

JOHN MANDRACCHIA-SAWMILL INTERMEDIATE SCHOOL
COMMACK, NEW YORK 11725

MICHELLE TANCREDI-ZOTT
Principal

New Highway
Commack, New York 11725

Administration: 631-858-3650
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Dear Sawmill Families,

I hope you and your family are doing well and enjoying the summer! We want to thank you for your support and patience as we begin our re-opening experience together and want to welcome you and your child to the 2021-22 school year!

This certainly has been a busy summer for all of us at Sawmill. We have been preparing for the first day of school on September 9th and eagerly awaiting the return of our students. I would like to take this opportunity to review some of the “nuts and bolts” of how the reopening plans will impact the typical procedures at Sawmill.

The Parent Portal opened for grades 3 – 5 on **August 24th** to view your child’s placement. You may find a copy of the school supply list on the teacher’s eSchoolview page and Backpack News. Additionally, the teachers will be inviting your child into the Google Classroom. Please be sure to accept the invitations from all teachers (classroom teacher and special area teachers).

We will host a Student/Parent/Guardian Visitation on **September 2nd** from 1:00-3:00pm. During this time, you will be able to tour the building, visit your child’s classroom and meet the classroom teacher. You may drop off your child’s school supplies in the classroom at this time, as well.

WALKER/DROP-OFF ARRIVAL PROCEDURES

- The bus loop in front of the school building is closed to cars and is reserved for school buses only.
- Please do not double-park along New Highway. Entrance to the parking lot will be restricted to one lane to protect pedestrian safety. Kindly follow the traffic signs. Please do not park in front of our neighbors’ driveways.
- Doors open at 8:45am. We have limited staff, so please do not drop off your child early
- Students who are being dropped off are to walk along the crosswalk to the specific door. When facing the building, 3rd graders should enter using the doors located to the right, fourth graders should enter through the main doors and 5th graders are to enter through the doors located to the left.
- If a student has an aide, the aide will meet the student at the specified door.
- Students should maintain appropriate social distancing at all times as they enter the building.
- All students will enter via the building and pass through the temperature scanner.
- Staff members will be posted at the entrance to monitor students. If a student displays a temperature of 100.0 F or higher, the nurse will be contacted. A nurse will then contact the parent/guardian to pick up the student.

BUS/VAN ARRIVAL PROCEDURES

- Bus passes will be mailed home to all eligible students by the transportation department.
- Buses will be unloaded starting at 8:45 a.m. each day. Students will proceed to one of the designated doors for thermal scanning and proceed into the building.
- If a student has an aide, the aide will meet the student at the van/bus.
- Students will enter via the main entrance; 3rd grade doors or 5th grade doors and pass through the temperature scanner.
- Staff members will be posted at each entrance to monitor students. If a student displays a temperature of 100.0 F or higher, the nurse will be contacted.

- Students should maintain appropriate social distancing at all times as they wait to enter the building.

INSTRUCTIONAL SCHEDULE

- Students should bring in their Chromebooks and a set of headphones on the first day. Please be sure to charge the device at home.
- ELA, Math, Social Studies, Science, Art, Physical Education, Library, Music, MITA and Enrichment will take place in person.
- Instrumental lessons for grade 4 and 5 students will be provided in person.
- We will also offer RtI/AIS and Challenge and Discovery in person to student who are eligible

LUNCH and RECESS

- Students will have lunch in the cafeteria.
- Students may bring lunch from home or order it through Whitson's. Lunch and breakfast will be offered to all students free of charge. Lunch menus can be found on the school website under the "Parents" tab.
- Recess will take place outside or in the classroom depending on the weather conditions.
- Students with food allergies, please refer to the District's Allergy Management Plan posted on the Commack website.

WALKER DISMISSAL PROCEDURES

- The front driveway is closed to cars and is reserved for school buses only.
- Please do not double-park along New Highway. Entrance to the parking lot will be restricted to one lane to protect pedestrian safety. Kindly follow the traffic signs. Please do not park in front of our neighbors' driveways.
- Walkers will exit through the main doors at 2:50pm. Parents should meet students and escort them to their car.
- **DAILY** walkers (those who are being picked up, but usually take the bus) must have a **WRITTEN** note, which must be given to the student, faxed (858-3656) or emailed to the **school office**. If you send an email to the office, please call to confirm that it was received. **Phone requests without written follow-up will no longer be honored.** All requests should be received by **2:00** on the dismissal date. **In the interest of maintaining a smooth dismissal process, any student being picked up for a "medical appointment" or leaving early for any other reason should be picked up no later than 2:15 p.m.**

Health and Safety

- Students or adults with a temperature of 100 degrees or above may not remain in school.
- Students should practice social distancing whenever possible.
- Students should bring a reusable water bottle to school and may use water bottle filling stations. All water *fountains* have been disabled.
- Parents and other visitors will not be permitted to enter the school building. Items for students may be dropped off in the vestibule. Please be sure your child's name and teacher's name are clearly noted.
- If your child is absent from school, please call the **Health Office** at 858-3660 by 9:30 a.m.
- Please review and update your emergency contact information on Parent Portal.
- The nurse will be available for **medication drop off** on **September 1st and 2nd from 8:30am-3:00pm.**

Thank you for taking the time to review this important information. The Sawmill staff and I are looking forward to seeing and working with you and your child. If you have any questions, please don't hesitate to contact us.

Sincerely,

Michelle Tancredi-Zott

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Principal