



## **FAMILY HANDBOOK**

**2017 - 2018**

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53 SOUTH CURTISVILLE ROAD  
CONCORD, NH 03301

PHONE: 603-225-0830

FAX: 603-225-0851

MBS.SAU8.ORG

PHIL CALLANAN, PRINCIPAL



# Mill Brook

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## SCHOOL

53 South Curtisville Road  
Concord, NH 03301  
(603) 225-0830  
Fax (603)



Philip Callanan  
Principal

Barbara Hemingway  
Preschool  
Ext. 3730

Nancy Pender  
Special Education  
Ext. 2148

Kaitlin Gallagher  
School Counselor  
Ext.3008

August 11, 2017

Dear Mill Brook Families,

Welcome back to Mill Brook School for the 2017 - 2018 school year! I hope everyone enjoyed the summer months and special family activities we all try to squeeze in each year. As parents, our excitement starts to rise knowing we have almost made it through another summer! With school right around the corner we also start to experience a little anxiety about the new year whether your child is in Kindergarten or second grade. Letters are starting to be mailed with teachers introducing themselves and offering as much information about their class that you may need. Please feel free to reach out to the school if you have additional questions. Molly is back full time starting Tuesday, August 15, so don't let your anxiety rise too high, just give us a call with questions. We will be reaching out to some of you to finalize enrollment information, screenings and finalizing placements. Very busy time of year at MBS!

This year Mill Brook will be examining the following question: ***Thinking of the whole child....What does success look like and how will we know it?*** We have selected a new book study, *How Children Succeed*, by Paul Tough. This is one resource we will use to help us answer our focus question throughout the school year. Our goal, as always, is to find success for all our students throughout the school year. We want to be sure you are aware of the successful moments, days, and weeks that will occur this year. Communicating this to you starts with solid communication between home and school. I hope you are on board for the journey this year and can keep the lines of communication open.

This summer we hosted a regional Responsive Classroom Workshop that brought in teachers from all over New England! People were amazed at our facility, and also amazed at the work we do at MBS creating positive learning environments that promote the social and emotional growth of all our students. The commitment from the staff over the summer months is incredible to watch. As quickly as the rooms are taken apart in June the process starts to prepare each room for the new year. It starts with the cleaning and ends with the dedicated teachers and support staff volunteering their time to make sure day one is the best experience for each child entering our building. Please make sure you recognize our staff at some point this year for all their efforts.

*Welcome back to the another year full of opportunities working together!*

Sincerely,

Phil Callanan  
Principal, Mill Brook School

Principal: Phil Callanan

Administrative Assistant: Molly Lanigan

Pre-K: Liz Collopy, Marley Martin, Shira Siegel  
Susan Carignan - Coordinator

Kindergarten: Megan Audet, Krystle Keriazes, Sarah Williams

Grade 1: Nancy Bannon, Summer Gallo, Dawn Morris, Cindy Nix, Sharon Sorette,  
Lori Young

Grade 2: Kayleigh Flynn, Laura McKenna, Erin Moore, Sue Phillips, Lee Weber

Art: Jessica Hatchett, Karen McCormack

Library/Media Tech: Paula Henderson, Jane Kleiner  
Bethany Roberge - Technology Integrator

Music: Phil Hoefs, Rachel Hamilton

Physical Education: Kayla Chase,, Nick Zeras

Guidance Counselor: Kaitlin Gallagher

SSR Program Assistant: Pat Steiner

Cafeteria: Kim Woodward

Head Custodian: Phil Fuedner

Educational Assistants: Denise Archambault, Reggie Barnum, Wendy Bemis, Linda Blake, Leah  
Blazon, Paula Demers, Melanie Doherty, Celeste Dustin, Diana Eaton,  
Michelle Ewing, Kim Hadfield, Jessica Hardiman, Nuala Howe, Jen  
Johnson, Sue Joyal, Kristine Kennerson, Cindy Mangone, Mary Miller,  
Ellen Ouellette, Tania Paiva, Katie Ring, Carol Walsh, Laura Woods

ELL: Jen Prospere, Amanda Laquerre, Karry Carter

Family Literacy Facilitator:: Jennifer Fennelly

Occupational Therapy: Miriam Lebyy, Norma Robinson

Physical Therapy: Kim Keller, Tammie Sullivan

Reading Specialists: Dawn Revellese, Carrie Ladd  
Nancy Siff - coordinator

School Nurses: Janet Corkum

Special Education: Lucas Gallo, Heather Hunt, Crystal Rubino, Lindsay Severance  
Nancy Pender -- Coordinator

Speech/Language Pathologists: Debi Blanchard, Christine Cashman, Allison Nico

## The A B C's of Mill Brook School

### A

**ADDRESS** Mill Brook Primary School  
53 South Curtisville Road  
Concord, NH 03301  
603-225-0830  
<http://mbs.sau8.org/>

### **ALL SCHOOL MEETINGS**

Each month, Mill Brook School conducts All School Meetings hosted by various classes. Each meeting highlights a theme from the Responsive Classroom approach, such as respect, friendship, or pride. All meetings end with the Mill Brook cheer! Most All School Meetings are held in the mornings, but two each year are held in the afternoons so that PM pre-K and kindergarten classes can attend. Your child's teacher will notify you when his or her class is hosting the All School Meeting.

