



**Putnam High School  
Student Handbook  
2023-2024**

## GREETINGS FROM THE PRINCIPAL

Greetings PHS Family,

Welcome to Putnam High School! I am honored and privileged to lead this amazing school community. I am filled with optimism and hope as we continue to work collaboratively and realize our mission for all students: to transform students into motivated learners who have the knowledge, skills, and behaviors to thrive in a competitive global arena.

Please carefully review our 2023-2024 Putnam High School Student Handbook. Our handbook is your quick reference to policies, procedures, rules and regulations that work to promote a safe and positive experience for all students at Putnam High School. Please recognize that administrators reserve the right to address situations on an individual basis to ensure fair and equitable outcomes. If we need to update our handbook throughout the year due to changes in local or state guidance, we will communicate those changes to you directly.

We are committed to working closely with all students and families to achieve our Vision of a Putnam Learner. We are focused on empowering our students to take full advantage of our robust academic and co-curricular programming and become an active member in the Putnam community. Your high school years will be shaped by the decisions you make. Leave a legacy that contributes to Putnam Pride and Go Clippers!

In partnership,

*Heather Taylor*

Principal

**2023/2024**  
**Putnam High School**  
**STUDENT HANDBOOK SIGN OFF SHEET**

This handbook contains important Board of Education policies and school procedures. It is important that you read and discuss these policies and procedures with your child. The Board of Education continuously updates their policies and a full version is available on our website [www.putnam.k12.ct.us](http://www.putnam.k12.ct.us) under the POLICY tab. If you wish a paper copy of any policy, you may obtain one by calling the Board of Education office at 860-963-6900.

The Putnam Board of Education recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal of educating all students effectively, the schools and parents must work together as partners. Engaging parents is essential to improved student achievement.

**Student's name** \_\_\_\_\_

**Your signature below indicates that you have read the information in this handbook and reviewed it with your child. This information includes but is not limited to the following policies:**

- Administration of Medicine
- AIDS Instruction
- Attendance and Truancy
- Breakfast/Lunch Program Charging Policy
- Breathalyzer Testing
- Bullying
- Child Abuse Reporting
- Conduct
- Discipline
- Dress Code
- Drugs and Alcohol
- Electronic Devices and Games
- Elementary and Secondary School Act
- English Language Learners
- Emergency School Closing Information
- Food Allergies
- Grading
- Green Cleaning
- Homeless Students
- Homework
- Immunizations
- Internet Access
- Interscholastic Athletics
- Magnet Schools
- Nondiscrimination
- Parent Involvement
- Pesticide Policy



- Promotion/Acceleration/Retention
- Psychotropic Drug Use
- School Volunteers
- Search and Seizure
- Section 504 Rehabilitation Act
- Sexual Harassment
- Smoke Free Environment
- Statement of Nondiscrimination
- Student Appearances in photos and media
- Student Records
- Suspension/Expulsion
- Transportation Safety
- Video Surveillance
- Visitors
- Weapons and Dangerous Instruments

**In addition to the above policies, your signature below indicates that you have reviewed the following sections in the Putnam High School Student Handbook:**

- General Information
- Grading
- Assessments
- Courses and Scheduling
- Student Responsibilities
- Athletics
- Student Activities
- General Procedures

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*Signature of Student*

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*Date*

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*Signature of Parent/Guardian*

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*Date*

**I have read and understand the information contained in this handbook. I understand that I may obtain further clarification by contacting the building principal.**

Please return this signed page by Friday, September 8, 2023.

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# PUTNAM PUBLIC SCHOOLS

## 2023/2024 School Calendar

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<div> <div> <div>OPENING DAY FOR STAFF AND STAFF MEETING DAYS</div> <div>August 28 &amp; 29</div> </div> <div> <div>FIRST DAY OF SCHOOL FOR STUDENTS</div> <div>August 30</div> </div> <div> <div>FULL DAY PROFESSIONAL DEVELOPMENT</div> <div>October 6 No school for students</div> <div>November 7 No school for students</div> <div>March 15 No school for students</div> <div>May 10 No school for students</div> </div> </div>	<div> <div>Please note that if there are 4 or more school cancellations prior to January 26th there will be school on Feb. 16th. If there are 5 or more prior to March 1, March 15th will be a half day.</div> <div>-----</div> <div>181 Days for Students</div> <div>187 Days for Teachers</div> </div>	<div> <div>HOLIDAYS - NO SCHOOL</div> <div>July 4 - Fourth of July</div> <div>September 4 - Labor Day</div> <div>October 9 - Columbus Day</div> <div>November 23 &amp; 24 - Thanksgiving Break</div> <div>December 22 - January 1- Holiday Break</div> <div>December 25 - Christmas Day</div> <div>January 1 - New Year's Day</div> <div>January 15 - Martin Luther King Jr.</div> <div>February 16 - 20 - Winter Break</div> </div>
<div> <div>EARLY RELEASE</div> <div>Holiday Break Half Days</div> <div>November 22, December 21</div> <div>End of School Year Half-Days</div> <div>June 11, 12 &amp; 13 (tentative last days of school)</div> </div>	<div> <div>Half-Day - Early Release</div> <div>Professional Development Half-Days</div> <div>January 24 &amp; April 5</div> </div>	<div> <div>February 19 - President's Day</div> <div>March 29 - Good Friday</div> <div>April 15 - 19 - Spring Break</div> <div>May 27 - Memorial Day</div> <div>June 19 - Juneteenth</div> </div>

Revision Adopted 2/28/2023

See reverse side for school hours, open house, parent conferences, and other information.



## DISTRICT 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.

## PUTNAM HIGH SCHOOL MISSION STATEMENT

Putnam High School is a dynamic community with the privilege and obligation to transform students into motivated learners who have the knowledge, skills, and behaviors to thrive in a competitive arena.

### Putnam High School Values:

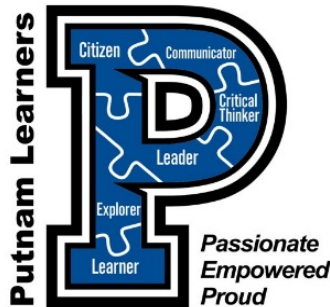
*Respect* – Behavior and language that is considerate and appreciative of others, self and property.

*Responsibility* – Being trustworthy, dependable and reliable while making good decisions.

*Community* – Working together while playing an individual role.

*Integrity* – Doing the right thing without being instructed to do so even if the act is unnoticed.

### Our Vision of the Putnam Learner:



### Putnam Learners...

*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.*

**ADMINISTRATION**

Dianne Nason-Doire, Secretary  
Laurie Bernier, Secretary

**ART**

Eileen Mailhot

**BUSINESS/TECHNOLOGY**

Brian Bartolotta  
Amy Beth St. Martin

**CURRICULUM DIRECTOR**

Jacqueline Vetrovec

**CUSTODIAL**

Jamie Bilodeau  
Justin Herlihy  
Ken Theroux

**ENGLISH**

Gretchen Hess  
Shea Ogle  
Christianne Smith

**FOOD SERVICE**

Jamie Bilodeau  
Kristina Brimlow  
Jen Collins  
Patti Hempstead  
Lana Trudo  
Jeanette LaPlume, Director

**GUIDANCE**

Jasmine Morton  
Erika Ponciano  
Cecile Lee, Secretary

**MAINTENANCE**

Troy Mayo, Director  
TBD, Asst. Director

**MATHEMATICS**

Jamie Batley\*  
Alexandra Briden  
Shane Donahue  
Jessica Jané

**LIBRARY-MEDIA CENTER**

Lisa Vance

**\* Faculty Coordinator**

**MUSIC**

Skye Shogren

**NURSE**

Rebecca McGlynn

**PARAPROFESSIONALS**

Robin Coderre  
Denise Dirkson  
Pam Geremia  
Moiria Hannon  
Sharon Hogue  
Joe Martineau  
Eric Pauli  
Cheryl Ray  
Martha Sabourin

**PHYSICAL EDUCATION & HEALTH**

Johanna Burgason  
Joe Pishka

**SCIENCE**

Lawrence Fabianski  
Alyssa Ryan  
Marisa Stankiewicz

**SOCIAL STUDIES**

John Allen  
Matthew Amendola  
Melissa Zablonksi\*

**SPECIAL EDUCATION**

Pamela Earle  
Elisabeth Edouard  
Zachary Ford  
Michael Huda  
Sandra Rukstela  
Sherrie Sheehan

**STUDENT SERVICES**

Rebecca Lopes, Director  
Richard Douglas, Psychologist  
Lisa Mooney, Social Worker  
Janice Pettersson, ELL

**TECH SUPPORT**

Andrew Blanchard  
Sean McNamara

**WORLD LANGUAGE**

Raymond Kane (French/Spanish)  
Mary Thornton (Spanish)

## BELL SCHEDULE



# PHS 2023-2024 Bell Schedules

### A-Regular Day

Block 1	7:25-8:55
Block 2	8:58-10:28
Block 3	10:31-12:31
	lunch 1 11:15-11:45
	lunch 2 12:01-12:31
Block 4	12:34-2:05

### B-Regular Day

Block 1	7:25-8:55
Block 2	8:58-10:28
Block 3	10:31-12:31
	lunch 1 11:15-11:45
	lunch 2 12:01-12:31
Block 4	12:34-2:05
	A 12:34-1:19
	B 1:19-2:05

### A-Advisory Day

Block 1	7:25-8:47
Block 2	8:50-10:12
Advisory	10:15-10:45
Block 3	10:48-12:40
	lunch 1 11:28-11:58
	lunch 2 12:10-12:40
Block 4	12:43-2:05

### B-Advisory Day

Block 1	7:25-8:47
Block 2	8:50-10:12
Advisory	10:15-10:45
Block 3	10:48-12:40
	lunch 1 11:28-11:58
	lunch 2 12:10-12:40
Block 4	12:43-2:05
	A 12:43-1:24
	B 1:24-2:05

### A-Early Release Day

Block 1	7:25-8:15
Block 2	8:18-9:08
Block 4	9:11-10:01
Block 3	10:04-11:05
lunch pick up times:	1 10:04-10:16
	2 10:19-10:31

### B-Early Release Day

Block 1	7:25-8:15
Block 2	8:18-9:08
Block 4	9:11-10:01
	A 09:11-09:36
	B 09:36-10:01
Block 3	10:04-11:05
lunch pick up times:	1 10:04-10:16
	2 10:19-10:31

### A-Late Arrival Day

Block 1	9:25-10:25
Block 2	10:28-11:28
Block 3	11:31-1:01
	lunch 1 11:28-11:58
	lunch 2 12:31-1:01
Block 4	1:04-2:05

### B-Late Arrival Day

Block 1	9:25-10:25
Block 2	10:28-11:28
Block 3	11:31-1:01
	lunch 1 11:28-11:58
	lunch 2 12:31-1:01
Block 4	1:04-2:05
	A 1:04-1:34
	B 1:34-2:05

### **PARENT SQUARE COMMUNICATION SYSTEM**

Putnam Public Schools utilizes an automatic notification system called ParentSquare, which provides the school with the ability to communicate via phone call, email and text messaging. This notification system allows schools to provide notifications to families regarding school closings, weather early dismissals, school delays as well as communicating upcoming events and other important information. Information to sign up for this feature will be available at the start of the school year. ParentSquare is also used to collect student registration information for school activities and athletics. It is also a useful tool to create appointments for various school activities, including parent conferences and counseling appointments.

