Welcome to Putnam Elementary School

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

Student/Parent
HANDBOOK and CALENDAR
2011-2012

33 Wicker Street
(860) 963-6925
www.putnam.k12.ct.us

PUTNAM ELEMENTARY SCHOOL TELEPHONE NUMBERS

PES MAIN OFFICE…… **(860) 963-6925**

FAX……..…… **(860) 963-5364**

Important Phone Information for PES Parents

Our phone system will help you quickly reach the department you are calling if you use the menu below. Remember, if you already know the department you want, you don't need to listen to our entire message before you press the extension number.

For Example if you want to reach the cafeteria, you dial **(860)963-6925**. When the message begins, press 5 for departments and then press 2 for the cafeteria.

Call PES at **(860) 963-6925** and then:

To report a student absence …….press 3

To hear special announcements ……..press 4
Including Early Dismissals

For a list of departments……press 5 and then press the number of the department you are calling.

Departments:

Transportation ……. …press 1
Food Service/Cafeteria …… ……..press 2
Family Resource Center …….. ……press 3
Facilities/Custodians/Building Use……. .press 4
Nurse……press 5
HeadStart …… press 6

Additional Telephone Numbers

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

Arrival/Dismissal Procedures- School Hours are

8:10 a.m.-2:50 p.m. for grades K-5

On Full Days students may be dropped off after 7:45 am. but not before as no adult supervision is available before that time.

On days we have a 90 Minute Delayed Opening students may be dropped off after 9:15 am but not before as no adult supervision is available before that time.

It is very important that children arrive at school on time. All outside doors will be locked promptly at 8:10 a.m. at which time our security system will be in effect and you will have to be buzzed in to enter the school.

Late Openings & No School Announcements

Delayed School Openings and No School announcements will be broadcast over the following:

Radio Stations:

WINY (AM1350 Putnam) WTAG/WSRS (AM580/FM96.0) WTIC (AM 1080/FM 96.5)

T.V. Stations

WVIT Channel 30 WFSB Channel 3 WTNH Channel 8

A decision will typically be made by the Superintendent of Schools prior to 6:00 a.m. at which time the stations are notified.

Delayed Openings due to weather or other emergencies

School will officially begin at 9:40 a.m. however, students are allowed to be dropped off after 9:15 am (*and not before*) as adult supervision will be available at that time.

Breakfast will not be served when there is a delayed opening.

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

ALERTNOW- Putnam Public Schools uses a phone /email alert system to communicate some information to parents including emergency dismissal days.

Early Dismissal Days

Putnam Public Schools will dismiss at 12:50 p.m. on Early Dismissal Days. Please check the school calendar for all of the Early Dismissal Dates. Parents must have

a plan in place for the Early Dismissal Days as child care is not available at school. Please see the transportation information section for drop off procedures.

RELEASE OF STUDENTS FROM SCHOOL

The following procedure must be followed anytime a student is released from school. **It is extremely important you continually update the school with current phone numbers and contact information throughout the school year.**

★ 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 be on file in the P.E.S. office.

★Students may also be released to an authorized adult. **Legal Parents/Guardians must authorize the adults in writing by sending in signed written permission on the day the child is to be released.**

Written permission must include:

The date
Child's Name
Reason for dismissal
Name(s) of person picking up the student (s)

*****SIGNATURE*** of Legal Parent/Guardian –very important**
(include contact phone number w/Area Code)

★**ANYONE** picking a child up from school must be prepared to show **picture identification.**

★Students being released to a parent/authorized adult will be dismissed at 2:50 p.m.

★Students are not released from any area in the school other than the office or Library Parent -Pick –Up station.

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.

School Telephones/Cell Phones ☎

Students will only have access to school telephones if the teacher or administration deems it necessary. **Students are NOT allowed to bring cell phones to school. Cell Phones cannot be used in the building by parents/visitors.**

Lost & Found

P.E.S. maintains a LOST AND FOUND box. If your child has lost an item he/she is allowed to check the box at any time. Periodically the items are disposed of. P.E.S. is not liable for loss of personal items. Unclaimed items will be disposed of after school is dismissed in June.