### **ARRIVAL (a.m. DROP OFF)**

When transporting your child to Mill Brook School between **7:30 a.m.** and **7:45 a.m.**, you are asked to drop-off in the car lane in front of the building. Please have your children ready to exit the vehicle when the door is opened for them. Students will be greeted by a staff member at the crosswalk in front of the main entrance. This is where they should go to be guided to the cafeteria or playground. Please, no adults without a visitor badge are allowed within the fence on the playground. Students are supervised on the playground and in the cafeteria. The academic day begins at **7:50 a.m.** Late students (those arriving after **7:50 a.m.**) will have to go to the office to get a late pass before going to their classroom.

### **ART**

First and second graders receive art instruction at twice in a six day period. To learn more about the art projects we do at Mill Brook School, please visit our blog at <http://millbrookschoolart.blogspot.com/>.

### **ATTENDANCE**

The academic year is 177 days. Although we strongly encourage parents to keep their children home when they are sick, we also recognize the benefits that consistent on-time attendance has on a child's education. If your child will not be attending school, please notify the office at 603-225-0830 before 8:00 a.m. to report the impending absence.

### B

### **BEHAVIOR AND CLASSROOM EXPECTATIONS**

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; taking a break.

The basis of the classroom plan is the use of breaks (take a break) and the development of a plan to solve a problem.

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 children in the discipline process is a respectful way to teach important life skills.

#### *Steps to Self-Control*

1. verbal reminder
2. take a break (in the classroom)
3. buddy classroom or SSR (Student Support Room) break (removal from class for cool off time and think time)
4. conference with parent and teacher
5. teacher notifies parent, principal, or counselor and develops a Behavior Problem Solving Plan, SSR, or Positive Behavior Plan as needed.

#### **BIRTHDAYS**

A birthday is a special time for a child. Children will be recognized during their birthday month at the All School Meeting. Please contact your child's teacher for individual classroom celebration procedures.

#### **BOYS AND GIRLS CLUB/21ST CENTURY COMMUNITY LEARNING CENTER (AFTER SCHOOL PROGRAM)**

B&G@21C is an after school program made possible for the students of Mill Brook School and Broken Ground School by the partnership between 21st Century Community Learning Centers (21C) and the Boys and Girls Club of Greater Concord. This partnership allows students the opportunity to enroll in various academic and recreational clubs after school hours (2:30-6:00 p.m.), increasing student learning through interest-based and hands-on activities. If the need for attending the program goes beyond two full afternoons, the staff of B&G@21C asks that you discuss full membership with the Boys and Girls Club of Greater Concord. Scholarships for full membership are available. A late bus home is available.

Program offerings vary throughout the year but may include Dance, Homework Help, Kids Can Code, Crazy 8s Math, Recycled Art Creations, Build It Club, Poetry Café, Yoga, and Triple Play. A healthy snack is provided.

For more details visit [MBS B&G@21C](#).

#### **BUSES**

Students riding buses will arrive at Mill Brook around 7:30 a.m. each day. Students riding home or to an after school program are led out to the buses by 2:30. Buses are loaded by Mill Brook students first, followed by Broken Ground students.

Information concerning bus transportation and procedures is available on the District's website at [www.sau8.org](http://www.sau8.org) → Departments → Transportation. It is vital that parents, students, bus drivers, and district staff work together to maintain the safety of our buses. Please review the bus rules with your child. Safety is our first priority. For any further

questions or concerns, please contact the district Transportation Department at 225-0849.

## **C**

### **C.A.R.E.S./RESPONSIVE CLASSROOM**

Mill Brook School uses the Responsive Classroom philosophy and practices. We believe that social and academic learning goals are equally important and that how children learn is as important as what they learn. The Responsive Classroom is a developmental and social curriculum that is built around components that integrate teaching, learning, and caring in the daily program. As a school community, we develop an environment where everyone can learn, feel safe, feel a sense of belonging and significance, and have fun.

