

**Islip School District**

# **Wing**

**ELEMENTARY SCHOOL**

## **Parent Handbook**



**“We learn, we laugh, we sing, here in the halls of Wing.”**

**2025 – 2026**

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## **Contact Information**

Main Office	(631) 650-8450
Wing Attendance Wing Notes	(631) 650-8463 <a href="mailto:wingnotes@islipufsd.org">wingnotes@islipufsd.org</a>
Catherine Glaser <i>Principal</i>	(631) 650-8455
Vivian Veryzer <i>School Nurse</i>	(631) 650-8475
Main Office Fax	(631) 650-8458
Health Office Fax	(631) 650-8478

### **Islip Public Schools Website** **([www.islipufsd.org](http://www.islipufsd.org))**

Please follow the [Wing Elementary Facebook page](#) and “like” us.



Islip is using ParentSquare for communication with parents. You can register your ParentSquare account in different ways:

1. Use the activation email that was sent via ParentSquare. An example of the email is below.
2. Register using the ParentSquare mobile app using the QR codes below to download the app. Once you download the app, you can enter your email or phone number to activate your account.

#### **iPhone Application Android Application**



## **Islip Mission Statement**

“The Islip Schools, in partnership with the community, will empower all students to achieve excellence.”

## **Board of Education**

Information regarding the Islip Board of Education is real-time information and can change often. To find out the most up-to-date information, it is recommended that you use the [Islip School District's Website](#).

**See the Islip School District Website for information regarding:**

- ❖ Board Members
- ❖ School Budget Information
- ❖ Board Meeting Schedule
- ❖ Monthly Action
- ❖ Board Policy Manual
- ❖ Community Forum
- ❖ Meeting Agendas and Minutes
- ❖ Mission Statement and BOE Goals

## **About Wing**

Wing Elementary School is the only primary school in the Islip School District. Islip education begins at Wing, where over 400 students are welcomed into Pre-K, Kindergarten, and First Grade classes. The staff at Wing works tirelessly to ensure that the first educational experience of our youngest learners takes place in a healthy, safe, and supportive learning environment. Wing is dedicated to the District's Mission Statement: "The Islip Schools, in partnership with the community, will empower all students to achieve excellence." Our goal is to foster a learning environment where students feel appreciated, validated, respected, and acknowledged.

Wing welcomes all types of learners, and the staff creates an environment conducive to each student's learning style. Students are given personal learning pathways that help them acquire and retain the knowledge and skills necessary for growth. By differentiating instruction, teachers meet the individual needs of students, engaging them and helping to develop a love of learning.

Healthy connections between the school and families provide students with greater opportunities for success. When schools and families work together, children perform better academically, stay in school longer, and enjoy their educational experience more. Wing is committed to working with families to create lasting and meaningful learning experiences.



## School Hours

9:45 a.m. to 3:45 p.m.

## Morning Arrival

There are three ways to have your child get to school:

Option 1: Take the bus (highly recommended)

Option 2: Parents/Guardians can drop off their child at the designated drop zone in the front circle. (Please see the picture below.) Students walk from their car at the Drop-Off Zone and enter the front of the building. Staff members will be on hand to supervise this area. The Drop Off Zone operates from 9:35 – 9:50 a.m. After 9:50 a.m., parents **MUST** walk their child into the school through the front doors and sign them in.

Option 3: Parents/Guardians can park on the east side of Winganhauppauge Rd. (with car facing northbound) and walk their child along the crosswalk to the front entrance.

The **Drop-Off Zone** starts here. Cars can stop and children can get out here. Students will then be directed to walk in through the side of the building. Cars can start lining up and students can exit cars starting at 9:35 a.m.

There is **NO Parking** in the front traffic circle while minibuses are unloading.

Please do not let your child out at this area unless a staff member is present and tells you to do so.

\*\*After 9:50 am, students will be marked late, and parents **MUST** walk their child into the school through the front doors and sign them in.



## **Dismissal**

At the end of the day, the process for students being picked up starts at 3:30. Students are released from the cafeteria, one by one, to the person picking them up. This process can take a little bit of time at the start of the year but moves quicker as the year goes on. The students are supervised in a secure area while they wait for the adult picking them up to be properly identified.

Our teachers continue with academic instruction until 3:30 pm and we therefore do not recommend picking your child up early from school. For the safety of all students and staff, the main office is unable to allow early dismissal through the main office unless there is an emergency. Dismissing students after 3 pm creates an unsafe situation in our main office, disrupts our building's security protocols, and interrupts the learning process and end-of-day routines in the classroom.

Our school records all instances when a student is not picked up by 3:50. If for any reason you are running late, please call the school to let us know.

## **Bus Dismissal**

All buses depart Wing at approximately 3:55 each day to bring students home. Students are expected to behave appropriately (please refer to the Code of Conduct and Bus Behavior section). Students will need to be picked up at their bus stop by an authorized person for a driver to release the student. The parent or legal guardian must e-mail [wingnotes@islipufsd.org](mailto:wingnotes@islipufsd.org) or send a signed note to the school if the person picking up their child is not an authorized person.

If someone is not at the bus stop to get the student, the student will be brought back to Wing. These instances are taken very seriously and, as a district, we document this carefully. A repeated failure to be at the bus stop to get your child off the bus will result in a loss of bus privileges.

