



COMSEWOGUE SCHOOL DISTRICT

Boyle Road Elementary School

Family Handbook

424 Boyle Road, Port Jefferson Station, NY 11776

School Hours: 8:22 am – 2:42 pm

School Office Hours: 7:30 am – 4:00 pm

Phone: 631-474-8140 • Fax: 631-474-8498

www.comsewogue.k12.ny.us

Nicole Sooknanan, Principal

Our Mission

The mission of the Boyle Road Elementary School is to promote a safe and **respectful** environment, **empowering** students to become life-long learners, **achieving** their personal best, in a **community** that guides them toward their **highest** potential.

Respect Empower Achieve Community Highest



Principal's Welcome

Welcome to Boyle Road Elementary School. Our mission at Boyle Road Elementary School is to R.E.A.C.H.:

Respect Empower Achieve Community Highest

Our mission statement guides students towards success and achievement both in and out of the classroom. Our dedicated faculty works as a team to meet the individual needs of each student. Our curriculum supports students in the development of multi-disciplinary skills; encompassing both academic and social emotional growth as well as the development of 21st century skills. In addition, students participate in Physical Education, Fine Arts, and Technology programs.

Parents are an integral member of our learning community. We are proud to have a wonderful PTA at Boyle Road and invite you to get involved. The Boyle Road PTA hosts many great fundraising events throughout the year with 100% of the proceeds going directly back to our students. We are fortunate to have a partnership with our PTA president along with the executive board.

It is my honor to be the principal at Boyle Road Elementary School. I look forward to continued growth and learning for our students and families in this community. On behalf of the faculty and staff of Boyle Road Elementary School, I welcome you to our school.

Sincerely,
Nicole Sooknanan, Principal
nsooknanan@comsewogue.k12.ny.us
631-474-8140

About Boyle Road Elementary School

- Boyle Road Elementary School is a collaborative, creative community of professional educators who are committed to academic excellence in all areas.
- Boyle Road Elementary School builds a strong foundation in literacy and mathematics for all children through a meaningful curriculum, focusing on the visual and performing arts and sciences.
- Boyle Road Elementary School creates a challenging and creative environment that honors diversity, encourages community building, and inspires each child to do their personal best.



- Boyle Road Elementary School uses effective educational practices to ensure academic excellence based on the NYS Next Generation Learning Standards.
- Boyle Road Elementary School is a Bucket-filling school. We provide many different activities to continue to promote good character choices.

Communication

- **School Messenger:** The School Messenger (formerly ConnectEd. System) is designed to deliver quick and timely messages ranging from emergency school closings to upcoming events. Please make sure you keep the Main Office current with phone number changes.
- **Teacher Conferences:** A scheduled conference is held in November for all parents/guardians. Please feel free to contact your child's teacher at any time to schedule additional conferences. The staff at Boyle Road School is always open to input and we encourage you to write or call for a conference whenever you have ideas or concerns. Although it is difficult for teachers to have extended conversations during school hours, they are eager to address concerns and questions early, before they become problems.
- **Principal's Roundtables:** These information sessions are designed to involve the community and school in educationally relevant conversations. Anyone who has concerns or suggestions for a session can call, write a note, or send an email to the principal, who is committed to providing a timely response.

School Policies

Arrival

- The walker arrival process begins at 8:05 am on the south side of the building.
- Buses are available for all students.
- Students will arrive by bus to the front of the school building. Staff members will be there to assist children to their classrooms.

Late Arrival

- Students are expected to arrive at school on time. Late arrivals not only slow down your child's learning, but also interrupt the rest of the class.
- If your child arrives late, he/she must check in at the security desk and receive a pass before going to class.
- If tardiness becomes a problem, our district attendance officer will be notified.

Dismissal

- Walkers will be dismissed at 2:35 and will exit on the south side of the building. Please line up in your car and wait for your child. For the safety of our students, it's important that you stay in your car and follow the line.
- Students going to **Daycare** will meet in the cafeteria and will be supervised by a Daycare representative.



