Prepare • Empower • Inspire

Robert J. Boyler Elementary School

Student/Parent Handbook

2025-2026

Robert J. Boyler Elementary School
33 Tunison Road
New Brunswick, NJ 08901
732-745-5300, ext. 8000

Michael Chiodo, Principal
Erica Campbell, Vice Principal

School Phone Extensions
Main Office - Ext. 8000
Principal: Michael Choido - Ext. 8001
Vice Principal: Erica Campbell - Ext. 8003
School Secretary: Karen Selby - Ext. 8004
School Secretary: Veronica Pallet - Ext. 8005
Nurse: Amanda Lineen - Ext. 8011
School Counselor: Laurie Lazovick - Ext. 8014
Social Worker: Eleanor Peterson - Ext. 8009
Family Liaison: Brittny Auten - Ext. 8020
YSS Program Coordinator: Andy Marquez - Ext. 8019
Kitchen Supervisor: Lorraine Santos - Ext. 8014

To report absences, please call 732-745-5300 ext. 8000 by **9:00 am**
In order to have an absence considered “excused”, students are required to bring a note to school explaining their absence.

INTRODUCTION

The policies and procedures contained in this handbook are the results of a concentrated effort on the part of the faculty, parents and administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and in becoming an integral part of it. The ultimate purpose of education is to help each student become an effective citizen in a democracy. Students are taught to develop and accept the responsibilities and obligations of good citizenship, which will help them to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus, find those things within our school which will prepare you to live a better life and take your place in this complex society. ***Remember that your success in this school will be directly proportional to your efforts***.

SCHOOL SCHEDULE

8:00 AM Enter the building

- K-8 students gather in the cafeteria for hot breakfasts
    - Pre-K students arrive at 8:30
- Students in grades Pre-K - 2 have portable breakfasts brought to classrooms
- Teachers arrive in cafeteria by 8:30 to gather homeroom students
- Students proceed to the classroom for homeroom

8:30 AM Students proceed to Homeroom
8:40 AM Teachers begin morning routines. (attendance, student check-in, materials collection)
8:50 AM Students are considered late.
3:25 PM School day ends – pupils are dismissed.

Early Dismissal Day: 1:40 PM

ARRIVAL AT SCHOOL

For safety reasons, students are **not permitted to arrive at school before 8:00 AM**.

ATTENDANCE

Students are required by law to be present for school 180 days of the year. Absenteeism will be strictly monitored. ***Please call 732-745-5300 extensions 8004 and 8005 to report absences by 9:00 AM. Upon returning to school, every student MUST bring a note to school explaining their absence***. Students who are absent more than 10% of the time will be required to show medical reasons for their absences. A student who is absent more than 18 days per year without medical documentation can be retained in their present grade. Listed below are legal excuses for absences from school:

1. Personal illness – the school may require the certificate of a doctor if deemed advisable.
2. Quarantine in the home – absence arising from this condition is limited to the length for quarantine as fixed by the proper official.
3. Death of a relative – the absence arising from this condition is limited to three days, unless reasonable cause may be shown by the parent or guardian for a longer absence.
4. Observance of religious holidays - any student of any religion shall be excused if the absence was for the purpose of observing a religious holiday consistent with his creed or belief.
5. Any other reason must be excused by the school prior to the absence.

TARDINESS

Promptness to class is very important. Students are to be in their seats and ready to work when the bell sounds. The teacher will confer with the student after class or after school concerning tardiness. After the third tardy to class, the teacher will refer the student to the school administration. The administrator will counsel the student and notify the parent. Administrative detentions will be issued at the discretion of the principal. **Students need to be in the school by 8:40 AM**. The late bell is 8:50 AM. **After 9:15 AM**, a parent or guardian **must** bring his/her child to the Main Office and sign the child in.

UNIFORM DRESS CODE

Students will be expected to keep themselves well-groomed and neatly dressed at all times.

