

COMMACK ROAD ELEMENTARY SCHOOL

300 COMMACK ROAD
ISLIP, NEW YORK 11751
631-859-2320
Fax: 631-859-2332



STUDENT HANDBOOK 2009—2010



JEANNETTE FEMINELLA
PRINCIPAL

OFFICIAL HOURS

9:30 A.M.—3:30 P.M.

BOARD OF EDUCATION

Catherine Romano, President

Nelson Couvertier, Vice President

Steven Costantino

Mary Dennis

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**Susan Schnebel
Superintendent of Schools**

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Dear Families,

It is my pleasure to welcome you and your parents to Commack Road Elementary School. The teachers and staff join me in saying that we are happy to have you as part of our family. The adults here are proud to be part of the school family and are dedicated to helping you achieve success. It is your responsibility to do your best and to be your best each day. We hope that this will be a successful and satisfying year for you.

The purpose of this handbook is to give you an opportunity to learn about our school's policies, rules, and procedures. Our goal is for Commack Road to be a place where we will learn and grow together in an educational environment that is safe, comfortable and happy. Everyone is expected to work toward the success of this goal.

Please read through this handbook carefully with your parents/guardians and discover our school. Your signature and the signature of your parent/guardian will confirm that you have read and understand the importance of our handbook.

We are glad you are here!

Sincerely,

Jeannette Feminella

Jeannette Feminella
Principal

Commack Road Elementary School



Dear Families,

Welcome to the 2009—2010 school year. Each year our CRES PTA creates new opportunities to enrich students' learning by running many wonderful activities including Cultural Arts Shows, Book Fairs, Health and Safety Programs, Craft Clubs, and Family Fun Nights.

While we are honored to schedule and coordinate these events, it is the multitude of parent and family volunteers that come forward each year who keep our PTA running strong. All parents, friends, and relatives are *invited* and *encouraged* to join the Commack Road PTA. Your participation in the PTA is a worthwhile endeavor that demonstrates your commitment to education, family, and community. Your presence at PTA meetings and school events reminds your children how much you value and enjoy sharing the learning process.

Please join us at our first PTA meeting on **Monday, September 15th** at **7 p.m.**, in the CRES Library to show your support and learn more about opportunities to share in your child's education.

Sincerely,

Mary Terrill and Michael Geldmacher

Mary Terrill and Michael Geldmacher
Co-Presidents CRES PTA

PTA EVENTS SCHOOL YEAR 2009—2010

We are working on many events and activities for the upcoming school year, these events are listed below for your reference. Volunteers are always needed, please feel free to join us, we would love to have you.

September	9 th	Staff Appreciation Breakfast
	10 th	Meet the Teacher Night – Backpack Drive
	15 th	PTA Meeting – 7 pm/SEPTA 6:30
	17 th	Class Parent Tea – 3:30 – 4 p.m.
	21 st – 30 th	Fall Fundraiser
	25 th	CRES/SES Movie Night
		Reflections
October	14 th – 15 th	PTA Book Fair
	15 th	PTA Book Fair – Night 7-9 pm
	15 th	Craft Club – 2 nd & 3 rd Grades
	20 th	PTA Meeting – 7 pm
	22 nd	Craft Club – 4 th & 5 th Grades
	23 rd	Family Fun—CRES/SES—Laser Show
	26 th – 30 th	Red Ribbon Week
November	2 nd - 20 th	Holiday Food Drive & Treats for Troops
	4 th & 5 th	Reflections Collection
	12 th	Craft Club – 2 nd & 3 rd Grades
	19 th	Craft Club – 4 th & 5 th Grades
	30 th – 12/11	Giving Tree
December	8 th – 9 th	Holiday Boutique
January	7 th	Craft Club – 2 nd & 3 rd grades
	8 th	Family Fun Dinner & a Movie
	9 th	Reflections Showcase
	12 th	PTA Meeting – 7 pm
	14 th	Craft Club – 4 th & 5 th Grades
	22 nd – 2/5	PARP
	26 th – 27 th	Book Fair
February	11 th	Craft Club – 2 nd & 3 rd Grades
March	1 st – 12 th	Spring Fundraiser
	9 th	PTA Meeting – 7 pm /SEPTA 7:30 pm
	11 th	Craft Club – 4 th & 5 th Grades
	12 th	Family Fun Luau – Kick-Off Spring
April	8 th	PTA Meeting 7:30 pm—SES/WING/SEPTA
	9 th	Family Fun Sock Hop w/ Sherwood
May	6 th – 7 th	Mothers Day Boutique
	10 th – 14 th	Staff Appreciation
	11 th	PTA Meeting – 7 pm—SEPTA 7:30 pm
	14 th	CRES/SES Family Fun Bingo
June	15 th – 16 th	Father's Day Boutique



