LEARNING FOR ALL, ASPIRING FOR EXCELLENCE

BROKEN GROUND SCHOOL
PARENT STUDENT HANDBOOK

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SUSAN LAUZE, PRINCIPAL

At BGS, we are BUCKET FILLERS!
Concord School District Vision

Our vision is that all Concord students develop a passion for learning, experience excellence in their lives and believe that they have the ability to shape the future of their lives and communities.

Our Mission Statement

Our students will be:

- Active Self-Directed Learners who inquire creatively about their world and develop a lifelong passion for learning
- Informed Decision Makers who define issues, research alternatives, consider consequences, solve problems, and make choices that demonstrate intellectual integrity and rigorous evaluation
- Effective Communicators who write well, read widely, listen perceptively, speak clearly, and use language, numbers and symbols to convey and receive information
- Effective Collaborators who assume various roles to accomplish group or community goals, using knowledge, compromise, cooperation and respect.
- Creative Producers who use invention, design and critical assessment
- Life Planners who use the skills and knowledge they have acquired to pursue personal and career goals that foster physical, emotional and mental well-being.
- Community Participants who understand and practice our democratic traditions and values, including honesty, fairness and respect for human dignity and who believe they have the capacity to impact their lives and communities.
Welcome back for the 2017 - 2018 school year! We look forward to an exciting and rewarding year for all. This summer many BGS staff participated in a variety of professional development opportunities working on curriculum in science, language arts, and math as well as expanding our skills in supporting students with social and behavioral challenges. In addition, the Summer Literacy and Math camps, ELL Newcomers camp and extended year special education programs held in July provided our students with a jump start to the new year emphasizing creative and fun activities!

We hired several new staff members over the summer including ELL teacher, Katherine Hosmer and Special Education Teacher- Autism Lindsay Severance. Our custodial staff worked diligently to thoroughly clean our school for another year.

The Concord School District will once again be using the on-line registration program to track all student information. It is critical that you update all the information as soon as possible to make sure we have current information in the case of emergencies.

This handbook is printed each year to provide families with important and useful information about the programs, procedures and policies at BGS. It is also available on our website: bgs.sau8.org. Please take the time to review the handbook with your child(ren) and keep it handy for reference throughout the year.

Finally I hope each one of you will consider helping out in some way at BGS this year. We truly need you as volunteers and especially to support the Parent Teacher Association (PTA) activities. If you have the time our Library needs regular volunteers to support book check out times and/or as reading buddies to meet 1:1 with students. Our Open House is scheduled for Thursday September 14th from 5:30 - 6:40. TOGETHER we can make Broken Ground School successful for all students!

Broken Ground School Mission

Learning for all- Aspiring for excellence
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Broken Ground Staff:

Principal: Susan Lauze
Secretary: Heather Murray, Michelle Barrett

Grade 3: Annie Arnold, Lindsey Elefante, Matt Finney, Brenda Hastings, Amanda Neidhardt, Sarah Oliveira

Grade 4: Kaitlin Carlson, Michael Komorek, Lauren Matava, Brittany O'Bryant, Sarah Pike, Lynn Warner

Grade 5: Liz Finney, Lindsey Foley/Alex Crosby, Wendy Harrison, Katherine Hasenfuss, Lorna MacDougall, Jamie Zipke

Building Substitute: Jenny Johnson

Art: Karen McCormack, Jessica Chambers
Music: Rachel Hamilton, Phil Hoefs
PE/Health: Nick Zeras, Kayla Chase

Guidance Counselor: Christina Rousseau
SSR Program Assistant: Katie Trice
Behavior Specialist: Rory Dunphy, Ryan Thompson
School Psychologist: Melissa Pazdon

Reading Specialist: Jane Dodson
Reading / Math Tutors: Susan Breault, Laura Hunton, Susan Neydorff, Jill Smart

School Nurse/LPN: Stuart Gesen, Karri Gorman
Special Education: Mike Macri, Lisa Mills, Christina Moore, Lindsay Severance, Nancy Pender - Coordinator

Speech/Language Pathologist: Nicole Neal

Occupational Therapist: Fiona Quirk, Cindy Femenella - COTA

Family Liaison/Support: Fiona Quirk

Technology Specialist: Dana Foulds
Tech, Program Assistant: Katrina Faherty

ELL: Sarah Dobe, Katherine Hosmer, Ellen Kenny

Educational Assistants: Kim Atherton, Dan Breen, Stacey Emery, Diane Fink, Anne Marie Kalinski, Karla Kelly, Bernadette Kinner, Diane Levesque, Matt Loughery, Angela Lucier, Lindsay Maccini, Candy Mayville, Karina McLeod, Katy Miles, Jill Orndorff, Kristen Poirier, Anne Pullen, Amber Riley, Lynne Sawyer, Rebecca Syms, Sherri Therrien, Amanda Toppin, Amylyn Wachter

Cooks: Traci Pratt - Head
Custodians: Scott Wyatt - Head, Olga Feliz, Adam Olofson
CURRICULUM

SUBJECT
• Mathematics
  Eureka Math

• Reading/Writing/Word Work
  CSD Comprehensive Literacy Framework

• Science
  Grade level Standards / units

• Social Studies
  Grade level Standards

EVALUATION
• Unit and district assessments, Profiles of Progress, “Hands-on” demonstrations

• Aimsweb Reading Assessment,
  Fountas & Pinnell Reading Assessment

• Writing prompts, writing portfolio
  BEAR spelling inventory

• Tests, Projects, Experiments, Reports

EXPECTATIONS FOR STUDENTS
• Learn and review basic skills

• Demonstrate learning

• Communicate effectively

• Be life-long readers

• Be independent learners

• Feel safe and secure

• Be responsible citizens and make good decisions

• Learn and play collaboratively

• Effectively use technology for learning

• Participate in the arts and enrichment activities

EXAMPLES
• the core: reading, writing and math

• assessments used to plan instruction, portfolios, and research projects

• Writers' Workshop, writing portfolio, oral/technology enhanced presentations

• Independent Reading daily, Lexia Core 5, IPADS or chromebooks

• learn how to solve problems, research information, apply study skills, set learning goals

• classroom and school wide discipline plans with 4 Universal Expectations:
  • Respect others
  • Act in a safe and healthy way
  • Be a responsible learner
  • Respect property

• class team building, school-wide expectations, counseling groups, all school meetings

• cooperative learning, recess, P.E.

