

**Terryville Road  
Elementary School  
Student Handbook  
2023-2024**

**Mrs. Annemarie V. Sciove, Principal  
631-474-2834**

Dear Terryville Families,

Welcome to the Terryville Road Family! We are an intermediate school consisting of grades 3, 4 and 5, and we are very proud of the achievements of our students and faculty throughout the years. The purpose of this handbook is to acquaint you with the philosophy of the school, as well as the rules and regulations and the many opportunities that exist for our students' education and enlightenment. Please take some time to read through it and address any questions you may have by contacting the school at 631-474-2834.

Sincerely,

Annemarie V. Sciove  
Principal

## **School Hours**

Bus Arrival:	8:22 AM
Dismissal:	2:44 PM
Bus Departure:	2:47 PM – 2:52 PM

## **Mission Statement**

The mission of Terryville Road Elementary School, a partnership of faculty, staff and families, is to empower students to achieve their maximum potential as lifelong learners in a safe environment that encourages all to strive for academic excellence, embrace diversity and take pride in themselves as respectful, responsible citizens.

## **Terryville Core Beliefs**

We believe that all students can achieve:

- **Personal Best**
- **Respectful and Responsible citizenship**
- **Interest in lifelong learning**
- **Dedication to working collaboratively**
- **Excellence in academics**

Terryville PRIDE!

# Table of Contents

School Hours .....	2
Mission Statement .....	2
Terryville Core Beliefs.....	2
Table of Contents .....	3
Important Phone Numbers.....	5
Terryville Elementary .....	5
Comsewogue Schools.....	5
Board of Education.....	5
Instructional Programs .....	5
The Elementary Program.....	5
District Discipline Policy .....	6
Student Bill of Rights .....	6
Student Responsibilities .....	6
School Conduct & Discipline .....	6
Wearing Inappropriate Attire .....	7
Terryville School Procedures .....	8
Arrival and Dismissal .....	8
Security.....	8
Weather Emergency.....	9
Bus Assignments and Changes.....	9
Bus Expectations .....	9
Consequences for Misconduct on the Bus .....	9
Cafeteria .....	10
Cafeteria Expectations .....	10
Recess Expectations .....	10
Hallway Expectations .....	10
Restroom Expectations .....	11
Assembly Expectations.....	11
Telephone Expectations .....	11
Absence and Attendance.....	11
School Emergencies and Illnesses .....	11
Administering Medications .....	12
Physical Examinations .....	12
Terryville PTA .....	12
School Club/Programs .....	13
Terryville Programs .....	13
Extended Day Care Program .....	14
Food Service Programs .....	14
Field Trips.....	14

Parent/Teacher Conferences.....	14
Academic Intervention.....	15
Progress Reports/Report Cards .....	15
Standardized Testing .....	15

## **Important Phone Numbers**

### **Terryville Elementary**

Main Office:	631-474-2834
Fax:	631-474-2846
Health Office:	631-474-2837
District Transportation:	631-474-8124
Extended Daycare:	631-474-8263
Superintendent's Office:	631-474-8105

### **Comsewogue Schools**

Boyle Road Elementary:	631-474-8140
Clinton Avenue Elementary:	631-474-8150
Comsewogue High School:	631-474-8182
JFK Middle School:	631-474-8160
Norwood Avenue Elementary:	631-474-8130

## **Board of Education**

Comsewogue has a seven-member Board of Education. The Board of Education is frequently the closest link between the community and the school aside from the pupils in the district. Board members are elected for three-year terms and serve without pay. All regularly scheduled board meetings are open to the public, and it has always been the policy in Comsewogue to encourage attendance at these meetings. Comsewogue Board of Education meetings are held at the District Office Board Room on the first Monday of each month, starting at 8:00 p.m.

The Board of Education sets school policies, approves the appointment of personnel, adopts budgets, approves courses of study and in many instances, must be the final arbiter on many controversial issues. The Board and Superintendent are concerned about an effective program of communication, keeping the community informed to the point that understanding and confidence are engendered in the school program.