BUILDING PROCEDURES

Sign In/Out

A receptionist is on duty in the main entrance from 9:15 a.m. to 3:45 p.m. each day. If your child is scheduled to be at school for a non-club activity (i.e., extra help) prior to 9:15 a.m., please sign in at the main office. Students *should not* be dropped off at school before the official school hours.

Persons other than administrative or supervisory personnel wishing to visit classrooms must do so by appointment with the teacher.

All visitors must sign-in/out at the receptionist's desk located in front of the main office. To ensure the safety of our children all visitors will be issued a pass which must be visible at all times while in the building

Re-entering School

Students who need to return to their classrooms after school hours should report to the main office to be escorted through the building.

Change of Dismissal Routine

- The parent/guardian must send a note in with the child whenever a change in a daily routine occurs (i.e. going home with a friend, being picked up early).
- If someone is picking up your child, please note the name of that individual in your note.
- Children being picked up before and during dismissal must be signed out at the receptionist's desk. The children will then be called down to the main office.

Do not take a child off a bus line without following the above sign-out procedure and notifying the teacher on duty.

- If you are planning to pick up your child on a regular basis rather than using bus transportation, please write a note so your child can be dismissed early with the walkers.

COMMUNICATIONS

Communication is an important tool in forming a successful partnership between school and home. Teachers will communicate with parents in a variety of ways throughout the school year. Parents may contact a teacher anytime during the year to schedule a conference

Contacting a Teacher

Parents may contact a teacher by writing a note to the teacher or by calling the main office. Since teachers are not permitted to leave the classrooms to take calls, your call will be returned at the teacher's earliest convenience.

Working Together

There is a wide range of opportunities for parents to become involved in the educational programs at CRES. If you are interested in doing so, please contact the classroom teacher or the PTA.

Homework Policy

Homework is considered an important part of the instructional program. Parents are encouraged to set aside a regular time each evening to discuss any papers their child may have brought home from school and to talk with their child about the day's events. Although homework may not be assigned each night, time should be spent reading, writing, studying math facts, reviewing for tests, etc. Please discuss specific homework expectations with your child's teacher.

Whenever students are absent, parents may request that homework be sent with a sibling, relative, or neighbor. Requests for homework assignments should be made in the morning. Parents are asked to make requests early in the school day as time does not allow for materials to be organized to send home for that specific day if the request is received later in the day.

Student Planner

Each student is supplied with a CRES Student Planner. The student planner is an excellent organizational tool to help students develop responsibility for their own learning and plan for success. A section for recording their homework assignments, parent/teacher notes and a variety of resources are provided in the planner. Please take a look! It also maintains daily communication between home and school while keeping parents aware of their child's responsibilities.

*"If a student plans to learn,
he must learn to plan"*



Report Cards

Report cards are distributed three times yearly for Grades 2—5. The first report card is discussed at a Parent/Teacher Conference in December. The next two consecutive cards are sent home with your child at the end of each term. Parents are asked to review their child's progress and sign and return the "Comment Card" in the envelope provided. Special areas will be reported with each report card.

Report Card Schedule for 2008—2009

First period	-	Ends December 4, 2009 Report Cards—December 16/17 , 2009
Second period	-	Ends March 12, 2010 Report Cards—March 26, 2010
Grades 2—5		
Third period	-	Ends June 11, 2010 Report Cards—June 24, 2010
Grades 2—5		

The June report card will not be sent home if a student has not brought in notes for all absences, if all books have not been returned and/or if all owed lunch monies are not paid.

