

# Parent Handbook 2016-2017



Little Harbour School

## **Mission Statement**

The purpose of the Portsmouth Public Schools is to educate all students by challenging them to become thinking, responsible, contributing citizens who continue to learn throughout their lives.

At Little Harbour we believe that this happens through:

- Fostering community values of kindness, consideration, and respect
- Encouraging risk taking, challenges and striving for excellence
- Nurturing growth and celebrating learning
- Being mindful of balance
- Recognizing the need for developmentally appropriate tools and approaches to problem solving
- Acknowledging the importance of relationships and connections
- Recognizing, celebrating and appreciating differences in each of us as our community is enriched by diversity

We are a “Golden Rule School”. We strive to create a respectful and compassionate learning community where all students are empowered to realize their potential in a challenging and supportive environment.

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## **General Information and Policies**

### **School Schedule**

8:15 Breakfast is served  
Supervision on the playground

8:30 **Students enter building, school begins**

8:36 Late bell rings and classes begin

\*Please note that students arriving after this time, will need to check in at the office and will be marked tardy.

3:05 Dismissal of Kindergarten students

3:07-3:12 Dismissal of grade 1-5 bus students

3:15 Dismissal of grade 1-5 walkers

### **Lunch/Recess/Related Arts Schedule**

<b>Grade</b>	<b>Lunch</b>	<b>Recess</b>	<b>Related Arts</b>
K	11:05-11:30	10:40-11:00 1:30-1:50	2:10-2:55
1	1:05-1:30	10:20-10:40 1:30-1:50	11:05-11:50
2	1:10-1:35	12:45-1:05	10:10-10:55
3	12:05-12:30	11:40-12:00	1:15-2:00
4	11:35-12:00	11:10-11:30	12:00-12:45
5	12:35-1:00	12:10-12:30	9:15-10:00

### **Before School Procedures**

#### **Morning Recess**

Recess for students in **grades 1-5** is from **8:15-8:30**. Teachers will supervise activities on the playground beginning at 8:15am. We cannot be responsible for supervision prior to that time.

Kindergarten students will gather near the Kindergarten wing entrance as they arrive. The upper level of the parking area will be blocked off so that students and their families have a safe place to congregate.

All students are expected to be on time for school. The entrance bell rings at 8:30. If your child arrives past 8:36, **they must check in at the front office**. Parents who wish to accompany their child to the classroom must use the main entrance, sign in the visitors' book and wear a visitor badge that is clearly visible.

### **Breakfast**

Breakfast is served in the cafeteria from 8:15-8:30. Students who intend to eat breakfast should go to the cafeteria when they arrive at school.

### **Indoor Arrival**

In the event of very wet weather or extreme cold, students should enter the building through the main entrance. Students will gather by grade level in the cafeteria and/or gymnasium and be dismissed to classrooms at 8:30.

### **After School Procedures**

#### **Kindergarten**

Kindergarten **BUS** students will be escorted to the cafeteria beginning at 3:05 to wait for their busses.

Kindergarten **WALKERS** are dismissed from the Kindergarten wing at 3:05. Parents or caregivers are asked to meet Kindergarten students at the Kindergarten entrance.

#### **Grades 1-5**

**BUS** students are dismissed from their classroom by bus beginning at 3:07. Busser will gather in their bus lines in the gymnasium and are dismissed as busses arrive to alleviate congestion outside of the school.

**WALKERS** are students who walk home from school or students who are picked up by a parent or guardian. Walkers are dismissed at 3:15. Parents are asked to meet children outside the school. Children and parents are requested to use the crosswalks when crossing the street.

\*Please note that dismissal procedures are the same in inclement weather.

#### **Change in routine or plans**

Notes are required for any change of routine plans. A note should be given to the child's teacher **at the start of the school day** so that we can account for all students at the end of the day. Please be sure that notes include:

- Students' first and last names
- Teachers name
- Date of change
- Detailed description of the change of plans
- Legible parent signature

"Change of Dismissal" forms are available at the front office to assist parents in providing the necessary information. E-mail or telephone notifications of any changes in dismissals shall be provided to the office by 12:30 so that we can inform necessary staff. This helps to ensure your child is aware of the change in plans and that he/she is accounted for at the end of the day.

## **Playground**

While children may play on the playground after school, the playground is NOT SUPERVISED by school staff after school hours. ONLY students supervised by their parents may stay to play on the playground after school. During this time the playground functions as any other public playground in Portsmouth. Parents should familiarize themselves with the school playground rules, which can be found on the PTA notification board. These rules are in effect on the playground at all times. The playground rules emphasize safe, responsible and respectful play. Bicycles, scooters, skateboards, sleds, etc. are not permitted on the playground until 5:00 p.m. Please note that dogs are not allowed on the playground at any time.

## **Policies and Parking**

### **Bikes, Skateboards, Scooters etc**

Bike lanes are designated along Clough Drive up to the playground area. Bikes, scooters, and skateboards should be walked in front of the school at arrival and dismissal time for safety. Bike racks are placed at the edge of the playground and in front of the school for safely storing bikes during the school day.

### **Cars/Parking**

- We have limited parking on our school property. The curbside area of Clough Drive along the playground is marked for “stop and drop”- this means that parents can pull up here and allow kids to get out of the car. Kids should exit on the curb side for safety reasons. Cars should not be left unattended here, as efficient use of this area is critical to smooth traffic flow.
- In the morning and afternoon, the area of Clough Drive directly in front of the school is closed to traffic so that busses may drop off and pick up students. Traffic will flow through the main parking lot in a **one-way traffic pattern** during this time. Traffic should exit near the Kindergarten wing. \* Please note that the exit to this parking lot is next to a crosswalk that is used by many families.
- If you intend to escort your child to the school or playground, please find a parking space and walk with your child. Parking is available in the main parking lot, the lower level parking lot near the Kindergarten wing, along Clough Drive by the baseball field, or along the side of Clough Drive past the Kindergarten area.

### **Dogs**

Dogs are permitted on the public sidewalks around the school, but are not permitted on the playground at any time. Families may choose to walk to school with their dog, being mindful to remain on the sidewalks around the school.

### **Electronic Devices**

Personal electronic devices, i.e., tablets, phones and mp3 players or any unnecessary

devices deemed potentially disruptive are not to be used during school hours. The school can not be responsible for lost or stolen electronic devices and therefore, it is best to avoid bringing expensive equipment to school. Electronic devices should be stored in backpacks or may be brought to the office for holding during the school day.

### **School Breakfast and Lunch Program**

Paula McCarthy, Manager  
Lee-Anne Kady, Book Keeper

Breakfast and lunch are served on a daily basis at Little Harbour School and follow federal nutritional guidelines.

Children may opt to eat breakfast at school, which begins at 8:15.

Children may bring their own lunch or purchase a hot lunch from the cafeteria. Those bringing their own lunch may purchase milk.

Applications for free or reduced priced lunches are distributed in the fall, but are available throughout the year. All students eligible for free or reduced lunches are also eligible for free or reduced breakfast.

The food service department manages student accounts through a service called [mySchoolBucks.com](http://mySchoolBucks.com). Parents will receive information about setting up individual accounts.