## **Instructional Programs**

### **The Elementary Program**

The Comsewogue School District has the highest expectations for its elementary school program. Children are provided a well-structured and caring learning environment consistent with the community's goal of high quality, creative, and challenging instruction for Comsewogue students.

All students receive appropriate instruction in Mathematics, English Language Arts, Social Studies, Science, Health, Music, Art, and Physical Education. Teachers plan units of study and daily lessons consistent with the New York State syllabi.

Support for the regular instructional program is provided for students with our AIS Program Reading and Math, and English as a Second Language. A full array of support services from school psychologists, speech teachers, AIS teachers, and special education staff aid children requiring program modifications.

## **District Discipline Policy**

School discipline is the shared responsibility of School District employees, parents and students. Because of this, all parties will work together to make certain that appropriate policies are instituted and effectively applied.

## **Student Bill of Rights**

All Comsewogue students have the right to each of the following:

1. a learning environment free from physical danger;
2. a school free from harassment and ridicule;
3. a clean and healthy environment;
4. security for personal and school property;
5. a school which protects them from those who would steal their ideas through cheating and plagiarism;
6. instruction free from disruption;
7. orderly and secure lunch periods;
8. school sponsored social events free from disruption;
9. access to all district activities on an equal basis, regardless of race, sex, religion or national origin; and
10. a code of conduct which guarantees their due process rights by providing them the opportunity to present their version of the facts prior to the imposition of any disciplinary penalty.

## **Student Responsibilities**

All Comsewogue students have the following responsibilities:

1. to be familiar with and abide by all district policies, rules and regulations pertaining to student conduct;
2. to work to the best of their abilities in all academic and extracurricular pursuits;
3. to hold themselves to the highest standards of conduct, demeanor and sportsmanship;
4. to be in regular attendance of school and in class;
5. to contribute to the maintenance of an environment that is conducive to learning;
6. to seek help in solving problems that might lead to discipline;
7. to dress appropriately for school and school functions;
8. to accept responsibility for their actions;
9. to conduct themselves as representatives of the district when participating in, or attending school sponsored school events on or off school property; and
10. to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

## **School Conduct & Discipline**

### **1) Unacceptable Behavior**

**Inappropriate language** is the use of abusive or vulgar language either in general communication or directed at another person.

**Inappropriate cafeteria behavior** is characterized by the misuse of food and the disruption of the environment.

**Disruptive noise** is any noise that is excessive, intolerable or interferes with the learning process of others. Such noises include, but are not limited to, the following:

1. Whistling
2. Screaming
3. Loud noises
4. Amplified music

**Harassment** is any crude, intimidating or insulting behavior.

**Insubordination** occurs when a student disregards a directive issued by a staff member or administrator.

**Objectionable physical behavior** is not tolerated. Examples of such behavior include, but are not limited to, running in the halls, shoving, fighting, throwing objects and using offensive gestures.

**Inappropriate displays of affection** are unacceptable in school or on school grounds. Students must conduct themselves in a manner which reflects respect for both themselves and others.

**Dishonest actions** such as cheating, plagiarism, writing papers or homework for others and forging notes are never acceptable.

**Possessing weapons**, or any items which can be construed as a weapon, such as, but not limited to, laser pointers, box cutters, or contraband of any kind;

**Engaging in misconduct while on a bus.** Once a child boards the bus, and only at that time, does he/she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day. In view of the fact that the bus is an extension of the classroom, children are required to conduct themselves on the bus in a manner consistent with standards for classroom behavior. Excessive noise/pushing/shoving/fighting will not be tolerated.

## **Wearing Inappropriate Attire**

1. Inappropriate attire affects the learning environment. All students are expected to dress and groom themselves neatly in clothes that are appropriate and safe.
2. Wearing of hats and/or hoods inside the school building is prohibited.
3. Upon referral, the principal will determine whether a student's attire is sufficiently distracting to warrant the student's removal from the learning environment.

