

PORTSMOUTH SCHOOL DISTRICT 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.

PORTSMOUTH SCHOOL DISTRICT STATEMENT OF BELIEFS

- ❖ The purpose of schools is learning.
- ❖ People learn in different ways and at different rates.
- ❖ Higher expectations produce higher results.
- ❖ Education is the responsibility of the entire community.
- ❖ Our community is a classroom.
- ❖ Everyone is entitled to a safe, supportive, and secure learning environment.
- ❖ Everyone has the right to be treated with dignity and respect.
- ❖ Each student is entitled to an education that fosters the development of the individual's full potential.
- ❖ Individuals are ultimately responsible for their own actions and achievements.

LITTLE HARBOUR SCHOOL MISSION STATEMENT

Our mission is to create a respectful and compassionate learning community where all students are empowered to realize their potential in a challenging and supportive environment. We believe that...

- ❖ kids come first.
- ❖ a learning environment that embraces hard work and challenge is a place where children learn to be positive, contributing citizens.
- ❖ the cooperation of students, parents and staff creates an atmosphere of compassion and respect.
- ❖ a community where students feel known is a place where students are confident to pursue personal best and lifelong learning.
- ❖ our community is enriched by diversity

TEACHING AND LEARNING TEAM

The Little Harbour School Teaching and Learning team was established in 1997 as a way for parents and staff to work together to affect the nature and quality of teaching and learning at Little Harbour School. The team has 12 members: five teachers, four parents, one paraprofessional, the principal, and a Central Office administrator. The purpose of the team is to work together to identify and prioritize issues, implement improvement efforts and measure achievement at LHS. The parent members on the T&L team serve as parent representatives in regard to issues involving curriculum, communication, climate, instruction, professional development, student assessment, and use of instructional time at LHS. The T&L team holds 2 parent forums a year. These are open forum meetings used to gather issues and concerns expressed by the LHS community. These issues are then explored and adopted as initiatives for the year, allowing the team to have a very goal-oriented approach to the year.

The team meets once a month on Mondays from 3:25 p.m. to 5:00 p.m.; subcommittees meet as often as necessary to accomplish their identified goals. Each spring 2 new parents are elected to the team for a two-year term. In addition, 2 new teachers also join the team for a two-year term. Any parent can be nominated during the election process.

Community input is valued. Please feel free to contact any member of the T&L team, or attend one of our monthly meetings if you have any issues, thoughts, or concerns. Time is allotted to community input at the beginning of each meeting!

You may also check our website at:

www.cityofportsmouth.com/school/littleharbour/

The current Teaching and Learning Team members are:

Robin Burdick	Principal
Gina Connelly	Music Teacher
Britt Holmes	Grade 2 Teacher
Nicole Smith	Grade 3 Teacher
Michelle Fijalkowski	Grade 3 Teacher
Alyssa Freeman	Grade 1 Teacher
Karen Goldberg	Parent
Leslie Stevens	Parent
Meghan Rice	Parent
Lisa Sweet	Parent

LITTLE HARBOUR PARENT/TEACHER ASSOCIATION

The Little Harbour School PTA encourages all parents to join and take part in its activities. Its aim is to support the school and coordinate efforts of parents and teachers 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 it sponsors a variety of social and educational events for parents, staff and students.

VOLUNTEERING AT LITTLE HARBOUR SCHOOL

We appreciate and rely on community and parent volunteers in our school. There are several ways to volunteer at the school. Classroom volunteers are organized by individual teachers. Many teachers send home a volunteer request form at the start of the school year. Fill out the form and teachers will then make arrangements with you. Parents can also volunteer their time through either the PTA or the Teaching and Learning Team. During the course of the year, there are many opportunities to volunteer. Requests will be sent home whenever volunteers are needed.

SCHOOL HOURS

8:25	Breakfast is served, Homework Center in Library and Resource Room open for students in grades 3-5, Supervision on the playground
8:40	Students enter building, school begins
8:55	Late bell rings and classes begin
11:30	AM Kindergarten session ends
12:00	AM Kindergarten bus students depart
12:25	PM Kindergarten sessions start
2:55	Dismissal of bus students
3:00	Dismissal of walkers

BEFORE-SCHOOL PROCEDURES

School begins at 8:40 a.m. when the entrance bell rings. The lower doors are opened at this time to allow students waiting outside to enter the building. LHS provides supervision on the playground in the morning from 8:25-8:40. If there is no LHS sponsored supervision, parents must supervise their children on the playground equipment. Students should arrive early only if they are attending specific school-scheduled and supervised activities. Students who eat breakfast may arrive at 8:25 a.m. Students in grades 3-5 who wish to read or work on homework may enter the building at 8:25.

