

Cordello Avenue Elementary School


Parent Handbook



**Dr. Nathaniel Marner
Principal**

**Mrs. Yenifer Mercado
Assistant Principal**

2023-2024

School Name		
Cordello Avenue Elementary School		
Address		
51 Cordello Ave, Central Islip, NY 11722		
Phone Number		
631-348-4189		
Mascot		
	T	Together
	I	Individuals
	G	Gain
	E	Educational
	R	Recognition
Grades		
K-6		
Student Population		
Approximately 540		
School Hours		
9:10 am- 3:09 pm		
Absences		
<ul style="list-style-type: none"> • Students are encouraged to attend school every day on time. • Students must first report to the office if they are late (after 9:20). • Students must bring a doctor's note if they are absent more than three days in a row. 		
Attendance Policy		
<ul style="list-style-type: none"> • All students are expected to attend class daily and to be on time. Attendance in class helps to ensure that there is continuity in instruction time in your child's educational program. In addition, the funding formulas for State Aid are based on student attendance. All absences, excused or unexcused, cause a loss of State Aid to the School District. The State Education Department law designates absences from school for the following reasons only: sickness of the child; sickness or death in the family; religious observance; or required presence in court. • Parents are required to notify the school when children will be absent or tardy, and to provide a written excuse signed by the parent or guardian. All children being picked up during school hours must be picked up and signed out in the nurse's or main office. Do not enter or park your car in the bus area while buses are picking up or discharging students. Do not park in the no parking zones. • If you change your address or phone number, please be sure to notify your child's school of the new information. 		
Appointments		
<ul style="list-style-type: none"> • If students come to school late or leave school early for any medical appointments, please make sure to send all medical notes to the school nurse on the day that your child returns to school. 		
Arrival Policy		

- The doors to the school will open at 9:10. Please make sure that students arrive to school on time.
- Students should begin to line up outside at 9:03. (Students will line up according to the grade that they are in.)
- At 9:10, students will walk in the building in a single line (one grade at a time)
- Students will walk directly to their classroom.

Birthday Celebrations

- If you would like to celebrate your child's birthday, please contact the classroom teacher in advance (preferably 2 weeks). After discussing the details with the classroom teacher, it is imperative that you contact the school nurse. The school nurse will guide you and inform you of what will be acceptable for a mini party. If you bring items to school without consulting with the nurse, those items will be returned home.



According to Board of Education Policy 5405

Celebrations

- Classrooms and student-based clubs will be encouraged to have nonfood celebrations.
- The celebration of birthdays, holidays and seasons with special privileges, activities, songs, games and physical activity is to be encouraged as an alternative to food-based celebrations.
- Food based celebrations will be limited to once a month.
- We encourage celebrations with nutritious options.
- Due to concerns about food safety and food allergies, all food brought to school must be pre-packaged, store-brought items.
- Prepackaged foods must have an expiration date and contain a nutrition label.
- Schools will discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

Calendar

Central Islip School District 2023-2024 Academic Calendar

Please check our website for a complete listing of district events and/or any changes.



CALENDAR KEY	
	NO SCHOOL – All Schools Closed
	Conference Day – No School for Students
	Important Date to Remember
	Progress Reports/Report Cards
PLEASE SEE PAGE 2 FOR DETAILS	

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
					2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

If there is ONE emergency closing, school will be open for students and staff on March 27
 If there are TWO emergency closings, school will be open for students and staff on May 28
 If there are THREE emergency closings, school will be open for students and staff on May 24