**Gum Chewing** - Absolutely no gum chewing is allowed in the school.

**Smoking** - State law prohibits smoking on school property by anyone of any age.

### **Disciplinary Actions for Unacceptable Behavior**

Student discipline shall be commensurate to the seriousness of the violation. When appropriate, disciplinary actions will be progressively applied; a student's first violation merits a lighter penalty than subsequent violations. All relevant factors shall be taken into account in determining an appropriate penalty.

The range of penalties which may be imposed for violations of the student disciplinary code include the following:

- 1) verbal warning
- 2) loss of recess and/or parent notification
- 3) denial of school privileges
- 4) in-school suspension
- 5) out of school suspension

#### Early Identification and Resolution of Student Discipline Problems

Pupil service personnel, administrators, teachers and others will report students to the building principal when they believe such students present a discipline problem. The principal will conduct an investigation of the reports, which may include a conference with the complainant, student, parents, teachers, other pupil service personnel or others, as he/she deems appropriate for the early identification and resolution of the suspected problem.

If the principal suspects that a specific student problem is a manifestation of a handicapping condition, the matter should be referred to the Committee on Special Education. The CSE will determine whether the offense was related to the student's handicap. Depending upon that determination, the CSE will either review the student's placement and individualized education plan (IEP) for possible change or return the case to the principal for regular discipline.

In the event that a handicapped student's behavior poses an immediate danger, the principal may suspend without waiting for the CSE review.

## Terryville School Procedures

### Arrival and Dismissal

Students will not be allowed into school until 8:00am. There is **no** supervision prior to 8:00 unless students are attending a morning program arranged by the teacher/ club advisor. Students are supervised in the cafeteria and then dismissed to their classes at 8:22 am. The school cannot be responsible for students arriving earlier. The BOCES Extended Day Care Program can assist parents with child care prior to and after the school day.

Student **walker** arrival and **dismissal** is located on the parking lot side of the building, at the mural door.

Student **bus** arrival and dismissal is in the back of the school at the Jayne Blvd. entrance. Cars are not allowed in this area during school hours.

Any change in regular dismissal must be reported to the teacher via note or phone call by the parent or guardian. Without permission from the parent, a child must follow his/her regular dismissal. Any Daycare changes must be reported to Daycare **and** the school.

### Security

All visitors to the Terryville Road Elementary School are expected to call prior to arrival. All visitors must show proper identification at the door, and upon entering must sign in at the security desk in the main lobby upon arrival and must sign out before departure. Proper identification is required each time you enter the school. Name tags will be issued and should be worn while in the school building. School personnel will question unidentified persons inside the school building and/or on school grounds. Unidentified persons will not be permitted to enter the school.



Parents signing their child out of school early must show proper ID, and we are requesting that you call prior to arrival. Children **will not** be released to another person without **written authorization** from the parent or legal guardian.

Parents are encouraged not to remove their child from school prior to the end of the school day other than for emergency situations.

Parents wishing to visit classrooms to see teachers must have an appointment with the teacher.

## **Weather Emergency**

In the event of a **School Closing, Delayed Opening** or **Early Dismissal** parents will be informed via a School Messaging System (Connect Ed) call. (This is another important reason to keep your contact information up to date.) In addition to Connect Ed, information will be broadcast on our websites and social media platforms.

**Early Dismissal:** All children will be dismissed from school in the event of an early dismissal. Therefore, it is important to have a contingency plan for someone to meet your child. Please familiarize your child with this plan.

## **Bus Assignments and Changes**

Each student is assigned a specific bus on which to travel to and from school. Permission may be granted for a student to go home on the bus with another student on a particular day, provided the change does not create an overcrowded condition on the bus and these procedures are followed:

- 1) Students must have a note from their parent giving them permission to go home with the other student on a particular date.
- 2) The parent who is allowing the student to go to his/her home must also send a note with his/her own child giving this permission.
- 3) The notes are to be brought by both students to the front desk early in the school day for signature/approval.
- 4) The students deliver the signed notes to the bus driver.

