

# NIFS

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New Franklin School

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*Parent Handbook*  
*2011-2012*

8/31/2011

Dear Members of the New Franklin School Community,

Welcome to the 2011-2012 school year. The beginning of each school year brings many opportunities: the opportunity to meet new friends, to bond with a new teacher, to discover new subjects and ask new questions. Alongside all this newness comes the familiar comfort of rekindling old friendships, walking down well-known halls and settling in to routines. School is a rare place where discovery and consistency intermingle as essential ingredients of education. We're all excited to invite your children in to the adventure of the upcoming year at New Franklin School.

New Franklin is a unique place with a commitment to addressing the needs of each child in the pursuit of excellence. Our school has an incredible team of teachers and support staff who combine their expertise with the desire to make each child feel "known," challenged, appreciated and celebrated for their unique learning style and perspective. This year we will continue to strive to offer your children an engaging and comprehensive academic program as we help them realize their potential.

A working partnership between school and home is critical to your child's education. Take time to read with your child. Set up an appointment to speak with your child's teacher. Lend your experience, expertise and energy to one of our initiatives or classroom projects. Ask questions at home: "What did you learn today?" "What do you hope will happen tomorrow?" and "What could you have done differently?" are all excellent ways to show your child that you believe their academic, social and emotional growth is important. This can have a tremendous effect on how they achieve in school. Even if you're treated to initial responses of "Nuthin'," "Nuthin'," and "Nuthin'," eventually persistence will bring more details and in the end they'll know you cared.

We hope this handbook clearly outlines the programs, policies and procedures that enable us to work effectively as a learning community. As we anticipate another productive school year, I invite you to join us in our commitment to excellence. Please call 436-0910 or email me at [gshea@portsmouth.k12.nh.us](mailto:gshea@portsmouth.k12.nh.us) if you have questions or comments.

Have a great year.

Sincerely,

George H. Shea  
Principal

# New Franklin School Learning Compact

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

*Portsmouth School Department Mission Statement*

**I want to learn .**  
**As a Student I will...**

- come to school prepared and ready to learn.
- read at home every day.
- respect myself, classmates and teachers.
- work hard and do my best every day.
- follow the classroom, school and playground rules.
- do homework and return it to school on time.

**I want my child to learn.**  
**As a Parent/Guardian I will...**

- create a positive home learning environment by reading, writing and talking with my child.
- communicate with my child's teacher and support school activities.
- regulate screen time (television, computer, video games).
- see that my child attends school regularly and arrives on time.
- monitor the completion of homework assignments.
- encourage my child to do his/her best.

**I want my students to achieve.**  
**As a Teacher I will...**

- provide instruction that recognizes individual needs and talents.
- communicate regularly with families.
- provide meaningful and appropriate homework.
- ensure a safe and respectful environment.
- explain curriculum goals and grading.
- be a positive role model and recognize accomplishments.



# NFS

**New Franklin School**



**NEW FRANKLIN SCHOOL**  
**436-0910**  
**PARENT-STUDENT HANDBOOK**

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NEW FRANKLIN SCHOOL

436-0910

2011-2012 HANDBOOK

**INTRODUCTION**

This handbook has been compiled for the parents and children of the New Franklin School. We hope it will prove helpful in guiding you regarding routine procedures and general information.

To assist you in planning the school year we have included a school district calendar. We will advise you throughout the year of any changes which should be noted.

In the general procedures section we have tried to include information that will be useful in acquainting you with our school, what we offer to our students, and what we ask of you as parents in assisting us.

Please feel free to contact the school if you have any questions that are not answered by this handbook.

We believe that only through a combined effort on the part of parents, students and school staff can we provide the best educational experience for our children.