ATTENDANCE

Every student has a right to educational opportunities that will enable the student to develop his or her fullest potential. Attendance policies based on the principle that regular school attendance maximizes the student's interaction with his or her teachers and peers and are major components of academic success. Consistent school attendance increase student achievement and reduces dropout rates. Therefore, attendance policies that provide for early identification of attendance problems and effective methods to address them are most likely to succeed. Successful implementation of any attendance policy requires cooperation among all members of the educational community, including parents, students, teachers, administrators and support staff. (Please refer to the District Calendar at www.islipufsd.org for specifics about the District Policy

A system of incremental interventions will be designed and implemented at the building level in accordance with the District Attendance Policy. If school intervention is not successful, a Child Protective Services (CPS) claim and/or Person in Need of Supervision (PINS) may be filed.

A. Absences

- Parent/guardian must contact the school immediately to report an absence. *Please call our nurse Mrs. Hollbornat 859-2330 when your child is out of school. Children absent from school must have his/her note signed by the school nurse before reentering.*
- Children are responsible for all work missed. After two (2) consecutive excused absences, the parent/guardian must contact the child's school to arrange for work to be sent home.
- After eight days of consecutive or cumulative absences, a letter from the principal will be sent home and a copy of the letter will be placed in the child's cumulative folder.
- Medical documentation, from a licensed professional, must be provided when a pattern of repeated absences is established.
- After fifteen days of absences, the parent/guardian may be required to meet with the building principal, nurse, classroom teacher and/or the social worker.
- For absences beyond twenty-five days, the Child Protective Services may be notified to protect the interests of the child.
- Absences in excess of thirty days in any school year without home instruction, causing academic deficiencies, may result in the child being retained in that grade for the following year.

B. Tardy to School

- Students must sign in at the nurse's office with a note explaining tardiness.
- Student's reason for tardiness will be assessed (excused, unexcused as per definitions that follow.)
- Parents/guardians of students who are tardy eight or more times per quarter will be notified.
- Patterns of unexcused tardiness may result in a referral to the social worker.

Glossary

- **Excused absences, tardiness, and early departures:** Absences, tardiness, and early departures from class or school due to personal illness, illness or death in the family. Significant other, impassable roads or weather, religious observance, quarantine, legal circumstances (court etc.) attendance at health clinics, approved college visits, or such other reasons may be approved.
- **Unexcused absences:** Absences that do not fall into the above definition of excused absences as per Commissioner's regulations.
- **Perfect Attendance:** Student is present for the entire day, every day that school is in session.

HEALTH SERVICES

Extended Absences

Students who will be absent for more than two weeks, due to illness, may qualify for home teaching. A doctor's note stating the diagnosed illness and the length of confinement at home must be submitted to the principal.

Administration of Medication

If your child requires medication during the school day, an *Administration of Medication Form* must be filled out by you and your physician for each medication and returned to the Health Office. This applies to both prescription and non-prescription drugs. The medication, in its original container, must be brought to the Health Office by a parent or guardian. Medication is not to be carried to school by your child. Please check expiration date on all medication to prevent expiration during the school year. By state law, medication **cannot** be administered if these requirements are not met.

Screening

Vision and hearing screening as well as measuring height and weight will be done annually at school. Parents are notified of concerns so that the family physician can follow-up on any necessary corrections. Scoliosis screening is done annually in the 5th grade.

Physical Examinations

Physical examinations are required for all students entering 2nd & 4th grade, special education students and all new entrants to the district. Examinations may be done by the student's private medical physician. Any student who is not examined by his/her private physician will be scheduled to see the school physician.

Head Lice

If your child has head lice, please call the health office so the rest of the class can be checked. **Do not** send the child to school on the bus until he/she has been cleared by the school nurse. The student should be admitted to school with proof that he/she has received a first treatment of RID or R&C shampoo and is rid of all nits from hair. Such proof might be a box top from the product used or a note from the parent stating that the medication had been used. Proof of a second treatment, in 5 or 7 days, is also necessary. The second treatment is essential to kill any NITS which resisted the first shampoo.

CENSUS FORM

A complete listing of the current census information that the district has on file will be sent home for your review. Please make any corrections and return the form to your child's teacher. This form contains crucial information regarding phone contacts and emergency numbers to be called in the event of an illness or accident at school. To guarantee a child's safety, it is imperative that this form be updated and returned to the classroom teacher. Please notify the main office if you make changes in this information during the year.

EMERGENCY CLOSINGS

If it is necessary at any time to close a school because of weather, a "school closing" announcement will be made on all local radio stations and through the Connect-Ed automated phone system.

