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**Buckley Elementary School  
250 Vernon Street  
Manchester, CT 06042  
Matthew Daly, Principal**

*A Great Place to Grow and Explore*

Phone: 860 647-3302  
Fax: 860 647-5007

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Fax: 860 647-5007

August 2013

Dear Students and Parents,

Welcome to the 2013-2014 school year! On behalf of the Buckley School community, I would like to welcome all returning and new students to our school!

Our **Parent/Student Handbook** has been prepared to assist you throughout the year. It provides important information about our school's procedures, policies and routines. We hope you will review this information carefully to assure a positive and productive school year. Please remember to sign and return to your child's classroom teacher. Moreover, 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.

Our school's mission is ***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.*** In addition, we continue to have high expectations, improved academic achievement, and a positive educational experience for every student.

We continue to encourage all 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. This school year, I will continue to use our school website to communicate school related information. Please note that our website is updated on a regular basis and contains ongoing information. The schedule of events and opportunities will be outlined during the school year at events such as our Open House in September, at monthly **PTA** meetings and in our monthly newsletters. Moreover, I will continue to "Go Green" by emailing information to you including the monthly newsletter.

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, rewarding educational experience for 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 insure 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 12<sup>th</sup>.

Thank you for your cooperation.

\*\*\*\*\*

I have read and understand the 2013-2014 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: \_\_\_\_\_

## DAILY ROUTINE

Students should not arrive at school before 8:50 a.m. The playscape and other playground equipment are off limits in the morning before school.

## DAILY SCHEDULE – GRADES K-5

- 8:50 First bell - Students enter the building
- 9:05 Second bell - School officially begins; students arriving after 9:05 **must report to the office and will be marked tardy**
- 3:25 Dismissal

## HALF-DAY SCHEDULE (See \*\* on School Calendar)

- 8:50 First bell
- 9:05 School begins
- 1:17 Dismissal (Lunch will be served)



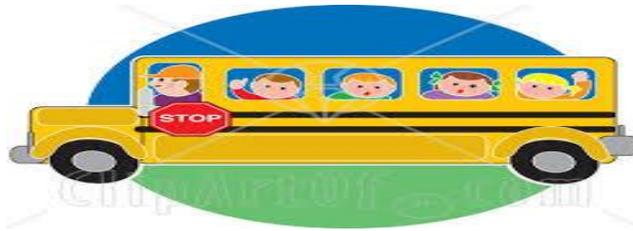
## **DELAYED OPENINGS**

In the event that inclement weather necessitates a delayed opening, school hours will be as follows:

For Grades K - 5:

School begins at 10:35 and ends at 3:25

**MORNING BUSES WILL RUN 90 MINUTES LATER THAN USUAL.**



**Parents are reminded that they are not to drop off students prior to 10:20 a.m. on these days and students should not walk to school early as cleanup machinery and crews will be at work. There is no access to the building, and no supervisory personnel will be present.**

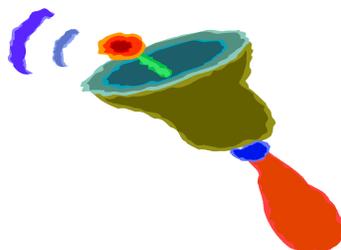
**ALL MORNING MEETINGS AND ACTIVITIES (PPT meetings, Meetings with teachers, Band and Orchestra) WILL BE CANCELLED.**

## **EMERGENCY CLOSING PROCEDURES**

In the event of an emergency early closing of school, it is important that each child knows where to go from school. We will ask you to fill out an **Emergency Closing Form** with up-to-date information. This form will be kept on file with your child's teacher. Please make sure that your child has been told what to do in this situation. Please notify the office of any changes throughout the year.

In the event of an early closing due to weather, **DO NOT** call the school. Please tune to radio stations (WDRC, WTIC, WHCN, WRCH, WRCQ, WCCC, WKSS or WAVZ) or TV (WFSB 3, WTNH 8, WVIT 30) for weather-related schedule changes.

After 10:35 a.m. (or following notification from Central Office), a recorded message will be placed on the Buckley School call-in number (647-3344). We will leave any updated information regarding early closings, cancellations of kindergarten, etc. on the answering machine message.



## GENERAL INFORMATION

### **ABSENCES AND ATTENDANCE**

Regular school attendance and timely arrival are important factors in helping children learn. It is the shared responsibility of the school and the home to help students develop good habits of punctuality and attendance.

Excused absences are those due to illness, death in the family, family emergencies and medical/dental appointments that cannot be scheduled outside the school day. Whenever possible, please try to schedule appointments after school. In the event that your child is absent, please call the school attendance telephone line before 8:50 a.m. on the day of the absence. There is a recording set up to receive your calls. Give your child's name, grade and the reason for the absence. The number to call is: **860-647-3344**. Please be advised, as per Manchester Board of Education policy, if a student is absent and we do not hear from the parent or guardian, the school will call the home to inquire why the student is absent. Upon your child's return to school following any absence, please send a written note explaining/documenting the date(s) and reason for the absence.

Parents are urged to schedule vacations in accordance with the established school calendar for the year. **The school is not responsible for providing alternate educational experiences during such absences.**

### **ADDRESS/TELEPHONE CHANGES**

Please notify the office immediately whenever there is a change of address or telephone number. Emergency cards must be up to date at all times so that we will be able to contact parents as quickly as possible in the event of an injury or illness. The office number is **860-647-3302**. For change of address issues, parents/guardians must provide proof of residency for the new address.

### **AFTER SCHOOL ARRANGEMENTS**

All arrangements for after-school activities must be made ahead of time, at home, to ensure that parent(s) are fully aware of where their children are. The school will not release a child or allow him or her to go to an alternate destination without written parental permission. It is necessary for the school to be notified any time a student is to be dismissed by a different means than normal. In an emergency to change dismissal plans, we will accept telephone requests (**prior to 3:00**) providing that we can verify the identification of the caller.

### **Important School Phone Numbers**

Main Office	860-647-3302
Absence Line	860-647-3344
Mr. Daly	860-647-3301
Nurse	860-647-3303

## **BEEPERS, CELL PHONES, CD PLAYERS, IPODS, CAMERAS, ELECTRONIC GAMES**

We request that students not bring cell phones to school. In the event that the parent/guardian wishes the child to carry a cell phone for emergency situations, the parent/guardian is asked to put this request in writing. The student may not use the cell phone in school. It should remain in his/her backpack. Under no circumstances should the cell phone be used at lunch or recess, nor should it be used to take photographs. Failure to abide by these guidelines will result in the cell phone being confiscated and returned only to the parent. Students should not bring beepers, CD players, iPods, cameras or electronic games to school. In addition, students are discouraged from bringing large sums of money, toys, valuable items or other items that detract from the learning environment.



## **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.

## **BUS TRANSPORTATION**

It is the responsibility of the Board of Education to provide for the transportation of eligible children to and from school. The complete Transportation Policy and Guidelines are available at the school office. For any questions, please contact the Transportation Coordinator at the Board of Education at 860-647-3476.