**New Franklin School Staff 2011-2012**

Principal  
Secretary

George H. Shea  
Cynthia Lister

**PROFESSIONAL STAFF**

Kindergarten

Lyn Hennigar

Kindergarten

Jenny Shaw

Grade 1

Margo Carrier

1

Amy Spivack

1

Kelly Whelan

2

Christina Bates

2

Roxanne Monmaney

2

Sheila Spinney

3

Kimberley Dennis

3

Karen Jacoby

4

Celine Henderson

4

Elizabeth Needham

4

Rebecca Remsen

5

Ian Fleischer

3

Angela Manning-Welch

5

Kim McGuigan/Patricia Carr

Resource Room

Marcia Pratt

Resource Room

Joy Bryan-Markely

Resource Room

Maureen Markham

Art

Deirdre Shea

Music

Dorothy Frazer

Physical Education

Peter Lendrum

Adaptive PE

Nancy Moore

Reading Specialists

Linda Beal

Literacy Teacher

Mary Ann Driscoll

Guidance Counselor

Suzanne Drysdale

Guidance Counselor

Joy Testa-Cutting

Assessment Coordinator

Alyssa Brown

Math Support Instructor

Ann Mordecai

Nurse

Nicole Keil

Speech and Language

Barbara Pamboukes, RN

Library/Media Specialist

Jaelyn Nutter

Occupational Therapist

Sara Zoe Patterson

Elementary Special Education Co-Ordinator

Karen Wisbey

Beth Setear

**PARAPROFESSIONAL STAFF**

Linda Bogan

Sherri Brown

Ann Cushing

Tracie Gebhardt

Paula Glynn

Kate Hosser

Cynthia McEachern

Eleanor Nevins

Barbara Pajak

Linda Stanwood

Julia Buck

Claudia Fleming Stevens

Christine Bastianelli

Donna Cronin

Kathleen Anania

Joanne Curtis, Don Clark

Edward O'Connell, Ralph Langer,  
Ed MacPherson

Library

Resource Room

Title I

Computer Technician

**CAFETERIA STAFF**

**CUSTODIANS**

# GENERAL INFORMATION AND POLICIES

## Daily Schedule (Fall 2011)

8:00 Morning recess  
8:15 Entrance bell  
8:20 School begins

	RECESS	LUNCH
1/2	11:10 - 11:30	11:35 - 12:00
3/4	11:45 - 12:05	12:10 - 12:30
K/5	12:15 - 12:35	12:40 - 1:00

2:35 Departure bell  
2:40 Dismissal

### BEFORE SCHOOL

Teachers will supervise activities on the playground beginning at 8:00 AM. Please do not send your students to school or drop them off before then. We cannot be responsible for supervision prior to that time. Breakfast will be served beginning at 8:00 a.m.

### ABSENCES, TARDINESS AND DISMISSALS

1. Parents are requested to notify the school between 7:50 a.m. and 8:15 a.m. in the event that your child must be absent from school for any reason. If you are unable to call during these times, you may call either the night before or earlier that morning and leave a message on the school's answering machine. Requests for homework should be made at this time. In the event that a parent notifies the classroom teacher of a child's absence, it is still necessary to communicate the absence directly with the office.
2. In an effort to provide maximum protection of children, through the Child Watch program you will receive a call from the principal's office if the child's absence has not been reported by the parents to the school office. Secondary contact numbers will be used after failed attempts to call the primary contact number.
3. Students who arrive after 8:20 a.m. are tardy and are requested to report to the office and sign-in before going to the classroom.
4. Parents who have requested that their child be dismissed early should report to the office to pick up the student. Students will not be released to anyone without written notification to the school by the parents. In either case identification must be shown before a student is released. **For security reasons, no students will be dismissed from the classroom. Students will be called to the office for dismissal after the parent/guardian signs them out in the office.** Students will not be released from class until the parent/guardian arrives at school.
5. Bus students will not be allowed to walk or go on a different bus without a note from their parents. Walkers must have a note from home if they plan to ride a bus. Bus passes will be issued from the office in these cases.
6. In order to ensure that teachers receive the message, telephone requests or emails with dismissal changes need to be made prior to 11:00 AM.
7. Walkers and students being picked up are dismissed at 2:40. Parents and guardians picking up students should wait for them outside or in the front foyer. A member of the staff will escort

students to the front foyer and outside to ensure they're properly matched up with their designated ride.

### **ATTENDANCE POLICY**

Regular attendance is necessary for success in school. Students are expected to attend school whenever it is in session except in the case of personal illness or family emergency. If you do not contact us by phone, a note explaining the absence is required upon the student's return. If there is to be an excused absence, a note with the dates of the student's absences should be given to the building principal.

Extended excused absences should be pre-arranged with the building principal. The parents will be advised of the school district's policy upon request for an extended absence.

School attendance is the primary indicator of a child's level of success in school. The State of New Hampshire RSA 193:1 requires "that every child between six and sixteen years of age shall attend the public school at the time the public schools are in session." The law RSA 193:2 further states that "every person having custody of a child shall cause the child to attend such a school during all the time the public schools are in session."