Students are expected to be on time for school. The entrance bell rings at 8:40. Parents who wish to accompany their child to the classroom must use the main entrance, sign in the visitors' book and wear a badge. 5th grade safety patrol members and staff will open the doors to permit students to enter between 8:40 – 8:50. Those who arrive after 8:50 must enter via the main entrance and get a tardy slip from the office before going to class.

Parents and students should walk, not ride, bicycles in front of the school at arrival and dismissal time. At this time of day it is quite congested and the safety of our students is of highest priority.

AFTER-SCHOOL PROCEDURES

BUS STUDENTS: Bus students are dismissed at 2:55 and the buses depart at 3:00 p.m. If your child is a walker and will be riding the school bus to a friend's house a note is required. Please have your child give the note to the school secretary. It is important for us to know who is on the bus at all times.

WALKERS: Students who walk to school are dismissed at 3:00. To alleviate congestion at dismissal time parents are asked to meet children outside the school or in the foyer adjacent to the main office. Children and parents are requested to use the crosswalks when crossing the street.

PLAYGROUND: The playground is not supervised by school staff after school hours. Unsupervised children should go directly home instead of playing on school grounds. However, students supervised by their parents are welcome to play on the playground after school. Parents should familiarize themselves with the school playground rules (see page 14) as these are in effect on the playground at all times. The playground rules emphasize safe, responsible and respectful play. Bicycles, scooters, sleds, etc. are not permitted on the playground until 5:00 p.m.

PARKING: We have limited parking on our school property. The school buses and vans need to park in front of the school at dismissal time. Walkers are dismissed five minutes after the buses depart. Parents picking up children at school may wish to arrive after 3:00 to alleviate congestion. Teachers will not dismiss walkers until 3:00 so parents do not have to worry about children being unattended.

Vehicles may park along Clough Drive in the afternoon. The area in front of the school will be closed to vehicular traffic during dismissal time and the school parking lot will be one-way. Parking spaces at the front of the parking lot are reserved for visitors. If there are still no parking spaces available in the parking lot you may park in the Central Office parking lot located at the side of the school. Under no circumstance may vehicles line up in the middle of the parking lot. Again, the safety of our children and families is of utmost concern. Please see the map at the end of the handbook to clarify parking rules.

SCHOOL BREAKFAST AND LUNCH PROGRAM

Breakfast and lunch are served on a daily basis at Little Harbour School and follow federal nutritional guidelines. Students in grades 1-5 are expected to eat lunch at school every day. However, **lunch will not be served on early release days**. Children may bring their own lunch or purchase a hot lunch from the cafeteria. Children may also opt to eat breakfast at school, however breakfast will not be served on days when there is a delayed opening. Those bringing their own lunch may purchase milk.

Applications for free or reduced priced lunches are distributed in the fall. All students eligible for free lunches are also eligible for free breakfast. Students eligible for reduced price lunches are also eligible for reduced price breakfast.

A monthly menu is sent home and a copy is posted in each classroom. Parents may discuss food problems or allergies with the school nurse. Please see the nurse for further help should your child require a special diet.

When children bring a snack or lunch to school we strongly encourage foods with nutritional value. Please help by making sure that your child does not bring soda or candy to school. Eating healthy meals is very important and studies have shown that eating a healthy breakfast can reduced behavioral problems and increase learning.

Please label your child's lunch box with his/her name. Parents are always welcome to visit during breakfast, lunch and recess. Please sign in the Visitor Book and wait for your child by the office or meet her/him in the cafeteria.

Kindergarten students, who are transported by bus and attend the am session, will eat lunch at 11:30. Students who attend the pm kindergarten sessions and ride the bus will eat lunch at 12:00 pm. Kindergarten students who walk to school are welcome to eat lunch if done on a consistent basis.

SCHOOL BREAKFAST AND LUNCH SCHEDULE

Breakfast	8:25 – 8:50		
Lunch	11:15 – 11:40	Grade 3	Recess – 11:40-12:00
	11:30 – 11:55	AM Kindergarten	
	11:45 – 12:10	Grade 2	Recess - 12:10-12:30
	12:00 – 12:25	PM Kindergarten	
	12:15 – 12:40	Grades 4-5	Recess - 12:40-1:00
	12:45 – 1:10	Grade 1	Recess - 1:10-1:30

2006-2008 BREAKFAST AND LUNCH PRICES

Meal and milk prices are determined by the School Board.

Milk	\$0.40
Breakfast	\$1.25
	reduced breakfast is \$0.30
Lunch	\$1.90
	reduced lunch is \$0.40
Adult lunch	\$3.25

LUNCH ROOM EXPECTATIONS

Lunch is a time for students to eat, relax, and meet with friends. We do not expect or desire a silent cafeteria; however, certain behaviors are not acceptable. Students are expected to act in a safe manner, be respectful of themselves and others, and act responsibly.

