

District Website

www.commack.k12.ny.us
www.commackschools.org

MASCOT & SCHOOL COLORS:

Burr – Mascot: Panther
 Colors: Blue/Silver

Mandrachia/Sawmill – Mascot: Beaver
 Colors: Red/Chestnut/Black/White

MANDRACCHIA SAWMILL and BURR INTERMEDIATE SCHOOL

Student Responsibilities

1. Students should enter and exit the building in a quiet and orderly manner.
2. Students have a responsibility to be prompt at all times.
3. Students are to observe the following routines while moving through the corridors:
 - a. Walk at all times.
 - b. Keep to the right hand side of the corridor.
 - c. Talk quietly or not at all.
4. Students should wear neat, clean and appropriate clothing.
5. For the safety of our students, open back shoes are not permitted to be worn to school.
6. Chewing gum is not permitted.
7. Common courtesies should be extended to all.
8. No student should enter a room without adult supervision.
9. Students should be responsible and prepared for all school activities.
10. Students are expected to take proper care of school books.
 Pupils will be required to pay for lost or damaged books.
11. To keep our school neat and clean and in good condition, students must:
 - a. Avoid littering rooms, corridors and playgrounds.
 - b. Pick up their litter and deposit it in a wastebasket.
 - c. Handle school property with care.
12. The following will not be tolerated:
 - Any act that endangers the safety of oneself or others (i.e. fighting, tripping, bullying, biting, throwing objects.)
 - Use of obscenities, written or spoken.
 - Continuous disruptive behavior.
 - Defiance of authority.
 - Cheating
 - Theft of personal or school property.
 - Possession of illegal or disallowed items (fire crackers, weapons, tobacco, alcohol, drugs, all electronic *devices*, baseball cards, collectables).
 - Use of cell phones during school hours
13. Students are not allowed to enter the classroom before or after the school day.

INITIAL BUILDING DISCIPLINARY ACTIONS WILL INCLUDE:

The student will write a letter home explaining the incident.

Parents and teacher meet to discuss difficulties.

Principal, parents and teacher meet to discuss difficulties.

Further disciplinary action, when necessary, shall be firm, fair, and consistent in order to be most effective in changing behavior, in accordance with the **Code of Conduct**.

VISITORS

Parents and other citizens are encouraged to visit the school periodically during the course of the school year. All visitors **MUST** sign in with security in the front lobby and receive a badge before proceeding to their destination.

Throughout the school year there will be several opportunities to observe and participate in school activities. Information will be provided indicating the specific times and dates.

ARRIVAL & DISMISSAL PROCEDURES:

Children are not permitted inside the building earlier than ten minutes prior to their start of the school day. For early morning activities, children are to remain in the Main Lobby until the arrival of the teacher-in-charge. Children

should come to school only at the stated arrival times as no supervision is available for early arrivals.

All students must enter and exit through the doors in the front of the building. **NO cars are permitted (at any time) in the bus lane in the front of the building.** Children should be dropped off and picked up only in the parking lot area or near the school crossing guard.

It is against the law to:

- Pass a school bus when the lights are flashing.
- Park in handicap designated spots without permit
- Park in the circle in front of building
- Speed in a school zone

Parents should try to schedule children's appointments, i.e. doctors, dentists, etc., outside of the regular school day. In the event that appointments are scheduled during the school day, parents are to report to the Main Office to sign out their child.

A child may be dismissed early if a note signed by the parent or guardian is delivered to the teacher, and the parent/guardian meets the child in the Main Office and signs him/her out.

BICYCLES

Students are allowed to ride their bicycles to and from school. Written parental permission should be provided the first week of school. All bicycles should be walked onto school property and locked into the bicycle rack. Helmets are required by New York State law.

TRANSPORTATION

Currently transportation will be provided if your child lives more than 1/2 mile from the Intermediate School. For further information, please refer to the school district calendar or contact the Transportation Director at 912-2020. Children are required to take assigned buses and get off buses **at assigned stops only.** Any exception to this routine must be **requested in writing, stating the reason for the request,** by the parent/guardian and approved in the MAIN OFFICE of the Intermediate School **the morning the day the change is requested.** We do not permit children to ride other buses unless:

- No change in bus route is required.
- The requested bus stop is a regular stop.
- There is room on the bus.
- There is prior written request from the parent and authorization by the principal.
- No additional cost is incurred by the district.