All Students

Polo shirts (3 buttons/long or short sleeve) Light blue, Dark Blue, white

Navy blue or khaki pants (no jeans)

Navy blue or khaki dress, pants, skirts or jumpers

Hot Weather Grades K-8 Navy blue/khaki shorts, polo shirts

STUDENTS IN GRADES 6-8 ARE NOT PERMITTED TO WEAR SHORTS UNLESS THE TEMPERATURE EXCEEDS 80 DEGREES. **SHORTS MUST REACH TO THE KNEES.**

The following types of attire are **not appropriate in school** and **are against the policy of the Board of Education of the New Brunswick Public Schools**:

1. Pants are worn below the waistline (no sagging);
2. Exposed underwear;
3. Any shirt or top that exposes any part of the belly button, stomach or chest;
4. Skin tight-fitting clothes (such as skinny, tight, stretch pants);
5. Dresses or skirts more than four inches above the knees;
6. Open-toe shoes, sandals, and slippers (flip flops/ crocks) are not permitted. Students must wear appropriate, ***closed***, comfortable shoes.
7. Outerwear, hats of any kind, or bandanas.

Further, please remember that **hooded sweatshirts are not to be worn inside the school building**. They may, of course, be worn to and from school, while on the playground, or when transitioning from the trailers to the main building. Students are encouraged to bring a sweater or hoodless sweatshirt to wear while inside the building if they wish to.

ONCOURSE

OnCourse is the district student information system. As parents, you have access using OnCourse connect. This system will enable parents to monitor student grades, attendance, and assessment data. Please email brittny_auten@nbpsnj.net for information to set up your parent access account.

BREAKFAST PROGRAM

Breakfast is served in the cafeteria for students from 8:00 - 8:30.
Pre-K classes have breakfasts delivered to classrooms.
Students that arrive after 8:30 have a "grab and go" breakfast option.

LUNCH PROGRAM

Kindergarten to Eighth Grade students will have several lunch choices. They may eat lunch in school by either bringing a lunch from home or eating a hot lunch provided at school. There is no charge for lunches provided by the school. Students must stay in their assigned seat and keep the partitions between students. There is no sharing of food and masks must be worn when not eating.

CAFETERIA RULES

1. Walk to all areas in the lunchroom.
2. Sit in the assigned seat. (same seat every day)
3. Speak at an appropriate level and tone at the lunch table.
4. Practice good table manners – no throwing, reaching, grabbing food, or talking with food in your mouth.
5. Follow the directions of the lunch staff, security, and teachers.
6. Permission to leave the cafeteria to use the lavatory should be requested from the school lunch aides, security or teachers.
7. Teachers will supply activities (coloring, books, games) on inclement weather days. It is the student's responsibility to take care of the games.
8. Soda, candy, glass bottles, and gum are not permitted. Please send only healthy snacks
9. Students will be able to purchase 2 snacks when they complete their lunch. This snack is to be eaten in the cafeteria or taken home
10. Pupils who do not follow lunch rules or who disrupt the lunch program will be removed from the lunchroom.
11. **No phones should be out. Computers may only be used by students in grades 6-8**

FIRE DRILLS AND LOCKDOWN DRILLS

Fire Drills and Lockdown Drills at regular intervals are required by law and are important safety precautions. The alarm is a long blast of the bell or horn. It is essential that when the first signal is given everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students should refrain from noise and remain outside the building until a signal is given to return. Remember these basic rules:

1. Walk.
2. Move quickly and quietly.
3. No talking.

LOCKDOWN DRILLS

When a lockdown is called, all students **must move away from doors and windows** and remain silent. If you are in the restroom, remain in a bathroom stall with your feet on the toilet. If you are in the hall, go to the nearest classroom or office.

ASSEMBLY

1. Enter the auditorium and remain quiet during the performance.
2. Be considerate to others. Remain seated.
3. Be a good listener; do not talk, laugh, sing, etc., except when it is part of the performance.

Parents are always welcome to assembly programs.