• use computers, chromebooks, IPADS, Kindles and labs: keyboarding, word processing, research, calculators, smartboards and educational apps.

• visual arts, concerts & plays, competitive teams and contests
Concord School District Code of Student Conduct:

The existence of society is predicated upon the willingness of its members to adhere to established behavioral rules. One purpose of education is to prepare young people to participate productively and responsibly in our society. To do so students must learn what is appropriate behavior and what are the consequences for inappropriate behavior. To enable every student to achieve these outcomes, we need to provide a productive, healthy and safe school climate in which every member of the school community understands the rights and responsibilities of being a member of that community. A productive, healthy and safe school climate can exist only when behavior expectations are clearly stated and when consequences are consistently applied by the school and parents working together.

School Discipline:
The purpose of our school discipline policy is to provide a safe school for learning and teaching. The physical and emotional safety of our school family is very important to us. We want to teach, encourage, and empower children to make good choices and to learn strategies for self control. All children deserve dignity and respect, even when dealing with mistakes.

Discipline is based on implementing the expectations/rules by reinforcing, reminding, and redirecting behaviors with logical consequences for misbehaviors. Teachers/staff review the procedures and school rules with the students, and we ask students to discuss our school rules with their parents. When a problem occurs, we ask the child to describe what happened and what they should do to improve their behavior. Children are expected to accept the consequences for their misbehaviors. It is expected that students will demonstrate appropriate behaviors and attitudes including respect, honesty, and fairness necessary to maintain a productive, healthy and safe school climate. It is also expected that students will not demonstrate the following behaviors which seriously interfere with teaching and learning and are deemed unacceptable in our schools. Behaviors include:

- use of abusive language or inappropriate gestures;
- leaving school grounds without permission;
- physical, verbal and/or sexual harassment, bullying, cyber bullying;
- fighting, assault;
- possession of illegal substances- alcohol, tobacco, and/or drugs;
- vandalizing or stealing personal and/or school property;
- possession of weapons or weapon-like devices;
- persistent violations of school and classroom rules;
- disrespect toward school personnel or other students;
- any other behavior which seriously disrupts our productive, healthy and safe school climate

Students exhibiting these behaviors will be referred to Administration and may require a Positive Behavior Support Plan to be developed to help the student gain self-control and learn socially acceptable behaviors. Behavior reports (yellow slips) are used at BGS to track misbehaviors outside the classroom and serve as a communication tool with families. Fighting, bullying, sexual harassment incidents should immediately be reported to the counselor and/or principal.

Under the Safe School Zone Act, weapons and gross misconduct will be reported to the Concord Police Dept. Incidents of bullying will be reported to the Superintendent of Schools. Bullying Report Forms are available in the main office at BGS.

For complete Board policies see: "Code of Student Conduct, Board Policy #540", "Pupil Safety and Violence Prevention-Bullying, Board Policy # 539", and "Safe School Zone", Board Policy 520.

Board policies are available for review in the BGS school office, Central Office, 38 Liberty Street, or on the Concord School District website www.sau8.org.
Classroom Discipline

Each teacher is expected to develop and use a classroom discipline plan which:
   a. establishes a structure and routine for learning and teaching.
   b. expects the best behavior from students; reinforces positive behaviors and applies logical consequences for misbehaviors, i.e. You break it - you fix it, Loss of privilege, Time out.

The basis of the classroom plan is the use of time outs (cool off times) and the development of a plan to solve the problem. Time outs can best be explained using the “sports analogy.” Time out in sports stops the clock, the team regroups, talks about what is not working and comes up with a new game plan. Time out in discipline stops the clock on the negative behavior, and allows time for calming down before a new behavior is possible.

The sequence of the plan, Steps to Self-Control, allows children to make their own choices about how much time they will need to gain self-control and how they plan to improve their behavior. Children must perceive that they have been listened to, before they will begin to listen to adults. We believe that involving the children in the discipline process is a respectful way to teach important life skills.

Steps to Self-Control
1. Verbal reminder
2. Time out or take a break (in the classroom)
3. Buddy classroom/SSR Time Out (removal from class for cool off and think time)
4. Conference with teacher (notify parent if necessary)
5. Teacher notifies parent, principal, or counselor, and develops a Behavior Problem Solving Plan, SSR or Positive Behavior Plan as needed.

Broken Ground Universal Behavioral Expectations:

Respect Others
Be polite, kind, courteous, and cooperative. Resolve conflicts by talking, listening, or getting help. Use good language. No one is allowed to injure or bully anyone. No one is allowed to interfere with or prevent others from working or playing.

Act in a Safe and Healthy Way
Keep hands, feet, and objects to yourself. Know and follow the bus, playground, and cafeteria rules. WALK quietly everywhere in the building and to the bus. Ask permission to leave the classroom, playground, or cafeteria.

