

# Putnam Elementary School

## Student Handbook

**2023-2024**

*Where Children Come First*

### *Mission Statement*

*The Mission of the Putnam Public Schools, in partnership with the community, is to empower all individuals and inspire lifelong learning by providing a diverse and engaging educational experience.*



***HOME OF THE WOLF PUPS***

**Putnam Elementary School**

**33 Wicker Street, Putnam, Connecticut 06260**

**(860) 963-6925 ~ (860) 963-6931 FAX**

**[www.putnam.k12.ct.us](http://www.putnam.k12.ct.us)**

Kaye Jakan  
Principal

Meaghan Wakely  
Assistant Principal

August 25, 2023

Dear Putnam Elementary School Families:

On behalf of the PES School Community, I would like to welcome all returning and new students to our school. We are thrilled to start the 23-24 school year. By partnering with you, together, we will create a year of excellence for our children. We are committed to working with all our families to work together to provide the best education for all our students.

We encourage all families to visit our school website often at the address above. There you will find links to resources and information to learn more about our school. As the year progresses, we encourage all families to contact the school whenever you may have a question or concern. We know that a strong partnership with you will make a great difference in your child's education!

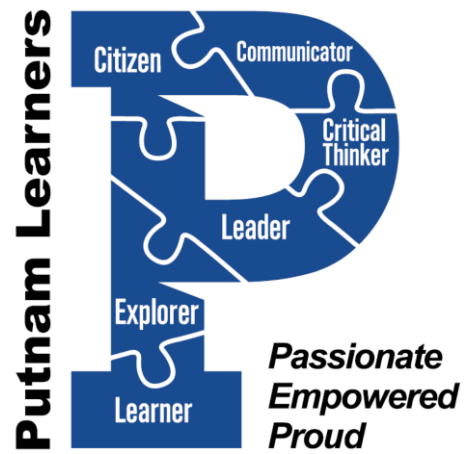
Our Parent/Student Handbook is designed to assist all families throughout the school year. Some of the information has been changed or updated, so please refer to the handbook for this school year. We hope you will review the information carefully with your students to ensure positive communication all year. Please also note that updated Board of Education Policies are on our school website for easy and up-to-date access.

Please sign the Student Handbook sign off sheet provided to you by your child's classroom teacher. Please make sure these forms are returned to PES by Friday, September 15<sup>th</sup>.

I welcome all our families to Putnam Elementary School for the upcoming year! We look forward to providing all students with the most exciting and rewarding educational experiences!

Sincerely,

Kaye Jakan  
PES Principal



## Our Vision

### **Putnam Public School graduates...**

*are independent learners who can apply their knowledge for different purposes. They are resilient, persistent and adaptable and can embrace the future. With empathy and understanding of diverse cultures and perspectives our learners can work in a collaborative fashion to find creative solutions to problems. Failure is viewed as an opportunity for future success and exploration of the world is encouraged.*

The district's vision of a Putnam Learner details the skills and attributes our students aspire to achieve in order to achieve success in the real world.



## Vision of a Putnam Learner

Our students are independent learners who can apply their knowledge for different purposes. They are resilient, persistent and adaptable and can embrace the future. With empathy and understanding of diverse cultures and perspectives our learners can work in a collaborative fashion to find creative solutions to problems. Failure is viewed as an opportunity for future success and exploration of the world is encouraged.

Communicator	Critical Thinker	Explorer	Learner	Leader	Citizen
<ul style="list-style-type: none"> <li>Formulate and develop coherent, organized messages through a variety of mediums, for intended purpose</li> <li>Engage in active listening and respectful discourse</li> <li>Collaborate with a diverse group to build consensus and/or achieve a common goal</li> </ul>	<ul style="list-style-type: none"> <li>Apply various tools and techniques to identify problems and propose reasonable solutions supported by evidence</li> <li>Understand the "bigger picture" and engage in analysis, evaluation, and reflection to find or propose creative outcomes</li> <li>Maintain an open mind and willingness to consider other points of view as well as impact on larger community when working with a group</li> </ul>	<ul style="list-style-type: none"> <li>Eagerly explore the world around them</li> <li>Initiate and take action to set and achieve short- and long-term goals.</li> <li>Practice self-care</li> <li>Demonstrate intellectual curiosity by taking initiative, asking questions and seeking answers</li> </ul>	<ul style="list-style-type: none"> <li>Possess desire to learn, unlearn, and relearn</li> <li>Embrace the idea that failure is part of success</li> <li>Use creative/curious ideas to approach the learning process</li> <li>Display positive attitudes and beliefs toward learning and demonstrate perseverance</li> <li>Monitor, adapt and direct their own learning</li> <li>Transfer knowledge across content areas and apply, in innovative ways, to real-world situations</li> </ul>	<ul style="list-style-type: none"> <li>Enrich the learning of self and others through teamwork</li> <li>Be a visionary and take risks</li> <li>Create an environment that empowers others to grow and succeed</li> <li>Build relationships through trust, empathy and compassion</li> <li>Inspire positive action in their school and/or community</li> </ul>	<ul style="list-style-type: none"> <li>Develop understanding of diverse cultures and beliefs present at local, state, national and world levels</li> <li>Cultivate responsible digital citizenship</li> <li>Apply financial literacy skills to make informed decisions</li> <li>Understand government processes to participate effectively in civic life.</li> <li>Promote environmental stewardship</li> <li>Adhere consistently to a set of core values that are evident in choices and behavior</li> </ul>

### Important Phone Information for PES Parents

**PES Main Office ~ (860) 963.6925**

**PES Fax ~ (860) 963-6931**

Our phone system will help you quickly reach the department you are calling by using the menu below. If you already know the department you want to reach, you may press the extension at the beginning of the call.

