



Sachem Central School District

Samoset Administrative Office • 51 School Street • Lake Ronkonkoma, New York 11779
Kenneth E. Graham, Ed.D., *Superintendent of Schools*

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Assistant Principals
José Cruz, Ext. 5530
Coleen Flanagan, Ext. 5525
Brian Kolar, Ext. 5520
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To: All Staff

From: José Cruz, Assistant Principal

Re: **Friday, October 5, 2018 (B Day) – District Wide Drill – Early Dismissal**

Date: September 24, 2018

The Sachem District Wide Emergency Management Plan requires an annual drill as mandated by State Education Department regulations. The purpose of this drill is to test the early dismissal/sheltering aspects of the plan and will be held this year on Friday, October 5, 2018.

To accomplish the early dismissal, Period 8 will be shortened by 15 minutes. Announcements will be made via the Public Address system. **Released** students should be allowed to go to their lockers as part of their normal routine. The adjusted bell schedule for October 5th will be:

Period 8: 12:58 PM – 1:25 PM (27 minutes)

Students who normally stay after school for athletics, clubs, extra help or other activities will stay in their eight period classrooms and remain there until the end of the sheltering drill.

Please relay this information to your students. Teacher sign-out time remains the same.

JC:dd

cc: Patti Trombetta, Principal
Coleen Flanagan, Assistant Principal
Brian Kolar, Assistant Principal
Kevin Miller, Assistant Principal
Steve Wahl, Security