The social skills that have been found to be important in developing an effective learning environment and proven to increase student achievement are represented by the acronym C.A.R.E.S.:

**C - Cooperation**

**A - Assertion**

**R - Responsibility**

**E - Empathy**

**S - Self-Control**

Students practice these social skills at their Morning Meetings and throughout the academic day.

### **CONFERENCES**

Parent-Teacher conferences are regularly scheduled for late November. We feel that regular communication with parents/guardians about a child's academic progress is beneficial for students, parents and teachers. You are encouraged to discuss your child's progress with his/her teacher as needed. Notes, phone calls, emails and scheduled conferences are encouraged. At Mill Brook School, we strive to provide a school-wide climate that is conducive to open communication and learning.

### **COUNSELOR**

Mill Brook School has a full-time school counselor, Mrs. Gallagher. Mrs. Gallagher works with students on a variety of topics including: friendship, social skills, emotional development and self regulation in an individual, group, or whole classroom setting. Mrs. Gallagher is also our homeless liaison. If your family experiences loss of housing please contact her. The best way to reach her is through email, [kgallagher@sau8.org](mailto:kgallagher@sau8.org), you can also reach her at 603-225-0830.

## CURRICULUM

Each grade level implements thematic curriculum related units. These units of study are based on state frameworks and the Concord School District standards. For more information regarding curriculum, visit the district's website at <http://sau8.org/>

## D

### DISMISSALS (END-OF-DAY)

1. If your child's dismissal plans change, please send a note to your child's teacher or call the school office at 225-0830 **no later than 1 pm.**
2. Students riding home or to an after school program are led out to the buses by 2:30. Buses are loaded by Mill Brook students first, followed by Broken Ground students.
3. Pick up follows bus dismissal at **2:35. Do not get out of your car when picking up. Students being picked up will be brought out to you in the car pick up line.** Cars will need to pull all the way up to the start of the sidewalk/median. Classroom teachers will bring your child to you. Please be prepared to let your child in on the driver's side for safety. **Important:** There is only one lane of traffic for pick up, this will allow for a slow pull out lane once students are in cars. You may not leave a parked car in the pick up lane. If you need to leave your car, it must be in a parking lot space.
4. If your student is a walker, please let the classroom teacher know. Please wait outside the front main door or front center door of the building and your child's teacher will bring your child to you. *For the safety of our students and staff, please leave your dogs at home during dismissal.*

### DISMISSALS (SCHOOL HOURS)

If the student is to be dismissed during school hours, the parent or adult picking up the child must come into the office to sign the child out at the main desk. If possible, a note to the teacher previously is helpful. If a child returns to school after a dismissal, he or she must be signed in at the office by an adult.

### DRESS

At Mill Brook School, we play outside every day unless it is raining or very cold. Please be sure your child is dressed appropriately for the weather. During the winter months, students must be dressed warmly, including boots, snowpants, and gloves or mittens. Students without snowpants or boots must stay on the blacktop during recess.

### DRILLS

In addition to fire drills, other school emergency drills will be held periodically during the school year. The purposes of the drills are to familiarize students with safety procedures inside and outside the school.

- The Reverse Evacuation drill is used when students are outside the building on school grounds and we need them to return to the building. Situations where we might use this drill would be severe weather, fire nearby, grounds issue.
- The Lock Down/Secure Building drill is when there is need to secure the entire building. Students and staff are requested to clear from hallways into classrooms, close doors and windows, pull shades, and remain in their rooms out of plain view. This drill would be used in the case of an intruder, threatening behavior or severe medical emergency in the building.

- The Shelter-in-Place drill requires students and staff to close all doors, windows, and pull shades but they may continue with their activities unless directed otherwise. This drill is used when there is potential for hazardous materials to be airborne near the school.
- The Drop, Cover & Hold drill requires students and staff to drop to the floor or under a nearby desk or table, hold onto the desk or table legs or lay face down against an interior wall and cover their eyes. This drill might be used in severe weather, earthquake or explosion.

When practice drills occur, parents and visitors will be asked to remain on the premises until the drill is complete.

## E

### **EARLY DISMISSAL**

Under unusual circumstances, schools may be dismissed early. Every attempt will be made to notify parents of the early closure using the SchoolMessenger Notification Service. You may also tune into WMUR (Channel 9) news or the following radio stations: WZID (FM 95.7), WKXL (FM 103.9, AM 1450), WTPL (FM 107.7), WNNH (FM 99.1), WJYY (FM 105.5), WOKQ (FM 97.5), WZID (FM 95.7), or WFEA (AM 1370), or consult the Concord School District website at <http://sau8.org/>.

### **EMERGENCY CONTACTS**

Each year parents are asked to provide the names of two other adults who would be permitted to pick their child up from school. Your child will not be dismissed to anyone else unless you provide the office with a note. Please notify the school of any changes in the information noted on your emergency contact form.