Requests due to emergencies requiring students to take alternate transportation will be given priority. Your attention and cooperation to this regulation is appreciated.

Parents are urged to instruct their children in rules of proper behavior. The school district reserves the right to suspend the privilege of bus transportation for students who threaten

the safety and well-being of themselves and/or other children as per the Commack Transportation Handbook.

DISTRICT COMMUNICATION

- School Messenger Email
- School Messenger Phone Message
- Text Message Alerts
- Burr/Sawmill Web Page
- Backpack News
- District Email
- You can receive email about events happening in the district by signing up on the district website.

www.commack.k12.ny.us OR www.commackschools.org

EMERGENCY CONTACT/DELAYED OPENING/EARLY DISMISSAL

It is imperative that your child's Online Emergency Contact Report Information be kept accurate and up-to-date.

Early Dismissals (Decision usually made by 10:30 a.m.)

Please plan for and familiarize your children with specific actions they are to take when they arrive home if school is dismissed early due to bad weather or emergency conditions. Children should know whether they are to go directly home or go to a neighbor's house, etc. If signing your child out of school before the end of the school day, proper identification must be shown. In addition, the name of the person picking up the child (if other than the parent) must be on the Online Emergency Contact Report.

School Closing

A School Messenger call and text message alert will be placed to all parents/guardians when school is closed. Parents can also check the Commack website at www.commack.k12.ny.us or www.commackschools.org for school closings or delayed openings.

Delayed School Opening

We may use a **delayed school opening procedure** on inclement weather days when it appears that we can open safely at a later time. We will **delay** opening for **one (1) or two (2) hours** later than the normal schedule. Children will be transported **back home on the normal transportation schedule.**

You are urged to check the district website or your local TV/radio station for information on school closings and delayed school openings.

FIRE DRILLS/EMERGENCY MANAGEMENT PLANS/BUS DRILLS

The building principal is responsible for conducting fire drills. This is done to instruct new students and staff to exit

the school building in an emergency, in the shortest time possible and without confusion and panic. Fire drills shall include instruction on fire drill exits and fire alarm boxes, as well as fire drill procedures.

All students are expected to cooperate with staff members during fire drills, and to leave the building in a quiet and orderly manner. The exit route is posted in each room. Students must stay with their teacher. Distracting behavior will be subject to teacher or administrative discipline. In accordance with regulations of the Commissioner of Education, the district has developed an Emergency Management Plan to safeguard the safety and health of students and staff, as well as district property, in the event of a true emergency.

Each year, the school will stage a “test” or drill of the Emergency Management Plan, including practice in sheltering students and staff, and an early dismissal at a time not more than 15 minutes earlier than the normal dismissal time. Parents/Guardians will be informed of any such “test” at least one week prior to the drill. Copies of the Emergency Management Plan are available in the Main Office.

Bus drills are meant to instruct students on the proper procedures and behavior during normal transportation and emergency situations. Bus drills are held three times a school year.

LUNCH AND RECREATION

The nutrition of district students is an important factor in their education. The school, therefore, participates in federally funded programs, and shall provide free or reduced priced food services to qualified district students. A monthly menu is on the district website providing prices and nutritional information. If a child normally buys lunch and forgets the money, children can use the school issued charge card. Students are expected to repay the lunch money charged the following day to the Cafeteria cashier. Parents are asked **NOT** to bring lunch money to school since the charge process is available. Parents may bring bag lunches to the **Main Office**. The student’s lunch should be labeled with his/her name and the name of the classroom teacher. The teacher-aide supervising the child’s class will deliver the lunch to the child. Pre-Paid lunches are also available @ www.paypams.com or via the Commack web site. Students unable to participate in recreation due to injury, illness or behavior, will be supervised in other areas of the building.