Early Dismissal

- Please refrain from signing children out early unless absolutely necessary. Please make every effort to schedule appointments before or after school. Each early dismissal will be marked in the attendance portal and count toward your child's missing classes.
- Early dismissal must be prior to 2:15 p.m. Parents/Guardians who arrive after 2:20 p.m. will need to wait until walkers are dismissed.
- If you need to pick up your student before the end of school, please sign him/her out at the security desk.
- If you need to take your child early, or if your child is sent home by the nurse, you will need to fill out a BLUE SLIP at the security desk.
- Send a note if someone else is picking up your child. For safety reasons, we will not release a child to anyone without the parent's/guardian's permission.
- Please be aware that the security monitor will check for ID when an unfamiliar adult picks up a student for Early Dismissal. Please bring your ID into the school with you every time you visit.

Change of Dismissal Plans

- If you want to pick-up your child for dismissal, please send a note to your child's teacher and your child will be sent out with the walkers.
- If you are having someone else pick-up your child, send in a note to your child's teacher as well.
- If your child is going home on a different bus, please send a signed note in to your child's teacher with the following information:
 - date
 - child's name
 - teacher's name
 - who he/she is going home with
 - bus letter

Missing Class Work Due to Absences

- Missed work due to absences may be sent home with a sibling or neighbor.
- It may also be picked up in the Main Office.
- Please state arrangements during the absence call or contact your child's teacher to arrange work early in the day so it can be prepared and ready for you.
- Teachers will **not** provide work if you are taking a vacation during scheduled school days. Activities such as reading and writing in a journal will be recommended.
- In accordance with State Law, the school's policy is for all students to be in school on scheduled school days.

Parking

- **DO NOT PARK ALONG THE FRONT OF THE BUILDING**, as it is a fire hazard.
- Please, never stop your car, or let your child out, in the middle of the parking lot.



Daycare Program

- Daycare is held at Boyle Road Elementary School.
- If your daycare plans change, you must contact the daycare program and the school as well (either by note or phone call).
- Daycare provides the teachers with a weekly schedule of attendance.

Lost and Found

- **Please write your student's name in ALL clothing and accessories with a permanent marker.**
- Encourage your child to be personally responsible for their possessions. Students should check the Lost and Found bin, in the hallway near the cafeteria for clothing and lunchboxes.
- Lost and found for small items (rings, watches, glasses) is located in the main office.
- In December and June, unclaimed items are donated to charity.

Moving

- If you anticipate a move to another school or district, please inform the school office as soon as possible so that we may assist with making the transition as smooth as possible for your child.
- **If you move or change jobs, call the school to update emergency information.**

Birthday and Celebration Snacks

- Treats are welcome for celebrating special occasions.
- Please let your child's teacher know if you are planning to send in a special treat.
- Every teacher may have their own classroom policy on birthdays and celebrations.
- Please be aware that items should **not contain nuts or nut products**.
- Store bought products with listed ingredients are best for all of the children.
- Invitations may not be sent home in school unless every child in the class is invited (or all girls or all boys).

Report Cards

- Comsewogue Elementary Schools have moved to trimesters, which means your child will receive a **report card three times** throughout the year.
- It's important that you sign up for the Parent Portal in order to view your child's report cards.
- The building does not have access to passwords or usernames.
- If you are unable to sign up for the Parent Portal, please let the teacher know in order to make sure a paper copy is sent home for you to see.



Breakfast

Breakfast is offered to each student free of charge every day.