## **Absences**

Attendance is the number one predictor of academic success. Just like our staff, children are expected to be at school every day on time. Absences are only appropriate in cases of illness. Excessive absences may prevent a child from being promoted to the next grade level. Please call or email the main office to report student absences. A written note upon return to school is required. If your child is absent for 5 or more days, a doctor's note is required. If the absence is a result of illness,



Research shows that attendance is an important factor in student achievement.

we ask that you please notify the school nurse so that proper precautionary measures may be taken. Students absent for 20 consecutive days could be dropped from enrollment. Please contact the Main Office if this may be an issue.

The New York State Department of Education defines chronic absenteeism "as missing 10 percent of school days within any academic year *for any reason*. This includes excused absences, unexcused absences, and suspensions." As per Islip Schools attendance policy, Wing Elementary School periodically provides communication to families of students who currently have absences that equal or exceed 10 percent of the current school days.

**Did you know?** Being 15 minutes late each day is the same as missing two weeks of school.



**Every School Day Counts.**

**Every Minute is Equally Important.**

## **Wing Notes**

The Wing Notes' e-mail is fast and easy, and best of all, you don't have to call in your child's absence or worry about writing a note for his/her absence or change in dismissal. Your e-mail is delivered straight to the Main Office and your child's teacher is then notified.

We request that all dismissal notes be e-mailed to Wing Notes **before 2:00 pm**. If something comes up after that time, please call the Main Office so we can process last-minute changes quickly, which will ensure a smooth dismissal. For absences, please include your child's first and last names, the reason your child was absent, his/her teacher's name and date. We ask this

so their absence can be coded correctly. If your e-mail is received before 10:00 am, we will not call your home and disturb you.

## **Picking Up Students**

- 1) Individuals picking up any student must be 18 years of age, have a government-issued picture ID (NO Exceptions), and be listed on the child's emergency contact list.
- 2) Parents/Guardians need to send a note to school, or e-mail [wingnotes@islipufsd.org](mailto:wingnotes@islipufsd.org), on the day that their child will be picked up. If a note is not e-mailed or sent in, or your plans change and you suddenly need to pick your child up, please call the Main Office at (631) 650-8450 as soon as possible so that we can notify the teacher, as this will help the teacher prepare for the dismissal process.
- 3) If the parent or legal guardian is not picking up the student, the person picking up must be 18 years or older. In addition, the person must be on the parent/guardian approved list that is on file in the office. In the event that a person picking up a student is not on the parent/guardian approved list, a signed note from the parent or legal guardian is necessary.

## **Custody Cases and Pickup/Dismissal**

In custody cases, **we are required to adhere to all court orders and documents**. To ensure the safety and proper handling of these situations, please provide all relevant and updated court documents to the school as soon as they are available. Early submission of these documents allows the school administration to review them in advance and helps prevent any potential issues or delays during pickup and dismissal times. This proactive approach ensures a smooth and efficient process, minimizing any confusion or concern for all parties involved.

## **School Closings/Early Dismissal/Delayed Openings**

In the case of severe storms or snow, our district uses Parent Square, which will contact you via the information listed on Infinite Campus to alert you of any closings, early dismissals or delays. If you have signed up for e-mail alerts with the district, you will also receive an e-mail notification.

In addition, please check the following local TV and radio stations or online for the official closing of school before normal dismissal and/or for cancellations and delays before school begins.

**Television**

NEWS CHANNEL 12  
FiOS 1 News  
Channel 7 ABC  
Channel 4 NBC  
Channel 2 CBS  
Fox 5  
MY9  
Channel 11

**Radio**

WALK 1370 AM  
WALK 97.5 FM  
WBAB 102.3 FM  
WBLI 106.1 FM  
KJOY Island 94.2  
WHLI B103 FM

**Online**

[Islip Public Schools Website](#)  
[Islip Public Schools Facebook Page](#)  
[Islip Public Schools Twitter Feed](#)

If a storm or other emergency should occur during school hours, children will not be released until it is safe to do so. Since weather conditions are unpredictable, school closings may happen suddenly.

At this time, you must establish appropriate emergency procedures and plans. For example, appoint someone to be in charge of your child in case of delays or early dismissals. Be sure to review these plans with your child in the event they need to be implemented in the future.

***Please be aware that the need for early dismissal may arise due to inclement weather or, although rare, a building emergency. Your contact information must be current so that you may receive a Parent Square notification. The notification will provide the early dismissal time so that you, or a designated adult, may meet your child at the bus stop. All kindergarten and first-grade students must have an authorized adult at their stop to be let off the bus.***

A delayed opening may be announced when conditions are hazardous early in the morning, but the forecast is optimistic about conditions improving later in the day. The district utilizes a two-hour (120-minute) delay in these situations. Upon announcement, all students should report to school accordingly. School begins at 11:45 a.m. Those students who receive transportation should report to their bus stop two hours later than the usual pick-up time. See times below.

On occasion, conditions may worsen in the morning after a delay is announced. If the district determines that traveling conditions still remain too hazardous with a delayed opening, a follow-up announcement to close school for the day will be made on the media outlets listed above. In addition, a Parent Square message will be sent.