#### **Call PES at (860) 963-6925**

To report a student absence.....Press 1  
Family Resource Center.....Press 2  
Transportation Department.....Press 3  
Nurses.....Press 4  
Food Services/Cafeteria.....Press 5  
Head Start.....Press 6  
Facilities.....Press 7

#### **District Numbers:**

Superintendent's Office.....(860) 963-6900  
Putnam High School.....(860) 963-6905  
Putnam Middle School.....(860) 963-6920

**PES TEACHING STAFF**

**2023-2024**

**Pre-Kindergarten**

Ms. Allard

Mrs. Carpenter

Mrs. O'Neill

Mrs. Hakala (School Readiness)

Ms. Morin (School Readiness)

Ms. Brown

**Kindergarten**

Mrs. Crofts

Mrs. Linden

Mrs. Prochowski

Mrs. Sansoucy

Mrs. Ward

**Grade 1**

Mrs. Evans

Mrs. Fraga

Mrs. Holmes

Mrs. Flagg

Mrs. LaVallee

**Grade 2**

Mrs. Fahy

Mrs. Weaver/Ms. Toher

Mrs. Johnson

Ms. Easterlin

Ms. Krol

**Grade 3**

Mrs. Calabrese

Mrs. Gervais

Ms. Lundy

Mrs. Simanski

**Grade 4**

Ms. Baldwin

Ms. Morey

Ms. Avery

Mrs. Moura/Ms. Jensen

**Math Specialist**

Mrs. Macalister

**Literacy Specialists**

Mrs. Barnes

Mrs. Terrance

**Special Education Teachers**

Mrs. Brannigan

Mrs. Brown

Mrs. Desjarlais

Mrs. Ryan

**Unified Arts**

Art - Ms. Furbush

Music - Mrs. Clark

Library - Mrs. Salerno / Mrs. Dunton

Physical Education - Mr. Humphrey

Physical Education - Mr. Orange

**Clinical Staff**

Mrs. Cardenas

Mrs. Rogers

Mrs. St. Jean

Ms. Miller

**Speech and Language Pathologists**

Mrs. Lafond

Mrs. Wolchesky

**School Nurses**

Linda Roto, District Nurse Coordinator

Madeline Oden

**PES SUPPORT STAFF**

**2022-23**

Brittany Benson

Erica Blain

Lauren Chenail

Sara Corrado

Samantha Czajkowski

Melissa O'Donovan

Shayna Doyle

Ana Eno

Michelle Guenther

Melissa Haynes

Heather King

Cheryl Lalumiere

Deborah Lefebvre

Kayleigh Lyons (Registered Behavior Technician)

Kelly Menghi

Arianna Navedo (Registered Behavior Technician)

Christie Owens

Anna Pingatore

Robin Sanzi

Megan Shippee

Vanessa Taylor

Dennis Walsh

Misty Williams



### Drop-off and Pick-up Procedures

As school begins again, we wanted to remind you of our Drop-Off and Pick-Up procedures if this is a choice that you have made for your child.

Parent pick-up and drop-off will continue in the parking circle between the Elementary School and the Middle School.

#### Morning Drop-off

Families dropping off will drive up the driveway, turn left into the auditorium parking lot (in front of Putnam Middle School), and drop off by the double doors near the PES cafeteria.

Please note that there is no supervision available before school begins. Students will be able to exit cars at 8:35 a.m. and school staff will be outside to assist as needed. Please stay in your car to ensure the traffic continues to flow. If your child is in a car seat, this is a perfect time to help them practice unbuckling themselves as you approach drop-off staff.

Students in grades 3 and 4 will proceed directly to the cafeteria to pick up breakfast before reporting to class. Students in grades K-2 will proceed to their classrooms where breakfast will be delivered.

At 8:50, doors close and children will be considered late for school. If your child is late for school, you will need to park in the main PES parking lot and walk your child into the main office for a late pass. Please go to the blue main office door (A2) and press the buzzer.

#### Afternoon Pick-up

Families who are picking up students will circle around the upper middle school parking lot (signs will be there), and staff members will be waiting with students outside. Students will not be permitted to enter a car until **photo I.D.** is checked for the approved pick-up person (we know that this may be a parent, grandparent, aunt, neighbor, etc.). This person must be on the approved contact list for your child. If someone different will be picking up your child, you must send in a written note with that person's name, and they need to provide a photo ID. We will be using Pick-Up Patrol.

Adults may not exit their cars during pick-up. If you need to buckle your child into a car seat, notify a staff member and you will be directed to the very front of the line.

This year, picking up from the library will not be an option. Please plan to pick up your child at the car pick-up described above.

