

Buckley Country Day School



2008 – 2009 Parent Handbook & Family List

Office Hours

School Year

Monday - Thursday8:00 a.m. - 4:00 p.m.
Friday8:00 a.m. - 2:30 p.m.

Summer

Monday - Thursday9:00 a.m. - 3:00 p.m.
Friday9:00 a.m. - 2:00 p.m.

Main School Telephone Number

516-627-1910

After Hours Emergency Telephone Number

516-965-2339

After Hour Phone Extensions

Dr. Jean-Marc Juhel, Headmaster	1
Elizabeth Lyons, Assistant Headmaster, Head of Lower School	5
Rose Wong, Assistant Headmaster, Head of Upper School	6
Ann Duffy, Director of Admissions and Financial Aid	2
Director of Development	4
Patricia Larsen, Business Manager	3
Maureen Miseo, Headmaster's Assistant	104
Athletic Department	162
Nurse's Office	124
Library	123
Barbara McCloskey, Alumni Coordinator	194
Summer Camp	516-365-7760

All teachers have extensions listed in this handbook (p. 7-8).

School Hours for the 2007-2008 School Year

Toddler – morning sessions...10:00 a.m. to 12:00 noon, Monday – Friday
– afternoon sessions..1:00 p.m. to 3:00 p.m., Mon., Tues., and Thurs.
Nursery8:25 a.m. to 12:00 noon, Monday – Friday
Pre-kindergarten.....8:25 a.m. to 1:30 p.m., Monday – Thursday
8:25 a.m. to 12:00 noon, Friday
Kindergarten - Grade 6.....8:25 a.m. to 3:00 p.m., Monday - Thursday
Grades 7 and 8.....8:25 a.m. to 4:00 p.m., Monday – Thursday
Kindergarten - Grade 8.....8:25 a.m. to 2:00 p.m., Friday

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September 2008

Dear Buckley Families,

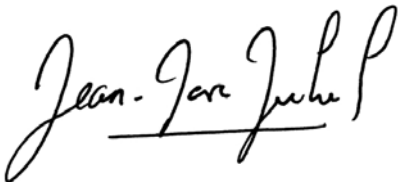
Welcome to a new year at Buckley! This handbook is designed to guide families through their lives at Buckley Country Day School. Please read it carefully as it contains all the information you will need to make your experience and that of your child productive and enjoyable. Good communication and a thorough understanding of our policies will ensure the success of our partnership.

The Parent Handbook delineates the school's mission, our policies and expectations, our academic and extra-curricular programs, and our traditions. When joining our community, all families are expected to adhere to the letter and spirit of our policies.

If you need clarification about any part of the handbook, I encourage you to contact the appropriate administrator or me.

I am looking forward to another wonderful year at Buckley.

Sincerely,

A handwritten signature in black ink that reads "Jean-Marc Juhel". The signature is written in a cursive style with a horizontal line underlining the name.

Jean-Marc Juhel, Ph. D.
Headmaster

Buckley Country Day School

Mission, Philosophy, and Core Values

Mission

Buckley Country Day School is an independent, coeducational day school providing a superior elementary education to an intellectually capable and diverse student body. Buckley provides the foundation that enables our students to achieve their full potential and excel as educated, ethical, and self-confident individuals. Our graduates are well prepared for entry into, and success in, secondary schools and beyond.

Philosophy

Buckley is committed to providing a rigorous, classical education that focuses on scholastic achievement. Emphasis is placed on core skills in reading, writing, and mathematics, using a broad repertoire of teaching techniques and technologies. These skills are enhanced by their integration throughout the curriculum. Our faculty creates experiences that foster critical thinking, problem solving, and collaboration.

Buckley's educational philosophy is centered on intellectual, physical, and artistic development. Buckley's size and low student-teacher ratio enable our exceptional faculty to maximize individual attention. Our nurturing, family-oriented environment brings out the joy of learning in each child.

Core Values

Buckley believes in fostering integrity, hard work, kindness, personal and social responsibility, and mutual respect in all our students. We embrace diversity. We honor our school's long-standing traditions.

***“Opening the eyes and awakening the mind. . .
that is the essence of education.”***

B. Lord Buckley

A Brief History of Buckley Country Day School

In the Parish House of All Saints Episcopal Church in Great Neck, twenty-three students gathered for their first classes. In September 1923, Buckley Country Day School opened its doors. This was the first step in fulfilling the vision of the five founders to create the first independent, non-sectarian, primary school in the area.

It was the wife of one of the founders who took the initiative to bring the dream to reality. Mrs. Morgan Grace donated ten acres of land in Great Neck for the school's first site and raised \$50,000 from among her friends for the first building.

The first headmaster of the new-born school was Mr. Donald Goodrich. A graduate of Williams College, with a Masters degree from Harvard University and two years of teaching experience at The Lawrenceville School, he was only twenty-five years old.

For advice on faculty and curriculum, the founders turned to the foremost educator of the day: B. Lord Buckley. Education was his life's mission. The young headmaster depended heavily on Mr. Buckley's guidance, which that remarkable gentleman gave without stint. When, a few years later, the trustees tried to compensate him, Mr. Buckley endorsed the check and returned it to be used for the library.

By 1925, the school was flourishing. Enrollment had grown to seventy-three, necessitating the addition of two wings with three classrooms, a lunchroom, a gymnasium-auditorium, and boys' and girls' locker rooms. Two more playing fields were developed.

Frank R. Page and then Dr. Richard Knowles followed Donald Goodrich as headmasters. When Knowles left in 1935 to become headmaster of the William Penn Charter School in Philadelphia, he was succeeded by James W. Hubball, later headmaster of The Buckley School. Walter Wyeth became headmaster in 1940, but was called away two years later into the Navy. A. Cameron Mann then assumed leadership of the school and presided over the move from Great Neck to the school's present location on what was the Frederick Lunning estate.

In 1959, Mann left to become headmaster of the Masters School. Important physical growth of the school occurred under the headship of Jackson Bird, who led the School for the next twelve years. Edward P. Oviatt was head for two years, followed by Sterling P. Miller from 1973 to 1980, Richard G. Broughton from 1980 to 1988, and Thomas J. Reid from 1988 to 2002. Jean-Marc Juhel was appointed Buckley's twelfth headmaster in 2002.

The Board of Trustees:

The Board of Trustees of an independent school establishes policy and assesses institutional performance in accordance with the school's mission. The Board of Trustees is responsible for the academic and financial health of the institution, the selection of the headmaster, the physical plant, and long-range planning, holding in trust the school's present and its future.

Trustees take an active role in supporting the school and the headmaster. Possessing a clear understanding and commitment to independent education, Trustees make decisions for the present and future of the entire school.

The Committee on Trustees of the Board proposes candidates for trusteeship of Buckley Country Day School after thorough examination of the needs of the School and the Board. The Committee on Trustees is responsible for incorporating a wide diversity of people and talents. Among vocations and areas of expertise that contribute to the overall strength of the Board are: business, legal and professional skills; communication, marketing and fund-raising experience; investment management; education and community involvement. Each Trustee candidate must demonstrate commitment and service to the institution.

Trustees are elected at an annual meeting, held in May, for a term of three years and may serve consecutive terms in accordance with the by-laws of Buckley Country Day School. The Board of Trustees meets regularly during the school year.

