

Rolling Hills Primary School Parent Handbook



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Dix Hills, NY 11746



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Principal

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Rolling Hills Mission Statement

We are dedicated to providing a nurturing school environment that fosters respect, compassion and tolerance. It is our mission to guide our students to develop a positive self-image and become life-long learners who make meaningful contributions to their community.



School Procedures and Information

Absences, Late Arrivals & Early Departures

When your child is absent please call the Health Office, 631-858-3573, and leave a message including your child's name, their teacher's name and the date and reason for the absence. When your child returns to school, please send a note to the classroom teacher describing the reason for the absence. Requests for work to be sent home with a classmate or picked up at the end of the day should be communicated to the office (631-858-3570) before 11:00 a.m. that morning.

The school hours for Rolling Hills are 9:15 a.m.-3:30 p.m. Children who arrive prior to the start of school must be supervised by a parent/guardian. All students enter the building through the front entrance. Doors open at 9:10 a.m. Late time is at 9:25 a.m. Students who arrive to school late must be signed in by their parents/guardians at the Reception Desk.

Early departures compromise your child's instructional time and disrupt classroom routines. Please send a note to the classroom teacher if you must pick up your child before the end of the school day. Please remember that students departing early must be taken out before 2:45 p.m. and that all early departures will be recorded.

If parents need to change their child's usual dismissal plan, it is essential that they send in a note to the teacher. If parents need to make a change after their child has arrived at school, call/email the Main Office to advise staff of the change. All emails must be sent to pdantzler@commack.k12.ny.us, jpalilla@commack.k12.ny.us, and mrubin-geffner@commack.k12.ny.us. It is important that all three are included in dismissal emails to ensure that they are communicated appropriately. Once received, a confirmation will be sent.

For the safety of students and staff, cars are not permitted to enter or leave the circle when the buses are present. Please escort your child to the flagpole at arrival time, if they are "walkers". Cars are not permitted to park in the circle as it is reserved for buses and emergency vehicles only. Please note that it is unlawful for motorists to pass a stopped school bus. Parents picking up children as "walkers" at the end of the school day should follow the path to the left of the building, where children will be released from the gym door. At pick up, ID must be presented. It is important to bring it each day you pick up your child. Students will only be dismissed to those adults listed on dismissal paperwork.

Discipline Policy

The District has adopted a code of conduct for students and parents, as well as all visitors. Copies of this code will be made available upon request. You may also read the Code of Conduct by accessing the school district's website, www.commack.k12.ny.us. At Rolling Hills, the code is adapted to meet the needs of primary students. Disciplinary issues are addressed by the classroom teacher and the Principal.

The following are appropriate behaviors that are expected on the primary level:

Building Rules

- Walking in the building.
- Talk quietly.
- Respect the property of others.
- Respect other children and adults.

Homework & Extra Help

Homework assignments reinforce class work. Please provide a special time and place for your child to address homework assignments. If you have any questions or concerns please reach out to your child's classroom teacher.

During the first month of school, members of the teaching staff will begin to invite students to our before school "Extra Help" program. Students are invited to attend the program to review a specific skill or area of the curriculum as determined by the staff member.

Please arrive at Rolling Hills at 8:40 a.m. and sign your child in on the day they are scheduled to attend "Extra Help". Your child's teacher will meet the students and escort them to the classroom. Please remember that teachers are only able to meet with students who are invited to "Extra Help."

Backpacks & Umbrellas

Most students use a traditional backpack to carry their supplies. At the primary level, backpacks on wheels, and umbrellas are not acceptable since they are cumbersome and can be dangerous to the children while they are walking and while they are on the bus.

Lost and Found

The Lost and Found is located in the Cafeteria. Please label all of your child's personal belongings including lunch boxes, backpacks and water bottles.

Building Security

During school hours, all visitors to Rolling Hills enter the building through the front entrance. Visitors sign in at the Reception Desk and will be asked to show identification. The Reception Aide or Security Guard will then direct visitors to the proper location within the building. Prior to exiting the building, visitors must return their visitors pass to the Reception Aide.

Visitors should park their cars in designated parking spots. At no time should cars be parked in the circle or in Fire Zones. Please observe the Staff Parking, No Parking and Handicapped Parking signs.

