



Sachem Central School District
Administrative Office

51 School Street
Lake Ronkonkoma, New York 11779

Kenneth E. Graham, Ed.D.
Superintendent of Schools

Jessica Schmettan
Assistant Superintendent for
Curriculum & Instruction Elementary
(631) 471-1345
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August 2016

Dear Parent/Guardian,

Due to state reporting requirements for student attendance data and in an effort to streamline our procedures to ensure the safety of all students and staff, the following guidelines have been established and will be in effect at the start of the 2016-2017 school year.

Arrival

- School begins at 9:15 a.m. Any student arriving at the school later than 9:20 a.m. will be marked late.
- Students who arrive at the school later than 9:20 a.m. must be escorted into the school and signed-in at the main office.

Early Departures

- School ends at 3:15 p.m. Parents/Guardians who wish to pick up their children before the end of the school day must do so by signing their children out before 3:00 p.m. and those children will be marked as an early departure in the student information system. For specific dismissal procedures regarding early dismissal, please refer to your school's handbook.

Due to the safety of all the students in the building no exceptions can be made. Thank you for understanding.

We look forward to a productive school year.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Schmettan", written over a horizontal line.

Jessica Schmettan
Assistant Superintendent for Curriculum &
Instruction Elementary

JS/cm

8/9/2016