Respect Property
Be proud of your school and help keep it clean. Take care of books, school furniture, school bathrooms, equipment and the personal property of others. Always ask permission to borrow something.

Be a Responsible Learner
Work hard and do your best. Be where you should be, be prepared, and be on time. Listen and follow directions. Turn in your assignments on time and do your homework. Be organized; keep your papers, desk and locker neat and clean. Share your schoolwork with your parents.
School Rules: BGS is a full reporting school. All members of the school community are to report any issues immediately to an adult or administration.

1. Students' games, toys, electronics, and skateboards should remain at home.
2. The office telephone is for EMERGENCY use only. Students may use classroom phones with staff permission.
3. Always walk quietly in the hallways.
4. Close your locker gently and quietly, respecting the learning of others.
5. Wear your hat outside only.
6. Stickers are not permitted on your locker, desk or other school property.
7. Cell phones may not be used during the day by students and must remain in lockers.
8. IF YOU ARE NOT SURE IF SOMETHING IS RIGHT OR WRONG, ASK AN ADULT FOR HELP.

Playground - use the equipment, play games, and have fun!

1. Follow Adult directions.
2. Use all equipment properly and safely.
3. If you see a piece of equipment that is broken, tell an adult.
4. Stay on the playground - the trees and bushes are out of bounds.
5. Take turns and share; be a good sport.
6. If someone is bothering you, keep your cool and get help from an adult.
7. Rough games, pushing and shoving are not allowed. We are a "hands off" school.
8. Keep the "hard" balls, bats, and lacrosse sticks at home.
9. Sticks and rocks stay on the ground; they are never thrown or picked up.
10. Snowballs may not be thrown.
11. When the bell rings, stop playing, quietly line up and then walk quietly back inside the school.
12. Clean mud off your shoes before entering the building.
13. Wear warm clothing, boots, hats, and gloves when it is cold outside.

Gym

1. Sneakers are required for physical education classes.
2. The closed bleachers are off limits.
3. Be careful of others; do not kick or throw balls at anyone.
4. Hard balls, bats or footballs may not be used in the gym.

Cafeteria

1. Stay seated while eating...no visiting between tables.
2. Keep your hands & feet to yourself. Stay in line with your class (no cutting).
3. Talk quietly in line and at your table.
4. Use good table manners; no more than three students for each bench seat.
5. Leave your table clean. If you have a spill, clean it up.
6. Wait quietly until your table is dismissed.
7. Eat what you take and eat your own food. Respect the peanut free tables.
8. Eat all food, snacks and drinks in the cafeteria...not in the gym, playground, or hallways.
9. Table washers are responsible for leaving the cafeteria ready for the next group to use it.
Bus

1. At dismissal time, listen for your grade to be called.
2. WALK to your bus - inside and outside of the building.

Transportation - Bus

Violation of the bus rules will result in verbal and written warnings with possible seat assignment or loss of bus privileges. Please take note of our school bus rider rules which are designed to promote a safe and comfortable ride for all.

1. Cooperate with the driver at all times
2. Be courteous and respect others
3. Do not throw anything inside the bus
4. Do not extend or throw anything out the windows
5. Pushing, shoving and fighting will not be tolerated
6. Keep aisles and exits clear
7. Carry-on items must be able to be held on your lap
8. Animals, hazardous materials and nuisance items are not allowed
9. Refrain from yelling or using profane language
10. Do not tamper with, or damage bus equipment
11. Eating and drinking are not permitted on the bus
12. Board and depart the bus at assigned stops only
13. The driver is authorized to assign seats
14. Interfering with the safe operation of the bus is prohibited.

Safety Rules for Walkers and Bike Riders:

WALKERS

1. Use the sidewalks. Look both ways before crossing the road.
2. At dismissal, walkers should immediately leave the school grounds by the front drive (Portsmouth St.) or using the crosswalk to exit on South Curtisville Road. Meet parents at the Flagpole.

BIKERS

1. Ride with the traffic on the right side of the road.
2. At dismissal, bikers leave by the Portsmouth St. exit or use the crosswalk to South Curtisville Rd. Do not cut through the woods or school parking lot.

Logical Consequences: You break it - you fix-it, loss of privilege and take a break will be implemented at BGS.

Detention

Students may lose their recesses due to misbehaviors and/or failing to complete assignments. In addition after school detention may be assigned by the principal, however parents will be contacted before a student serves this detention.

Suspension

Students may be suspended from school for refusing to follow the school rules. When a student is suspended, the parents will be notified immediately by telephone and then by letter explaining the reason for the suspension. A student facing suspension is entitled to due process and the right to: (1) be informed of the reasons for the suspension; (2) have an opportunity to give his/her version; and (3) appeal the suspension to school officials. An in-school suspension is designed as an alternative to out-of-school suspension for students who repeatedly misbehave in the classroom, hallway, playground, gym, or cafeteria. Parents will be informed of in-school suspension(s).
Child Safety

Building Security:
To maintain a safe and secure environment for children and staff of BGS all but the front doors at the main entrance are locked from the outside from 7:00-8:00 AM. After 8:00, all doors are locked. Parents, guests and visitors are expected to be "buzzed in" through the main entrance. Please stop in the office to sign in stating your purpose. The safety of your children is our prime concern.

Bullying:
The Concord School District is committed to providing all students with a safe school environment in which all members of the school community are treated with respect. The Concord School District School Board Policy #539 is intended to comply with RSA: 193F which specifically identifies bullying as a form of pupil harassment. Conduct constituting bullying will not be tolerated and is prohibited by this policy. Bullying is defined as "written, verbal, or physical act or gesture... that physically harms a student or damages student's property; causes emotional distress; interferes with the student's educational opportunities; creates a hostile educational environment; or substantially disrupts the orderly operation of the school."