School Closings & Emergency Communications

Communications may be sent by the district in the event of an emergency. It is important to keep all contact information up-to-date in the Parent Portal so that district communications may be accurately received. You can sign up for our Email Notification System, and view postings regarding school closings or delayed openings on the Commack Website, <http://www.commack.k12.ny.us>.

Emergency Contact/Early Dismissal Cards

It is essential that all emergency contact information and cards (yellow cards) are completed accurately. *These contacts are used in the event of an emergency early dismissal ONLY. They are not used as contacts for daily dismissal. Any changes in daily dismissal should be communicated with the Main Office.*

Inclement Weather Information

Early Dismissal

Traditionally, the Superintendent makes the decision to close school early. Students are dropped off at the usual bus stop to parents or to the adults listed on the Early Dismissal card. It is essential that adults who do not usually meet students at the bus stop carry their photo ID.

Delayed Opening

A delayed opening procedure will be put into effect when it appears that school can open safely one to two hours later than the regularly scheduled time. Please note that on a day that we delay our opening, the lunch program and the dismissal time follow the usual schedule. The delayed time will be communicated via the Commack School District and social media.

Bus Information

Bus transportation is arranged through our Transportation Office. If you have any questions regarding pick-up times or bus stops please contact the Transportation Office at 631-912-2020. Students must ride their designated buses and disembark at their assigned bus stops.

Since buses are close to or at capacity we are unable to allow students to ride other buses. In the event of an emergency a Bus Stop Designee request can be completed to allow an adult other than the parent/guardian to take your child off their bus at their designated stop. A Temporary Bus Pass may be issued for your child to be picked up or dropped off at a stop that is not their designated bus stop. A copy of these forms can be found in the Transportation section of the District Website (www.commack.k12.ny.us).

Bus Rules

- Be at the bus stop five minutes before the bus is scheduled to arrive.
- Watch the bus driver for the signal to cross in front of the bus.
- Keep hands and head inside the bus at all times.
- Keep the aisle clear.
- Listen to the bus driver.
- Respect the bus driver and other children riding the bus.

Safety belts are available for your child's use. Only school personnel and students are permitted to board the bus.

School Bus Misconduct

Minor misbehaviors may be handled by the bus driver and parent when appropriate. Children may receive a verbal warning or a written bus conduct report. The Principal may call the parents/guardian and send a formal written notice to the home. Severe and repetitive occurrences of misconduct may result in a suspension of bus privileges for a period of time.

Health Office

The school nurse is on duty during school hours. Health Office information can be found in the Students & Families section of the Commack School District website (www.commack.k12.ny.us). If you have any questions, please contact our school nurse at 631-858-3573.

The New York State Department of Education requires that all kindergarten and first grade students, as well as any new entrants, have a physical examination. All students must have appropriate up-to-date immunization records, according to New York State Health Regulations, on file in the school Health Office prior to the start of the school year.

Medication for Students at School

Our School Nurse must be provided with the following information in order to dispense prescription or over-the-counter medication (including cough drops, eye drops or skin lotions) during the school day.

- Written directions from the doctor including the name and dosage of medication and time to be administered.
- Written request from the parent/guardian.
- Containment of medication in properly labeled bottle from a pharmacy.

Please be advised that our nurse will not administer expired medication. Adults must bring their children's medications to the nurse's office.

Request for Information from Staff Members to Physicians

Rolling Hills staff members will accommodate requests by parents to complete checklists for physicians. Please allow the staff several days to complete the lists. We will send the original copy to the physician.

Lunch/Recreation Program

Rolling Hills Lunch/Recreation Program is designed to provide our students with an opportunity for socialization and physical activity.

Our kitchen offers a selection of hot and cold lunches for our students each day. A monthly menu is available on the District website. The menu includes a description of lunch choices, nutritional information and prices.

Lunch must be purchased on the MealPlanner app prior to 9:00 p.m. the day before. Lunch may be purchased up to 1 month in advance. Cash or check is not accepted for payment of lunch during lunchtime. Payment for lunch should be made through the Parent Portal at www.commack.k12.ny.us. Lunch may also be paid for ahead of time by sending in a check with your child in an envelope clearly marked "Lunch Payment". Checks should be made payable to Commack UFSD.