Assemblies

When school assemblies are held or the auditorium is in use for school activities, students and visitors are expected to follow assembly rules and exhibit theater

behavior. Participation in Auditorium activities is dependent on meeting the expectations below.

- ***Students*** must show respect for the presenters/performers
- ***Students*** are expected to remain seated quietly and respectfully
- ***Students*** are expected to be attentive and quiet during the event
- ***Students*** will show their appreciation with appropriate applause. No shouting, whooping or booing is allowed.
- ***Students*** are expected to enter and exit the auditorium under the direction of the adult supervising them.

  Parents are only invited to assemblies/events when there is enough room in the auditorium to accommodate them. You will receive an invitation when appropriate. Unfortunately our PreK-5 school population requires all the seating in the auditorium for students and teachers.

Games/Toys/Electronic Devices

Electronic devices, toys, games, walkmans, cards, sporting equipment, laser pointers, IPODS, IPADS, and all other electronic or toys/games are **NOT allowed** on the Elementary School buses or in the Elementary School without the permission of a teacher. Items will be confiscated and held in the office until a Parent/Guardian claims them. P.E.S. is not liable for missing/damaged items that have been confiscated. NOTE: Rules may differ for Middle and High School students because of the age difference.

Distribution of Materials

All requests from groups or individuals to distribute materials to students, with the exception of school-connected organizations, will be referred to the Office of the Superintendent for authorization. School-connected organizations must get approval from the principal.

No materials will be distributed to staff or students without authorization.

Bicycles

Students wishing to ride bicycles to or 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 sidewalks or through parking lots.

Connecticut State law required all children under the age of 15 to wear helmets while riding on any roadway. Putnam Public Schools requires students to wear helmets on school property. Students not in compliance with this law will be reported to the authorities and will not be allowed to ride a bicycle to school.

Recess

All students grades PreK –5 have recess during the school day. 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. Water and juice are acceptable beverages. No soda or carbonated beverages are allowed. Absolutely NO GLASS containers

Birthdays

Birthday party invitations may not be handed out at school unless each child in the classroom receives an invitation. Flowers, balloons and/or gifts may not be delivered to school for student birthdays. Birthday snacks are allowed under the direction of the classroom teacher.

No Smoking ⊘

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.

See *District Notification Section*

Dress Code

It is important that students dress in a manner that is conducive to learning. Therefore, student's attire must be neat, clean, decent and appropriate for a school atmosphere. Please note the following:

- Clothing and articles with offensive, obscene language, pictures or innuendoes are unacceptable
- Insignias/pictures with reference to alcohol or drug/tobacco usage are not acceptable
- Wearing makeup is not allowed at any grade level
- Strapless, spaghetti strap or halter top blouses are not acceptable
- See through blouses, bare midriffs, or revealing tank tops are not acceptable
- Shorts and skirts must be appropriately moderate in length
- Hats, hoods and sunglasses are not to be worn indoors
- Underwear will not be worn as outerwear
- Outdoor coats and jackets are not to be worn indoors. They are to be stored in lockers or on coat racks
- Health regulations require footwear to be worn at all times. High heels are not acceptable at any grade level. Sneakers or tie shoes are the recommended choice for school. Flip- Flops are not banned but they are not considered safe for school.
- Sandals should have straps to hold them securely on the foot.
- Other articles that may cause school day conflicts of any kind are not allowed to be worn in school.

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

Discipline

All students are expected to conduct themselves in a manner appropriate to a school environment in word, action and deed. Any student who violates the rules or code of conduct will be subject to disciplinary action. These actions may include, but are not limited to, detention, removal from class, suspension or expulsion. Disciplinary measures will be appropriate for the offense. 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 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 by the '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.