This website provides a number of key features that you will find beneficial including:

- schedule recurring payments
- automatic deposits when your child's account balance runs low
- extended purchase history for the past 90 days
- low balance email notifications

Parents may also send in cash or checks with their student to be deposited into their account.

If you have any questions please call Deborah Riso, Portsmouth School Nutrition Director at 610-4474.

A monthly menu is sent home and a copy is posted in each classroom, as well as on the school website.

Parents are welcome to visit during breakfast or lunch. Please sign in at the office to obtain a visitor's pass and wait for your child by the office or meet them in the cafeteria.

### **School Attendance**



Attendance is an indicator of success in school. Students are expected to attend school whenever it is in session, except in the case of personal illness or family emergency. Extended excused absences should be pre-arranged with the Principal when possible. Vacations should be planned in accordance with the school calendar.

Each elementary school maintains a Child Watch program, which tracks each student's absences. This is to ensure the safety and wellbeing of all of our students. If a parent does not notify the school that their child will be absent, the school calls the parent at home and/or work. If we are unable to reach a parent, calls are made to other contacts listed on the School Emergency Form. In the event that there is no information available about the student's absence, the Portsmouth Police Department is contacted for a follow-up to ensure that the child is safe.

Attendance is monitored by classroom teachers, counselors, the nurse and administration. Excessive absences or tardiness may result in needing to meet with school personnel to develop a plan to address the problem. Students who are determined to be habitually truant must be reported to the state.

### **Reporting Absences**

If your child is going to be absent or late, please call the office at 436-1708 by 8:30. You can leave a message on the answering machine if you are unable to reach the secretary. If we have not heard from you, we will attempt to reach you by phone. In the event that we are not able to reach you, we will not be able to account for your child and will therefore give your child's name to the police who will conduct a check at your residence.

### **Dismissals During the School Day**

- Please do your best to schedule medical and dental appointments after school hours.
- If a student must be dismissed before the end of the school day, the student's teacher or main office must have a note indicating the time of dismissal.
- A parent or legal guardian must then sign the child out through the main office; no child will be allowed to leave the building unescorted during the school day.
- If a child returns to school after an appointment, he/she must be signed back in through the office.

### **Transfer or Withdrawal**

Parents are requested to notify the school as soon as possible if a child is moving out of the district. Records will be forwarded to the new school upon notification of registration. It is important that all books and materials belonging to the school be returned prior to withdrawal.

## **Early Release Days and Weather Related Changes**

**Scheduled Early Release Days** occur 7 times throughout the school year. On these days:

- School will end at 12:45
- Busses will drop off approximately 2 ½ hours earlier than usual
- Lunch will be served to all students during their school day
- Child care will be offered through 3:15 for those who need it

Schools will be open during bad weather unless it is considered to be too dangerous for pupils to commute to school. The Portsmouth School Department utilizes the Alert Now system, which contacts parents and guardians via phone and email in the event of emergencies and weather-related schedule changes. It is important for families to supply our office with current contact information, so the database used for emergency calls and emails is accurate.

**Weather Delayed Openings:** If weather conditions are bad at 6:30 a.m. but expected to improve by mid-morning, a delayed school opening will be in effect. The following factors will prevail:

1. Everything will be delayed two hours-bus pick-up will be two hours later and schools will open two hours later.
2. Breakfast will not be served on that day.

## **Unscheduled Early Dismissals**

If school is in session and it begins to storm, school **may be** dismissed early. The Alert Now system will notify you. Information will also be broadcast on local television and radio stations.

In the case of an emergency closing, all children will be sent home except those enrolled in after care programs at the school or other specific locations. It is important to check with these programs, however, to be sure they are still open in the event that school closes early.

## **Registration and Records**

The school must be notified of all student entrances and withdrawals so that records can be requested or sent out.

## **New Students and Exiting Students**

To register a new student, parents are asked to call Little Harbour School and schedule an appointment. At the time of registration, you will need to have: a birth certificate, social security number, immunization record and proof of residence. According to state law, no student may be admitted without a statement of immunizations unless exempted for medical or religious reasons.

If a student is withdrawing from school, you will need to contact the office as soon as you are aware of your plans to withdraw. Once a student is enrolled in a new school, and a request for records has been received, we will send out cumulative records and any special education records on file.

### **Kindergarten Registration**

Registration will occur each spring for the following school year. Dates will be published in the newspaper and through the Little Harbour Newsletter. All children who will be attending Kindergarten the following fall should plan to attend. Children must be 5 years old by September 30<sup>th</sup> to attend Kindergarten.

### **Emergency Forms-Pupil Information Sheets**

At the start of the school year, an emergency form is distributed to every student. It is imperative that we have this information for each student including current contact information for parents/guardians and approved secondary contacts in the event that you are not available. In the event that parents are separated or divorced, the school also needs accurate custody records and parenting plans. **Please update this information if it changes throughout the school year.**

### **Insurance**

School insurance is available for each student. The link with this information is on the School Department's website.

## Student Conduct/Behavior Expectations

### **Golden Rule School**

Little Harbour is proud to call itself a Golden Rule School- we treat others the way we wish to be treated. This is a philosophy we try to embody and promote at all times through developing a community that fosters mutual respect, encourages problem solving and conflict resolution, and nurtures the idea of common courtesy and civil behavior towards one another in all situations.

It is expected that all members of the community will:

- Be Responsible
- Be Respectful
- Be Safe
- Be Kind

### **Open Circle Program**

Little Harbour employs the Open Circle Program, which is a social/emotional curriculum with classroom lessons and guidance counseling groups to build a culture of respect and acceptance among the students and staff in our community. Open Circle provides a framework of common expectations and language from one grade level to the next, and throughout our school.

### **Playground Rules**

Little Harbour School employs a Peaceful Playground philosophy, which promotes conflict resolution, consistent rules, group play, proper use of equipment, consistent expectations and educational opportunities during recess.

Parents supervising their children when the playground is not supervised by staff are asked to familiarize themselves with the Peaceful Playground rules. We encourage safe, responsible and respectful play at all times. Students should follow the Peaceful Playground rules, rather than their own rules (for example, using the established four square rules even after school). Children who are not able to follow rules, and behave irresponsibly will lose playground privileges, even with parental supervision, before or after school. Questions and concerns should be directed to Mr. McGrimley or an administrator.

The following guidelines should be adhered to while playing at Little Harbour School.

