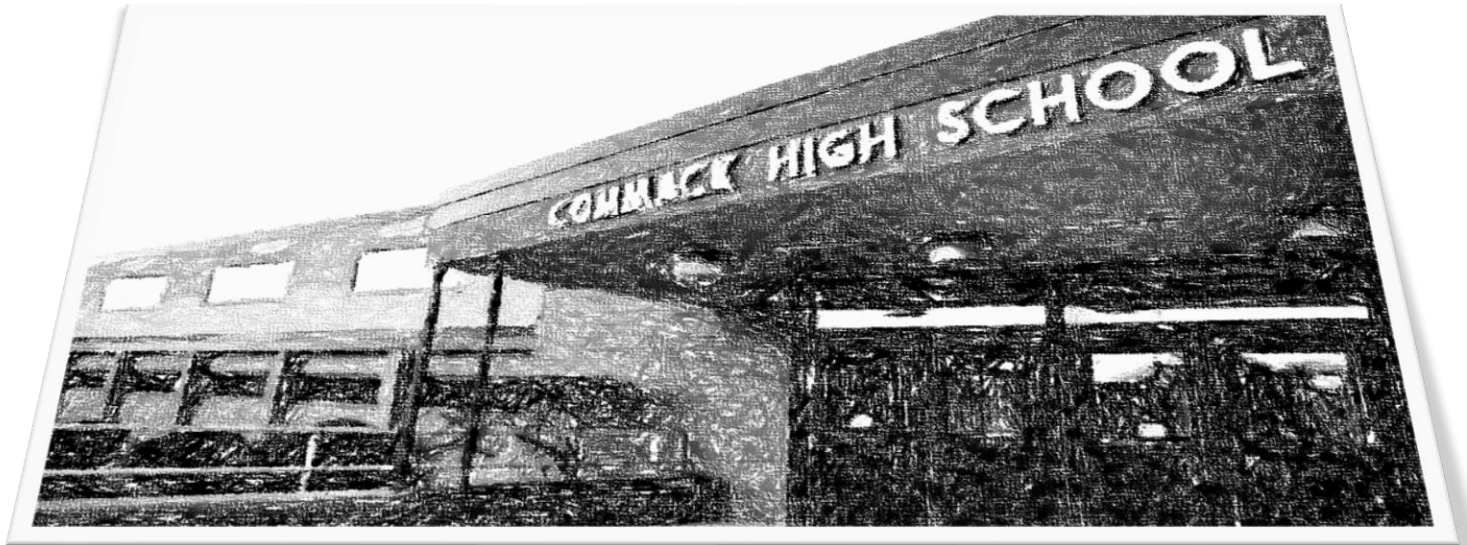


Cougar Questions & Answers



This booklet contains answers to many of the questions you may have about Commack High School. Remember, you can always talk to any Teacher, School Counselor, Administrator or any staff member if you need any assistance.

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ARRIVAL TO SCHOOL, ABSENCES AND EARLY RELEASE

ENTRANCE TO SCHOOL

There are three main entrances to Commack High School based on the way you get to school:

- *If you take the bus* - you will enter through the Main Lobby doors in the Bus Loop or through the South Gymnasium doors
- *If you get a ride* - you will enter through the Cafeteria on Townline Road or through the E-Wing Lobby.
- *If you are a Senior who drives* - you will enter through the E-Wing lobby



The doors above will be the only ones that are open during arrival times. The Cafeteria doors will be closed and locked at 7:30am. The E-Wing doors will be closed and locked at the end of the arrival time. Any entrance into the building after 1st period should be through the Main Lobby.

ABSENCES/LATE ARRIVE/EARLY RELEASE

For students who will be absent for a full day of school please call the CHS Attendance Office at 631-912-2112. The Attendance Office has a 24 hour voicemail. If you leave a message please include your child's name, grade, and date of absence, and reason for absence(s).

For students who are arriving to school after the school day has started, please follow these steps:

1. Please have your parent/guardian write a note explaining the lateness and hand that in to the Attendance staff in the Main Lobby.
2. You will be issued a late pass to provide to your teacher and your attendance in Infinite Campus will be updated.
3. Go directly to your scheduled class based on the time that you arrive at CHS.



For students who are leaving before the end of the scheduled school day:

1. Please have your parent/guardian write a note explaining the release. This must be done ahead of time as we cannot call into a classroom to release the student.
2. Hand in your note to one of the following locations:
 - Main Lobby
 - Cafeteria (before school only)
3. The Attendance staff will contact your parent/guardian to verify the release and you will be issued a release pass to provide to your teacher. Your attendance in Infinite Campus will be updated.
4. At the time of your release, show your pass to your classroom teacher and then proceed to the Main Office to sign out.