### Emergency Closings, Delayed Openings, Early Release & Cancellations

#### Emergency Closings (that occur after the school day has begun)

Putnam Public Schools uses a phone/e-mail alert system to communicate some information to parents, including emergency dismissal days. Parents must have a plan in place for an emergency dismissal as childcare is not available at school.

#### Delayed Openings & Cancellations

Delayed School Openings and No School announcements will be broadcast over the following stations. A decision will typically be made by the Superintendent of Schools prior to 6:00 AM, at which time the stations are notified.

#### Radio Stations

WINY (AM1350 / FM97.1 Putnam)  
WTAG/WSRS (AM 580/FM96.0)  
WTIC (AM 1080/FM 96.5)

#### TV Stations

WVIT Channel 30  
WFSB Channel 3  
WTNH Channel 8

#### 2 Hour Delays will be weather Related only

2-Hour Delayed Opening Times are from 10:40 a.m. to 3:20 p.m.

#### Early Release

Early Release Days are from 8:40 a.m. to 12:20 p.m.

Please see the dates below for all the Early Release

Early Release Days:

- October 12<sup>th</sup> & 13<sup>th</sup> (Parent Teacher Conferences)
- November 22<sup>nd</sup>
- December 21<sup>st</sup>
- January 24<sup>th</sup> (Professional Learning for Staff)
- March 7<sup>th</sup> & 8<sup>th</sup> (Parent Teacher Conferences)
- April 5<sup>th</sup> (Professional Learning for Staff)
- June 11, 12, 13 (tentative last days of school)

### Release of Students from School

The following procedure must be followed anytime a student is released from school.

Students will be released to Parents and/or Guardians with legal custody. Up to date custody agreements must be supplied by the parents/guardians and must be on file in the PES office.

Students may also be released to an authorized adult. Legal Parents/Guardians must send in a signed note, authorizing the school to release your child to that adult. The note must be sent each time you want your child released to the authorized adult. If you want the authorized adult to pick your child up for an extended period of time, please state the dates in your note.

Written permission must include the following:

The date

Your child's Name

Your child's teacher

Reason for dismissal

The name(s) of person picking up the student(s)

**The SIGNATURE of the Legal Parent/Guardian**

**Contact phone number with area code**

***It is extremely important you continually update the school with current phone numbers and contact information throughout the school year.***

### Financial Assistance

Any student who needs financial assistance to participate in school activities should contact the teacher or administrator. Students will not be denied the opportunity to participate because of inability to pay for materials, fees, transportation costs, and admission costs, etc.

### Cell Phones

Schools have access to school telephones if the teacher or administration deems it necessary. The use of cell phones is not permitted while in school.

### Surveillance Camera

The Putnam Public School District has installed video recording equipment throughout the school building as well as on school buses to ensure school and bus safety, as well as behavior. Students will not be notified when a recording device is in use. Tapes will be reviewed by the administration. Videotaping shall be treated as protected student records under the Family Education Rights and Privacy Act (FERPA).

### Lost and Found

PES maintains a LOST & FOUND. If your child has lost an item, they are allowed to check the box with a staff member. Unclaimed property is periodically disposed of throughout the year. PES is not liable for loss of personal items.

### Assemblies

When assemblies or the school activities take place in the auditorium, students and visitors are expected to follow rules and exhibit theater behavior. Participation in the auditorium is dependent on meeting the expectations below.

- Students will remain quietly seated.
- Students will show respect and appreciation with appropriate applause.
- Students are expected to follow directions.

Parents are invited to attend provided there is enough seating. You will receive an invitation when appropriate.

### Games, Toys, and Electronic Devices

Toys, electronic devices, cards, and games are not allowed on Putnam Elementary School buses or in school without the permission of a teacher or administrator. Items brought to school will be held in the office until a Parent/Guardian claims them. Putnam Elementary is not liable for missing/damaged items that have been confiscated.

### Distribution of Materials

All requests from groups or individuals to distribute materials to students, except for school connected organizations, will be referred to the Superintendent's office for authorization. School connected organizations must get approval from the principal. Materials will not be distributed to staff or students without authorization.

### Bicycles

Students wishing to ride bicycles to and from school must have written permission from a Parent/Guardian. The following rules must be followed:

- Bicycles must be locked at available bike racks.

- Bicycles are not to be ridden on the sidewalks or through parking lots.

Connecticut State law requires all students under the age of 15 to wear helmets while riding on any roadway. Putnam Public Schools require all students to wear helmets on school property.

Students not in compliance with this law and rule will be reported to the authorities and administration and will not be allowed to ride a bicycle to school.

### Recess

All students in Grades K through 4 have a thirty-minute recess period during the school day. All students will have outdoor recess unless temperatures reach freezing levels. Please dress your child appropriately for the weather. Sneakers or rubber soled tie shoes are the best choice for outdoor play. Sandals should have ankle straps and preferably cover the toes for safety.

### Snacks

Students may bring snacks from home under the direction of the classroom teacher. Please be sure the snacks are nutritious. Please refer to the BOE Wellness Policy below. Water and juice are acceptable beverages. Soda or carbonated beverages are not allowed. Please do not send in glass containers.