BE SAFE:

- Play chasing games only in the grassy area
- Touch football is the only football game allowed

- Weapons, fighting, kicking or wrestling games are not allowed
- Use the equipment appropriately  
\*if it isn't safe, it isn't the right way
- Bicycles and scooters are not allowed on the playground until after 5:00 pm, and should never be ridden on the equipment
- Do not throw snow, or other materials (rocks, dirt, mulch etc)

#### BE RESPECTFUL AND KIND:

- Be cooperative with others
- Let others join your game
- Share the equipment

#### BE RESPONSIBLE:

- Go down the slide, not up
- Use the "25 elephant" rule for taking turns (count to 25 slowly and let another child have a turn)
- Use railings for hands, not feet
- Take care of the equipment and the grounds

### **Rules of the Game**

Some games have established rules that are occasionally reviewed in gym class or with groups of students. Examples of games with specific rules are listed below:

#### **LHS Kickball Rules**

1. Always be honest!
2. Create even teams!
3. Kicking line: girl, boy, girl, boy order.
4. Those who have not kicked, kick first.
5. Four fouls results in one out.
6. After 3 outs or everyone has kicked one time, teams rotate (i.e. Kicking team becomes fielding team).
7. One game of Rock, Paper, and Scissors will decide argument-delaying game.
8. No one may run when the pitcher has the ball on the pitchers mound.
9. Runner may take 1 base per overthrow.
10. Interference will result in an out.
11. Interference from outside of game results in redo of play.
12. Runners must stay in base line (Fielding team must stay off the baseline, unless going for the ball).
13. When a ball is caught, all runners must tag up (Runners pay attention to where the ball is).
14. If a ball hits a runner (anywhere) when not on base, they are out.

#### **LHS Four Square Rules**

1. Player A always serves to player D with an easy serve to start the game (If Player A cannot do this successfully he/she is out).
2. Player D is allowed to give back the serve if it is not a desired serve (1 time only).
3. If players do not agree the person at the head of line (next to be in D square) will make the call. Players in line, pay attention!
4. **All outside lines are inbounds.**
5. **All inside lines are out of bounds.** Player who hits the line with the ball is called out!
6. **All hits must be underhand** (Fingers are at or below the elevation of palm).
7. There are no trick plays or carries! Only underhand hits.
8. You may only contact the ball for a quick count of one! (It is like a clean hit in volleyball).
9. There are no "played it" calls. Person who committed illegal shot or referee makes all calls immediately. No one else!
10. **Always play fair! A player who plays in good faith will be able to call themselves out before referee has to make call.**
11. Players may move anywhere on the court or out of bounds to make a play, but must always return to their specified square immediately following contact with the ball.
12. If the ball strikes you before hitting the ground; "body parted," then you are out (unless you were out of bounds when struck).
13. All players waiting in line must stand back. **If a player in lines gets in the way of play, they must go to the back of the line!** Interference will result in a do-over.
14. After someone is called out, all players move up to next square if open & referee moves into D square (creating a new referee each play).
15. Any further disputes will be decided by one game of "Rock, Paper, and Scissors." Any *reoccurring* disputes will be brought to Mr. McGrimley's & Ms. Brinkman-Lillys attention.

### **LHS Soccer Rules**

1. Divide into even teams quickly (Ability & Numbers) before game starts. **Both teams must agree that teams are even before game is started!**
2. Captains will rotate until everyone has had a chance to be a captain.
3. All penalties will result in change of possession.
4. There is no contact! Any excessive contact will result in a penalty lap.
5. All balls kicked out of bounds (playground area, road, etc.) will result in a change of possession. **The player who kicked the ball must retrieve the ball (as long as it is safe) and hand it to other team.**
6. There is allowed only one goalie per team!
7. Any arguments lasting longer than 30 seconds will be decided by one game of "Rock, Paper, and Scissors."

### **LHS Football Rules**

1. Divide into even teams quickly (Ability & Numbers) before game starts. **Both teams must agree that teams are even before game is started!**
2. One quarterback per 4 downs. Must rotate quarterback every 4 downs until everyone has had a chance who would like one.
3. **Everyone** must be **behind line of scrimmage** before quarterback says, "hike." Loss of down if everyone is not behind line.
4. All offensive players will be receivers (other than QB). There will be no hand offs, only passing to make forward progress.
5. **No contact**, other than 2-hand touch for a tag! Excessive contact will result in player losing ability to play.
6. Team has 4 downs to score. If no score, then ball is turned over to opposing team.
7. Any arguments lasting longer than 30 seconds will be decided by one game of "Rock, Paper, and Scissors."

***In any play, be honest, play fair and have fun!***

### **Recess**

We feel it is important for students to be outside for recess as often as possible. For this reason, it is essential that children be appropriately dressed to spend time outdoors during recess. Warm clothes, gloves, hats, and boots should be worn during winter months. Boots (K-5) and snow pants (K-3) are required to be worn by children if they want to play on the equipment or in the snow in the winter months. Otherwise, children's play will be restricted to the blacktop.

Typically, children well enough to come to school are well enough to be outside during recess. The nurse may grant exceptions for medical reasons, on an individual basis. In the event of severe cold or inclement weather, recess will be indoors.

### **Behavior Policy**

At Little Harbour School, we strive to use natural consequences and dialogue to help students change their behavior. Consequences are tailored for each student, rather than adhering to a "one size fits all" approach.

If a child chooses not to accept responsibilities, or infringes on the rights of others, any of the following may occur:

- A warning by a teacher or other school employee in which the student is informed of appropriate behavior and expectations
- The staff member may determine a consequence for the behavior (such as time away from the group, moving a seat, loss of recess or minutes off of recess). Each classroom has a classroom management plan that is used to address less serious infractions within the classroom environment. If several

consequences have been tried without changing the behavior, the teacher will contact parents and may complete a behavior report.

- When a behavior report is completed, parents will be notified of the behavior and the impending consequences. In the event that further incidents occur, or behavior does not improve, the Guidance Counselor or an administrator may be used as a resource to impact positive change.
- For behaviors which are unusually severe or unsafe, or repeated behaviors, it is possible that a student may receive an in-school suspension. During this time, a student will be supervised in a room separate from classmates. A student in in-school suspension is expected to do classwork during this time.
- Under extreme circumstances, a student may receive an out of school suspension. This may result from repeated severe infractions of school rules, harassing or dangerous behavior. Prior to a student's return to school, the student and parents will be required to meet with the Principal and other appropriate school staff.
- Appropriate behavior is also expected on the bus. The bus company will notify the school of serious bus incidents, and the school will follow up with disciplinary action. Parents will be notified of unsafe or inappropriate behavior on the bus. Students with repeated or serious infractions may lose the right to ride the bus. Please see the Bus Policy for more information.

### **Parent notification**

Parents will be notified about behavioral concerns whenever a behavior report is completed. Parents may hear from the teacher or administrator dealing with the situation. If your child is involved in any physical altercation, you will be notified.

If your child is reprimanded for behavior, please ask them to think about whether the behavior was respectful, responsible, safe and kind. Most children know when they violate this code of conduct. Students are encouraged to think about what is "expected" within the school environment at a given time. Please do not hesitate to contact the teacher, or the school, if you have a question or concern about an incident or behavior report.

### **Harassment**

The Portsmouth School District will not tolerate unlawful harassment of any student while in attendance in the Portsmouth Public Schools or engaged in co-curricular activities, whether the harassment is from another student, a teacher, aide or staff member, public official, member of the public or any person. Harassment in any form on the basis of the student's sex, race, national origin, color, religion, age, sexual orientation or disability is prohibited. Harassment may be reported to any school administrator or the Title IX coordinator.



## **Bullying**

Bullying is defined by the Portsmouth School Department as conduct which subjects a pupil to insults, taunts, or challenges whether verbal or physical in nature which are likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner. All reports of bullying should be reported to the building principal. Appropriate disciplinary action will be taken in accordance with applicable laws and school department policies. Further information about the School Department Bullying Policy, including incident reporting forms, can be found on the school department website.

