



# Indian Hollow Primary School Parent Handbook



151 Kings Park Road

Commack, NY 11725

631 – 858 – 3590

[www.commack.k12.ny.us](http://www.commack.k12.ny.us)

# INDIAN HOLLOW PRIMARY SCHOOL

## CONSTITUTION



Treat others as I would like to be treated.

Everyone has. . .

1. the right to be safe
2. the right to learn
3. the responsibility to respect adults and children
4. the responsibility to be honest at all times
5. the responsibility to respect the property of others

### Building Rules

I will respect others by walking quietly in the building.

I will follow the directions of the adult in charge.

I will follow all cafeteria and playground rules.

I will walk with a buddy at all times.

### Cafeteria Rules

I will sit safely and use proper table manners.

I will keep hands, feet and objects to myself at all times.

I will stop, look, and listen when the quiet signal is given.

### Playground Rules

I will use playground equipment safely and when assigned.

(Sneakers are required when using equipment.)

I will not pick up things from the ground.

I will walk on the blacktop.

I will stop, look, and listen when the whistle is blown.

I will walk to line up with my class.

**When disciplinary action is necessary, any of the following procedures may be implemented:**

1. Staff member and child will resolve the issue
2. If necessary, parent will be contacted
3. Child may be temporarily restricted from participation in school activities
4. Principal may intervene

### School Bus Rules

I will board the bus in an orderly line and quickly take my seat.

I will stay seated and talk quietly while the bus is in motion.

I will keep hands, feet and objects to myself at all times.

I will follow the bus driver's directions.

**If a bus driver completes a bus conduct report on a student, when disciplinary action is necessary, any of the following procedures may be implemented:**

1. Conference with the student
2. Conference with the student, contact with parent/guardian, special seating if necessary
3. Student may be suspended from transportation  
(Staff will monitor the student's behavior throughout this process.)

## **Open House Night**

Early in the school year, you will be invited to our "Open House." This is your opportunity to see your child's classroom and teacher and learn about the academic program. We look forward to seeing you there.

## **Conferences/Evaluation**

Parent-Teacher Conference time is an opportunity to form a strong home-school partnership. It provides parents/guardians with the chance to ask questions and share information, which will help the teacher understand your child's needs. Parent-Teacher Conferences are scheduled twice a year. At that time, report cards are distributed. Report cards are sent home with students in June. All students are screened prior to entrance to kindergarten. Assessment of each child's progress occurs on a daily basis. Portfolios are also kept to document the growth of each child.

## **Class Placement**

Class placements are conducted in a thoughtful manner and are based on meetings with classroom teachers and special area teachers. Each class is structured to contain students of varied academic levels, a balance between males and females, and positive social interaction groups. Class placements generally are not made based on parental/guardian requests; however, there is one exception. If a student's sibling has been previously placed with a teacher, a written request for an alternate class placement will be honored. If you have pertinent information which will assist in the placement of your child, please put it in writing and submit it to the principal by May 1. Final placement decisions are made by the principal based on individual and building concerns.

## **Website/Email**

The Commack District's website is <http://commack.k12.ny.us>. Look for specific news about Indian Hollow and sign up for the District's email notification system. Staff may be contacted by email. Email, however, is not an acceptable form of communication for information that is time sensitive or of an emergency nature. Email may not be used for instances that require a signature, e.g. permission slip.



## **Lunch**

Students may bring lunch from home or purchase lunch in our school cafeteria. A menu is sent home with your child each month. Lunch may be prepaid. If sending in money daily, please enclose it in a clear plastic bag labeled with your child's name and class. Milk or juice is available for purchase on a daily basis. A lunch aide supervises each class.

## **Health Office**

Besides first aid and physical inspection, the Health Office maintains a record of your child's height, weight, eyesight, and hearing. It is mandatory for children entering kindergarten and first grade and all new entrants to have a physical. If a signed physician's physical examination is not returned by the due date, children will be seen by the school physician. All immunizations must be up to date, and proof of these must be presented in writing to the school.

In the event of an accident, first aid is administered and every effort is made to contact the family. At the beginning of each school year, Emergency Contact information is requested. It is imperative that the Health Office be notified whenever your contact numbers change, either at work or at home.