Arriving at school on time is another important factor in a child's daily success. Morning routines and classroom meetings set the stage for what will occur throughout the day. A tardy student who is forced to play catch up begins their day at a disadvantage.

Classroom teachers, counselors, school nurse, and the principal monitor student attendance patterns. Counselors, school nurse, and the principal review cumulative attendance records regularly. Classroom teachers direct their concerns about excessive absence or tardiness to the office.

Information about student attendance concerns will be shared with Portsmouth Middle School Staff each spring as part of Middle School Transition planning.

#### **Attendance Protocol**

**5 absences** (unexcused or parent excused) A note will be sent home to notify parents.

**8 absences** (unexcused or parent excused) The school will send another note and phone home to arrange a meeting to discuss a plan to address the problem.

**10 absences** (unexcused or parent excused) Documentation is given to the Portsmouth Police Department for police intervention.

Parents of chronically tardy students will be similarly notified and the child may have to make up missed work during recess.

### **BICYCLE AND SCOOTER RULES**

Children are allowed to ride bicycles and scooters to school if the following rules are observed:

1. Bicycles and scooters should be walked on school property at all times.
2. Students are reminded that bicycles and scooters are brought to school at their own risk. The school will not assume responsibility for damage.
3. A note giving permission for the student to ride his bike or scooter to and from school is required from a parent.
4. Helmets are required by New Hampshire law to ensure prevention of head injuries. Anyone who does not observe these rules will lose the privilege of bringing a bike or scooter to school.

### **BIRTHDAY PARTIES/INVITATIONS**

Out of sensitivity to our students, if birthday party invitations are distributed in school, the invitations should extend to all the students in the class. New Franklin is an allergy aware school – please speak with your child’s classroom teacher before sending in a birthday treat.

### **BREAKFAST/LUNCH**

Hot lunch is available at a cost of \$ 2.25 per day. Children wishing to purchase only milk may do so at a cost of \$0.40 per carton. Menus are sent home at the beginning of each month.

Each student has an individual food account in the cafeteria. Families may send in funds as credits to the account and students draw from it each time they make a cafeteria transaction.

Breakfast is available each day beginning at 8:00 a.m. The cost is \$1.25 per day. Applications for free or reduced price meals are available in the office.

***Carbonated beverages are not allowed.*** We also request that any juice drinks ***not*** be in glass bottles. Any questions regarding our breakfast/lunch programs should be directed to the cafeteria personnel at 436-8133.

### **BUS RULES FOR STUDENTS**

The responsibility for students using school buses rests with the parents until the students actually board the bus for school and after the child gets off the bus on the return trip.

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 Department school buses:

#### **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 and signaled to cross, and,
7. Only get on and off at their own stops.

## **BUS RULES FOR STUDENTS continued:**

### **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, and,
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, and,
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.

### A. 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.

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

1. **First Report** - The student will meet with the Principal, and a copy of the report will be mailed home.
2. **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 receive a copy of the report following the meeting.
3. **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. A copy of the report and a letter of bus privilege dismissal will be delivered to the parent.

### C. 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 RULES FOR STUDENTS continued:**

**BUS PROVIDER AND SCHOOL COMMITMENTS**

**Bus Provider Commitment to a safe and pleasant bus ride.**

The bus company pledges to passengers:

We 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 Laidlaw Transit'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,

- *insists* student safety while riding the buses must come first
- *believes* the most important job of the bus driver is to operate the bus in a safe and prudent manner
- *will* not tolerate rider behavior which jeopardizes safe operation of the school bus
- *requires* its administration to work with the bus drivers and bus company officials to ensure the safe operation of the school bus
- *considers* the bus company and its personnel to be an extension of the school's own personnel
- *considers* students who are on the bus are the responsibility of the Portsmouth School Department
- *believes* that all of its students and employees should be treated with respect and dignity
- *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;
  - a) Because of time and scheduling, the driver can not take the time while completing his/her driving responsibilities, so a phone call directly to the bus company supervisor is recommended.

STA	603-433-1761	Ask for the Joanne Gscheidle
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**BUS RULES FOR STUDENTS continued:**

- b) 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 then;
  - a) Give the school principal a call to see if he/she can help you. In most cases a principal can provide assistance and guidance in working out an unresolved bus problem.
  - b) Request a meeting at school with the principal and the bus company supervisor.
- 3) If a problem continues past this point;
  - a) You can request Central Office review the situation by calling the Superintendent's Office. Call 431-5080 and ask for the Business Administrator.
  - b) You can also call the Superintendent at the same number.
  - c) 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.