RADIO STATIONS:

- **WALK** 97.5 FM
- **WGSM** 740 AM
- **WBZO** 103 FM
- **WALK** 1370 AM
- **WBAB** 1440 AM

CABLEVISION: CHANNEL 12

WEBSITE:

www.islipufsd.org

Please have an emergency plan in place in the event of an unexpected closing.

In September, you will be asked to supply the name and phone numbers of contact people who can be called in case of an unexpected closing. The information you supply at that time will be used to create a phone chain.

In the event of an early dismissal for all children in the district, the following order will be utilized:

High School	will be dismissed at	11:00 a.m.
Middle School	will be dismissed at	11:45 a.m.
Sherwood	will be dismissed at	12:30 p.m.
Commack Road	will be dismissed at	1:15 p.m.
Wing	will be dismissed at	2:00 p.m.

In the event of an early dismissal the Connect-Ed automated phone system may be used in the following circumstances:

- Early dismissal due to inclement weather and/or other emergencies
- Unexpected emergency before school.



CAFETERIA

Proper nutrition is essential for children to learn. The Islip School District provides well balanced breakfast and lunch meals for all students to purchase in the cafeteria. Students are encouraged to prepay into their personal accounts using their PIN numbers. Prepaying is convenient for parents and speeds up the serving line. To prepay, simply make checks payable to the Islip School Lunch Fund, place the check in an envelope with your child's name, grade, teacher and PIN number and have your child give it to the cafeteria. For every \$25.00 prepayment students receive one FREE lunch; pay \$50.00 and receive 2 FREE lunches; \$75.00—3 FREE lunches, etc. Students will keep their PIN numbers from year to year. PIN number notification letters will be sent to all households in late August.

Both breakfast and lunch programs are available for all students. A menu is sent home with each child at the beginning of every month.

Breakfast Program

- Begins at 9:15 a.m.
- Students are not considered late for class if they go to breakfast.
- Breakfast costs \$1.00.
- If you receive free lunch, you receive free breakfast.

Lunch Program

- To apply for free or reduced lunch, you must fill out an application form. (See school calendar for eligibility criteria.)
- Reduced lunch costs 25 cents.
- Full lunch costs \$1.75.

Forgotten Lunch/Overdue Lunch Money

- If a child forgets his/her lunch or lunch money, he/she is able to borrow money from the cafeteria for a school lunch.
- All borrowed money must be paid back the following day.
- A slip will be sent home for any money that is owed to the cafeteria. Please return money in a labeled envelope as soon as possible.



Lost and Found

Objects that are misplaced during the school day are placed in a designated area in the cafeteria. The school cannot assume responsibility for lost items. Proper marking of personal items (coats, jackets, sweaters, lunch boxes, etc.) can reduce these losses.



COMMACK ROAD ELEMENTARY SCHOOL

STAFF ASSIGNMENT 2009—2010

Mrs. Jeannette Feminella
Principal

Grade 2	101	Miss Sheryl Ackerman
	105	Mrs. Patricia Austin
	107	Miss Kerin Dugate
	116	Mrs. Jana Guja
	104	Mrs. Elizabeth Johnson
	106	Mrs. Kathi Merlino
	103	Mr. Brian Smith
Grade 3	205	Mrs. Nicole Cahill
	203	Mrs. Marianne Chorusey
	204	Mrs. Melissa Clehane
	201	Mrs. Ann Hess
	202	Mrs. Joan Heuer
	217	Mrs. Kerri Paciulli
	218	Mrs. Leighann Ruggiero
Grade 4	109	Mrs. Susan Davis
	207	Mr. Ted Dieumegard
	208	Mr. Judd Kramarcik
	111	Mrs. Christine LeMaire
	110	Mrs. Joan Munson
	108	Ms. Catherine Nieves
Grade 4/5	216	Mrs. Melissa Ciampa
Grade 5	215	Mr. Philip Lally
	209	Mrs. Helen MacDonald
	214	Mrs. Julie McGarty
	211	Mrs. Jennifer Mintz
	213	Miss Valerie Rivera
	210	Mrs. Trisha Specht





AREA

Art
 ESL
 ESL
 Library
 Library
 Music/Band
 Music/Orchestra
 Music/Chorus
 Nurse
 Nurse
 Nurse Secretary
 Physical Education
 Physical Education
 Psychologist
 Reading Teacher
 Reading Teacher
 Reading Teacher
 Reading TA
 Reading TA
 Reading TA
 Reading TA
 Resource Teacher
 Resource Teacher
 Social Worker