### **SCHOOL CLOSINGS, DELAYS AND DISMISSALS**

Putnam Public Schools will use the ParentSquare communication system as well as local television stations and WINY (1350 AM) radio to broadcast school closings as well as delays and early dismissals. Below is the list of TV, Radio Stations as well as other means that the district uses to communicate information. We currently broadcast with:

**TV**     WVIT (Channel 30), WFSB (Channel 3), WTNH (Channel 8)

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

# GRADING

## CLASS RANK

Class rank is established using weighted GPA's. Rank in class reflects a student's relative position in the class as determined by school performance. Quality points are awarded to the grades each semester and are used to determine rank in class. All subjects taken within the Putnam High School curriculum whether completed or not will be included in a student's GPA with a few exceptions (i.e. – pass/fail grades). Beginning with the graduating class of 2024, Putnam High School will no longer calculate or communicate class rank. To be recognized as class valedictorian (class rank: 1) or salutatorian (class rank: 2), a student must have been enrolled at Putnam High School for a total of three years by the time of graduation. Senior class valedictorian and salutatorian titles will be determined and communicated at the end of the third quarter of the student's senior year (P6141.1).

## GRADE POINT AVERAGE

A student's grade point average, or GPA, is a number representing the **average** value of the accumulated final **grades** earned in courses over time. It is calculated by dividing the total number of grade points earned by the total number of credits attempted.

## GRADE REPORTING

Grade reports are communicated to families eight times per year, through our grading and reporting system. Progress reports are issued mid-quarter, and report cards are issued quarterly. Additionally, students and parents/guardians may access their online grading portal at any time to view live grades. A passing grade at PHS is 65%. To involve parents/guardians in their students' progress, evening conferences will be hosted two times per year.

## GRADUATION

Graduation ceremonies will be scheduled by the Board of Education. Eligible seniors are required to attend all rehearsals relating to graduation ceremonies. Participation in these ceremonies is a **privilege** that may be revoked. Repetitive misbehavior or a relatively serious single disruptive behavior on or off school property by students could result in a student's loss of their privilege to participate in the graduation ceremony.

## GRADUATION REQUIREMENTS

Students beginning with the graduating class of 2023 are required to earn 25 credits in the categories below:

**Humanities – 9 credits**

**STEM – 9 credits**

**PE/Wellness – 1 credit**

**Health & Safety Ed – 1 credit**

**World Language – 1 credit**

**Mastery-Based Diploma Assessment – 1 credit**

**Electives – 3 credits**

## HONOR ROLL

In order to recognize student academic achievement, two honor rolls, high honors and honors are published. Honor rolls are published after each quarter. Students must carry a minimum of five eligible courses to be considered for an honor roll. To be recognized on the high honor roll, a student must have a simple quarterly GPA of at least 90% or higher with all grades 80 and above. To be recognized for the honor roll, a student must have a simple quarterly GPA of at least 85% or higher and all grades 75 and above. Courses graded on a P/NP basis are not eligible for the honor roll.

## WEIGHTING

Grading at Putnam High School is based on a numerical scale from 0-100. A weighted factor of 1.2 is used for all courses designated as Advanced Placement and UCONN ECE classes. A weighted factor of 1.1 is used for all courses designated as Honors. All other courses use a weighted factor of 1 (one).

**Advanced-** Courses at this level are designed to provide the most rigorous coursework available at Putnam High School. Courses earn this level designation with the approval of The College Board Advanced Placement Program and/or the University of Connecticut's Early College Experience Program (ECE). College credit is considered based upon student achievement on the advanced placement exam and individual college or university exam policy. ECE students must also successfully complete the course with a grade of "C" or better to be eligible for university credit.

**Honors** - Courses offered at this level are designed for students who are extremely motivated and demonstrate great interest and aptitude in the subject area.

**College Prep** - Courses offered at this level are designed to prepare students for postsecondary studies.

## ASSESSMENTS

### STANDARDIZED AND SPECIALIZED TESTING

Standardized tests such as the NGSS, PSAT and SAT exams are administered to all students in grades nine, ten, and eleven. Special examinations that are required by many colleges and the military, such as the SAT, PSAT/NMSQT, and the Armed Services Vocational Aptitude Battery (ASVAB), are held at Putnam High School. Ask your school counselor for further information and registration forms regarding all college-oriented tests.

## COURSES & SCHEDULING

### COURSE AUDIT

There is no provision for auditing a course at Putnam High School. All courses must be taken for credit.

### COURSE CHANGES

Students register for the following year's courses with their counselor in the second semester. The policy for course changes is as follows:

1. **Schedule changes may take place within the first ten days of the semester.** Administration may allow schedule changes after the ten-day window if there are documented extenuating circumstances.
2. Any students dropping a course following a progress report will receive a **Withdrawal Failure (WF)**, on his or her transcript.

### **Requests for schedule changes may be denied if:**

- A student fails to have met prerequisites for the requested course
- There are no seats available
- The request takes place after the ten-day window

### COURSE SCHEDULES

Students are required to carry seven (7) credit-bearing courses on his/her schedule, which may include an approved work study, online courses, or college courses. Juniors and Seniors in good standing may carry one study hall on their schedule if deemed appropriate by the counselor, student and parent/guardian.

### COURSE SYLLABUS

Teachers will provide students with a brief outline of the topics to be covered in the course, specific grading procedures for the course, including weighting, and classroom rules each student is expected to follow.

### INDEPENDENT STUDIES

- May be offered if there is a scheduling conflict with a current course offering
- May be offered to Juniors and Seniors only
- May be used as an extension of a current course for advanced studies (i.e. marketing, music)
- May be offered to students who have already met the graduation credits and have an interest in a specific subject area

### **REQUEST FOR HOMEBOUND TUTORING**

Homebound tutoring may be approved for a student who is out of school for an extended period (minimum 10 consecutive days). A written request for home instruction, accompanied by a verifiable medical doctor's written explanation, should be submitted to the principal as quickly as possible. This request will then be communicated to the Director of Student Services, school counselor and school nurse. Written approval from the medical doctor must be submitted to the principal for the student to return to school.

### **SUMMER SCHOOL**

Putnam High School offers summer school courses which may be taken to replace a failure in a class. Edgenuity is the online credit recovery program used for summer school. School counselors will make recommendations to students regarding participation in summer school.

**NOTE:** Students may only recover credit in courses they have previously failed, or with permission from school administration.

### **TEACHER ACADEMIC INTERVENTION**

Teacher academic intervention may be assigned to those students that are currently falling behind in their regular class work. The classroom teacher will contact parents/ guardians when an academic intervention is required. The student must report to the teacher's room who assigned the intervention. If a student fails to report to a teacher's academic intervention, an additional academic intervention will be assigned to make up past work. If two or more academic interventions are missed without just cause, the student will be referred to the assistant principal for further action.

## **STUDENT RESPONSIBILITIES**

### **ARRIVAL AT SCHOOL**

School doors open at 7:00 a.m. The main office is open at 7:00 a.m. and teachers are present in their rooms at 7:15 a.m. When students arrive on school property, they **must** report directly to the school building. Students are **not** permitted to loiter anywhere on school grounds or to leave the premises at any given time.

### **ATTENDANCE**

Students are required to attend school every day. Parent/guardians must communicate ALL absences to the main office. Students may be absent for any reason up to nine times in the school year with parent permission. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons only:

1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
2. Student's observance of a religious holiday;
3. Death in the student's family or other emergency beyond the control of the student's family;
4. Mandated court appearances (documentation required);
5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.

**For more information, please reference the Attendance BOE policy 5113.**

**<https://www.putnamschoolsct.org/district/policies/files/5113-attendance>**

### **ATTENDANCE: RETURN FROM ABSENCE**

Students are required to provide a written note from a parent or guardian following absences. This note must identify specific dates of absence and the reason for the absence. If no excuse is produced, the absence is recorded as unexcused. Students are responsible for all work missed during their absence. Work that is not made up may be recorded as a zero.

### **FLEX BLOCK**

Building targeted instructional support into the schedule helps ensure that students' individual needs are met during the school day and consistently for all students.

The primary goal of Flex Block is to support students in need of academic intervention. Students are grouped by Advisory during Flex Block. Teachers and/or students may request support during the first or second half of Flex Block. Students are required to attend all interventions they are scheduled for. If a student remains with their Advisory during Flex Block, that time should be treated as a Study Hall.

### **BEHAVIOR AT SCHOOL EVENTS**

1. Students attending any school event are subject to the same rules, policies, and procedures as expected of all students during the regular school day.
2. Students must be present in school for at least half of the periods on the same day of any extracurricular or athletic event they attend. Exemptions may only be granted by an administrator.
3. There is no re-entry to school events.
4. At athletic events, students must always stay in the designated spectator area.
5. In accordance with ECC policy, please show respect for players, coaches, game officials and spectators. Anyone found in violation of our "Standards of Sportsmanship" is subject to removal from the site of the competition. Cheer for your team and not against your opponent.
6. No noisemakers may be used. No paper or other objects may be thrown from the stands at any time.