2008 - 2009 Board of Trustees

Officers:

William J. Arnone	Chairman
Sean T. Collins	Vice-Chairman
Karli E. F. Hagedorn ('74)	Vice-Chairman
Robert E. Moore	Vice-Chairman
Melissa M. Murphy	Vice-Chairman
Elaine Phillips	Vice-Chairman
G. Robert Gage	Secretary
Laurence Denihan	Treasurer

Members:

Ahmed Bendary	Lilyan Muran
Hon. Stephen J. Bogacz	Cynthia W. Naughton
Eric Bruenner ('63)	Rev. Patrick H. O'Connor
Paul Cuneo	Lon E. Otremba
Eric Deutsch	Linda Powers
Richard Fong	George Simeone
Jean-Marc Juhel, Ph.D. (ex officio)	Fitzgerald Ventura
Tanya Bastianich Manuali, Ph.D.	John Vissicchio

2008 - 2009 Faculty and Staff:

<u>Name</u>	<u>Position</u>	<u>Room</u>	<u>Phone</u>
Ana Agon	Assistant Director of Admissions for Marketing	102	108
Doug Bartlett	Summer Program Director/PGD Teacher Upper School Dean of Students	Camp Office Rm. 158	116
Laura Becker	Assistant to Business Manager	Business Office Rm. 208	111
Angela Benevento	Reading Specialist	109	120
Debbie Berg	School Secretary	Front Lobby	100
Brian Boyle	Physical Education Teacher, 7 th Grade Advisor	159	163
Bettianne Carioscia	Nursery Assistant	145	140
Peter Carioscia	Drama Teacher 5 – 8, 6 th Grade Advisor	210	149
Christine Cook	Nursery Teacher	131	112
Joanna Cooper	Third Grade Teacher	122	133
Nathalie Coulon	French Teacher PK - 6	203	144
John Crehan	Maintenance Staff	Maintenance Office	118
Carolyn Cross	First Grade Teacher	133	136
Colleen Crowley	Assistant to Business Manager	Business Office Rm. 208	103
Jennifer Demopoulos	Art Teacher	134	135
Ann Duffy	Director of Admissions and Financial Aid	104	117
Luis Escobar	Kitchen Staff	112	131
Denise Ferreri	Assistant to Summer Program Director	156	107
Susan Florendo	Toddler/First Grade Assistant	HLLC - Toddler Rm.	187
Melissa Frey	Pre-Kindergarten Assistant	HLLC - PreK Room	186
Susan Goldman	Pre-Kindergarten Teacher	140	138
Ellen Grogan	Kindergarten Assistant	142	139
Leslie Gulbransen	Technology Coordinator	Computer Lab	166
Mercer Hall	History Teacher 7 – 8, 7 th Grade Advisor	153	158
Julie Harris	Kindergarten Teacher	143	139
Annette Hebel	Reading Specialist	109	120
Pedro Hernandez	Kitchen Staff	112	131
Sheena Hulin	Spanish Teacher	155	190
Hillary Janik	First Grade Teacher	132	136
Christine Jenne	Athletic Director/Physical Education Teacher, 7 th Grade Advisor	159	162
Tiffany Jordan	Development Coordinator	119	129
Jean-Marc Juhel	Headmaster	Head's Office Rm. 106	119
Joan Kane	Nursery Teacher	145	140
Mirek Kmenta	Head of Maintenance	Maintenance Office	118
Pam Knell	Pre-K Teacher/Extended Day Coordinator	141	138
Lynn Knox	Fourth Grade Teacher	201	142
Donna Kocis	Summer Program Office Manager	156	102
Patricia Larsen	Business Manager	206	101
Elizabeth Lyons	Lower School Head	108	121
Susan LoPresti	Kindergarten Teacher	142	139

Fran Makowenskyj	Kitchen Staff	112	131
Robert Marks	Chef	112, 113	131
Barbara McCloskey	Alumni Coordinator	119	193
Anne McGivney	Nursery Teacher	144	140
Kerry McKibbins	Permanent Substitute Teacher	Archive Room	196s
Natalie Melnick	School Secretary	Main Office	174
Maureen Miseo	Head's Administrative Assistant	107	104
Noel Morales	Maintenance Staff	Maintenance Office	118
Geraldine O'Kane	Nursery Assistant	144	140
Katherine Page	School Nurse	136, 137	124
Brian Parker	Music Teacher – Nursery, PK, K, 4 – 8, 6 th Grade Advisor	209	150
Lauren Patterson	Enrichment/Science 1-3/History 5 Teacher	HLLC - Enrichment Rm.	188
Amy Perry	English Teacher 7 – 8, 8 th Grade Advisor	219	164
Roger Persaud	Science Teacher 7 – 8, 8 th Grade Advisor	222	167
Lori Poletti	Technology Coordinator	Computer Room	166
Denise Powers	Fourth Grade Teacher	202	143
Jessica Raffaele	Second Grade Teacher	123	134
Deo Ramdawar	Maintenance Staff	Maintenance Office	118
Susan Reilly	Pre-Kindergarten Teacher	HLLC - PreK Room	186
Jean Rezin	Pre-Kindergarten Assistant	141	138
Rita Robinson	Pre-Kindergarten Assistant	140	138
Patricia Rolls	Physical Education Teacher, 8 th Grade Advisor	159	162
Dahlia Rosen	French Teacher 6 – 8, 6 th Grade Advisor	154	159
Stefani Rosenthal	Second Grade Teacher	124	134
Patricia Rowland	Music Teacher 1 - 3	209	150
Nuria Rubert	Math Teacher 7 – 8, 8 th Grade Advisor	221	165
Patricia Russac	Director of HLLC/History Teacher 6, 7 th Grade Advisor	Library	123
Mary Ellen Siegel	Science Teacher 4 – 6, 6 th Grade Advisor	127	137
Elizabeth Solosky	Latin Teacher 7 - 8	220	160
Stephanie Temple	Assistant Librarian	Library	123
Barbara Thomas	English Teacher 5 – 6, 5 th Grade Advisor	214	148
Laura Uhr	Third Grade Teacher	121	133
Charles Urick	Kitchen Staff	112	131
Melissa Vivino	School Psychologist	130	125
George Walling	Tech Support	211	180
Francine Wisnewski	Math Teacher 5 – 6, 5 th Grade Advisor	213	146
Rose Wong	Upper School Head	207	147
Roby Young	Physical Education/Woodshop Teacher	159/B1	163
Lori Zwick	Toddler Teacher	HLLC - Toddler Rm.	187

Parents' Association

The Parents' Association fosters parent involvement through a series of friendraising and fundraising events. Every Buckley parent is a member of this essential group and is encouraged to volunteer and attend regularly scheduled meetings throughout the school year.

Events and Volunteer Opportunities

Class Parents - Each grade has two class parents appointed by the headmaster. Class parents offer support to teachers in various activities throughout the year.

Gift-Wrap Sale (September - November) – Parent volunteers coordinate this student fundraiser and assist with distribution of gift-wrap to students for delivery.

Scripta Picture Day (September 24) – Parent volunteers assist the faculty coordinator and yearbook photographer with student photo shoots.

Fall Fair (October 18-19) - Buckley's annual Fall Fair is a wonderful opportunity for every family to participate in a school event. Parents and their guests officially kick off the weekend with the "Fall Fair Preview Party" on Friday night. Saturday and Sunday feature rides, games, crafts, food, and vendor booths. Although the Fair is Buckley's largest Parents' Association fundraising event, its main purpose is to build community spirit among our families.

Heritage Celebration & International Dessert Day (November 20) - The Buckley Heritage Celebration provides an interactive academic venue for students to learn about their heritage as well as that of others throughout the world. The Faculty Multicultural Committee, in conjunction with classroom teachers and the Parents' Association Heritage Celebration chairs, invites volunteers to participate in a school-wide, week-long celebration, culminating in parents preparing desserts native to their own culture.

Student Philanthropy "Mitten Tree" (December) – Parent volunteers encourage students to gather hats, scarves, mittens, and gloves to decorate a Christmas tree in the school lobby. These "ornaments" are distributed to a children's charity.

Father/Daughter Square Dance (January 9) – Volunteers assist in the evening, coordinating refreshments and sign-in.

Family Fun & Dance Night (January 23) – All students and their families come together for an opportunity to foster a strong sense of community.

Book Fair (March 30-April 2) - This week-long fund-raising event provides a wonderful opportunity to purchase books selected by the faculty and for parents to volunteer.

Mother/Son Softball Game (May 1) –Volunteers assist in the event, coordinating refreshments and sign-in.

Faculty and Staff Appreciation Day (May 12) - Each year the Parents' Association honors the faculty and staff at a luncheon. Parent volunteers assume the lunchtime duties of faculty while other volunteers serve lunch.

Volunteer Recognition Brunch (May 20) – In celebration of volunteerism at Buckley, all parent volunteers are invited to attend this event.

Faculty Room and Kitchen

Parents are asked to respect the privacy that the teachers expect in the faculty room. Please do not use that room. For safety reasons, access to the kitchen is restricted to Buckley staff.

Gifts to the Teachers

Class Parents assume the responsibility for end-of-the-school-year teacher appreciation gifts. Class collections are for end-of-the-year gifts only. When a donation is requested, it should be limited to no more than \$20 per student and should be completely voluntary. Buckley encourages moderation and discretion in gift giving.