### Birthdays

Birthday party invitations may not be handed out at school, unless all students in the classroom receive an invitation. Flowers, balloons and/or gifts may not be delivered to school for student birthdays. Healthy birthday snacks are available this year through Food Services.

### Dress Code

The administration reserves the right to determine the appropriateness of dress and may request parents/guardians to provide a suitable change of clothing.

### Wellness Policy

The Putnam School District is committed to establishing a healthy learning environment that positively influences students' general well-being, eating behaviors, physical capacity and learning ability to succeed academically. This commitment will provide all of Putnam's students with the ability to participate fully in the educational process and to develop lifelong healthy habits. A learning environment that fosters wellness and good nutrition will be promoted for all students and the district will provide students with a variety of opportunities for daily physical

activity and help children and adolescents become more physically active and fit. By facilitating learning through the support and promotion of good nutrition and physical activity, student achievement is enhanced. Improved health optimizes student performance potential and ensures that all children can excel.

It is the goal of the Putnam School District to promote the students' physical, emotional, and social well-being through a coordinated and comprehensive school health program. This includes providing a healthy physical and psychological environment, school nurse services, nutritious school meals, health education, Family and Consumer Science education and opportunities for physical education and activity. It is the intent of this policy to enable students to become independent and self-directed learners by taking the initiative to meet their own health and nutritional needs as is developmentally and individually appropriate.

*Legal References:*

*Child Nutrition & WIC Reauthorization Act of 2004, Pub .L. 108-265 & 204*

*Child Nutrition Act & 10(a)-(b), codified at 42 U.S.C. & 1766*

*Richard R. Russell National School Lunch Act & 9(f)(1) and 17(a) codified at 42 U.S.C. & 1758 and 42 U.S.C., & 1766.*

*Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, added Section 9A to the Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. 1758b),*

*Local School Wellness Policy Implementation. The provisions set forth in Section 204 expand upon the previous local wellness policy requirement from the Child Nutrition and Special Supplemental Nutrition Program for Woman, Infants and Children (WIC) Reauthorization Act of 2004 (Public Law 108-265).*

### **Positive Behavior Intervention Support at PES**

PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans.

PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach, and all students can learn.

We have adopted school wide expectations. These expectations define appropriate behavior in our school. You will see these expectations posted throughout the school. Each year, PAWS expectations (Proud, Always Kind, Working Hard and Safe) are reviewed and taught in all school locations. This review begins during the first week of the new school year. The expectations will be integrated throughout the school day for the entire school year.

### Recognizing Positive Behavior:

There are several initiatives in place to recognize those students who are meeting the PAWS expectations. This year grade levels will be presenting weekly awards for students. Students may also be participating in reteaching of the PAWS expectations by grade level team members.

Students will have the opportunity to save their PAWS tickets for monthly ticket “buy ins” or weekly visits to the school store, PAWS-Mart, which will be focused on grade level initiatives and special events.

We will continue to have quarterly PAWS assembly programs in our auditorium for all the students. These assemblies will focus on skits that will reteach PAWS lessons and Second Step concepts. Second Step is the social skills curriculum used by all classroom teachers.

Please contact your child’s teacher if you have questions. We appreciate and need your support and cooperation as we work to maintain a safe, orderly, effective learning environment for all children.

### PAWS Behavior Expectations

These expectations are taught at school, but you can review and discuss them with your student at home.

<b>PAWS Expectations</b>	<b>Proud</b>	<b>Always Kind</b>	<b>Working Hard</b>	<b>Safe</b>
<b>Cafeteria</b>	Work together to keep area clear	Offer a seat to someone new Be friendly to PES Café staff Use table manners	Clear up after yourself  Eat your lunch to fuel your body and mind	Keep hands and feet to yourself  Chew your own food and with your mouth closed
<b>Hallway</b>	Keep your hallway clean  Only view posters and wall hangings	Move quietly through the hallway  Use friendly greetings  Walk on one side	Move quickly to your destination  Bring found items to a teacher	Keep hands and feet to yourself  Walk slowly and carefully, especially up to stairs  Walk on the right
<b>Recess/ Playground</b>	Take care of equipment	Invite others to play  Share equipment	Stay in designated areas  Use trash cans	Walk when entering or leaving playground

		Use kind language  Keep hands and feet to yourself	Clean up and line up when prompted	Use equipment as intended  Dress for the weather
<b>Restroom</b>	Throw away paper towels  Tell a staff member if more supplies are needed	Honor others' privacy  Use kind words	Flush toilets  Use facilities as intended	Wash your hands  Keep hands, feet, and body to yourself
<b>Bus</b>	Keep your bus clean	Use kind words  Share your seat	Walk slowly to your seat  Keep aisles clear	Stay seated with backpacks on lap  Talk softly  Keep hands, feet, and object to yourself