PARENT-TEACHER COMMUNICATION: CHAIN OF COMMAND

Concerns about specific practices should be directed to the teacher concerned. If the matter is not settled satisfactorily, the parent shall then contact the building Principal; if there is no satisfactory resolution on this level, the Superintendent of Schools shall be contacted. The Superintendent shall refer the issue to the Board of Education for final resolution.

Open School Night

Early in the school year there will be an Open School Night to inform parents of curriculum and grade level expectations. An opportunity to sign up for Parent-Teacher conference dates and times may be available at this time.

Grade Reporting Period

There are three (3) report periods during the school year. The first is a parent/teacher conference in December. Written report cards will be sent home for the remaining marking periods.

Phone Contact

If you need to speak to your child’s teacher, please send a note, email or call the Main Office and leave a message as to where and when you can be reached. Your call will be returned as soon as possible.

Newsletter

The newsletter is sent via email notification and is posted on the MSIS website in backpack news and on the MSIS’ homepage @ www.commackschools.org.

PROMOTION/RETENTION

Students will be placed at the best possible learning levels for successful educational experiences. Retention will be limited to those situations where, in the best interest of the child, a successful learning experience is reasonably assured. Parents will be notified if their child is “at risk.”

STANDARDIZED TESTING

Standardized tests are regularly given in grades 3, 4, 5 to determine student proficiency in the basic skills in reading, writing, math and science. Students who fall below basic “reference points” are automatically recommended for a remedial program, a requirement of New York State law. Parents will be notified by letter of students needing services.

Grades 3, 4, 5

- NYS ELA
- NYS Math

Grade 4

- NYS Science

RELEASE OF INFORMATION

A signed Release of Information form (signed by a parent or guardian) must be on file in the Main Office if a parent wishes any information to be released (written or verbally) to an outside professional i.e., psychologist, tutor.

AIDS INSTRUCTION

In compliance with the regulations of the Commissioner of Education the district will provide classroom instruction concerning Acquired Immune Deficiency Syndrome (AIDS) as part of a sequential and comprehensive health Program for all students, K-12.

A copy of the course outline for grades 3, 4 and 5 is available on the Commack website. Parents may request to have their child/children excused from that segment of the AIDS instruction regarding methods of prevention of the disease by filing a request with the Superintendent of Schools. The request must give assurance that such instruction will be given at home. Please contact the building principal in writing.

LIBRARY

All classes attend library once a week for forty minutes. Among the skills taught are information literacy, research, literature appreciation and online etiquette.

The school library is open throughout the day to support the literacy and research needs of students, faculty and staff. When seating is available, teachers may bring their classes to the library to work on projects and reports.

During book selection, students are able to search the online catalog for books of interest. The teacher librarian will assist students in choosing appropriate books.

Books can be borrowed and returned on a daily basis. Students are responsible for the care and safe return of all library materials. Payment is expected for lost or damaged library materials.

PHYSICAL EDUCATION

Physical Education classes meet twice a week for forty minutes. Appropriate attire is required. Sneakers must be worn. Sneakers must be secured with laces, Velcro or a zipper and cover the entire foot; no slip-ons please. Wearing of jewelry and jeans are not permitted during physical education classes.

Students will be given a physical fitness test (Fitnessgram) twice a year. Fitnessgram results will be given out with report cards. These test results have a direct correlation to the student's fitness grade.

STUDENT ACTIVITIES

Students may be given the opportunity to participate in various school related activities during the school year. **Parents are required to provide transportation for those students attending activities prior to or after the instructional day.**

MUSIC

One period of General Music is provided to all students each week.

BAND AND ORCHESTRA LESSONS

Fourth and Fifth graders receive their lessons during the instructional day. They receive one lesson per week. Student lessons are not during reserved time or specials. In addition to individual lessons, there are band and orchestra rehearsals that take place prior to the instructional day.

CHORUS

Membership in the chorus is open to all fourth and fifth grade students. Chorus rehearsal is an activity that takes place prior to the instructional day.