Co-Presidents

The 2008 - 2009 Parents' Association co-presidents are Julie Rubin and Linda Toby.

Admissions

Prospective families are introduced to Buckley at Open House receptions scheduled on selected days throughout the year. Current parents and students are our best ambassadors. Parents who know of families interested in Buckley are encouraged to put them in contact with the Admissions Office to obtain further information and to schedule a tour. Buckley literature is available in the Admissions Office and at the reception desk in the lobby.

New Family Mentor Program

New Buckley families are assigned mentors who serve as additional sources of information and assist new families in their acclimation to the school.

Development

Buckley depends on every family's participation in the school's development effort. Buckley strives to have one hundred percent participation by our families.

Like most independent schools, Buckley's tuition does not cover the cost of educating each student. It is important that parents commit to the Annual Fund Drive, to capital campaigns for building projects and programs, and to endowment gifts to help ensure Buckley's future.

The Annual Fund Drive, provides a tax-deductible opportunity for parents, grandparents, alumni, faculty, and friends to support new and existing programs. Gifts and pledges to the annual fund can include cash or securities and are paid by the end of Buckley's fiscal year, on June 30. Matching gifts are often available from employers' matching gift programs.

Gifts of time, service, materials, and equipment are also needed and appreciated. There are many opportunities to volunteer through the Parents' Association and parents are encouraged to become as involved as their schedule permits. Contact the Development Office for further details at 516-627-1910 ext. 128.

Business Office

Billing

All billing is issued from the business office. Buckley Country Day School reserves the right to withhold transcripts, school records, and re-enrollment contracts until payments are made in full. Families with delinquent accounts may have their contracts terminated and their child denied attendance at school.

Re-Enrollment Contracts

Re-enrollment contracts are issued in February provided that the student is in good standing both academically and behaviorally, and that all payments due to the school have been made in full.

Buckley Country Day School believes that a positive and constructive working relationship between the school and a student's parents/guardian is essential to the fulfillment of the school's educational mission. The school accordingly reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's fulfillment of its educational purposes.

General Information

Security and Safety

The safety and security of the children and staff at Buckley is our priority. Please respect the following safety guidelines:

- respect the speed limit (5-10 mph) and the stop sign on our access road
- only park in designated areas; the front courtyard is off limits to unauthorized cars at all times except for handicapped parking
- all doors are locked after 8:30 a.m.; only access through the main door is permitted
- if parents are in the building at times other than drop-off and pick-up, they must sign in and out at the front desk
- during a fire drill, parents and visitors must exit the building and check in with the school secretary on the south field, near the playground
- do not send your child to school if you suspect that he or she might have a contagious illness and keep him or her home for 24 hours if he or she has had a temperature of 100 degrees or above; no child will be allowed to stay at school if they return sooner
- if a child is brought to his/her physician, a doctor's note is required stating the child's diagnosis, treatment, and any limitations the nurse or teachers should be aware of
- students are not allowed to bring medication to school, including over-the-counter medication.

Policy Regarding Nuts and Nut Products

Buckley Country Day School makes every attempt to provide a nut-free environment and does not allow nuts or nut products on its campus. The safety of our children is the responsibility of all, and we count on parents to strictly conform to our guidelines regarding life-threatening food allergies. In order to provide an environment safe for all children, we ask that parents adhere to the following:

- no food containing nuts or nut products, including products that are processed in a facility that also manufactures nut products, is allowed on the school premises, on trips, or at school-sponsored events off campus
- all foods purchased from a store must be accompanied by a complete listing of ingredients; products without ingredient listing (from a bakery, for example) are not allowed in school
- home-made goods must be guaranteed completely free of nuts or nut products; parents are strongly encouraged to list all ingredients in home-made goods brought to school so as to address other food allergies as well.

Transportation

Public school districts are required to provide transportation for any child in grades K-8 residing in Nassau County within fifteen (15) miles of Buckley.

Each year a transportation application will be sent to Nassau County residents in February by our school secretary. This application must be completed and forwarded to the appropriate school district **before April 1**. Please note that the deadlines are strictly enforced by the districts. **It is imperative that forms be returned to the districts by April 1 if you require transportation.**

Please call your bus company or the public school transportation office if you would like them to make a change in pick-up or delivery of your child or if, for any reason, your child is not picked up in the morning at the time designated. It is their responsibility to see that the children get to school on time.

Arrival

Please arrive on time. Classes begin at 8:25 a.m. for grades nursery through eight.

- **Bus arrival**
 - A faculty member is on duty every morning by the bus circle; children must enter the building by the doors near the kindergarten classrooms
- **Private arrival**
 - students may not be dropped off before 8:00 a.m. unless prior arrangements have been made
 - students may be dropped off privately at the bus circle where a staff member will be on duty
 - parents who need to park and bring their children into school may do so, but please be aware that parking is limited and that in the morning teachers are usually busy preparing for class
 - parking is permitted in designated areas only; it is prohibited in the front courtyard, upper school circle, and around the bus circle at all times

Punctuality

Students who arrive at school after 8:40 a.m. will not be admitted to class until they have reported to the school secretary and received a late pass. Students who arrive after 8:25 a.m. will be marked late. Tardiness is recorded on student report cards.

Attendance

Since Buckley's programs are rigorous, regular attendance by our students is essential. Please schedule doctor and dentist appointments after dismissal time, on weekends, and during vacations when school is not in session. Work missed because of an absence must be made up.

- Absence due to illness

Call the office no later than 8:30 a.m. to inform the school when your child is absent. You may leave a message on the general voicemail. Please give the reason for the absence because certain illnesses must be reported to the Department of Health.

- Emergency absence

If it is necessary to have your child excused for a day or earlier than normal, please write a note to the homeroom teacher or advisor. Students leaving school before dismissal time must be signed out with the school secretary. Students should not be sent to school with contagious illnesses, and must stay home for 24 hours if they have had a temperature of 100 degrees or above. Admittance to school after serious illness requires a medical release from the physician.

Dismissal

Students are dismissed either privately or by bus. If there are any changes in your child's normal dismissal procedure, you must notify the home room teacher **in writing**. **If the change occurs during the day, notify the school secretary as early as possible.**

Parents picking up their own children at the regular dismissal time should meet their children in Grace Commons for grades K - 2 and in the Reception Room grades 3 - 8. Parents must check their child out with the teacher in charge. No student will be dismissed privately to the parking lot. Parents or caregivers must come to pick up the child in person. Please be considerate of the teachers' time and arrive promptly for pick-up at dismissal. Students who are not picked up at dismissal time will go to the late-day study hall, and parents will be charged the normal study hall fee.

After dismissal, parents are asked not to use the school facilities, including the playgrounds, for personal use as other activities are scheduled throughout the school.

School Closings

The decision to cancel school is made by the headmaster. A prerecorded message will be sent to all parents by Saf-T-Net ALERTNOW. School closings will also be announced on the following: Channel 12 News, our website, and our telephone answering message.

The same procedure will be followed in the event that it becomes necessary to close school early.

After-School Programs

Nursery Play Group is a program that is offered five afternoons a week from 12:00 until dismissal (Monday - Thursday at 3:00 and Friday at 2:00). Children must be registered in advance for one, two, three, four, or five afternoons per trimester. There is a separate fee for this program.

Pre-Kindergarten Play Group is a program that is offered five afternoons a week from 1:30 until dismissal (Monday - Thursday at 3:00) and Friday from 12:00 to 2:00. Children must be registered in

advance for one, two, three, four, or five afternoons per trimester. There is a separate fee for this program.

Kindergarten through Grade 6 Extended Day is a program offering academics, arts, and sports that is available to students Monday through Friday. Offerings change three times a year. Children must be registered for the term to attend the classes. There is a separate fee for this program.

Late Day Study Hall is a program for students in grades one through eight wishing to do their homework or study in the library under faculty supervision. This option is available from dismissal until students are picked up, but no later than 6:00 p.m. Students must give a permission note from their parents to the school secretary in the morning. At dismissal, students must report immediately to the teacher in charge in the library. Parents must pick up their child in the library and sign the attendance sheet. There is a separate charge for this program.

Health Forms

No child may attend school until the health certificate is completed and signed by the family physician.