At Little Harbour School, we feel it is important to help children learn how to mediate and resolve their conflicts. To that end, LHS will address conflicts between students that involve excessive teasing, taunting or actual bullying as defined above. The conflict does not have to end in a violent or disorderly response from the victim to be considered problematic. Communication between parents, students and the school system is very important. Therefore it is imperative that parents notify the school when they suspect or know their child is being teased or taunted repeatedly.

## **Personal Belongings in School**

In order to ensure student safety and the protection of personal property (expensive jewelry and toys, large sums of money), parents are encouraged to monitor closely those items that are brought or worn to school by students. Cell phones are not permitted to be **on or in** use during school hours.

Personal electronic devices, such as CD players, MP3 players, and electronic games, deemed potentially disruptive are not to be used during school hours. The school cannot be responsible for lost or misplaced electronic devices, therefore, it is best to avoid bringing these items to school.

The following items are specifically prohibited from being brought to school:

- Weapons (real or toy)
- Pocket knives, razor blades, or sharp object
- Matches, caps, fireworks, and paint balls

## **Lost and Found**

Lost and Found is collected in the cafeteria. Periodically, these items will be sorted and displayed. Items that are not claimed in a reasonable amount of time, typically 30 days, will be donated. It is helpful to label items with your child's name to assist him/her in identifying his/her belongings. Please note that smaller items such as

jewelry, keys, money and glasses are kept in the school office if found. You may inquire in the office about any of these missing items.

### **School Property**

Parents will be held responsible for damage to school property caused by a student who has acted in an unreasonable or unsafe manner. School property includes books, supplies, furniture, building and grounds.

### **Library Books**

Lost or damaged library books must be replaced at the student's expense. Students will receive a list of "missing or lost" library books at the end of each marking period. A student may lose the right to bring library books home if several are missing and no replacement plan has been developed.

### **Textbooks and Materials**

Textbooks are provided for students. It is the responsibility of the student to see that all materials are treated with care. Textbooks and materials that are lost or damaged must be replaced at the student's expense.

### **Acceptable Computer Use Policy**

The Portsmouth School Department has greatly expanded its use of computers and the internet. In order to fully comply with the federal Children's Internet Protection Act, Little Harbour requires all parents to review and sign the Portsmouth School Department Computer Network Acceptable Use Policy that is passed out at the beginning of each school year. Students will not be permitted to use a computer with internet access until the contract is signed and returned to the school.

### **Dress Guidelines**

Appropriate and acceptable dress creates an atmosphere conducive to learning. Parents are requested to use judgment in determining appropriate clothing for *school and the weather*. A general rule to follow is that clothes be neat and not extreme. Students should dress to assure they are healthy and comfortable for the school day. The school principal will make the decision regarding the appropriateness of a student's appearance should there be a question.

As a rule, the following guidelines should be adhered to:

- Shirts which display the midriff, and fishnet shirts are not permitted
- Clothing with inappropriate words or graphics, especially relating to drugs, alcohol and tobacco are not permitted
- Recreational headwear including, but not limited to: Hats, baseball caps, front zip hoodies and bandanas will be removed in the building unless required for religious or medical purposes

- Clothing that interferes with instruction or is disruptive to the class is not permitted

### **Bus Rider Agreement**

The Portsmouth School Department in conjunction with its pupil transportation providers endeavors to promote a safe and pleasant bus-riding environment for our passengers and drivers. In order for this to happen, the students must act in a responsible and well-behaved manner at all times. The driver must be able to expect that students will observe the proper riding behavior with minimum supervision in order to operate the bus on our streets and roads and deliver these students safely to their destinations. A committee of interested parents, administrators, bus company officials, and Board of Education members all agree that for this to happen the *Bus Rider Rules*, *Bus Rider Disciplinary Policy*, *Bus Provider and School Commitments*, and *Parental Concerns Resolution Process* must be clearly communicated to all student riders and their parents or guardians. This committee believes that the most effective way to do this is in the form of a bus rider agreement. This agreement would be treated as a contract between the School, the parents (guardian) and, most importantly, the rider. The text of the agreement is included below:

### **Bus Rider Rules**

In general, we expect students, while riding the bus, to behave as they would in the classroom with their teacher or at home with their parents. Specifically, all students who ride Portsmouth School buses should behave in the following manner:

At Bus Stops, Students should ...

1. Wait and ride only if approved by the school,
2. Be orderly and avoid horseplay,
3. Arrive at least 5 minutes before the bus is scheduled to arrive,
4. Wait clear of traffic and back as far as possible from the road,
5. Wait to approach only after the bus has stopped,
6. Cross the street only after the driver has put on the flashing lights
7. And signaled to cross, and,
8. Only get on and off at their own stops.

Once on the Bus, Students should ...

1. Go directly to an available seat or assigned seat
2. Remain seated during the bus ride
3. Keep hands, heads, arms, and legs inside
4. Never play with emergency exit equipment
5. Never throw or pass around any object(s)
6. Not carry on live animals of any kind

7. Carry on only items which they can hold on their laps
8. Not eat or drink food items

For the Driver to Keep Attention to the Bus Operation and the Traffic, Students must....

1. Not carry on hazardous materials, or use nuisance items, such as laser lights, etc.
2. Not have or carry on weapons of any kind
3. Not use or be carrying tobacco products, drugs, alcohol, or any other controlled substance
4. Not use profanity or make obscene gestures
5. Observe all other school rules (printed in the student handbooks or developed by school administration) and district-wide policies
6. Show respect for the driver and other students

### **Bus Rider Discipline Policy**

Any bus rider who does not follow the rules established to provide for a safe and pleasant bus ride will be subject to the following disciplinary procedure. It is intended that this procedure start simply between the driver and the student but can progress to school administration and result in the loss of riding privileges.

#### **Informal (Verbal): Driver and Rider**

1. The driver will speak with the student about the undesirable behavior.
2. The driver may assign a seat or restrict the student from sitting in a specific area of the bus for a period of time as determined by the driver.
3. Should the student continue to violate the rules, the driver will submit a written report to the transportation supervisor. Upon review of the report, the transportation supervisor may forward it to the building principal where the child attends school.

**Formal (Written):** Bus Provider, School Administration, Parent and Rider (When the informal no longer is working)

**First Report** - The student will meet with the Principal, and information about the report will be shared with parents.

**Second Report** - The student will meet with the Principal to discuss a plan of improvement and consequences, which could include up to a five (5) day dismissal from the bus. Parent(s) will be informed about the incident and the consequence.

**Third Report** - The student will meet with the Principal and the parent will be notified. A probable five (5) day dismissal and possibly the extended loss of bus privilege will occur. Information about the report will be shared with the parents. A letter of bus privilege dismissal will be delivered to the parent.

## **Extended Suspension of Riding Privileges:**

### School Administrator, Parent and Rider

After the failure of the informal and formal discipline above, a student rider may lose riding privileges for an extended period of time. This decision will be made by school administration after due process with the student and parent.

Any extended suspension must be in compliance with RSA 189:9a which includes due process and Board approval.