Lunch periods are scheduled as follows by grade level:

- Kindergarten 1:10 p.m. - 2:00 p.m.
- Grade 1 12:20 p.m. - 1:10 p.m.
- Grade 2 11:30 a.m. - 12:20 p.m.

Weather permitting, students participate in recess activities. Please remember to send your child to school with appropriate outdoor clothing and safe footwear.

Snacks

Lunchtime Snacks

Snacks are available for purchase from the cafeteria during students' designated lunch time. Snacks may be purchased with cash only. Students who wish to purchase a snack with their lunch should bring cash in an envelope, clearly labeled "snack".

Classroom Snacks

Each classroom teacher schedules time each day for students to enjoy a snack.

Important Reminder: Students who purchase lunch at school still need to bring a snack from home on a daily basis. It is important to be mindful of classroom allergies when packing your child's classroom snack. Communication regarding classroom allergies will be sent at the beginning of the year, and we ask that you avoid those foods in your child's snack.

Gathering

Monthly school-wide Gatherings are scheduled for all members of the Rollings Hills community. We celebrate a randomly selected STAR from each class and often enjoy class and grade level presentations and songs that highlight positive character traits. A schedule of Gatherings goes out twice a year and is posted on Backpack News. A letter will be sent home to those invited for that month's Gathering.

PTA

PTA meetings are usually scheduled once each month. Please refer to meeting dates listed on the Commack District Calendar. Meeting times will also be communicated by the PTA at the beginning of the school year.

Volunteers are always welcome to help ensure the success of our PTA events. Please contact the current PTA Presidents if you are interested in joining or chairing a committee. A list of our PTA Executive Board members and contact information can be found on our PTA page in the Rolling Hills section of the Commack District website (www.commack.k12.ny.us).

Class Parents

At the beginning of the school year a letter is sent to parents regarding Class Parent Volunteers. Parents/Guardians wishing to be considered as a Class Parent should complete the Google Form included in the letter. Class Parents are selected through a lottery drawing and will be required to attend a Class Parent meeting in September.

Celebrations

The birthday bulletin board is updated monthly by members of the PTA. This bulletin board is located in the front breezeway.

We appreciate your understanding to refrain from sending in goody bags, toys, food and gifts to celebrate birthdays or classroom events and activities. Birthday information will be communicated by your child's classroom teacher at Open House.

Class Trips

Only designated parent chaperones are to attend class trips. Prior to the scheduled trip, chaperones will be advised of their responsibilities. Traditionally, parent chaperones are expected to pay for admission.

Parent Portal

The Parent Portal allows parents to review student records including report cards and attendance. Here, parents can update/change any student or contact information and pay for school lunches. Access to the Parent Portal can be found on the Commack School District website at www.commack.k12.ny.us, and clicking the green "IC" icon at the top right. If you need help logging in or accessing information, please email parentportal@commack.k12.ny.us.

Incoming families will be sent information regarding how to login to your Parent Portal over the summer.

Website

The Commack School District website provides the residents of our community with a wealth of information regarding District policies and procedures, important telephone numbers, technology information, a calendar of events and the District newsletter, the Commack Courier.

Additionally, the website contains web pages for each of the Commack schools. Please visit the Rolling Hills' web page which highlights information regarding our school's programs and events.

Online References

Rolling Hills Website: https://www.commackschools.org/rollinghillsprimaryschool_home.aspx

Backpack News:

<https://www.commackschools.org//BackpackNews1.aspx>

Parent Portal:

<https://campus.commack.k12.ny.us/campus/commack.jsp>

Lunch Service Information:

<https://www.commackschools.org/LunchMenu.aspx>

Transportation:

<https://www.commackschools.org/TransportationDepartment.aspx>

Email Notification Sign Up:

<https://newtarget011.brightarrow.com/PortalLogin15.aspx?PortalKey=E8EF9838-2A58&SiteHeader=&PUID=>

Important Phone Numbers

Rolling Hills Main Office: 631-858-3570

Health Office: 631-858-3573

Dr. Lori Gary (RH School Psychologist): 631-858-3574