### **DISCIPLINE: PURPOSE**

The purpose of discipline at Putnam High School is to maintain a safe, positive school climate. Students are expected to behave appropriately and conduct themselves based on our core values of Respect, Responsibility, Community, and Integrity. When behaviors warrant address, discipline is implemented to restore a safe and positive climate for our school community, giving students the opportunity to learn and grow in a supportive environment.

### **DISCIPLINE: DETENTION**

#### **A. Teacher Detention**

The student must report to the room of the teacher who assigned the detention. He or she may be required to stay as little as five minutes and no later than 3:10. If a student has been given two teacher detentions, he or she should report to the teacher who gave him the first detention and go then to the second teacher on the next day. However, the second teacher should be notified in advance that the student has another teacher detention to serve.

#### **B. Lunch Detention**

Lunch detention is held during a student's lunch period. Students must be in the assigned room after picking up their lunch from the lunchroom. They will remain in the room for the entire amount of time that they have been assigned. They must remain seated and not use their electronic devices at any time. Cutting lunch detention will result in progressive discipline.

#### **C. Office Detention**

Office detention is held after school between 2:10 p.m. – 2:40 p.m. Students must be in the assigned room. They will remain in the detention room for the entire amount of time that they have been assigned. They must remain silent and seated, not use their electronic devices at any time, work only on school-related projects, and may not leave the room at any time. Cutting office detention will result in progressive discipline.

#### **D. Extended Office Detention**

Extended office detention is held after school from 2:10 p.m. – 3:10 p.m. Students must report to the assigned room. They must remain silent and seated, not use their electronic devices at any time, work only on school-related projects, and may not leave the room at any time. Cutting office detention will result in progressive discipline.

### **DISCIPLINE: IN SCHOOL SUSPENSION**

In School Suspension runs from 7:25a.m. – 2:05 p.m. For a variety of reasons students will be assigned to In School Suspension. The student will be removed from the student body and placed in an alternate setting. The supervising teacher is available to provide tutorial assistance. Students are not to use their electronic devices at any time, but may use their school-issued device to complete work. Parents/Guardians of students assigned to In School Suspension will be notified.

### **DISCIPLINE: OUT OF SCHOOL SUSPENSION**

Out of school suspension takes effect immediately upon assignment. During the duration of the suspension, students cannot be on school grounds or attend school events during or after school hours.



## **DISCIPLINE: INFRACTIONS AND CONSEQUENCES**

Student behavior should be guided by the following four virtues: **Respect, Responsibility, Community and Integrity**. Common infractions are defined below by level. Please be advised that consequences may be more or less severe than those shown. Students who repeatedly violate the rules and/or disrupt the educational environment could be required to appear before a panel of adults or referred to Juvenile Review Board.

**Students at Putnam High School are expected to behave in a manner consistent with the four virtues previously mentioned. Any behavior on school property or at a school-related event that does not meet these expectations will be handled by Administration.**

### **DISCIPLINE MATRIX**

<b>The maximum consequence for any disciplinary infraction is a recommendation for expulsion.</b>			
<b>Infraction</b>	<b>Level</b>	<b>Definition</b>	<b>Minimum Consequence</b>
Class Tardy < 5	1	Arriving to class after the bell < 5 times. Student is not in class at the designated start time with their whole person over the threshold of the door before the bell stops ringing.	1st tardy: teacher warning 2nd tardy: teacher detention 15 min 3rd tardy: teacher detention 15 min 4th tardy: teacher detention 15 min
Dishonesty - Non Academic	1	Student delivers message that is untrue.	Teacher warning Parent contact Teacher detention
Disruption	1	Behavior that interrupts the educational process and requires frequent teacher re-direction.	Teacher warning Parent contact Teacher detention
Dress Code Violation	1	Apparel/Accessories that do not fit within the dress code guidelines and are corrected without incident; see Dress Code for details.	Warning/Conference with administrator
Horseplay	1	Physical contact between 2 or more students that is nonviolent in nature but disruptive to the learning process.	Teacher warning Parent contact Teacher detention
Unacceptable Language	1	Whining/complaining, unintentional use of profanity.	Teacher warning Parent contact Teacher detention
Mean Behaviors and/or Harrassment	1	Words or actions with the intention of inflicting emotional harm or to upset another individual.	Teacher warning Parent contact Teacher detention
Mean Behavior and/or Harrassment Using Technology	1	Using technology to communicate message with intention of inflicting emotional harm or to upset another student.	Teacher warning Parent contact Teacher detention
Misuse of Personal Technology	1	Unauthorized use of personal electronic equipment including cell phone, chargers, earbuds, headphones, and other smart devices. See Board Policy 5131.81.	1st offense: Teacher warning 2nd offense: On teacher's desk/away from student 3rd Offense: Refer to office; office holds device until end of day
Misuse of School Technology	1	Unauthorized use or nondestructive tampering (i.e. unplugging, flipping switches, etc.) of school-owned electronic equipment. See Board Policy 6141.321.	Teacher warning Parent contact Teacher detention

3 Level-1 Behaviors	2	Student has accrued three level one behaviors in a classroom.	Lunch detention
Abusive Language/Behavior	2	Abusive or inappropriate language/behavior directed at peers, including but not limited to swears, racial slurs, offensive gestures.	Lunch detention
Accessing Inappropriate Content	2	Accessing pornographic websites, hacking, disturbing the firewall, etc., or accessing questionable topics (i.e. bomb making, weapons, etc.).	Office detention - 30 min
Class Skipping	2	Student intentionally does not attend class.	Office detention - 30 min
Class Tardy > 5	2	Arriving to class after the bell 5+ times.	Lunch detention
Dishonesty - Academic	2	Willful copying of another author's work without proper citation and/or student deliberately uses information that is not genuinely his/her own.	Zero given on assignment; parent contact; in-progress referral
Inappropriate Location	2	Accessing unassigned area without permission.	Office detention - 30 min
Inappropriate Physical Contact	2	Physical interaction between two or more students that is potentially harmful.	Lunch detention
Inciting	2	Encouraging or persuading others to act unkindly or violently towards another individual or to act inappropriately.	Office detention - 30 min
Leaving Class Without Permission	2	Leaving class without permission.	Office detention - 30 min
Insubordination	2	Deliberate refusal to adhere to classroom expectations to the point of disruption.	Office detention - 30 min
Physical Aggression	2	Physical act directed toward another individual that is intended to cause harm	Office detention - 30 min
Safety Violation	2	Intentional or unintentional act that poses a safety risk to an individual, building, and/or school community.	Office detention - 1 hour
School Tardy > 5	2	Arriving to school after first bell 5+ times	Lunch detention
Skipped Office Detention	2	Failed to serve office detention	Office detention - 1 hour
Skipped Teacher Detention	2	Failed to serve teacher detention	Office detention - 30 min
Willful Damage to School Property	2	Intentional destruction of and/or misuse of school property.	Office detention - 30 min; restitution
Abusive Language/Behavior Towards Staff	3	Abusive or inappropriate language/behavior directed at staff, including but not limited to swears, racial slurs, offensive gestures.	In school suspension - 1 day

Bullying	3	Repeated written, verbal, non-verbal or electronic communication directed to another individual that creates actual or perceived physical or emotional harm to the individual and/or his or her property that disrupts the educational process. See Board Policy 5131.911.	In school suspension - 1 day
Fighting	3	Engaging in physical contact with another individual that is aggressive and/or violent in nature that may result in injury.	In school suspension - 1 day; possible police contact
Forgery	3	Deliberately signing an individual's name other than your own.	Office detention - 1 hour
Leaving School Property Without Permission	3	Deliberately leaving school grounds without permission from staff or parent/guardian.	Office detention - 1 hour
Overt Defiance	3	Blatant disregard for school rules, failure to comply with repeated redirections which causes significantly disrupts the educational environment.	Office detention - 1 hour
Possession of Combustibles	3	Possession of combustibles (matches, lighters, fuel) on school property.	Office detention - 1 hour; confiscation
Possession of Weapons	3	Possession of weapons (guns, knives, brass knuckles, etc.) on school property. See Board Policy 5131.7.	Out of school suspension up to 10 days
Theft	3	Unlawful taking of property belonging to another person, or passing on or removing private or school property without the owner's permission.	Office detention - 1 hour; restitution
Threatening Towards Students	3	Issuing verbal or written threat, or gestures implying bodily injury or intending to intimidate students.	In school suspension - 1 day
Threatening Towards Staff	3	Issuing verbal or written threat, or gestures implying bodily injury or intending to intimidate staff.	Out of school suspension - 1 day
Violation of Policy 5136.6 relating to Alcohol, Drugs, Tobacco	3	Unlawful manufacture, distribution, sale, dispensing, possession or use of controlled substances, other illegal drugs, performance-enhancing substances, alcohol or tobacco, including electronic nicotine delivery systems and vapor products	Disciplinary action which includes, but is not limited to, detention, suspension or expulsion, referral for prosecution, and/or a program recommended by the Student Support Team.
Violation of Policy 5145.511 relating to Sexual Harassment, Harassment	3	Conduct that discriminates on the basis of one or more of the following: race, national origin, religion, disability, age, sex, gender identity or sexual orientation.	Title IX investigation which may result in disciplinary action up to and including expulsion.

# Putnam Public Schools

## Student Technology Device Policies & Procedures

The following procedures apply to the use of all devices (Chromebooks, iPads, laptops, mp3 players, etc.) owned by Putnam Public Schools (PPS) used on or off school property. Students are expected to follow these procedures when using any device owned by PPS. All devices owned by PPS are district property provided to students for a period of time as deemed appropriate by the PPS administration. PPS allows students to use District devices on or off school property. District devices are to be used as a productivity tool for school-related business, curriculum enhancement, research, and communications. Students will act in accordance with applicable Board of Education Policy when using the District's devices, and accessories.