## **Bus Provider and School Commitments**

### **Bus Provider Commitment to a safe and pleasant bus ride:**

The bus company will provide equipment and drivers who meet or exceed Federal Motor Safety Regulations. All new drivers graduate from our 30 hour safety program which covers all state requirements of school bus operators as well as providing additional safety training which meets STA's strict safety policies. Our drivers are required to attend 8 hours of additional safety training annually, which exceeds the state requirements. Our drivers will operate their vehicles in a safe, lawful, and professional manner.

The bus driver shall instruct the students in safe riding and pedestrian practices as follows:

1. Safe walking practices to and from the bus stop. Procedures to deal with strangers while walking to and at the bus stop.
2. Wearing of light-colored or reflective clothing if going to and from the bus stop in darkness or on an overcast/rainy day.
3. How and where to wait safely for the bus.
4. Safe roadway crossing before boarding or leaving the bus.
5. Problems with clothing, backpacks, and the dangers of getting them caught when departing the bus (remove drawstrings from clothing and excess straps from backpacks).
6. What to do if the bus is late or does not arrive.
7. Emergency evacuation procedures.

### **Portsmouth School Department Commitment to a safe and pleasant bus ride:**

The Portsmouth School Department:

1. Insists student safety while riding the buses must come first
2. Believes the most important job of the bus driver is to operate the bus in a safe and prudent manner
3. Will not tolerate rider behavior which jeopardizes safe operation of the school bus

4. Requires its administration to work with the bus drivers and bus company officials to ensure the safe operation of the school bus
5. Considers the bus company and its personnel to be an extension of the school's own personnel
6. Considers students who are on the bus are the responsibility of the Portsmouth School Department
7. Believes that all of its students and employees should be treated with respect and dignity
8. Will make every effort to resolve rider or parent concerns in a fair manner to all

#### PARENTAL CONCERNS RESOLUTION PROCESS

How parents (guardians) can get help when they are experiencing a problem with their child's bus ride or with a bus driver:

**1) Talk to the bus company officials first.** Because of time and scheduling, the driver cannot take the time while completing his/her driving responsibilities, so a phone call directly to the bus company supervisor is recommended:

The bus company representative will make every effort to listen, explain, and generally try to resolve your concerns.

**2) If you do not feel successful in talking with the bus company,** please contact the school principal to see if he/she can help you. In most cases a principal can provide assistance and guidance in working out unresolved bus issues.

**If further assistance is required,** please request a meeting at your child's school with the principal and a bus company supervisor.

**3) If a problem continues past this point,** you can request that Central Office review the situation by calling the Superintendent's Office, (603) 431-5080, and ask for the Business Administrator. If unavailable, the Superintendent may be reached at the above referenced number.

The Board of Education can also be informed through written or personal communications from a parent. It must be said, however, that all other efforts should be exhausted before taking this step as it would otherwise be the Board's policy to refer this matter back to administration unless all steps have failed.

Student Transportation of America	433-1761	Ask for the Supervisor, Dennis Belhumeur
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## Communication and Involvement

### **Parent/School Communication**

Little Harbour School encourages a partnership between school and home. We value parental input and collaboration. Parents are encouraged to contact their child's classroom teacher at any time during the academic year with concerns. Establishing an early, positive relationship and open communication between the teacher and the parent is the most productive way to resolve issues that come up during the year.

### **Parent Communication/Contact During the School Day**

The school schedule is designed to limit classroom interruptions to achieve the most effective and efficient instructional time for all students. We encourage parents to visit our school, volunteer, attend special assemblies/activities, and participate in school events. However, in order to minimize classroom disruptions, parents should notify the teacher or the office in advance of any classroom visit.

When a meeting or phone conversation is necessary, it is important to remember that a teacher's priority is to be instructing during the school day. Teachers begin their day with students at 8:30, and dismiss students at 3:15. If you need to make contact with a teacher during the school day please call the office and the teacher will return your call as soon as time permits. Email is also an effective way to communicate with many teachers, although it is important to remember that an immediate response is not always possible. Many teachers do not read their email throughout the day.

The office phone is for official use only. Students must have permission before using the phone. It is not to be used for social calls or to make special arrangements such as play dates for after school hours. If it is critical for you to communicate with your child about a change in plans, or to deliver articles of clothing, instruments, etc. to school, please contact the office, rather than the classroom teacher.

### **Parent-Teacher Conferences and Progress Reporting**

Parent-Teacher conferences are scheduled in November, near the end of the first trimester. Parents or teachers, however, may request a conference any time throughout the year. If you would like to set up a conference, please contact the teacher. Occasionally, other members of the school staff, such as specialists or a guidance counselor, may be invited to in a conference to discuss a particular issue or concern.

Conferences can be of great value to the parents, the teacher, and to the child. They offer opportunities for mutual understanding and sharing of information that can be gained from no other source.

Report cards are issued three times per year in December, March and June. Report cards offer a snapshot of student progress and outline grade level expectations.

### **School Notices/Communication**

In an attempt to reduce the amount of paper that the school uses on a daily basis, Little Harbour has adopted a policy regarding paper notices. Notices that go out from the school will be sent to each household ONLY with your youngest child enrolled. In addition to the reduction of paper use at LHS, an extensive email database has also been compiled to allow distribution of school related notices and newsletters electronically.

*\*Please be assured that these grade specific email lists will be used by school personnel ONLY for school notices. Also please know that to maintain security and to avoid sharing email addresses, all LHS mass emails are sent out using "bcc". This makes the full email list of recipients invisible.*

### **Parent Involvement**

#### **Little Harbour Parent Teacher Association**

The Little Harbour School PTA encourages all parents to join and take part in its activities. The PTA strives to support the school, and to coordinate efforts so that a closer relationship between home and school is established, thus promoting the welfare of the children. One of the PTA's key functions is to raise money for school sponsored activities and needs.

The PTA also conducts evening programs featuring speakers and panel discussions for parents. It keeps parents informed of school activities. Each year the PTA sponsors a variety of social and educational events for parents, staff and students. There are several opportunities to get involved in our school community and fundraising efforts through the PTA.

A list of PTA officers can be found in the office.

#### **Volunteering at Little Harbour**

We appreciate and rely on community and parent volunteers in our school. In addition to freeing teachers up to focus on planning and teaching, the presence of parent volunteers creates an atmosphere of collaboration and collegiality between families and staff. There are a variety of ways to volunteer at Little Harbour; you may volunteer to assist with the PTA activities, chaperone a field trip, mentor an after school enrichment program, assist lunch monitors or participate in the volunteer program.

While classroom teachers may ask for volunteers for specific field trips or activities, most of our volunteers are coordinated through the LHS Volunteer Program Coordinator. Information about getting involved will be sent home at the start of the school year. Volunteers are welcome to join the ranks at any time.



## Curriculum and Programming

### **Curriculum**

The curriculum at Little Harbour is designed to develop physical, social, emotional, and intellectual abilities. We strive to make every child a life long learner and to help children learn how to learn. Classroom teachers are sensitive to different rates of development, levels of ability and styles of learning in planning instruction. Differentiation is evident throughout the school day.