TEACHER

Ms. Bethany Fisher
 Mrs. Pamela Kornhauser
 Mrs. Jessica Kelly
 Mrs. Elizabeth Bromley
 Ms. Melissa Vitale
 Mr. Stephen Perrillo
 Mrs. Rachel Tria
 Mr. Michael Baur
 Mrs. Grainne Hollborn
 Ms. Jessica Conlon
 Mrs. Dawn Cronau
 Mrs. Carrie Rittberg
 Mr. Jason Orlick
 Mr. Edward Velasquez
 Mrs. Kathleen Shanahan
 Mrs. Kimberly Wilson
 Mr. Christopher Sclafani
 Mrs. Jessica Heal
 Mrs. Fran Krawchuk
 Ms. Dawn Palange
 Mrs. Laurie Wills
 Mrs. Patricia Raben
 Mrs. Debra Scheel
 Mrs. Debra Hayden

SHARED/PART-TIME PERSONEL

Computer Center
EXCEL
Media
O.T.
P.T.
Speech

Mrs. Barbara Ramundo
 Mrs. Julia Johnson
 Mrs. Leonora Sirois
 Mrs. Danielle Linehan
 Mrs. Amanda Gilligan
 Mrs. Debra Austin

Secretaries Mrs. Denise Branch
 Mrs. Mary Splaine

Custodian Mr. Howard Crawford
 Mr. Kevin Yenosis
 Mr. Raymon Castro
 Mr. Ed Navarro

Receptionist Mrs. Betty Howe
 Mrs. Linda Grilli

Teacher Assistants
 Ms. Joanne Cootner
 Mrs. Rose McSweeney

Monitors Mrs. Laura Arthus
 Ms. Barbara Corbett
 Mrs. Marie DiNardo
 Mrs. Lori Karabatzoglou
 Mrs. Dawn Polis
 Mrs. Donna Scalice
 Mrs. Debra Sweeney
 Mrs. Annette Walter

Cafeteria Mrs. Josephine Serenita
 Mrs. Debra Ellensohn
 Mrs. Michelle McCulloch
 Mrs. Erin Williams
 Mrs. Marie Galeazzi

SAFETY

The Board of Education is committed to providing a safe and orderly school environment where students will receive and District personnel will deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents, and other visitors is essential to achieving this goal.

The District has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.

The Board recognizes the need to define clearly these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board of Education has adopted a district Code of Conduct. The Code of Conduct appears in our district school calendar. This code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.



SCHOOL DISTRICT TRANSPORTATION POLICY



Bus Transportation

Bus transportation is provided by the school district to an assigned stop. These stops are based upon the information that you provided when you enrolled your child in school. All requests for a change in a bus stop should be directed to the district office at 859-2216. Should a situation arise (i.e., child care) and permission is needed to arrange for a change in your child's bus stop, please send a written request to the main office.

All students are mailed home a bus pass during the month of August. The passes should be kept in your child's backpack. All stops and times appear in the Islip Public School calendar.

Students are to follow the safety rules that have been established by the District and which are reinforced by parents and school staff. Unfortunately, the misbehavior of only one or two students on a bus can endanger the safety and well-being of all.

Your child will not be allowed to ride a school bus if his or her behavior endangers himself/herself or others. Riding the school bus is a privilege. Should your child behave in an unsafe manner or endanger the safety of another child, he/she will be removed from the bus. Our goal is safe bus transportation. This can be accomplished only if your child behaves in a proper manner. Parents will be notified of each infraction.

Bus Safety

1. Students must cooperate and follow all instructions given by the driver.
2. Students must remain seated at all times.
3. Students should keep all body parts and objects inside the bus.
4. Students should exhibit the same respectful behavior while on the bus as they do in school.
5. Students are not allowed to eat or drink on the bus at any time.



Bus Concerns

The driver should be notified of concerns or problems. If the situation continues, please notify the principal.

Lost Objects

If your child has left anything on the bus, please call the transportation office at 859-2216.

Missed/Late Bus

Students who miss the morning bus must be driven to school. Late afternoon buses are available for those who miss a bus or stay after school. Four late buses depart at 4:10 p.m. each day. A student taking the late bus must tell the driver the names of the cross streets at his regular bus stop.

