child's behavior and would like to speak to the Student Assistance Counselor, please call her at 332-6229. A letter explaining the program and the confidentiality afforded students who work with Mrs. Whitney is enclosed.

SAT PREP:

We will offer an optional SAT preparation course in the evenings in the fall and spring for juniors and seniors, a flyer with details is enclosed with 11th and 12th grade schedules; contact your counselor if you have questions or need additional information.

New this year for juniors, we are providing an individualized SAT practice program that all 11th graders are scheduled to take during the school day either first or second semester.

ADDITIONAL INFORMATION:

We are fortunate to have the support of outstanding organizations such as our *PTSA, Performing Arts Boosters and Sports Boosters*. Please read the enclosed notices and benefit our students and our school through membership and by participating in scheduled activities whatever way you can.

We believe that there are a few fundamental guiding principles that are the keys to being successful in school, and we build our program upon this foundation. I invite you to join us in focusing on the positives as we strengthen these basic tenets of school success for all students.

For Students and Staff:

BE HERE...	<i>EVERY CLASS, EVERY DAY</i>
BE PREPARED...	<i>TO DO YOUR BEST WORK</i>
BE RESPECTFUL...	<i>OF SELF AND OTHERS</i>
BE POSITIVE...	<i>THINK YOU CAN, AND YOU WILL</i>

For Parents:

BE INVOLVED...	<i>CALL AND VISIT OFTEN</i>
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The coming school year will hold its share of joys and struggles for us all. Students, expect great things of yourself (we do), and settle for nothing less (we won’t either). Mr. Alterbaum, Mrs. Greene and I, along with the entire faculty and staff wish you a successful and productive school year. If you have any questions or concerns, now or at any time during the school year, please be sure to contact us.

Sincerely yours,

Carol L. Conklin
Principal