Students must comply with and agree to the following conditions prior to being issued a device or accessory:

Prior to being issued one of the District's devices, students must sign the **Student Device Form** and agree to all outlined procedures.

- Students must **NOT** attempt to or install software, hardware or change the system configuration including network settings on any equipment assigned to the student member.
- Students are expected to prevent damage and theft to all District electronic equipment assigned to them. Students are held personally and monetarily responsible for any loss or damage caused by intentional vandalism or negligence concerning assigned district electronic devices.
- Students will not be held responsible for manufacturing defect or technical problems resulting from regular school-related use.
- Students must provide access to any equipment and/or accessories they have been assigned upon the District's request.

### Suggested Precautions for General Device Use

- Do not place drinks or food in close proximity to your device.
- Extreme temperatures or sudden changes in temperature can damage a device. Do not leave your device in a vehicle.
- When using your device, keep it on a flat, solid surface. This will allow air to circulate through it. For example, using some technology devices directly on a bed can cause damage due to overheating.
- When charging a device always keep it plugged into a surge protector.

### Suggestions on How to Avoid Theft

The size and portability of any devices make it especially vulnerable to theft. Below are some tips on protecting devices from being stolen:

- Do not leave a device or any electronic equipment in an unattended vehicle, even if the vehicle is in your driveway or garage.
- Never leave the equipment in plain sight.
- Take your device with you when you leave a meeting or conference room, do not leave it unattended.
- Never check a device as luggage at the airport.
- If a theft does occur, immediately notify your school's main office.

The District reserves the right to update and/or modify these procedures at any time.

**Putnam Public Schools**

**Student Device Permission Form**

- I understand that all devices (Chromebooks, iPads, laptops, mp3 players, etc.) owned by Putnam Public Schools (PPS) provided to my student are the property of the PPS.
- I will not install any additional software or change the configuration of the equipment assigned to me in any way without prior consultation with the school administrators.
- I agree to return the equipment, assigned to me, to the District in the same condition in which it was provided to my student (excluding normal wear and tear) upon my departure from the District.
- I understand that I am personally and monetarily responsible for any damage to or loss of any device (Chromebooks, iPads, laptops, mp3 players, etc.) assigned to my student due to intentional vandalism or negligence.
- I understand that a violation of the terms and conditions set forth in this agreement may result in the restriction and/or termination of my student's use of the District's devices, equipment or accessories. I also understand any violation of the terms of this agreement may result in disciplinary action.

<b>Parent/Guardian (print):</b>	
<b>Parent/Guardian Signature:</b>	
<b>Student Name:</b>	
<b>Device Pick-up Date:</b>	
<b>PPS Device #</b>	
<b>Comments: (overall condition—scratched, dented, bent, missing keys, missing parts)</b>	
<b>Device Return Date</b>	
<b>IT Acceptance Signature</b>	

## **DRESS CODE**

1. Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school personnel.
  - a. Students must wear clothing including both a shirt with pants or skirt, or the equivalent (dresses, leggings, yoga pants, shorts, sweatpants).
  - b. Shirts and dresses must have fabric on the front, sides (under the arms), and back.
  - c. Clothing must cover undergarments.
  - d. Fabric covering breasts, genitals and buttocks must be opaque.
  - e. Hats and other headwear must allow the face to be visible to staff and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff.
  - f. Shoes which are safe and appropriate for weather, course assignments, athletics and other conditions.
  - g. Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, manufacturing, and other activities where unique hazards exist. Specialized courses may require specialized attire, such as sports uniforms or safety gear.
  - h. Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
  - i. Clothing may not depict pornography, nudity or sexual acts.
  - j. Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected classification.
  - k. Clothing must not pose a threat to the health or safety of any other student or staff.

The administration reserves the right to determine the appropriateness of attire in each situation and may direct a suitable change of clothing.

## **HALL PASSES**

During class time, all students must use a hall pass and sign out/in when leaving/returning to their designated area. Students using a hall pass should make every effort to minimize time out of class and should not make additional stops. Students who violate pass/hallway guidelines repeatedly may be placed on pass restriction, which may include limiting their ability to leave the classroom for a period of time, and/or requiring escorts.

## **STUDY HALL RULES**

Students assigned to a study hall must adhere to the following rules and guidelines set by the proctor:

1. Students must report to the study hall with study materials and are expected to work quietly.
2. Students may be assigned seats in the study hall.

## **TARDINESS TO SCHOOL AND TO CLASSES**

Being on time is a life skill that all people should develop. For this reason, Putnam High School expects that all students be on time to school and to every class. Specifically:

1. A student who is late to school must report directly to the main office to sign in and receive an admission slip.
2. If there is a legitimate reason for tardiness, parents can provide a note at the time of the tardy arrival. Reasons such as oversleeping, the alarm clock not going off, etc. are not legitimate excuses.
3. A parent conference may be required after the fifth instance of an unexcused tardy to school.
4. A tardy that results in a student missing more than twenty minutes of a period will be recorded as a full unexcused absence for that period.
5. The individual classroom teacher will assign consequences for tardiness to class for the first four occurrences in a semester. All subsequent tardies will be referred to administration.
6. As outlined in the section on Ineligibility, students with excessive unexcused tardies may be deemed ineligible.

## **UNAUTHORIZED ITEMS**

The following items may not be brought to school: guns, knives, instruments primarily designed as weapons, illegal drugs, drug paraphernalia, tobacco products, alcoholic beverages, aerosol spray cans, laser pointers, and vapor pens/devices. Music devices, external speakers, video games and other electronic devices defined under BOE policy 5131.81 may only be used during school hours with expressed permission from a staff member. Refer to the Board of Education policy for details of acceptable use. Students may not possess prescription drugs; they must leave these items with the school nurse.

## **VIRTUAL BEHAVIORAL EXPECTATIONS FOR STUDENTS**

In the upcoming school year, students may be asked to engage in virtual class sessions on video conferencing platforms, predominantly Zoom. Virtual class settings are an extension of our physical classrooms; therefore, to ensure a positive and productive learning environment during these sessions, it is important that all students adhere to the following behavioral expectations:

- Always be respectful and courteous to other students and teachers during virtual sessions. Inappropriate, offensive or threatening comments; misrepresentation of identity, and/or disruptive behavior by any participants during virtual sessions will not be tolerated.
- Students must use their Putnam district email account to send communications and log into Microsoft TEAMS and virtual sessions using the Putnam account.
- When in a virtual session, ensure that your background is appropriate and free from distractions (loud noises, family members, pets, etc).
- Do not video record, audio record, photograph, live stream, or transmit in any other way any part of a virtual session, including not posting on any social media platform.
- Login credentials must not be shared. Sharing login information violates other students' and teachers' rights to confidentiality and could allow class participation by unauthorized persons and/or lead to disruptive behaviors that detract from a productive and positive learning environment.
- Students who are disruptive and/or "trespass" virtual sessions will receive appropriate consequences in accordance with the Putnam High School Student Handbook. Consequences may result in temporary or permanent loss of technology access, which would prevent the student from participating in virtual sessions. Students receiving this consequence would have assignments provided to the student's parent/guardian.
- Students should adhere to the provisions identified under the Putnam Board of Education Policy 5131.81 Electronic Devices <https://www.putnamschoolsct.org/district/policies/files/513181-electronic-devices>

# ATHLETICS

## ATHLETIC OPPORTUNITIES

Interscholastic athletics is an extracurricular program, which offers all students a wonderful opportunity to participate in some of the most challenging and rewarding experiences of their high school career. For those who are interested, the following sports are available under the sponsorship of a coach appointed by the Putnam Board of Education:

FALL:	Football Girls Volleyball Girls Soccer Cheerleading	Boys Soccer Boys Cross Country Girls Cross Country
WINTER:	Boys Basketball Cheerleading	Girls Basketball Gymnastics Wrestling
SPRING:	Boys Baseball Girls Softball Golf	Boys Track Girls Track Boys Volleyball

## ATHLETIC ELIGIBILITY

**Refer to Student Activities section for ELIGIBILITY REQUIREMENTS FOR ATHLETICS, SENIOR PRIVILEGES AND FIELD TRIPS.** A pupil cannot at any time represent a school unless taking at least four (4) quarter Carnegie-Units of work or its equivalent.

## ATHLETIC RULES

1. During an athlete's season, for possession, use or being in a situation where drugs or alcohol are present, the penalty will result in an immediate 10-day suspension from game activities and loss of practice time that covers the suspended period. A second offense, at any time during high school, will result in dismissal from all athletics for 365 calendar days. The penalty for a third offense at any time will result in an additional 365 days from athletic competition at Putnam High School. For distribution of drugs or alcohol, the penalty will be a minimum dismissal from all athletics for 365 calendar days to a permanent ban from athletic competition at Putnam High School.
2. For poor and/or uncooperative attitude or behavior (unsportsmanlike conduct), suspension from team for one game minimum, dismissal for season maximum at the discretion of the coach in combination with the athletic director and/or administration.
3. Any act of stealing during an athlete's season will result in immediate dismissal from the team.
4. For wanton destruction of property, an athlete must pay for damages and suspension from the team for one game to entire season (must remain suspended until restitution is made).
5. Use of tobacco products during an athlete's season will result in suspension for one game to entire season from team and other consequences as directed in the Student Handbook.
6. For tardiness and absenteeism from practice or game, suspension from one game to entire season (case situation) at the coach's discretion.
7. Indecent exposure at practice, at games, etc. will result in immediate removal from related events or sport for the year.
8. Fighting at practice, at games, in locker rooms, etc. see student discipline code and possible suspension or removal from team at coach's discretion.
9. Disrespectful behavior at any time is unbecoming of a Putnam athlete, one game to entire season suspension from team.
10. For not conforming to the team's dress code at home or on the athletic road, discipline at discretion of the coach.
11. For threatening and/or intimidating a coach, or official, etc. immediate dismissal from the team.
12. For forging information, possible suspension of one game to entire season from team and other actions as stated in the Student Handbook.
13. All Putnam athletes will also adhere to their school rules, the CIAC rules and any other team rules that their coach, the administration and their team feel are in the best interest of the athlete. One game to entire season suspension from the team for non-compliance.
14. Unauthorized leaving of campus on the day of the game will result in an automatic suspension from that day's game or meet. If Friday is the day of the violation, the penalty will be applied for the weekend.