SENIOR PARKING

Parking on our campus is a senior privilege and we would like to extend this opportunity to any senior who is eligible. In order to obtain a Senior Parking Sticker, Seniors must attend the Driver Safety Program and be up-to-date with their CSIP hours. For more information, please contact the Office of Student Affairs.



I STILL HAVE QUESTIONS...

I still have a question about...	For the answer, contact...
My bus assignment	Transportation Office, 631-912-2020
Leaving school early	Attendance Office, 631-912-2187
A Senior parking spot	Office of Student Affairs, 631-912-2114

LOCKERS

FINDING YOUR LOCKER

Lockers are assigned throughout the school on both the first and second floors. Lockers are numbered by wing and individual locker number. At the end of each hallway is a brown plaque that will tell you which locker numbers are located in that hallway. There are also color-coded maps around the building that will show you the locations of lockers.



ISSUES WITH YOUR LOCKER

If you have trouble opening your locker, please do not worry, our staff can assist you. If your locker is jammed, please report this to the Dean's Office. If you have trouble with your combination, please speak with your School Counselor.



SHARING LOCKERS

Your locker is your secure space to keep your personal belongings, so please do not share your locker or combination with anyone.



GYM LOCKERS

Your gym locker is your secure space to keep your personal belongings while you are in physical education. Please be sure to secure your belongings in your gym locker, and not on a bench or the floor of the locker room. The locker room is not locked and multiple classes have access to the space.



I STILL HAVE QUESTIONS...

I still have a question about...	For the answer, contact...
How to find my locker	High School Main Office, 631-912-2100
My locker not working	Office of Student Affairs, 631-912-2114

SCHEDULED CLASSES

LOCATIONS

Generally, classes are scheduled based on the subject being taught:

- Art/Music Classes - Music wing and classrooms that start with "A"
- World Language Classes - Lower A wing and upper A-wing
- English Classes - Lower C and E-wing
- Math Classes - Lower and upper E-wing
- Social Studies Classes - Upper C and E-wing
- Science Classes - Upper A, B & D-wing
- Physical Education & Health Classes - Gymnasiums and lower E-wing



This is just a general overview, for specific locations look for the room number on your schedule in Infinite Campus and use the map in your Student Agenda Book or the posted maps around the building.

STUDY HALLS

Study Halls are quiet rooms where low conversation can take place between students. Students should take advantage of the opportunity to complete work or tasks associated with curricular courses or extra-curricular activities or clubs. There is no card playing or gambling allowed in Study Halls. Students may obtain a pass to the Library from the Librarians either the day before or the morning before the Study Hall period begins.



PASSES TO LEAVE CLASS

If you need to leave your classroom during the period for any reason, you should ask your teacher for a pass. The teacher will write and sign you a pass that will then be verified when you get to your destination.



BATHROOMS

Commack High School has bathrooms for student use in the following locations:

- 1st floor Boy's Rooms- Music wing, A-wing, B-wing, South Gym, E-wing by Weight Room, Cafeteria
- 2nd floor Boy's Rooms - A-wing, B-wing, E-wing by Dance Studio
- 1st floor Girl's Rooms- Music wing, B-wing, South Gym, E-wing by Weight Room, Cafeteria
- 2nd floor Girl's Rooms - B-wing, C-wing, E-wing by Dance Studio
- Single Stall Bathrooms - 1st and 2nd floor E-wing by Computer Labs



CHROMEBOOKS

Every student at Commack High School has their own Chromebook for school use. The Chromebook should be brought to school each day and home each afternoon as you will need it at both places. Please treat the Chromebook like any other school-issued item and take care of it. If you have any issues with your Chromebook, our dedicated Instructional Technology staff is available to assist you.



HOMEROOM

Homeroom is a time for morning announcements, distributing school paperwork and taking daily attendance. Homeroom is scheduled daily from 7:30-7:36am.



BELL SCHEDULE

Period	Time (41 minute periods)
HR	7:30 - 7:36
1	7:36 - 8:17
2	8:22 - 9:03
3	9:08 - 9:49
4	9:54 - 10:35
5	10:40 - 11:21
6	11:26 - 12:07
7	12:12 - 12:53
8	12:58 - 1:39
9	1:44 - 2:25

I STILL HAVE QUESTIONS...