	<b>Regular Start Time</b>	<b>Delay Start Time</b>	<b>Schedule Impacts/ Changes</b>	<b>End of Day</b>
<b>Wing (K-1)</b>	9:45 AM	11:45 AM	Light breakfast Lunch hours intact	3:45 PM

## **Security**

The Islip School District and Community has invested in a commitment to ensure the safety of all students and staff members within our schools. While our security measures are effective and appropriate, at times they may feel time-consuming. We know this small extra amount of time spent implementing security measures is important, and we thank everyone in advance for their patience. Even though we may know who you are, we are still committed to ensuring our safety measures are always consistent with regard to entering the building beyond the vestibule area.

### **Entrance into the Building**

Our district utilizes the Fast-Pass Visitor Management System. Upon entering Wing, you will be requested to show your driver’s license (or government-issued photo ID). Your driver’s license will then be scanned into our Fast-Pass system after which your picture will be taken. Our receptionist will note who/where you are visiting, and an ID sticker will print out for you to wear. You **MUST** wear this sticker where it can be easily viewed. When you exit the building, this sticker **MUST** be returned to the Reception Desk so that you can be logged out of the building.

Please note: You will only need to have your picture taken the initial time that you are entered into the Fast-Pass system. However, you will need to have your driver’s license (or government-issued photo ID) readily available to be swiped every time you enter the building.

## **Rules for Visitors**

All visitors/volunteers entering Wing Elementary School are required to:

- Show a valid driver's license or government-issued photo ID.
- Sign-in/out at the Main Office.
- Wear a Visitor's ID at all times when in the school building.
- Go to the room designated on their Visitor ID only.

### **THERE ARE NO EXCEPTIONS!**

For more information regarding our district's policies on school safety, please visit the Islip Schools website.



[Districtwide Emergency Management Overview](#)  
[Districtwide Safety Plan](#)

## **Sibling Rules Regarding Classroom/School Events**

***We are unable to allow siblings or non-Wing children into classrooms or on field trips.*** There are many reasons for this practice, which has been in place for many, many years. When parents/guardians are invited into a classroom for an activity or celebration, it is with the intention of allowing parents/guardians to focus on the child in the class. Though many siblings are well-behaved, the enhanced safety and security measures of the building cannot accommodate siblings or non-Wing children. In addition, classrooms are tight spaces that can become crowded very quickly during a class event or activity.

Occasionally, siblings are welcome to attend concerts, along with friends and relatives. All adults need to provide proper ID to get into any of these daytime events. Our intent is to provide a meaningful experience for all of our students. We thank you in advance for helping us maintain a safe learning environment for our students and staff.

## Drills

Safety is one of the key elements of our school. We always want our children to feel safe. As part of our ongoing efforts to ensure the safety of our students, we practice different types of drills throughout the year. All of the drills are organized and crafted to meet specific safety standards. All drills are supervised by the school principal. Each drill is carefully explained to all students. Our teachers go to great lengths to ensure our students understand our drills.

Please visit the Islip School District website for access to our district-wide safety plan.

## Bus Information

All students will receive a mailing at the end of August that will include a letter from their new teacher and a bus pass. The bus pass will include the student's bus stop and bus letter. For the first two weeks of school, please be out at the bus stop at 9:15 a.m. This may be a bit early, but please be patient while the bus driver learns their new route.

Dismissal for Wing is at 3:45 p.m. Buses will leave at approximately 3:50 p.m. Again, for the first two weeks of school, please be at your child's bus stop early to avoid missing the bus. After a few days' time, you will be able to better judge a more accurate time that the bus will arrive at the bus stop.

An authorized adult must meet all children at the bus stop, or they will be brought back to Wing. You will then receive a phone call to come and pick up your child. (For more important information, please see the "Dismissal" section of this handbook.)

All students in kindergarten and first grade are entitled to bus transportation to and from school. **Bus passes should be worn to school for three weeks.** Children are asked to wear their bus pass where it is easily visible for staff members. This can include around their neck on a long string or yarn, attached to their clothes, or attached to their backpack. Please note that food or snacks of any kind are not allowed to be eaten, handled, or shared on the school bus.



**This letter is sent home if a student does not have an adult waiting for them at the bus stop.**

**Wing Elementary School  
Islip School District**



**SCHOOL BUS STOP NOTIFICATION**

Dear \_\_\_\_\_,

Our records indicate that \_\_\_\_\_ on Bus \_\_\_\_\_ has been brought back to school as a result of no one being at the bus stop to pick him/her up. For safety and security reasons, we want to remind you about the importance of being at the bus stop on time. Each time there is no one at the bus stop, the driver brings your child back to school and into the Main Office. The safety of your child is our biggest concern and when students are brought back to school by the bus driver, we go to great lengths to ensure you are contacted while your child waits in the office.

Please note that if your child is returned to the school 3 or more times, you will be required to meet with the principal. The reason for this is that, as a school, we are concerned about the safety and welfare of your child and need to be assured that someone is available to pick him/her up at the bus stop each and every day.

Thank you for understanding our concerns.

# **Code of Conduct**

## **Code of Conduct**

The [Islip Code of Conduct](#) can be found on the district's website. The Code of Conduct is what we follow in order to implement appropriate responses to certain student actions. The age of our students is taken into consideration in all situations. We recognize that most situations for students at Wing are learning experiences. Unfortunately, there are occasions when stricter consequences need to be implemented according to the Code of Conduct and this can include detention and possible suspension.