Bullying report forms are available in the Broken Ground School main office.

Emergencies:
BGS has a comprehensive emergency plan in case of an unusual emergency or crisis. Children practice evacuation procedures throughout the year. School Messenger will be used to notify parents/guardians of any emergency events. If students at Broken Ground need to evacuate the campus, staff will escort the students to Eastside Learning Center located across the street on Portsmouth Street.

Fire Drills, Lockdowns, Shelter-in-place:
Ten fire drills will be held during the school year. All students must promptly exit to a prearranged area on the playground with their teacher and return to their classes in an orderly fashion. Lock-down and Shelter-in-Place procedures are reviewed/practiced with students annually.

Policy on Alcohol/Substance Abuse:
Possession, use, distribution or sale of alcohol, tobacco and/or illicit drugs by students in school or on school grounds at any time is prohibited and are illegal. The school will take disciplinary sanctions for violations of the above, as necessary:

- Parents and child will be required to meet with the principal and school counselor to solve the problem and to plan for drug counseling or rehabilitation as needed.
- Police and DCYS will be called when appropriate.
- The child will be required to review the dangers of substance abuse through an educational program with a teacher, school health official, counselor or other staff member.
- The child may face detention or in-school suspension for these violations and expulsion from school for repeated violations.

Sexual Harassment:
Sexual harassment of any employee or student by any other employee or student, or by anyone with whom an employee or student interacts while fulfilling job or school responsibilities, is against the law and violates School Board policy #521. Concord School District will not tolerate sexual harassment. Reports may be made to investigators Susan Lauze - BGS Principal or Bob Belmont - Director of Student Services.
General Information about the School Day

Attendance:
Students who attend school on a regular basis are more successful in school. By NH law, students are required to attend school. For the safety of your child(ren) we ask parents to call the school between 7:15 and 8:00 a.m. to inform us that your child(ren) will not be in school that day. If your child is absent and we do not receive a telephone call, we will do our best to contact you at home or work. *If your work or home telephone changes, please be sure to inform the school.* Students are identified with an unverified absence if we do not receive a call/note. Update the information online and/or call the school office.

Breakfast/Lunch Program:
- Breakfast is served in the cafeteria daily 7:25 - 7:40 a.m.
- Families may apply at anytime during the school year for Free or Reduced cost meals by requesting an application form from the office. Applications are automatically sent out to everyone at the beginning of the year. (Note: only one application per family is needed. All students who qualified last year will be eligible to receive free or reduced lunch for the first 30 days of school.

- Each child attending school has a debit account. The debit card is kept in the cafeteria. Parents/Guardians may put any amount of money onto the card for the child to spend on lunch, breakfast or cold lunch milk. Payments are accepted at the school cafeteria and you may pay on-line through epay. If you wish to use your VISA or MC please call the food service office at 225-0823. If the account becomes past due for any amount, your child will receive a weekly bill until the account is paid. If you have any further questions please call 225-0823.

- The Food Service Department provides white envelopes for you to use to send in money for our child’s account. These are available from your child’s teacher, the office or the cafeteria.

- A fresh fruit or vegetable snack is provided for students at BGS three - four days a week. All students are encouraged to eat healthy snacks.

- Prices:
  - Student Lunches: $2.50 per day
  - Reduced Cost: $.40 per day
  - Juice, Milk: $.50 per day
  - Breakfast: $1.50 per day
  - Reduced Cost: $.30

NOTE: If your child brings a lunch to school, please be sure that lunchboxes, & backpacks are clearly labeled with his/her name. Soda is not permitted for lunch; drinks from home must be in plastic or paper containers, no glass.

Daily Schedule:
School starts at 7:45 a.m. Students, not eating school breakfast, should arrive at school after 7:30 a.m. Those arriving earlier will line up in designated hallways. At 7:30 students go to their lockers. All students go to their classes at the 7:40 a.m. bell. Breakfast is served 7:25 - 7:40.

Lunches are served:
- 10:50 - 11:30 grade 3
- 11:35 - 12:15 grade 4
- 12:20 - 1:00 grade 5
Delayed Opening/No School:
The Superintendent of Schools makes the decision relative to no school or a delayed opening due to bad weather. These decisions will be made no later than 5:30 a.m. We will use The School Messenger system to send a message to BGS families. You can also listen to local radio and TV stations. Delayed opening days will run 2 hours later than our normal starting time. The buses will begin their pick-ups approximately two hours later and students should arrive at school after 9:30 a.m. We will dismiss at our regular time of 2:30 p.m.

Dismissal:
Parents/guardians must report to the BGS office to sign out students who are being dismissed. Once on school grounds, a student is not permitted to leave without approval from the nurse or principal. Parents who are dismissing their child must provide a written reason for the dismissal. If someone other than the parent is picking up the child we must receive written authorization from the parent or guardian.

In the case of an illness or injury, the nurse will notify the parent and, if necessary, request that the parent pick up the student. In this situation, the nurse will sign the student out of school.

Homework:
Homework is a very important part of your child’s educational experience. Learning to complete assignments outside of the classroom is a skill that must be practiced. The purpose of homework is to improve the learning process, to aid in the mastery of skills, to create and stimulate interest and to foster responsibility and organizational skills. Homework will be assigned regularly to students. Expect 30 - 50 minutes daily; this includes time spent reading.

Homework Responsibilities:
The teachers’ responsibilities are to:
- be sure students understand assignments.
- give clear instructions on the purpose of homework and how homework will be graded.
- contact parents by phone, email, or US mail early if the student begins to develop a pattern of late or incomplete work.
- avoid routine assignments over holiday, vacation time, and weekends.
- provide students and parents with a specific written explanation of long-range assignments.
- follow a general guideline of no more than 30 min. - gr. 3, 40 min. - gr. 4 and 50 min. - gr. 5.
- give feedback on homework.