ART

Each student receives one period of art per week which is supplemented in both the classroom and extra time in the art room. Students will explore a variety of art materials and techniques and use appropriate technologies for creating a work of art. They will develop skills for appropriate use of art materials and resources. Students will develop the language of art for critiquing art work.

Outstanding student works are submitted to various competitions producing recognition and awards.

The students' growth and success is ensured by encouraging them to let their hands create what is in their hearts.

SPECIALIZED STAFF

A variety of support personnel are available for all students. Services are provided for long or short term needs. In addition to building administration and classroom teachers, the following specialists are available for consultation.

English Language Learners (ELL)
Challenge & Discovery
Enrichment
Nurse
Occupational Therapist
Physical Therapist
Psychologist
Social Worker

Skills Specialists (Reading/Language Arts/Math/Speech)
Academic Intervention Services

A variety of instructional and support programs are available within the district.

SUPPORT SERVICES

IST	Instructional Support Team
AIS	Academic Intervention Services
RR	Resource Room
C&D	Challenge and Discovery Program
ELL	English Language Learners
OT	Occupational Therapy
PT	Physical Therapy
Speech/Lang.	Language Remediation

The Instructional Support Team meets regularly in each building to assess the needs of individual children at risk. Parents and/or teacher may request an evaluation. After an evaluation is made, parents are notified of the Instructional Support Team's decision.

HOMEWORK

Homework is an integral part of a student's education. The school encourages parental involvement with their child's/children's homework, while advising them that such work is ultimately the student's responsibility to complete.

Parents and the school share the responsibility for students learning. Parents can assist their child/children with homework by:

1. Providing a study area free of distractions and with good lighting.
2. Giving requested assistance, but letting the student do his/her own work.
3. Helping create a "homework habit", at the same time each night.

Parents should consult with teachers if they have a question about homework.

Homework assignments are included in determining a child's grade.

HOMEWORK WHEN ILL

If your child is absent and is able to do assignments at home, **please notify the Main Office by 12noon** so that books and assignments may be gathered. This work may be picked up in the Main Office by a parent at the end of the school day or sent home with another student.

TELEPHONE USAGE AT SCHOOL

Due to the limited number of telephone lines coming into the Main Office and the Health Office for parents' incoming calls and our use, children are not permitted to use these telephones. Children can call from their classrooms in case of an emergency. **Usage of cell phones during the school day is not allowed.**

LOST AND FOUND

1. All personal items should be **labeled** for easy identification.
2. Misplaced articles found at school will be stored and displayed in a designated area.
3. Children should be encouraged to check the Lost & Found area periodically.
4. Contact District Transportation Office as soon as possible for items lost on the school bus. Call 631-912-2020.

FIELD TRIPS

Field trips are part of the educational experience for all children. Written parental consent must be returned to the school prior to participation in any trip. Additional copies for the Field Trip Permission form can be found on the Burr/MSIS home page. Children without parental consent must attend school and will be provided with a full day of instruction. Fifth grade students traditionally attend a three-day overnight field trip for environmental study. Please note that teachers and other school personnel are not responsible for administering a child's medication. If a parent wants their child to receive medications during a field trip, it is the parent's responsibility to accompany the student or authorize a friend or family member to accompany the student on the trip. The parent must inform the teacher and the Health Office and also specify in writing the name of the person and that they know how and when to give the medications. This person must carry and administer the medication to the student. If the parent has difficulty with these options, please call the school nurse in a timely manner for further discussion.

SCHOOL HEALTH OFFICE

The school nurses are on duty at each school during school hours. Vision and hearing screenings are given to all third grade students. Vision, hearing and scoliosis screenings are given to all fifth grade students. New York State Department requires that all third and fifth grade students and new entrants have a health examination. A health appraisal form must be completed by your child's physician and submitted for all third and fifth graders by the end of the first week in October. If the form is not returned to school, the examination will be done by the school's physician's assistant or school physician. We urge you to take your child to his/her physician for an early and complete medical examination.

All students must have appropriate up-to-date immunization records according to New York State Health Regulations, on file in the school health office.