**CELL PHONES**

The school prohibits the use of all telecommunication devices, including cellular phones and pagers/beepers, at all schools and school-sponsored or school-related activities on or off school property, during the instructional school day. Students shall be allowed to possess such devices; however, such devices must not be visible and must remain turned off during the instructional school day. In the event of an emergency, students may use the office phone. Camera phones may not be displayed or used at any time on school grounds or during school-sponsored programs, including transportation.

**CHILD ABUSE**

To comply with the Child Protection Act (RSA 169C, 1979), it is the policy of the Portsmouth School District that any teacher or other school employee who suspects that a child's physical or mental welfare may be adversely affected by abuse or neglect must report to the principal, or other designated personnel, who must then call the Division of Children and Youth Services and/or the Portsmouth Police Department.

Under RSA 169C, school personnel, who in good faith make a report of suspected child abuse or neglect, have immunity from any liabilities, civil or criminal. The good faith of the reporter is presumed.

**CHILD WATCH**

Each elementary school maintains a Child Watch program, which tracks each student's absence. If the 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.

**DELAYED OPENINGS/NO SCHOOL/UNSCHEDULED EARLY DISMISSAL**

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.

**Delayed:** 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 Dismissal:** If school is in session and it begins to storm, tune in the local stations for a possible early dismissal. You will be contacted by the Alert Now system to notify you of the early dismissal.

### **DISCIPLINE**

Our teachers are knowledgeable regarding behavior that can reasonably be expected from children, considering development, personalities and social context. Most discipline problems are handled by the classroom teacher in concert with the parents. When necessary, positive alternatives are employed to bring about improvement in student behavior. The principal serves as a resource person to both teachers and parents in improving student behavior. In instances where the teacher and/or the parent have been unable to effect a positive change, the principal will become more directly involved in the disciplinary process.

Pupils are expected to conduct themselves in a manner reflecting a sense of responsibility, good citizenship, and consideration for the rights of others. New Franklin School does not tolerate rudeness, violence or bullying in any form.

### **ELECTRONIC DEVICES**

Personal electronic devices, i.e., CD players, mp3 players, and electronic games 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.

### **HEALTH –SCHOOL HEALTH PROGRAM**

The goal of our health program is to maximize each student's potential to choose a healthful lifestyle. This is done through physical assessments, screenings for vision, hearing, blood pressure and scoliosis and with appropriate referrals and follow-up. Immunization audits are conducted to ensure the control of communicable diseases. The School Nurse works with community agencies, physicians, families and other school personnel as needs arise in the home and school. The nurse also participates in health instruction in the classroom and is a resource for teachers. The nurses' office has an open door policy for students, parents and staff.

One of the common dilemmas facing parents of children in school is when to keep them home due to illness. Sick children do not belong in school for their own good as well as the well being of others. Often the first sign of illness is a change in behavior such as loss of appetite, irritability or lethargy. A fever may or may not be present. When your child shows signs of being ill they are best kept home from school so that you and/or your health care provider can further evaluate their condition.

Generally speaking, if your child has any of the following symptoms they should be kept home:

Diarrhea

Earache

Fever- (Temperature should be normal for at least 24 hours before return to school.

Often temperatures are lower in the morning but rise in the afternoon.)

Headache

Sore-throat

Stomachache

Vomiting

Red and watery eyes/discharge from eyes

Persistent and severe cough  
Not feeling well enough to participate in school activities

**HEALTH –SCHOOL HEALTH PROGRAM continued:**

Severe cold symptoms—sneezing, congestion, nasal drainage  
Behavioral changes. Lethargy, etc.

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 the rest of the school population is protected from contagious diseases. When a child becomes ill at school, the parent or his designee, is responsible for taking the child home as soon as possible. Our concern is for the comfort and protection of your 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 unable to attend school please call the school office between 7:50a.m. and 8:15 a.m.

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.

Students are expected to participate in physical education unless a written request is received from their physician indicating the reason they should not participate.

If your child is on medication and the dose schedule cannot be worked around school hours the following procedures must be followed:

1. The nurse must receive the medication in its original container (both prescription and non-prescription).
2. You must see the nurse to sign the permission form and to deliver the medication. Please do not send medication to school with your child.
3. A written statement from the prescribing physician, stating name of the medication, dosage, and time to be given

Only the school nurse or staff member delegated by the principal assists in administration of medication. Children are not permitted to have medicine in the classroom or on their person. Parents or the child (if reliable) should take the medication to the office where it is kept in a locked place. By state mandate non-prescribed oral medication, such as aspirin, will not be made available by the school.