### **EMERGENCY OFF-SITE EVACUATION PLANS**

The Concord School District has plans in place to safely evacuate students from a school site to an alternative location during the school day. In the event this becomes necessary, parents will be contacted using the District's SchoolMessenger emergency notification service.

### **ENGLISH LANGUAGE LEARNER SERVICES**

The Concord School District currently provides English Language Learner (ELL) services at Mill Brook School. If you believe your child is eligible for ELL services at the elementary level please contact Jennifer Fennelly at 603-225-0830.

## F

### **FAMILY CENTER**

The Family Center at Mill Brook School is a drop-in development and playgroup for children 6 months up to age 5 one morning per week. This program features shared parent-child activities, including literacy and enrichment activities, arts and crafts, outdoor play, and songs. Family Center is held in the pre-K project area. Mill Brook families are encouraged to attend! You do not need to pre-register and there is no cost to attend.

The Concord Heights Parks and Recreation Center at 14 Canterbury Road and the Jennings Drive Community Building also host weekly drop-in Family Centers.

Caregivers must accompany children to Family Center. For more information about Family Center, please contact Jennifer Fennelly at 225-0830.

### **FIELD TRIPS**

Curriculum-related field trips are scheduled throughout the school year. Adequate supervision is provided for every field trip. Parent volunteers may be invited to chaperone. Detailed information is sent home in advance. Depending on the field trip, the school may be required to make payment prior to the trip. Please return all forms and payments promptly.

### **G**

### **H**

### **HEALTH**

The health and well being of students and staff at Mill Brook School is important. Flu, colds, and strep are some of the contagious illnesses that need at-home care. A good night's rest, healthy breakfast, and well-balanced lunch all contribute to your child's health and success in our educational environment.

### **HOMEWORK**

Each grade level and class has its own homework procedure. Your child's teacher will let you know what the policy is for his or her class. Feel free to contact your child's teacher if you have any questions about homework. We encourage each family to spend at least 20 minutes each day reading aloud to your child or having your child read to you.

### **I**

### **ILLNESS**

If your child is going to be absent, please notify the office before 8:00 a.m. at 603-225-0830. If the school has not been notified, the procedure is to call home for verification. If a child has a disease such as strep throat, the flu, or a stomach virus, he or she should not attend school for their own well being and that of others. *All students should be free of symptoms, including fever over 100 degrees, vomiting, diarrhea, or unexplained rashes, for at least 24 hours before returning to school.* If your doctor has prescribed an antibiotic, the student should be kept home for 24 hours after starting the medication before he or she is considered to be non-contagious.

### **J**

### **K**

### **KINDNESS**

Kindness is an attitude. A positive, caring and respectful attitude is encouraged and nourished at Mill Brook School. Students, teachers and parents are expected to demonstrate kindness to themselves and others.

## L

### **LIBRARY**

The goal of the Mill Brook School Library Media Program is to ensure that all students and staff are effective users of information. This is accomplished by providing access to materials in all formats. Students visit the library every other week. First and second graders can check out books for two weeks. Students will be responsible for any materials that they have lost or damaged during the school year. For information about media technology instruction, please see “Media and Technology Instruction,” below.

### **LOST AND FOUND**

If your child is missing any clothing, please remember to check the lost and found bins! They are located in the hallway leading to the cafeteria. Unclaimed items are donated to a social service agency at the end of the school year. Writing your child’s last name in the clothing helps prevent lost items.

### **LUNCH**

Breakfast is served in the cafeteria daily from 7:30 to 7:45 a.m. First and second graders have a morning snack in their classrooms. You may send a healthy snack in from home for snack time. A fresh fruit or vegetable snack is also provided for students at all grade levels Monday, Tuesday, and Thursday.

Lunch periods are 20 minutes. Students eat with their classmates and teachers in the cafeteria. Your child can bring lunch from home or purchase lunch at school. The lunch menus are available in the school office, from your child’s teacher, or online at [http://sau8.org/departments/food\\_service](http://sau8.org/departments/food_service)

Elementary breakfast costs \$1.50 and lunch costs \$2.50. Each child has a debit account. If the account becomes past due for any amount, your child will receive a weekly bill until the account is paid. The Food Service Department provides white envelopes for you to use to send in money for your child’s account. These are available in the cafeteria, in the school office, or from your child’s teacher. You may also pay online through epay. Go to <https://www.k12paymentcenter.com> or call the Food Service Department at 603-225-0823 for more information.