Only children who qualify for bus service will be permitted to ride the bus, due to insurance regulations. Bus students are expected to ride the bus to and from school on a regular basis unless the child presents a note to the office that outlines the reason for not taking the bus. For safety reasons, the bus driver is in charge of all students while on the bus. Students are expected to follow the driver's instructions. **Poor behavior by any student while on the bus or at the bus stop may result in loss of bus privileges.**

Students are not allowed to bring animals, glass, flammables, explosives, weapons, bulky athletic/musical equipment, or sharp or dangerous objects on the bus. In addition, the following items are prohibited on school buses at all times: Scooters, skateboards, snowboards, roller blades, roller sneakers or roller skates. Eating or drinking is not allowed on the bus. Students are to remain seated and observe appropriate noise levels and behaviors at all times.

## **BANNED ITEMS**

In general, students should only bring to school those items that have an educational purpose and use in the school. The following items are banned from school:

Drug Paraphernalia	Drugs & Alcohol	Tobacco Products
Matches	Cigarette Lighters	Guns or Facsimiles of a Weapon
Sling Shots	Water Balloons	Chains
Spit Balls	Water Pistols	Mace or Mace-like Substances
Box Cutters	Firecrackers	Razor Blades
Knives	“Cap” Guns / BB Guns	Cards
“Stink Bombs”	“Caps” and/or “Poppers”	

Please refer to the Manchester Board of Education Discipline Policy (#5144) that can be found in the back of this handbook.

### **AN IMPORTANT MESSAGE TO PARENTS:**

There has been an increase in the possession and use of weapons by students in and near many schools. This is not the time for parents and educators to turn their heads and hope the problem will fade away; our obligation is to face this concern and to send a clear, strong message.

### **WEAPONS HAVE NO PLACE IN ANY SCHOOL !**

A student who brings an inappropriate item to school, may, **before discovery**, turn the item over to an adult. **NO DISCIPLINARY** action will be taken, provided the item has been turned in **before discovery**, and the item in the possession of an elementary school student is not illegal. Such items will be held by administration and returned only to a parent, upon request.

### **BULLYING/MEAN BEHAVIOR**

A broad definition of *bullying* is when a student is repeatedly exposed to negative actions on the part of one or more other students. These negative actions can take the form of:

- physical contact,
- rude gestures,
- spreading rumors and excluding the victim from a group are also common forms of bullying.

At Buckley School, we take any type of taunting, teasing, harassment, and/or bullying very seriously. Moreover, we meet with students and talk about this type of negative behavior and explain that this does not occur at Buckley. In addition, we foster a very positive school environment through our **PBIS** program that regularly identifies positive behavior. Please understand that our discussions with students focus on the fact that they need to make good decisions. Hurting someone can be accomplished through mere words not just physical aggression. The message is clear. **There is no place for bullying at Buckley School!**

## DRESS CODE

The student's appearance is primarily the responsibility of each student and his/her parents. The school expects that a child's clothing and cleanliness reflect a sensitivity to and respect for others and that clothing will not be distracting or offensive to staff or other students. Clothing should be clean, untoned, free from promotion of, or reference to, drugs, alcohol and tobacco, and offensive signs, symbols or words. Hats and bandanas may not be worn in the building. For safety reasons, **students may not wear flip flops or sneakers with built-in roller skates in school.** The following provides more detailed guidelines:

- Students are expected to wear clothing that is neat, clean, and appropriate for school. Overall, clothing must not distract or be disruptive to the learning environment.
- There should be no slogans that relate in any way to drugs, alcohol, violence or weapons. In addition, there should be no sexual connotations in words printed on shirts. This applies to jewelry and other accessories.

### For students in grades 4 and 5:

- Girls' tops should not be of the following type: halters, spaghetti straps, low cut, or revealing. They should be of a length that the midriff is not exposed.
- Skirts and shorts need to be of a reasonable length.

We ask for your support and cooperation with the above. As a general rule, if you have any doubts about the appropriateness of your child's clothing for school, please have your child save the item(s) for out of school wear.

In the event that your child comes to school wearing inappropriate clothing, efforts will be made to contact you. Options to be considered will include a change of clothes brought from home; turning a t-shirt inside out (if inappropriate); wearing a jacket/shirt over top in question; or wearing a clean school-provided alternative.

## EARLY DISMISSAL REQUESTS

If it is necessary to take your child from school before the regular dismissal time, please send a note to the child's teacher stating the reason and the time for the early dismissal. Please report to the office to pick up and sign out your child. Your child will not be called out of class until you arrive to pick him/her up. All early dismissals are made through the office.



## 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.



## HEALTH EDUCATION CURRICULUM

During the school year, your child will participate in the health education curriculum. This curriculum includes information on:

Disease Prevention, Drug Education, Family Life, Human Growth and Development, Mental Health, Nutrition, and Safety

The Manchester Board of Education defines Family Life to include information on the human reproductive system, prevention of pregnancy (contraception), and sexually transmitted diseases. The only area in Family Life that is presented in Grade 5 includes an introduction to the reproductive system and information about puberty.

Parents may request that their child be excluded from the Family Life unit. Two weeks prior to this unit, a notification letter will be given to all fifth grade students to take home. Parents requesting exclusion must make their request in writing to the building principal at least one week prior to the start of this unit. The building principal will notify the appropriate teacher. The student will be given alternative assignments.

Parents requesting information about the health curriculum may contact the classroom teacher, school nurse, or building principal.

## HEALTH POLICIES

A full-time Registered Nurse is on duty in the health office at Buckley School. Any medical conditions that the school needs to be aware of should immediately be brought to her attention. Her telephone number at school is **860-647-3303**. The fax number is **860-647-5007**.

Students are referred from their classrooms to the nurse as the need arises. Students should NOT be sent to school if the parent is the least concerned that an illness is not over or that a relapse might occur during school. It is better to keep the child home until the parent is sure that the child is well. Parents are also encouraged to handle any health problems that occur at home, **at home**. Cuts, splinters, bug bites, allergies, poison ivy, and sports injuries should be addressed at home. Due to the increase in the number of medically impaired students at Buckley, and the emergencies and first aid required during the school day, it is impossible to operate as a clinic for problems such as cuts and/or sprained limbs which occur at home. Please respect the expanded roles and responsibilities of the school nurse.

Students in attendance at school are expected to participate in regular activities such as gym and recess. A doctor's note is required to exempt a child from such activities.

No child may self-medicate or carry medication in the school building. All medications will be given by the school nurse, and must be accompanied by a written order from the prescribing physician. Medications must be in a labeled prescription box or bottle, not in a generic container. All medications must be brought to school by a parent; **students are not permitted to carry medication**. Medication authorization may be faxed from the doctor's office to the nurse using the fax number (**860-647-5007**).

## ILLNESS AND RELATED GUIDELINES

The following are guidelines to help you determine when your child can come back to school after being ill and some of the guidelines we use to determine when a child will be dismissed due to health reasons.

**COLDS:** Your child should stay home if there is a thick, colored discharge from the nose. If there have been more severe symptoms, your child should remain at home for at least 24 hours.

**FEVER:** **If your child has a temperature of 100.4, s/he should stay home.** Your child cannot return to school until fever-free and Tylenol/Motrin free for at least 24 hours.

**IMPETIGO:** Your child may return to school **only** after using prescribed medication for at least 24 hours. Affected areas must be covered when the child returns to school. Your child **cannot** return to school with open, oozing sores.