## **Bus Expectations**

Follow the same rules on the bus as you do in school. The rules for riding the bus are as follows:

- 1) Stay in your seat.
- 2) Do not throw anything on or out of the bus.
- 3) Speak in a conversational tone.
- 4) Keep all body parts inside the bus.
- 5) Keep hands, feet, and objects to yourself.
- 6) No eating or drinking on the bus.
- 7) Students should use seat belts.

## **Consequences for Misconduct on the Bus**

Riding the bus is a privilege. If for any reason a child does not follow the rules on the bus, they will be warned by the driver. If the behavior persists, the following consequences will apply:

- 1) First incident – verbal warning, and a letter may be sent home
- 2) Second incident – letter sent home, and a loss of recess
- 3) Third incident – letter home, loss of recess, and a phone call home, bus privileges may be suspended

## **Cafeteria**

Students have lunch and recess according to the following schedule:

- Grade 3 – 10:55 AM-11:50 AM
- Grades 4 – 11:29 AM-12:24 PM
- Grade 5 – 12:00 PM-12:55PM

## **Cafeteria Expectations**

- 1) Always walk.
- 2) Stay seated unless otherwise instructed.
- 3) Keep hands, feet, and objects (food) to yourself.
- 4) Use an indoor voice.
- 5) Do not leave cafeteria without permission from an adult.
- 6) Clean up after yourself.

Students will receive a meal from the cafeteria when lunch or lunch money is forgotten at home or misplaced. Since staff punch in student ID numbers before borrowing, a computerized statement will be sent home for payment owed. Any billing questions, please contact Mrs. Perrone in the cafeteria office at 631-474-2841.

## **Recess Expectations**

Weather permitting (32 degrees and warmer), children go outside for 25 minutes of recess. They should be dressed warmly with coats, hats, and gloves in winter. Children should wear shoes appropriate for outdoor activity. Students wearing sandals are not permitted on playground equipment. Doctor's notes are required for exclusion from outdoor recess.

Students will:

- 1) Follow all school rules concerning appropriate behavior and show respect for others.
- 2) Use equipment safely and according to the rules.
- 3) Always obtain permission from the teacher in charge to enter the building.
- 4) Report all accidents to the teacher in charge.
- 5) Return all borrowed equipment when the whistle is blown to line up.
- 6) Wait in line quietly for the teacher.

## **Hallway Expectations**

The hallways of Terryville are designated as "Quiet Zones." They are designed to provide a safe and quiet passage for all students and provide minimal distractions for the learning environment.

The following expectations will help to ensure this:

- 1) Always walk.
- 2) Stay to the right.
- 3) Respect the "Quiet Zone."

- 4) Respect the working classrooms you pass.
- 5) Stay with your class or group.
- 6) Keep hands, feet, and objects to yourself.

## **Restroom Expectations**

Students are permitted to use the restrooms with permission from the teacher. Teachers use a “sign out” system for restroom usage.

- 1) Always go to the restroom with a buddy.
- 2) Be quiet and orderly.
- 3) Keep hands, feet and objects to yourself.
- 4) Wash hands before leaving the restroom.
- 5) Report any problems to your teacher when you return.

## **Assembly Expectations**

- 1) Enter and leave the assembly, respecting the “Quiet Zone.”
- 2) Keep hands, feet and objects to yourself.
- 3) Remain seated throughout the program.
- 4) Listen politely. Do not talk during the program.
- 5) Use applause to express approval and appreciation.

## **Telephone Expectations**

The counter phone in the main office is for student use with permission from the classroom teacher and main office staff.

Cell phones are not permitted to be used by students.

## **Absence and Attendance**

Regular attendance and punctuality are important to the education and well-being of each student. Parents or guardians are legally responsible to see that each child is in attendance every day and arrives on time.

If illness does make it necessary for a child to be absent, parents are requested to telephone the Nurse’s Office at 631-474-2837 or the attendance office at 631-642-4327. Absence notes are required when a child returns to school.

## **School Emergencies and Illnesses**

There is a nurse in our school to administer first aid in emergencies and to be of assistance to students, parents, and teachers with each student’s health problems.