## **Bus Behavior**



- Students will remain seated at all times while the bus is in motion.
- Students will listen to the instructions of the bus driver.
- Students will act respectfully toward each other and toward the driver.
- Students will treat the property of others with respect and avoid causing any damage to the bus seats and/or seat belts.
- Students will not throw anything while on the bus or throw anything from the bus through open windows.
- Students will keep hands, arms, and head inside the bus at all times.
- Students will not eat or drink while on the bus.
- Students will not yell or create unnecessary disturbances while on the bus.
- Students will not take pictures or videos while on the bus.
- Students will not use foul or abusive language at any time.
- Students will not fight, push, or hit while on the bus or while getting off the bus.

If your child is having any issues regarding the bus, please contact the Main Office at 631-650-8450 immediately.

# **Character Education**

In addition to academics, as part of New York State Legislation, schools must discuss Character Education with students. For as long as the Wing School has been in existence, teachers throughout the building have spoken to their students about this. In addition to what is taught in the classroom, students at Wing participate in grade-level assemblies called Town Hall Meetings every other month. Through books, movies, and songs, all students learn about the character traits being discussed that month. There are corresponding activities done in the classroom and brought to the meetings, as well. This has proven to be an exciting and interactive program, as we all speak the same simple and appropriate language to help our children understand these ideas.

By working together in a home/school partnership, we can help each child to be successful. The centerpiece of our program is to enable our youngsters to make good choices and take responsibility for their actions. We will be exploring these good character traits throughout the school year.

- ◆ **Responsibility and Citizenship**
  - Always do your best.
  - Think before you act.
  - Be a good neighbor and friend.
  
- ◆ **Thankfulness and Giving**
  - Be happy with what you have.
  - Share what you can.
  
- ◆ **Respect and Honesty**
  - Treat people the way you want to be treated.
  - Always tell the truth.
  
- ◆ **Fairness and Caring**
  - Take turns and share.
  - Be kind and help others.



## **Health Information**



### **Home Sick**

Students should be kept at home when ill. A child's temperature should be normal without medication for 24 hours before returning to school. Please remember to send in an absence note with your child or e-mail [wingnotes@islipufsd.org](mailto:wingnotes@islipufsd.org) when your child returns.

### **Illness and Accidents During the School Day**

You will be notified immediately in the event of an illness or toilet accident. It is essential to have a current emergency number and contact information listed with the school office in the event you cannot be reached. We recommend a change of clothes be kept in your child's classroom or backpack in the event that he or she has a toilet accident, and clean clothes are needed.

### **Physical Examinations**

According to New York State Law, a physical examination is required for all new entrants to Kindergarten, First, Third, and Fifth Grade. A physical examination form must be filled out by the doctor and sent into the school nurse. You can obtain this form either at the nurse's office or by printing it off our school's website.

Flyers describing the Child Health Plus health plan for kids are available in the nurse's office. The plan covers basic preventive medical services and emergency room care. For more information, call 1-800-698-4KIDS.

## **Immunizations**

According to New York State Public Health Law #2164, "No child shall be admitted to public school without documented proof of required immunizations, signed by the doctor."

- Measles - 2 doses
- Hepatitis B – 3 doses
- Mumps - 1 dose after 1<sup>st</sup> birthday
- Rubella - 1 dose after 1<sup>st</sup> birthday
- DPT - 3 or more full doses, 1 after 4<sup>th</sup> birthday
- Polio - 3 or more TOPV, 4 or more IPV, 1 after 4<sup>th</sup> birthday
- Varicella - (chicken pox) 2 doses after 1<sup>st</sup> birthday

If your child has had any of the diseases indicated below, documentation is required as follows:

- Measles/Mumps: A Physician's Written Statement
- Rubella: Serological evidence. The lab report must be submitted.
- Varicella: A Physician's Written Statement

Records must show the dates of all immunizations with an authorized signature.

## **Medication**

For any medication (including OVER THE COUNTER) to be administered at school, the school nurse must be provided with the following:

1. A written notification from the family doctor stating the diagnosis, the contents of the prescription, and dosage.
2. A written request from the parent asking that the medication be given.
3. A well-labeled prescription bottle with the child's name, date, and the doctor's name on it.

## **Hygiene**

Creating good hygiene practice is important, as keeping clean helps to prevent illness and infection and helps to make one feel good about themselves. It is helpful to encourage your child to:

- Bathe and wash their hair regularly.
- Change into clean clothes daily.
- Brush their teeth after breakfast and before bed.
- Wash their hands, especially before and after eating, after using the restroom, after playing with animals and after playing outside.
- Take time for restroom breaks, as this will help to develop good habits and prevent toileting accidents.

## **Attire**

### **Footwear**

- Certain types of footwear have proven not to be safe and therefore should not be worn to school. Wing students run a lot at recess and these types of shoes can create problems. We encourage students to wear sneakers and closed-toe shoes to school every day. Crocs, flip-flops, or slides are not permitted in school
- Shoes need to fit properly and have a back so that students can easily keep them on their feet.
- During Physical Education class, students need to wear sneakers to use the gymnasium.

### **Garments**

Children should be dressed in appropriate attire.

- All pants and skirts should be fitted to the waist.
- Shirts and blouses should also fit at the waist.
- Clothing should be comfortable and appropriate for safe play and discovery.
- Attire must be age-appropriate regarding logos, language, etc.
- Children need to be able to operate closures on their clothing independently (for example: zippers, snaps, overall clasps, etc.).