**PINK EYE:** Your child may return to school only when the white of the eye is clear, **no redness**). There must be at least 24 hours after your child begins using antibiotic eye drops.

**STREP:** Only after your child has been on antibiotics for at least 24 hours and the temperature is normal, may your child return to school.

**VOMITING:** Your child may not return to school until there is no vomiting or diarrhea for at least 24 hours.

**OTHER:** In the event that your child is exhibiting negative changes in behavior or temperament and is unable to participate in the learning process due to other health concerns, either physical or psychological, you will be called to pick up your child.

**CONSIDER:** Not only must we consider the health of your child, we must consider the health and learning needs of the other children in the class. Please follow the above guidelines before sending your child to school or back to school.

**Please know that you may be called by the school nurse if any of the above instances occur. Thank you for your cooperation.**



## LATE ARRIVAL

Students should arrive at school shortly after the bell rings at 8:50 a.m. Any child who arrives at school after 9:05 a.m. must report to the office to obtain a tardy slip before reporting to the classrooms. Tardiness is recorded as part of a student's permanent attendance record. Tardiness will be determined to be either excused or unexcused based on the reason given. Excessive tardiness will be reported to the Attendance/Truancy Prevention office and may result in a referral to the Manchester Truancy Board.

## LIBRARY BOOKS

Students at all grade levels visit the school library weekly. Opportunities are provided for the students to check out books to bring home. It is expected that books be returned prior to a student being allowed to take other books home. Students are responsible for paying for or replacing lost or damaged books prior to the end of the school year. Failure to replace or reimburse will result in the final report card being withheld.

## LOST AND FOUND

A Lost and Found box is kept in the cafeteria; small and more valuable items will be kept in the office. You or your child can look there at any time for your missing items. Additionally, during the report card conferences, lost and found items are displayed on tables to facilitate their return to their rightful owners. All students are reminded to turn in items they find to the office or the lost and found box in the cafeteria. Please try to label outerwear, lunch boxes and backpacks for easier identification. Unclaimed items will be donated to a charitable organization at the end of each school year.

## LUNCH INFORMATION:

Manchester Public Schools participates in the National School Lunch Program, which allows families that meet the Federal Income guidelines to receive free or reduced price meals for their students. Free and reduced price meal applications will be sent home with all students at the beginning of the school year. All students who might be eligible are encouraged to apply. Students and families may apply at any time during the school year. One application per student must be on file. Families must reapply on a yearly basis. All students who are eligible in June will be eligible for the **month of September only**. **A new approved application must be on file by October 1<sup>st</sup> to continue receiving this benefit.**

Students will be given a prepayment envelope at the start of school. These envelopes are available in the cafeteria and are to be used when a payment is sent for your child's lunch account. When sending in a payment, please specify which payment option you are choosing from one of the options listed below. For safety purposes, make sure you have sealed the envelope. Checks may be made out to the Buckley Cafeteria. **Lunch price is as follows: \$1.85 for lunch, \$1.00 for breakfast. Please understand that these prices are subject to change.**



## Advanced Payment Options

### **OPTION #1: CASH ON ACCOUNT**

A cash debit account is created by making a payment of a certain dollar amount (\$5.00, \$10.00, \$20.00, etc.) to the cafeteria. These funds are then deposited into your son or daughter's debit account and available to your child when purchasing a meal, milk or ice cream in the cafeteria. There are no limitations as to what may be purchased or how many purchases are made. The account balance simply decreases when purchases take place.

### **OPTION #2: PREPAID MEALS ONLY**

Meals may be purchased in advance and monies put on account can be designated for student meals only. No milk or ice cream can be purchased with this payment. Your child would need to pay cash for any milk or ice cream being purchased. This payment amount would be calculated by determining the quantity of lunches you wish to purchase and multiplying the quantity by the meal price.

### **OPTION #3: BOTH: PREPAID MEALS AND CASH ON ACCOUNT**

You may purchase Prepaid Meals and put "cash on account". This option ensures that your child receives a meal and allows him or her to purchase milk or ice cream as well. When making a payment for both, please state clearly how much money is for prepaid meals and how much is for "cash on account".

## **CAFETERIA BEHAVIOR**

Each lunch period is 22 minutes. Students sit at assigned tables, by class. So that lunch time is pleasurable, students are expected to be courteous to each other following these guidelines:

- ..... Keep voices at a conversational level
- ..... Speak only to pupils at their table
- ..... Observe good table manners; keep hands to oneself and off other students' food
- ..... Remain seated until excused
- ..... Leave tables clean
- ..... Respect and obey all adults working in the cafeteria

## **MENU INFORMATION**

Menus are written and sent home monthly based on the Federal regulations for the National School Lunch Program, which require a protein, bread, vegetable, fruit and milk component be offered daily. Students must choose a minimum of 3 meal components but are encouraged to take all 5. The Manchester School Lunch Program offers several daily meal options including the hot meal of the day, a chef salad, bagel/yogurt plate, or the weekly sandwich choice. All of these meal options include a fruit choice, vegetable, baby carrots with dip, and milk. Choosing a variety of foods helps to make happy, healthy and alert students. Please encourage your child to try all of the meal components.

It is important for us to know if your child has any food allergies. Please be sure that the school nurse is aware of any such allergies. The nurse will notify the cafeteria as soon as possible.

Parents are welcome to contact the cafeteria with any questions or concerns regarding ingredients and/or food labels. If you have any questions regarding school lunches or the lunch program, please feel free to stop by the cafeteria or call before or after serving time. You may call 647-3306 from 8:00-11:00 a.m., or 1:30-2:00 p.m. Should you have any questions or want additional information, you may also call the Foods and Nutrition Services office at 647-3462.

## **PARTY INVITATIONS**

Children should not bring birthday party invitations to school for distribution. This is disruptive to the learning environment and causes hurt feelings for those children who are not included. We ask that you mail these invitations or make arrangements to distribute them outside of school.

## **PHYSICAL EDUCATION - DRESS POLICY**

A child's safety is our number one priority as physical educators. Proper attire for play is a very important factor in providing the optimum environment. Please make every effort to have your child dressed appropriately on "gym" days based on the following guidelines:

1. Good sneakers that provide support and traction, as well as, the flexibility of movement necessary in athletic footwear. Please - no hiking boots, sneaker boots, sneakers with platform soles, sneakers with built in wheels, or slip-on shoes).
2. Shorts or pants that are loose-fitting to allow for movement, but not too baggy. Please – girls should not wear skirts or dresses for gym.
3. T-shirts, shirts or blouses that are able to be tucked in and are not too baggy.
4. No jewelry. Bracelets, necklaces, watches, or rings can be a hazard during physical activity, or can be broken or lost.

Thank you very much for adhering to these simple guidelines. Your support is appreciated.

## **PLAYGROUND SAFETY**

Students may play catch with tennis balls and wiffle balls at recess. Catch should be played on the grass away from other students. Students may not use softballs or hardballs. All balls must be held by the student when in line; there should be no ball tossing in line.

No bats are allowed at any recess.

Football can be tossed at recess on the grass away from other students. Touch and tackle football are not allowed at any recess. Footballs must be held and not tossed while the students are in line.

Failure to comply with the above directions will result in the item(s) being confiscated and returned **only** to a parent.