Our school nurse looks forward to meeting parents and working with them to provide the health services that your child needs to enhance their educational program. If the nurse needs to communicate with you and is not able to reach you to discuss the results of a screening or tell you about an injury your child received at school, the nurse will write you a note and ask your child to be sure you get the note. Please check your child's backpack each day for school papers and notes.

**HOMEWORK**

Homework practices at New Franklin School reflect Board of Education Policy. In addition, school staff support the use of homework to extend learning activities and to provide enrichment opportunities.

Specific expectations related to homework, and parents' involvement toward the completion of homework, are communicated by teachers to parents during the annual Open House and as part of individual assignments as appropriate. The degree to which parental assistance with homework is desirable varies from grade to grade, and from assignment to assignment. Parents are encouraged to contact their children's teachers if clarification with regard to homework is needed. In general, however, parents promote positive attitudes toward homework through regular exchanges with children and teachers, and by providing the time and a place for their children to complete homework.

### **HOMEWORK continued:**

At the kindergarten level, homework serves, primarily, to promote meaningful “connections” between school and home, and to develop a child’s sense of responsibility. Some examples of such homework practices include: circulating books written by the class, taking home and returning a variety of materials (e.g. library books, school notices, student folders), and participating in theme-related family activities.

The provision of homework in the early primary grades (1 and 2) continues to promote the relationship between home-school learning and the development of a child’s sense of responsibility. Additionally, homework in these grades focuses on the reinforcement of basic skills.

At the third grade level, content-related, project-oriented, homework activities are used to assist in facilitating students’ successful transitions to grades four and five. Homework assigned in grades four and five further emphasizes the mastery of content-related information. In these grades, students are expected to complete a greater amount of independent work.

The development of good study habits increases in importance in grades three through five.

The manner in which, and the degree to which, homework is used varies from grade to grade. This is consistent with developmentally appropriate practice. Homework practices at New Franklin reflect a natural progression in grades K through 5.

If your child is absent and you would like homework sent home, please make this request **before 8:20 AM** when you notify the school of your child’s absence.

### **NO-IDLING**

In the interest of air quality for our students, staff and families, please turn off vehicles and avoid idling when picking up or dropping off students.

### **PARENT RESPONSIBILITIES**

Parents/guardians are requested to call the school office if there are any changes in the following:

1. Address
2. Telephone number (home, cell, work)
3. Email address
4. Names: child's or parent's
5. Place of work
6. Custody
7. Moving out of school district
8. Transferring--see Transfer...
9. Dismissal Procedures
  - a) Early Release (if different than usual)
  - b) Not going home as usual or going home with another student (**NOTE REQUIRED**). **PLEASE NOTIFY THE SCHOOL NO LATER THAN 11:00 A.M. OF THIS CHANGE.**
10. Extended absences
11. Conference appointments

### **PARKING AND TRAFFIC PATTERNS**

The parking lot at New Franklin is a crowded place during drop-off and dismissal times. Please see the Appendix for a parking map showing safe and efficient driving patterns. Please observe the following protocols to make sure that all children arrive and depart school safely.

- Short-term pick-up and drop-off is permissible in the two front lanes in front of the school.
- A clear lane must be kept at all times for buses to pass through.
- The Stark St. bridge from Dennett St. is one way toward the school. Please do not exit in vehicles over the bridge.

- Per request of the Anchorage Inn management, please avoid cutting through their lot onto Woodbury Avenue.

### **PUPIL SUSPENSION**

Any student may be suspended from school by the principal for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school; and he/she shall not attend school until reinstated by the principal. Physical violence and weapons possession are grounds for immediate suspension.

### **RULES AND PROCEDURES FOR STUDENT DRESS**

A student's appearance is primarily the responsibility of the student and his/her parents. However, the learning atmosphere must be the determining factor in student dress.

#### ***Rules:***

1. Students are to wear clothing and hairstyles that are appropriate and safe in their school activities.
2. Students are to wear footwear that will assist in the proper maintenance of school property and will not be dangerous when worn on the playground.
3. Students are to wear clothing that is in good taste within generally accepted community standards.
4. Examples of inappropriate clothing include, but are not limited to: halter and tube tops, cropped shirts and see-through tops.