## **ATHLETIC INJURIES AND INSURANCE**

Each practice or game injury, however minor, must be reported at once to the coach. The coach files a report on each injury and submits one copy to the school nurse and another copy to the principal. Information concerning parents' medical insurance covering the athlete should be submitted to the doctor or the hospital at the time of treatment. The school district provides free supplemental sports insurance for each athlete which will take care of some bills not completely covered by the parents' medical insurance. The school nurse completes the school portion of the insurance claim form when the accident report is submitted to her for processing. The completed form is then sent home to be signed by parents who mail it to the insurance company in the envelope provided. At this point, an insurance claim is established. Parents should contact the school nurse for further instructions if there are medical bills resulting from an athletic injury not completely covered by the parents' insurance. Prescriptions and doctor and hospital fees cannot be charged to the school.

## **ATHLETIC PHYSICALS**

Before students try out for a sport, they must have a physical examination. These physical examinations are given on the premises by the school physician at no cost to the student, and all tests and screenings will be done by the school nurse. A student who wishes his or her family physician to give this physical examination bears the cost and files the doctor's report with the school nurse before practice, try-out, or play of a sport. Athletic and assessment physicals are interchangeable.

## **TEAM EQUIPMENT**

It is the responsibility of each team member to care for the equipment issued and to return this to the coach at the end of the season. Part of the training for any team or squad includes cleanliness of clothing, equipment, and locker.

## **TEAM LOCKERS**

A locker is provided in the locker room for each team member. A lock may be secured from the coach, or the individual may provide his/her own lock, subject to the coach's approval. Lockers should be locked at all times. The school is **NOT** responsible for any lost or stolen property. Students who place such valuables in lockers do so at their own risk.

## **TEAM PRACTICES**

Practices are conducted after school hours daily during the season under the supervision of an official coach. Teacher detention, special help, and appointments with teachers take precedence over practice. Practices on Sundays are permitted only if they are voluntary, begin after 1 p.m. and are approved by the principal.

## **TEAM TRAVEL**

Each team travels by school bus, when provided, to and from athletic contests. Team members who wish to accompany parents to or from a game must make prior arrangements with the coach, athletic director, or the principal. Requests should be in writing and signed by a parent.

## STUDENT ACTIVITIES

**Note: Students must be present for half of the amount of periods offered that day to participate in an extracurricular activity, including athletics, on that day except by approval of the principal and faculty advisor in charge of the event.**

### **DANCES/PROMS**

Dances are held in the high school cafeteria, gymnasium, or Blackbox Theater and are open to eligible Putnam High School students. Attendance to prom is not subject to eligibility criteria. Proper attire is required. Each Putnam High School student may bring one guest. **Guests must be under the age of 21** and must be registered in the high school office prior to the dance. Guests at dances/proms must abide by the same rules as Putnam High School students.

Students must attend school for **half** of the amount of periods offered that day in order to attend the dance/prom held on that night. If the dance/prom is held on a weekend, the student must be present in school for **half** of the amount of periods offered the Friday before the weekend dance. Extenuating circumstances must be discussed with the principal during the school day. Once students leave the event, they are not permitted to return. Students must not be under Out of School Suspension or Expulsion. Attending school dances/proms is a privilege; administration may revoke this privilege for disciplinary reasons.

### **ELIGIBILITY REQUIREMENTS FOR ATHLETICS, SENIOR PRIVILEGES, DANCES AND ELECTIVE FIELD TRIPS**

The Putnam School District is an educational institution with the primary function of educating students. Athletics, senior privileges, dances (excluding prom) and elective field trips are of a secondary nature when it comes to the academic standards we wish to instill in our students. Participation in athletics and elective field trips, attending school dances (not including prom), as well as receiving senior privileges, are considered privileges. Students wishing to have the above privileges must meet the following criteria:

- Must maintain a minimum overall average of 65% with no more than one failing grade on his/her grade report
- Have less than 5 unexcused tardies and/or absences to school per grading report period
- Have less than 3 events leading to office discipline referrals per grading report period
- Must serve all assigned office discipline obligations

The following grades will be reviewed, at which time those students deemed ineligible will be notified: Progress Report 1, 2, 3 & 4; Quarter 1, 2, 3 and 4. Eligibility will be re-evaluated after a two-week ineligibility period for academics only. Students must submit a petition for academic review in the second week of the ineligibility period demonstrating that they are no longer failing two or more courses. Ineligible students will continue to be ineligible if they are not able to demonstrate passing criteria for the duration of the marking period, or approximately 5-6 weeks. If at the next marking period those ineligible students have met the above criteria, eligibility will be reinstated. Incomplete grades will be evaluated on a case-by-case basis.

Students who do not meet Putnam High School's criteria but do meet the criteria of the Connecticut Interscholastic Athletic Conference, may practice with a team but may not compete in any games, matches, or competitions until the above criteria is met. All students moving from middle school to high school will be allowed to participate in athletics, dances and field trips during the first grade report period of their freshman year.

*Please note: This policy applies to all students who participate in athletics and other similar activities which require students to make a continuous commitment.*

## **EXTRACURRICULAR OPPORTUNITIES**

In addition to extracurricular opportunities offered in the area of athletics, Putnam High School sponsors a variety of other extracurricular activities as well. Students are strongly encouraged to enrich their high school experience by becoming involved in one or more of these activities.

<b>Art Club</b>	<b>Leos Club</b>
<b>Debate Club</b>	<b>National Honor Society</b>
<b>Drama/Theater Club</b>	<b>Robotics Club</b>
<b>Future Business Leaders of America (FBLA)</b>	<b>S.A.D.D. (Students Against Destructive Decisions)</b>
<b>Gay Straight Alliance (GSA)</b>	<b>School Newspaper</b>
<b>Interact</b>	<b>Student Council</b>
<b>Dance Team</b>	<b>Yearbook</b>

## **NATIONAL HONOR SOCIETY**

The Putnam High School National Honor Society is perhaps the most prestigious organization at the high school. Candidates from junior and senior classes are chosen by a faculty committee on the basis of demonstrable merits to which the faculty can attest in the areas of service, character, and leadership.

Candidates must be nominated by at least two faculty members. The Student Activity Information Form on which candidates must list extracurricular activities, leadership positions, community activities, work experience, recognition, and awards will be used in part to determine selection. Also, a one-page typewritten, double-spaced, self-evaluation report in which the candidate appraises his/her service and leadership qualities must be forwarded to the Faculty Committee. The Faculty Committee's discussion, review, and selection or non-selection of candidates is and will remain strictly confidential.

The following procedure is used to select students for the National Honor Society:

- 1) Selection for membership is by a faculty council, whose members are appointed by the principal. The council shall consist of five faculty members whose term shall be one year. Members may be appointed to consecutive terms.
- 2) The selection of student members into the chapter shall be by a majority vote of the faculty council.
- 3) Students may not apply for membership in the National Honor Society.
- 4) The following criteria must be considered in order for a student to be selected for membership:
  - a) GPA: 85% (weighted)
  - b) Leadership roles in the school and/or community as follows:
    - Resourceful in solving new problems, applying principles, and making suggestions.
    - Promotes school activities.
    - Influences peers in upholding school ideals.
    - Contributes ideas that improve the civic life of the school.
    - Able to delegate responsibilities.
    - Exemplifies positive attitudes.
    - Inspires positive behavior in others.
    - Demonstrates academic initiative.
    - Successfully holds school offices or positions of responsibility.
    - Demonstrates leadership in the classroom, at work, and in school.
    - Is thoroughly dependable in any responsibility accepted.
  - c) Service activities in school and/or community as follows:
    - Is willing to uphold scholarship and maintain a loyal school attitude.
    - Participates in some outside activity: Girl Scouts, Boy Scouts, church groups, volunteer services for the aged, poor, or disadvantaged.
    - Volunteers, dependable and well-organized assistance is gladly available, and is willing to sacrifice to offer assistance.
    - Works well with others and is willing to take on difficult or inconspicuous responsibilities
    - Cheerfully and enthusiastically renders requested service to the school.

- Is willing to represent the class or school in interclass and interscholastic competitions.
- Participates in committee and staff work without complaining.
- Shows courtesy by assisting visitors, teachers, and students.

**d) Character:**

- Takes a schedule of challenging courses every semester.
- Takes criticism willingly and accepts recommendations graciously.
- Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, and stability).
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, behavior, etc.
- Shows courtesy, concern, and respect for others.
- Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom.
- Have powers of concentration and sustained attention as shown by perseverance and application to studies.
- Manifests truthfulness in acknowledging obedience to rules, does not cheat, and shows unwillingness to profit by the mistakes of others.
- Actively helps to rid the school of bad influences or environment.

- 5) A list of eligible students is provided to each faculty member for his/her nomination to the National Honor Society. A minimum of two faculty nominations is required for membership consideration.
- 6) Students who have attained eligibility are sent a letter informing them that they are scholastically eligible for nomination to the National Honor Society.
- 7) Each scholastically eligible student is asked to submit a student activity information form, and a one-page, double-spaced, typewritten description of his/her qualifications in the area of leadership, character, and service. This information packet will be kept in strictest confidence.
- 8) Each faculty council member then reviews each candidate's packet of materials individually. After each faculty council member has reviewed the information packet of each candidate, the faculty council meets as a group for the final review of the nominees. The faculty council makes a judgement in selecting nominees. All faculty council meetings are confidential and not subject to review, except by the principal.
- 9) The faculty council shall submit the names of the prospective members to the principal, who shall inform each nominee of his/her selection as a member of the Putnam Chapter of the National Honor Society.
- 10) Schools are not obliged to share with parents and students' information concerning the non-selection of specific students. The principal may reconvene the faculty council if a procedural mistake has been made. This might include inadvertently leaving a student off the qualified list, erroneous GPA calculation, or the like. Parents and students must understand that no student has a right to be selected for membership in a chapter of the National Honor Society, and that the faculty council is entrusted with making selection decisions.
- 11) Continued membership in the National Honor Society is predicated upon the maintenance of a 3.4-weighted GPA and on-going evidence of the leadership, service, and character components in school and community conduct. Abridgment of any of the above could necessitate a student membership evaluation at any time. Grades, etc. will be reviewed each semester for all members by the faculty advisor.

