

# GREEN HILLS SCHOOL

## IMPORTANT PARENT INFORMATION

School Hours:                      8:00am – 2:15pm  
   8:05am – Late Bell  
   12:50pm – Early Dismissal  
   2:15pm – 2:43pm Afterschool Assistance -  
   (Written permission required – pick up back of building)

- **Attendance** – If your child will be **absent** or **late**, parents are required to notify the school by calling the attendance line at 973-300-3800, option #2 or dial ext. 221, no later than 8:30AM. Include your child's first & Last name, date, and reason for being absent must be specific, as required by the health department. Please keep in mind that you can leave a message the night before on the attendance line. *Do not leave homework request on the attendance line.*
- **Parent Portal** – Allows you to view your child's school information (progress/grade reports, schedules, busing, etc.) along with the latest school notices. This information will not be sent home with the students. Go to the school website and click on the parent tab or parent portal tab.
- **Notes** – Students are *required* to have a note from their parent if they will be staying after school, leaving early or will be picked up after dismissal. Important, please include your child's name (first & last) and homeroom on the note. If your child normally stays for aftercare, please be sure to indicate this in your note.
- **School Web Site** – [www.greenhills.org](http://www.greenhills.org)
- **Homework** – Contact your child's individual teacher for their homework policies and postings.
- **School Closings** – Our district Instant Alert System will automatically call the home phone number (and other numbers that individual families register to their account) to announce school closings, delays, and early dismissals. **Please remember to register the account and keep phone numbers up-to-date.** Also, announcements will be on the radio (see parent handbook for stations), the school web site, and you may also call 973-300-3800 option #1 after 6:30a.m.
- **Record Updates** – If you have a change of address, phone number(s) or if your child will be leaving the district, please submit in writing to the Main Office.