## **Backpacks**

- Backpacks must be free from hanging objects/straps, which can cause harm or injury.
- Rolling backpacks are too heavy for our age youngsters. They are difficult for children to maneuver on stairs and buses.

## **Fragrances and Essential Oils**

- Please be mindful that fragrances and essential oils can have an impact on others, as some people are sensitive and/or allergic to fragrances.

## **Allergy Information**

Food allergies are taken very seriously at Wing. If your child has a food allergy, it must be documented with the school nurse. If your child needs an epi-pen, the school nurse will review the epi-pen procedures at school. If your child has a food allergy, we encourage you to discuss any concerns you may have with their classroom teachers.

We go to great lengths to ensure the safety of all students and promote allergy awareness through class discussions. We also have nut-free tables in the cafeteria for those with nut allergies. Should you have any questions or concerns regarding the nutritional information of the food available in the cafeteria, please contact Andrew Bromm, the Food Service Director, at (631) 650-8270.

## **Outside Food Policy**

To help keep all of our students safe and included, we kindly ask that families do not drop off outside food—such as fast food lunches or birthday treats—at the main office. In line with our district's elementary food policy, any classroom food items are limited to specific celebrations and must be coordinated in advance by the classroom teacher and PTA Class Parents.

Thank you for your understanding and support in creating a safe and welcoming environment for every child!



## **Cafeteria and Recess Information**



**Please visit the [Islip Department of Food & Nutrition page](#) on the District website for monthly lunch menus, detailed information about pricing, and how to prepay for lunch with an account.**

### **Free Breakfast and Lunch**

Breakfast and lunch are available daily at no cost to Islip students. Please see the [letter from our Director of Food and Nutrition](#) on our district website for more information.

Letter from the Islip Schools regarding Free Breakfast and Lunch for all students:

Lunch/Recess times are as follows:

11:55 a.m. - 12:35 p.m.  
12:40 p.m. - 1:20 p.m.  
1:25 p.m. - 2:05 p.m.

### **Snack**

Our teachers encourage students to bring in healthy snacks to have during class snack time each day. A nutritious snack provides some extra energy and a boost to their busy day. Sometimes, to be generous, children will try to offer a snack to a classmate. This is especially true in the primary grades. Since some students may have allergies, students are not permitted to share snacks or lunch. Please review with your child why sharing a snack or lunch is not permitted at school.

## **Cafeteria**

To provide all students with a positive atmosphere, we ask that students:

- Walk at all times in the cafeteria.
- Remain seated while eating their lunch.
- Speak quietly at all times in the cafeteria.
- Clean up after themselves.
- Show respect to everyone in the cafeteria.
- Show respect and take pride in school property.

## **Recess**

Weather permitting, children will go outside for recess. Please make sure they are dressed accordingly. In the event of inclement weather, children will return to their classrooms for recess. Lunch monitors always accompany the children during lunch/recess periods.

To provide all students with a positive recess time atmosphere, we ask that students:

- Always go down the slide, one at a time, sitting with feet first.
- Never jump off equipment and always climb down to the ground.
- Be cautious of any puddles, mud, or wet grass.
- Check with the lunch monitors before going to the bathroom or to the nurse and always take a buddy when going back into the building.
- Share all the equipment and put it back neatly.
- Leave rocks, pebbles, etc. on the ground.
- Report dangerous materials to their lunch monitor.



# **Teaching and Learning**

## **Curriculum**

Our curriculum is aligned with the current Next Generation Learning Standards. The Next Generation Learning Standards can be found on the State Education Department's [engageNY](http://engageNY.org) website (engageNY.org). Students receive instruction in English Language Arts, Math, Science, and Social Studies. Our elementary schools throughout the district utilize the Mossflower Units of Study as our curriculum for reading and writing. In addition, Wing incorporates phonics and phonemic awareness instruction through the use of FUNdations and Heggerty Curriculums. At Wing, teachers utilize the enVisions Math program.

Each week, students will have one period of music, art, library, STEAM, and three periods of physical education.

## **Music**

Students at Wing experience music as active music makers. Fundamental musical skills, such as keeping a steady beat and singing in tune enable our students to progress through each grade expanding and refining these basic skills. These skills will hopefully lead our students to make music throughout their lives.

## **Art**

The art program at Wing aims to inspire creativity, thought, and improve fine motor skills.

Please provide your child with a smock they can wear when they come to art. An old adult-sized T-shirt is best. On the day your child comes to art, please do not dress them in their best outfit. Many times, paint and marker ink find their way around the edges of smocks.

## **Library**

The Wing Library aspires to create a safe and enthusiastic atmosphere where students feel comfortable taking risks while developing the skills they need to become independent, lifelong learners. Our goal is to nurture the love of reading and appreciation of literature.

Children visit the school library once per week and have the opportunity to check out one book each visit. If your child loses or damages a book (a damaged book can no longer be circulated), it must be replaced to ensure that we do not lose any titles in our library collection. We request that you replace a lost or damaged book with either the exact title or the cost of the book. This policy has been established with our mission in mind; to support the curriculum and, most importantly, to meet student needs and interests.

## **Physical Education**

Physical education activities provide children with opportunities that stimulate both physical and social skills.