# GENERAL PROCEDURES

## **ACCIDENTS**

An accident in the building or on school grounds should be reported immediately to the school nurse.

## **BREAKFAST/LUNCH PROGRAM/CHARGING POLICY (BOE Policy 3542.43)**

The district provides both a breakfast and hot lunch program. *Under a new state program, Community Eligibility Provision (CEP), Breakfast and Lunch meals for all students at all schools will be provided free of charge. No application is required. Students are not allowed to charge a la carte items.* All students have an account with the cafeteria. A four-digit PIN number is assigned and used to access the account. No money is accepted at the cashier station during service time. Prepayment for a la carte and snacks must be put in a lock box first thing in the morning to be applied to a student's account. Parents can also pay through the on line payment center, [myschoolbucks.com](https://myschoolbucks.com). This secure service is highly recommended. More information can be found on our website.

See Board Policy for more information on permissible student charging.

<https://www.putnamschoolsct.org/district/policies/files/3542-permissible-student-charge-meals>

Breakfast is served in the PHS cafeteria from 7:00 a.m. to 7:20 a.m. No breakfasts will be offered at any time during the rest of the morning. All food and drink must be consumed in the cafeteria. Students are expected to clean up after themselves.

Putnam High School has two lunch waves every day, which last 30 minutes each. Students will be assigned to a specific lunch wave. Students must remain in the cafeteria for the duration of their assigned lunch wave unless they have permission from an authorized staff member to report to an alternative location. Cafeteria trays must remain in the cafeteria.

## **BUS TRANSPORTATION**

### **Privileges**

The Putnam Public Schools provide bus transportation to those students who qualify. To be eligible for bus transportation a student must reside more than two miles from Putnam High School. If a student has a written medical excuse issued by a physician, he or she may be excluded from this regulation. Medical excuses are presented to the principal for processing and are valid for one term only.

Any other student who does not have authorization from the high school office may not ride on a school bus.

Because of a tight schedule, buses do not wait for students who are not at the pick-up station on time. After boarding, students must remain seated until the bus arrives at its destination. Except in an emergency, students are not to exit from the back door of the bus. The bus driver is authorized to assign students to specific seats if deemed necessary.

Students must keep head, hands, and feet inside the bus. Smoking, vaping, and consumption of food and beverages are not allowed on school buses. Shouting, pushing, swearing, and horseplay are likewise not allowed. Poor conduct on the bus can result in denial of bus riding privileges for a period of time.

***Transportation safety compliance/procedures (click BOE policy below)***

<https://www.putnamschoolsct.org/district/policies/files/3541-transportation>

### **Bus Conduct (BOE Policy 5131)**

<https://www.putnamschoolsct.org/district/policies/files/5131-conduct>

### **Surveillance Cameras**

[https://www.putnamschoolsct.org/sites/g/files/vyhlf7856f/uploads/policy\\_5131.11\\_surveillance\\_cameras\\_20220718.pdf](https://www.putnamschoolsct.org/sites/g/files/vyhlf7856f/uploads/policy_5131.11_surveillance_cameras_20220718.pdf)

### **Bus Rules**

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

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.

4. Students who damage or deface bus or equipment on the bus will be held liable for such damage.
5. 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.
6. Students must not, at any time, extend their arms or heads out of a bus window.
7. State law prohibits the use of tobacco, drugs or any controlled substance in any form on a school bus.
8. No indecent or profane language will be permitted, and there will be no loud or disturbing talking.
9. Bus windows shall not be opened without the driver's permission.
10. 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.
11. Students must not throw any articles away in or about the bus.
12. The bus must be kept clean, and students must cooperate in this by not leaving wastepaper or trash of any kind that will clutter up the bus.

#### ***Bus violation consequences***

1. Verbal Warning(s)
2. Written Warning(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 offense. Parent/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 may choose to assign seats to some or all students. Putnam Public Schools employs a transportation coordinator who may be reached at (860) 963-6925. Any concerns or complaints should be reported to the transportation coordinator

#### **FINANCIAL OBLIGATIONS TO PUTNAM HIGH SCHOOL**

All financial obligations of students to the school, e.g., book costs, fines, class dues, uniforms, food service debt, etc., must be paid when due. In the case of a graduating senior, the participation in the senior class trip and senior prom may be withheld until financial obligations are met.

#### **MEDICAL INSURANCE**

Every September students are given the opportunity to purchase school medical insurance. There are two types of coverage: "School Time" covers the insured during the school day and to and from school activities during the school year. "Twenty-Four Hour" covers the insured for a calendar year, 24 hours a day. All premiums are paid in September for the term of the insurance.

#### **LIBRARY/MEDIA CENTER**

The PHS print collection is made up of over ten thousand fiction and nonfiction volumes as well as encyclopedias, magazines, newspapers, career information and test prep, and maps. The non-print collection includes audio and eBooks, DVD's, VHS tapes, and online access to free and subscription databases such as iConn.org and ProQuest.org. Faculty and students also have access to a variety of computer programs at workstations throughout the library. There are two Computer Labs that are equipped with 30 desktop computers, a projector and an interactive whiteboard. There are two laptop carts that are also available for teacher and student use. Additional projectors, interactive whiteboards, video and document cameras, CD players, iPods, and MP3 players are available for classroom use and may only be checked out to faculty and staff.

Students wishing to use the library during posted library hours are expected to arrive with a pass and must sign in at the Circulation Desk. Students are welcome to come in for quiet reading, research, study, and book selection. Classes doing research gathering have priority and may sometimes preempt other students.

Regular books circulate for one month and can be renewed if there are no hold requests for the item. Reference books and magazines do not circulate unless by special request. Students may check out audio books, but DVD's and VHS tapes can only be checked out by faculty and staff. Students are responsible for the timely return of materials in an acceptable condition. Students will be charged for lost or damaged items.

## **LOCKERS**

Students may request to be assigned a hall locker for coats, bags, and textbooks, as well as a gym locker for gym clothes. All lockers remain the property of the school. The school has the right to search the locker at any time (Connecticut Statute Section 10-221). The security of the locker and anything found in it are always the student's own responsibility. Locks are made available to all students for academic and gym use. Students may use only the locker which is assigned to them. Items in unassigned lockers will be considered abandoned and discarded. ***Students are strongly encouraged to put a lock on their locker door and not to share the key or combination with anyone.***

## **LOST AND FOUND ARTICLES**

Any lost or found article should be reported to the high school office as soon as possible. ***Students should not bring large sums of money, expensive jewelry, electronic devices, or other valuable items such as expensive jackets and clothing to school.*** Should it be necessary to bring these articles to school, the owner may bring these to the high school office for safekeeping. The school does not accept responsibility for any losses incurred by students.

## **MEDICAL: NURSE, MEDICATION, & PHYSICALS**

The school health office is designed to provide care to students who become ill or are injured while in school. School health office hours are 7:15 a.m. – 2:20 p.m. You may call them directly at 963-6905.

In the event of illness or injury, it is the nurse who will contact the parent(s)/guardian(s). It then becomes the responsibility of the parent or guardian to provide transportation home for his/her child. All adults are to report and check in at the main office and sign their student out before going to the Health Office.

If a student is to be excused or limited for an extended period from participating in school activities, he/she is required to bring a statement signed by a physician. In the event your child experiences an injury which requires special accommodation at school, a student assistance planning meeting may need to be held prior to your child's return to school. The school nurse is available to parent/guardian(s) and students for conferences regarding health issues.

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, parent/guardian(s) may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

A student who wishes to see the nurse must sign out from the room to which he or she has been assigned, obtain a hall pass from the teacher, and sign in and out of the nurse's office. Students must report immediately and by the most direct route to the nurse's office and must return in the same manner. Students are not allowed to remain in restrooms during periods of illness without immediate notification of the office prior to, during, or immediately after leaving the restroom.

Each year every student is required to complete an "Emergency Information Health Form" which is signed by parents or guardian. In case of emergency, this completed form authorizes the school nurse to contact persons indicated by the parents.

Connecticut law prescribes a physical examination for every student in grade 10. It must have taken place after January 1<sup>st</sup> of the 9<sup>th</sup> grade year and be completed before the end of the 10<sup>th</sup> grade year. These physical examinations are offered by the school physician at no cost to the student and all tests and screenings will be done by the school nurse. A student who wishes his/her family physician to give this physical examination bears the cost and files the doctor's report with the school nurse. Forms are available in the guidance office, the nurse's office, and online. Students transferring from an out of state school must have a physical and immunization update before entering school.

The health personnel also conduct vision and hearing tests. Parent/guardian(s) will be notified if a problem is suspected. It is the parent's responsibility to have further testing done and to notify the nurse of the results.

The parents of students dismissed from school, due to illness will be contacted by the nurse to make arrangements for transportation home. **DO NOT LEAVE SCHOOL BECAUSE OF ILLNESS UNLESS AUTHORIZED BY SCHOOL PERSONNEL.**

*For more Student Health Services, see BOE policy 5141*

<https://www.putnamschoolsct.org/district/policies/files/5141-student-health-services>

**MEDICAL: ADMINISTRATION OF MEDICATION (BOE policy 5141.21)**

<https://www.putnamschoolsct.org/district/policies/files/514121-administering-medications>

**PARKING**

Students must register their vehicles with the main office to be able to park in student-designated areas. Student drivers and their passengers are not to remain in their automobiles once they have arrived at school. They are to immediately leave their vehicles and enter the building. Students may not access their vehicles during school hours without permission from the administration. Students are to drive slowly (under 15 miles per hour) on school property. Pedestrians always have the right of way and good judgment must be exercised, especially upon leaving the school grounds during dismissal time because of increased traffic and congestion. Parking privileges may be suspended for a length of time to be determined by administration for any infractions.