#### ***Procedures:***

1. The above rules may be adjusted by advisors, coaches, and teachers of special programs to fit specific curricular and extracurricular activities.
2. Staff members who question a student's attire should refer the student to the principal's office.
3. The school principal or his/her designate(s) will be the final judge regarding the appropriateness of a student's appearance.
4. A student who disregards the stated rules may be sent home, on parent contact to change into appropriate dress before returning to school.

### **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.

### **TEACHER-PARENT-SCHOOL RELATIONSHIP**

A strong and communicative teacher/parent relationship is essential for student success. Below are a few tips to help establish a positive working relationship:

- Get acquainted with your child's teacher.
- Volunteer in the classroom
- Communicate with the teacher at school concerning your child's progress and welfare. Make an appointment for a conference simply by calling the school or emailing the teacher directly.
- Show interest in your child's daily work.
- Work closely with the teacher.
- Problems at home cause problems at school. The teacher has a better opportunity to help your child overcome difficulties if he/she is aware of home problems that are stressful for the child.
- Reading is a critical element of our curriculum. Every effort should be made to provide the pupil with a positive reading atmosphere and ample reading opportunities at home.

### **TELEPHONE MESSAGES TO THE SCHOOL**

If it is necessary to telephone your child at school, the message will be relayed to him/her. It is most helpful if a message is telephoned in before your child's lunch time. If possible all instructions should be given to your child before he/she leaves home in the morning. Teachers may be reached one half hour before school opens in the morning or one half hour after school is dismissed. A message may be taken at any time for a teacher. Unless there is an emergency, teachers will not be interrupted during the school day from classroom instruction.

### **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 material belonging to the school be returned prior to withdrawal.

### **VISITS AND APPOINTMENTS**

Please visit New Franklin often. Classroom and school volunteers are a critical part of our community. Become acquainted with what your children are doing and what services are offered them. This is one way of helping children realize the importance of school. Teachers will not be able to discuss issues with you during class time as their focus needs to be on the children. They will, however, be most happy to make appointments to meet after or before school. To make an appointment, simply call the school, email or write a note to the teacher.

When entering school for a visit, please sign in and receive a visitors' pass in the office before going to other areas of the building.

## **PEOPLE AND PROGRAMS**

### **ART**

At New Franklin 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.

### **COUNSELOR**

The role of the school counselor is to provide professional support to children, parents, and the teaching staff regarding behavioral or emotional concerns displayed in the school setting. In addition to this, the counselor assists in the development of individual self-concept, cooperative group skills, serves as a member of the school's Crisis Committee and advises the Student Council.

The counselor provides the following services:

1. Individual counseling
2. Group counseling
3. Assists in coordinating the Student Evaluation and Placement Team, is case manager for assigned students and attends SEPT meetings
4. Provides testing and evaluation data for SEPT meetings
5. Support and referral at times of emotional or behavioral crisis
6. Interventions for chronic absences and tardiness
7. Close working relationship and coordination with community agencies

8. Consultation of suspected child abuse and reports to the Division of Children and Youth Services when appropriate
7. Consults with staff and recommends techniques for dealing with specific behavior problems; develops behavior plans if needed and works with students in class meetings and other groups as needed

### **FIELD TRIPS**

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.

### **INSURANCE**

School insurance is available for each student. Forms are sent home early in the school year.

### **LIBRARY**

The services of the library are an essential part of the educational program at New Franklin. Each class has a regularly scheduled library period every week. With teacher permission students are allowed to use the library at any time to complete assignments, use reference materials, view filmstrips, and to select books of interest.

We are fortunate in having the services of a library aide and access to system-wide resources to assist children in acquiring knowledge.

Students are responsible for the proper care and timely return of items they borrow, and are expected to pay for lost or damaged material, before the final report card is given out. Parents are welcome to discuss individual circumstances with the librarian in order to make alternate arrangements.

### **LOST AND FOUND**

A lost and found box is located in the gymnasium area. Please urge your child to check it if they are missing an article of clothing. It is helpful to mark clothing with the child's name in order to return lost items to their owners.

### **MUSIC**

Music is a basic and valuable part of every student's curriculum. We strive to expose students to many musical styles, types, and mediums. Hopefully each child will respond to music in a meaningful way, enjoy many musical experiences, and produce some of their own music.