## **POSITIVE BEHAVIOR INTERVENTION SUPPORTS (PBIS)**

Buckley School enthusiastically embraces **PBIS**, a school-wide system with a common set of rules and expectations for a variety of settings within the school. This system is called Positive Behavior Intervention Supports (**PBIS**). Expectations are taught explicitly with specially designed lesson plans specific to each area (i.e., bus, hallway, cafeteria, bathroom, playground, bus waiting area, bus) that show what behaviors look like and what they don't look like. These behaviors are reinforced and students are recognized for their positive behaviors. Decision-making in regards to further instruction and/or reinforcement of behaviors is based on data collection.

The goal of **PBIS** is to improve student performance and increase teacher instructional time by providing explicit and consistent instructions on appropriate behavior.

Three school-wide behavioral expectations have been identified for all areas of our school and are:

- Be Safe
- Be Respectful
- Be Responsible

Students are explicitly taught these expectations and are recognized for exhibiting these positive behaviors.

Here are examples of expected behaviors for the Buckley School Cafeteria and ways that students can demonstrate that they know how to Be Safe, Be Respectful, Be Responsible.

**Be Safe:** Walk at all times.  
Keep hands feet and objects to self.  
Remain seated.

**Be Respectful:** Use indoor voices.  
Use kind words.  
Use good manners.  
Follow adult directions.

**Be Responsible:** Keep your place in line.  
Keep your area clean.  
Raise your hand if you need help.

During the first week of school, we gather students at each grade level and use specific lesson plans to teach the expected behaviors for each common area (cafeteria, bathroom, hallway, bus waiting area, bus, playground). Student volunteers are called upon to demonstrate and model the expected behaviors. Staff demonstrates these behaviors. A teaching matrix has been developed and is included to enable parents to review with their children. As always, we welcome your

feedback throughout the year regarding our implementation of **PBIS**. Listed below is our **PBIS** matrix that we use at school.

### Buckley PBIS Teaching Matrix

	<b>Be Safe:</b> To take care of yourself And others so no one Gets hurt	<b>Be Respectful:</b> to treat others the way you want to be treated	<b>Be Responsible:</b> to do <i>what</i> you are supposed to do <i>when</i> you are supposed to do It.
<b>Classroom</b>	Walk at all times. Keep hands, feet, and objects to yourself.	Use indoor voices. Use kind words. Follow adult directions.	Raise your hand. Come prepared to work. Be an active learner.
<b>Cafeteria</b>	Walk at all times. Keep hands, feet, and objects to yourself. Remain seated.	Use indoor voices. Use kind words. Follow adult directions. Use good manners.	Keep your place in line. Take all you need while in line. Keep your area clean. Raise your hand if you need help.
<b>Bathroom</b>	Enter and exit carefully. Wash and dry your hands. Keep soap and water in sink.	Use indoor voices. Use kind words. Respect other's privacy. Show care for school property.	Use sinks, toilet, soap, towels appropriately. Report problems to staff. Return to class when done.
<b>Hallway</b>	Walk at all times. Keep hands, feet, and objects to yourself. Stay to the right.	Maintain quiet hallways. Respect student work. Close lockers quietly.	Put belongings in your locker. Keep your place in line. Keep hallway clean. Go where you are supposed to go.
<b>Bus Waiting Area</b>	Walk at all times. Keep hands, feet, and objects to self. Remain seated.	Use indoor voices. Follow adult directions. Keep your area clean.	Keep your place in line. Keep toys, food, and objects in backpacks.
<b>Bus</b>	Keep hands, feet, and objects to self. Remain seated and face forward.	Follow adult directions. Use kind words. Keep your area clean.	Report all problems to driver. Enter and exit bus in an orderly manner. Keep bus clean.
<b>Playground</b>	Play safely. Use equipment correctly.	Follow adult directions. Be a good sport. Use kind words.	Line up carefully and calmly. Share equipment; take turns. Report problems to staff.

### REPORT CARDS

All students in grades K-5 receive a report card three times a year. The first two reports will be given out at scheduled parent-teacher conferences in November and March. Shortened day schedules have been set to allow for these conferences; please see the school calendar for specific dates. It is extremely important that parents attend scheduled conferences. The third report card will be sent home on the last day of school.

## SKATEBOARDS AND ROLLER BLADES

Skateboards and roller blades may not be brought to school or ridden on school grounds during the official school day.

## TELEPHONE

### Important Numbers

School Office:	860-647-3302	Cafeteria	860-647-3306
School Nurse:	860-647-3303	Fax Line	860-647-5007
Social Worker:	860-647-3304	Info. Line	860-647-3344
Absence Reports:	860-647-3344	Library	860-647-3309

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.

## TRUANCY

A student who is repeatedly tardy will be considered truant. For a student between the ages of 5 to 16, truancy is defined as four or more unexcused absences in one month or ten unexcused absences in a school year. Efforts will be made to work collaboratively with the parents to resolve truancy issues, however, referrals may be made to the Truancy Review Board and/or Juvenile Court, if the parent fails to cooperate with the school in trying to solve the student's truancy problem.

## VISITORS

Buckley School welcomes and encourages parents to visit the school but asks visitors to adhere to the following Board of Education policy:

- ❖ All **visitors** are required to stop in at the main office before spending time at the school. At the office you will be asked to sign in and will be given a "visitor" or "volunteer" badge to display. Please do **not** go directly to the classroom, even to pick up your child since these procedures are for the safety and security of the children. Please do not drop into classrooms to talk with the teacher as this disrupts the learning environment. Send in

a note or call the office to leave a message. The teacher will reply either with a note or phone call.

- ❖ Anyone wishing to observe a class must contact the administration of the school **prior to the observation**. At least twenty-four hours notice should be provided.
- ❖ In addressing requests for classroom observation, the administration will consider its responsibility to avoid disruption to the learning environment.
- ❖ Requests to observe a class must be granted by the principal. Visits will be limited to one (1) hour.
- ❖ Visitors are expected to follow school rules.
- ❖ **Visitors should not initiate conversations with students, the teacher or otherwise interrupt normal activities.** Any questions should be addressed after the class, outside the classroom, to the teacher and /or administrator.
- ❖ Audio taping, videotaping or photographing of classroom activities by third parties is disruptive to the educational process and will NOT be allowed.
- ❖ Any person violating any of these guidelines may be asked to leave the school premises.
- ❖ The administration is authorized to file a trespassing complaint with the Manchester Police Department, when applicable.

## **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**

### **Seasonal Sharing**

In an effort to increase understanding and compassion for others, Buckley students participate in seasonal sharing activities. A committee organizes Buckley's contribution to the Manchester Area Council of Churches' (**MACC**) Food Drive and the "Adopt a Family" program. Each grade adopts a family and students make donations of clothes and toys. Parent volunteers are needed in November to assist with food collection and in December to wrap gifts donated by the students.

### **Teacher Appreciation 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, typically held in the spring, 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.

### **Fine Arts**

The Buckley PTA allocates money every year to fine arts. In the past, Fine Arts committee members have chosen programs such as *Slim Goodbody*, *How the Body Works*, *The Magic of Science*, *Hats Off To Reading*, and storytelling. The Manchester Schools' Fine Arts Program is funded by the Board of Education and the town-wide PTA. This committee usually brings one big performance to each of the elementary schools in town. The town-wide Fine Arts committee members choose this program.