Central Islip School District 2023-2024 Academic Calendar – Important Dates



<p>IMPORTANT DATES TO REMEMBER & SCHOOL HOLIDAYS</p> <p>September 6 – First Day of School <i>September 4, 25 – All Schools Closed</i> October 21 – Homecoming <i>October 9, – All Schools Closed</i> November 7 – Conference Day - No School for Students <i>November 10, 22, 23, 24 – All Schools Closed</i> December 22 – Music Department Caroling <i>December 25, 26, 27, 28, 29 – All Schools Closed</i> January 1, 15 – All Schools Closed February 6 – PreK Lottery <i>February 19, 20, 21, 22, 23 – All Schools Closed</i> March 27 – Conference Day - No School for Students <i>March 28, 29 – All Schools Closed</i> April 1, 2, 3, 4, 5 – All Schools Closed May 23 – Emergency Evacuation Drill <i>May 24, 27, 28 – All Schools Closed</i> June 25 – Reed & High School Graduation June 26 – Last Day of School <i>June 19 – All Schools Closed</i></p> <p>If there is ONE emergency closing, school will be open for students and staff on March 27 If there are TWO emergency closings, school will be open for students and staff on May 28 If there are THREE emergency closings, school will be open for students and staff on May 24</p>	<p>PROGRESS REPORT & MARKING PERIODS</p> <p>Progress Report Dates: 10/13, 12/23, 03/1, 05/17 End of Quarter Dates: 11/17, 01/26, 04/12, 06/26 End of Trimester Dates: 12/15, 03/08, 06/26</p> <p>MEET THE TEACHER NIGHT</p> <p>High School – 09/14 – 6:00pm-8:00pm Reed School – 09/28 – 6:00pm-8:00pm Elementary PREK-3 – 09/20 – 6:30pm-7:30pm Elementary 4-6 – 09/21 – 6:30pm-7:30pm</p> <p>AIS/ENL – PARENT INFO NIGHT</p> <p>High School – 09/14 – 5:30pm-6:00pm Reed School – 09/28 – 5:30pm-6:00pm Elementary K-6 – 09/21 – 5:30pm-6:30pm</p> <p>PARENT TEACHER CONFERENCE DATES</p> <p>High School – 10/19, 10/20 & 03/22 Reed School – 11/16 & 3/8 Elementary Schools – 1/11, 1/12, 3/25 Visit our Website for Specific Appointment Times.</p> <p>GRADUATIONS AND MOVING UP DATES</p> <p>June 18 – Morrow (10:30am) & Alfano (Noon) June 20 – O’Neill (10:30am) June 21 – Mulvey (9:00am), Cordello (10:30am), Mulligan (1:30pm) June 25 – Reed (10:30am) & High School (6:00pm)</p>
<p>Please visit our website for a complete listing of important dates and events. All important dates and events are subject to change. All updated listings of important dates and events including all athletic, music, PTA and building dates visit our website at: www.centralislip.k12.ny.us/calendar</p>	

Detailed View: https://www.centralislip.k12.ny.us/calendar/printable_calendars

Cell Phones

- If you allow your child to have a cellphone, please be advised that all phones should be turned off and placed in your child's bookbag while in school. If your child is caught using his or her cell phone while in school, that phone will be collected and stored in the school safe. The cell phone will be returned once a parent or guardian comes to the school to pick it up.

Code of Conduct

- The Board of Education is committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver, educational services without disruption or interference. Responsible behavior by students, teachers, all district personnel, parents and visitors are essential to achieving this goal.
- The district has a longstanding 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.
- Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary, and to place emphasis on the student's ability to grow in self-discipline. Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior.
- As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. If the conduct of a student is related to a disability, the student shall be referred to the Committee on Special Education, and discipline, if warranted, shall be administered consistent with the separate requirements of this Code of Conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/ her disability.

Code of Conduct Consequences

Students who are found to have violated the District's Code of Conduct may be subject to the following penalties, either alone or in combination with another as defined in the student handbook. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

- Verbal warning: any member of the district staff.
- Written warning: bus drivers, hall and lunch monitors, teachers, principals, superintendent, teacher aides, teaching assistants.
- Written notification to parent: bus drivers, hall and lunch monitors, teachers, principals, superintendent, teacher aides, teaching assistants.
- Detention: teachers, principal, superintendent.
- Suspension from transportation: principals, superintendent.
- Suspension from athletic participation: coaches, athletic director, principals, superintendent.
- Suspension from social or extracurricular activities: principals, superintendent, official chaperones at events, and advisors.

- Suspension of other privileges: principals, superintendent.

Conferences

Parent Teacher Conference Dates

January 11, 2024

January 12, 2024

March 25, 2024

- Please speak to your child’s teacher to schedule an appointment.

Dismissal

- 3:00 p.m. – Afternoon announcements.
- 3:02 p.m. – Dismissal for all students who will ride the bus.
- 3:07 p.m. – Dismissal for ALL remaining students in the building (parent pickups and walkers).

Electronic Devices

- If you choose to send your child to school with an electronic device other than what is provided at school (i.e., a tablet, gaming device, etc.), students must turn it off and keep it in their bookbag during the school day. If students are caught with any device that was not provided by the school, the device will be taken away, and a parent must come to the school to pick up the device. The school is not responsible for a lost or damaged device.