***See BOE Discipline policy in the District Notification section of this handbook.**

Expectations

Students shall not:

- Cheat or copy the work of another student
- Throw objects that can cause harm to others
- Leave the classroom, school grounds or school-sponsored events without permission
- Be disrespectful by using vulgar, obscene language or gestures
- Disobey directive from school personnel, policies or regulations
- Steal
- Vandalize school property
- Fight, threaten or harm others physically or verbally
- Make ethnic or racial slurs or derogatory comments
- Engage in sexual contact or harassment
- Assault a teacher, staff member or other individual
- Sell, use or distribute drugs or alcohol
- Possess a weapon or dangerous instrument including laser pointers

- Take, give or distribute medication at school (unless administered by the nurse)
- Smoke or use tobacco products
- Wear makeup
- Possess electronic devices such as cell phones, beepers ECT.
- Misuse computers or computer privileges

Students will receive appropriate consequences for any infractions of the school expectations/rules. Students with a significant behavior issue(s) may be excluded from the privilege of attending school events including field trips, field day, assemblies or other similar experiences. Parents will be notified.

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) *See District Notification section of this Handbook.*

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**. Lockers are considered school property. 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 my 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. The probable presence of contraband material 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.

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. Please contact the P.E.S. main office for a list of acceptable documents necessary as evidence of residency.

Attendance / Residency

Please call the P.E.S. Office at 963-6925 Ext. # 3 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 check on the whereabouts of the student. This is done as a safety precaution.

Attendance

Connecticut State Statute mandates school attendance. All children are expected to attend school daily unless ill. Students with excused or unexcused absences for 5 or more consecutive days must present a doctors note to return to school. Parent/Guardians must call the school to report their child's absence as early in the morning as possible. If we do not receive a call, the absence will be recorded as unexcused. According to Statute 10-198a any student who has four unexcused absences in a month or 10 unexcused absences in a school year will be defined as truant. **Truant** students will be dealt with according to Board of Education policy. For complete attendance policy see the District Notification section of this handbook.

Excused absences include legitimate reasons such as illness or injury, emergency appointments with professionals, observances of religious holidays when the observance is required during the school day and death in the immediate family or other as discussed with administration. Family vacations during school time are unexcused absences.

Tardiness

Students who are late arriving to school or class are considered Tardy. All students are expected to be in their classroom by 8:10 a.m. If a student arrives late they must report to the main office to obtain a late pass before proceeding to his/her classroom. Repeated tardiness is a serious issue due to the loss of valuable instructional time. A student who is consistently tardy may be considered **truant.**

The school will maintain attendance records and keep parents/guardians informed. Parents/Guardians are encouraged to contact teachers, guidance counselors and administrators if assistance is needed with attendance issues.

Parent Involvement

Parent involvement is essential to a successful educational experience. P.E.S. welcomes parental involvement. The Board of Education encourages parents, guardians and members of the community to participate in the education of Putnam students. Parental support is vital to the effectiveness of the overall school program. The Putnam Elementary School **P.T.O.** (Parent-Teachers Organization) meets in the school library the 3rd Tuesday of each month at **5:30pm.** Please join us! There is no fee or charge to be a member.

No person who is a "sex offender" as defined by Public Act 98-111, An Act Concerning the Registration of Sexual Offenders, shall be allowed to volunteer in the school.

Visitors

Visitors are welcome at P.E.S. 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 traveling anywhere in the school building. We ask that you respect this rule for the safety of the children. 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.

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

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. In order 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. Student must be fever/diarrhea free for 24 hours without the use of 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 of time a signed **statement from a physician is required.**

In the event that your child requires special accommodations 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 exposing others.

Vision and Hearing Screenings

The health personnel conduct vision and hearing screenings annually. Scoliosis screenings are conducted with grade five students only. 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.

Putnam Elementary School is a drug free, tobacco free and alcohol free school.

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.

Cough Drops: If students need cough drops they must come with a written note from a parent. During the day cough drops will be kept on the teacher's desk to avoid sharing or taking too many at a time.

Pediculosis (Head Lice)

School staff, health department workers and parents/guardians will work together for the effective control of head lice. If a parent discovers this problem at home, it is his/her responsibility to notify the school nurse so she may initiate a proper investigation of possible contact/spreading. At that time, the nurse would review school policy on the subject with the parent and advise treatment and reentry procedures.