## What does PAWS look like at home and in the community?

### PAWS at Bath Time

**Proud:** When I take care of my body and make myself clean.

**Always kind:** Keep the water in the shower or tub.

**Working hard:** When I help clean up the bathroom after my shower or bath.

**Safe:** When I stay seated in the bathtub or be careful in the shower..

### PAWS in the Restaurant

**Proud:** When I make healthy choices.

**Always kind:** When I use my manners by saying please and thank you to the waitress.

**Working hard:** When I wait patiently for my food and drink.

**Safe:** When I keep my body in the booth or chair.

### PAWS Getting Up and Out in the Morning

**Proud:** I am proud when I am on time for school.

**Always kind:** I am kind when I am calm when I am asked to get up.

**Working hard:** When I get myself dressed and ready for my day.

**Safe:** When I wear clothes that match the weather (example: coat, hats, gloves in the cold)

### PAWS at Bedtime

**Proud:** When I wash my hands and face, brush my teeth, and get clean before bedtime.

**Always kind:** When I say goodnight to my family before bed.

**Working hard:** I've done my nightly reading and/or homework before bed. I am now ready to relax for bed.

**Safe:** When I stay in my bed at night.

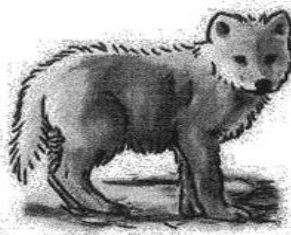
### PAWS at the Playground

**Proud-** I am proud when I take good care of the equipment on the playground and leave it cleaner than I found it.

**Always kind-** I am kind when I take turns and share with the other children on the swings.

**Working hard-** When I am running, jumping, and exercising at the playground, I am working hard.

**Safe-** When I use the slide and swings the correct way, I am safe.



## Discipline

All students are expected to conduct themselves, according to the PAWS expectations. Any student who violates the rules or code of conduct may be subject to disciplinary action. Expectations for a variety of settings are included in the school-wide expectations matrix. Our staff follows progressive discipline guidelines according to PES Student Behavior Management System.

In addition, any student who violates the law may be referred to legal authorities for prosecution. Students are subject to discipline, up to and including, suspension and expulsion for misconduct which is seriously disruptive of the educational process or

### Discipline, cont.

violates publicized Board of Education policy, even if such conduct occurs off school property.

### Detention

A student may be detained outside of school hours for not more than one (1) hour on one or more days for violation of the code of conduct. The detention shall not begin until the student's parent/guardian has been notified of the reason, date and time of the detention. Transportation after the detention may be on a "late bus" if one is available, or parents may be asked to transport their child.

### Suspension

Suspension is defined as an exclusion from all school privileges for not more than ten (10) consecutive days, provided such exclusion should not extend beyond the end of the school year in which the suspension was imposed. In the event of suspension, the student will be given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. Suspended students must complete all assignments in a reasonable length of time. All suspensions will result in loss of all extracurricular and social privileges during the period of suspension.

### Expulsion

The Board of Education may expel a student from school privileges if, after a full hearing, the Board finds that the student's conduct endangers person(s), property or the educational process or is a violation of a publicized Board policy. Students who have been expelled may be eligible for an alternative educational program. Expulsion from school will result in the loss of all extracurricular and social privileges during the period of expulsion.

### Deadly Weapons and Dangerous Instruments

Absolutely no guns, knives or any other objects capable of threatening or causing injury or death may be brought onto school grounds. Any object, as defined by Connecticut State law, used to cause injury will be considered a dangerous instrument. Violators will be subject to arrest and prosecution, as well as appropriate disciplinary action as defined by the Board of Education policy (513.7).

### School Property

It is the policy of the Board of Education to hold students responsible for the loss or damage of any school property. Any student damaging or defacing school property will be financially liable in addition to any disciplinary action taken including arrest or civil prosecution as deemed appropriate. Anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action.

Some students are assigned lockers. Please note that lockers are considered school property and that students are not allowed to bring in locks to attach to their lockers.

### Search and Seizure

School officials may exercise their right to search desks, lockers and other equipment assigned to students in order to safeguard students, their property, and school property. An authorized administrator may search a student's locker or desk under the following conditions:

1. There is reason to believe that the student's desk or locker contains contraband material.
2. There are reasonable grounds to suspect the presence of contraband material which presents a serious threat to the maintenance of discipline, order, safety, and health in school.

This document serves as advance notice that school board policy allows desks and lockers to be searched if the administration has reason to believe that materials injurious to the best interest of students and the school are contained therein.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a weapon, a controlled substance or illegal drugs. Such items are forbidden both on school property and at school related activities. See BOE Discipline policy in the District Notification section of this handbook

### Residency

All students who wish to attend Putnam Public Schools must reside in the town of Putnam, with the exception of tuition students. Proof of residency is required at the time of registration and may be requested throughout the year. Please contact the PES Main Office for a list of acceptable documents necessary as evidence of residency.

If a student moves during the school year, within Putnam, proof of residency will be requested.

### Absence or Tardy Notification

**Please call the PES. Office at 963-6925 Ext. #1** to let us know if your child is going to be absent or tardy. If we do not receive a call from home, we will make every effort to call authorized adults to confirm that the absence and determine the whereabouts of the student. This is done as a safety precaution. This number is available 24 hours per day.

### Attendance Policy

Please refer to the updated BOE Policy 5113 on the Putnam Public Schools website under the District Notification Pages.