**PRINCIPAL/ASST. PRINCIPAL OPEN DOOR POLICY**

The Principal/Asst. Principal have an open-door policy. Students and parents/guardians should request a meeting with the office secretaries. If the administrator is not available, students and parents/guardians are encouraged to schedule an appointment. Please note, however, that students may not walk out of class to take advantage of this policy.

**RESTROOMS AND RESTROOM USE**

The appropriate time for restroom use is before school, after school or only with permission from staff. If use during class time is necessary, students should follow the Hall Pass protocol outlined in this handbook. Administration reserves the right to temporarily limit bathroom access in certain locations.

**STUDENTS AT THE AGE OF MAJORITY**

Students at or above the age of majority who live at home with their parents are under their parents' control. The administration will not accept excuses whether verbal or written without parental involvement and parental signatures on notes and special requests.

Any student at or above the age of 16 who leaves the home of their parent or guardian and takes up independent residence in this school district must submit proof of residency to the principal upon enrollment or within five calendar days from the day of the move. The certificate of residency must be attested to by the owner, renter, or lessor of the property, and be notarized. In such cases, the school administration will normally accept written excuses or special requests without parental involvement or parental signature. However, the administration retains the right to refuse to accept an excuse for absence from a student regardless of a student's age.

**UNAUTHORIZED PERSONS ON SCHOOL PROPERTY**

No one except members of the school community may legally be in a school building or on school grounds during school hours except by permission of an administrator. Such unauthorized presence is considered both trespassing and loitering and is subject to the penalties of the law. Violators will be prosecuted in accordance with Connecticut law. Any person having legitimate business in school must, immediately upon entering the building, make his or her presence known in the main office and obtain a visitor's pass. Depending on the nature of the request, the pass may or may not be granted. Such passes, if granted, must always be worn in plain sight. Loitering in or around the building is not permitted and must be reported to the main office.

**VISITORS (BOE 1250)**

The Board of Education and staff of the school district welcome and strongly encourage members of the community and other interested people to visit the schools. See board policy for more information.

<https://www.putnamschoolsct.org/district/policies/files/1250-visits-school>

**WORK PERMITS**

To obtain a work permit:

- You must appear in person (parent cannot do this for you)
- You must bring a Promise of Employment Letter from the company that will be employing you. It must be on their letterhead or legibly stamped with their company name. The employer needs to state what your actual position will be as well as the hourly rate of pay and hours of work.



- Need to present Valid Proof of Age: Birth Certificate, Driver's License, school ID, or Passport to:  
Superintendent's Office  
152 Woodstock Avenue  
Putnam, CT 06260  
860-963-6900 (Call ahead to make sure that the designated agent is available)  
Hours: 8:00-4:00

**See Dept of Labor website for more information.**

[https://r.search.yahoo.com/\\_ylt=AwrCwDNyu.ti3XAAUTUPxQt;\\_ylu=Y29sbwNiZjEEcG9zAzIEdnRpZAMEc2VjA3Ny/RV=2/RE=1659644914/RO=10/RU=https%3a%2f%2fwww.ctdol.state.ct.us%2fwgwkstnd%2fminors%2fwgwrkpap.htm/RK=2/RS=jMyhjbkbzFrw6DZ7bAOmiE2CMI-](https://r.search.yahoo.com/_ylt=AwrCwDNyu.ti3XAAUTUPxQt;_ylu=Y29sbwNiZjEEcG9zAzIEdnRpZAMEc2VjA3Ny/RV=2/RE=1659644914/RO=10/RU=https%3a%2f%2fwww.ctdol.state.ct.us%2fwgwkstnd%2fminors%2fwgwrkpap.htm/RK=2/RS=jMyhjbkbzFrw6DZ7bAOmiE2CMI-)

## BOE NOTIFICATIONS AND POLICIES

### **AIDS INSTRUCTION**

<https://www.putnamschoolsct.org/district/policies/files/514124-acquired-immune-deficiency-syndrome-aids-exemption>

### **ATTENDANCE (BOE policy 5113)**

<https://www.putnamschoolsct.org/district/policies/files/5113-attendance>

Connecticut state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

A student's absence from school shall be considered "excused" if written documentation of the reason for such absence has been submitted within ten (10) school days of the student's return to school and meets the following criteria:

- A. For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials.
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
  1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
  2. Student's observance of a religious holiday;
  3. Death in the student's family or other emergency beyond the control of the student's family;
  4. Mandated court appearances (documentation required);
  5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
  6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.
- C. A student's absence from school shall be considered unexcused unless:
  1. The absence meets the definition of an excused absence and meets the documentation requirements; or
  2. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

Such documentation includes a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.

### **BIKE SAFETY**

Parents should be aware that Connecticut State Law requires all children under the age of 12 to wear a bike helmet while riding bicycles on any roadway. In the interest of health and safety, Putnam Public Schools also require all students to wear helmets while riding bicycles on school grounds. Students will not be permitted to ride bicycles on school grounds unless they wear proper helmets. Students cannot ride double on bikes.

**BREATHALYZER TESTING (BOE policy 5145.124)**

<https://www.putnamschoolsct.org/district/policies/files/5145124-breathalyzer-testing>

**BULLYING (BOE policy 5131.911)**

<https://www.putnamschoolsct.org/district/policies/files/5131911-bullying>

**CHILD ABUSE (BOE policy 5141.4)**

<https://www.putnamschoolsct.org/district/policies/files/51414-reporting-child-abuse-and-neglect>

**DISCIPLINE (BOE policy 5144.1)**

**Use of Physical Force-Physical Restraint(s)/Seclusion**

<https://www.putnamschoolsct.org/district/policies/files/51441-physical-force>

**DRUGS AND ALCOHOL (BOE policy 5131.6)**

Pursuant to the goal of the Board of Education (Board) to maintain a drug, tobacco and alcohol-free school district, schools shall take positive action through education, counseling, parental involvement, and medical and police referral in handling incidents in the schools involving possession, sale, and/or use of behavior affecting substances. These substances shall include but not be limited to alcohol and controlled substances as defined in the Penal Code of the State of Connecticut.

Alcohol, tobacco, stimulants, street drugs, including but not limited to marijuana, heroin and cocaine; anabolic steroids, hormones and analogues, diuretics and other performance enhancing substances; including supplements and Creatine, are addressed by this policy and accompanying administrative regulations.

Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2 and bath salts are addressed by this policy.

See Board Policy for definitions and more information.

<https://www.putnamschoolsct.org/district/policies/files/51316-alcohol-drug-and-tobacco-use>

**ELECTRONIC DEVICES AND GAMES (BOE policy 5131.81)**

<https://www.putnamschoolsct.org/district/policies/files/513181-electronic-devices>

**ELEMENTARY AND SECONDARY SCHOOLS ACT**

In accordance with federal law, any parent may request information regarding the professional qualifications of their children's classroom teachers. Please contact the Principal's office for this information.

**ELL (BOE policy 6141.311)**

<https://www.putnamschoolsct.org/district/policies/files/6141311-324-limited-english-proficiency-migrant-students-acceptable-use>

**EMERGENCY SCHOOL CLOSING INFORMATION**

In the event that the schools close due to inclement weather or an emergency, it is extremely important that parents/guardians tune into TV and Radio stations and our Putnam Website to keep abreast of emergency closings. The parent notification system will be used in case of an emergency. Below is the list of TV, Radio Stations as well as other means that the district uses to communicate information. We currently broadcast with:

**TV** WVIT (Channel 30), WFSB (Channel 3), WTNH (Channel 8), Fox 61

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

Local Connecticut television stations can send a text message to your mobile phone. If you are interested in this service, you will need to sign up on a station's website. You may also listen to WINY (1350 AM) radio for information. Times for early release for inclement weather are 11:05 AM for Putnam High School, 11:10 AM for Putnam Middle School and 12:00 PM for Putnam Elementary School.

**FOOD ALLERGIES (BOE policy 5141.25)**

<https://www.putnamschoolsct.org/district/policies/files/514125-students-special-health-care-needsfood-allergy-management>

**GRADING SYSTEM (BOE policy 6146.1)**

<https://www.putnamschoolsct.org/district/policies/files/6146-putnam-high-school-credit>

**GREEN CLEANING-- (BOE policy 3524.2)**

<https://www.putnamschoolsct.org/district/policies/files/35242-hazardous-material>

**HOMELESS STUDENTS (BOE policy 5118.1)**

<https://www.putnamschoolsct.org/district/policies/files/51181-homeless-students>

**HOMEWORK (BOE policy 6154)**

<https://www.putnamschoolsct.org/district/policies/files/6154-homework>

**IMMUNIZATIONS (BOE policy 5141)**

<https://www.putnamschoolsct.org/district/policies/files/5141-student-health-services>

**INTERNET ACCESS (BOE policy 6141.321)**

<https://www.putnamschoolsct.org/district/policies/files/6141311-324-limited-english-proficiency-migrant-students-acceptable-use>

**INTERSCHOLASTIC ATHLETICS (BOE policy 6145.2)**

<https://www.putnamschoolsct.org/district/policies/files/6145-student-activities>

**MAGNET SCHOOLS**

<https://www.putnamschoolsct.org/district/policies/files/617212-magnet-schools-revised>

**NONDISCRIMINATION (BOE policy 0521)**

**Nondiscrimination in School and Classroom Practices**

The Board of Education in compliance with federal and state law, affirms its policy of equal education opportunity for all students and equal employment opportunity for all persons.

It is the policy of the District to provide equal opportunity for all students to achieve their maximum potential through the programs offered in all District schools regardless of race, color, age, creed, religion, gender, sexual orientation, gender identity or expression, ancestry, national origin or disability.

The District shall provide to all students without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with federal and state statutes and regulations. The District provides equal access to the Boy Scouts and other designated youth groups. Students and third parties who have been subject to discrimination are encouraged to promptly report such incidents to the District's Compliance Officer: Ms. Rebecca Lopes, Special Education Director, 860-963-6900. All complaints of discrimination shall be investigated

promptly. Corrective action must be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of discrimination.

#### **Delegation of Responsibility**

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Special Education/Services as the District's Compliance Officer.