I still have a question about...	For the answer, contact...
Finding my way around the building	Any teacher, your School Counselor or a Security Guard
My Chromebook	Instructional Technology, chsgoogle support@commack.k12.ny.us
How to change my Study Hall to a class	Your School Counselor

BREAKFAST, LUNCH & THE CAFETERIA

FOOD SERVICE

Commack High School offers a “grab-and-go” breakfast program from 7:00-7:25am, as well as a full lunch service through our school caterer, Whitsons. Daily menus, special accommodations and information about payment can be found on the [Whitsons page](#) of the district website.



New barcode scanners have been placed in all of our school cafeterias to provide contact-free school lunch purchases. Students with mobile devices can download the Infinite Campus Student App to use their student id barcode. The barcode can be found on the Today page of the app. For more information, please visit our webpage. [Link to download Online Payment App](#)

VENDING MACHINES

Vending machines are available in the Cafeteria and outside the E-wing entrance for student use. Students can purchase bottled drinks and small snacks from these machines.



SEATING

During the first week of school students will be asked to decide where they would like to sit in the Cafeteria and then remain in this seat for the remainder of the year. This ensures equity of seating as well as allows our lunch staff to account for students during the period.



LIBRARY PASSES

It is expected that students will remain in the Cafeteria for their entire lunch period. However, if a student would like to go to the Library they will need a pass/staff approval to do so. Passes can be obtained the day before or the morning of lunch from the receptionist in the Library.



I STILL HAVE QUESTIONS...

I still have a question about...	For the answer, contact...
How to order or pay for lunch	Food Service Office, 631-912-2146
Issues with change in the vending machines	Food Service Office, 631-912-2146

COUNSELING CENTER

The Counseling Center is the main “hub” of the building that students should feel comfortable to visit whenever they have a question. Listed below are the School Counselors, School Social Workers, School Psychologists and their respective email addresses.



Visit the [Counseling Center website](#) for the most up-to-date information on events, opportunities and happenings.

COUNSELORS

Ms. Kregler, <i>Director of Counseling</i>	nkregler@commack.k12.ny.us
Ms. Tadmor, <i>Lead Counselor</i>	htadmor@commack.k12.ny.us
Mr. Graham	dgraham@commack.k12.ny.us
Ms. Catinella	acatinella@commack.k12.ny.us
Ms. Clark	jclark1@commack.k12.ny.us
Mr. DelGiudice	jdelgiudice@commack.k12.ny.us
Ms. Iacopelli	aiacopelli@commack.k12.ny.us
Ms. Meyer	cmeyer@commack.k12.ny.us
Mr. Miale	jmiale@commack.k12.ny.us
Ms. Moore	gmoore@commack.k12.ny.us
Ms. Russo	jrusso@commack.k12.ny.us

PSYCHOLOGISTS AND SOCIAL WORKERS

Dr. Cardinale	mcardinale@commack.k12.ny.us
Ms. Decker	sdecker@commack.k12.ny.us
Ms. Diaz	adiaz@commack.k12.ny.us
Mr. Harris	rharris@commack.k12.ny.us
Ms. Rieger	jrieger@commack.k12.ny.us
Dr. Leggio	hleggio@commack.k12.ny.us
Ms. Radziul	kradziul@commack.k12.ny.us
Dr. Sciancalepore	rsciancalepore@commack.k12.ny.us

WILSON TECH CAREER/INTERNSHIP COORDINATOR

Ms. Nelson

dnelson@commack.k12.ny.us

THE ROLE OF THE HIGH SCHOOL COUNSELOR

- Guide students in transition from middle to high school and from high school to college/workforce
- Advise students on academic planning
- Monitor academic progress
- Support students' social-emotional well-being
- Provide career guidance
- Assist in the post-secondary planning process
- Facilitate special programs for students

APPOINTMENTS

Appointments should be scheduled during a student's free period or lunch period.

To make an appointment, students can:

- Visit the Counseling Center during a Study Hall, lunch period or after school
- Fill out the google form - [Click here](#)
- Scan the QR code →



USEFUL LINKS FOR STUDENTS

- [Naviance login](#) - For college searches and career interest inventories
- [Curriculum Guides](#) - For information on high school course options
- [Newsletters and Announcements](#) - Up-to-date events and website postings
- [Mental Health Resources](#) - Child in Crisis support

I STILL HAVE QUESTIONS...