The parents’ responsibilities are to:
- assist students to develop good study habits by providing a specific time, materials, and a study area which is free of television and other distractions.
- have the students organize school materials: study notes, assignments, books, papers, assignment notebook, etc.
- help the student work to find the answer rather than doing the work for the child
- be supportive and give assistance when students get frustrated or discouraged.
- contact the teacher to clear up any misunderstandings and problems.

The students' responsibilities are to:
- be sure they understand the assignments, ask questions.
- write down their assignments and bring all materials home.
- complete the assignments on time.
- seek help from teacher as needed.
Make-Up Work:
Students who have been absent from school are responsible, upon returning, for contacting their teachers to make up any work. In the event of an extended absence from school, parents should contact their child's teacher or notify the school office to request assignments in advance.

Tardiness:
All students should be at school on time each day. If they arrive after 7:50 a.m., a parent/guardian must come into the main office and sign the child in. When tardiness is a chronic problem, the teacher, principal and/or counselor will contact the parent to solve the problem.

Truancy:
Success in school requires regular school attendance. Consequences for truancy: A parent/teacher/principal conference or investigation by the truant officer.

Health Services Information:
Broken Ground School has a full time nurse, Mrs. Stuart Gesen, to assist students and staff. The goal of the health care program is to encourage the use of good health practices, attend to students who become ill or injured at school, and be supportive with the family in meeting the student's health needs. We do vision and hearing screenings and record heights and weights.

Home Instruction:
If a student is confined at home for an extended period of time due to illness, injury, or recent operation, parents should contact the nurse or principal to discuss the possibility of arranging home instruction.

Immunization Requirements:
By State law, parents of all students shall present written evidence that proper and up to date immunizations have been done (MMR, DPT, and Polio). Exemptions: Requests for medical exemption must be addressed to the principal; requests for religious exemptions must be addressed to the Superintendent of Schools.

Illness or Injuries:
When a child does not feel well or an accident occurs, he or she will be sent to the nurse. After making an assessment of the injury and depending on the condition of the child, the parents will be notified.

Medication:
For all prescribed medications during school hours, parents are required to have their physician complete a medication authorization form, which must be returned to our school nurse. All medications must be brought in the original container to the school nurse by the parent.
For non-prescription medication (Tylenol, cough drops, etc.) parents must send written permission and instructions. All medications must be kept in the school health office. Please inform the school nurse of any allergies, such as food, insect bites, bee stings, etc. with instructions and medications for treatment.

Physicals:
All children entering the Concord School District must have had a physical within the year. The physical examination form must be on file in our office.
Recess:
Recess is a part of the normal school day. All children are expected to go outside at lunch recess. If a child has a medical condition that prevents him/her from participating in outdoor recess, Broken Ground School must have a note from the physician stating the reason and the length of time for this restriction. This is also the case if a child may not participate in physical education class.

School Procedures, Policies & Protocols:

Announcements:
Announcements are made at the beginning of the school day. Students in each class take turns reading morning announcements and leading our pledge to the flag.

Assemblies:
During assemblies, students are expected to sit with their class and behave responsibly. Classes will take turns hosting the monthly All-School Meeting held in the gym. Parents are welcome to attend these meetings.

Bathrooms:
Students are encouraged to use the bathroom during their recess times, rather than class time. They should sign out or ask the teacher before leaving class.

Bicycles:
On arrival, students should lock their bikes in the bike rack on the side of the building. On dismissal, bikers and walkers should immediately leave the school grounds using sidewalks to avoid buses and cars. All students riding bikes should wear helmets.

Book Care:
Students are responsible for books loaned to them. Students should keep books stored in their desks, tote trays or lockers. The teacher should be notified as soon as possible if a book is lost or stolen. Students are obligated to pay for the cost of lost or damaged books. Report cards will be held until payment is received.

Buses:
Questions or concerns about the bus routes, bus stops, schedules, safety, or behavior on the bus, should be addressed to the Transportation Department at 225-0849. Violation of bus rules will result in verbal and written conduct reports with possible suspension from the bus. Parents will be notified in writing of violations and suspensions by the Transportation Department.

Cars Pick-up and Drop-off:
All cars should enter through the S. Curtisville Rd. entrance and use the parent pick-up/drop off lane or designated parking areas in order to avoid the buses in front of the building. There is NO parking in the pick-up/drop-off lane between 7:15 and 8:00 AM and between 2:00 -2:45 PM daily.

Change of Address/Telephone Numbers:
Parents must inform the school office if there is a change of address, telephone number and/or emergency contact names and phone numbers.

Dress:
Dress and grooming are the responsibility of the student and his/her parents. Dress and grooming should be clean, in keeping with good health practices and appropriate for the learning environment. Students should not wear lugged sole hiking or heavy boots in school. Students should change into sneakers or other light shoes during school hours.
Lockers, Desks, Cubbies:
Lockers, desks, and cubbies are school property. Students are expected to keep them clean. Stickers should not be placed on school property.

Lost and Found:
Parents and students should label all personal property. Found items will be placed in the "lost and found" next to the health office. Students should not bring large amounts of money or valuables to school. The school is not responsible for lost items.

Newsletter:
The principal sends home a monthly newsletter with information on school and PTA activities. It will also be available on the BGS website bgs.sau8.org.