Should a child have difficulty following the rules the following consequences will occur:

- ❖ Warning
- ❖ Loss of 1-5 minutes of recess
- ❖ Eating at a "Reserved" table away from friends

- ❖ Conference with principal to develop a plan to improve behavior. Parents will receive a written copy of the behavior plan or a telephone call.

There is always a need for volunteer lunch monitors in the cafeteria. Any parent interested in serving as a lunch monitor occasionally or on a regular basis should contact the principal. Parents are always welcome to eat lunch with their child.

SCHOOL NURSE

The school nurse is available daily. She consults with parents, teachers and students regarding health-related matters and provides materials and information to teachers regarding the health education courses. Anytime your child sees the nurse a brief note will be sent home explaining why they were seen and what, if any action was taken. The nurse also keeps a computerized daily record of all students she sees in the office. Generally speaking, if your child has any of the following symptoms they should be kept home:

- ❖ vomiting
- ❖ headache
- ❖ earache
- ❖ diarrhea
- ❖ stomach ache
- ❖ sore throat
- ❖ red and watery eyes/drainage from eyes
- ❖ persistent and severe cough
- ❖ not feeling well enough to participate in school activities
- ❖ severe cold symptoms
- ❖ fussiness or lethargy
- ❖ fever

ILLNESS AND ACCIDENTS

In case of emergency during the school day, the nurse is available. When the nurse feels a child should be sent home or when the child receives medical attention, the parent is notified. It is imperative that two emergency phone numbers be on file in the office for each child. In an emergency, if the parent, guardian, or person designated by parent, is not available, the nurse will review the situation with the principal. Parents should not hesitate to call the school if questions of physical or emotional health arise. Parents should notify the nurse if a student will be absent for an extended period of time due to illness or surgery. The nurse should also be alerted if a student receives immunizations, gets new glasses, or if there is a significant change in health status.

COMMUNICABLE DISEASE REGULATIONS REGARDING RE-ADMITTANCE TO SCHOOL

Chicken Pox: Children may return to school 5 days from the onset of chicken pox. Any lesions that may be present after the 5 days are not considered contagious or a source of infection to either children or staff members.

Conjunctivitis: Children are excluded from school until 24 hours after start of treatment.

Pediculosis (head lice): Children may not return to school until adequately treated and free of viable nits (eggs). Children may not return to school until examined by the school nurse.

Scabies: Children are excluded from school until adequately treated.

Strep Throat: Children are excluded from school until they have been on medication for 24-48 hours and are without a fever.

ADMINISTRATION OF MEDICATION AT SCHOOL

- ❖ All medications are dispensed through the nurse's office.
- ❖ In order for the nurse to dispense medication a "Parental Request Form", obtained at the nurse's office, must be completed. The form includes the student's name, the name of the medication, dates that medicine should be dispensed, dosage, time to be given, any allergies, and the diagnosis and/or reason for the medication.
- ❖ **All prescription medication must be in the original container** from the pharmacy. You may request a second container for the home supply at your pharmacy. The label must include the student's name, the name of the medication, the directions for administration, the physician's name, and the date.
- ❖ **Non-prescription medication** must be in the original container with the student's name and date clearly marked on the container.
- ❖ The medication should be transported to school by the parent or guardian.
- ❖ It is important to notify the nurse of any changes in your child's health status, such as illness, medications, and allergies (food, environmental and medications).

PHYSICAL EXAMINATIONS

A physical exam is required prior to entering kindergarten or for any new student. Physical examinations are recommended every two years and more often if medically indicated. A health and developmental history is obtained upon registering for school. The nurse administers vision screening tests and hearing tests routinely to all children and by request to any child. The school nurse screens all youngsters in grade 5 for scoliosis. Children also have the opportunity to have a dental screening. Parents may choose to have their children participate or not.

IMMUNIZATIONS

New Hampshire law mandates immunizations against diphtheria, pertussis, tetanus (DPT); polio; measles (Rubeola); German measles (Rubella) and Mumps; Hepatitis B (HepB); (unless exempted for medical or religious reasons). **Students may not enter school without a record of immunizations.**

CODE OF BEHAVIOR

The Little Harbour Code of Behavior consists of four rules:

- ❖ Be Safe
- ❖ Be Responsible
- ❖ Be Respectful
- ❖ Be Caring

RESPECT

The policy of the Portsmouth School Board is that all employees and students have the right to be treated with respect in their working and learning environment. Respectful behavior is defined as courteous regard or treatment. In order to ensure a climate characterized by mutual respect, employees, students, parents, community members and elected officials will practice common courtesy and civil behavior toward one another in all situations. Demeaning comments and behavior will not be tolerated.

POSITIVE RECOGNITION OF GOOD BEHAVIOR/KINDNESS CARDS

Students may receive compliments and positive notes for responsible, respectful and caring behavior. Class-wide reinforcement programs may be implemented.