New students are required to have physical, visual, and dental exams. Parents of new students must fill out emergency information and immunization forms. Returning students must have an annual physical and complete the emergency information annually. A dental exam is also recommended. Completed forms should be returned to the health office no later than August 15.

Emergency Notification in Parents' Absence

Parents who expect to be away during the school year must notify the school **in writing** as to who has the authority to act on the parents' behalf.

Address and Telephone Changes - Emergency Notification

Emergency cards should be filled out completely. The school secretary must be notified promptly if any of the information changes during the school year. This will ensure that we have a current number to contact during a medical emergency or early closing.

Medication in School

If possible, please schedule medication so that it can be taken at home. If, however, medication must be administered at school, please adhere to the following:

- no medications can be administered by the school nurse unless written permission forms signed by both physician and parents have been submitted to the health office; a supply of the permission forms will be sent to you at the start of the school year
- medication **must** be in the pharmacy bottle with the prescription label on it
- medication must be brought to school by an adult; it will be kept in the health office in a locked container

Lunch and Snacks

Monday through Friday lunch is prepared at the school and served family style with a faculty member at the head of the table. Lunch is served at two seatings in the dining room with assigned seating changed periodically. Students help with serving and clearing the tables and are expected to follow rules of courtesy during the meals. Lunches are ample and allow some choice. Snacks are provided for each classroom in mid-morning. Exceptions will be made for religious or medical reasons if necessary. Students are not allowed to bring food to school.

Birthday Celebrations and Special Occasions

Children's birthdays and other holiday celebrations may be shared with classmates after arrangements are made with the child's teacher. Please understand that party plans should not interfere with class work. Nutritious snacks and drinks are recommended for class parties. **Please remember to avoid all peanut and peanut products as per the school's *Policy Regarding Nuts and Nut Products*.** Celebrations must be kept simple. Do not bring party favors or goody bags. The school asks that all private party arrangements be made outside of school. Do not bring presents to school.

Dress Code

A uniform is required for all Buckley students in kindergarten through grade eight throughout the school year. The following guidelines allow some variety but are intended to maintain a standard of dress that is conducive to learning: clean, neat, modest, well-maintained, and free of distracting or expensive competition in clothing. The respective division head will announce special occasion dress code days.

- All students are expected to be in complete uniform at all times. Students must arrive at school in uniform.
- All clothing and belongings are to be clearly marked with each student's name.
- Make-up may only be worn by eighth grade girls and should be modest in nature.
- Jewelry should be modest in nature. Dangling earrings are not permitted (small hoops and studs only). Earrings are not permitted during interscholastic athletic competitions. (This is a NY State law.)
- Neither boys nor girls may wear cargo pants or jeans. All clothes should fit properly.
- Classic-styled dress khakis or corduroy pants must be worn.
- Girls are allowed to wear classic-styled navy blue slacks.
- Belts must be appropriate (i.e. plain colors and not hanging down loosely around the body).
- All shirts must be tucked in at all times.
- Hats may not be worn in the building.
- Hair may not be dyed and must be kept at an appropriate length, neat, and clean.
- High-heeled (more than 1.5 inches) and platform shoes are not permitted.

Uniforms may be purchased through:

Flynn & O'Hara School Uniforms

1095 Dutton Road

Philadelphia, PA 19154

Toll Free Number: 800-441-4122 or Email: custserv@flynnohara.com

Buckley Dress Code for Lower School

	Sept. - Oct. and May – June	November - April	Special Occasions
Toddlers - Pre-K	<ul style="list-style-type: none"> ● Neat and comfortable play clothes ● Velcro sneakers 	<ul style="list-style-type: none"> ● Same 	<ul style="list-style-type: none"> ● Same
Kindergarten-Lower School Girls	<ul style="list-style-type: none"> ● Gordon plaid straight jumper or khaki skort ● White collared blouse or polo shirt ● Blue, black, or white socks/tights ● Belts must be appropriate, i.e. plain colors and not hanging down loosely around the body ● Permissible additional clothing is limited to a navy blazer and solid navy crewneck plain-knit pullover or cardigan sweater. 	<ul style="list-style-type: none"> ● Gordon plaid straight jumper or khaki/navy slacks ● White collared blouse, polo shirt, or turtleneck ● Blue, black, or white socks/tights ● Belts must be appropriate, i.e. plain colors and not hanging down loosely around the body ● Permissible additional clothing is limited to a navy blazer and solid navy crewneck plain-knit pullover or cardigan sweater. 	<ul style="list-style-type: none"> ● Gordon plaid straight jumper ● White collared blouse ● Blue, black, or white socks/tights ● Belts must be appropriate, i.e. plain colors and not hanging down loosely around the body ● Permissible additional clothing is limited to a navy blazer and solid navy crewneck plain-knit pullover or cardigan sweater.
Kindergarten-Lower School Boys	<ul style="list-style-type: none"> ● Khaki slacks or khaki Bermuda shorts ● White oxford or polo shirt ● Belts must be appropriate, i.e. plain colors and not hanging down loosely around the body ● Permissible additional clothing is limited to a navy blazer and solid navy crewneck plain-knit pullover or cardigan sweater. 	<ul style="list-style-type: none"> ● Khaki slacks ● White collared oxford, polo shirt, or turtleneck ● Blue, black, or white ankle socks ● Belts must be appropriate, i.e. plain colors and not hanging down loosely around the body ● Permissible additional clothing is limited to a navy blazer and solid navy crewneck plain-knit pullover or cardigan sweater. 	<ul style="list-style-type: none"> ● Khaki slacks ● White collared oxford shirt ● Blue, black, or white ankle socks ● Belts must be appropriate, i.e. plain colors and not hanging down loosely around the body ● Permissible additional clothing is limited to a navy blazer and solid navy crewneck plain-knit pullover or cardigan sweater.
K-8 Shoes	<ul style="list-style-type: none"> ● Colors: black, gray, brown, or navy blue ● Style: traditional lace, slip-on, or buckle shoes. No moccasin shoes. ● Ankle socks are required 	<ul style="list-style-type: none"> ● Winter boots may be worn to school, but students must change into uniform shoes upon arrival. No moccasin shoes. ● Ankle socks are required 	<ul style="list-style-type: none"> ● Colors: black, gray, brown, or navy blue ● Style: traditional lace, slip-on, or buckle shoes. No moccasin shoes. ● Ankle socks are required

PLEASE NOTE: In both lower and upper school, Khaki slacks cannot be cargo pants

Buckley Dress Code for Upper School

	Sept. - Oct. and May – June	November - April	Special Occasions
Upper School Girls	<ul style="list-style-type: none"> ● Gordon plaid skirt (knee length) or khaki skort (of modest length) ● White collared blouse or polo shirt ● Navy blazer ● Blue, black, or white ankle socks/tights ● Belts must be appropriate, i.e. plain colors and not hanging down loosely around the body ● Permissible additional clothing is limited to a solid navy crewneck, plain-knit pullover or cardigan sweater. 	<ul style="list-style-type: none"> ● Gordon plaid skirt (knee length) or khaki/navy slacks ● White collared blouse, polo shirt, or turtleneck ● Navy blazer ● Blue, black, or white ankle socks/tights ● Belts must be appropriate, i.e. plain colors and not hanging down loosely around the body ● Permissible additional clothing is limited to a solid navy crewneck, plain-knit pullover or cardigan sweater. 	<ul style="list-style-type: none"> ● Gordon plaid skirt (knee length). ● White collared blouse ● Navy blazer ● Blue, black, or white ankle socks/tights ● Belts must be appropriate, i.e. plain colors and not hanging down loosely around the body
Upper School Boys	<ul style="list-style-type: none"> ● Khaki slacks or khaki Bermuda shorts (worn waist high with belt) ● White oxford or polo shirt ● Navy blazer ● Blue, black, or white ankle socks ● Belts must be appropriate, i.e. plain colors and not hanging down loosely around the body ● Permissible additional clothing is limited to a solid navy crewneck, plain-knit pullover or cardigan sweater. 	<ul style="list-style-type: none"> ● Khaki slacks (worn waist high with belt) ● White collared oxford, polo shirt, or turtleneck ● Navy blazer ● Blue, black, or white ankle socks ● Belts must be appropriate, i.e. plain colors and not hanging down loosely around the body ● Permissible additional clothing is limited to a solid navy crewneck, plain-knit pullover or cardigan sweater. 	<ul style="list-style-type: none"> ● Khaki slacks (worn waist high with belt) ● White oxford shirt ● Navy blazer ● Blue, black, or white ankle socks ● Tie ● Belts must be appropriate, i.e. plain colors and not hanging down loosely around the body
K-8 Shoes	<ul style="list-style-type: none"> ● Colors: black, gray, brown, or navy blue ● Style: traditional lace, slip-on, or buckle shoes. No moccasin shoes. ● Ankle socks are required 	<ul style="list-style-type: none"> ● Winter boots may be worn to school, but students must change into uniform shoes upon arrival. No moccasin shoes. ● Ankle socks are required 	<ul style="list-style-type: none"> ● Colors: black, gray, brown, or navy blue ● Style: traditional lace, slip-on, or buckle shoes. No moccasin shoes. ● Ankle socks are required

PLEASE NOTE: In both lower and upper school, Khaki slacks cannot be cargo pants

Physical Education Uniforms

Buckley uniforms and equipment are issued to students in their physical education classes. The cost is included in tuition.