**Reading:** The reading model that Little Harbour employs is Learn to Read by Reading (LRR). This program is a workshop based model emphasizing reading engagement through individual conferences, strategy groups, and independent reading time. This instructional model allows students to explore a variety of genres and topics at their based individual instructional levels.

**Math:** The district uses the Everyday Math curriculum, although lessons may be supplemented with other materials and explorations. Student mastery of facts and writing in response to mathematic are elements that are emphasized at each level.

The district curriculum relies on Common Core Standards as its guide for all areas.

### **Assessments**

On-going assessment occurs in a variety of ways throughout the year in all classes. Authentic and on-going assessment allows teachers to make instructional decisions, guides next steps and provides a snapshot of individual performance. Report cards are one way that parents are informed about their child's assessment results.

As a school, Little Harbour is also committed to the following assessments:

- The Developmental Reading Assessment is given to students in all grade levels. The DRA is administered a minimum of once a year in Kindergarten, and twice a year in grades 1-5 to monitor progress and help guide individual reading goals. Students who are reading below the expected benchmark may be given the assessment a second or third time for informational purposes.
- Everyday Math End-of-the-unit (grade K-5) assessments are given throughout the school year. In addition, district wide mid-year assessments and end-of-year assessments tests are given in each grade level.
- Common high frequency reading word lists (grades K-3) and common high frequency spelling word lists (grades 1-5) are used as benchmark assessments.
- Individual student conferences in reading and writing (grades K-5) happen on an on-going basis
- Grade level specific writing prompt assessments are given at the beginning and end of the year.

## **Related Arts**

### **Art**

At Little Harbour art classes are offered to all students, grades K-5 have one period each week. In art we learn concepts of drawing and design. We build from the simplest ideas in kindergarten up to both two and three-dimensional projects in Grade 5. Elements of art, line shape, form, and the principals of art, balance, repetition, harmony and unity are used to help us understand our world around us. We work on being unique, and each person doing the best possible work they can do. In art class children and the teacher learn there are many "right" answers to one problem. Art club is offered during lunch recess once a week for students in grade 5.

### **Music and Chorus**

Grades K – 5 have music classes weekly. As often as possible, students are given performance opportunities at Little Harbour and throughout the district. By fourth grade, students begin studying/playing the recorder. This helps prepare them for instrumental lessons which are available to 5<sup>th</sup> grade students in the district. We also have chorus for students in grades 4 and 5. During this program, we meet as a whole grade level once a week to prepare music that is different from classroom instruction. The music is performed at the PHS for one of our yearly concerts. In addition to traditional choral and classroom music, our 5<sup>th</sup> graders are featured annually in our spring musical. There they learn about what it takes to put on a musical where each student takes on some aspect of the production.

### **Physical Education**

Children in grades K-5 receive one physical education class weekly. *Children should wear sneakers or rubber soled shoes on days when they have physical education classes.* As students progress through LHS, many unique fitness experiences are provided. One example is for students in grade 3 who are invited to participate in a swimming program at the Seacoast Y (SwimSafe) At the end of each school year, the whole school participates in our annual Field Day filled with fun, fitness and teamwork!

### **Health**

The goal of the school health program is to assist each student in developing a healthy lifestyle. The classroom teacher and physical education teacher integrate health education and safety into the curriculum. A unit on human growth and development is taught to 5<sup>th</sup> grade students. Parents are welcome to review any materials used in this program.

### **Computer**

In addition to integrating technology in the classroom, Little Harbour offers computer as a Related Arts class to all students. Students will have the chance to learn through games, explore typing, navigate a variety of programs and have fun using technology. Students may use iPads, robots, chromebooks, and desktop computers during their time in the lab.

## **Library**

The services of the library are an essential part of the educational program at Little Harbour School. All classes are scheduled to use the library once a week. Kindergarten, 1st and 2nd grades are able to check out one book per week. 3rd, 4th, and 5th grades are able to check out 2 books per week. In addition, the library is available for classes to use for independent research. Library and research skills are taught to 4<sup>th</sup> and 5<sup>th</sup> grade students.

## **Environmental School**

Each Spring, all 5<sup>th</sup> graders attend Environmental School at Camp Calumet in Ossipee, New Hampshire for three nights and four days. This is a wonderful experience for children to learn the importance of good stewardship of the environment, and to celebrate the community they have created in their time at Little Harbour.

## **Field Trips**

Classroom teachers may schedule field trips that are designed to enrich the educational program. Students must have a signed a permission slip before departure. The slip will include any special conditions, such as cost and luncheon arrangements when appropriate. The principal will approve all local and regional trips. The Superintendent will authorize out-of-state trips and the School Board will authorize all over-night trips. Field trips are funded by the PTA.

1. All school-sponsored field trips are of an educational nature and directly related to what is happening in the classroom.
2. Each student must have a permission slip signed by a parent or guardian. No student will go on a field trip without a permission slip on file.
3. Teachers and parent chaperones will be assigned on each trip to provide adequate supervision.
4. All students who go on a field trip must return to the school with the group. Any exceptions must be approved by the principal or his designee.

## **Homework**

LHS makes every effort to strike a balance between teacher, school and district expectations and parents' philosophical beliefs. As students mature developmentally, more responsibility is placed on the children as they prepare for their venture into middle school. At the elementary level the time spent on homework should approximately equal ten minutes per grade per night. For example, in grade 1, homework assigned should be approximately 10 minutes per night or 50 minutes per week. In grade 2, students should spend approximately 20 minutes per night or 100 minutes per week. In grade 5, time spent on homework should be approximately 50 minutes per night or 250 minutes per week. There is an expectation that elementary students read or are read to every

evening. Homework assignments typically are a practice of skills learned during the school day. In addition, students may be assigned long term projects, which require planning and budgeting of time.

### **Homework Make-up Due to Absences**

We recommend that for absences of 1-3 days the student obtain assignments from the teacher or a friend in the class. Work may be picked up in the office or sent home with a neighbor or sibling. For longer absences parents are advised to contact the teacher to develop a plan.

### **After School Make-Up**

On occasion, it may be necessary for a child to stay after school to make up work due to an absence, to receive individual help from the teacher, or for disciplinary reasons. Children will be instructed to call home if they are going to stay after school on a particular day.

## Student Services

### **English Speakers of Other Languages**

ESL is a program for students whose native language is not English. Students are assessed on their English Proficiency at their grade level to determine the need for services. Children who qualify for this service receive personalized English lessons, the frequency of which depends upon the student's proficiency in English.

### **Guidance**

The guidance counselors, Callie Brinkman-Lilly and Ann Dintino, work with teachers to assist children in becoming more independent, taking responsibility for themselves, cooperating, problem solving, and developing a positive self-image. They provide small group activities, class discussions, individual counseling and teacher consultation. In addition, they may act as a liaison between school and other community agencies or individuals that work with children.

### **Reading Support**

Little Harbour staff recognize the value and need for intervention services, particularly in the lower grades. Students at Little Harbour who are determined to be at-risk or achieving below expected benchmarks in reading may be eligible for reading support from the Reading Team in addition to their classroom instruction. The need for additional support in reading is determined by assessment data and teacher input.