## **Administration of Medicine**

The New York State Bureau of Health Services does not permit the school nurse to administer medication without both:

1. A written request by the parent and
2. A written request by the physician, indicating the child's name, prescribed medication, dosage, and frequency.

\*Medication must be supplied in a professionally labeled container and brought to the school nurse by an adult.

## **Recreation**

Following lunch, all children participate in recess activities. Students go outside, weather permitting. Please remember to send your child with appropriate outdoor clothing. If the playground's blacktop is dry, and the real feel temperature is above 21°, we will plan for outdoor recess. The decision to go outside is made at approximately 11:30 a.m. If children are in attendance at school and a decision is made to proceed with outdoor recess, all children will go outside. We are unable to "house" children with colds or other ailments in a separate location.



## **Building Security**

During school hours, all visitors or parents who arrive at Indian Hollow must enter the building through the main entrance. The Reception Aide and Security Guard will greet all visitors. Visitors must sign in and will be asked to show identification. You must have identification to sign into the building. The Reception Aide will then direct visitors to the proper location within the building. Prior to exiting the building, visitors must return their visitor's pass to the Reception Aide.

## **Field Trips**

Field trips are scheduled to supplement classroom curriculum. Consent forms are required and a fee might be requested. Financial assistance is available. Please contact your child's teacher. Chaperones attend all field trips to ensure the safety of the children. Students are required to wear specific color shirts for identification. If your child will require medication during a field trip, please contact the school nurse.

## **Parties and Celebrations**

On special occasions, your child's class will have parties. If it is your child's birthday, you may make arrangements with your child's teacher to send in something special to celebrate the occasion with the class and the principal. It is not permissible to distribute invitations in class unless every child receives one.

## **Library Book Donation**

Books may be donated to the Indian Hollow School library to commemorate someone or something special, e.g., birthday, birth of a sibling, the passing of a special person, a graduation. The purchased book will have a book plate placed inside the front cover, indicating the person or occasion for which the book has been donated. The family will also receive a thank you letter.

## **Desjardin Collection**

If you need to discuss a sensitive issue with your child, please browse our collection of books in the *Desjardin Collection* located in the library.



## **Attendance/Tardiness/Early Departure**

Regular attendance and punctuality are expected. Please call the school nurse at 858-3595 if your child will be absent. Upon return to school, a note explaining the cause of absence/tardiness is required. A student arriving after 9:30 a.m. must be signed in by an adult in the lobby, where he/she will receive a late pass. An early departure slip will be completed for students leaving prior to 3:35 p.m. Tardiness and early departures will be noted on the report card.

## **Transportation**

All children who are eligible to ride buses will receive a bus pass and schedule before the opening of school in September. Children who ride the bus should:

- Have their bus pass with them daily.
- Arrive at the bus stop a few minutes ahead of schedule.
- Board the bus in an orderly line and promptly sit in a seat.
- Stay seated and talk quietly while the bus is in motion.

If your child normally rides the bus, you may pick him/her up from school only after you have provided the classroom teacher with a note or you have signed out your child. Please make certain that someone is at the bus stop daily to meet the bus.

Any bus questions or concerns should be directed to the Transportation Office at 912-2020.

## **Arrival Procedures**

The safety of our children is of utmost importance. As in previous years, the circle in front of the school is closed to cars. This enables children walking to school and our buses to have safe access to the building. Kindly park your car in a designated spot and use the crosswalk only.

A "Drop Off Zone" has been created in the parking lot. Cars dropping off children are to enter this zone single file. Children are to exit vehicles on the passenger side, stepping onto the sidewalk. Once children have disembarked, the driver should then move the vehicle in order to keep traffic flowing. A staff member will assist children at the crosswalk. Should you wish to watch your child enter the building, please be courteous to the cars behind you by proceeding to a vacant parking space.



## **Special Classes/Services**

Each week your child attends special classes outside his/her classroom. These specials include physical education twice a week, and music, art, library, computer, and science once a week. Sneakers and appropriate clothing must be worn when your child has physical education. In both kindergarten and first grade, children are permitted to borrow one book from the school library every week. Two books may be borrowed in second grade. Additional books may be borrowed only when previous books have been returned to the library. Exact days and times for each special are provided by the classroom teacher. A Curriculum Handbook, distributed at Open House, explains each program in detail. Additional services are available when recommended by our school's professional staff. Feel free to contact your child's classroom teacher to express your concerns. School services include: Resource Room, Academic Intervention, Reading, Speech, ESL, Occupational Therapy, Physical Therapy, Psychological and Social Work Services.