- Grades K-1 Sneakers.
- Grade 2 Sneakers, Buckley shorts, and Buckley sweat shirt and pants.
- Grades 3-4 Sneakers, white socks, Buckley shorts, Buckley reversible shirt, and Buckley sweat shirt and pants.
- Grades 5-8 All of the above, plus cleats for outdoor activities.

Students in grades two through eight will be issued the required Buckley PE uniform at no additional charge. Extra Buckley shirts, shorts, sweatshirts, and pants will be available at an additional fee.

Students on interscholastic teams in the Upper School will be given Buckley uniforms which will be worn only for games and remain the property of the school. Uniform items are passed on, from year to year, to players for the season and must be cleaned and promptly returned when the season play is completed. Students must return their team uniforms in order to participate in Field Day.

Lost and Found

Lost and found articles are stored in the hallway outside the Development Office (extension 128). On the last Friday of each month unclaimed articles will be displayed in Grace Commons. All remaining items will be donated to charity the following week. Clothing, books, and personal belongings must be clearly marked with each child's name to prevent loss.

Use of Telephone and Cell Phones

Children may not use school office phones for personal calls. Cell phones must be turned off and in backpacks or lockers during the school day. Cell phones may not be used on school property or at school sponsored activities for calling or texting. **Calling and texting are not allowed.** In case of emergency students must ask a faculty member or administrator for permission to use a cell phone to call or text. Students using cell phones during the school day will have their phones confiscated.

Use of Personal iPods, Other Music Devices, and Video Games

The use of personal iPods, other music devices, and video games is not permitted in school. Parents and students must assume full responsibility for the valuables they bring to school.

Use of Personal Cameras and Cell Phone Cameras

Buckley is committed to safeguarding the privacy of all children and adults in the school. To that end, students are not permitted to take pictures or movies of their classmates or teachers unless it is part of a school approved project.

Unsupervised Areas in the School

For safety reasons, no students are allowed in unsupervised areas of the school.

Field Trips

Field trips are arranged by classroom teachers to enrich the school curriculum. Parents are sometimes asked to join the group as chaperones. Permission slips for each trip are sent home with a letter describing the trip and additional cost, if any.

Academics

Academic Responsibilities

All work submitted to meet class requirements must be the student's own. On occasion students may be asked to work cooperatively or with their parents. If a student is uncertain about the ground rules for an assignment, he or she must get clear instructions from his or her teacher. In the preparation of all papers and all written work, students must be careful to distinguish between ideas that are their own and those that have been derived from other sources.

Students who miss school are responsible for making up the class work, homework, tests, and quizzes that they miss within a reasonable amount of time. It is the student's responsibility to get copies of class notes that they missed from another student in the class. Students who miss only the day of an assessment (a test, quiz, presentation, etc.) should expect to take the assessment as soon as they arrive to school. Students who miss an assessment because they come to school late will take the assessment when they arrive, and students who intend to depart school early, and thus miss an assessment, will take it before they leave. This policy does not apply when a student is severely ill or in the case of a family emergency, but rather to situations such as when a student oversleeps, gets caught in traffic, or has a medical appointment.

ACADEMIC HONESTY POLICY

At Buckley Country Day School, academic integrity is key to our core values and mission and is a basic expectation of all students. Academic honesty means not cheating, plagiarizing or using information unethically in any way. Outlined below is an explanation of our Academic Honesty Policy.

PART I: What are the most common forms of academic dishonesty?

A. PLAGIARISM

Plagiarism is when an individual uses another person's ideas, expressions or writing as if they were his/her own. This also includes using graphs, drawings, pictures and sound taken from another source such as the Internet.

- i. Copying verbatim – This is the most common form and happens when an individual copies words, expressions or ideas directly from another source (such as a book or article, the internet, or another person) without giving proper credit to the author.
- ii. Paraphrasing – This is when an individual borrows written ideas from a source and rewrites them in his/her own words, without giving proper credit to the author.

Plagiarism includes:

- Submitting someone else's work as your own, including that of tutors, friends, parents or siblings or paraphrasing without giving credit to the source.
- Turning in purchased papers or papers from the Internet written by someone else.
- Helping others plagiarize by giving them your work, even if you do not think it will be copied.

NOTE: You can use other people's ideas. Just give credit where it is due. That is to say, acknowledge your source.

B. CHEATING ON TESTS AND QUIZZES

- bringing answers into the test room
- copying from another student
- sharing answers with another student
- using unauthorized notes or technology
- asking / telling other students what is on a test or a quiz

C. COPYING/SHARING HOMEWORK

D. TAKING CREDIT FOR WORK THAT YOU DID NOT DO (e.g. not acknowledging the assistance of a parent, friend, or tutor)

PART II – How to avoid plagiarism and cheating.

1. Plan ahead. Rushing to get your work done the night before a big project is due may make it more tempting to cheat or plagiarize.
2. Be sure you understand the assignments. Do not rely on your friends for information about what is required.
3. Do not read someone else's paper or homework before you do your own work. If you use ideas from someone else, you must cite that person as a source.
4. Make sure to ALWAYS cite your sources. This means giving credit to information that is not your own.

5. Keep a list of the sources you use (including the author, title, publisher and copyright date for print and websites) as you use them. Make sure you write down the information on the source you use as you go to give proper credit in your citations.
6. When in doubt about what you need to do to avoid cheating or plagiarism, just ask your classroom teacher or the library technology teacher.

PART III: What happens when a student is involved in academic dishonesty?

The teachers and administrators of Buckley expect all students to do their own work and not submit as their own ideas copied or borrowed from another source. This expectation refers to ALL assignments (homework, in-class assignments, essays, tests, projects, presentations, etc.). All cases of academic dishonesty will be reported to the Division Head and will be dealt with on an individual, age appropriate basis.

Report Cards and Comments

Toddler, nursery, pre-kindergarten, and kindergarten students receive narrative progress reports twice a year in January and June. Students in grades 1 - 4 receive report cards at the end of each quarter with narrative reports included in January and June. After parents review grades at the end of the first, second, and third quarters, they should return signed report cards to the student's teacher.

Upper School students receive report cards and comments at the following times:

	Quarter 1:	Quarter 2:	Quarter 3:	Quarter 4:
Report Card and Comments	Teachers write for new students and for students who have received a C or below in their classes.	Teachers write for all of their students.	Teachers write for students who have received a C or below in their classes.	Teachers write for all of their students.

