

Commack Middle School

an International Baccalaureate World School

Dr. Michael K. Larson

Principal

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Mr. Frank J. Agovino

Assistant Principal

Ms. Amy Martin

Assistant Principal

August 2023

Dear Sixth Grade Student,

Welcome to Commack Middle School! We are very excited to meet you and together, begin the next chapter of your academic journey! The CMS staff looks forward to supporting your transition to middle school and is eager to meet you!

We would like to invite you, along with your parents/guardians, to attend our New Student Summer Orientation Program on **Monday, August 28, 2023**. In an effort to ensure that we have the opportunity to get to know you better and to accommodate all attendees, we have created two orientation sessions according to the first letter of your last name as noted below:

First Letter of Student's Last Name	Report Time
A through L	8:00 a.m.
M through Z	11:00 a.m

During this orientation, you, along with your parents/guardians will have the opportunity to tour the building, follow your schedule of classes, locate/access your locker and purchase PTA sponsored school spirit wear (if interested). Additionally, you will have the opportunity to meet with the administrative team and school counselors to learn more about procedures and practices here at Commack Middle School. Please note that your schedule, locker number and locker combination can be viewed via the Parent Portal on Thursday, August 24 after 12:00 p.m.

<http://campus.commack.k12.ny.us/campus/portal/commack.jsp>.)

We respectfully request that all students access/ retain this information prior to attending the orientation event on Monday, August 28th.

Please be aware that additional opportunities for all students to visit the building will be provided as noted below:

Date	Event	Times
Monday, 8/28/23	Grade 6 Orientation	8:00 a.m. - 9:00 a.m. (Last name A through L) 11:00 a.m.- 12:00 p.m. (Last name M through Z)
	Building Access	12:00 p.m.- 3:00 p.m.
Tuesday, 8/29/23	Building Access	9:00 a.m.- 3:00 p.m.
Wednesday, 8/30/23	Building Access	2:30 p.m.- 5:00 p.m.

We encourage you, along with your parents/guardians, to visit the building, “walk through” your schedule, and familiarize yourself with the physical layout of the building. *Please know that members of our counseling staff will be preparing for the opening of school during the times noted above. As such, they will not be available for “walk-in” appointments.*

To supplement the August 28th orientation, please know that all grade 6 students will participate in a secondary orientation experience, guided by their teachers on Tuesday, September 5, 2023. During this experience, your teacher(s) will answer questions, begin conversations about our CMS core values of Respect, Responsibilities and Relationships **AND** bring you on an additional building tour.

Parents/guardians, we encourage you to visit the Back to School section of the District website via the following link:

<http://www.commack.k12.ny.us/backtoschool.aspx> to review items including, but not limited to:

- A list of important contact numbers and chain of communication
- Student guidelines for internet use & Board of Education Policy
- Immunization requirements
- Health Appraisal/Physical Examination forms for grades 1, 3, 5, 7, 9 and 11
- Other

Students and parents/guardians, we encourage you to visit the Back to School Section of the CMS website via the following link: <https://www.commackschools.org//CommackMiddleSchool.aspx> to review items including, but not limited to:

- Supply lists for grade 6
- CMS 2023-2024 bell schedule
- Welcome letter from the PTA
- Welcome letter from CMS Administration
- *Please note that school photos will take place during physical education classes on October 12th and October 13th. Further information regarding school photos and details related to school yearbooks will be provided at a later date.*

Students, Commack Middle School truly is a unique and remarkable place; rest assured that we are looking forward to meeting and working with you. We are here to support and guide you through this wonderful new experience. In advance of the first day of school, we encourage you to view the following [welcome video](#) to assist in orientating you to the physical layout of Commack Middle School. This video can also be found on the CMS website and the full text url has been provided below: <https://www.commackschools.org/VideoUp/0fc5da0c-9b68-4e8f-a3ed-f0c5d450573d.mp4.mp4>

Finally, to assuage any concerns you may have related to the first day of school, please know that the Commack Middle School staff have plans in place to ensure that all grade 6 students are directly connected to their period one teachers.

On the first day of school, please come prepared with:

1. A copy of your class schedule
2. A pen, pencil, and associated school supplies
3. Lunch from home or plans to purchase lunch in the school cafeteria

Please review the subsequent pages of this communication to learn more about medication “drop-off,” student arrival and dismissal plans, the CMS student lunch program and late bus information.

Lastly, middle school counselors will be hosting a secondary informational evening for parents/guardians at Commack Middle School on Tuesday, August 29th, at 5:30 p.m. Please view the link below for more information on this event [CMS Informational Night for Families August 29th.pdf \(commackschools.org\)](#).

We hope that you enjoy the remainder of the summer and look forward to a successful and memorable year. Welcome to Commack Middle School!

Sincerely,

~The Staff of Commack Middle School

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Greetings Parents/Guardians and Students,

Please review the information below to learn more about medication “drop-off,” student arrival and dismissal plans, the CMS student lunch program and other procedural information regarding Commack Middle School.

Thank you,

~ CMS Administration

Medication Drop-Off:

- Parents/guardians will be invited to “drop off” medications on Thursday, August 31st between 8:30 a.m.- 2:30 p.m.