## **Extra Help**

Once a week each teacher will be available for a small group extra help session. Teachers will notify parents of their specific day and time.

## **SBMT**

The Site Based Management Team's (SBMT) function is to serve as a problem-solving advisory committee for the school. Representative members are selected by the PTA, teachers and administrators. Feel free to address your suggestions to the Indian Hollow representatives, or via the mailbox located in the Main Office.

## **PTA/ SEPTA**

The Indian Hollow Parent Teacher Association exists to promote the welfare of children in the home, school, and community. Membership is renewed on a yearly basis. You can become involved by attending monthly meetings and participating on various committees. All meetings and most events are posted on the district website and district calendar.

Special Education PTA members are comprised of parents, teachers, administrators, and friends of children with special needs. SEPTA's goal is to ensure that each child has access to the best possible program which will allow each student to reach his/her full potential.



## **Emergency Procedures**

Should inclement weather or an emergency necessitate the closing or a delayed opening of school, announcements will be made on the Commack website, local radio and television stations, as well as via a School Messenger call to all families. Please do not phone the school offices on these occasions.

Delayed school opening procedures on inclement days will be used when it appears that school can open safely 1 or 2 hours later than our usual time. On a delayed opening day, lunch and dismissal will take place at the regular time.

Early Closing procedures will be put into effect when it appears to be the safest way to get children home. Emergency dismissal procedures will be followed and students will go to the home indicated on the yellow Early Dismissal Card. It is imperative that this card be kept up to date.

In the event that there is an early dismissal for any emergency reason, the SCOPE After School Program will be canceled. Students will travel home on their regularly scheduled buses.

## **Class Parents**

At the beginning of the school year, the PTA sends out a notice requesting volunteers. There is a lottery to select the class parents for each year. All parents have the opportunity to volunteer in their child's class. The class parents, along with the classroom teacher, will coordinate classroom volunteers.

## **Publications and Communications**

Publications include: Commack Courier, Primary News, and the Indian Hollow Yearbook.

Information and notices are collated and distributed weekly.

## **Lost and Found**

The Lost and Found is located in the lobby. Please label your child's outer clothing and accessories.



## **Emergency Dismissal**

In the event of an emergency or inclement weather, children will be dismissed according to their bus route. Parents arriving to pick up children who normally take a bus home, will be asked to sign their child out in the main lobby.

If a note was given to the teacher in the morning regarding how that child is to be dismissed, the teacher will follow those arrangements. If these arrangements have changed due to the emergency dismissal, it will be the parent's responsibility to inform the Main Office. On emergency dismissal days, all after school activities will be canceled.

## **Visitors**

To provide a safe and secure environment, all visitors must sign in with our lobby receptionist. Visitors must present picture identification and will be issued a name tag. All visitors must sign out upon exiting the building. A student will not be permitted to leave the building with a visitor unless he/she has been properly signed out.

## **Discipline**

The District has recently adopted a Code of Conduct for students and parents, as well as for all visitors to our school building. Copies of this code will be made upon request. You may also read the Code of Conduct by accessing the School District's website [www.commack.k12.ny.us](http://www.commack.k12.ny.us). At Indian Hollow, the code is adapted to meet the needs of primary students. Disciplinary issues are usually handled by the classroom teacher. When necessary, the Principal intervenes. There is a program of progressive disciplinary action.

## **Concerns/Questions**

If you have any concerns or questions regarding your child, homework, the curriculum, etc., please contact your child's classroom teacher.



# Commack School District

## Lines of Communication



### ***Who do I go to first with my concerns?***

Our most effective tool in providing our students with an optimal learning environment is the establishment of an effective and ongoing communication system between parent and teacher. Should any concerns or questions arise regarding academic or behavioral needs and/or practices within the classroom, please contact the teacher first.