Lower School Reports

In reporting on the progress of a student at Buckley, the teachers endeavor to present both an evaluation of a student's achievement in key areas of schoolwork and a judgment of the effort behind that achievement. The following symbols are used:

Evaluation of Achievement		Evaluation of Effort	
5	Consistently demonstrates superior work and understanding. This describes a student who exhibits keen perception, higher level thinking, and an extension of idea.	O	Outstanding
4	Shows excellent skill development and use of ideas. This describes a student whose performance is consistently at or above grade level expectations.	V	Very Good
3	Shows appropriate progress and development of skills. This describes a student who meets and/or attempts to meet grade level expectations most of the time.	S	Satisfactory
2	Needs improvement. This describes a student who performance minimally meets grade level expectations.	I	Inconsistent
1	Experiencing difficulty. This describes a student whose performance consistently does not meet expectations.	U	Unsatisfactory

Upper School Reports

Upper School students are graded for both their achievement and effort as follows:

A+	100 to 97	C	76 to 73	Key for Music, Art, Shop, Drama, Library Tech, and Physical Ed E = Excellent S = Satisfactory N = Needs Improvement U = Unsatisfactory
A	96 to 93	C-	72 to 70	
A-	92 to 90	D+	69 to 67	
B+	89 to 87	D	66 to 63	
B	86 to 83	D-	62 to 60	
B-	82 to 80	F	Below 60	
C+	79 to 77			

PGD and Global Perspectives	Pass or Fail
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Effort 1	The student fails to meet expectations for effort. The student earns 0 points towards effort honor roll.
Effort 2	The student does the work in an inconsistent way, sometimes meeting or even exceeding expectations for effort and sometimes failing to do so. The student earns 2 points towards effort honor roll.
Effort 3	The student does the required work consistently well, meeting expectations for effort. The student earns 3 points towards effort honor roll.
Effort 4	The student does the required work, exceeding expectations for effort. The student earns 4 points towards effort honor roll.

Honor Rolls

There are two equally important Honor Rolls in the Upper School at Buckley, one to acknowledge those students with high academic averages and another to recognize those students whose effort is considered outstanding.

Academic Honor Roll

Beginning in the second semester of the sixth grade year, Upper School students may earn a place on the academic honor roll. Students earn “High Honors” if their average is 93 or higher. Students earn “Honors” if their average is 87 or higher.

Effort Honor Roll

At the end of each marking period students are given an effort grade in each class. To earn a place on the effort honor roll students must meet the criteria stated below. Effort honor roll is calculated using only the effort grades earned at the end of each semester. Effort grades earned during the first and third quarters are not used in the calculation for a place on the effort honor roll.

In grades 5 and 6, students earn a place on the effort honor roll if they:

1. Earn effort “4” in at least four of their five academic subjects, and
2. Earn no effort “1” in any class, and
3. Have accumulated a minimum of 28 effort points.

In grades 7 and 8, students earn a place on the effort honor roll if they:

1. Earn effort “4” in at least five of their six academic subjects, and
2. Earn no effort “1” in any class, and
3. Have accumulated a minimum of 32 effort points.

Graduation and End-of-the-Year Assemblies

At graduation, eighth graders receive their diplomas and present the school with hand-carved plaques, a tradition that dates back to 1927 and the first Buckley graduates. The Trustees’ Bowl, given to the student with the highest academic average in the eighth grade, is presented, as well as the Eighth Grade Scholarship Medal and Honorable Mention Card. All other awards are presented on Prize Day, the day before graduation. Awards include the Sixth and Seventh Grade Scholarship Medals for academic excellence; the Headmaster’s Awards for character, leadership, and service; awards in shop, art, and the performing arts; departmental awards in English, French, Latin, science, history, and mathematics; and the Barbara Cooney Writer of the Year Award.

Homework and Tests

Students in grades 1-8 are given assignments to complete at home. The work reinforces and extends what has been taught in the classroom during the day. Assignments may also include long-term projects and research papers.

In general, grades 1 – 4 are assigned 25 – 45 minutes of homework a night in addition to independent reading and reading response work. Grades 5 – 6 are assigned about 20 – 25 minutes per class a night, and grades 7 – 8 about 30 – 35 minutes per class per night. On weekends, students in grades 1 – 5 do not have assignments, and students in grades 6 – 8 do not have more than the equivalent of one night’s homework. There is no homework due the first day back from a vacation or holiday.

The above guidelines are only guidelines. Some students may spend ten minutes on a twenty-minute assignment and others thirty or forty. However, if in your opinion your child is spending too little or too much time on homework we urge you to speak with the teacher. It is recommended that you time your child’s homework and let him or her stop when the time recommended has expired. It is critical for the teacher that you NOT let your child come to school with an assignment that the teacher thinks he or she completed in 20-30 minutes, if your child spent more time on it. Preparing students to manage their time is a responsibility that parents and teachers share at Buckley.

Some assignments may be creative and exciting; others may be repetitive to reinforce practice. The goals of homework are for students to practice their skills (including time management), to be prepared for the next day of class, and to work individually on projects. It offers the teachers an opportunity to assess individual skill levels.

Fifth grade students should not have to take more than one test a day, and sixth – eighth graders, two tests a day. Tests should be announced at least one week in advance and posted on the master test calendars and on the website test calendar. No test should be scheduled for the first day back from a vacation or holiday with the exception of Final Exams in the seventh and eighth grade (after Memorial Day Weekend).

Buckley encourages parents to oversee homework completion and organization. However, it is essential that students be allowed to complete assignments on their own so that teachers can accurately assess their understanding.

Parent Conferences

Either teachers or parents may request conferences at any time. Teachers will return voicemail and email messages within 24-hours.

Fall parent-teacher conferences this year will be from October 20th through the 23rd. In the Upper School, these fall meetings are for teachers and parents. From March 30th through April 3rd, parent-teacher conferences occur in both divisions.

Tutoring Policy

Buckley recommends outside tutoring only in rare circumstances. Such recommendations originate from the Child Study Team, which consists of the division heads, the school psychologist, and the headmaster. Buckley teachers are not permitted to tutor their own students. If parents would like to request tutoring, they should approach the appropriate division head. Parents should notify their division head if their child is presently being tutored.

Upper School Advisory

All students in the Upper School have an advisor. The advisory program helps to bridge the gap between the self-contained elementary school and the independent world of secondary school. An advisor is a faculty member who mentors and advises a small group of students throughout the entire school year. The advisor is the *main contact person* to help his or her students should there be questions or concerns. Parents are encouraged to meet their child's advisor and communicate with him or her frequently.

Student Council

The Student Council seeks to develop student leadership through active participation in school life and decision-making. The council is composed of four officers as well as class representatives from grades 5-8. Members of the council are elected by their classmates and serve for one year. The council discusses and acts upon student concerns with the goal of making Buckley a better place for everyone. Throughout the year, the council is responsible for planning and organizing social events including school dances and special events of community service such as the Head Start Party.

Library Use

The Hagedorn Library Learning Center is open during school hours from 8:30 a.m. - 4:00 p.m. (after 3:00 p.m. accompanied by a parent) with two full time librarians available to help students with research, library skills, or selecting a book to read. Children may exchange books every morning from 8:30 – 9:00 a.m. at “open library” time or when a student has a free period.

Circulating books may be borrowed for a two-week period. Students need to bring them back to the library in order to renew books for another two weeks. Students with overdue books may not borrow additional books until all overdue items are returned. All books must be checked out through the electronic system by the library staff at the circulation desk, and may be returned at any time during the school day to the book drop.

Parents are requested to stress the importance of returning books on time, and in the case of the Lower School children, to remind them to bring their library books to school on a day when they have a free period in the library.

Overdue notices will be generated at the end of each month as a reminder to students to return their books. Any books not returned, or damaged beyond repair, will incur a \$25.00 per book charge, plus a \$5.00 non-refundable handling fee per book. A notice will be sent home in the mail in December and May notifying parents. The Business Office will be given the delinquent accounts. The school reserves the right to hold report cards until the fee is paid. If any book is located after a fee has been paid, your account will be credited \$25.00 for each book returned.

Publications

The Development Office publishes the “Buckley Bulletin” in the fall, winter, and summer to report on school news and activities.

The Buckley “Spotlight” is published periodically highlighting events during the school year with pictures and updates on student activities.

Scripta, the yearbook, is compiled as an eighth grade project and is published at the end of the spring term.

Third grade memoirs: each year third graders write and illustrate memoirs. The books are presented to the librarian and the headmaster at the end-of-the-year assembly.

Buckley Birthday and Gift Books

The goal of donating a book to the library is to provide the children with the experience of giving on their birthdays or special occasions. Students will be recognized for their gift during school assemblies during the year. Some Buckley families have also donated books to the library to honor family members or friends. A bookplate will be added to the book with your child's name and year of the gift. For questions about birthday and gift books for the library, please call the librarian.

Student Discipline

Buckley believes that students function more securely and efficiently within predetermined boundaries. These boundaries help to foster the development of responsible behavior, discernment in judgment, and the capacity and will for self-direction. Buckley teachers provide age-appropriate, consistent, and well-defined parameters in order to give students a clear idea of where these boundaries lie. Students are encouraged to make responsible decisions that will lead to self-discipline.