Opportunities are available:

1. In a classroom setting on a weekly basis
2. On a band instrument on a beginning level in Grade 5.
3. In recorder classes in Grade 4

A city-wide elementary band is also available on a weekly basis for those players in Grade 5. Special programs using the stage are planned for December and May.

### **PARENT TEACHER ORGANIZATION**

The P.T.O. is a very active, hardworking group of people who share a common goal, that of enhancing the school environment of your children. We welcome your ideas and participation in any of the variety of activities pursued by this group. Calendars and announcements will be sent home throughout the year. Please join us in this very worthwhile organization.

### **SNACKS**

Most classes break in the morning for a brief snack time. Snacks are available for purchase daily at the Snack Shack in our cafeteria. Your child's classroom teacher will inform you about classroom snack procedures and restrictions.

### **PHYSICAL EDUCATION**

All students in elementary school have physical education once a week. The purpose of Physical education is the development of physical, emotional and social skills. The body is used as a tool for individuals to find out about themselves and how they relate with other students. Through various activities such as gymnastics, team sports, movement exploration and cooperative games we try to accomplish these goals. Children should wear sneakers to school on the days of their PE class.

### **READING SPECIALISTS**

The Reading Specialists provide direct reading support to children and oversee the reading programming in the building, including the Title I program. These specialists also serve as resources for teachers regarding new methods, procedures, materials and programs to be used for the improvement of instruction and/or meeting individual children's needs. A Reading Recovery program is available to designated first graders.

### **RECESS**

Whenever possible, the children go outside for all or a portion of their recess time. We recommend that students dress appropriately, particularly during the winter months.

When weather conditions prohibit going outside, an indoor recess will be offered.

Any child not well enough to go out for recess should remain at home unless we have a communication from the child's physician recommending that he/she remain inside.

### **REPORT CARDS**

Report cards will be distributed three times a year. The first trimester report card will be given to the parent/guardian during the December Parent/Teacher conference. Report cards and attachments may be kept by the parent. The envelope must be signed and returned to school.

### **RESOURCE SERVICES**

New Franklin School provides resource personnel for tutoring of individuals and small groups in reading, math and organizational skills. Students who are identified as having an educational challenge and children who are recommended by the classroom teacher may receive this support service.

### **SPEECH/LANGUAGE PATHOLOGIST**

The Speech-Language Pathologist works with the NFS staff to identify, assess and support children with speech and language challenges. Each identified student's speech and language goals are integrated with academic and social goals. Services are provided through individual or group sessions, in classrooms in collaboration with teachers or on a consult basis meeting with teachers and parents.

### **SPORTS PROGRAM**

A sports program is offered to the upper elementary children during the school year. In the fall, the children in Grade 5 will have the opportunity to play soccer. During the winter months we will have two Grade 5 basketball teams, one for the boys and the other for girls. In the spring, students in grades 4 and 5 may participate in Track.

## **TITLE I**

The Title I program has been part of New Franklin School since 1967. Beginning in September of 1996, New Franklin became a Schoolwide Title I Program. This means that specific children no longer need to be identified and that all children in the school are eligible to receive support through the program.

Title I paraprofessionals support teachers in math and reading instruction throughout the building. Over the years the program has evolved from one that primarily focused on remedial reading to the present program where the students receive support across the curriculum to achieve the high standards that have been established for all students.

## **PORTSMOUTH SCHOOL BOARD OF EDUCATION POLICIES**

School Board policies are posted on the School Department's web site:

<http://www.cityofportsmouth.com/school/>

### **SCHOOL BOARD INFORMATION**

#### **Portsmouth School Board Policies**

**\*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 Ms. Amy Noble at Central Office (603-431-5080) for information regarding the issuance of official copies of School Board Polices.**

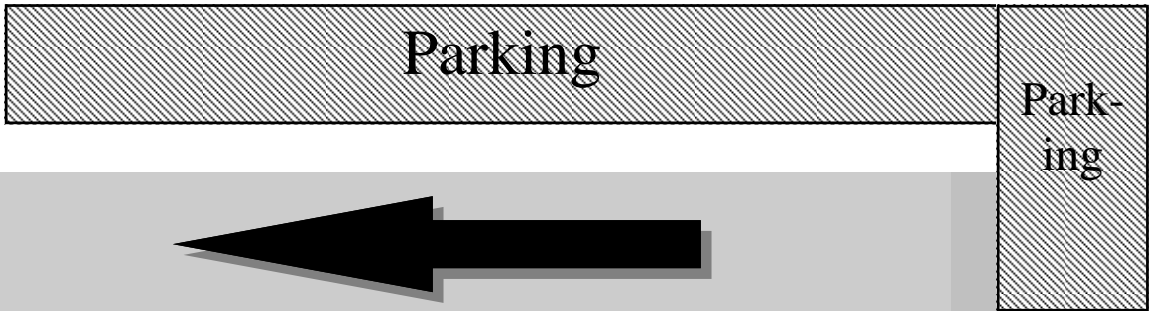
[Portsmouth School Board Policy Manual \(click here\)](#)