I still have a question about...	For the answer, contact...
How to get Working Papers	Mrs. Groia in the Counseling Center <ul style="list-style-type: none">• Working Papers Website has all forms
CSIP - Community Service Involvement Program	Mr. Boll, CSIP Coordinator <ul style="list-style-type: none">• Bulletin Board directly outside of Computer Lab 2/3• CSIP Website
Honor Societies and Clubs	Office of Student Life or the organization's advisor

NURSES' OFFICE

WHAT DOES THE NURSE DO?

Our Nurses are medical health professionals that care for our students and staff. We have three full-time Nurses here at Commack High School: Mrs. Dalton, Mrs. Gulino and Mrs. Wright. The Nurses are an integral part of our high school team. If you feel unwell throughout the school day, simply ask your teacher to see the Nurse. Your classroom teacher will provide you with a pass. The Nurse's office is located in the B-wing or "red wing" in the middle of the hallway. Students may visit the Nurse's office for a variety of reasons: to drop off paperwork, take medication, etc.



I STILL HAVE QUESTIONS...

I still have a question about...	For the answer, contact...
Medication Drop Off	Parents can drop off medications on dates listed in the district calendar.
If I need to contact the Nurse's Office, what are the best phone numbers?	631-912-2110, 631-912-2111, 631-912-2221
What is the fax number in the Nurse's Office?	631-912-2239

DISMISSAL FROM SCHOOL

EXITS

After the last bell, students are expected to exit the building unless they are staying after for an organized club/school activity or athletic practice/contest. Students may use any exterior door to exit the building. Students who are riding the bus will find buses in two rows in the front circle. There is an order that will be posted by the Main Lobby doors. Students who are being picked up can arrange for their ride to meet them in the Cafeteria lot on Townline Road.



LATE BUSES

For students who stay after and would like to take the late bus home, transportation will be available at 3:30 and 5:15. Bus stops are not the same as the daily buses; High School late buses are AA, BB, CC or DD. Late Buses leave from the front circle. Stops for each route are posted by the South Gym, E-wing doors, A-wing doors, C-wing doors and in the Main Lobby.



SPACES AVAILABLE AFTER-SCHOOL

It is expected that any students who remain in the building after dismissal, do so for extra-help, extra-curricular activity or athletics. Additionally, the following spaces are available to students to complete school work from 2:30-3:15pm:



- Library
- Cafeteria
- Computer Lab 2/3

I STILL HAVE QUESTIONS...

I still have a question about...	For the answer, contact...
My stop for the late bus	Transportation Office, 631-912-2020

LINES OF COMMUNICATION



At Commack High School, we believe that open lines of communication are vital to the foundation of success for all students. Therefore, we invite you to follow the lines of communication outlined below if any issues arise.

Who do I go to first with my concerns?

Our most effective tool in providing our students with an optimal learning environment is the establishment of an effective and ongoing communication system between the parent and the teacher. Should any concerns or questions arise regarding academic or behavioral needs and/or practices within the classroom, please contact the teacher first. You can e-mail the teacher or leave a message for your child's teacher at 631-912-2099, plus the teacher's voicemail extension. Voicemail extensions and e-mail addresses can be found on the [Staff Directory](#).



Who do I contact if the matter is not resolved?

Please contact your child's school counselor by emailing the counselor or calling the CHS Counseling Center at 631-912-2121. If your child's school counselor is not able to assist please call the Coordinator/Director of the department in which there is a concern. Department Coordinators and Directors are responsible for the K-12 curriculum. If your concern stems from a classroom practice, grade or a particular book/assignment, contact the Department Director/Coordinator.

Coordinators/Directors

Art and Music	Mark Stuckey	912-2070
Counseling	Nicole Kregler	912-2120
Health, Physical Education & Athletics	Patrick Friel	912-2080
Mathematics, K-12	Joanne Fennessey	912-2158
Science, K-12	Laura Longo	912-2171
Humanities	Jeffrey Sautner	912-2160
Special Education	Dr. Kelly Seebeck	912-2162
Student Affairs, Business & Community Programs	Toby Elmore	912-2257
World Languages & ENL	Barbara Lazcano	912-2263



What if I need further assistance?

If your question or concern is not about a specific course or content area or if your questions or concerns exist after following the above chain of communication, please contact the building administration.

Principal	Carrie Lipenholtz	912-2105
Vice Principal	Matthew Keltos	912-2107
Assistant Principal	Andrea Allen	912-2109
Assistant Principal	Eric Biagi	912-2108