"Kindness Cards" are in each classroom. If you see a student being particularly respectful, responsible, safe and/or caring, feel free to write a note for that child and give it to the office to be hung up on the LHS Kindness Board.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

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 any other school employee (student is informed of appropriate behavior).
- ❖ The teacher informs the student of inappropriate behavior, completes a behavior report and determines a consequence for that behavior (examples: time away from group, seat is moved, recess is lost). If several consequences have been tried without changing the behavior, the teacher will notify the parent.
- ❖ A conference will be arranged which may include the parents, student, teacher, and principal or guidance counselor to develop a plan to improve behavior. Copies of all behavior reports are sent home in the mail.
- ❖ Responsible and safe behavior on the bus is important. The bus company will notify the principal of serious bus incidents. Parents will be notified of unsafe bus behavior and a child may lose the right to ride the bus.

If your child is involved in **any** physical altercation, parents will be notified immediately by the principal or guidance counselor. Please do not hesitate to notify the teacher, principal or guidance counselor if you have any questions or concerns.

If your child is reprimanded for inappropriate behavior, ask them if the behavior was safe, respectful and responsible. Most children know when they violate the code of conduct. Nearly 500 students and adults work at Little Harbour on a daily basis. Behavior that might be acceptable at home may not be acceptable in school. If an adult notifies the office or guidance counselor of a child's inappropriate behavior, a behavior report will be sent home or parents will be notified by telephone.

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.

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.

ITEMS NOT PERMITTED 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. The following items are specifically prohibited from being brought to school:

- ❖ Weapons (real or toy)
- ❖ Pocket knives, razor blades, or sharp objects
- ❖ Skateboards, roller skates and roller blades
- ❖ Radio, CD players, tape recorders, ipods, video games, headsets
- ❖ Baseball bats, hardballs, hockey sticks, lacrosse sticks
- ❖ Matches, caps, fireworks, and paint balls

Note that cell phones are not permitted to be on or in use during school hours. LHS is not responsible for any misplaced or lost items listed above.

TRADING CARDS

While trading cards are important to many of the students, the children need to realize that the cards cannot be allowed to disrupt the learning process. Therefore cards are only permitted during “down time”. The students also realize trading between older and younger children may result in someone unknowingly “taking advantage “of another student. Initially all trading cards were going to be “banned” from Little Harbour; the Student Council requested that they be given the opportunity to develop acceptable rules. It is important to allow children to “practice democracy” and participate in the governance process.

After input from the Student Council and the faculty the following rules have been established for trading cards:

- ❖ Cards must be kept in backpacks on the school bus and at school except during recess.
- ❖ Cards may not be traded during recess.
- ❖ Individual classroom teachers may permit cards at other specific times of the day.
- ❖ Students who violate these rules may have their cards confiscated and may lose the privilege of bringing them to school.
- ❖ Parents who disagree with these rules are encouraged to forbid their children from bringing the cards to school.

PARENT/SCHOOL COMMUNICATION

Little Harbour School encourages a partnership between school and home and values parental input. Parents, teachers and students sign a Little Harbour School/Family Compact at the beginning of the school year. Each person signing the Compact agrees to follow the guidelines of the Compact. Parents are encouraged to contact their child’s classroom teacher at any time during the academic year with any concerns. An early, positive relationship between the teacher and the parent is most productive in resolving issues that come up during the year. Please try to resolve the concern with the teacher before contacting the principal.

An Open House will be held in September for all students and their families. Teachers will give an overview of their specific programs. Please attend these very important presentations.

PARENT/TEACHER/STUDENT 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 in the classroom, library or cafeteria, attend special assemblies, and participate in school events. However, in order to minimize classroom disruptions, parents should notify the teacher or the office in advance of any appointment or classroom visit.

Parent meetings cannot be held during the time that a teacher is scheduled to be with the class. Teachers begin their day with students at 8:40. Please do not ask to meet with a teacher at this time, as it is critical that teachers give their full attention to students. It is also important that teachers dismiss students in an orderly fashion at the end of the day therefore teachers are not available to meet with parents until 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. If parents find it necessary to deliver articles of clothing, instruments, etc. to school, please leave them in the office.

PARENT-TEACHER CONFERENCES AND PROGRESS REPORTING

Parent-Teacher conferences are scheduled in December at the end of the first trimester. Parents, however, may request a conference any time throughout the year. Please call the teacher, principal, guidance counselor, or send a note directly to the teacher to schedule your conference.

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

Report cards are issued three times per year in December, March and June.

ASSESSMENT PROGRAM

On-going assessment, via report cards, occurs throughout the year in all classes. Additionally, the school conducts the following assessments:

- ❖ NECAP (New England Comprehensive Assessment Program) in grades 3 thru 5.

