

**Buckley Elementary School
Handbook Addendum
2016-2017**



Buckley School- Home of the Bobcats!

Buckley is a Great Place to Grow and Explore



Manchester Public Schools

Buckley Elementary School
250 Vernon Street
Manchester, CT 06042
www.mpspride.org

Mr. Matthew Daly
Principal

b21mdaly@mpspride.org
Phone: 860-647-3301
Fax: 860-647-5007

Mrs. Julie Tjagvad
Assistant Principal

julietjagvad@mpspride.org
Phone: 860-647-3302
Fax: 860-647-5007

A Great Place to Grow and Explore

September 2016

Dear Students and Parents/Guardians,

On behalf of the Buckley School community, I would like to welcome all returning and new students to our school.

At Buckley School, our mission is as follows:

To provide a safe and healthy environment for all that is strengthened by home and the community. Students are encouraged and supported in academics, arts, physical, social and emotional growth with the intention of fostering a lifelong desire to learn.

At Buckley, we have high expectations and strive to create a positive educational experience for every student. We encourage families to participate in our school community. Research indicates that when families and school staff work together, the achievements of children are greater and more frequent.

As the year progresses, we encourage family members to contact the school whenever you have a question or concern. I will continue to use our school website and email system to communicate school related information as well as Blackboard, a new application that allows for information to be sent to phones and or email. Please note that our website is updated on a regular basis and contains ongoing information. The schedule of events will be outlined during the school year, such as our Open House in September, fundraisers, and Parent/Teacher conferences in our monthly newsletters and on our website.

Our **Buckley Parent/Student Handbook Addendum** has been prepared to assist you throughout the year. In addition, an Elementary School Handbook with general information pertinent to all elementary schools will be posted on our school website. Both handbooks provide important information about our school's procedures, policies and routines. We hope you will review this information carefully to ensure a positive and productive school year. Please remember to sign and return the attached parent signature page to your child's classroom teacher. Furthermore, additional Board of Education policies can be found on-line, specifically on the district website. If you have any questions, please contact us at 860-647-3302.

As indicated above, a strong connection between the school and the home is an essential factor in assuring student success. We look forward to working together to provide an exciting and rewarding educational experience for your child.

Sincerely,
Matthew Daly
Matthew A. Daly

Pride in Excellence



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A Great Place to Grow and Explore

September 1, 2016

Dear Parent/Guardians,

At Buckley School, we have procedures for dropping off and picking up your child. The purpose of this letter is to remind everyone of these procedures and alert you to a necessary change.

If your child is in grades 3-5, please utilize the back parking lot via Barry Road for both drop-offs and pick-ups. As a guide for the back parking lot area off Barry Road, please follow the protocol outlined below:

- **Please park on the right hand side.** Please pull all the way down. After picking up your child, please make a loop to exit the parking lot. Please drive slowly and watch for children.

If your child is in grades K-2, I am asking that you utilize the front of the building specifically, the circle for drop-off and pick-up. Please remember not to double park your car in the circle during the morning or afternoon. **If there are no spots available, please do not continue to move around the circle as this is dangerous with students getting into cars.** Instead, please use the parking lot in the back of the building or off Barry Road. Please use the protocol outlined below:

- Please park on the right hand side of the circle.
- Please **DO NOT** stop in the middle of the circle to drop-off your child. Also, please do not park on the inside of the circle
- Please walk your children to and from the building after parking your car.
- Please drive slowly and watch for children.

Please note that if you are picking up your kindergarten child, please do so by the upper playground, by the kindergarten doors.

In our continued effort to provide a structured and safe environment here at Buckley, please first stop by the main office when visiting and pick up a **Visitor Sticker**.

Also, if you are picking up your child early or are changing the normal routine with respect to drop-off/pick-up, please write a note to your child's teacher and the main office. This will insure that we have the most up-to-date and accurate information regarding your child.

Sincerely,
Matthew A. Daly
Principal

Pride in Excellence

BUCKLEY SCHOOL
250 Vernon Street
Manchester, Ct. 06042
(860) 647-3302

PARENT SIGNATURE FORM

In order to ensure that all parents and guardians of Buckley School students are familiar with our policies and procedures, we are asking you to take a few minutes to complete the following form and return it to school with your child no later than Wednesday, September 10th.
Thank you for your cooperation.

I have read and understand the 2016-2017 Buckley School Parent/Student Handbook. I have shared the contents with my child and will do my best to support and reinforce the importance of these policies in discussions with my child whenever appropriate.

Student's Name: _____ Teacher: _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

BICYCLES

Children in grades 4 & 5 may ride bicycles to school with written parental permission. Forms are available in the school office. Children who ride bicycles should not arrive at school before 8:50. Bicycle riders should walk their bikes on school grounds. All bikes should be secured with a lock in the bike rack. State law requires students 14 and under to wear an approved bicycle helmet. For your child's safety, please be sure your child uses his or her helmet.

STUDENT ASSISTANCE TEAM (SAT)

Buckley School participates Student Assistance team (SAT). This innovative project was developed with three major goals:

- To develop a "pre-referral" intervention system which promptly and effectively provides help in the general education classroom for at-risk students who are experiencing learning and/or behavioral problems
- To reduce the inappropriate classification of students
- To reduce the number of inappropriate referrals to special education

The team, consisting of the principal, classroom teachers, and support staff, has been trained in collaboration skills and problem solving techniques that can be utilized to provide more effective education to our Buckley students. The team meets regularly to respond to teachers' requests for assistance with students.



Participation in the **SAT** process produces benefits that extend beyond the delivery of more effective instruction for at-risk students. The **SAT** helps schools to move toward a broader vision of collaborative, inclusive, and resourceful educational communities that maximize learning opportunities for all students.

