
ROLLING HILLS PRIMARY SCHOOL PARENT HANDBOOK



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, his or her 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. 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 all early departures will be recorded for students who are picked up before 3:00 p.m.

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 children to the area near the front door, 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.



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 may 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.**

After school hours, it is essential that organizations make arrangements for an adult to monitor the front door. A member of the group must be available to admit latecomers and to be on hand to open the doors for parents at the close of a program or activity. Members of the group must be supervised at all times and stay in the designated area.



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 may not be able to issue a bus pass for a temporary change in your child's bus assignment.

BUS RULES

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

Safety belts are available for your child's use. School District personnel can suggest, but not insist that they be used. 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.



CLASS TRIPS

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

Students are to wear their Rolling Hills T-shirts on all field trips.

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.

Following are appropriate behaviors that are expected on the primary level:

BUILDING RULES

1. Walk in the building.
2. Talk quietly.
3. Respect the property of others.
4. Respect other children and adults.

LUNCH/RECREATION PROGRAM



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

Lunch Information

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. We suggest that you pay for your child’s school lunches, twenty at a time. Please make checks payable to “Commack UFSD #10” and clearly label the envelope, “Cafeteria”. Please indicate your child’s name in the memo section of the check. To pay online please access the School Lunch Menus Link located on the bottom of the District website page.

Please review the cafeteria selections with your child each morning. Students are also welcome to bring a cold lunch from home.

Lunch/Recreation

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



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.

EMERGENCY CONTACT/EARLY DISMISSAL CARDS

It is essential that the white Emergency Contact Card and the yellow Early Dismissal Cards are completed accurately and returned to your child's classroom teacher during the first week of school. Please notify the school in writing of changes in phone numbers, addresses and emergency contact information.

HEALTH OFFICE



The school nurse is on duty during school hours.

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. Written proof that a physical exam has been completed by your child's physician is required by October 15. After this date, your child will be examined by the district physician or physician's assistant. All students receive a vision and hearing screening at school. Please be sure to contact Mrs. Hawkins to share updated medical information about your child.

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, Mrs. Hawkins, 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 a 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 and provide the parents with a courtesy copy.



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 Form. It is essential that adults who do not usually meet students at the bus stop carry their photo ID. Please contact your child’s teacher, immediately, if there is a change in the information you provided at the beginning of the school year.

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.

School Closings – School closings or delayed openings will be posted on the Commack Website, <http://www.commack.k12.ny.us>. The District will endeavor to place an automated telephone call to each household with school aged children but cannot guarantee that all households will be reached.



CONFERENCES

Formal Parent-Teacher Conferences are scheduled at the end of the first and second marking periods. These conferences are scheduled on one half day, one full day and one evening. Students are dismissed at 12:00 noon for half-day conferences. Please refer to the District Calendar for specific dates.

Informal conferences between parent and teacher may be scheduled at any mutually convenient time. Please send a note or an email to your child’s teacher if you would like to schedule an informal conference. You may also call the Main Office (631-858-3570) to leave a message for the teacher.



EXTRA HELP

During September, 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.

Please arrive at Rolling Hills at 8:40 a.m. and proceed to the cafeteria on the day your child is 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.” We are not able to accommodate brothers and sisters at their sibling’s “Extra Help” sessions.

GATHERING



A school-wide Gathering is scheduled on Wednesday mornings in the Cafetorium for all members of the Rolling Hills school 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.

The Rolling Hills STAR Program is an adaptation of a personal responsibility program developed by the Thomas Jefferson Center. STAR is an acronym for Success Through Accepting Responsibility. The program stresses courtesy, compassion, responsibility, respect, attaining pride, honesty, endurance, accountability, tolerance and friendship. These attributes are also consistent with the traits described in the Commack School District Character Education program. Every month, a different value will be highlighted and emphasized at school and teachers receive a book that highlights the character trait.

Parents are asked to submit three sentences that describe how their child exemplifies one of the character traits. This description and your child’s photo will be placed on the bulletin board across from the Main Office for a week following the presentation at the Gathering. Parents are invited to the Gathering when their child is selected as the STAR for the week. Grandparents and other relatives are welcome to attend the Gathering.



HOMEWORK

Homework assignments reinforce class work and can usually be completed within a five to twenty-minute time frame. Please provide a special time and place for your child to address homework assignments.



LOST AND FOUND

The Lost and Found is located in the Main Office. Please label all of your child's personal belongings including lunch boxes and backpacks.



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.



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.



CLASS PARENTS

At the beginning of the school year a letter is sent to parents regarding Class Parent Volunteers. Class Parents are selected through a lottery drawing.



PIR (PARTNERS IN READING)

The "Partners in Reading" program is coordinated by the Rolling Hills Reading Teachers.

This program is designed to encourage parents and children to become partners in reading, to experience the joy of reading books and to improve reading skills.



PTA

PTA meetings are usually scheduled once each month. Please refer to meeting dates listed on the Commack District Calendar.

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.



ROLLING HILLS MASTERPIECES

The Rolling Hills Masterpieces, is published once a year by the PTA. This is a booklet comprised of articles and artwork that our students submit for publication



ROLLING HILLS SCHOOL-BASED MANAGEMENT TEAM

The Rolling Hills School-Based Management Team (SBMT) includes the following members:

- 1 - Principal
- 1 - Commack Teachers' Association Chief Union Representative
- 1 - Support Staff Representative
- 4 - Teacher Representatives
- 3 - Parent Representatives

The members discuss topics including building events and procedures.

FIELD DAY



During Field Day, the students are involved in many activities that they have learned in Physical Education class, and support cooperation and physical fitness. Parents/guardians and guests are invited to attend the closing event, the Water Relay. This is truly a fun day for all!

STANDARDIZED TESTING



NY State law mandates that every child residing in Commack is screened prior to entering school.

Group academic and cognitive abilities testing is conducted for students in second grade. Please refer to the Commack District Calendar for testing dates.

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.

The Commack School District website is: www.commack.k12.ny.us. Please be sure to access this website to sign up for the Email Notification System.