DISCIPLINE

One of the most important lessons education should teach is positive social behavior. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning but develop the habit of self-restraint which will make you a better person.

The Board of Education has adopted a policy for pupil behavior and discipline procedures in the New Brunswick Public Schools. Pupils are expected to conduct themselves properly and safely and show respect for each other and their teachers. Parents of pupils who do not conduct themselves properly in school will be called to the school for a conference with the teacher and/or administrator to help solve the problems involved. Pupils who continue to be disrespectful, disruptive or who get into fights may be suspended. School lockers, book bags, etc. are subject to administrative search when deemed necessary to enforce school rules.

Public School Law 18A:37-1 Submission of Pupils to Authority. Pupils in the public school shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them.

ADMINISTRATIVE FORMS OF DISCIPLINE

1. Verbal reprimand.
2. Notifying parents of a student's misconduct (by phone, email, or letter).
3. Detention AM or PM.
4. Temporary separation from peers.
5. Special assignments, i.e. academic and/or reasonable work details.
6. Behavioral contracts.
7. Conference with parents.
8. Temporary withdrawal of school privileges.
9. Extended separation from peers.
10. Extended loss of school privileges.

GROUNDS FOR SUSPENSION/EXPULSION

Suspension offenses include, but are not limited to:

1. Continued willful disobedience or open disobedience or open persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior that is harmful to welfare and safety.
4. Use of profanity to a staff member.

VANDALISM AND PROPERTY DAMAGE

Our school buildings and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you happen to damage something by accident, you should report it to a teacher or the office immediately. This includes student technology devices and support items.

ELECTRONIC DEVICES

Any device not directly involved in the educational process such as, but not limited to, a cell phone or handheld video game, will not be permitted to be used in the building. These devices will be confiscated, given to an administrator, and only returned to a parent or guardian. ***If a student uses a cell phone (call and/or text, taking pictures, checking messages or the internet, etc.) during the school day on school grounds, the phone will be confiscated and not returned until a parent comes in to pick it up.***

SMOKING

The use and/or possession of tobacco or tobacco products are prohibited and any student who violates this rule is subject to the provisions of the Student Discipline and Conduct Code. The rules apply on the way to and from school, during lunch, at school activities and during the school day.

DRUGS AND ALCOHOL ABUSE

Any student who intentionally sells, gives, possesses, uses or is under the influence of illicit drugs, narcotics, or alcohol in or on school property, including busses, shall be expelled from school and reported to the appropriate law enforcement agencies for possible legal action.

WEAPONS AND FIREARMS POLICY

The Board of Education believes that all pupils and staff have the right to a safe educational environment. In this interest, it takes a strong stand against the possession of weapons on school property or at school-sponsored activities. Weapons of any type are strictly prohibited on school premises or at any Board-approved activity.

Definition:

1. Weapons – Anything readily capable of lethal use or of inflicting bodily injury except a “firearm” as defined by N.J.S.A 2C:39-1f. “Weapons' ' includes, but is not limited to dangerous knives, instruments intended to inflict harm. Components that can be readily assembled into a weapon, explosive devices, imitation firearms, stun guns, and all other items enumerated in N.J.S.A. 2C:39-1r, except a “firearm” as defined by N.J.S.A 2C:39-1f.
2. Removal – The exclusion of a pupil from the regular education program in the school in which the pupil was assigned and the assignment of the pupil to an alternative education school or program for at least one (1) calendar year following a proper hearing conducted by the Board of Education.
3. Suspension – A temporary expulsion from school following due process procedures.
4. Expulsion – A permanent exclusion from school which denies a pupil the free, thorough and efficient public education provided by the public school district in which the pupil resides, based on specific conditions and following due process procedures, including a hearing by the Board of Education.

CHANGE OF PHONE NUMBER AND ADDRESS

All students **must** report any changes of addresses or telephone numbers. All parents should have a number where they may be reached in case of emergency.