### **Spring Festival**

The Buckley Spring Festival, an afternoon of poetry, song and dance, is coordinated by the music teacher. Children are given the opportunity to participate with their classmates as the gymnasium comes alive with dancing and singing children. Parents are invited to attend the event. Parent volunteers are needed to assist in making flower wreaths for the 3rd-5th grade girls. Additional help is needed for setup on the day of the festival.

## **WAYS AND MEANS**

### **Corporate Donations**

Buckley School participates in various programs in which corporations provide "rebates" or equipment to the school.

- **Big Y Education Express:** Buckley receives points throughout the school year from the Big Y Express card members who have registered Buckley as their designated school. Points are utilized to buy school equipment.
- **Box Tops For Education:** Buckley receives \$ .10 for every General Mills “Box Tops For Education” top that is collected. Collection boxes are located at the school.

### **Wrapping Paper Drive**

Buckley’s most successful fund raising event is held in the fall. This is an opportunity for friends and family to place orders for gift-wrap and candies. Parent volunteers are needed to collate orders and to distribute orders to students.

## **SCHOOL TRADITIONS**

### **Awards**

Each year, awards are given to 5<sup>th</sup> 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 5<sup>th</sup> 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, 5<sup>th</sup> graders take a class trip to Holiday Hills Resort. 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 and tour the school.

### **PTA Pot Luck Dinner**

A Pot Luck dinner is held at the last PTA meeting. All PTA members and Buckley staff are invited to attend. This is an excellent way to make new friends and become more familiar with Buckley Staff members.

### **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 5<sup>th</sup> 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.

\*\*Buckley's playground has been dedicated to Ramona LaFrance, a Buckley parent and PTA member. The dedication was made to recognize Ramona LaFrance's fundraising efforts and commitment to overseeing the rebuilding of Buckley's playground.

## **ADDITIONAL VOLUNTEER OPPORTUNITIES**

### **Classroom Volunteers**

Numerous volunteers are needed to provide assistance to teachers both in and out of the classroom. Volunteers can assist weekly, bi-weekly, monthly or occasionally for a variety of needs. The following are a few ways in which volunteers may be utilized; supporting the teacher with individual and small group work, clerical assistance (bulletin boards, copying, cutting, collating), chaperone a field trip, bake for a class function, special projects or to share personal talents. Please contact your child's teacher if you are interested.

### **Library Volunteers**

Many volunteers are needed for one hour, 1-2 times per month, to assist students in finding and checking out materials, carding and re-shelving books. The librarians will gladly assist and train volunteers. This is a great way to help our school and to get to know the students.

### **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

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 Hours  
Grades K-5: 8:50 a.m. - 1:17 p.m.

**IMPORTANT PHONE Numbers**

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

### **Student Safety and Security Measures**

At times, it is necessary for the administration to take extra measures to ensure the safety of our students and employees. The administration may do this periodically with no advanced notice. Some of these measures include using police directed sniffer dogs, and the use of breathalyzers and metal detector wands. These measures are simply additional administrative tools to ensure safety and compliance with the law in our schools without intruding into the legitimate privacy interests of students. Connecticut and federal laws, and Board policy #5145.2 (Search and Seizure) allow school administrators to implement any of these procedures.

## **Appendix F: Acceptable Use of Technology**

In recognition of the potential for improper use of the Internet in the educational setting, the Manchester Board of Education requires that students who use the Internet comply with the following policies, and any other usage guidelines promulgated by the administration:

1. The use of the Internet is a privilege. As the owner of both the available hardware and software, the Manchester Public Schools may withhold this privilege. Failure to adhere to the established guidelines may result in the loss of Internet access, disciplinary action and/or referral to legal authorities.
2. Use of the Internet must be in support of education and research consistent with the educational goals and objective of the Manchester Public Schools.
3. E mail may be used for educational or administrative purposes. E-mail is not private. Those who operate the system have access to all e-mail which may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.
4. Users must not reveal personal information about themselves or others, including, but not limited to, the following: home address, telephone numbers, password, social security number or credit card number.
5. Users will comply with all state, federal and local laws, including, but not limited to, copyright laws and laws prohibiting harassment by computer.
6. Users must not interfere with others' work or with the performance of the computers, both hardware and software. Prohibited actions include, but are not limited to, the following: attempting to illicitly obtain or use passwords or screen names, entering closed areas of the network, introducing computer viruses or committing acts of vandalism, and/or any attempt to harm or destroy data of another user.
7. Users may not establish any official representation of the school or school district (e.g., Internet home page) without obtaining prior approval of school administration.
8. Each user will abide by the generally accepted rules of etiquette and applicable school policies.

To ensure that only authorized students who understand the bounds of permitted use will have access to the Internet, Manchester Public Schools must obtain the written permission of a student's parent or legal guardian before the student may access the Internet, unless the student is 18 or older.

The Board of Education's complete policy on the Acceptable Use of Technology is available on the Manchester Public Schools website under Board of Education policies or access through the following URL: <http://boe.townofmanchester.org/Policies/6000/6141.321.htm>

## **Appendix G: Other Important Board of Education Policies**

Other Board of Education Policies listed below are available on the website of the Manchester Public Schools under Board of Education policies or accessible through the URL listed below:

Student Records Policy #5125

URL: <http://boe.townofmanchester.org/Policies/5000/5125.htm>

Student Privacy Policy #5123

URL: <http://boe.townofmanchester.org/Policies/5000/5125.pdf>

School Wellness Policy #5141.4

URL: <http://boe.townofmanchester.org/Policies/5000/5141.4.pdf>

Search and Seizure Policy #5145.2

URL: <http://boe.townofmanchester.org/Policies/5000/5145.2.pdf>

Food Allergy Management Plan and Guidelines

URL: [http://boe.townofmanchester.org/Polcies/departments/health/files/Managing\\_Student\\_Food\\_Allergies.pdf](http://boe.townofmanchester.org/Polcies/departments/health/files/Managing_Student_Food_Allergies.pdf)

Note: Residents who do not have access to the Internet at home have access to the Internet at the Manchester Public Library. In addition, Board of Education policies are available in each school's office.

## **Appendix A: Bullying Policy – Safe School Climate Plan**

The Manchester Board of Education is committed to creating and maintaining an educational environment free from bullying, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

Public Act 11-232, *An Act Concerning the Strengthening of School Bullying Laws*  
Conn. Gen. Stat. § 10-222d  
Conn. Gen. Stat. §§ 10-233a through 10-233f  
Connecticut State Department of Education Circular Letter C-8,  
Series 2008-2009 (March 16, 2009)  
Public Act No. 08-160

Adopted: June 27, 2003  
Revised: December 18, 2006  
Revised: June 11, 2007  
Revised: February 23, 2009  
Revised: November 28, 2011  
Revised: January 23, 2012

## **Bullying Policy – Safe School Climate Plan Administrative Regulations**

The Manchester Board of Education has the responsibility to create and maintain a school environment free from bullying, harassment and discrimination. Safe School Climate Plan represents a comprehensive approach to promoting a school climate in which bullying is not tolerated by students and school employees.