Walkers

Students must have written permission on file to walk home. If this is an occasional practice, a note must be brought in each time. If a walker's status changes, a note must also be sent. Walkers are released five minutes prior to bus dismissal and should leave the school premises promptly.

Bicycles



Students wishing to ride bicycles to school must provide a note from the parent/guardian. This note will be kept on file in the main office. When riding bicycles to and from school, students should observe the safety rules pertaining to bicycle riding. New York State law requires that our students wear a **helmet** when riding or as a passenger.

Bicycles should be left in the appropriate bicycle rack closest to the building. It is suggested that a chain and lock be provided by the student for safety purposes. The school is not responsible for theft or damage to bicycles.



CRES Parent Teacher Association

Parents are invited to join the Commack Road Elementary School in supporting students through active membership in the CRES Parent Teachers Association. Education is a team effort, and we are proud to work with parents through the PTA. A special thanks is extended to the PTA for funding many wonderful programs for our students.

Field Trips

Commack Road teachers may plan trips away from school which support curricular objectives. A parent or guardian must sign a permission slip before a student is allowed to go on a school trip. A limited number of parent chaperones may be asked to accompany the class on a trip. Students are required to use school transportation to and from the field trip site.

Chaperones should follow school rules and accept the responsibility of following procedures set by the teachers.

Please be advised that the Islip School Board of Education reserves the right to rescind its authorization for a field trip at any time upon consideration of the state of national or international affairs. The Islip Union Free School District cannot accept responsibility for financial losses incurred as the result of the cancellation of school trips.

Educationally Related Support Services

Commack Road School has an array of support staff to provide services to students who may be experiencing academic, social, emotional and/or behavioral difficulties.

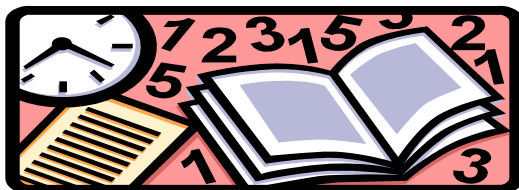
- Commack Road has both a social worker and psychologist on staff. Ms. Hayden, our social worker can be reached at 859-2322 and Mr. Velazquez, our psychologist, can be reached at 859-2394 if the need arises during the year. All contacts will remain confidential.
- Commack Road also has a speech/language teacher who is able to provide support services in specific areas of language development.

ESL—English as a Second Language

Students who speak a language other than English at home may qualify for ESL services. These students spend some time each day working to improve their skills in English.

EXCEL

EXCEL is Islip School's program for gifted students in grades three through twelve. It provides stimulating and challenging experiences to develop and strengthen high level thinking skills, creative thinking behaviors and advanced problem solving techniques. In addition, it encourages research, leadership and communication skills. Students are selected for the program based on scores earned on the School Ability Index and NYS Mathematics and ELA Assessments.



DRESS CODE

The goal at Commack Road Elementary School is to have a safe and orderly school. Responsible behavior by all members of our school community is important in order to meet this goal. It is shown that dressing appropriately and taking care of yourself will have a positive effect on your attitude and success toward school.

CRES STUDENT DRESS CODE

Appropriate dress reinforces a positive image and attitude conducive to a safe and productive educational environment. Therefore, preparing students for future academic and professional growth. Anything worn or carried to school must be free of logos that refer to drugs, tobacco, alcohol and/or violence. We realize retailers sell merchandise that contains sarcastic and amusing comments or graphics. We appreciate your co-operation in helping us maintain a positive message in our learning community.

GARMENTS

- ◆ Comfortable appropriate clothing for safe play
- ◆ Clothing should fit the child properly. (Not too big, too tight, too short, etc.)
- ◆ Clothing that is well-maintained and properly laundered
- ◆ Midriffs and backs should be covered and clothes should not be unduly revealing.
- ◆ Underwear must be completely covered at all times.
- ◆ Must be free from hanging objects/straps which can cause harm or injury.



FOOTWEAR

- ◆ For the **safety** of our students, feet should be completely encased in shoes.
- ◆ Shoes that have been proven to be unsafe, such as open-toed shoes, clogs, flip-flops, platforms, shoes with wheels, heels and slides are strongly discouraged. Due to this safety concern, outdoor activities for children who wear this type of footwear will be restricted.