The responsibility for discipline should not be merely that of the school, but must be shared by families, communities, and students, as well. Correspondingly, the school’s interest in students’ behavior extends beyond the classroom to the playing fields, buses, and the community at large. The school may respond to any inappropriate or unsafe behavior by its students in so far as such activity has a negative impact upon the institution, its students, or the school’s ability to fulfill its stated mission.

We expect the attitude and behavior of all Buckley community members to be based upon respect for one another and to be guided by the principle that we should treat others as we hope to be treated ourselves – with kindness, patience, and consideration.

Buckley students are expected to:

- behave in an honest and trustworthy manner
- show respect for other members of the community
- be polite and considerate of others

- show a positive attitude toward school and learning
- show respect for school procedures, rules, property, and safety.

Infractions and Consequences

1. **Minor infractions** consist of but are not limited to class disruptions, gum-chewing, dress code violations, tardiness, and running indoors. Possible consequences for minor infractions:
 - verbal reprimand
 - recess detention
 - conference/referral with division head
 - call to parents
 - Friday detention.
2. **Major infractions** consist of but are not limited to repeated minor infractions, plagiarism, breach of Technology Acceptable Use Policy, lack of respect for authority, peers, or school property, dishonesty, cheating, use of obscene, discriminatory or foul language, threat to safety, bullying/aggressive behavior, taking pictures or movies of classmates or teachers without permission, and leaving school premises or school-sponsored events without permission. Possible consequences for major infractions:
 - meeting with headmaster
 - behavioral contract
 - in-school suspension
 - denial to participate in field trips or other school-sponsored events, including graduation
 - suspension.
3. **Serious infractions** consist of but are not limited to repeated major infractions, assault/violence, possession, use and/or sale of illegal substances or alcohol, vandalism, theft, possession and/or use of a weapon, and serious threats to safety. Possible consequences include:
 - suspension from school
 - expulsion.

Discipline Definitions

Friday detention (grades 5 – 8): students assigned a detention will serve one or two hours during which they will do chores supervised by the division head.

Behavioral contract: an agreement between the school and the student which defines specific behavioral goals for the student. The school's expectation is that the student will actively work toward and meet these objectives during the contract period in order to remain at school.

In-school suspension: students on an in-school suspension must report to school and remain in isolation to complete academic assignments under their division head's supervision and are responsible for making up all missed work.

Home suspension: students on a home suspension may not attend school at all during their suspension, including all school-sponsored activities, and are responsible for making up all missed work.

Expulsion: Immediate and permanent dismissal from school, decided upon by the headmaster.

Internet Usage

Buckley is committed to optimizing student learning and teaching by providing student access to the Internet for all students. We believe the Internet offers valuable resources to both students and teachers. Our goal in providing this service is to promote communication, research, and creativity.

With access to information from all over the world comes the availability of material that may not be appropriate for use in the school setting. Buckley has taken precautions to restrict access to controversial materials.

In order for students to use Buckley's Internet connection, they must read the technology acceptable use policy and sign the contract. The contract must also be signed by a parent or guardian. Only students with this signed contract on file will be allowed to utilize the Internet connection provided through the school. Students must understand and practice proper and ethical use of this learning tool.

Technology Policy

Internet

Buckley Country Day School faculty will take an active role in ensuring that students and their parents are aware of the individual student's responsibility to use Internet resources in a safe, ethical and educational manner. Faculty will take all reasonable steps to monitor Internet use, and listings of Internet sites that have been accessed from our network will be reviewed on a regular basis. Students must clearly understand that using Buckley Country Day School resources for other than legitimate educational purposes is strictly prohibited. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, movies and other potentially offensive media.

When communicating over the Internet, students should exercise caution, keeping in mind that it is difficult to know if individuals on the Internet are who they claim to be. Students are not permitted to take part in recreational "chats" on the Internet while at school, and must never reveal personal information about themselves, another person or about the school. If a student feels there is a problem, or is uncomfortable with a communication, they should inform a teacher or the technology department immediately. If this occurs outside of school, students should tell their parents immediately.

Material obtained through research on the Internet and then used in academic work is to be properly documented, according to the Buckley style manual and Academic Honesty Policy. Please see section on Academic Honesty in the handbook

Email

The same expectations of honesty, consideration and kindness apply to email that apply to all communication with Buckley Country Day School community. Students must never send any threatening, discriminating or derogatory messages via email.

Email must never be used to bully, harass or offend others. Initiating or forwarding chain letters or mass email is prohibited.

Network Resources and Security

The school network is not to be used for access to personal subscriber online accounts such as AOL and MSN, or for instant messaging applications such as Yahoo Pager and AOL Instant Messenger.

Students are not permitted to tie up the network with non-school related activities, including games, social networking and recreational 'surfing' of the Internet. They are not download large files unless directed to do so by a teacher. This includes, but is not limited to, the downloading of MP3, WAV or JPEG files.

The school expects that students will not use resources such as printer paper or storage space on the file server for recreational purposes.

While Buckley Country Day School will make every effort to maintain the security and integrity of the network it cannot guarantee the security and privacy of any material stored on the network. Buckley takes no responsibility for the loss of data, files or information on the network. Buckley reserves the right to read and / or remove any files on the systems without prior notification to system users.

Students are never to access someone else's email or network account, and should make no efforts to bypass security systems and gain access to information that they do not have a right to see.

Laptops

Installation of games, screensavers and other files downloaded from the Internet carry a great risk that they may not be compatible with existing hardware and software, or may carry destructive viruses.

Please note that if a student experiences problems with their laptop due to files that have been downloaded or additional applications that have been installed, our technical support staff may choose to re-image the laptop back to its original state rather than troubleshoot the cause of the problem. Students are advised to make a weekly backup of their subject files to avoid losing work.

Laptops may not be used to take pictures, video footage or make sound recordings without the consent of all those who are being recorded. Sound must be turned off, except when it is being used as part of a class.

Privacy

Students and families should be aware there is no expectation of privacy when using school computers, email and network, as we reserve the right to monitor computer, email and internet use, hard drives and network files.

Adhering to Technology Policies

Students should understand that use of Buckley Country Day School resources for network, email and Internet access is a privilege, and that their continued use depends upon observance of the policies and guidelines outlined in this document, the Acceptable Use Policy and the Laptop Security Policy (7th and 8th grade). Infractions will be addressed according to the disciplinary procedures outlined in the Parent and Student Handbook.

Athletics

Interscholastic Competition

Students in the Upper School compete in team sports against other independent day schools on Long Island. Games are usually scheduled on Tuesday and/or Thursday afternoons. A schedule is sent home each season for both boys and girls and is available on our website. Travel to and from away games results in returning to Buckley between 4:30 and 5:30 p.m., too late for the buses. Private transportation home is necessary.

Parents and students in the Upper School need to leave Tuesday and Thursday afternoons free of other activities. Every student participates on the athletic teams.

Teams

5th, 6th, 7th, & 8th grades	Fall Sport -	Soccer
7th & 8th grades	Winter Sport -	Basketball
5th, 6th, 7th, & 8th grades	Spring Sports -	Baseball, Softball, Lacrosse

Team Uniforms

Students on interscholastic teams will be given Buckley team uniforms, which will be worn for games only and remain the property of the school. Uniform items are passed on, from year to year, to players for the season and must be cleaned and promptly returned when the season play is completed. Students must return their team uniforms in order to participate in Field Day.

Red-Blue School Spirit Program

Students in grades 1-8 participate in a yearlong intramural competition between the Red and Blue Buckley spirit teams. New students and students entering first grade are assigned a team color, always placing siblings and children on the same team as their family members. Teams compete in athletic events throughout the year, and the competition culminates with Field Day in June. A Red-Blue Banquet is also held in June to celebrate this spirit program. The team with the most points earned throughout the school year is awarded the Red-Blue Athletic Cup.

Red-Blue Field Day – Grades 5-8 compete in a track and field meet, while grades 1-4 participate in a traditional field day. All Red-Blue team members also participate in a parade.

Athletic Awards

The Physical Education Department at Buckley Country Day School recognizes positive attitude, sportsmanship, athletic skill, improvement, athletic ability, and physical fitness.

Buckley “B” Varsity Letter

Varsity letters are given to eighth graders who regularly participated in interscholastic sports throughout their years at Buckley.