### **I. Prohibition Against Bullying and Retaliation**

- A. The Board prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education.
- B. The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school.
- C. The Board also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying.
- D. Students who engage in bullying behavior in violation of Board Policy and the Safe School Climate Plan will be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

### **II. Definition of Bullying**

- A. **“Bullying”** means the repeated use by one or more members of the school community of a written, verbal or electronic communication, such as cyber-bullying, or a physical act or gesture directed at another student attending school in the same district that:
  - 1. causes physical or emotional harm to such student or damage to such student’s property;
  - 2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
  - 3. creates a hostile environment at school for such student;
  - 4. infringes on the rights of such student at school; or
  - 5. substantially disrupts the education process or the orderly operation of a school.

**Safe School Climate Plan (continued page 2)**

- B. Bullying includes, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

**III. Other Definitions**

- A. **"Cyber-bullying"** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
- B. **"Electronic communication"** means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system;
- C. **"Hostile environment"** means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;
- D. **"Mobile electronic device"** means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted;
- E. **"Outside of the school setting"** means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education;
- F. **"Prevention and intervention strategy"** may include, but is not limited to, (1) implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education, (2) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts, (3) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur, (4) inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school, (5) individual interventions with the student found to be engaged in bullying behavior, parents and school employees, and interventions with the

student who experienced the bullying, parents and school employees, (6) school-wide training related to safe school climate, (7) student peer training, education and support, and (8) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.

- G. **"School climate"** means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.
- H. **"School employee"** means (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.
- I. **"School-Sponsored Activity"** means any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

#### **IV. Leadership and Administrative Responsibilities**

##### **A. Safe School Climate Coordinator**

The Manchester Board of Education directs the Superintendent to appoint a District Safe School Climate Coordinator. The Coordinator will:

1. be responsible for implementing the district's Safe School Climate Plan;
2. collaborate with Safe School Climate Specialists, the Board, and the Superintendent to prevent, identify and respond to bullying in district schools;
3. provide data and information, in collaboration with the Superintendent, to the Department of Education regarding bullying;
4. meet with Safe School Climate Specialists at least twice during the school year to discuss issues relating to bullying in the school district and to make recommendations concerning amendments to the district's Plan.

##### **B. Safe School Climate Specialist**

For the school year commencing July 1, 2012, and each school year thereafter, the principal of each school (or principal's designee) will serve as the Safe School Climate Specialist. The Safe School Climate Specialist will investigate or supervise the investigation of reported acts of bullying and act as the primary

school official responsible for preventing, identifying and responding to reports of bullying in the school.

## **V. Development and Review of Safe School Climate Plan**

- A. For the school year commencing July 1, 2012 and each school year thereafter, the Principal of each school will establish a committee in the school to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying in the school. Such committee will include at least one parent/guardian of a student enrolled in the school, as appointed by the school principal.
- B. This committee will: 1) receive copies of completed reports following bullying investigations; 2) identify and address patterns of bullying among students in the school; 3) review and amend school policies relating to bullying; 4) review and make recommendations to the Coordinator regarding the Safe School Climate Plan based on issues and experiences specific to the school; 5) educate students, school employees and parents/guardians on issues relating to bullying; 6) collaborate with the Coordinator in the collection of data regarding bullying; and 7) perform any other duties as determined by the principal that are related to the prevention, identification and response to school bullying.
- C. Any parent/guardian serving as a member of the Committee will not participate in any activities that may compromise the confidentiality of any student, including receiving copies of investigation reports, or identifying or addressing patterns of bullying among students in the school.
- D. The School Climate Plan will be available on the district's and each school's web site, all student handbooks, and any school publications that include the rules, procedures, and standards of conduct s
- E. The Manchester Public Schools district trainers are responsible for training all staff pursuant to the safe school climate plan.

## **VI. Procedures for Reporting and Investigating Complaints of Bullying**

- A. Parents (or guardians of students) must file written reports of bullying. A form will be available in the school's office to report a bullying complaint. Written reports of bullying will include the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. The building principal will receive such reports and forward them to the Safe School Climate Specialist for review and actions consistent with the Plan.
- B. Students may make written anonymous reports of bullying. Anonymous complaints must be made to any school professional employee. If the student requests anonymity when making a report, the Safe School Climate Specialist will meet with the student to review the request for anonymity and discuss the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action. Anonymous complaints will be reviewed

and reasonable action will be taken to address the complaint. The Safe School Climate Specialist will not disclose the source of the complaint, and any disclosure must be consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action will be taken solely on the basis of an anonymous complaint.

- C. School employees who witness acts of bullying or receive reports of bullying will orally notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, no later than one (1) school day after such school employee witnesses or receives a report of bullying. The school employee will then file a written report with the Safe School Climate Facilitator no later than two (2) school days after making such oral report.
- D. The Safe School Specialist will be responsible for reviewing any anonymous reports of bullying and will investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports. In order to allow the school to investigate all complaints adequately the parent of the student suspected of being bullied must provide written consent to permit the release of that student's name to those third parties that the Safe School Climate Specialist contacts as part of the investigation.
- E. In investigating reports of bullying, the Safe School Climate Specialist will consider all available information known, including the nature of the allegations and the ages of the students involved, interview witnesses, as necessary, reminding the alleged perpetrator and other parties that retaliation is strictly prohibited and will result in disciplinary action.

## **VII. Responding to Verified Acts of Bullying**

- A. If acts of bullying are verified following the investigation, the Safe School Climate Specialist will:
  - 1. Notify the parents or guardians of the students against whom such acts were directed as well as the parents or guardians of the students who commit such acts of bullying of the finding not later than forty-eight hours after the investigation is completed. This notification will include a description of the school's response to the acts of bullying and be consistent with the statutory privacy rights of students, including the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, or personally identifiable information about a student may not be disclosed except as provided by law.
  - 2. Invite the parents or guardians of the student who commits any verified act of bullying and the parents or guardian of the student against whom such act was directed to a meeting to communicate the measures being taken by the school to ensure the safety of the student/victim and to prevent further acts of bullying. The invitation must include a description of the school's response to such acts, along with consequences, as appropriate. At the discretion of the Safe School Climate Specialist and with written consent of the parents/guardians involved, the meeting(s) may be held jointly.

3. Develop a student safety support plan for any student against whom an act of bullying was directed. Such support plan will include safety measures to protect against further acts of bullying.
  4. Develop a case-by-case intervention plan to address repeated incidents of bullying against single individual or recurrently perpetrated bullying incidents by the same individual, which may include counseling and discipline.
  5. Coordinate an investigation with other appropriate district personnel if the bullying complaint raises concern about discrimination or harassment on the basis of a legally protected classification (such as race, religion, color, national origin, sex, sexual orientation, age or disability).
- B. If the principal reasonably believes that any act of bullying constitutes a criminal offense, he/she will notify the Manchester Police Department.

#### **VIII. Documentation and Maintenance of Log**

- A. Each school will maintain written complaints of bullying, along with supporting documentation received and/or created as a result of bullying investigations, consistent with the Board's obligations under state and federal law. Any educational record containing personally identifiable student information pertaining to an individual student shall be maintained in a confidential manner, and shall not be disclosed to third parties without prior written consent of a parent, guardian or eligible student, except as permitted under Board policy and state and federal law.
- B. The principal of each school will maintain a tally of each verified act of bullying in the school and this list will be available for public inspection upon request. The list will not identify any of these particulars of each verified act, including, but not limited to any personally identifiable student information.
- C. The principal will annually report the number of verified acts of bullying in the school to the Department of Education in such manner as prescribed by the Commissioner of Education.