School-wide:

- ❖ K-3 DRA administered a minimum of twice a year in grades K-3. Students below grade level are administered this test in grades 4 & 5.
- ❖ Grades 4-8 DRA administered a minimum of once a year to students reading at the fourth grade level and higher.
- ❖ End-of-the-unit (grade K-5), mid-year, and end-of-the-year Everyday Math tests (grades 1-5).
- ❖ Common high frequency reading word lists (grades K-5) and common high frequency spelling word lists (grades 1-5).
- ❖ Individual student conferences in reading and writing (grades K-5).

Kindergarten:

- ❖ Self-portrait fall and spring
- ❖ Kindergarten screening
- ❖ Writing sample (spring)
- ❖ TAAS (test of auditory analysis skills) in fall and spring

Grade 1:

- ❖ Spelling assessment (Tufts University)
- ❖ Running records in reading

Grade 2:

- ❖ Common writing assessment in May

Grade 3:

- ❖ Self reflection for report cards
- ❖ Writing rubric for social studies and end-of-unit written reflection for science and social studies

Grade 4:

- ❖ PWAT (Portsmouth writing assessment test) in fall and spring

GUIDANCE

The guidance counselors, Sue Pederzani and Diane O'Callahan works 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. Additionally, they are able to provide various assessments of intelligence and learning difficulties. They act as a liaison between school and any other agencies or individuals that work with children.

TELEPHONE

The office phones are for official use only. Students must get teacher permission before using the phone. The phone is not to be used by students for social calls or special arrangements for after school hours. All arrangements, such as going home with someone else, should be planned ahead so that instructional time is not interrupted and the phone line is kept open.

PLAYGROUND RULES

Little Harbour School employs a Peaceful Playground philosophy which promotes conflict resolution, consistent rules, group play, and proper use of equipment, consistent expectations and educational opportunities during recess. Please remember that the playground is not supervised by school personnel before or after school hours. Parents supervising their children are asked to familiarize themselves with the Peaceful Playground rules located in the foyer and in the Parent Resource Room. We encourage safe, responsible and respectful play at all times. Bicycles, scooters, sleds, etc. are not permitted on the playground until 5:00 p.m. Students MUST follow the peaceful playground rules rather than their own rules (for example, four square and wall ball). Children who do not follow the rules will lose playground privileges, even with parental supervision before or after school. Any further questions should be directed to Mr. Schulten or Robin Burdick.

BE SAFE:

- ❖ Play chasing games only in the grassy area
- ❖ Touch football is the only football game allowed
- ❖ No fighting, kicking or wrestling games
- ❖ Use the equipment appropriately. It's not the right way if it's not safe.
- ❖ Do not use bicycles or scooters on the playground
- ❖ No throwing of snow or other objects

BE RESPECTFUL:

- ❖ 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 and let another child have a turn)
- ❖ Railings are for hands not feet

RECESS POLICY

Children should 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. Please remember to label your children's clothing as much of the winter clothing looks the same. Typically, children well enough to come to school are well enough to be outside during recess. Exceptions, for medical reasons, may be granted on an individual basis by the nurse. In the event of severe cold or inclement weather, recess will be indoors.

CURRICULUM

The curriculum at Little Harbour is designed to develop physical, social, emotional, and intellectual abilities 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. The reading model that Little Harbour employs is Learn to Read by Reading (LRR) and the math program is Everyday Math. Little Harbour School also employs a Differentiated Instruction model which strives to broaden and advance students' understanding in a given topic area. Our goal is to challenge and support the needs of each individual student. For more information on LRR, Everyday Math and Differentiated Instruction, please read the tri-folds available in the wall by the front office.

ART

All students in the school have art once a week with the art staff in addition to art projects done in the classroom. Art club is offered during lunch recess on a weekly basis for students in grades 4 and 5.

MUSIC

Grades K – 5 have music classes weekly. In addition, students in grade 4 participate in chorus. Students in grade 4 receive recorder instruction as part of their school program. Children in grade 5 may join the Portsmouth elementary school band, which meets once a week after school. Instrumental lessons are available to 5th grade students at school. Each grade level also performs during the school year. Kindergarten performs two plays, one in December and one in June. There will be a spring performance for grades 4 and 5.

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. In addition, students in grade 5 are eligible to participate in school soccer (fall) and basketball (winter). Additionally, students in grades 4 and 5 may participate in track (spring). The students in grade 3 participate in a swimming program at the Seacoast Y (fall).

HEALTH

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

COMPUTER

In addition to computers in the classroom, Little Harbour has a computer lab used by students during scheduled class time as a part of the curriculum. All students have the opportunity to use the lab. Little Harbour also has 2 sets of wireless computer laptops that are used in classrooms for projects and learning activities. All parents and students must review and sign the “Acceptable Use Policy” at the beginning of each year.