Fitness

Third through eighth graders will participate in two aspects of the “Personal Best Physical Fitness Program:”

- a. Achieving the fitness standards for his or her age
- b. Reaching a specified set of fitness goals

5th, 6th, 7th, and 8th Grade Teams – Seasonal Awards

1. Buckley Bulldog Spirit Award – effort, attitude, leadership, sportsmanship
2. Most Improved Player
3. Most Valuable Player

End-of-the-Year Awards

1. Red-Blue Athletic Cup – to the winning team, Red or Blue
2. Spirit Award – to one girl and one boy in the Upper School
3. Outstanding Athlete Award – to one girl and one boy in the eighth grade.

Directions to Other Schools

CRESTWOOD COUNTRY DAY SCHOOL

313 Round Swamp Road, Melville
Telephone number: 631-692-6361

Take L.I.E. to Exit 48 (Round Swamp Road) - at light make left turn onto Round Swamp Road. Go 3 traffic lights, school is on your left. Make left onto school grounds.

EAST WOODS SCHOOL

31 Yellow Cote Road, Oyster Bay
Telephone number: 516-922-4400

East on 25A through East Norwich. Left on Yellow Cote Road. Make a left into the school when you see the white fence. (Approximately 2 miles from East Norwich).

FRIENDS ACADEMY

270 Duck Pond Road, Locust Valley
Telephone number: 516-676-0393

East on 25A. Left on Glen Cove Road. Take road to right at the fork and turn right onto 4th Street. Turn left on Piping Rock Road. Friends Academy is on your left.

THE GREEN VALE SCHOOL

250 Valentine's Lane, Old Brookville
Telephone number: 516-621-2420

East on Northern Boulevard past Glen Cove Road. Turn left onto Valentine's Lane (approximately 1 mile past Glen Cove Road). Right turn in second driveway.

HOLY CHILD ACADEMY

25 Store Hill Road, Old Westbury
Telephone number: 516-626-0493

East on Service Road of Expressway to Post Road. Turn left over Expressway and left (West) on Service Road. Holy Child is on your right.

KELLENBERG MEMORIAL FIELDS

1400 Glenn Curtiss Boulevard, Uniondale
Telephone number: 516-292-0734

Northern State Parkway to the Meadowbrook Parkway South, get off exit M4 to Hempstead Turnpike. Get into the left lane and make a left at the first light "Glen Curtis Bldg." Stay in the right lane, go past the first light and follow the big fence. Make a right turn into Kellenberg's driveway. Look for the small soccer field – near the football field closest to the school.

LAWRENCE-WOODMERE ACADEMY

336 Woodmere Boulevard, Woodmere
Telephone number: 516-374-9000

Meadowbrook Parkway, South to Southern State Parkway, West toward NYC. Take Peninsula Blvd. South (exit 19S). Travel about 6 miles to Woodmere Blvd. Make left onto Woodmere Blvd. Go four blocks and school is on the left-hand side.

LONG ISLAND CHRISTIAN SCHOOL

80 Division Avenue, Hicksville
Telephone number: 516-931-5129

Wantagh Parkway to Exit Route 24 West (Hempstead Turnpike), Travel west 2/10 of mile, Make U-turn (landmark: Sleepy's on right), Travel east 1/10 of mile, Make a right onto Taylor Avenue. (landmark: large clock in front of Klars and sign reading Calvary Lutheran Church. You can see the steeple/cross of church from Hempstead Turnpike),

LICA Home Basketball games are played at: Calvary Lutheran Church

36 Taylor Avenue, East Meadow

Travel 60 yards and turn right onto Northpine Street, Enter through the Calvary Nursery entrance (on Northpine) and go upstairs to gym.

**LONG ISLAND LUTHERAN
MIDDLE AND HIGH SCHOOL
(LUHI)**

131 Brookville Road, Brookville
Telephone number: 516-626-1700

Take exit 35 NORTH from the Northern State Parkway, or Exit 41 NORTH from the Long Island Expressway (I-495). Travel approximately one mile and bear right at the fork, taking ROUTE 106 towards Oyster Bay. Turn left at the 2nd traffic light onto Brookville Road. The school is located 1 1/2 miles down Brookville Road on the left side.

**OUR SAVIOR NEW AMERICAN
SCHOOL**

140 Mark Tree Road, Centereach
Telephone number: 516- 588- 2757

L.I.E. East to exit 62 North, (Nichols Rd./Rt. 97). Head north to Route 25 (Middle Country Road), make a left (west), about 6 traffic lights. Make a right onto Mark Tree Road. Make a right onto School Street and a quick left into the parking lot.

PORTLEDGE SCHOOL

355 Duck Pond Road, Locust Valley
Telephone number: 516-750-3100

See directions to Friends Academy. Turn right at the next light (across from Friends Academy) onto Duck Pond Road. Portledge is on the left, approximately one-half mile.

ST. MARY'S SCHOOL

1340 Northern Boulevard, Manhasset
Telephone number: 516-627-0184

Take Shelter Rock Road until it ends at Northern Blvd. Make a left onto Northern Blvd (going west). Pass one light, then make the first left onto Brinkerhoff Lane. Turn right into the parking lot behind St. Mary's Elementary School - the School is on your right once in the parking lot.

**SOLOMON SCHECHTER DAY
SCHOOL**

7th & 8th GRADE GAMES

27 Cedar Swamp Road, Glen Cove
Telephone number: 516 656-5500 x132

To Soccer Field: Continue past the school north on Cedar Swamp Road. Go over the railroad tracks and immediately make a left turn into the parking lot.

Basketball and baseball games are at the school.

**SOLOMON SCHECHTER
5th & 6th GRADE GAMES**

Barbara Lane, Jericho
Telephone number: 516-935-1441

MIDDLE SCHOOL – GLEN COVE- Take L.I.E.

to Exit 39N – Proceed north on Glen Cove Road. Cross Northern Blvd. (Route 25A) and continue north three-miles. There will be signs indicating a right turn onto Cedar Swamp Road. Bear right onto Cedar Swamp Road and continue ½ mile. The school will be on your right-hand side immediately after First Street and across from the Lexus Dealer. **(7th and 8th grade games)**

ROBERT WILLIAMS SCHOOL – L.I.E. east to exit 41S (Route 106/107). Turn left at the first traffic light onto Scott Avenue. Make an immediate left onto 18th Street. Proceed along Parkway on Parkside Avenue to Kay Avenue and then the first left onto Terry Lane. Follow Terry Lane to the school. **(5th and 6th grade games)**

STONY BROOK SCHOOL

1 Chapman Parkway, Stony Brook
Telephone number: 516-751-1800

L.I.E. East to exit 62 (Nicholls Road). Go North to end of road and make left onto 25A. Go half-mile and driveway to school is on right-hand side opposite railroad station.

TRINITY LUTHERAN SCHOOL

40 W. Nickolai Street, Hicksville
Telephone number: 516- 931-2211

Northern State Parkway or Long Island Expressway to Route 106/107 (Broadway-Hicksville) South exit. Proceed southbound on Route 106/107, staying left on Route 107 at the 106/107 fork. Continue south on Route 107 to West Nicholai Street, which is two traffic lights after passing under the LIRR tressle. Turn right onto West Nicholai Street.

WALDORF SCHOOL

225 Cambridge Avenue, Garden City
Telephone number: 516-742-3434

Herricks Road South - Cross over train tracks in Garden City (after Hempstead Tpke). At fork in road after train tracks bear right. Go around High School onto Merrilon Avenue. Take Merrilon Avenue to Nassau Blvd. and make left turn onto Nassau Blvd. Follow Nassau Blvd. to Cambridge Ave. and make a left turn onto Cambridge. The school is approximately half-mile on left. (Behind Adelphi College)

BUCKLEY COUNTRY DAY SCHOOL

2008 - 2009 FAMILY LIST

THIS DIRECTORY IS INTENDED TO ASSIST WITH COMMUNICATION AMONG BUCKLEY FAMILIES. IT IS FOR YOUR PERSONAL USE ONLY. PLEASE DO NOT MAKE THIS INFORMATION AVAILABLE OUTSIDE THE BUCKLEY COMMUNITY.

**BUCKLEY COUNTRY DAY SCHOOL
I.U. WILLETS ROAD
ROSLYN, NY 11576**

(516) 627-1910