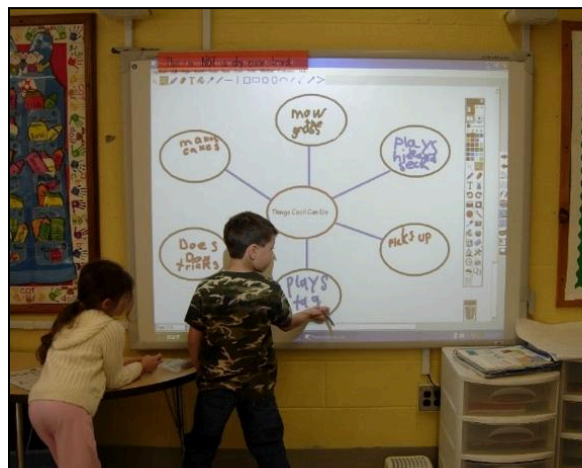
- Please ensure that your child wears suitable gym clothing, such as sneakers and comfortable clothing that allows freedom of movement. Students wearing inappropriate shoes will not be permitted to participate.
- Students should not wear jewelry during physical education class for their own safety, as well as the safety of others.
- A physician's note is required for a student to be excused from physical education for more than one day per illness and for extended exclusion from physical education.
- No student excused from physical education by a physician may return to physical education without the physician's written permission.

## **Technology**

All kindergarten and first-grade classrooms are equipped with an interactive, large touchscreen TV which allows students and teachers to engage in learning a completely new way.

All students in Islip schools will be provided with 1:1 technology. At Wing, each of our students will receive their own personal Chromebook. All classes visit the STEAM Lab weekly, which offers students the opportunity to engage in different modalities of technology, under direct adult supervision.

In addition, there are a number of websites that Islip School District enables you to gain access to for home use with your children. Each site is engaging and educational and can enhance the understanding of the curriculum. Students can access these resources at home and in school through their [Clever account](#).



## **Support Services**

Here at Wing, we have a variety of support services that are offered when students qualify. Our school currently has the following services: speech, Academic Intervention Services (AIS), English as a New Language (ENL), Resource Room, physical therapy, and occupational therapy. We also have a school psychologist and a social worker on staff. Some of these services are recommended for students after parents have met with the Committee of Special Education (CSE). The CSE is a multi-disciplinary team, appointed by the Board of Education, which coordinates evaluations and makes recommendations for services and/or programs for students identified as having a disability.

## **Parent/Teacher Conferences**

Parents and teachers have one official parent/teacher conference each year. This conference will take place after the 1<sup>st</sup> marking period. Teachers work with the parents to help make a schedule for these meetings. All elementary students will be dismissed early on these days to accommodate parent conferences.

### **2025-2026 Parent-Teacher Conference Dates**

**Thursday, December 12: No school for students.** Conferences will be held from 12:00 PM to 3:00 PM and again from 4:30 PM to 8:00 PM.

**Friday, December 13: Half-day of school for students.** Students will have early dismissal times at 12:15 pm. Conferences will be scheduled following dismissal.

## **Report Cards**

Elementary school report cards are generated 3 times a year. In the fall, they are distributed at parent/teacher conferences. In the spring and at the end of the school year, they are available on the Parent Portal. Parents will need to have access to the Parent Portal with an I.D. and password.

Kindergarten students spend a great deal of time getting to know routines while being engaged in a variety of first-time learning experiences. During the first marking period, Behaviors that Promote Learning & Respect, in addition to grades for Art, Music, and Physical Education, are being officially recorded. *For the first marking period in Kindergarten only, ALL grades for Reading, Writing, and Math will have the term NGK, which means "Not Graded Term 1- Kindergarten".* Our students have done a great deal of learning in these areas by the end of the first marking period, but grades are not officially recorded until the second marking period. If you look under the areas of Reading, Writing, and Math, you will see the skills the students are expected to attain by the end of the year.

### **2025-2026 Report Card Dates**

Our Parent Portal will open at 4 pm on the dates below for families to view their child's report card.

December 10, 2025

March 20, 2026

June 26, 2025

# Kindergarten Report Card

ISLIP UFSD GRADE K REPORT CARD 2018-2019

Page 1 of 1

Student: \_\_\_\_\_  
 Homeroom: \_\_\_\_\_  
 School: Wing E.S.

## Attendance Summary:

1		2		3		Total	
Absent	Tardy	Absent	Tardy	Absent	Tardy	Absent	Tardy
1	0	0	0	0	0	1	0

Academic Performance Level for Kindergarten	
Name	Score
Above Grade Level	AL
On Grade Level	OL
Below Grade Level	BL
Not Graded Term 1-Kindergarten	NGK
Not Applicable	NA

Academic Performance Level for Behavior Indicator	
Name	Score
Exceeds Expectations	E
Meets Expectations	M
Needs Improvement	N

READING	Term		
	1	2	3
Recognizes all letters of the alphabet			
Identifies letter/sound relationships			
Recognizes and creates rhyming words			
Blends sounds			
Reads sight words			
Can retell a story in sequential order			
Can recall details of a story			

WRITING	Term		
	1	2	3
Forms letters and numbers correctly			
Can express an idea in writing			
Uses correct capitalization and punctuation			

MATH	Term		
	1	2	3
Identifies number names and the count sequence 0-10			
Counts to tell the number of objects 0-10			
Identifies number names and the count sequence 0-20			
Counts to tell the number of objects 0-20			
Understands concepts of greater than, less than or equal to			
Understands addition as putting together and adding to			
Understands subtraction as taking apart and taking from			
Identifies, describes and compares 2 and 3 dimensional shapes			