Families may apply at any time during the school year for Free and Reduced Price meals. Reduced price is \$0.30 for breakfast and \$0.40 for lunch. Application forms are available in the office. We have them out so you can help yourself. If you have any questions, please call the Food Service Department at 603-225-0823.

## M

### **MEDIA AND TECHNOLOGY INSTRUCTION**

The Media Tech program is designed to provide Mill Brook students with the media and technology skills they will need to be successful throughout their school years and beyond. The program includes lessons that align with the NH Information and Communication Technology (ICT) Standards and the Common Core State Standards. First and second graders receive media technology instruction every other week. In

addition, each classroom is also equipped with a set of iPads. The classroom teachers collaborate with a certified technology integrator to integrate subject matter into lessons that teach research and technology skills while using the iPads.

### **MONEY TRANSACTIONS**

Any time your child is requested to bring in money for a field trip, book order or project, be sure to enclose the money in an envelope labeled with your child's name and the teacher's name. Special envelopes are available in the cafeteria and the school office for the prepayment of school lunches.

### **MORNING MEETING**

Morning Meeting is a format that provides children with the daily opportunity to practice greetings, conversation, sharing, and problem solving. It also motivates students to meet the academic challenges they will encounter in the day ahead.

### **MOVE-UP DAY**

Move-Up Day is held during the last week of the school year. Students will learn their next year's placement, meet new classmates, and visit their teacher and classroom.

### **MUSIC**

First and second graders have music instruction once every six days. All students will have the opportunity to sing, dance, and play musical instruments throughout the year.

## **N**

### **NEWSLETTER**

Mill Brook School sends home a monthly newsletter with information about upcoming school and PTA activities and important dates.

### **NURSE**

There is a full time school nurse at Mill Brook School available for your child's medical needs. Written parent permission is required for the nurse to dispense over-the-counter medication at school. Written parent and doctor permission is required to dispense prescription medication at school. A current and signed doctor's order is required, the medication must be in a labeled bottle, and the medication must be delivered by an adult. It cannot come to school in a child's backpack. Please help to keep your child's permanent health record and emergency contact information current.

## **O**

### **OFFICE HOURS**

Office hours at Mill Brook School are 7:15 a.m. - 3:15 p.m. The office phone is 603-225-0830.

### **OPEN HOUSE**

Open House is traditionally held early in the fall in order for parents to meet and introduce themselves to their child's teacher. It is an opportunity for parents to hear about homework expectations, curriculum development, and general classroom

procedures. This is not a parent/teacher conference. You will have an opportunity for that later in the year.

## **OUTSIDE**

Weather permitting, the students will go outside daily. Students should plan to participate in outdoor recess if they are well enough to attend school. A daily check of the weather forecast is encouraged to help students select weather appropriate clothing. In the winter months especially, please be sure your child is dressed warmly. Please keep in mind that boots and snowpants are required to play in snow-covered areas.

## **OWLS**



When Mill Brook School first opened in 2012, the students held a vote to determine the new school mascot. We are the Mill Brook Owls!

## **P**

### **PARENT-TEACHER ASSOCIATION (PTA)**

The Mill Brook PTA is a chapter of the national PTA, one of the nation's oldest and largest child advocacy groups. Some of the programs sponsored by the PTA include: the Three for Me! volunteer program, field trips, fundraising, the Scholastic Book Fair, Pizza Night, the Artist in Residence program, movie nights, and the annual Spring Fling community event. Parents are encouraged to attend PTA meetings. These meetings typically occur the third Tuesday of each month at 6:00 pm in the school library, and free child care is provided. Please support their efforts by joining this group during their fall membership drive and becoming involved.

For more information, please contact the PTA at [millbrookptaNH@gmail.com](mailto:millbrookptaNH@gmail.com), "like" the PTA facebook page at [www.facebook.com/millbrookpta](http://www.facebook.com/millbrookpta) or go online to [http://mbs.sau8.org/about\\_our\\_school/p\\_t\\_a](http://mbs.sau8.org/about_our_school/p_t_a).

### **PARKING**

Visitor/parent parking is available in the school parking lot. Additional parking is available in the Broken Ground School lot next door. Parking is NOT permitted in the bus/fire lanes or along South Curtisville Road. Parking in these areas presents a safety hazard and is prohibited by law. Please reduce your speed on school grounds and observe the STOP signs.

### **PHYSICAL EDUCATION**

First and second graders have gym or Physical Education (P.E.) twice every six days. Your child's teacher will let you know which days your child's class has P.E. Students should wear sneakers on the days they have P.E. If the weather cooperates, P.E. will be held outside.

## **POLICIES**

Please see page 17 for a list of school district policies.