#### **IX. Other Prevention and Intervention Strategies**

- A. To protect students from further acts of bullying, the school administration will develop a written intervention plan to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual.
- B. Prevention and intervention strategies may include non-disciplinary and disciplinary responses to enforce the Board's prohibition against bullying.
  1. Non-disciplinary interventions may include:

- a. counseling;
- b. increased monitoring and supervision of students;
- c. peer mediation;
- d. positive behavioral interventions and support systems to create a safe and positive school climate;
- e. rules and consequences designed to prevent bullying behavior;
- f. adequate adult supervision in specific areas where bullying is likely to occur;
- g. grade appropriate bullying prevention curriculum for all grades;
- h. intervention strategies with the perpetrator, the perpetrator's parents and school staff; and interventions with the bullied student, parents, and school staff;
- i. staff training related to a safe school climate;
- j. student peer training, education, and support;
- k. promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions;
- l. planned professional development programs addressing prevention and intervention strategies, which training may include school violence prevention, conflict resolution and prevention of bullying, with a focus in evidence based practices concerning same;
- m. modeling by teachers of positive, respectful, and supportive behavior toward students;
- n. creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- o. employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere;

## 2. Disciplinary interventions

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences consistent with the Board's discipline policy. No disciplinary action will be taken based solely on anonymous complaints

## 3. Other Prevention and Intervention Strategies

Administrators, teachers and other professional employees will educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior.

Administrators, teachers and other professional employees will intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, harassing, humiliating or intimidating another student, even if such conduct does not meet the formal definition of "bullying."

**X. Annual Notice and Training**

- A. The principal will annually provide students, parents or guardians of students the process by which students may make reports of bullying.
- B. At the beginning of each school year, the Superintendent will provide all employees with a written or electronic copy of the school district's safe school climate plan.

All school employees will annually receive training on the identification, prevention and response to bullying as required by law.

**XI. School Climate Assessments**

On and after July 1, 2012, and biennially thereafter, the Board requires each school in the district to complete an assessment using the school climate assessment instruments disseminated by the Department of Education. The Superintendent's Office will collect the school climate assessments for each school in the district and submit such assessments to the Department of Education.

School principals will annually include, within their school improvement plans, strategies to improve the quality of school climate based on assessments of school climate, and behavioral data including but not limited to behavior that may constitute or lead to bullying or harassment.

**MANCHESTER PUBLIC SCHOOLS  
REPORT OF BULLYING FORM/INVESTIGATION SUMMARY**

**School** \_\_\_\_\_ **Date** \_\_\_\_\_

**Location(s)** \_\_\_\_\_

**Reporter Information:**

Anonymous student report \_\_\_\_\_

Staff Member report \_\_\_\_\_ Name \_\_\_\_\_

Parent/Guardian report \_\_\_\_\_ Name \_\_\_\_\_

Student report \_\_\_\_\_ Name \_\_\_\_\_

**Student Reported as Committing Act:** \_\_\_\_\_

**Student Reported as Victim:** \_\_\_\_\_

**Description of Alleged Act(s):** \_\_\_\_\_

\_\_\_\_\_

**Time and Place:** \_\_\_\_\_

**Names of Potential Witnesses:** \_\_\_\_\_

\_\_\_\_\_

---

**For Staff Use Only:**

**Action of Reporter:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Administrative Investigation Notes (use separate sheet if necessary):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Bullying Verified?**      Yes \_\_\_\_\_      No \_\_\_\_\_

**Remedial Action(s) Taken:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MANCHESTER PUBLIC SCHOOLS**

**REPORT OF BULLYING FORM/INVESTIGATION SUMMARY**

**If Bullying Verified, Report Sent to Parents of Students.**

**Parents' Names:** \_\_\_\_\_ **Date Sent:** \_\_\_\_\_

**(Attach bullying complaint, witness statements, and notification to parents of students involved if bullying is verified)**



**GREEN CLEANING PROGRAM  
IN SCHOOLS  
(CT PUBLIC ACT 09-81)**

The State of Connecticut is requiring that each local and regional board of education implement a green cleaning program for all school buildings and facilities in its district.

Manchester Public Schools is committed to the implementation of this law by providing the staff and, upon request, the parents and guardians of each child enrolled in each school with a written statement of the school district's green cleaning program as well as making it available on its web site annually. The policy will also be distributed to new staff hired during the school year and to parents or guardians of students transferring in during the school year.

1. Green cleaning program means the procurement and proper use of environmentally preferable cleaning products as defined by the Department of Administrative Services (DAS) for all state owned buildings, schools and facilities. DAS currently requires that environmentally preferable cleaning products be independently certified by one of two third party certified organizations: *Green Seal or Eco Logo*
2. By July 1, 2011 and thereafter no person shall use a cleaning product in a public school unless it meets the DAS standard.
3. The types of cleaning products covered in this legislation include: general purpose, bathroom, and glass cleaners, floor strippers and finishes, hand cleaners and soaps. The preferred green cleaning products used by this school district are listed on attachment "A"
4. Disinfectants, disinfectant cleaners, sanitizers or antimicrobial products regulated by the federal insecticide, fungicide and rodenticide act are not covered by this law.

The following statement will be part of this school districts program as stated in the new law;

**"NO PARENT, GUARDIAN, TEACHER OR STAFF MEMBER MAY BRING INTO THE SCHOOL FACILITY ANY CONSUMER PRODUCT WHICH IS INTENDED TO CLEAN, DEODORIZE, SANITIZE OR DISINFECT"**

**The implementation of this program requires the support and cooperation of everyone including administrators, faculty, staff, parents, guardians and facilities staff.**

**Any questions concerning the program can be directed to:**

**David Grande, Custodial Supervisor**

**860 647-5086**

October 11, 2012

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**ATTACHMENT “A”  
GREEN PRODUCT LISTING**

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This chart lists the types, names and manufacturers of the green products used by this school district as well as the location/area of application and the schedule of when each is used.