HEADGEAR

- ◆ Uncovered heads in building except for religious or health reasons.
- ◆ Bandanas are not appropriate headgear.

OUTERWEAR, BACKPACKS AND CLOTHING

- ◆ Must be free from hanging objects/straps which can cause harm or injury.



The CRES Dress Code is in compliance with NY State Safe Legislation and the Islip Code of Conduct. Adherence is therefore required. Students violating this dress code will remove or cover the offending item and, if necessary or practical replace it with an acceptable item.

ISACC (Islip School Age Child Care)

ISACC is a non-political, non-profit, tax-exempt corporation. It is designed to provide educational, recreational and cultural activities in a safe supervised environment. ISACC is licensed by the State of New York Department of Education and the New York Department of Social Services.

The ISACC program operates Monday through Friday from 7:00 a.m. to 5:45 p.m. on every day school is in session. The ISACC program is located at Wing Elementary School.

Please call for more information.

Director: Mrs. T. Schaper

581-6041

Learning Lab (Academic Intervention Services)



The Learning Lab at Commack Road Elementary School provides academic support to students in grades two through five in the areas of reading, writing and mathematics. In addition to instruction during the school day, there are early and late Learning Labs that target specific academic areas on a grade level.

The primary goal of the Learning Lab is to encourage a life-long love for reading and writing and to develop critical thinking skills in mathematics. Students in the Learning Lab learn the necessary skills and strategies for these subjects and continually develop confidence and self-esteem. The staff of the Learning Lab is dedicated to encouraging and guiding students who require extra assistance in academics.

The Learning Lab assists students who need support due to poor performance on standardized tests. Every effort is made to minimize the amount of time students leave their regular classroom setting for these classes.

School Store



As a courtesy, the Commack Road School Store sells school supplies for students. It is housed in the cafeteria and opened during lunch hours. Parent volunteers manage the store and store hours are based on the number of parent volunteers. If you are willing to give an hour or two a week for this program, please call the main office at 859-2320.

Special Education Services

The Islip Public School District provides a continuum of special education services at Commack Road Elementary School for those students who have been evaluated and recommended by the Committee on Special Education. These services include:

- Related services only (i.e., speech/language services OT/PT)
- Teacher consultant services
- Resource room
- Special class setting



Student of the Month Program



Students who have displayed improvement, excellence or good character during the month may be nominated for a “Student of the Month” certificate. Each child’s name will be displayed on a bulletin board in the front lobby. Honored students will also receive a certificate.

Music Program



The music department offers **band**, **chorus**, and **orchestra** for fourth and fifth graders. Fourth and fifth grade students are eligible to study a musical instrument. Lessons are given during the school day.

Student Expectations

We believe that how children feel about themselves and how they treat others is as important as the facts or skills they learn in school. We strive to help children feel good about themselves and to learn in an atmosphere of warmth and mutual respect. Therefore, we devote time in our school day to teaching social skills and to developing a strong sense of community both in the classroom and school-wide.

Rules create the essential atmosphere of safety. Rules, when clearly defined and understood, inspire mutual responsibility through the concept of school as a work place. Rules are needed to help everyone accomplish his/her jobs. Authentic rules encourage reasoned thinking and discussion. Rules that we believe in help us construct a community that is orderly and safe. We want rules that have meaningful applications to concrete behaviors, which require not just passive submission, but active participation.

Student Expectations (cont)

Throughout our school, there will be an expectation for a consistent and respectful approach to interactions between staff and students, students and students, and staff and staff. Adults must “live” their expectations for the students. Therefore, any visitor to our building is considered to be an essential partner in this endeavor.

Y.E.S. at CRES **TAKE CARE OF YOURSELF** **TAKE CARE OF EACH OTHER** **TAKE CARE OF OUR SCHOOL**

Y.E.S. represents global guidelines that would apply anywhere and at anytime in our school. The staff believes that all students are the responsibility of all staff. Teachers and staff members will respond to any student’s behavior whether that student is “in” their classroom or not.