Recognition of Religious Beliefs and Customs:
Under the established clause of the First Amendment to the U. S. Constitution and Fourteenth Amendment, which applies to the First Amendment to all state bodies, including school boards, public schools are prohibited from taking any action, which advances one religion over another religion. Schools may include references to religious matters and holidays so long as the purpose, or effect, of the material or activity does not promote or inhibit religion. References to religious holidays and related symbols must be in the context of an objective study of our cultural and historical heritage. Religious holidays are those that have a current religious connotation, such as Christmas, Chanukah, and Easter. The district encourages all students and staff members to appreciate and be tolerant of each other's religious views. The district should use all opportunities to foster understanding and mutual respect among students and parents, whether it involves race, culture, economic background, or religious beliefs. In that spirit of tolerance, students and staff members should be excused from participating in practices that are contrary to their religious beliefs unless there are clear issues of overriding concern that would prevent it. (See School Board Policy)

Report Cards:
Report cards are sent home three times a year, November, March and June.

Student Records and Confidentiality:
Statement of Rights: Operating under the premise that the educational process is a cooperative effort between the student's parents and the school, Broken Ground School encourages parents to exercise all of their rights as they relate to the student records and confidentiality under the Family Rights and Privacy Act of 1974. (FERPA)
A. Parents have the right to:
   1. Inspect and review their child's educational record, and if requested, to have the records explained and interpreted within a reasonable time after appropriate notice.
   2. seek to correct their child's record if necessary.
   3. forbid/permit the disclosure of educational records to other non-education personnel and agencies.

B. The Concord School District declares that no student information will be released to any party without the permission of the parent or eligible student except:
   1. in health, safety, or emergency situations.
   2. to federal, state and school officials having a legitimate interest. or another school.
   3. to publish student yearbooks, programs for athletic teams, performing groups and graduation ceremonies as well as to publicize the academic awards and honors of individual students. If any parent or guardian wishes that any or all of the items listed above not be used for the purpose stated, please advise the school principal in writing at the start of the school year.
C. The Concord School District will maintain a record of disclosure to individuals other than the parents of students and district employees which shall be maintained with the student educational records and be made available upon request by parents. The Concord School District will protect the collection, storage, disclosure, and destruction of personally identifiable information. The Concord School District declares that information contained in the student directory will not be released without reasonable notice to the parents affording the right to request part or all of the Directory Information be withheld.

D. Copies of written procedures implementing these regulations are available in the office of each school and the Office of the Superintendent. Complaints about confidentiality of student records should be addressed to the principal of the school and may also be addressed to: Family Education Rights and Privacy Act, Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

Withdrawal or Transfer:
Parents of students who are withdrawing from school or transferring to another school should notify the school secretary as soon as possible. It is important that all books and school materials be returned prior to the withdrawal.

Student Support Services and Special Curriculum

Art:
All students at BGS have two art classes in the six day rotation.

Counseling Services:
Counseling is provided by a trained guidance counselor, Mrs. Christina Rousseau. The counseling goals are:
   a. To assist students with personal and social adjustment in school.
   b. To help students develop increased understanding and respect for themselves and others.
   c. To promote understanding, communication and cooperation within the family, school, and community.

Field Trips:
Field trips are designed to provide students with the opportunity to reinforce, enhance, and broaden the academic program. A notice about the field trip (where, when, cost, and what to bring) will be sent to parents. Parents may chaperone field trips and, in special circumstances, be asked to help supervise their own child. Every year parents sign Field Trip Permission for their child on the registration form at the beginning of the school year.

Music Program:
In the 6 day rotation, one music class is provided for all students attending BGS. Students in grades 4 and 5 also participate in chorus and are expected to participate in evening performances 2 times per year. Staff will make every effort to assist those needing transportation. The District offers instruction in strings (grades 4 & 5) and wind, brass and percussion instruments (grade 5).

Physical / Health Education:
All students will have PE / Health twice in a 6 day rotation. The physical education program focuses on developing appropriate team and individual skills that provide a balance of cooperation and competition for elementary age students. Fitness testing is completed twice each year.
Media Center:
Our Media Center has an excellent collection of books and reference materials, including access to our online catalog, Destiny. Research and library skills are taught to all students. The main purpose of the Media Center is to support the curriculum by being a resource to students and teachers, and to encourage students to enjoy reading. Grade 3 students attend Media/Tech Special one day in the 6 day rotation. Students are responsible for returning books on time and are expected to replace lost or damaged books.

Special Education:
Special Education is defined as “instruction specifically designed to meet the unique needs of an educationally handicapped student.
Pursuant to Public Law 94-142, NH RSA 186:C, and NH Standards for the Education of Handicapped Students, the Concord School District Special Education Manual outlines, special education programs, services, and procedures. If you suspect that your child has a handicapping condition that may require special education services, you should contact your child’s teacher or principal. As a member of the special education team you will be involved in decisions regarding classroom modifications, evaluations, Individual Education Plan (IEP), services and placement. The team will meet at least annually with you to review progress on annual goals and instructional objectives in the IEP. For more specific information regarding procedures, services, and parental rights, contact your child’s teacher, case manager, or principal.

Technology/Computers:
All students will have the opportunity to use a variety of technologies, including an IPAD or chromebook, to support learning. All students using the Internet at BGS are required to start at the Concord School District website. Please take time to review this site. It is well worth book-marking it on your home computer for your children’s use. It is a privilege for students to use technology. Students who do not follow the rules for computer/IPAD/chromebook use will lose their privilege. Students are expected to follow the acceptable use guidelines for all technology and to have signed the CSD Student Technology Use Guidelines and Responsibilities.