In case of an emergency, the school must be able to reach the parent, a neighbor, or a relative of each child. Parents or a person authorized by the parents are expected to provide transportation for students who become ill during the school day and require early dismissal.

For the safety of the child and for the personal satisfaction of knowing that a responsible adult will look after the child should illness occur during school hours, each parent must provide the school with the information required for emergency contact.

Parents must keep the school office informed of any change of home or emergency telephone numbers. A separate emergency card must be completed for each child in the family.

## **Administering Medications**

Pupils will not be permitted to take medications, prescription or non-prescription, while at school unless such medication is given to them by authorized school personnel acting under specific request of parent/guardian and underwritten directive of the pupil's physician. Students are also not allowed to carry medications on the bus. Approved medications must be dropped off at school by a parent or guardian.

## **Physical Examinations**

Each year, students in grades K, 2, 4, 7, 10 and new students are required to have a physical examination by the school physician or the family physician. Any abnormalities discovered by the school physician will be reported to the child's parents with the hope that the family physician will be consulted.

## **Terryville PTA**

The Terryville Road PTA is an organization that serves as a bridge between home and school. It provides programs and services for all children. Volunteering for the PTA is an excellent way for parents to become involved in their school and their children's education. Volunteering not only sets an example for our children, but also gives parents an opportunity to meet new friends and neighbors. All the programs below are funded with PTA monies:

**Thanksgiving Day Food Drive** is a food drive for needy families in our Terryville Community.

**RIF (Reading Is Fundamental)** is a federally funded program, subsidized by PTA funds that gives your child approximately 4-5 free books per year.

**Parents as Reading Partners (PARP)** is a reading program that runs three times during the school year. For an entire month each child will read 15 minutes a day **with** a parent. The PTA provides a kick off assembly to all the students before the program begins.

## School Club/Programs

**Intramurals** (Grades 4 and 5) offer two seasons of physical activities and games. Students meet before school for forty-five minutes, once a week per grade level.

**Science Research Club** (Grades 4 and 5) offers students opportunities to explore the sciences and participate in many Science related activities, which includes experiments.

**Art Club** (Grade 4 and 5) is offered to students who love to be creative and want to learn more about drawing, painting, color and sculpture. Art Club students make school decorations and paint murals.

**Student Council** is open to elected 3rd, 4th and 5th grade students. This club helps make the school community a safe and enjoyable place for all. We try to build school pride and school spirit. Also, we empower students to do several different jobs around the school. In doing so, those who participate develop invaluable life skills.

**Band** is offered to 4th and 5th grade students. Band members are a team of dedicated students who devote their recess time and extra effort to participate. Although the main function is to provide the experience of performing in our annual winter and spring concerts, the band is the “spirit” club of the school and can be called upon to embellish assemblies and other school gatherings.

**Orchestra** is offered to 4th and 5<sup>th</sup> grade students. Orchestra students are a team of dedicated musicians who devote their recess time and extra effort to participate. They perform in the annual winter and spring concerts.

**Chorus** is a program open to 4th and 5th grade students who share a joy of singing and music. Students practice once a week during recess to prepare for the two concert performances in the winter and spring.

**Drama Club** is club is open to all interested 4<sup>th</sup> and 5<sup>th</sup> graders, no experienced required. Drama Club offers the opportunity to develop basic acting skills, to learn about the theatre and to gain self-confidence speaking in front of groups. Each year students in Drama Club present a musical production for the entire school and again for the community.

## Terryville Programs

**Arts in Education** provides Terryville students with various assemblies throughout the school year that motivate and teach students through music, theatre and multimedia. World renowned groups have performed at Terryville over the years.

**Field Day** is a fun-filled day of games to promote physical activity and good sportsmanship. This day is organized by the Physical Education Department, assisted by the faculty members. The PTA provides a BBQ lunch to every student as a way to congratulate them on a great day.

**Flag Day** is a school-wide celebration to honor the United States of America and the history of our flag. This event, held in June, is organized by our music department, where students play and sing patriotic songs.