## **Q**

### **QUESTIONS**

During the year questions may arise. Classroom concerns should first be discussed with your child's teacher at a time convenient for the classroom teacher. If you have any other questions, please call the school and describe your question. The Administrative Assistant will direct you to the appropriate person to help you answer your question.

## **R**

### **RECESS**

Each morning, bus students will have an early morning recess until the start of the school day. In addition, a thirty-minute recess will precede each lunch period. Students should plan to participate in outdoor recess if they are well enough to attend school. Recess is outdoors unless it is below 10 degrees F or raining. Additionally, the principal may call for an indoor recess if the field conditions are poor or if the weather is unfavorable. A daily check of the weather forecast is encouraged to help students select weather appropriate clothing. Please be sure your child is wearing warm clothing in the winter months, including long pants, long sleeves, coats, hats, and mittens. During the winter season, students need boots and snow pants to leave the black top area during recess.

### **REPORT CARDS**

Report Cards are sent home twice per year for kindergartners and three times per year for first and second graders. Parents are encouraged to call or send a note to the teacher whenever there is a need for a conference. It is important to have open communication between home and school to provide the best education for your child.

## **S**

### **SCHOOL CLOSINGS AND DELAYED OPENINGS**

If school is to be closed or if there is a delayed opening, the district will notify parents/guardians using the SchoolMessenger Notification Service. This system will send a telephone call to the primary emergency number designated by the parents/guardians by 6:00 AM. You may also tune into WMUR (Channel 9) news or the following radio stations: WZID (FM 95.7), WKXL (FM 103.9, AM 1450), WTPL (FM 107.7), WNNH (FM 99.1), WJYY (FM 105.5), WOKQ (FM 97.5), WZID (FM 95.7), or WFEA (AM 1370), or consult the Concord School District website at <http://sau8.org/>.

If it is necessary to call a 2-hour delay in the start of school, buses will make their normal pickups 2 hours later than the usual time, and the morning pre-K and kindergarten classes will be canceled. The school day will end at the regular time.

### **SCHOOL HOURS**

Grades 1-2:	7:45 a.m. - 2:35 p.m.
AM K:	7:45 a.m. - 10:35 a.m.
PM K:	11:45 a.m. - 2:35 p.m.

AM Pre-K:	8:20 a.m. - 11:00 a.m.
PM Pre-K:	12:20 p.m. - 3:00 p.m.

## **SCHOOL LINKS**

BGS/MBS Media Tech maintains a School Links page with links to resources for students, families, and teachers, including links to programs the students use in school and grade-appropriate ebooks. Please visit School Links at <http://edu.symbaloo.com/mix/mbsandbgslinks!>

## **SCHOOL MESSENGER (Emergency Notification System)**

The Concord School District uses the SchoolMessenger Notification Service to send a pre-recorded message containing important information to ALL of our students' parents/guardians within minutes, if an emergency occurs. You were asked to provide up-to-date direct dial numbers (no extensions) as part of the beginning of the year paperwork. *If this information changes, please notify the school immediately.*

The district will use SchoolMessenger for:

- Emergency notification such as school evacuations and/or relocations.
- Early dismissals, delayed openings, or school closings due to severe weather.
- Transportation emergencies.
- Other emergency situation as they arise.

Contact Protocols:

- Your caller ID will display your school's or the district's main number anytime a non-emergency call is generated. Caller ID will not display a name with a number.
- Emergency calls will be made to all numbers provided simultaneously. A standard notification will only be sent to the primary SchoolMessenger number.
- SchoolMessenger will leave a message on your voicemail or answering machine. If you have such things as Telemarketer Zapper or Privacy Director on your telephone lines, you may not receive the call.
- SchoolMessenger does not call extensions. If you have a direct dial number at work, you should provide your child's school with that number, not a main number and an extension.
- SchoolMessenger will only make one phone call per contact number when multiple family members in the same school have the same contact information.

## **SECURITY**

You will notice a security system that requires visitors to buzz in once the school day begins. Any time you come to the building you will need to enter through the main entrance and push the buzzer to be let into the building. Please go directly to the office so that we may assist you.

## **T**

## **TARDINESS**

A student's day gets off to a good start when they arrive at school on time. Tardiness is noted on your child's school records. Excessive tardiness is addressed with the parents in writing from the principal. Late students (arriving after 7:50 a.m.) will need to go to the office for a late pass before going to their classroom.

## **TITLE I**

Mill Brook School is a school-wide Title I school for the 2016-2017 school year. Title I 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 I intervention based on district and state assessments given annually. For more information about Title I, please see pages 19-22.

## **TOYS**

Students are discouraged from bringing toys to school. We ask that students refrain from bringing playing cards (such as Yu-Gi-Oh Cards) to school. Our school is not responsible for lost or stolen items. Electronic devices such as iPods are not allowed at school.