Transportation

Bus Transportation

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.

Pre-School and Kindergarten 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 P.E.S. 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 in writing and *communicated* to the *Transportation Coordinator*. Telephone requests will not be accepted. Request for changes must include:

- Child's name
- Teacher's name
- 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

Please allow 48 hours for changes in bus transportation to occur.

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 at approximately **4:00 p.m**. 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.

Missed Bus

When a student misses their regular bus, every effort is made to put them on an alternative bus. If that is not possible they may ride the late bus if appropriate. In some instances parents are asked to pick their children up at the school.

Use of Surveillance Cameras

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

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:

All students must be at their designated bus stop at least 8 minutes before scheduled time and 8 minutes after scheduled time.

1. Students must remain seated at all times while the bus is in motion.
2. 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.
3. Conduct on the buses will be like classroom conduct except that reasonable conversation is permissible except at railroad crossings.
4. 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.
5. Students who damage or deface bus or equipment on the bus will be held liable for such damage.
6. 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.
7. Students must not, at any time, extend their arms or heads out of a bus window.
8. State law prohibits the use of tobacco, drugs or any controlled substance in any form on a school bus.
9. No indecent or profane language will be permitted, and there will be no loud or disturbing talking.
10. Bus windows shall not be opened without the driver's permission.
11. 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.
12. Students must not throw any articles away in or about the bus.
13. The bus must be kept clean, and students must cooperate in this by not leaving waste paper or trash of any kind that will clutter up the bus.
14. Eating or drinking is not allowed on the bus

Bus Violation Consequences

1. Verbal Warning(s)
2. Written Warnings(s)
3. Suspension from transportation services
4. Possible suspension or expulsion from school

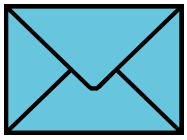
A student on bus suspension will be prohibited from riding all buses during the suspension period. Suspensions range from 1 to 10 days depending on the severity of the offence. Parents/Guardians will be mailed a copy of the suspension including the dates of the suspension. Students must continue to attend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

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

Food Services- P.E.S. School Restaurant "Kid's Café"

The school provides a *free breakfast* program in the classroom and *paid lunch* program. Families may apply for Free and Reduced priced meals by and will be notified if they qualify. Applications are available at the school.

All students are assigned a personal, computerized school restaurant account and Pin number. Parents wishing to purchase lunch or other items for their child will use this system. The account functions as a debit account. You put an amount of money into your child's account. The amount can be as much as you want, even as much as a years worth of meals. As your child purchases food in the cafeteria using their PIN number, the amount decreases. You must designate what the money is to be spent on (lunch, ice cream etc) when you send the amount in. When the account runs low or runs out, you simply send in more money for the account. This system eliminates the need for children to carry money in school each day or buy tickets, which are easily lost. EVERY CHILD has their own account and PIN number but Parents/Guardians may send in one check for all their children as long as you write how much goes in each child's account on the envelope.
The following information must appear on the school restaurant envelopes you send in:



Child's Name
Parent's Name Teacher
Amount Enclosed

To Purchase:
Lunch – list number of meals
Breakfast – list number of meals
Ice Cream – specify days

School Restaurant prices change from year to year.
Information will be sent home each September regarding the cost of breakfast, lunch and milk.
Please see our website for information on our online cafeteria bill paying service.

All students may participate in the school breakfast/lunch program. Breakfast is served between 7:45 a.m. and 8:10 a.m. **Please note that breakfast is not served on mornings when there is a delayed opening.** Prices for breakfast and lunch will be determined each August.

Students are not allowed to exchange money at school to borrow, loan or give as a gift.

All questions or concerns about the School Restaurant Account should be discussed with the Food Services Director.

June report cards will not be sent home if the child has outstanding School Restaurant Bills, Lost/Damaged Textbook bills or Library bills.

Academics

Putnam Public Schools provide a comprehensive set of programs to help students develop basic skills, use their 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 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 he/she is required to reimburse the school for the cost.