<b>PRODUCT/ TYPE</b>	<b>NAME</b>	<b>MANUFACTURER</b>	<b>LOCATION/ AREA</b>	<b>FREQUENCY/ SCHEDULE</b>
Floor cleaner “Green Seal”	True 7	Buckeye Fast Draw	Hallways, Classrooms, Lobby	“D” or as needed
Heavy Duty Cleaner/ Degreaser “Green Seal”	RAM	Buckeye Fast Draw	Kitchen Floors, Floor Scrubbing	“D”
General Purpose Cleaner “Green Seal”	Mar- auder	Buckeye Fast Draw	Restrooms Fixtures, Mirrors, Glass, General Cleaner, Carpet Spotter	“D” or as needed
Floor Wax “Green Seal”	Aspire	National Chemical Laboratories, Inc.	Floor Finish as of 12/31/10	“A”
Floor Stripper “Green Seal”	Green Impact	NCL	Floor Stripper as of 12/31/10	“A”

**Frequency/Schedule:**

D = Daily

W = Weekly

M = Monthly

SA = Semi annually

A = Annually

# MANCHESTER PUBLIC SCHOOLS

## NON-DISCRIMINATION STATEMENT

Manchester Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons. Manchester Public Schools does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Manchester Public Schools does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding Manchester Public School's nondiscrimination policies should be directed to:

Terri Smith, Human Resources Specialist/Title IX Coordinator  
Manchester Public Schools  
45 North School Street  
Manchester, CT 06042  
860-647-3595

Shelly Matfess, Director of Pupil Personnel Services  
Section 504 Co-Coordinator  
Manchester Public Schools  
45 North School Street  
Manchester, CT 06042  
860-647-3452

or

Suzanne Valade, Coordinator of School Health Services  
Section 504 Co-Coordinator  
Manchester Public Schools  
45 North School Street  
Manchester, CT 06042  
860-647-3324

## **Appendix B: Statement of Non-Discrimination**

It is the policy of the Manchester Board of Education that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against in, any program, including employment, on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, past/present history of mental disorder, learning disability and/or physical disability.

The complete Board of Education policy of affirmative action and non-discrimination is available on the website of the Manchester Public Schools or accessible through the following URL:

<http://boe.townofmanchester.org/Policies/4000/4010.htm>

## **Appendix D: Sexual Harassment**

Verbal or physical conduct by another student, a teacher or other school staff relating to a student's sex which has the effect of creating an intimidating, hostile or offensive school environment, unreasonably interfering with the student's work performance, or adversely affecting the student's educational opportunities is prohibited.

Any infraction of this policy by another student or an employee of Manchester Public Schools should be reported immediately to the principal, Mrs. Patricia Brooks, the Assistant to the Superintendent for Finance and Management (860-647-3444), or Mrs. Terri Smith, the Title IX Coordinator (860-647-3595).

Any student who believes that he or she has been harassed in or out of school in violation of this policy may also file a complaint with:

- Connecticut Commission on Human Rights and Opportunities (CHRO), 21 Grand Street, Hartford, CT 06106, Telephone number (860) 541-3400 or 1-800-477-5737; TDD NUMBER (860) 655-2301);
- Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921 (Telephone Number 617-289-0111/Fax 617-289-0150/TDD 877-521-2172);
- State Title IX Coordinator/Civil Rights Compliance, CT Department of Education, Bureau of Accountability & Improvement, 165 Capitol Ave., Room 221, Hartford, CT 06106 (Telephone Number (860) 713-6752/Fax Number (860) 713-7035). Or
- The Manchester Police Department (Telephone Number (860) 645-5500/Fax Number (860) 643-2939.

The complete Board of Education policy on harassment is available on the website of the Manchester Public Schools or accessible through the following URL:  
<http://boe.townofmanchester.org/Policies/5000/5013.pdf>

## **Appendix C: Student Discipline (Suspension and Expulsion)**

Conduct which may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion) includes conduct on school grounds or at a school-sponsored activity, and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.
7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.
9. A walk-out from or sit-in within a classroom or school building or school grounds, or act that is disruptive to the education environment.
10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke)
11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
12. Possession of any ammunition for any weapon described above in paragraph 11.
13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
14. Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire.
15. Unauthorized possession, sale, distribution, use, consumption, or aiding in the procurement of tobacco, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances.
16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters,

and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.

17. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (15) above.
18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
19. Trespassing on school grounds while on out-of-school suspension or expulsion.
20. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
21. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
22. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
23. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
24. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
25. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution.
26. Possession and/or use of a cellular telephone, radio, walkman, CD player, blackberry, personal data assistant, walkie talkie or similar electronic device on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
27. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
28. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
29. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.
30. Hazing, defined as any abusive, or humiliating form of initiation into or affiliation with a group, including; any willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of another, or any willful act by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do or seriously offer, threaten, or attempt to do physical violence to another made for the purpose of committing any of the acts.
31. Bullying, defined any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, on a school bus, or at a school-sponsored activity, which acts are committed more than once against any student during the school year.
32. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.

33. Engaging in a plan to stage or create a violent situation for the purposes recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication to persons other than school officials.
34. Engaging in a plan to stage sexual activity for the purposes recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication to persons other than school officials.
35. Any action prohibited by any Federal or State law.
36. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

The Board of Education's complete policy of student discipline, including procedures related to suspension and expulsion, is available on the website of the Manchester Public School under Board of Education policies or accessible through the following URL: <http://boe.townofmanchester.org/Policies/5000/5144.pdf>



## Student Safety and Security Measures

At times, it is necessary for the administration to take extra measures to ensure the safety of our students and employees. The administration may do this periodically with no advanced notice. Some of these measures include using police directed sniffer dogs, and the use of breathalyzers and metal detector wands. These measures are simply additional administrative tools to ensure safety and compliance with the law in our schools without intruding into the legitimate privacy interests of students. Connecticut and federal laws, and Board policy #5145.2 (Search and Seizure) allow school administrators to implement any of these procedures.

The school district's policy of nondiscrimination must be prominently included in each student handbook, bulletin, catalog, booklet, announcement, brochure, student application form or other publication distributed to students, potential students, parents, and any other persons benefiting from the school district's activities and programs. The name and contact information (office address, telephone number, fax number, email address) of the Title IX Coordinator must also be included in this announcement.

### **Title IX Notice**

Title IX is a federal law which states: "No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance."

Manchester's Title IX coordinator is:

Terri Smith  
Manchester Public Schools  
45 North School Street  
Manchester, CT 06042  
Phone: 860-647-3595  
Fax: 860-647-3327

The Title IX Coordinator is responsible for monitoring the overall implementation of Title IX for the school district and coordinating the institution's compliance with Title IX in all areas covered by implementing regulations. The major responsibility is the prevention of sexual harassment and discrimination.

## **Appendix E: Truancy**

Regular and punctual school attendance in school is essential to student learning and success. The Board of Education recognizes the importance of early intervention for students exhibiting truancy behavior. A “truant” means a child age five to eighteen inclusive, who is enrolled in a public or private school and who has four unexcused absences in one month or ten unexcused absences in one year. A “habitual truant” means any such child who has 20 unexcused absences within a school year.

School personnel, will seek cooperation from parents or other persons having control of such child and assist them in remedying and preventing truancy. A meeting shall be held with the appropriate school staff and the parent/guardian (or other person having control) of the child who is truant within ten (10) school days after the child’s fourth unexcused absence in one month or tenth unexcused absence in one school year. At this meeting a plan should be developed to assist the student and their family

When the school has exhausted all its resources and the student’s attendance has not improved, then a family may be referred to the School Attendance Review Board (SARB) for a hearing. The School Attendance Review Board will make the recommendation to the Superintendent who shall file a written complaint pursuant to CSG Section 46b-149 (Family with service needs complaint) or Youth in Crisis complaint JD-JM-142 – CT for each habitual truant enrolled in the schools under his/her jurisdiction and/or in situations where the parent fails to cooperate to solve the truancy problem.

The Board of Education’s complete policy on truancy is available on the website of Manchester Public Schools under Board of Education policies or accessible through the following URL:  
<http://boe.townofmanchester.org/Policies/5000/5113.2.pdf>