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 independent research throughout the week. The Elementary School librarian teaches library skills to 4th and 5th grade students.

ENVIRONMENTAL SCHOOL

All 5th graders attend three nights and four days of Environmental School at Camp Calumet in Ossipee, New Hampshire in the spring. This is a wonderful experience for children to learn the importance of good stewardship of the environment. The students stay at the camp all three nights and sleep in cabins there.

FIELD TRIPS

Classroom teachers may schedule field trips that are designed to enrich the educational program. No student may go on a class trip unless his/her parent or guardian has signed a permission slip before departure. The slip will include any special conditions such as cost and luncheon arrangements when appropriate. Parents who drive on local field trips must have a current year's auto insurance coverage on file in the office. 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. All field trips are funded by the PTA.

ENGLISH AS A SECOND LANGUAGE

ESL is a program for students whose native language is not English. The children receive personalized English lessons, the frequency of which depends upon the student's proficiency in English.

SPECIAL EDUCATION SERVICES

Children diagnosed 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.

SPEECH AND LANGUAGE THERAPY

A speech and language therapist is at the school full time to provide services to those students with needs in the area of speech and language.

TITLE I/PARENT RESOURCE ROOM

The Portsmouth Title I project is a federally funded program that provides extra help in reading and writing to eligible students. This assistance is in addition to instruction that students receive in class. At Little Harbour School, Title 1 services are available to children in grades K-5. Title 1 eligibility will be determined by the student's teacher and school principal.

The Cathy Hanna Parent Resource Room, located in the Title 1 room, provides books and materials on a variety of educational topics that may be of interest to all parents. Resources that provide more depth into the research that supports the balanced literacy and standards based math program are available. Videos for families are also available. Please contact Joanne Simons or Chance Allen if you would like more information about the Parent Resource Center.

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. For more in depth information on homework please see the Homework Handbook.

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 call the teacher. Please give the teacher 24 hours to put this material together.

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.

HOMWORK TUTORIAL PROGRAMS

Students in grades 3-5 can enter school at 8:25 a.m. to work on homework or quietly read. The Library and Resource Rooms are available for students who wish to quietly study between 8:25 - 8:50 a.m.

- ❖ An after-school homework club is offered at Osprey Landing on Mondays and Wednesdays from October - May (3:30 - 5:00 p.m.). Support staff are available to assist LHS Osprey students with homework.
- ❖ Students who live in Winchester Place may attend a Homework Club on Mondays and Wednesdays, from October through May, in the LHS Library from 3:15 - 4:25 p.m. A late bus will transport students to Winchester Place at 4:30 p.m.

CHILD WATCH

The School Board sponsors a Child Watch Program for students in grades K-5 to insure the safety of all children. If your child is going to be absent or late, please call the school at 436-1708 before school starts if possible. Leave a message on the answering machine if you don't reach the secretary. If we have not heard from you and cannot reach you by telephone, we will not be able to account for your child; therefore, we will give your child's name to the police. The police will conduct a check at your residence.

REGISTRATION AND WITHDRAWAL OF NEW STUDENTS

The school office must be notified of all student entrances and withdrawals so that records may be obtained or sent out. To register a new student, parents are asked to call Little Harbour School (436-1708) to schedule an appointment. A birth certificate, social security number, immunization record and proof of residence must be shown at the time of registration.

According to NH State law, no student may be admitted without a statement of immunizations unless exempted for medical or religious reasons.

KINDERGARTEN REGISTRATION

In early spring, dates for kindergarten registration are listed in the newspaper and *Harbour Lights*, the Little Harbour Newsletter. Registration usually takes place during the month of May. To register for kindergarten, parents must bring the child's birth certificate and a copy of all immunizations. **Children must be 5**

years old by September 30th to attend kindergarten. For further information, please contact the school principal.

SCHOOL ATTENDANCE

Daily attendance is vitally important. It helps children make academic progress and be more secure in their skills. It helps students understand the importance of education and develop a sense of responsibility and dependability.

Please schedule medical and dental appointments after school hours whenever possible. If a student must be dismissed before the end of the school day, a parent or legal guardian must sign the child out through the main office. Vacations should be planned in accordance with the school calendar.

School absences, dismissals and tardies are tracked by the school counselors and the principal. An excused absence is defined as illness, medical appointment or family emergency. The school must be notified in advance for any absence to be deemed excused.

A meeting between the counselor and student will be held after 2 unexcused absences or tardies. Parents will be called by the principal after 3 unexcused absences or tardies in order to develop a plan. Students who have 4 unexcused absences or tardies may be required to make up missed time and work. Students who have more than 10 unexcused absences or an excessive number of tardies will be considered habitually truant and must be reported to the state.