### ***Who do I contact if the matter is still not resolved?***

If your child is in kindergarten through fifth grade, please contact the building principal for help. For students in grades six through twelve, please contact your child's guidance counselor before contacting an assistant principal or the principal.



### ***What if I need further assistance?***

Most student issues should be addressed at the building level. If you feel that you need further help however, please contact the Superintendent's office after you have first proceeded through the steps above. The Superintendent will review the issue with the appropriate Assistant Superintendent, who will work to resolve the matter.



**SUPERINTENDENT**

### ***Helpful Tips for Parents***

*Parental input and support are essential and invaluable for student success.*

- ◆ Telephone numbers and email addresses for school personnel can be found on the Commack Website: [www.commackschools.org](http://www.commackschools.org)
- ◆ Call or email the teacher or leave a message for the teacher in the school's main office. Please indicate times when you can be reached, and provide contact information (phone number, etc.); you will be contacted as soon as possible.
- ◆ Don't forget to check a teacher's eBoard for information about homework and other assignments.
- ◆ Log on to the Parent Portal for attendance, report card grades, and to update your contact email address.
- ◆ The main switchboard number at District Office is (631) 912-2000.

Handy Reference Numbers

**PRINCIPALS**

Indian Hollow Primary	858-3590	<b>Brian Simpson</b>
North Ridge Primary School	<b>Katherine Rihm</b>	912-2190
Rolling Hills Primary School	<b>Janet Studley</b>	858-3570
Wood Park Primary School	<b>Michelle Collison</b>	858-3680
Burr Intermediate School	<b>Paul Schmelter</b>	858-3636
Mandracchia/Sawmill Intermediate School	<b>Michelle Tancredi</b>	858-3650
Commack Middle School	<b>Anthony Davidson</b>	858-3500
Commack High School	<b>Catherine Nolan</b>	912-2100

**ADMINISTRATION**

Superintendent of Schools	<b>Dr. Donald James</b>	912-2010
---------------------------	-------------------------	----------

**ASSISTANT SUPERINTENDENTS:**

for Business	<b>Laura A. Newman</b>	912-2005
for Instruction, Curriculum & Assessment, K-12	<b>Adele Pecora</b>	912-2009
for Pupil Personnel Services	<b>Amy Ryan</b>	912-2033

**DIRECTORS**

Fine & Applied Arts	<b>Paul R. Infante</b>	912-2070
Guidance	<b>Jonathan Macaluso</b>	912-2121
Health, Physical Education & Recreation	<b>Patrick Friel</b>	912-2080
Science, Grades K - 12	<b>Allison Offerman-Celantano</b>	912-2171
Executive Director for Personnel	<b>Reza Kolahifar</b>	912-2090
Assistant Director of Pupil Personnel Services	<b>Nina Bryant</b>	912-2023

**DISTRICT OFFICE**

Board of Education/District Clerk	<b>Mary Jane Budde</b>	912-2055
Transportation	<b>Lois Weber</b>	912-2020
Plant Facilities Administrator	<b>Richard Schramm</b>	858-3600

**SCHOOL NURSES**

Indian Hollow Primary	<b>Debbie Bradley, R.N.</b>	858-3595
North Ridge Primary School	<b>Karen Britt, R.N.</b>	912-2196
Rolling Hills Primary School	<b>Gina Hawkins, R.N.</b>	858-3573
Wood Park Primary School	<b>Paula Saltzman, R.N.</b>	858-3687
Burr Intermediate School	<b>Diana Bishop, R.N.</b>	
	<b>Fran DiMicco, R.N.</b>	858-3621
Mandracchia/Sawmill Intermediate School	<b>Rosa Roman, R.N.</b>	
	<b>Abbye Boker, R.N.</b>	858-3660
Commack Middle School	<b>Kim Morello, R.N.</b>	
	<b>Cathy Farrell, R.N.</b>	
	<b>Angela McNierney, R.N.</b>	858-3510/11
Commack High School	<b>Linda Dalton, R.N.</b>	912-2110
	<b>Pat Denezzo, R.N.</b>	
	<b>Christine Wright, R.N.</b>	912-2111

**GUIDANCE OFFICES**

Commack Middle School		858-3500
Commack High School		912-2121

Email addresses for District personnel can be found on the Commack Website.