### Visitors

Visitors are welcome at PES with prior permission. Visits to a classroom during school hours must be pre-arranged with the teacher and approved by an administrator. All visitors must first report to the main office to obtain a visitor's badge before travelling anywhere in the school building. We ask that you respect this rule for the safety of the children.

Unauthorized persons shall not be permitted in school buildings or on school grounds. School officials are authorized to take appropriate action to prevent such people from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law.

Parents or family members will only be allowed contact with students with written permission from a legal custodial parent or guardian. Non- custodial visitations may not take place on school grounds.

### Field Trips

Field trips are often scheduled for educational, cultural or extracurricular purposes. An administrator may bar any student whose behavior is considered detrimental to the well-being of other students from participation. Students with on-going behavior issues may be excluded from the privilege of attending school events including field trips. While on a trip, all students are expected to adhere to Putnam Elementary School policies and procedures as stated in the conduct section of this handbook.

### Chaperones

Only parents/guardians may serve as chaperones on their child's field trips unless an administrator approves alternate arrangements. To participate, chaperones must ride on the bus to accompany the class to the destination. Chaperones are not allowed to drive their own vehicle or meet the class at the destination for safety purposes. Siblings are not allowed to participate in a school field trip.

**Chaperones must:**

- Follow the direction of the supervising teacher
- Ride on the bus
- Refrain from smoking, using obscene language or drinking alcoholic beverages
- Treat all students with respect
- Refer behavior issues to a teacher

### Health Services

The school health office is designed to provide care to students who become ill or are injured while in school. Our Health Office is not intended to address medical issues not related to school or the school day. It is essential that the health office have current emergency contacts with working phone numbers. Parents are responsible for making the health office aware of any new or existing health issues.

In the event of illness or injury, it is the nurse who will contact the parents/guardians. Parents are responsible for transportation home if a child is dismissed due to illness or injury. Students must be vomiting, fever, or diarrhea free for 24 hours without any medication such as Tylenol or Motrin before returning to school. Parents/Guardians must sign in at the main office before proceeding to the health office.

If a student is to be excused or limited from participating in school activities for an extended period, a **signed statement from a physician is required.**

If your child requires special accommodation at school due to illness or injury a meeting will be held to devise a plan. You may contact the main office to set up such a meeting. Students with any medical condition, which within the school setting may expose others to diseases, or directly communicable conditions may be excluded from school and referred for medical diagnosis and treatment. Before a child may return to school parents/guardians may be required to submit medical evidence that their child has recovered sufficiently to prevent exposure to others.

### Vision and Hearing Screenings

The health personnel conduct vision and hearing screenings annually. Parents/Guardians will be notified if a problem is suspected. It is the parent's responsibility to have further testing done for any issue that arises from screenings. Parents are responsible for notifying the health office of the results of further testing.

### Medication in School

Parents/Guardians of students requiring medication during school hours must contact the school nurses. Special forms are required to permit the nurses to administer medication in school. These forms are available from the school nurses. All medications, whether prescription or over the counter, must be in original containers with original labels. Medications to be administered in school **CANNOT** be sent to school with the child. ALL medications must be brought to school by a parent/guardian. Students **are not allowed** to medicate themselves in school.

### Pediculus (Head Lice)

If a parent discovers head lice on child/children at home, it is his/her responsibility to notify the school nurse. At that time, the nurse would review school policy with the parent and advise treatment as well as notify the parent of the procedures to have your child return to school.

### Smoking on School Grounds

Smoking or use of tobacco is NOT permitted on school property or at any school-related, school sanctioned activity, whether it is on or off school property. This includes field trips. Putnam Elementary School is a drug-free, tobacco-free, vape-free, alcohol-free school.

### Bus Transportation

Bus transportation is provided through AA Transportation Co., Inc. Please contact their dispatch center at 508-943-0482 with questions and concerns related to the school bus service. All transportation changes require a 24-hour advance notice, for the 2023-24 school year.

The transportation department supervises bus transportation for Putnam Public Schools. School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Failure to follow the bus rules may result in short- or long-term bus suspension. **All students must be at their designated bus stop at least 8-10 minutes before their scheduled time.**

Pre-School through Grade 2 students will not be dropped off at a bus stop or home unless an authorized adult meets them. If an adult is not present, students will be returned to PES. Parents/Guardians will be expected to come to the school to pick their child up within 15 minutes.

### Requests for Bus Transportation or Changes

To ensure the safety of all students, requests for transportation changes must be in writing and communicated to the Transportation Office. Telephone requests will not be accepted. Request for changes must include:

- Child's full name
- Teacher's name and grade
- Specific address to which the child is to be picked up or dropped off
- Date the change is to begin
- Name, signature and telephone number of parent/guardian

### The Late Bus

Students who remain after school for an after-school activity or club may take the late bus with written permission from a Parent/Guardian on days a late bus is provided. The late bus leaves PES upon completion of the program/activity. The drop off times of students riding the bus depends on who rides on a particular day and where the bus must go to drop them off. The late bus may not be available every day of the week.