EARLY AND UNAVOIDABLE DISMISSAL

If your child needs to leave school other than at the regular dismissal times, the following procedures must be followed for safety reasons:

- ❖ We must have a note from home indicating the time of dismissal. If that is not possible, please call the school office.
- ❖ Students will be dismissed only through the office. A parent, guardian, or other authorized person must sign the child out at the office. Parents are requested to wait in the office area. Please do not go to the classroom. No student is to leave the building unescorted during the school day.
- ❖ Should your child arrive back to school the same day, please sign back in at the office so we know he/she has returned.

EMERGENCY FORMS - PUPIL INFORMATION SHEET

An emergency form for every student is distributed at the beginning of each school year. It is **imperative** for the school to have information requested for **each student**. Parents or guardians are asked to complete all the information, as it is especially critical that we have names of people we can contact should a child be sick and the parent is unavailable.

If any of the information supplied on the emergency form changes, the school must be notified. We must have current phone numbers (both home and work) in case of an emergency. If you move please let us know your new address. In cases where parents are separated or divorced, it is necessary that the school records be current and accurate regarding custody.

EARLY RELEASE DAYS

There are several Early Release days during the school year. On Early Release Days students are dismissed at 12:00 p.m., there is no afternoon kindergarten, and morning kindergarten is dismissed at 12:00 with the rest of the students. Reminders are sent home prior to upcoming half days.

DELAYED OPENING OF SCHOOL

When there is a delayed opening of school, all before-school activities are cancelled. School starts two hours later than the regularly scheduled time (10:40). Buses will pick up students two hours later than normal. Lunches will be served; however, **there will be no breakfast** when there is a delayed opening.

EMERGENCY CLOSING OF SCHOOL

The Superintendent of Schools determines the necessity for an emergency closing or delayed opening of school due to weather conditions or other emergencies. Announcements regarding such closings are made over local radio stations (WOKQ, WERZ, WOLQ, and WTSN) and WMUR TV, Channel 9 as well as the WMUR web site (www.thewmurchannel.com). For those families who subscribe to the LHS email alert list, an announcement will be posted whenever the hours of a school day change.

In case of an emergency closing, the school will attempt to contact families. In order to do this, we require that you have on file with us telephone numbers for your home, work, and an alternative emergency number. All children will be sent home, except those enrolled in after care programs at the school or other specific locations.

EMERGENCY/FIRE DRILLS

Emergency and fire drills are required by law and are an important safety precaution. It is extremely important that when the first signal is given, students quietly follow their teacher's instructions. Directions for egress of the building are posted in each classroom. Teachers will review these directions at the beginning of each school year.

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 safely. All students, whether they walk to school or ride the bus, must sign the Bus Rider Agreement at the beginning of each school year. This agreement will be treated as a contract between the school, the parents (guardian) and, most importantly the rider.

If a student visits a friend after school and wishes to ride his/her bus, written consent from the parent/guardian must be presented at the main office.

ACCEPTABLE COMPUTER USE POLICY

The Portsmouth School Department has greatly expanded its use of computers and the Internet. In order to comply fully 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 the school year. Students will not be permitted to use a computer with Internet access until the contract is signed and returned to the school.

PAPER POLICY

In an attempt to reduce the amount of paper that the school uses on a daily basis, Little Harbour has adopted a new policy regarding paper notices. Notices that go out from the school will be sent to each household ONLY with your youngest child enrolled. With this new policy the school will save approximately 100 pieces of paper per notice! For those of you who make copies for school distribution, please be advised that there is a new master list located in the main office.

EMAIL POLICY

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 electronically. In essence, each family would receive an email notice with each paper notice sent out from LHS. The goal is to compile a complete list of email addresses for all LHS families. If at any time you would like to add your email address to the LHS email database, please notify Shirley O'Leary.

Please be assured that these grade specific email lists will be used by school personnel ONLY for school notices ONLY.

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.

DRESS GUIDELINES

Appropriate and acceptable dress creates an atmosphere conducive to learning. Parents are requested to use judgment in determining appropriate clothing for school. 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.

- ❖ Footwear such as flip-flops and high heel platform shoes that could cause personal injury are discouraged
- ❖ Tank tops with less than a 2" shoulder strap, 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
- ❖ Hats, baseball caps, and bandanas should be removed in the building
- ❖ Clothing that interferes with instruction or is disruptive to the class is not permitted
- ❖ All students will need sneakers for gym. Young children need smocks (old, large shirts, etc.) for a variety of art activities
- ❖ Oversized mesh sport jerseys are discouraged unless the child is wearing a t-shirt underneath
- ❖ Children not following these dress guidelines will be asked to cover up with a sweatshirt from the nurses office

LOST AND FOUND

Parents are requested to put their child's name on each article of outside clothing. Lost and Found articles are placed in a box in the cafeteria and parents are encouraged to search the box for lost articles. Smaller items such as jewelry, keys, money, and glasses are kept in the school office.