BEHAVIORS THAT PROMOTE LEARNING & RESPECT	Term		
	1	2	3
Exhibits self-control			
Follows rules and procedures			

COMMENTS	Term		
	1	2	3
Comments for term			

BEHAVIORS THAT PROMOTE LEARNING & RESPECT	Term		
	1	2	3
Understands and follows oral directions in class			
Listens attentively			
Participates in discussions and activities			
Manages times efficiently			
Works neatly and carefully			
Works independently			
Adjusts easily to new situations			
Completes homework			
Respects authority			
Works respectfully and cooperatively with peers			

Parent/Guardian of \_\_\_\_\_

# First Grade Report Card

ISLIP UFSD GRADE 01 REPORT CARD 2018-2019

Page 1 of 2

Student: \_\_\_\_\_  
 Homeroom: \_\_\_\_\_  
 School: Wing E.S.

### Attendance Summary:

1		2		3		Total	
Absent	Tardy	Absent	Tardy	Absent	Tardy	Absent	Tardy
0	0	0	0	0	0	0	0

\*\*This Report Card only lists absences. Lack of attendance means there were no absences.

Academic Performance Level for AIS Report Cards	
Name	Score
Proficiency Level	P
Developing Proficiency	D/P
Continued Need	CN
Not Applicable	N/A

Academic Performance Level for Grades 1 and 2	
Name	Score
Above Grade Level	AL
On Grade Level	OL
Nearing Grade Level	NL
Below Grade Level	BL

Academic Performance Level for Effort/Behavior Grades 1 and 2	
Name	Score
Meets Expectations	M
Needs Improvements	N

Academic Performance Level for Indicators Grades 1 and 2	
Name	Score
Independent	I
Working Towards Independence	W
Continual Support Required	N

READING			
	Term		
	1	2	3
Reading Grade			
<b>PERFORMANCE INDICATORS</b>			
Comprehends text			
Decodes text accurately			

READING			
	Term		
	1	2	3
Reads fluently and with expression			
Uses reading strategies			
<b>EFFORT</b>			
Reading effort			

WRITING			
	Term		
	1	2	3
Writing Grade			
<b>PERFORMANCE INDICATORS</b>			
Writes on-topic, includes details/examples			
Organizes written work (includes beginning, middle and end)			
Spells words correctly in written work			
Applies knowledge of sentence structure; capitalization and punctuation			
Forms letters and numbers legibly			
<b>EFFORT</b>			
Writing effort			

MATH			
	Term		
	1	2	3
Math Grade			
<b>PERFORMANCE INDICATORS</b>			
Understands major math concepts			
Able to problem solve			
Computes accurately			
Number fact fluency			
<b>EFFORT</b>			
Math effort			

SOCIAL STUDIES			
	Term		
	1	2	3
Social Studies Grade - understands basic concepts and ideas			
<b>EFFORT</b>			
Social Studies Effort			

SCIENCE			
	Term		
	1	2	3
Science Grade - understands basic concepts and ideas			
<b>EFFORT</b>			
Science Effort			

BEHAVIORS THAT PROMOTE LEARNING & RESPECT			
	Term		
	1	2	3
Actively participates in class discussions			
Listens attentively			
Is organized			
Completes homework on-time			
Manages time efficiently			
Persists on a given task			
Accepts responsibility for own actions			
Exhibits self-control			
Works cooperatively and appropriately with peers			
Follows Directions			

Parent/Guardian of \_\_\_\_\_

# **General Policies**

## **Contacting Teachers**

If there is a need to contact your child's teacher for any reason, we recommend that you message the teacher directly through Parent Square or call the Main Office. Teachers will be notified of telephone messages and will return calls as soon as possible. Phone calls are the recommended form of communication with a teacher. In some instances, a teacher may establish e-mail correspondence with a parent, but since teaching is a very hands-on profession, it is common that teachers may not have a moment to check their e-mail during the school day. Calling the office will ensure the message gets to your child's teacher in a timely fashion.

## **Elementary Food Policy**

As part of our effort to promote healthy choices and wellness, we ask that families refrain from sending in shared treats for class parties, holidays, birthdays, and other celebrations. Each month, we provide complimentary ice cream for the children who are celebrating their birthday. On your child's actual birthday, while we ask that group treats not be sent, we do encourage you to send a special birthday treat for your child. The class will sing and celebrate the birthday child while he or she enjoys their extra special birthday treat during class snack time. \* Please note that class parents will be encouraged to collaborate with the classroom teacher(s) to design class celebrations and will be permitted to include store-bought food that includes all ingredients clearly labeled on the packaging for the class parties two times per year.

## **Lunch with the Principal**

Each month we celebrate student birthdays with lunch with the principal. Children are invited to bring their lunch (from home or the cafeteria) to eat in the principal's office. Students who celebrate their birthday during a summer month will have their lunch scheduled at the end of the school year.

## **Invitations**

We ask that parents not send in invitations to be distributed at school, as it disrupts the educational process. Invitations should be conveyed through phone calls, e-mail, or other means. A child may only give out invitations at school if they are inviting their entire class.

## **Lost and Found**

There is a Lost and Found located in the cafeteria of our school. We encourage parents to write their child's name on everything so that it can be returned in the event it is lost or misplaced. The Lost and Found usually consists of clothing, such as hats, gloves, jackets, etc. Parents may come to school and look in the Lost and Found if they feel it is necessary. Items left in the Lost and Found at the end of the school year will be donated to a local charity in June.