### Bus Rules

All school rules will pertain while students are riding the bus. Additionally, the following rules must be observed by all students riding school buses and are to be strictly enforced by all bus drivers:

- Students must always remain seated while the bus is in motion.
- No student shall leave the bus without permission from the driver or school authorities except at the student's regular bus stop or at the school.
- Conduct on the buses is similar to classroom conduct
- Students are expected to be quiet at railroad crossings.
- No items of any kind can be placed in the aisle while the bus is moving. Large or heavy items such as backpacks should be placed under the seat.
- Students who damage or deface the bus or equipment on the bus will be held liable for such damage.
- Conversation with the driver while the bus is in motion is not permitted except to call the driver's attention to any inappropriate behavior that might jeopardize the safety of one of its riders.
- Students must not, at any time, extend their arms or heads out of a bus window.
- State law prohibits the use of tobacco, drugs or any controlled substance in any form on a school bus.
- No indecent or profane language will be permitted, and there will be no loud or disturbing talking.
- Bus windows shall not be opened without the driver's permission.

- Upon entering or leaving a school bus, students will avoid crowding or disturbing others.
- Students boarding a bus at a point where others debark from it will always stand back away from the door and let those who are getting off out before they attempt to board the bus.
- Students must not throw any articles away in or about the bus.
- The bus must be kept clean, and students must cooperate in this by not leaving wastepaper or trash of any kind.
- Eating or drinking is not allowed on the bus.

#### Bus Violation Consequences:

- Verbal Warning(s)
- Parent Contact
- Suspension from transportation services
- Possible suspension or expulsion from school

A student on bus suspension will be prohibited from riding all buses during the suspension period. Suspensions range from 1 to 10 days depending on the severity of the offence. Parents/Guardians will be mailed a copy of the suspension including the dates of the suspension. Students must continue to attend school on bus suspension days.

The transportation department reserves the right to assign seats to all students who ride the bus.

#### Food Services Department

All Putnam Public Schools students can receive a free healthy breakfast and lunch at school during the school year. Families do not have to do anything. There is no cost and no forms to fill out. Our school is getting free meals for students as part of the National School Lunch Program and School Breakfast Program.

The breakfast program is through a choice for schools called the Community Eligibility Provision. Breakfast at the elementary school will be served in the classroom for Pre-K through Second Grade. Third and Fourth Graders will be served breakfast in the cafeteria where more choices are offered. Breakfast is served from 8:40-8:55 AM. Students will go to the cafeteria before heading to their classroom in the morning.

Breakfast and lunch menus are posted in the cafeteria and in the main entrances of the building. Copies of menus to take home are located on the outside wall of the cafeteria. Menus are posted and updated on the food service webpage at <https://www.putnamschoolsct.org/district/food-services/pages/elementary-school-menu>



### Food Services Department, cont.

Putnam has a no cash procedure during meal service; therefore, all money must be in each student's account prior to meal service. Students will still have an opportunity to purchase a la carte items with money such as ice cream, water and juice. No, a la carte items are allowed to be charged. You can make a deposit on a regular basis in one of the following ways:

1. Mail deposits to: Putnam Elementary School, Food Service Department, 33 Wicker Street, Putnam, CT 06260. One check per family is fine. Be sure to write each child's name on the memo portion of the check and the money allocated per child.
2. Drop boxes are located near the main office entrance and one inside the cafeteria for your convenience. Put money/check in a sealed envelope with your child's full name on it. Please print clearly and legibly to ensure the money goes into the proper account. Money needs to be deposited before 9:00 AM in order to be credited in a timely manner. Students are not allowed to purchase all-a-carte items if no money is in their account.
3. Putnam Public Schools' Food Service Department offers meal payments through an online system, [myschoolbucks.com](http://myschoolbucks.com). This online payment service provides a quick and easy way to add money to your student's meal account using a credit/debit card. You can view recent purchases, check balances, and set up low balance alerts for FREE. We highly encourage this payment method as there are many benefits through this secured method of payment.

### Academics

Putnam Public Schools provide a comprehensive set of programs to help students develop basic skills, critical thinking skills, acquire aesthetic appreciation for the arts, develop habits for a

healthy lifestyle, and develop appropriate social and civic skills. Our curriculum and instruction in all subject areas including the arts, are based on the Connecticut Common Core State Standards and are aligned with federal standards.

### Homework

Homework will be assigned in accordance with the Putnam Board of Education Policy. The purpose of Homework is to review skills learned during the day, to help students become independent learners and to promote student responsibility in the educational process. Parents are strongly encouraged to participate in the Homework process. Textbooks are considered school property. If a student loses a textbook, they are required to reimburse the school for the cost.

### Class Assignments

Students are assigned to classrooms by a team of professionals including classroom teachers, support staff and administrators. Parents wishing to have input into classroom assignments may submit a letter requesting a particular learning environment for Grades K-4 **no later than May 1**, of each school year. The Administration reserves the right to make all final decisions regarding classroom placements.

The letter must include:

- The child's name
- The child's learning needs and styles
- Letters received after May 1 will not be accepted.
- Requests for specific teachers will not be accepted.

### Report Cards

**Report Cards at Putnam Elementary School will be issued three times this year in Grades K – 4.** Parent Teacher Conferences are held twice each year for all grades; however, parents are encouraged to communicate on a regular basis with their child's teacher. Progress Reports, during the 2023-2024 school year, will be issued in the middle of the second trimester for specific grades. Dates for conferences are listed below.