Transportation Related Information

Student Arrival & Dismissal Via Bus:

- Buses will arrive at CMS at approximately 7:35 a.m.; students will disembark beginning at 7:40 a.m.
- Students will disembark (one bus at a time) following directions provided by middle school staff.
- Students will be dismissed from their period 9 classes at 2:38 p.m.

Student Arrival & Dismissal Via Parent/Guardian Transport:

- Please note that students being transported by their parents/guardians may be “dropped off” at the Main Entrance (in the front of the building) beginning at 7:10 a.m.
- Students will not be permitted to enter the building prior to 7:10 a.m.
- Students will enter the building and be directed to the New Cafeteria, North Cafeteria or South Cafeteria.
- At 7:40 a.m., students will be dismissed from the above locations and sent directly to their period one/homeroom classrooms.
- Students will be dismissed from their period 9 classes at 2:38 p.m.

Retrieving Students from School (during the school day):

- The parent/guardian or another adult (who must be listed in your students Infinite Campus Portal) must report to the building with identification.
- The parent/guardian must enter the building through security and “sign their child out.”

Retrieving Students from School (after school):

- Parents/guardians who are picking up their child at the 2:38 p.m. dismissal, will do so in the main parking lot.
- Parents/guardians who are picking up their child at 3:30 p.m. or 5:00 p.m., will do so in the rear lot which can be accessed by the entrance just west of the main entrance.

Late Bus Information:

- Late buses will depart from CMS at 3:40 p.m. and 5:00 p.m. daily.
- There are 4 different late bus routes (routes A, B, C and D).
- Further information regarding late buses can be found [via the following link](#)
- Any questions or concerns related to transportation should be directed to Mrs. Amanda Klvana, Transportation Coordinator, at 631-912-2021 or via email at aklvana@commack.k12.ny.us

Student Arrival on September 5th (grade 6 only):

- Grade 6 students will be actively supported as they navigate their way to their first period classroom on September 5th.
- As students exit the bus, all grade 6 students will meet their period 1 teacher in the bus parking lot.

- In the event of inclement weather, we will ensure that all grade 6 students are brought directly to their teacher's classroom.
- Grade 6 students who arrive via parent/guardian transportation will be directed to the auditorium and arranged according to their period 1 teacher.
 - From the auditorium, students will be escorted to their period 1 classroom.
- Students, all we ask is that you remember the name of your period 1 teacher, we will guide you from there!

Orientation Plans (grade 6 only):

- In addition to the New Student Summer Orientation on Monday, August 28th and subsequent building access days on August 29th and August 30th, grade 6 students will have an additional orientation experience on September 5th.
- Please note that all grade 6 students will have an opportunity to tour the building and will be orientated to life at CMS throughout their first day at CMS.

Student Lunches/ "Split" Lunch Program:

- Students will be assigned a lunch period noted as either "Gold" or "White" on their schedules.
- Schedules will be available via the Infinite Campus Parent Portal after 12:00 p.m. on August 24, 2023.

Students with the "Gold" Designation:

- Will report to the cafeteria for the first part of the period in order to participate in food service/ lunch.
- After approximately 20 minutes, students with the "Gold" designation will report to recess/ recreation.

Students with the "White" Designation:

- Will report directly to recess/ recreation.
- After approximately 20 minutes, students with the "White" designation will report to the cafeteria to participate in food service/ lunch.

Please note that students will have the opportunity to adjust their "Gold" or "White" designation, after the conclusion of the first week of school. The process for doing so will be discussed with students during their assigned lunch period. If approved, parents/guardians will be notified via school messenger regarding changes to their child's schedule.

Students interested in a quiet space to read or complete school work will be permitted to report to the cafeteria adjacent to the main cafeteria, rather than outdoor recreation/ recess. This location will be supervised by middle school staff and presents an additional option for students.

Students enrolled in Lunch Chorus:

- As in years past, the Lunch Chorus program will commence toward the end of September.
- Students enrolled in Lunch Chorus will report to the Chorus Room (A-9) during their designated "Recess" time.

Clubs at CMS:

- There are a variety of clubs and activities for students to join at CMS. It is our hope that students take advantage of these opportunities throughout their time at CMS.
- For information regarding clubs, please visit the CMS website and navigate to: <https://www.commack.k12.ny.us/CMS-Clubs.aspx>

ChromeBooks

- Students will be expected to bring their fully charged ChromeBook to school every day. When not being used in classes, students should keep their ChromeBook in their assigned locker.
- In the event that your child does not have their ChromeBook or their device is damaged/defective, a loaner device will be issued.
 - Please understand that replacement/loaner devices will be issued as promptly as possible, however this is predicated on supply.
- Staff members will be available in room C2-18 throughout the school day to issue loaner devices.
- Parents/guardians and students will assume the responsibility for any intentionally damaged Chromebook(s).
 - The cost to replace an intentionally damaged device will be \$300.00.
 - Further, intentionally damaged devices *may* result in a Dean's Office Referral.

We hope that you are enjoying your summer and look forward to your return to CMS!

~CMS Administrative Team