School Lunch Program

- School lunch is available daily.
- Free and reduced meal applications are available on the district website.
- Due to the allergies of our students, **STUDENTS MAY NOT SHARE ANY FOOD AT SCHOOL**. Please review this with your child.
- Please be aware of the **PEANUT/TREE NUT FREE** classrooms. You would have received a letter if your child's classroom is peanut/tree nut free.
- Please contact Doreen Burke at 631-474-9578 with any questions

Health and Safety Procedures

Nurse's Office: 631-474-8144

Illnesses

- Students who have a **fever** or have **thrown up** are sent home by a nurse.
- For the **safety** of everyone in the building, students **must** remain home for **24 hours** from the last episode.
- Students are also required to be sent home if they have head lice or what appears to be pink eye or any other contagious disease such as Chicken Pox.
- A note is needed from the doctor to readmit the student with pink eye, Chicken Pox, or any other communicable disease.
- If your child needs first aid or becomes ill during school hours, we will contact you, using telephone numbers on the Emergency Card. Please make sure to tell us immediately if your contact phone numbers change.
- Vision and hearing screenings are performed annually by the Health Clerk at different grade levels and upon referral.
- Inform the school about any special health concerns that may affect your child at school.

Medicines

- Students are **not** allowed to bring medicine (non-prescription or prescription) to school unless accompanied by a "**Physicians Request to Dispense Medicine**" form signed by the physician.
- These forms can be obtained from our school nurse's office or on the district website.
- All medicines must be stored in and dispensed from the nurse's office only. For their safety, students may not store medicines of any kind in their personal belongings.
- At your request, medicines stored in the health office will either be returned to you or disposed of on the final day of school.



Attendance/Absences

- Please call the nurse's office at 631-474-8144 on the day (or before) your student is absent.
- Our attendance clerk needs the specific reason for absence so that we may comply with state attendance laws.
- Please encourage your child to achieve the best attendance possible. Every day is an important opportunity for learning and attendance is a key component of success.
- If excessive absences become a problem, our district attendance officer is notified.
- Please note that the Main Office regularly reviews the attendance of each child to ensure all students are receiving the educational experience they require.

Emergency Preparedness

- The Emergency cards sent home in the beginning of the year must be accurately completed and promptly returned.
- It is very important that teachers and staff have your current home, cell, and/or work phone numbers and at least two alternative emergency phone numbers of friends or neighbors who will take responsibility for your child if we cannot reach you.
- **Emergency drills** are held throughout the school year and include: Fire, Shelter, Lockout, and Lockdown (to ensure student safety in the unlikely event of an unwelcome visitor to our school), and Evacuation.
- The purpose of the drills is to prepare the students in case of an emergency. Practice helps to guide the staff and students to react in a safe and effective manner.

Student Conduct

Please review the **Student Conduct** section with your child. Read appropriate portions to your child or, if your child can read, encourage him/her to read to you and discuss the ideas and rules.

IT IS VERY IMPORTANT to tell your student that you expect him or her to follow these rules!

Our focus is on building a strong community through the **Boyle Road Agreement** of **mutual respect, attentive listening, appreciation, and personal best**. We model and practice the lifelong guidelines of trustworthiness, truthfulness, active listening, no "put-downs" and personal best.

- **Respect Yourself and Others** • Be courteous • Cooperate, share and take turns • Speak to others with respect • Be aware of others' feelings • Call people by name, not by race or nationality • Use a quiet voice in the hallway • Keep hands and feet to yourself • Enter rooms quietly • Use self-control • Show respect to the parents/volunteers in your classroom.



- **Play Safely and Be Fair** • Follow playground, class, and game rules • Do what the adult in charge asks you to do – the first time • Show good sportsmanship • Rough play is not allowed.
- **Respect Equipment, Materials, and the School Building** • Help by picking up trash you see on the ground • Keep the eating area clean • Keep your desk clean • Take pride in how your class and school looks • Keep gum and candy at home • Take responsibility for keeping the school free of vandalism and graffiti • Keep the bathrooms clean and free of trash.

Field Trips

- Teachers may choose to plan field trips throughout the school year.
- Students who have difficulty following directions in the school setting may be excluded from a Field Trip.
- Parents are often invited to attend field trips for the sole purpose of supervising students.
- Other family members **CANNOT** attend.

Lunch Guidelines

- Eat a healthy lunch.
- Use a quiet voice.
- Behave cooperatively.
- Clean up after yourself.
- Food may not be shared.