Emergency Drills

During the course of the year, students will participate in a number of emergency drills. Please see below:

Fire Drill	We will have fire drills at various times during the year. During a fire drill, the fire alarm will ring, and everyone must promptly exit the building using the designated route. Attendance is taken for each student. Everyone must remain outside of the building until a designated person provides clearance to re-enter.
Lockdown Drill	Secure students and staff inside locked classrooms during incidents that pose an immediate threat of violence in or around the school.
Lockout Drill	Students and staff remain inside the locked school building during incidents that pose an imminent concern outside of the school.

Health

- Students who have been injured or have a cast, wheelchair or walker, stitches/staples must have a doctor’s note when they return to school. A doctor’s note is also required, upon or before return to school, for a fracture or broken bone, crutches, or if seen in a Hospital Emergency Department. If the student is using crutches, the note must state that he/she is allowed to use the crutches in school and a medical bus is needed while on crutches and/or the leg is casted.
- Since, under New York State Law, no care beyond first aid can be given at school, it is the parent’s responsibility to provide the school with phone numbers, including unlisted numbers, where they or responsible neighbors or relatives can be reached in an emergency. Parents/guardians will be notified to pick up their child/ren if ill, has a fever or has lice.

- Hearing and Vision screening (Distance Acuity, Near Vision, Color Perception) is required for new entrants or Pre-K or Kindergarten within six months of admission to school. Thereafter, Distance Acuity, Near Vision and Hearing Screenings are required in grades 1, 3, 5, 7, 11. Scoliosis screening is completed in grades 5 and 7 for girls and grade 9 for boys. Screenings are completed in school when written documentation of screenings by the HealthCare Provider is not on the Health Certificate/Appraisal/Physical. Note: Parents are notified of passing and failing Vision Results. For all other screenings, parents are only notified if the screenings are not passed; referrals are sent home. The form, completed by the healthcare provider, should be returned to the school nurse as soon as possible (i.e. within 30) days.
- Please contact the nurse with any medical questions.

Homework

- The type and amount of homework students receive is at the discretion of the classroom teacher.

PTA

- More than thirty years of research shows that children do better when their parents and families are involved both at home and at school: students' grades are higher, test scores rise, self-esteem grows, and schools improve.
- You can make these outcomes a reality for your child, your school and your community by being involved in PTA.
- Everyone benefits from your involvement in PTA.
- If you would like to get involved in the PTA, please contact the main office, and we will provide you with Cordello's PTA President's email address.

Recess

- Students may not engage in any activity which is potentially harmful to others, such as tackle football, wrestling, hard ball and the use of wooden or aluminum bats, etc. At the conclusion of recess, children will line up quietly before entering the building. Play is only in designated, supervised areas.
- During indoor recess, children shall engage in activities at the direction of and under the supervision of a Teacher Aide.

Social Media

- It is your responsibility to monitor your child's social media account. Many issues could be avoided if social media was not a factor. Please note that many social media platforms legally require students to be at least 13 years of age.

Student Promotion

- In September all teachers are asked by the principal that in the event a student's academic achievement is doubtful at that time, it is to be marked accordingly during the second report card period.
- You will be informed when a child's progress is in question. This does not mean that the child is going to be held back, but rather there are questions regarding promotion, assuming the child's progress continues as it is at this point. A letter will be sent home during the first two weeks in June to notify the parents of their student being retained or assigned.
- Each teacher will attempt to confer with parents at least twice during the year. These conferences should be held in the school.

- Conferences are held with all teachers in April and May about all students for whom promotion is in question. At these conferences, we will evaluate all areas concerned in order to make a decision regarding the student's promotion.
- Automatic promotion does not exist in this district. If the teacher and building principal feel that it will best benefit a child by holding him back, it will be done.
- It is recommended that in determining promotion or non-promotion, the academic achievement of the student from year to year should be considered along with all other recommendations for promotion or non-promotion.
- Children will not be promoted on condition. A professional decision will have to be made as to which placement will be most beneficial to the child at this time.
- It should be kept in mind that promotion or non-promotion is an individual matter to be evaluated in terms of each student's social, emotional, physical, and academic growth with the emphasis being placed on academics, since this is our primary responsibility.

Technology

- All students are assigned a one-to-one device while in school. Students in grades K-2 are assigned iPads, while students in grades 3-6 are assigned Chromebooks.
- The use of the School District's computer resources is a privilege. It is expected that all individuals using the district's computers will take responsibility for their actions and words and will respect the rights and privileges of all network users.
- Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom, hallway or on school grounds. Every user must adhere to the Central Islip Public Schools Acceptance Use Policy.

Visitors

- All guests must enter through the primary entrance. Our school security personnel will review your photo ID and provide you with a badge to access the school if needed. It is essential that you contact the school before arriving unexpectedly.