

August 15, 2011

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 preparing the building for your return. There are some new faculty who have joined the high school; we welcome Mr. Tom Rogers to our English Department and Ms. Amanda Green to our Guidance Department. We also welcome Mr. Anthony Baxter to his new role as Assistant Principal and Mr. David Ziegler to his new role as Chair of our Guidance Department. 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 enclosed; please read carefully and submit your questions to guidance so they are ready for review when the counselors return in September. 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     |
| Ms. Green        | 332-6209 | agreen@tufsd.org       |

Enclosed is a list of available elective options and directions for requesting a schedule change – please read this carefully and use the forms we have provided to contact your counselor.

**FIRST DAY OF SCHOOL:**

The first day of school is **Thursday, September 8<sup>th</sup>**. All high school students are to report to school on opening day at 10:00 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*. Friday 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. Baxter.

**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 5<sup>th</sup> period), *Lunch B* (between 5<sup>th</sup> and 6<sup>th</sup> period) or *Lunch C* (after 6<sup>th</sup> period). Your scheduled lunch period may be different on different cycle days. Students in 9<sup>th</sup> and 10<sup>th</sup> grades may not leave campus at any time, including lunch, unless a parent or guardian signs them out of school. Students in 11<sup>th</sup> and 12<sup>th</sup> 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 11<sup>th</sup> or 12<sup>th</sup> 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.

**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. Anthony Baxter 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

**Social Studies**

Mrs. Jessica Hunsberger, Department Chair  
332-6228

**Science**

Mr. Jason Choi, Department Chair  
332-6226

**Mathematics**

Mrs. Jennifer Walsh, Department Chair  
332-6225

**Fine and Performing Arts**

Mrs. Gail Persad, Department Chair  
332-6223

**Athletics**

Mr. Chuck Scarpulla, Athletic Director  
631-3664

**Foreign Language**

No Department Chair for 2011-2012 school year, contact Mrs. Conklin, Principal  
332-6200

**ESL**

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

**Guidance**

Mr. David Ziegler, Department Chair  
332-6209

**Health and Physical Education**

No Department Chair for 2011-2012 school year, contact Mrs. Conklin, Principal  
332-6200

**Special Education**

Mrs. Denise Wagner, Department Chair  
366-5866

**Student Activities**

Mrs. Carol Conklin, Principal  
332-6200

Mr. Anthony Baxter, Assistant Principal  
332-6203

**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 12<sup>th</sup>, late busses will be available at 4:30 PM and 5:45 PM (only for those students eligible to receive transportation.)

***On the first day of school all eligible students should be at their bus stop at 8:50AM.***

**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.* The 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. Enclosed is a plain language summary of our Code of Conduct. An updated version can be accessed from our website at [tufsd.org](http://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, with limited exceptions.

**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](mailto: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](mailto: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

**STUDENT ASSISTANCE COUNSELING:**

Due to budget constraints, Sleepy Hollow High School is continuing a Student Assistance Program on a limited basis for the 2011-2012 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.

**CLUBS:**

Enclosed is a list of clubs available to students – we offer a variety of clubs to choose from and we encourage students to pursue their interests.

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:

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

For Parents:

|                       |                             |
|-----------------------|-----------------------------|
| <b>BE INVOLVED...</b> | <i>CALL AND VISIT OFTEN</i> |
|-----------------------|-----------------------------|

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. Baxter 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 - Spillane  
Principal