ACADEMIC RULES

Students must have their charged laptops in school for class each day. Students are expected to do his/her work in class each day *as assigned*. Each student is required to complete all written assignments correctly and neatly and return them on the required day. Students are expected to complete work independently unless directed by the teacher. Academic integrity is an important part of evaluating academic growth. This includes using district technology appropriately.

HONOR ROLL

The Robert J. Boyler Elementary School Honor Roll reflects achievement by students in both academic and learning and social characteristics. Honor Roll is awarded to students in grades 3-8. Students must meet the following criteria in order to be placed on the honor roll.

Principal's Honor Roll – All A's in all subjects.

Honor Roll – All **A's** and/or **B's** in all subjects.

REPORT CARDS/PARENT CONFERENCES

Report cards are sent home to parents. ParentTeacher Conferences are scheduled midway through each marking period. **School is dismissed at 1:40 PM on scheduled conference dates**. If you wish to speak with your child's teacher at any other time, call the school office to make an appointment that will be convenient for you and the teacher. Parent/teacher conference dates:

Conferences scheduled on Wednesdays are held from **2:00 PM to 3:15 PM (afternoon session) and from 6:00 PM to 8:00 PM (evening session)**. Conferences scheduled for Thursdays and Fridays are held from 2:00 PM to 3:15 PM only.

HOMEWORK

Homework is required by the Board of Education policy and is given to students on a regular basis. Its main purpose is to reinforce the skills that were developed during the school day and to foster responsibility in a child.

TEXTBOOKS/ SCHOOL MATERIALS

All basic texts and basic materials are loaned to students for their use during the school year. Textbooks are to be handled with care and kept clean. Please be sure your name, grade, and school are written on the book label in case the book is misplaced. You will be required to pay for lost or damaged books. Textbooks must be covered.

STUDENT EVALUATIONS/ STANDARDIZED TESTS

In the spring of 2024, students in grades 3-8 will complete The New Jersey Student Learning Assessment, NJSLA, in ELA and math and science. Student evaluation dates will be shared with families as information is provided by the state.

STUDENT ACTIVITIES

Students at Robert J. Boyler Elementary School have many opportunities to participate in school activities and enrich their educational experiences. Listed below are only some of the activities:

Safety Patrol, RIME, Yearbook, Student Council, Instrumental Music (grades 4-8), YSS After School Program (***6 years and older***), StepUp Leadership, Untagged Gents, Ladies of Vision, and Rutgers Future Scholars.

Robert J. Boyler Elementary School PTO

The Robert J. Boyler Elementary School PTO is an active volunteer organization. Service to the children and the school has been and continues to be a hallmark of the PTO. Besides serving as an advocate for children, the PTO recognizes the need for parent education programs devoted to child development and family life. Monthly meetings have a variety of purposes, and we encourage all parents and teachers to not only join the PTO, but to become active members so as to ensure the students of Robert J. Boyler Elementary School will have the best possible advantages in their educational endeavors.

GOING TO SCHOOL AND GOING HOME SAFELY

Students must cross at the corners where crossing guards are stationed. Students may not leave school grounds once they arrive. They must stay on the sidewalks, avoid contact with strangers and go directly home after school.

Students who come to school on the school bus must return home on the school bus unless a written note from the parent is provided. Written permission is required for any changes to the regular dismissal procedure. Students who demonstrate inappropriate behavior on the school bus and/or line up for dismissal may be denied use of the school bus. ***Parents must complete a dismissal form for all students and update as needed.***

BIRTHDAY CELEBRATIONS

Students in grades Pre-K through grades 3 may bring in ***non-food*** items to celebrate their birthdays. In-school celebrations will take place in the last fifteen minutes of the school day. In-school birthday celebrations **will not be held** for students in grades 4-8.

HEALTH CARE

All illnesses or injuries during school hours will be referred to the nurse. In the event of an illness requiring the child's dismissal from school, the parents or a responsible party designated by them will be notified by the nurse or principal to come for the child as quickly as possible. It is against school policy for a child to use a personal cell phone to call home and ask to be picked up from school. **Infractions to this policy will cause the phone to be held by school administration until the last school day**.