Tier 2 Team:
For students who need additional support beyond the Universal Behavioral Expectations, the Broken Ground School Tier 2 Team exists to provide students with evidenced based interventions focused on improving academic, social and behavioral outcomes. Positive Behavior Interventions and Supports may include programs such as Check In- Check Out (CICO), The Zones of Regulation, Silent Mentors, Coping Cat, Lunch Bunch Groups, Social Skills Groups, and Positive Behavior Intervention Plans. A student’s progress is monitored by the Tier 2 Team and supports are adjusted as needed until the child experiences success.

Title 1 Services:
Title 1 is a federally-funded grant designed to provide supplemental instruction in reading, writing and math for students who qualify for remedial support. Students are recommended for Title 1 intervention based on district/state assessments given annually. Title 1 also offers afterschool tutoring services in Math. For Parent’s Right – To-Know and BGS Parent Involvement Guidelines see pages 16 & 17.

Afterschool Program:
The Capital City 21st Century Community Learning Center in partnership with the Boys & Girls Club of Greater Concord is hosting a unique and engaging after school program at Broken Ground and Mill Brook Schools. The B&G@21C Afterschool Program greatly enriches the kinds of activities offered during after school hours, increasing student learning through interest-based and hands-on activities. The B&G@21C offers homework help, opportunities for academic enrichment, social and emotional growth, recreational activities and more. B&G@21C provides each student a healthy snack and 5:30 bus transportation home if desired.

14
Parent Involvement

Broken Ground School PTA:
The BGS Parent-Teacher Association is a group of volunteers, parents and staff who are committed to enhancing the educational opportunities for all students. They sponsor events such as Harvest Festival and Spirit Night. They do a number of fundraisers during the school year and all of these funds go back to the school and the children in many ways, such as field trips. We encourage you to participate in any way you are able. There are many single-event opportunities as well as on-going activities that you can be involved in.
The P.T.A. meets the first Tuesday of each month 7:00 - 8:00 pm in the Library/Media Center at BGS. Feel free to contact any PTA board member at any time during the year with ideas, suggestions or questions. We look forward to your support.

Chaperones: Expectations and Responsibilities:
On all school-sponsored trips, the safety and well being of all our students comes first. As a chaperone, we will work with you to make the trip successful and enjoyable for everyone. If you volunteer to chaperone, we expect you to agree to and do the following:

1. Always supervise and watch the students assigned to you. Never leave students unsupervised.
2. Be a positive role model for students. If being able to smoke is an issue for you, please choose some other way to help.
3. Please make other arrangements for siblings.
4. If you need help, ask a teacher. This will insure students make the most of the trip.

Communication: Parent, Teacher, Principal
Parents are encouraged to establish and maintain close contact with the school. If your child is having a problem in school, parents should listen and talk to their child. Students are encouraged to try to solve their own problems and to accept the consequences for their actions and decisions. If the problem or concern continues, the first person to call for an appointment is the classroom teacher or counselor. If after a period of time the problem or concern remains, the parent should contact the principal. If you have any concerns or questions about the operation of the school, curriculum, or assessments, please contact the principal. We value your feedback to improve our school.

Parent Conferences
Parents are encouraged and expected to discuss their son or daughter's progress and performance with teachers. If you have a question or concern, it is important that you contact your child's teacher at school. Conferences can be arranged by calling the school and requesting a teacher to set up a mutually convenient time and date. Teachers will call parents to share information about school performance. Email communication and/or phone calls are also encouraged to increase our partnership.

Parents Involvement & Guests
• We welcome and encourage parents to volunteer and/or visit Broken Ground. Visitors are always welcome at Broken Ground School. It is important that all persons not working daily at Broken Ground report to the office upon entering the school to sign in/out each day.

Volunteers
Parents are welcome to volunteer in such activities as tutoring, reading buddies, chaperoning field trips, class projects, Library/Media Center, computer lab, and PTA activities. Regular volunteers must contact central office to complete a background check.
Parents Right-To-Know

Title 1, Part A of ESEA (The No Child Left Behind Act of 2001)

In effort to comply with federal Title 1 guidelines, at the beginning of each school year, Concord School District, which receives Title 1 funds, must notify parents/families of each student attending any Title 1 school that:

Parents may request and should receive (and in a timely manner) information regarding the professional qualification of the student’s classroom teachers, including at minimum the following:

- Whether the teachers has met State qualifications for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other professional status that the State has waived;
- The degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree; and
- Whether the child is provided services by paraprofessionals and if so their qualifications.

**Additional Information** - A school that receives Title I funds must provide to each individual parent -

- Information on the level of achievement the child has made on all state assessments; and
- Timely notice that the parent’s child has been assigned or taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

For more information regarding Title 1 programs, please contact Donna Palley, Assistant Superintendent, Concord School District @ 225-0811 or visit our new website at www.sau8.org.
This parent involvement policy was developed in cooperation by the administrative team at Title I schools, parents of participating students and the school district. It will be made available to all parents/guardians of participating students.

District Requirements:

- Annually Title I Program staff will involve parents in the development of the Title I Plan and Title I Program Evaluation through feedback from surveys and interpersonal communication. The Title I staff will continue to solicit their involvement in school improvement efforts.
- The school district and administration team will build school and parent capacity for strong parental involvement. The team will also provide technical and advisory assistance in development and implementation of the plan and effective parent involvement activities.
- The school district staff will coordinate and integrate Title I parental involvement strategies with other programs.