Your child's classroom teacher generally initiates this process; however, a parent can request a referral to the Student Assistance Team. The teacher will begin the process if there are concerns about a child's academic or behavioral performance. If you have any questions about **our SAT** process, please contact your child's teacher.

TELEPHONE

Students are not permitted to use the phone except in an emergency and only with a written note from the teacher. Calls for forgotten homework, sneakers or permission to go to a friend's house after school are discouraged. There is no pay phone in the building. Telephone messages will be given to students only for emergency reasons.

PARENT TEACHER ASSOCIATION (PTA)

Buckley School has a very active **PTA**. The **PTA's** main objective is parent involvement. Members work throughout the year to enhance the educational and social experiences of our school community. The **PTA** coordinates the majority of fund-raising done throughout the year. Proceeds from the fund-raising support extracurricular and educational programs to benefit Buckley students. The **PTA** membership drive takes place at the beginning of the school year. We would like to encourage families to become active in the Buckley community. The following information is a guide to **PTA** activities and volunteer opportunities.

PTA SERVICES

Teacher Appreciation Week/Day

Buckley families show their appreciation to the staff on a designated day, which is kept secret from staff members. Parent volunteers are needed to bake food items.

Welcome Back Staff

Prior to the start of the school year, the PTA welcomes the staff back to school and provides lunch items in the staff room. Parent volunteers are needed to bake food items.

ENRICHMENT

Academic Fair

The Academic Fair encourages children to explore a subject that is of interest to them. Students display their projects in the gymnasium for fellow students and families to view. Parent volunteers are needed to help with set up and for clean-up.

Book Fair

Two book fairs are held each year at Buckley. The first is in late fall and all profits from the sale are used to purchase materials for the library. As part of the fall fair, teachers' "wish lists" are displayed and students are able to purchase books from the list as a gift for their classroom. The second fair, held in the spring, is a Buy One Get One Free. The fair serves as a kick off to the summer reading program and a thank you to families and staff for their support throughout the year. Over two dozen

volunteers are needed to run the book fair. Parent volunteers help children and families with their selecting and purchasing of books. Volunteers work 1-2 hour shifts either during the day or evening of the fair.

Curriculum Enrichment

The PTA coordinates with teachers to bring a variety of programs to school throughout the year.

Box Tops for Education- Buckley receives \$0.10 for every box top brought into school. Collection boxes are located at the school.

SCHOOL TRADITIONS

Awards

Each year, awards are given to 5th graders to recognize special achievements.

Karen Chorches Citizenship Award

Annually, a fifth grader who has demonstrated strong citizenship and service to Buckley School is recognized. This award is in honor of Karen Chorches, a PTA member who devoted more than 15 years of commitment and service to Buckley School.

The Sean Prescott Sportsmanship Award

Annually, a 5th grader who has demonstrated a love for physical education and sports is recognized. This award is in memory of Sean Prescott to honor his athleticism, character, sportsmanship and love of sports.

Fifth Grade Activities

Traditionally, 5th graders take a class trip to Winding Trails. Also, fifth graders and many parent volunteers help with the design and development of the Buckley Bobcat Yearbook.

Holiday Gift Sale

For one day in December, a gift shop is set up so that students have the opportunity to holiday shop. Students visit the sale with their class and may purchase small gift items for family and/or friends. Parent volunteers are needed before school to set up and during school to assist students with their purchases.

Open House

In the fall, Buckley families are invited to school to meet the staff.

Barnes and Noble Night

Each year, Buckley School will hold an evening at Barnes and Noble Book Store. During this evening, the music department will play and sing music, a scavenger hunt is held and books are read to students. This is a fun evening out with family and friends!

Variety Show

A school-wide variety show is held annually. Student comedians, musicians, actors, singers and dancers are welcome to participate. The teachers' act and the 5th grade act are the highlights of the show. Detailed information about the show and rehearsal schedule is distributed approximately one month prior to the show. Parent volunteers are needed to sell tickets, help with set up and for backstage assistance.

V.I.P. Day

Very Important Person Day is held each spring and serves as a day for each student to invite a special grown up to see what they are learning at Buckley School. The students are proud to show off their school and work. As part of VIP Day, guests are invited to join students for lunch in the cafeteria.

ADDITIONAL VOLUNTEER OPPORTUNITIES

Room Parents

Two room parents are needed for each class to serve as a liaison between the teacher and parents. Room parents utilize the class list of parents to fulfill the teachers' requests and to telephone families for special events. Please contact your child's teacher if you are interested.

Town-wide PTA Delegates

Two volunteers take turns attending monthly town-wide **PTA** meetings and report back to the Buckley **PTA**. These representatives are instrumental in keeping the Buckley community informed about events that might affect our school, upcoming town-side events, and to provide the town-wide **PTA** with information of concerns regarding Buckley School.

BUCKLEY ELEMENTARY SCHOOL
250 Vernon Street
Manchester, CT. 06042
(860) 647-3302 Phone
(860) 647-5007 Fax

Matthew A. Daly, Principal
Julie Tjagvad, Assistant Principal

Regular School Hours (K-5)
8:50 a.m. - 3:25 p.m.

Pre-School Hours
8:30-11:00 and
12:00-2:30

Planned Early Closing/Half Day Hours
Grades K-5: 8:50 a.m. - 1:17 p.m.

IMPORTANT PHONE NUMBERS

Main Office 860-647-3302
School Nurse 860-647-3303
Social Worker 860-647-3304
Cafeteria 860-647-3306
Library 860-647-3309
Information and Absence Calls 860-647-3344
First Student Bus Company 860-643-2373