HEALTH SERVICES

The school nurse provides direct health service for the pupils and assumes basic health safety responsibilities. She assists the Pupil Assistance Committee in the evaluation process of pupils and arranges for special health, dental, medical, or any other referrals. Yearly screenings are done in the following areas: vision, hearing, dental, hypertension, and scoliosis. Each child who is enrolled in school has a permanent health cumulative file. In order to be enrolled in school, a child must have the following immunizations:

1. DPT series of 3 plus booster, then every ten years thereafter
2. Polio vaccine series plus
3. Booster rubella (German Measles)
4. Measles vaccine
5. Mumps

You will be asked to provide a telephone number where you can be reached during the day in case your child becomes ill in school. If your child contracts a contagious disease, please notify the school nurse at 732-745-5300 Extension 8035 so she may monitor other students in the class.

EMERGENCY SCHOOL CLOSING/DELAYED OPENING

The New Brunswick School District is now registered with NIXLE. Please register to receive notifications about School Closings, delayed openings, etc. at **http://local.nixle.com/new-brunswick-public-schools**
In the event that the New Brunswick Public Schools are closed due to emergency conditions, radio announcements will also be made as follows:

Radio Station	Announcement Schedule:
WCTC 1450 AM	5:45 & 8:45 am
WMGQ 98.3 FM	5:45 & 8:45 am
NJ 101.5 FM	5:45 & 8:45 am

The radio stations have requested that you please refrain from calling for information as these calls tie up the lines.
The school requests that you please listen to the radio station, register for NIXLE, or check the district website (https://rjb.nbpschools.net/) for school closing or delayed school opening. PLEASE **DO NOT CALL THE SCHOOL OFFICE.**

DELAYED SCHOOL OPENING

If it appears that early morning weather conditions make it advisable to delay the opening of schools, all schools will open 1½ hours (10:10 am) later than usual and all morning pupil transportation will be delayed for 1½ hours.
The radio stations listed above will announce delayed openings. ***Students should arrive no earlier than 9:30 AM***.

EARLY DISMISSAL

Early dismissal from school will not be granted without a written note from parents. The child will not be surrendered to any stranger or relative without the permission of the parent. Please come to the office when picking up your child. He/she will be called from class at that time.

EARLY PICKUP

Early pickups are permitted <u>until 2:55 PM</u>. Parents/Guardians must sign the Visitors' Book and go to the main office to request student(s). Parents/Guardians must sign out student(s). If early pick-up is due to medical/dental appointments, a note should be provided. **In order to receive credit for the day, students must be in school at least four (4) hours**.

TELEPHONE/CELL PHONES

Students **will not** use the office phone for personal calls except in an emergency and with staff permission. In the event a student receives a call, he/she will be called out of a class **only** in the case of an emergency. All students in grades 3-8 will place cell phone devices in their individual YONDR bags. NO STUDENT CELL PHONE USE ALLOWED WITHIN THE SCHOOL.

2025-2026 - STUDENT PHONE/DEVICE POLICY & GUIDELINES

LOST AND FOUND

Articles found in and around the school should be turned into the main office where the owners may identify and claim it.

SCHOOL BOARD POLICY

ALL SCHOOL BOARD POLICIES ARE ON FILE ON THE DISTRICT WEBSITE AND ARE AVAILABLE FOR REVIEW.

PHYSICAL EDUCATION

Students in grades K-3 may wear the physical education uniform (blue sweatpants, light/dark blue t-shirts) for the entire day.

Gym Dress Code:

Grades K-3 BlueT-shirts, Robert J. Boyler Elementary School T Shirt, blue sweatpants

Grades 4-8 School uniform shirt and pants, socks, sneakers. **Students <u>cannot</u> wear excessive jewelry**. Students in grades 4 through 8 may **not** wear sweatpants unless they are official Robert J. Boyler Elementary School Spirit Wear.