Title I School Requirements:

- The Title I School will hold an annual meeting in a timely manner to inform participating families about the program, parental rights and responsibilities, and opportunities for partnership between the school and the home in building the student's academic skills. At the initial meeting the staff will...
  - ensure that all parents receive the 'parents right to know' document, regarding teacher qualifications;
  - provide information about the assessments used in determining eligibility and the nature and content of specific programs that will be used to supplement classroom instruction;
  - provide written information about the results of their particular student's assessment and the content of the program in which their child will be participating within one week of the start date for their child's instruction; and
  - follow-up with phone calls to clarify any information needed.
- Parents will be informed of meetings in writing and if possible, invited personally via phone call. If there is a need expressed for childcare or transportation, the Title I program will make arrangements for students (when appropriate) and siblings to be cared for on-site during the meetings free of charge to the parents. If needed, transportation will be made available to parents wishing to attend.
- Additional meetings may be scheduled during the year to provide an opportunity for parents to ask questions and gain information about academic development and strategies to help their students succeed. Meetings will be geared toward meeting the expressed needs of the parents with regard to their student's academic development and skills.
- Parent feedback will be gathered to assess the program's effectiveness and to help inform future decisions about its scope and content.

Established: September 2013
Reviewed at Title I Annual Meeting: September 2016
August 2017

Dear Parent or Guardian or Student over the age of 18:

In 1974, the Federal Government passed the Family Educational Rights and Privacy Act (FERPA). The intention of this law is to protect the accuracy and privacy of student educational records. Without prior written permission, only parents, legal guardians, authorized school staff, and, in appropriate circumstances, state and federal officials who have a legitimate educational purpose, have access to the educational records of Concord public school students. Under this law and School Board policy #580, parents and legal guardians are entitled to the following rights:

1. The right to inspect and review their children’s educational record.
2. The right to seek to correct parts of this record if they believe it to be inaccurate or misleading.
3. The right to limit disclosure of information contained in the record consistent with FERPA.
4. The right to file a complaint if there is a violation of this law.
5. The right of parents and eligible students to designate certain non-directory information for release.

Also, as permitted under the Family Education Rights and Privacy Act, the following information has been designated by the Concord Board of Education as “directory information.” This permits our schools to use this information without prior written consent if, and only if, it is used to publish student yearbooks, programs for athletic teams, performing groups, and graduation ceremonies, as well as to publicize the academic awards and honors of individual students:

1. The student’s name.
2. The student’s class (i.e. first, seventh, twelfth, etc.).
3. The student’s extracurricular activities.
4. The name of the school the student currently attends.
5. Achievement awards and honors.
6. Weight, height, and position on athletic teams.

If any parent, guardian, or student* over the age of 18 years wishes that any or all of the items listed above not be used for the purpose stated, please advise the school principal in writing prior to the start of the school year.

If there are any questions regarding these rights or this policy, please contact me at 225-0811.

*The rights and protections given parents under FERPA and this policy transfer to the student when he/she reaches the age of 18 or enrolls in an institution of post-secondary education.

Terri L. Forsten
Superintendent of Schools
Broken Ground School
Learning Involvement Compact

Every person involved in the education of children at Broken Ground School has rights, responsibilities and values to uphold.

Students:
Have the right
- To be respected
- To be safe in body, mind, and property
- To learn with minimal interruption and be involved in their learning
- To communicate
- To work in a clean and well cared for environment
- To have teachers with good teaching and classroom practices

And the responsibility
- To be respectful, honest and safe
- To allow others to learn and listen
- To know and follow the school and class rules
- To accept fair consequences for all actions
- To ask for help when needed and report all concerns to adults
- To complete assigned work and do your best each day

Parents:
Have the right
- To know that their child is in a safe and caring environment
- To be treated with respect and fairness by all children and adults
- To be informed about the qualifications of their child's teachers and school events
- To receive periodic reports about their child's progress across curriculum areas

And the responsibility
- To support the school in promoting a learning and caring environment
- To treat everyone in the school with respect and consideration
- To make sure their child attends regularly and is on time each day
- To be involved in events/ school activities and assists with homework

Teachers/Staff:
Have the right
- To work in a safe and supportive environment
- To be treated with respect and courtesy
- To develop positive working relationships with children, parents and colleagues
- To participate in quality professional development and collegial collaboration

And the responsibility
- To promote a safe and supportive environment for students and staff
- To treat others with respect and courtesy
- To provide high quality instruction /curriculum that is accessible to all children
- To share student's progress and concerns with families
- To participate in professional development and collaborate with colleagues
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**Days:** 15

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**Days:** 20

**Notes:**
- Aug. 28: 1st Day for Teachers
- Aug. 29: Professional Day
- Aug. 30: 1st Day for Students
- Sept. 1 - 4: Labor Day Recess
- Sept. 27: Curriculum Work Time
- Oct. 6: Professional Day
- Oct. 9: Columbus Day
- Oct. 25: Curriculum Work Time
- Nov. 10: Veteran’s Day
- Nov. 16 & 20: Parent-Teacher Conferences
- Nov. 22 - 24: Thanksgiving Recess
- Dec. 22 - Jan. 1: Holiday Recess
- Curriculum Work Time: (90 minutes between 3:00-5:00 PM)
- Professional Day: no school for students

### February

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**Days:** 17

### March

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**Days:** 19

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### June

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**Days:** 9

**Notes:**
- Jan. 5: Martin Luther King Day
- Jan. 16: Professional Day
- Jan. 26: Semester I Ends
- Feb. 26 - Mar 2: Winter Recess
- Mar. 16: Professional Day
- Apr. 11: Curriculum Work Time
- Apr. 23 - 27: Spring Recess
- May 9: Curriculum Work Time
- May 28: Memorial Day
- June 13: Last Day of School for Students
- June 16: Graduation Day

**Parent-Teacher Conferences:** (4:30-8:00 PM)

**Note:** Additional school days needed due to inclement weather (snow days, etc.) will be added to June.