Promotion/Retention

Putnam Public Schools has a promotion/retention policy, which can be found in the District Notification section of this Handbook.

Parental Input

Parental input is valued throughout the educational process. When decisions are made regarding retention, parents are included in the process.

Classroom 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-5 **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 are issued 4 times each year in Grades K-5. 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 are issued 4 times a year in grades 4 and 5. Dates for Report Cards and Conferences are listed on the School Calendar. If the child owes money to the Café PES, library or for lost or damaged school property, June report cards will not be sent home until the bill(s) is paid.

Testing and Assessments

All students in grades 3, 4 & 5 are required by the State of Connecticut to take the Connecticut Mastery Test (CMT) in the spring. 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-5 are assessed in other ways throughout the year in all subjects.

The SRBI (Scientific Researched Based Intervention) 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 evaluate the 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.

Requests for Homebound Instruction

When a student has been injured or is undergoing medical treatment, and therefore must remain out of school for a period of time (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.

Honor Roll Criteria
Grades 4 & 5

Categories:

1. Outstanding Citizenship
2. Outstanding Effort
3. Outstanding Academic Progress
4. Honorable Academic Progress
5. First Academic Honors
6. Second Academic Honors
7. Principal's Award

Each marking period referrals will be made by classroom teachers using the form available in the office. The names of at least two other faculty/staff members who support the referral must be listed on the Honor Roll referral form.

Criteria:

Outstanding Citizenship:

- Appropriate social skills/behavior demonstrated consistently throughout the school environment *****Must have "4" in all conduct areas*****
- No discipline referrals
- Must have "4" in all areas of skills for successful learners on report card

Outstanding Effort:

- Must have "4" in all effort grades

Outstanding Academic Progress:

* IEP Goals/Progress relevant for Special Education students

- No grades of "D" or "F". Grades must improve by at least 1 letter in all 5 subjects on Report Card

Honorable Academic Progress:
* IEP Goals/Progress relevant for Special Education students

- No grades of "D" or "F". Grades must improve by at least 1 letter in 3 subjects on Report Card

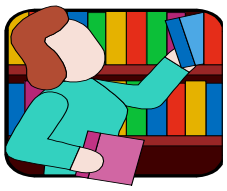
First Academic Honors:

- Must have "A" in all academic subject areas. (A- counts as an A)

Second Academic Honors:

- Must have "A's" and "B's" in all academic subject areas.(A- counts as an A, B- counts as a B)

Principal's Award: Must meet criteria in 3 categories



Library Media Center/Computer Usage

Library Media Center/Computer lab

Students are encouraged to use the Library Media Center and computer lab. They are responsible for any material and or equipment they use. Students must pay for any materials they lose or damage. **June report cards will not be sent home until outstanding library bills are paid.** A student's privileges may be suspended or terminated for improper use of material(s) and/or equipment according to defined Board of Education Policy.

Computer and Network Use

All students and their parents/guardians are asked to sign an acceptable use agreement form before use of the lab and network are permitted. Both forms will be distributed to your child 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.

Internet Access

Internet access is available throughout Putnam Schools. For access to be granted to a student he/she must have written parental permission on a Putnam Board of Education form. A coy 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.

Student Appearance on Channel 22

From time to time, students are videotaped while engaging in learning activities at P.E.S. Events videotaped may include school plays, sporting events, concerts etc. These tapes may be shown on Putnam's public access cable television station, Channel 22. Parents who do not wish to have their child appear on this station must complete the sign off sheet that will be sent home with your child the first day of school.

Computer Pledge

Readiness ……..I will use technology as a tool to apply my learning in my work and life
Respect **……..**I will work only on the files that belong to me
I will use appropriate language in all of my communications
I will leave my workstation ready for the next user
Responsibility……..I will operate all equipment and software safely
I will work only at my assigned workstation
I will ask for help when I am not sure what to do
I will credit the source in my bibliography
I am obligated to report the misuse of equipment to my teacher or adult in charge