NO SMOKING POLICY

Smoking is prohibited at all times in the school and on the school grounds.

ANIMAL POLICY

Animals and pets are only permitted in school with advance permission from the principal. As a community we want an environment where families do not feel excluded from walking their dogs to pick up and drop off their children, but we also want our children to be safe. The playground has been lawfully posted prohibiting dogs. Dogs are permitted on the public sidewalks but not directly in front of the doors. We feel it is essential to avoid negative interaction between dogs and children who fear dogs.

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.

CARE OF BOOKS

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

CO- CURRICULAR ACTIVITIES

SOCCER: LHS has a 5th grade soccer team. The team practices or has games twice a week during September and October. The games are played at Dondero

School. The team is comprised of both boys and girls. Every student who attends practice and follows the team rules will play in the games.

BASKETBALL: Little Harbour hosts a 5th grade Boys' Basketball Team and a 5th grade Girls' Basketball Team. The team is 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 play in the games.

TRACK: (Grades 4 and 5) LHS Track is organized in April. This coed team practices twice a week after school and competes in May.

STUDENT COUNCIL: (Grades 4 and 5) Student Council elections are held in the fall for first semester and in January for second semester. Students represent various homeroom classes as the liaison between the students and staff. Student Council is a service organization that is run by students for the good of the Little Harbour community. The Council meets after school on Wednesdays. The Guidance Counselor, Miss Pederzani is the advisor.

SAFETY PATROL: Typically, 5th grade students who do not ride a school bus are eligible for Safety Patrol. Students assist adults and students crossing the street at the school crosswalks. Safety Patrol members also encourage students and adults to model safe, responsible and respectful behavior. This job is extremely important and students are asked to make a commitment for a semester. 5th graders may join Safety Patrol in the fall and again in January. Bus students may serve as bus monitors or assist students at arrival and dismissal times inside the building. The Guidance Counselor, Miss Pederzani is the advisor.

SCHOOL STORE: 4th grade students in Mrs. Homan's classroom manage the school store. Students purchase items, advertise and sell merchandise. One-third of the proceeds from the store are divided equally among the grades to support Environmental School. The remaining monies provide scholarships for 5th grade environmental school, financially support environmental causes and provide funds to restock school store products.

GOOD MORNING LITTLE HARBOUR: "Good Morning Little Harbour" is a closed circuit television show produced and edited by the students in Mrs. Lee's 5th grade class. The show is aired periodically in every classroom and features school-wide and class events, news and projects.

BAND: (GRADE 5 STUDENTS): Instrumental lessons are given during the school day on Wednesday afternoons. All students who are learning to play an instrument play in the elementary school band. The elementary band is comprised of students from all three elementary schools. The band practices at PHS, after school on Tuesdays, from October until May. Bus transportation is provided on a

space-available basis. The band students perform in the All City Concert annually.

STRINGS: In grades 3, 4 and 5, Violin, Viola, and Cello lessons are offered after school weekly. Elementary orchestra meets weekly in addition to private lessons.

CHORUS AND MUSIC PROGRAMS: Currently there is a 4th and 5th grade chorus at LHS. Little Harbour participates in the All City Winter and Spring Concerts on alternating years. In addition, there are other performance opportunities for the 4th and 5th grades during the year. A spring musical featuring the 5th grade chorus is an annual event. Rehearsals for both choruses are done by grade level once a week but they often perform together for concerts.

AFTER SCHOOL ENRICHMENT: (GRADES 1-5): There are two sessions of after school enrichment classes 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 for ten weeks.

DESTINATION IMAGINATION: Destination Imagination involves creative problem-solving teams that are organized in October. Teams select a creative problem to solve and meet after school on a weekly basis developing a strategy and solution to their problem. The teams share their solution to their problem in March at a regional competition. In the weeks prior to the competition teams may meet more frequently. This activity is open to all LHS students in grades K-5.

SCRIPPS HOWARD SPELLING BEE - GRADES 4 + 5: In January each homeroom selects 3 students to represent them in the Little Harbour Spelling Bee. Mrs. Homan, the advisor for the Scripps Howard Spelling Bee, practices with the students in the weeks prior to the school spelling bee. The school spelling bee will occur in February. The winner of the Little Harbour Spelling Bee will represent the school at the regional spelling bee on a Saturday in March.

CHESS CLUB - GRADES 4 + 5 (YOUNGER STUDENTS BY INVITATION): Mr. Schulten coaches 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. Chess Club meets after school as part of the Enrichment Program.

MARTIN LUTHER KING ESSAY CONTEST: Students in grades 3-5 are invited to participate in the annual MLK essay contest. Essays are submitted in December and all students who submit an essay are recognized and invited to attend the MLK breakfast in January.