### **School Nurse and Health Services**

Portsmouth School Health Services strive to provide a safe and healthy school environment along with a caring and respectful atmosphere within Little Harbour School. School Nurses assist you and the entire educational team to enhance your child's school experience.

School Nurses provide injury and illness care, preventive services and health education. A computerized daily record of all students seen in the Health Office is maintained in accordance with HIPAA regulations. When warranted, the nurse will contact parents/guardians regarding students' visits to the Office. If it is deemed necessary that a child be sent home, parents (or their designee) will be contacted to pick up their child from school. In event of an emergency when the parent/guardian/designee is not available, the nurse will review the situation with the Principal.

Please contact the school's Main Office with any changes of phone number, email address or emergency contact information. When there are changes in your child's health such as illness or injury, medication taken at home or at school, or any new

health issue, please inform your child's school nurse. A note written to the teacher and nurse is helpful, or you may call or email.

### **Sick Days and School Absences**

One of the most common dilemmas facing parents of children in school is when to keep them home due to illness. Often the first sign of illness is a change in behavior such as loss of appetite, irritability or lethargy. Resting and recovering at home will often allow a child to improve more quickly.

Generally speaking, if a child has any of the following symptoms they should be kept at home to rest and recover:

- Not feeling well enough to participate in school activities
- Vomiting, diarrhea or persistent stomach ache (no vomiting for 24 hours before returning to school)
- Fever-- temperature should be normal (w/o medications) for 24 hours before returning to school
- Red or watery eyes/discharge from eyes
- Persistent earache, sore throat, headache
- Severe cold symptoms (sneezing, congestion, nasal drainage)
- Persistent and severe cough
- Fussiness or lethargy

If these symptoms persist or are severe you should check with your child's health care provider. It is important that sick children receive proper care and that their classmates are protected from contagious diseases. When a child becomes ill at school, the parent (or their designee) is responsible for taking the child home as soon as possible. Our concern is for the comfort and protection of our child. If you have questions regarding the advisability of sending your child to school please feel free to contact the school nurse or your health care provider.

If your child is absent because of illness but is able to do some schoolwork, requests for homework should be made when notifying the school of his/her absence in order to allow time for the assignments to be prepared. Teachers are unable to speak with you during the school day because that time belongs to the whole class.

### **Medication at School**

If a child is prescribed medication and the dose is ordered during school hours the following procedure must be followed:

- Parent must bring medication and the physician order to school. Both prescription and nonprescription medication must be in the original container. Please do not send medication to school - even cough drops (choking hazard) - in a baggie or in lunch boxes
- The parent must sign a medication administration form.
- A child may not self- administer medication in school.

### **Inhalers or EpiPens in School**

Students diagnosed with asthma or severe allergies may require use of an inhaler or an EpiPen. For student health and safety, these will be stored in the Health Office and they are taken along on school field trips when indicated. An older student may carry an inhaler and/or an EpiPen with written permission from their parent and Health Care Provider. Please obtain an Allergy Action Plan packet from your School Nurse.

### **Health Screenings and Education**

At the elementary level, classroom teachers integrate health and safety education into the curriculum. The nurse routinely administers vision and hearing screens and may include confidential heights, weights, BMI and blood pressure screens. Children are also offered dental screenings and education provided by the Seacoast Healthy Grins Dental screening program (parents may choose to have their children participate or not).

Immunizations and a physical examination are required before a child may enter school. This is a mandatory requirement from the New Hampshire Department of Health and Human Services. Physical examinations are recommended at least every two years, and more often if medically indicated.

### **Nutrition and Personal Care**

Please pack a bottle of water and a snack for your child daily. We discourage sugary snacks and drinks in the classroom and encourage drinking water during the school day.

You may want to consider packing a change of clothes in a zip-lock bag to be stored in the bottom of a younger child's backpack or cubby. There is an assortment of gently used clothing in the Health Office, but it is limited.

Please don't hesitate to call your school nurse if you have any questions regarding the health of your child!

### **Special Education Services**

Children identified by the Student Evaluation Placement Team as having an educational disability will receive services according to the plan developed by the team with the parent(s). Parents of new students with special educational needs should inform the principal upon transferring to the school.

In the event that an educational disability is suspected, teachers, parents or other specialists may request an evaluation to determine whether or not a child is eligible for special education services. For further information regarding the referral process, please contact your child's teacher or Erin Lawson.

### **Student/Parent Rights**

Federal and State regulations require all school districts to notify parents and students annually of rights and policies regarding release of and access to school records, independent evaluations, prior notice, prior consent, due process

procedures, evaluation procedures, least restrictive environment, and confidentiality in relation to educationally handicapped students and release of and access to school records for all students. You may receive a detailed copy of these policies and rights in the principal's office.

### **Speech and Language Therapy**

A speech and language therapist is available to provide services to those students with identified needs in the area of speech and language. A speech screening tool is administered to all students in Kindergarten to help identify students in need, or at risk of needing, services. The level of service is determined based on individual assessment data.

### **Occupational Therapy**

An occupational therapist is available to provide services to those students with identified needs in the area of motor skills, sensory or regulation skills, or visual perceptual deficits. In school settings, the OT works to build skills that are necessary for a school environment. The level of service is determined based on individual assessment data. In addition, the OT acts as a consult to teachers and staff.

### **Teacher Support Team**

The Teacher Support Team (TST) is a resource for all staff who are concerned about a child's growth and progress. The Teacher Support Team acts as a brainstorming body to help address academic, emotional, and behavioral concerns in a positive way. Team recommendations may include instructional ideas or strategies, teacher resources or a sharing of techniques and tools. At times, this team is also used as a pre-referral process for special education.



## Co-Curricular Activities

**AFTER SCHOOL ENRICHMENT: (GRADES 1-5):** There are two 10 week sessions of after school enrichment classes (PEP) during the school year, one in the fall and the other in mid-winter. Students are accepted into enrichment classes on a lottery basis. There is a fee for each session. Scholarships are available for all classes. Classes typically are offered on Tuesdays, Wednesdays and Thursdays and students attend class once a week.

**BAND: (GRADE 5 STUDENTS):** Instrumental lessons are given during the school day on Tuesday afternoons. Any grade five student who has a desire to play is welcome. Our students also have whole band practice after school beginning in November, also Tuesday. Other requirements will be communicated to band students throughout the school year. The grade 5 band students perform in the All City Concert biannually.

**BASKETBALL:** Little Harbour hosts a 5<sup>th</sup> grade Boys' Basketball Team and a 5<sup>th</sup> grade Girls' Basketball Team. The teams are organized in November and games begin in December. Students practice twice a week in the afternoon or early evening. Games are played on Saturdays. All students who attend practice and follow the team rules will play in the games.

**CHESS CLUB - GRADES 4 + 5 (YOUNGER STUDENTS BY INVITATION):** Mr. French and Mr. McGrimley coach chess club. Students learn the rules and etiquette of the game during the weekly practice sessions. Students challenge each other and also compete with teams from other Seacoast Schools. Individual students compete in tournaments in Boston.