## **U**

### **UNEXCUSED ABSENCES**

Because absences are not conducive to maximum learning and may adversely affect progress, students should be in school every day unless they are ill or in cases of a family emergency.

## **V**

### **VACATIONS**

Parents/guardians are encouraged to plan vacations during regularly scheduled school vacations. When absent, students miss the entire teaching and learning experience presented by staff, not merely the assignments completed.

### **VISITORS**

Mill Brook School encourages and welcomes parents and guardians to visit our school. Please make visitation arrangements with your child's teacher and/or a school administrator. To ensure the safety of all students, we ask that any visitor stop by and sign in at the office when they enter the building. Visitors are required to wear name tags while in the building.

### **VOLUNTEERS**

At Mill Brook School, we are proud of the cooperative efforts between school and community that have resulted in an outstanding school volunteer program sponsored by the PTA. Parents and caregivers are welcome to volunteer in such activities as chaperoning field trips, helping with class projects, reading buddies, and PTA activities. Check with your child's teacher or the PTA about volunteer opportunities.

School volunteers during the school day are considered *designated volunteers* and are required to undergo a background investigation and criminal history records check per RSA 189: 13-a, and Concord School District Policy 890. A volunteer application is available online at [www.mbs.concordnhschools.net](http://www.mbs.concordnhschools.net) → School District Policies. You can also pick one up in the school office.

## **W, X, Y and Z**

### **WALKERS**

If your student is a walker, please let your child's teacher know if your child is to walk home without you.

### **WELLNESS**

A good night's rest and a healthy breakfast will contribute to your child's health and success in our educational environment.

## CONCORD SCHOOL DISTRICT POLICIES

To access all Concord School District Policies, go online to <http://sau8.org/> → Administration → Superintendent → Charter, Handbook and Policies → School District Policies. The following policies may be of particular interest:

[511.1: Elementary Enrollment Areas](#)

[514: Attendance, Absenteeism and Truancy](#)

[520: Safe School Zone](#)

[521: Sexual Harassment](#)

[530: Student Wellness](#)

[537: Child Abuse and Neglect](#)

[538: Safety Program](#)

[539: Student Safety and Violence Prevention -- Bullying, Cyberbullying, Harassment and Retaliation Incident Reporting Form](#)

[540: Code of Student Conduct](#)

[540.1: School Wide Behavioral Interventions and Supports](#)

[541.4: Student Conduct on Buses](#)

[542: Acceptable Internet Use - Students](#)

[571: Non-Discrimination](#)

[575: Special Education Manual \(policy\)](#)

[754: School Visitors](#)

[811: Communications/Public Notification/Right to Know Law](#)

[816: Religious Observances and Displays](#)

[890: Designated Volunteers](#)

## Mill Brook School

### Learning Compact

Every person involved in the education of children has rights, responsibilities and values to uphold. We would ask that you be accountable and responsible for the progress of the child and your part in that progress and to know your rights as well.

#### ***Students:***

Have the **right**

- to be respected, to be safe in body, mind and property
- to learn with minimal interruption
- to be involved in their learning
- to communicate
- to work in a clean, well-cared for environment and to have teachers with good teaching and classroom practices.

And the **responsibility**

- to allow others to learn and listen, to be respectful, honest and safe
- to know and abide by school and class rules
- to accept fair consequences for their actions
- to ask for help when they need it and to complete assigned work.

#### ***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 kept informed about the qualifications of their child's educators, school events and issues and their child's progress across all 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 deliver and collect their children at the correct times
- to be involved in events, school activities and assist with homework.

#### ***Teachers/Staff:***

Have the **right**

- to work in a safe and supportive environment
- to be treated with respect and courtesy
- to develop a positive working relationship with children, parents and colleagues
- to teach with minimal disruption
- to have the opportunity for professional development.

And the **responsibility**

- to promote a positive, safe and supportive environment for all children and staff
- to provide a high quality instruction of curriculum that is accessible to all children
- to participate in professional development and collaborate with colleagues
- to share progress of students with families.

## **A Parent's Guide to Mill Brook School Schoolwide Title I Program**

The Mill Brook School Schoolwide Title I Program is designed to academically support all students enrolled at Mill Brook School to encourage accelerated progress toward grade level expectations.

### *Why is Mill Brook School a Title I Schoolwide School?*

Mill Brook School participates in Title I classified as a Schoolwide Title I School. A Schoolwide Program permits the Mill Brook School to use Title I and other federal education program funds and resources to upgrade the entire educational program of the school. This is in contrast to a Title I Targeted Assistance Program, through which Title I funds are used only for supplemental educational services for eligible children who are failing or at risk of failing to meet New Hampshire State Standards.