**Fire Prevention** is a day spent with the Terryville Fire Department to present fire safety procedures in a fun, informative way.

## Extended Day Care Program

The ESBOCES Extended Day Care Program has been designed as a before and after school child care service. To be eligible, a child must be a kindergarten through sixth grade student attending one of the Comsewogue School District schools.

The program is held from 7:00 a.m. to 9:00 a.m. and from 2:30 p.m. to 6:00 p.m.

## Food Service Programs

The Terryville Road Elementary School has a breakfast and lunch program for all students.

**Breakfast Program:** We offer free breakfast for all students. Menus are provided on the District Website by going to the Food Services page under “Departments.” Transportation to school for the breakfast program is the responsibility of the parent.

**Lunch Program:** All students at the Terryville Elementary School are given a thirty-minute lunch period each day. Well balanced meals are offered at a reasonable price to encourage good nutrition. Students who bring their lunch to school may purchase a beverage and/or snack each day. Parents should use the monthly menu for prices, food choices, and other helpful information.

**Free and Reduced Meal Program:** Free and reduced lunch is available to qualifying students. Eligibility information is sent home the beginning of each year and is available in the main office of the school. It is important to note families who receive free and reduced lunch must apply each year. The deadline for applying each year is October 1<sup>st</sup>.

## Field Trips

The faculty and staff of Terryville Road Elementary School believe that field trips are an integral part of the students’ education. All children are encouraged to participate in all field trips as they are co-curricular in nature and enhance the learning process. **Families with financial difficulties should contact the individual teacher or School Social Worker if assistance is needed in this area.**

The following are general guidelines for all field trips:

- 1) All students participating must have signed permission slips from the parent/guardian.
- 2) All participating chaperones must complete and sign the volunteer Workers’ Compensation form and check either yes or no (your choice). The number of chaperones per trip is determined by the nature of the field trip and/or the circumstances surrounding the availability of seats and/or tickets.
- 3) Chaperones are expected to adhere to time schedules and assigned responsibilities.
- 4) Teachers, with the principal’s authority, reserve the right to exclude a student from a field trip for gross violations of school rules or where it has been determined that he/she is or could be a danger to himself/herself or others.
- 5) All school rules apply on field trips.

## Parent/Teacher Conferences

Parent Teacher Conferences are scheduled once a year for each student on either an evening in November (as scheduled on the school district calendar) or on the Wednesday before Thanksgiving. Conference time is

limited. If more time is needed, parent and teacher will choose a convenient time for both to continue the discussion. Teachers are always available to have a conference with parents as the need arises. A telephone call to the school (631-474-2834) with a message to your child's teacher will be returned in a timely and professional manner.

## **Academic Intervention**

Small group instruction in Reading and Mathematics is available to all those who qualify based on New York State Assessments, benchmarks, standardized testing and/or teacher recommendation. Students are afforded the opportunity to use high interest materials that are suited to their individual needs. Computer assisted instruction that enhances and strengthens skills is also used. The classroom teacher and the reading teacher work together to provide instruction that will enhance the student's performance in the regular classroom.

## **Progress Reports/Report Cards**

Report cards are distributed three times a year, December, April and June. The report cards can be found on School Tool, however if a parent would like a paper copy, please notify the classroom teacher.

## **Standardized Testing**

New York State has mandated assessments that are given to students to measure their competency in specific curriculum areas:

English Language Arts (ELA): Grades 3-5

Mathematics: Grades 3-5

Science: Grade 5

English as a Second Language Achievement Test (NYSESLAT) Grades 3-5

---

Terryville Road Elementary School is considered a Title I School. A Title I school is a school receiving federal funds for students with larger concentrations of low-income students will receive supplemental funds to assist in meeting student's educational goals. Please visit the District website at [http://www.comsewogue.k12.ny.us/academics/curriculum/parental\\_resources](http://www.comsewogue.k12.ny.us/academics/curriculum/parental_resources) for more information regarding Title I.