Playground Guidelines

- Do not climb trees or fences. Do not retrieve a ball over the fence without yard supervisors' permission and/or supervision.
- No food or drink outside.
- Play only on the playground.
- **All** students can play **all** games.
- Play safely at all times.
- **Absolutely no play-fighting, piggy-back rides, or rough play.**
- **No flip-flops** on playground equipment.
- Students **will go** outside in winter months, please send your child dressed appropriately.

Bus Guidelines

- Listen to the bus driver's directions.
- Keep hands, feet, and objects to yourself and inside the bus.
- Stay seated, do not stand, kneel, or climb over seats.
- Use a quiet, polite voice.
- Do not yell out the windows.



- Third grade students sit in the front of the bus, followed by fourth graders, etc.
- Children who choose not to follow bus rules or refuse direct instruction from the driver may be written up in the form of a bus report and receive a consequence.
- Anytime a student accumulates three bus reports, they will lose their bus riding privileges for a period of days (bus suspensions).

Items Children Should Not Bring to School

- All electronics: I-PODS, I-PADS, games, cell phones, etc.
- Collectible cards, all stuffed animals, and dolls.
- Gum and candy
- The school is not responsible for any lost, stolen, or damaged items.

Dress Code

- Students are encouraged to dress appropriately.
- Students should wear shoes that strap around the foot (no flip-flops or high-heels, please). Sneakers are always best.
- Sneakers with wheels are not to be worn to school.
- Please make sure your child comes to school dressed warmly in the winter. All students go outside during recess when the temperature is above 32°F.
- Students are not permitted to wear **hats or hoods** inside the building.

Harassment

- Students are expected to show kindness and respect towards one another in their speech and actions.
- Disrespect that includes jokes, comments, gestures or touching that is unwelcome or sexual in nature is not allowed.
- Students must report harassment to a playground supervisor, a teacher, or the principal.

Student Responsibility

Student responsibility will decrease the need for students to call home asking parents to bring up what they need during the day. Teachers do not have to allow students to use the phone to call home for these purposes.

Homework

- It is the responsibility of the student to know what homework they have and bring home the needed materials on a nightly basis.
- It is also the responsibility of the student to make sure the completed homework, notes, permission slips, etc. are returned to the teacher when it is due.

Instruments



- As a 4th and 5th grader, students have the opportunity to play an instrument. It is the responsibility of the student to check the lesson schedule and come to school prepared for their lesson.

Clubs

- Students have the opportunity to join a club, either before or after school. It is the responsibility of the student to know when their club meets and discuss these drop off/pick up arrangements with their parents.

Becoming Involved at Boyle Road

Schools are a reflection of their community. We encourage parents and guardians to choose to become involved in the life of Boyle Road School – you will always find a warm welcome. You are crucial to the outstanding success of our programs. It is through the efforts of parents and guardians that the educational program at Boyle Road School is greatly enriched.

Parent Teacher Association (PTA)

The PTA is an organization designed to boost the home-school connection. It serves to create an atmosphere of support for our students. Every adult is strongly encouraged to join the PTA. Membership duties range from paying the yearly dues (that goes to support programs in the school) to assisting at a PTA function or running a committee. Any and all assistance will benefit your child.

Special Education Parent Teacher Association (SEPTA)

SEPTA is a group created to support the needs of students receiving special services and holds meetings too. The meetings take place at Terryville Elementary School at 7:30 pm on the following dates:

New York State Next Generation Curriculum

Our curriculum is designed to carry out the philosophy in our mission statement. We believe that children's brains are engaged in an ongoing search for meaning. Meaning is best represented by presenting skills and concepts as they relate to the real world and to one another, rather than in isolation.

Meaning is accomplished by giving children many opportunities to directly experience these real-world occurrences. Our core curriculum in each subject, and at each grade level, is established by both the nation and state and is known as "NYS Next Generation Learning Standards". The NYS Standards are aligned with college and work



expectations and include rigorous content and application of knowledge through high-order skills.

These curriculums are used by Boyle Road teachers as resources as they develop an integrated theme-based learning experience. Grade level standards in the core curricular areas are shared with parents at “Back to School Night.”