MEDICAL BUS

Special medical transportation is available for any child, regardless of the distance from school. A doctor's written request is required and two days' advance notice is necessary to arrange the transportation. Contact the District Transportation Office at (631) 912-2020.

DISPENSING MEDICATION AT SCHOOL

Board of Education policy dictates that medication can only be taken in school when administered by the nurse, with written direction from the doctor and written permission from a parent or guardian. All prescribed and over the counter medications such as Tylenol, Motrin, creams, sunscreen, etc. require that a medication form must be completely filled out by your child's physician and signed by the parent. All medication must be submitted to the

School Health Office for safekeeping and children must report there to take it.

PROLONGED ILLNESS

In the case of prolonged illness or a serious accident, home tutoring may be arranged. The nurse and school principal should be notified. Home tutoring may be arranged by contacting the District's Office of Pupil Personnel.

SERVICES FOR THE DISABLED

Each Intermediate School is equipped with facilities to accommodate disabled persons (ramps, bathrooms, elevators, etc.) Parents of children requiring special services, due to physical disabilities, should contact the Assistant Superintendent of Pupil Personnel.

ABSENCES/LATENESS

Notify the school nurse by telephone when your child is absent or will be late to school. **The number is 631-858-3621 for BIS and 631-858-3660 for MSIS.** A signed follow-up note including dates and reasons for absences are required on the day the student returns to school. If your child arrives after the official start of the school day, he/she must report to the Security Desk and then to the Health Office for a late pass. The student will be marked late and parental note is required.

While it is certainly clear that trips to foreign lands and other states may contribute to a child's learning and may be the source of fruitful examples or illustrations for instructional purposes, it is, nevertheless, the responsibility of each child to be in school; of all parents to see that their children are in school; and of all staff members to discourage any interruptions to the regular instructional process. It is clearly the responsibility of teachers, administrators, and others on the school staff to discourage contemplated and planned absences if they are of an illegal nature. This includes situations in which youngsters are withdrawn from regular school attendance to accompany parents on business or vacation trips.

PTA

PTA is a non-commercial and non-profit organization. Its yearly budget anticipates providing enough revenue to cover necessary expenses for the school year. This revenue is derived from membership dues and fundraising activities.

SEPTA

Special Education PTA (SEPTA) represents all children in our district receiving Special Education services including Resource Room, Speech, Physical and Occupational Therapy, Small Classes & Integrated Classes and BOCES instruction.

Membership

1. PTA membership is open to all parents, teachers and concerned members of the community interested in quality education. You are encouraged to join the PTA at the school's annual Open House, which is traditionally held early in the school year.
2. Meetings are held once a month. Dates and phone numbers are published in the school calendar and are listed on the building PTA website.
3. You may also become a PTA member at any time during the year by contacting one of the PTA Board members.

CLASS PARENTS

Representative parents from each class help the classroom teacher and act as a liaison between school and home. These representatives assist with special projects, recruit parent help for special class activities and make phone calls in cases of school closing or emergency dismissals. Class lists are confidential and not for distribution.

PTA SCHOOL ACTIVITIES

PTA supports and is involved with many additional school activities including the following:

School Pictures/Yearbook	Talent Show
Holiday Boutique	After School Socials
Burringo/Smingo	Sport Nights
Teacher Recognition	Blood Drive
Fifth Grade End-of-Year Activities	

AFTER SCHOOL ACTIVITIES

A variety of clubs are offered to educate and enrich the students. The classes such as art, sports activities, dance, computer, etc., are held after school. Parents must pick up their child on time following the activity. Notices are sent home as to dates, times and activities that are part of the After School Activity program. This program is run in conjunction with R.E.A.C.H. CYA.

ARTS IN EDUCATION

Many diverse programs in the arts, music, science and dance are presented to the students each year. They are intended to supplement and enrich the school curriculum. Funds for these assemblies and workshops are raised through PTA membership and sponsored activities.

VOLUNTEER PROGRAM

The school district seeks volunteers to provide enrichment for our educational programs. Contact the Volunteer Coordinator listed in the school calendar.