**CROSS COUNTRY:** Students in grades 3-5 are welcome to participate in fall cross-country. Practice is held once each week at Little Harbour, while meets are at Portsmouth High School on Fridays.

**SAFETY PATROL:** Interested 5th Grade students are eligible to apply for school Safety Patrol positions in the fall, and/or January. Safety Patrol students act as leaders and role models throughout the school to promote safe, responsible, and respectful behaviors at LHS. Safety Patrol students are stationed throughout the school at doors, hallways, the cafeteria, morning recess, assist kindergarten and first grade students before and after school. Our school community views these jobs as vital to the building of a positive and safe school environment. Students are asked to make a commitment for a full semester, or longer. Please direct any questions to the Safety Patrol Advisor, through the Main Office.

**SCHOOL STORE:** 4th grade students manage the school store. Students purchase items, advertise and sell merchandise. Profits from the school store support fifth

grade attendance at environmental camp and provide funds to restock school store products.

**SOCCER:** LHS has a 5<sup>th</sup> grade co-ed soccer team. The team practices or has games twice a week during September and October. The games are played at Dondero School. Every student who attends practice and follows the team rules will play in the games.

**STUDENT COUNCIL:** Student Council is open to students in grades 4 and 5. The purpose of student council is a unique opportunity for students to develop leadership, organization, and teamwork skills. Student Council's primary goal is to impact the Little Harbour School community in a positive way. Student Council elections are held in January each year; students serve for a one-year term. A staff member is the advisor.

**TRACK:** Fourth and Fifth graders are invited to join Track. LHS Track is organized in April. This co-ed team practices twice a week after school and competes in May.

Clubs are occasionally created based on student and teacher interest. In recent years, the school has supported a gardening club, a bird watching club, dodgeball, and Girls on the Run clubs.

## School Board Policy

*PORTSMOUTH SCHOOL BOARD OF EDUCATION POLICIES* are posted on the School Department's web site: <http://www.cityofportsmouth.com/school/>

\*Please note that the policies posted on the web site are for informational purposes only and should not be used as official documents. Portsmouth School Board Policies are reviewed and updated on an ongoing basis.

Please contact Paulette Rouse at Central Office (603-431- 5080) for information regarding the issuance of official copies of School Board Policies.

# School Calendar

## Portsmouth School Department 2016-2017 School Calendar

	M	T	W	TH	F		M	T	W	TH	F
August	22	23	24	25 Teacher WS Day	26 Teacher WS Day						
3	29 Students 1-9	30 Students 1-12	31 Students 1-12								
September				1 Students 1-12	2 Labor Day Break	February			1	2	3
20	5 Labor Day	6 Students K - 12	7	8	9	18	6	7	8 ERD	9	10
	12	13	14 ERD	15	16		13	14	15	16	17
	19	20	21	22	23		20	21	22	23	24
	26	27	28	29	30		27 Winter Break	28 Winter Break			
October	3	4	5	6	7 WS Day	March			1 Winter Break	2 Winter Break	3 Winter Break
19	10 Columbus Day	11	12	13	14	19	6	7	8	9	10
	17	18	19 ERD	20	21		13	14	15	16	17 WS Day
	24	25	26	27	28		20	21	22	23	24
	31						27	28	29	30	31
November		1	2	3	4	April	3	4	5	6	7
17	7	8 Election Day No School students	9	10	11 Veteran's Day	15	10	11	12 ERD	13	14
	14	15	16	17	18		17	18	19	20	21
	21	22	23 Thanksgiving Break	24 Thanksgiving Day	25 Thanksgiving Break		24 Spring Break	25 Spring Break	26 Spring Break	27 Spring Break	28 Spring Break
	28	29	30								
December				1	2	May	1	2	3	4	5
16	5	6	7	8	9	22	8	9	10 ERD	11	12
	12	13	14 ERD	15	16		15	16	17	18	19
	19	20	21	22 ERD	23 Holiday Break		22	23	24	25	26
	26 Holiday Break	27 Holiday Break	28 Holiday Break	29 Holiday Break	30 Holiday Break		29 Memorial Day	30	31		
January	2 New Year's Break	3	4	5	6	June				1	2
19	9	10	11 ERD	12	13	12	5	6	7	8	9
	16 MLK Day	17	18	19	20		12	13	14	15	16 Last day Students
	23	24	25 *After 90th day No school students	26	27		19 WS Day	20	21	22	23
	30	31									

\* day will move if snow days/cancelled days

ERD - Early Release Days

Board Approved 03-22-16 ERD ADDED 03-17-16 UPDATED 03-25-16

## STAFF DIRECTORY 2016-17

**Principal:** Charles Grossman  
**Co- Principal/Special Education:** Erin Lawson  
**Interim Assistant Principal:** Stacey Weeks  
**Guidance:** Callie Brinkman-Lilly and Ann Logan-Dintino (K/1)  
**Nurse:** Lisa Carchidi  
**Secretary:** Shirley O'Leary

### **Kindergarten Teachers**

Laurie Lebar  
Kate Rogers  
Molly Smith

### **1st Grade Teachers**

Maria Cannon  
Jill Fast  
Nicole Hopley  
Amy Kovick  
Heidi White

### **2nd Grade Teachers**

Lisa Albright  
Drew O'Connor  
Britt SantaMaria  
Jaime Trudel

### **3rd Grade Teachers**

Kate Arruda  
Charlotte Berndtson  
Michelle Fijalkowski-Santy  
Jennifer Marden  
Heather Perigny

### **4th Grade Teachers**

Linda Briolat  
Kristen Cerami  
Lauren Littlefield  
Kristen Murray

### **5th Grade Teachers**

Diane Arabian  
Molly Green  
Erin Joyce  
Paige Beisiegel

### **Resource Teachers**

Kate Borelli  
Sue Ellen Corbett  
Kristen Heath

### **Art Teacher**

Andrew French

### **Music Teacher**

Gina Connolly

### **Phys Ed Teacher**

Sean McGrimley

### **Reading Teachers**

Jeannie Ferguson  
Tess Hall  
Kelly Hurd

### **Technology Teacher**

Karen Crowley

### **Librarian**

Kelly Pilgrim

### **Math Intervention**

Stacey Weeks

### **ESOL**

Anne Morin  
Emily Robichaud

### **Occupational Therapist**

Dryden Robertson

### **Speech Pathologists**

Abbie Frank  
Kathy Stroup

### **Physical Therapists**

Nancy Moore-**All Schools**

### **Outreach Behaviorist**

Marcia MacCormack

### **Paraprofessionals**

Chance Allen  
Kathy Burns  
Bonnie Cormier  
Matthew Craig  
Anne Dahlen  
Kasey Darnell  
Cathy Fessenden  
Denise Hurley  
Penny Kelly  
Debbie Kohlhase  
Ann Logan-Dintino  
Lucy Miller  
Saralyn Rice  
Kim Seefried  
June Spezzano

### **Clerical**

Cullan Spiller

### **Lunch Room Staff**

Paula McCarthy-Manager  
Lee-Anne Kady  
Frances Gobbi-Monitor  
Barbara Lucero-Monitor

### **Custodians**

Victor Binder-Supervisor  
Helena Benson  
Kara Doran  
Traci Pratt