# Portsmouth School Department 2011- 2012 School Calendar

	M	T	W	TH	F		M	T	W	TH	F
<b>August</b> 1 day	<b>29</b> First Day for Teachers	<b>30</b> WS Day for Staff	<b>31</b> First Day for grades 1-9								
<b>September</b> 20 days				<b>1</b> Grades 1 - 12	<b>2</b> Labor Day Break	<b>February</b> 18 days			<b>1</b>	<b>2</b>	<b>3</b>
	<b>5</b> Labor Day Break	<b>6</b> First Day for Kindergarten	<b>7</b>	<b>8</b>	<b>9</b>		<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>		<b>13</b>	<b>14</b>	<b>15</b> Delayed Opening	<b>16</b>	<b>17</b>
	<b>19</b>	<b>20</b>	<b>21</b> Delayed Opening	<b>22</b>	<b>23</b>		<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>		<b>27</b> Winter Recess	<b>28</b> Winter Recess	<b>29</b> Winter Recess		
<b>October</b> 19 days	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> Teacher Convention Workshop Day	<b>March</b> 19 days				<b>1</b> Winter Recess	<b>2</b> Winter Recess
	<b>10</b> Columbus Day	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>		<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
	<b>17</b>	<b>18</b>	<b>19</b> Delayed Opening	<b>20</b>	<b>21</b>		<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b> March Workday
	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>		<b>19</b>	<b>20</b>	<b>21</b> Delayed Opening	<b>22</b>	<b>23</b>
	<b>31</b>						<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
<b>November</b> 19 days HS/MS 18 days Elem		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>April</b> 16 days	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> Grades K-5 Teacher Workday	<b>11</b> Veteran's Day		<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
	<b>14</b>	<b>15</b>	<b>16</b> Delayed Opening	<b>17</b>	<b>18</b>		<b>16</b>	<b>17</b>	<b>18</b> Delayed Opening	<b>19</b>	<b>20</b>
	<b>21</b>	<b>22</b>	<b>23</b> ERD	<b>24</b> Thanksgiving Recess	<b>25</b> Thanksgiving Recess		<b>23</b> Spring Recess	<b>24</b> Spring Recess	<b>25</b> Spring Recess	<b>26</b> Spring Recess	<b>27</b> Spring Recess
	<b>28</b>	<b>29</b>	<b>30</b>				<b>30</b>				
<b>December</b> 17 days				<b>1</b>	<b>2</b>	<b>May</b> 22 days		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>		<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>		<b>14</b>	<b>15</b>	<b>16</b> Delayed Opening	<b>17</b>	<b>18</b>
	<b>19</b>	<b>20</b>	<b>21</b> Delayed Opening	<b>22</b>	<b>23</b> ERD		<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
	<b>26</b> Holiday Recess	<b>27</b> Holiday Recess	<b>28</b> Holiday Recess	<b>29</b> Holiday Recess	<b>30</b> Holiday Recess		<b>28</b> Memorial Day	<b>29</b>	<b>30</b>	<b>31</b>	
<b>January</b> 19 days HS/MS 20 days Elem	<b>2</b> Holiday Recess	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>June</b> 10 days					<b>1</b>
	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>		<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
	<b>16</b> MLK Day	<b>17</b>	<b>18</b> Delayed Opening	<b>19</b>	<b>20</b>		<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> Last day for students*	<b>15</b> Teacher WS Day*
	<b>23</b>	<b>24</b> Tentative Secondary 6-12 Teacher Workday (after 90 days)	<b>25</b>	<b>26</b>	<b>27</b>		<b>18</b> Teacher WS Day*	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
	<b>30</b>	<b>31</b>									

\*With no snow days  
ERD = Early Release Day

# NEW FRANKLIN SCHOOL PARKING MAP



FRANKLIN  
DRIVE