**October 12<sup>th</sup> from 1-3, & 5-7**

**October 13<sup>th</sup> from 1-3**

**March 7<sup>th</sup> from 1-3, & 5-7**

**March 8<sup>th</sup> from 1-3**

## Assessments

All students in Grades 3 and 4 are required by the State of Connecticut to take the Connecticut Smarter Balanced state test. Results of the tests are reported to the parents/guardians. We ask that you reinforce the importance of your child doing his/her best on these tests, so the results are useful in planning future instruction. All students Grades K-4 are assessed in other ways throughout the year in all subjects. The Multi-Tiered Systems of Support (MTSS) Process focuses on early intervention in the regular classroom. It enables the classroom teacher to work in partnership with parents and a team of colleagues to plan strategies to help those students who may have specific learning needs. District assessments will be used with all students to inform and drive instruction.

## Multi-tiered Systems of Support

### MTSS at Putnam Elementary School

MTSS stands for Multi-Tiered Systems of Support. At Putnam Elementary School, our MTSS process emphasizes successful instruction for all students through high-quality general education practices, as well as targeted interventions for students who may need academic, social-emotional, and/or behavioral support. General education practices include comprehensive curricula in key academic areas, effective instructional strategies, creation and maintenance of a positive and safe school climate, and a comprehensive system of social-emotional learning and behavioral supports. These general, effective practices serve all students, and are considered Tier I.

Interventions are scientific and research based as much as possible (i.e., to the extent that research exists to inform their selection or development). The focus of MTSS involves instruction and interventions in general education at the onset of concern about student performance. However, professionals who provide special education also play a vital role in serving as a fundamental resource for general educators in implementing MTSS and in helping to meet the needs of students with disabilities. If students require specific, targeted interventions in addition to the core student programming, this may be considered Tier II or Tier III, depending on the level of intensity.

In order to ensure that we are meeting the needs of all students, we assess them to determine what their skills are in different areas. These assessments take place at least three times a year, and help teachers make the best classroom decisions for their students.

For the 2023-24 school year, we will be using the following universal screens to look at how students are progressing throughout the year.

Pre-K: Curriculum-based assessments based on the ELDS & CT State Standards and our core reading program.

Kindergarten-Grade 4: Math i-Ready curriculum-based assessment, Fountas & Pinnell Benchmark Assessment, DIBELS, and assessments based on the CT Core Standards and our core programs in reading and mathematics.

After the students complete their universal screens, teachers plan instructional strategies to meet each student's needs. If a student requires more intensive, short-term support, a specialist may be brought in to help. If, for any reason, a child receives support that takes him or her outside of the regular classroom, parents will be notified by the classroom teacher or specialist.

#### Homebound Instruction

When a student has been injured or is undergoing medical treatment, and therefore must remain out of school for 10 consecutive days or more, a written request for Homebound Instruction, along with a verifiable medical doctor's written explanation, must be submitted to the principal as quickly as possible. The request will then be transferred to the Director of Student Services. The school nurse will be informed. Written permission from the doctor must be submitted prior to the child's return to the classroom.

#### Library

Grades K-4 visit the library once a week to check out books. The check-out period is for one week. Most books can be renewed, however if the books are in high demand such as new books or those being read aloud by a classroom teacher, we reserve the option to limit renewals. There is no late fee, however if students have any late books, they cannot get a book until books are either returned or they submit the replace cost of the book. There is also a replacement cost for books that are accidentally damaged beyond repair or in this case "unreasonable" wear. For example, a new paperback has been repeatedly curled resulting in a damaged spine.

#### Internet Access

Internet access is available throughout Putnam Schools. For access to be granted to a student they must have written parental permission on a Putnam Board of Education form. A copy of the BOE policy can be found in the District Notification section of this

handbook. Violation of the Internet acceptable use policy may result in appropriate action being taken, including, but not limited to; school disciplinary action, conferences with parents/guardians, suspension of computer privileges and/or appropriate legal action. The Putnam School District reserves the right to deem what is appropriate and to determine, in its sole discretion, whether specific uses of the computer network and the Internet are consistent with District policies.

### Computer Use

All students and their parents/guardians are asked to sign an acceptable use agreement form before use of any school computers, or the network will be permitted. Both forms will be distributed to your child on the first day of school along with this handbook. To earn and maintain the right to use technology the student must adhere to the rules of use. Please review and stress the importance of these rules with your child.

### PAWS-itive Behavior with Computers

- Be Proud by leaving the computer lab the way you found it.
- Be Always Kind by leaving others work alone.
- Work Hard by quietly completing your assignment.
- Be Safe by leaving cords and wires alone.

### Asbestos Management Plan

Building occupants, or their legal guardians, will have access to information each school year concerning asbestos related inspections, response actions, and post-response action activities, including periodic reinspection and surveillance activities that are planned or in progress. This information is contained in asbestos management plans for each school building.

Management plans are available to the public for inspection without cost or unreasonable restriction. A reasonable cost may be charged to make copies of management plans. Plans are available accessible to the public at the central office of each individual facility, as well as the Superintendent's office.