## **Field Trips**

Field trips are an integral part of the instructional program. These trips are an extension or supplement of the program being offered in the school. Each classroom teacher is responsible for planning field trips and for obtaining chaperones. To alleviate placing teachers, students, and parents in an awkward position, only parents who have been assigned as trip chaperones can attend field trips. If your child has an epi-pen, they should be accompanied by a parent or parent-designee on all field trips. ***Siblings are not allowed on field trips.***

Parents are not permitted to take a student home from a field trip. Should a parent wish to take their child home after a field trip, the student must return to school on the bus and then be signed out of school.

Written parental approval is mandatory for all trips. Medical forms must be completed before the first field trip each year. If children do not go on a scheduled field trip, they are entitled to spend the time in another class.

# Wing Elementary School Field Trip Permission Slip

FIELD TRIP DESTINATION: \_\_\_\_\_

Date of Trip: \_\_\_\_\_

Destination Address:

\_\_\_\_\_  
\_\_\_\_\_

Additional Trip Information (if necessary):

\_\_\_\_\_  
\_\_\_\_\_

Departure time from school: \_\_\_\_\_ Departure time from trip: \_\_\_\_\_ Estimated time of return: \_\_\_\_\_

**Please make a Check or Money Order payable to: "Islip Elementary Student Activity Fund" (No Cash Please)**

**Cost of Trip per child: \$ \_\_\_\_\_ Cost of Trip per chaperone: \$ \_\_\_\_\_**

**Return form by: \_\_\_\_\_**

***IMPORTANT NOTE: Parents can only attend a field trip if they have been invited and approved to chaperone. Siblings are not permitted on any trip. If a parent or guardian goes on a field trip, they cannot sign their child out from the location of the field trip. All students must go to the trip by bus and return to school by bus.***

***I understand that the Board of Education, upon considering the state of national and/or international affairs, reserves the right to rescind its authorization for this trip at any time. I further understand that in the event such trip is cancelled, I expressly waive any claims I may have against the Islip Union Free School District for expenses incurred and/or monies expended relating to the cancellation of this trip by the Board of Education.***

Child Name: \_\_\_\_\_ Classroom Teacher: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone#: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

1<sup>st</sup> Emergency Contact Person: \_\_\_\_\_ Emergency Contact Phone #: \_\_\_\_\_

2<sup>nd</sup> Emergency Contact Person: \_\_\_\_\_ Emergency Contact Phone #: \_\_\_\_\_

I give my child permission to go on this trip: \_\_\_\_\_

Parent/Guardian Signature

Date

### ***Epi-Pen related Food Allergies and Medication Information***

My child requires an epi-pen for the following food allergy: \_\_\_\_\_. Parents of students with Epi-Pen related food allergies are encouraged to send a parent or parent designee on a trip. Please contact the school nurse for more information at 631-650-8475.

If your child requires medication during the trip, you must contact the school nurse (631-650-8475)

***Mark your calendars before returning this slip.***

## **Electronic Devices**

Electronic devices of any kind are not permitted during the school day. Electronic devices, such as video games, tablets, cameras, smartwatches, and phones are a distraction to the educational process.

## **Homework**

Homework has always played an important role in the culture of schooling. Some homework is based on daily lessons learned while other homework may be based on long-range projects that the students are engaged in.

### **The purpose of homework is:**

1. To help develop good study skills.
2. To reinforce skills learned each day in school.
3. To provide extended learning experiences beyond the classroom.
4. To establish daily contact with parents so they can be constantly aware of their child's academic work, successes, and needs.

**Homework practices and procedures will vary between teachers and will be communicated to parents at the beginning of the school year.**

When a child is out sick for one or two days, the daily homework assignments for those days will be based on work that is unfamiliar to the sick student. For this reason, it would be best for the student to return to school and learn the new material before being assigned homework. Reading with your child who is home sick is a great way to continue their academic growth while they are away from the classroom.



## **PTA Information**

### **New York State PTA Mission Statement**

*The overall purpose of the PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.*

For more information, visit [the New York State PTA website](http://www.nyspta.org)  
([www.nyspta.org](http://www.nyspta.org))

### **Wing PTA**

The Wing Parent Teacher Association is an organization that welcomes into its membership parents, teachers, and all other citizens interested in the welfare of children. The PTA plans special activities and programs for the children and provides an additional opportunity to become familiar with the educational system. Becoming a member of the PTA is both beneficial to your child and to the school. Membership and involvement in the PTA will keep you informed of school activities and provide you with various resources and opportunities to meet other parents, teachers, and community members.

#### **2025-2026 PTA Meetings at 7 pm**

September 18, 2025  
Additional dates TBD

[Facebook: Wing Elementary PTA](#)

E-mail address: [wingelementarypta@gmail.com](mailto:wingelementarypta@gmail.com)

### **SEPTA - Special Education Parent Teacher Association**

SEPTA is a district-wide PTA whose primary function is to act as a support group for parents and educators of children with disabilities and those at risk. Members consist of parents, teachers, administrators, students, and friends. Membership is open to all.

SEPTA E-mail address: [islipsepta@gmail.com](mailto:islipsepta@gmail.com)

**Check the school calendar for meeting dates and times!**