“Y” Taking Care of Yourself

1. Stay in my personal space (keep my body in my personal space)
2. Be a good listener and positive communicator
Use appropriate voices (inside/outside), soft as opposed to quiet (no talking)
3. Value yourself by doing your best
4. Be responsible for your actions, including your personal things.
5. Keep yourself safe
6. Use good manners (say please, thank you and excuse me)



Student Expectations (cont)

'E' Taking Care of Each Other

1. Be kind to each other by:
 - Including others
 - Using kind words
 - Helping and thinking of others' needs and feelings
2. Be friendly to everyone in our school
3. Be a good listener
4. Value and respect others'
 - Property
 - Personal space
 - Ideas
 - Feelings

"S" Taking Care of Our School

1. Keep our school environment clean, neat, safe and attractive
 2. Take care of materials, equipment and physical space— Students are expected to be responsible for all textbooks, desks and school property issued to them. Students are expected to pay for property which is lost or damaged.
 3. Our school community should feel safe, welcomed and valued
 4. To maintain an optimum learning environment for everyone, the following items are inappropriate at all times:
 - Cell phones
 - Laser pointers
 - Walkmans/radios/IPOD's
 - Electronic games
 - Pokemon cards or other trading cards
 - Water guns
 - Other non-school related items (ie: pocket knives)
- * Please note, possession of a weapon i.e. pocketknife, in school is a mandatory 5 day suspension



Hallway Behavior

- Students are to walk directly to their destination in a quiet and orderly fashion.
- While students are in the halls, they should respect others who are in their classrooms learning.
- Students should respect hallway displays and bulletin boards.



Auditorium Behavior

- Students are expected to be quiet and remain in their seats while in the auditorium.
- Students are to keep hands and feet to themselves and to keep feet off the seats.
- Students are expected to pay attention to the performance.
- Students are to show appreciation for the performance in an appropriate manner (no hooting or booing).

Cafeteria Rules

- Follow all directions of the monitor the first time given.
- Raise your hand for permission to leave your seat.
- Clean up your space after eating.
- Keep hands, feet and objects to yourself.
- Walk, **DO NOT** run—Speak, **DO NOT** yell.

Recess Rules

- Follow all directions of the monitor the first time given.
- Do not fight or play fight
- Refrain from bad language, teasing or name calling.
- Use playground equipment appropriately.
- Line up quietly in an orderly fashion.

Playground Expectations



A playground is a place where children can play creatively. The equipment was designed with the premise that children will behave in a variety of ways. The most important factor is that a child plays safely while having fun.

The playground equipment offers students a chance to explore many different movement patterns on each piece of equipment. The end result is to enhance social interaction through group activities.

The following playground regulations will be used to maintain a safe environment.

General Safety Rules

- **NO** pushing or fighting while waiting in line or while playing on equipment
- **NO** tackling or rough play
- **NO** throwing sand or objects
- **NO** running or playing tag through or around the equipment
- Be polite, wait your turn, be careful
- Get permission from your monitor to leave the play area. You must have a partner to enter the building
- **DO NOT** approach classroom windows during play-time
- Swings should be used in proper sit-down position
- **NO** Frisbees, lacrosse sticks, hockey sticks or sharp objects
- **NO** running on the blacktop
- Tell your monitor about any problems during recess. Inform her of any glass or other objects on the play areas

CALLS FOR INFORMATION OR TO SOLVE A PROBLEM



General Information	CRES Main Office	859-2320 859-2321 FAX 859-2332
District Information	Switchboard	859-2201
District Transportation	Mrs. Vasquez	859-2216
Health/Transportation	Mrs. Hollborn (24 hour answering machine) FAX	859-2330 859-8448
Pupil Personnel	Mrs. Nelson	859-2283
PTA Presidents	Mrs. Renwick	665-6064

If you wish to call about any situation regarding your child, the classroom, or his/her teacher, please call the teacher first. Following your discussion with the teacher, if additional assistance is needed, you will be referred to the appropriate party.



FOR PARENTS

This handbook is the product of collaboration between parents, teachers and administrators. It is an outgrowth of our Standards of Excellence Committee. It was developed out of a need to make clear, in a positive manner, the expectations which we, as a school community, have for our children.

We are asking that you take the time to read through the booklet with your child and discuss its meaning. Please return the tear off portion at the bottom of this page to your child's teacher.

It is our hope that through increased collaboration, we can continue to promote an environment which fosters positive interactions in a safe and orderly setting.

I have reviewed this handbook with my teacher

Student's Signature

Date

I have reviewed this student handbook with my child, and I am aware of its contents.

Student's Name

Parent/Guardian Signature

Date