### *Why is Mill Brook School eligible to qualify as a Title I Schoolwide School?*

The Mill Brook School may operate its Schoolwide Program because at least 40% of the children enrolled in the school are from low income families.

### *How did Mill Brook School qualify to be a Schoolwide Title I Program?*

The process for Mill Brook School becoming a Schoolwide Program is as follows:

1. The school meets or exceeds the poverty criteria;
2. The school, in consultation with the district, decides that it wants to become a Schoolwide program;
3. The school enters into a planning period (at least a year) to ensure that it can undertake the kinds of fundamental instructional reforms necessary to improve teaching and learning; and
4. The school writes a plan which meets federal requirements and guidelines and is approved by the Superintendent and the NH Department of Education.

The NH Department of Education has assisted the Concord School District Mill Brook School with its Title I compliance work and has stood by ready to support its high poverty Mill Brook School Schoolwide Title I plan. The eight components listed below have been addressed in our Mill Brook School Schoolwide Title I plan:

1. A comprehensive needs assessment of the entire school based on state content and performance standards.
2. Schoolwide reform strategies have been implemented that:
  - Provide opportunities for all children at Mill Brook School to meet the State's proficient and advanced levels of student academic achievement;
  - Use effective methods and instructional strategies that are based on scientifically based research;
  - Provide enriched and accelerated curriculum strategies for meeting the educational needs of historically underserved populations; and
  - Are consistent with and designed to implement the State and local improvement plan.
3. Provide instructional support to ensure that students experiencing academic difficulty mastering the State's standards during the school year shall be provided with effective, timely additional assistance.

4. Strategies to increase Mill Brook School parental involvement.
5. High quality and ongoing professional development for Mill Brook School teachers, principals, and educational assistants, pupil services personnel and other staff to enable all Mill Brook School students to meet the State's student academic achievement standards.
6. Strategies to assist preschool children in the transition from early childhood programs to Mill Brook School programs, as well as strategies for Mill Brook School elementary school students to transition to their next Concord School of enrollment.
7. Instruction by highly qualified professional staff and strategies to attract high-quality highly qualified teachers to our high need Mill Brook School.
8. Increase the amount and quality of learning time by provide extended learning opportunities before school, after school, and during the summer.

*Who are the Title 1 Mill Brook School teachers?*

Title 1 teachers are highly qualified, experienced teachers. Some have been classroom teachers and have

decided to focus their instruction on reading and mathematics through working in the Title 1 program.

Title 1 tutors are highly qualified teachers or paraprofessionals working with Title 1 teachers. All Title 1 teachers work in collaboration with Reading Specialists, Special Education staff, classroom teachers and the Title 1 Coordinator.

*How can I continue to support my child?*

Please visit the Title 1 Department website at [www.concordnhschools.net](http://www.concordnhschools.net) for information on how you can continue to support your child as he/she makes the journey as a reader and mathematician.

For more information, questions or concerns, please call 603-225-0811 Extension 7004 or email Robert Belmont, Title 1 Coordinator, at [bbelmont@concordnhschools.net](mailto:bbelmont@concordnhschools.net) .

**Title I Parent's Right To Know – Section 1111 (h)(6)(A-C) (*The No Child Left Behind Act of 2001*)**

Dear Parents,

At the beginning of each school year, the Concord School District which receives Title I funds must notify parents of each student attending any Title I school that the parents may request, and the Concord School District will provide the parents on request, and in a timely manner, information regarding the professional qualification of the student's classroom teachers, including at minimum the following:

- ◆ Whether the teacher 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** – In our Concord School District schools that receive Title I funds, we **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 school year 2014-2015, the Concord School District schools that are receiving Title I funding for include: Abbott Downing School, Beaver Meadow School, Broken Ground School, Christa McAuliffe School, Mill Brook School, and Rundlett Middle School. The Concord School District website at [www.concordnhschools.net](http://www.concordnhschools.net) lists for each school a section on Title I as well as under School Profile and Report Card the district's annual announcement of each school's profile and report card is posted for public and parent information.

If you have any questions about the Concord School District Title I Program and Title I services in each of the above listed schools, please do not hesitate to contact: Robert Belmont, Director of Student Services, Office of the Superintendent of Schools, 38 Liberty Street, Concord, NH 03301, telephone number (603) 225-0811 Ext. 7004, email [rbelmont@concordnhschools.net](mailto:rbelmont@concordnhschools.net).

Sincerely,

Robert Belmont  
Director of Student Services  
Concord School District

## Concord School District

### Title I Program

#### Parent/Guardian Involvement Guidelines

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*