#### **PARENT INVOLVEMENT (BOE policy 1110.1)**

The Putnam Board of Education recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal of the school district to educate all students effectively, the schools and parents must work as knowledgeable partners.

Although families are diverse in culture, language and needs, the Board believes they share the school's commitment to the educational success of their children. This school district and the schools within its boundaries, in collaboration with parents, shall establish programs and practices that enhance parent involvement and reflect the specific needs of students and their families.

In addition to programs at the school level, the Putnam Board of Education supports the development, implementation and regular evaluation of a program to involve parents in the decisions and practices of the school district, using to the degree possible, the components listed above. Engaging parents is essential to improved student achievement. This school district shall foster and support active parent involvement.

#### **PESTICIDE POLICY (BOE policy 3524.1)**

<https://www.putnamschoolsct.org/district/policies/files/3524-hazardous-material-school>

#### **PROMOTION/ACCELERATION/RETENTION (BOE policy 5123)**

<https://www.putnamschoolsct.org/district/policies/files/5123-promotionaccelerationretention>

#### **PSYCHOTROPIC DRUG USE (BOE policy 5141.231)**

<https://www.putnamschoolsct.org/district/policies/files/5141231-psychotropic-drugs>

#### **SCHOOL VOLUNTEERS (BOE policy 1212)**

<https://www.putnamschoolsct.org/district/policies/files/1212-school-volunteers>

#### **SEARCH AND SEIZURE (BOE 5145.12)**

<https://www.putnamschoolsct.org/district/policies/files/5145-civil-legal-rights-and-responsibilities>

#### **SECTION 504 REHABILITATION ACT**

The Putnam School District is in compliance with Section 504 of the Rehabilitation Act of 1973. This act assures that disabled students will have educational opportunities equal to non-disabled students.

#### **SEXUAL HARASSMENT (BOE policy 5145.5)**

<https://www.putnamschoolsct.org/district/policies/files/5145511-sexual-harassment>

#### **SMOKE FREE ENVIRONMENT (BOE policy 1331)**

<https://www.putnamschoolsct.org/district/policies/files/1331-smoking-school-property>

## **STATEMENT OF NONDISCRIMINATION**

The Putnam School District is committed to a policy of equal opportunity and affirmative action for all qualified persons. The Putnam School District does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national/ethnic origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability, or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Putnam School District does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Information and assistance can be found on our website at: [www.putnam.k12.ct.us](http://www.putnam.k12.ct.us). Inquiries regarding the Putnam School District's nondiscrimination procedures should be directed to: Ms. Rebecca Lopes, Director of Special Education, Office of Student Services, 152 Woodstock Avenue, Putnam, CT 06260, [lopesr@putnam.k12.ct.us](mailto:lopesr@putnam.k12.ct.us)

## **STUDENT APPEARANCES IN SCHOOL PUBLICATIONS AND NEWS MEDIA**

Throughout the school year, photos and videos may be used in various print and media outlets. Parents who do not wish to have their students appear in photos and videos should send written notification so stating to the school administration. Some exceptions may be school plays, sporting events, concerts, etc. because such events are considered public performances.

## **STUDENT RECORDS (BOE policy 5125)**

<https://www.putnamschoolsct.org/district/policies/files/5125-confidentiality-and-access-student-records>

## **SUSPENSION/EXPULSION (BOE policy 5114)**

<https://www.putnamschoolsct.org/district/policies/files/5114-suspensionexpulsion-due-process>

## **TITLE IX, TITLE VI AND SECTION 504 COORDINATOR**

Questions, complaints, and other matters concerning harassment will normally be handled by the Director of Special Education, who is designated as the District's Title IX, Title VI and Section 504 Coordinator and who may be reached at (860) 963-6900. The Director of Special Education is responsible for ensuring compliance with federal and state law and Board policy concerning sexual and other forms of harassment. In the alternative, such questions, complaints and other matters including but not limited to investigations may be referred directly to and handled by the Superintendent or his/her designee.

### **Complaint Procedure**

Students who believe they have been victims of sexual or other forms of harassment are encouraged to promptly report such claims. Complaints will be investigated and corrective action will be taken as appropriate. Confidentiality, both of the complainant and the accused, will be respected by all persons involved, consistent with the Board's legal obligations and the necessity to investigate the allegations. Reprisals or retaliation as a result of the reporting of charges of harassment will not be tolerated. Reporting claims of harassment will not affect a student's status, participation in extracurricular activities, grades or work assignments.

A student who believes that he/she has been subjected to behavior that could constitute sexual or other forms of harassment should, whenever possible, immediately inform the alleged harasser that his/her behavior is unwelcome and unacceptable, and that such behavior must stop immediately. It is recognized, however, that the responsibility for ending the harassment rests with the harasser, not the victim.

A student who believes that he/she has been subjected to sexual or other forms of harassment should next submit a written complaint to the Director of Special Education. If the Director of Special Education is the alleged harasser, the complaint should be forwarded directly to the Superintendent or his/her designee. Normally, complaints should be made immediately, or as soon after the act of harassment as possible. Complaint forms are available from the Director of Special Education, guidance office, building principal, and the Superintendent. The complaint should state the name of the complainant and the date of the complaint, the date of the alleged harassment, the name or names of the harasser or harassers, where such harassment occurred, and a statement of the circumstances constituting the alleged harassment.

Any student who makes an oral complaint of harassment to personnel will be provided a copy of this policy and a complaint form, and will be encouraged to submit a written complaint. Failure to provide a written complaint will not, however, preclude investigation and attempted remediation, if necessary, of the complaint. Copies of the complaint form and complaint procedure will be forwarded to parents of any elementary school student who makes a verbal complaint of

harassment. All complaints are to be forwarded immediately to the Director of Special Education unless that individual is the alleged harasser, in which case the complaint should be forwarded directly to the Superintendent or his/her designee.

### **Investigation**

Within five (5) working days of receipt of a complaint or as soon thereafter as possible, the Director of Special Education, or other personnel as appropriate, shall commence an investigation. The investigation should normally include consultation with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser or harassers, any witnesses to the conduct, and any victims of similar conduct, if known. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation. Throughout the entire investigative process, the due process rights of the alleged harasser will be upheld.

At the conclusion of the investigation, the investigator shall provide a written report to the Superintendent, or other appropriate personnel, summarizing the results of the investigation and recommended disposition of the matter. Under normal circumstances, the Superintendent will respond to the investigation within thirty (30) business days after receiving notification of the results from the investigator. If there is reasonable cause to believe that sexual or other forms of harassment have occurred, the Superintendent or his/her designee shall take all reasonable steps to ensure that the harassment ceases and will not re-occur. Steps may include discipline of students, up to and including expulsion and/or discipline of employees, up to and including termination of employment.

If the complainant is not satisfied with the resolution of his/her complaint, he/she can appeal to the Board of Education. The appeal must include a copy of the original complaint, the specific action or inaction being appealed and a proposed resolution.

Following a finding of harassment, victims may be periodically interviewed by the appropriate supervisor as necessary to ensure that the harassment has not re-occurred and that no retaliation has occurred. Such review will continue for a period of time deemed appropriate by the Director of Special Education and/or the Superintendent.

### **Alternate Complaint Procedures**

In addition to filing a harassment complaint through the procedures set forth in this policy, a student may choose to exercise other options, including but not limited to filing a complaint with an outside agency or filing a private lawsuit. A charge of harassment may be investigated by the Office for Civil Rights of the United States Department of Education, which may be contacted as follows: Office for Civil Rights, U.S. Department of Education, Region 1, 5 Post Office Square, Boston, MA 02109-3921, Telephone: (617) 289-0111

### **TRANSPORTATION SAFETY COMPLIANCE/PROCEDURES (BOE policy 3541.5)**

<https://www.putnamschoolsct.org/district/policies/files/35415-transportation-complaints>

### **VIDEO/SURVEILLANCE**

To provide a safe and orderly learning environment, the Board of Education has video cameras throughout the school in the district. This serves as notice to parents and students that the district has the capacity to record images.

[https://www.putnamschoolsct.org/sites/g/files/vyhlf7856f/uploads/policy\\_5131.11\\_surveillance\\_cameras\\_20220718.pdf](https://www.putnamschoolsct.org/sites/g/files/vyhlf7856f/uploads/policy_5131.11_surveillance_cameras_20220718.pdf)

### **WEAPONS AND DANGEROUS INSTRUMENTS (BOE policy 5131.7)**

Possession and/or use of a firearm, deadly weapon, dangerous instrument, or martial arts weapon by a student on school grounds or at a school sponsored activity is detrimental to the welfare and safety of the students and school personnel within the district. Possession and/or use of any firearm, deadly weapon, dangerous instrument, or martial arts weapon in any school building on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Such weapons include but are not limited to any pistol, revolver, rifle, shotgun, air gun or spring gun, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, gravity knives, knives having a blade of greater than two inches, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife, where the blade is carried in a partially opened position, or destructive device.

Possession of or bringing such weapons, instruments or devices on school grounds or other areas under the control of the Board of Education may also be a violation of criminal law. Any violation of this policy shall, therefore, be reported immediately to the local law enforcement agency, the Board of Education, and, if possible, the parent or guardian. Students who violate this policy shall be subject to appropriate disciplinary action as well as possible court action.

A student's conduct off school grounds that is seriously disruptive of the educational process and violative of the Board's publicized policies may also be grounds for expulsion. In making a determination as to whether conduct is seriously disruptive of the educational process, the Board may consider, among other things: (A) whether the incident occurred within close proximity of a school; (B) whether other students from the school were involved or whether there was any gang involvement; (C) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in C.G.S. Section 29-38, and whether any injuries occurred; and (D) whether the conduct involved the use of alcohol. A student found to be in possession of a firearm or dangerous weapon, as defined by law, or who is involved in the sale or distribution of a controlled substance, as defined in C.G.S. Section 21a- 240(9) shall be subject to an expulsion of one calendar year. The expulsion period may be modified on a case by case basis.

Any dangerous device, instrument, or weapon may be seized by an employee of the school system under the power granted to the Board of Education to maintain order and discipline in the schools, and to protect the safety of students, staff and the public. Every employee seizing any such device, weapon or instrument under the provision of this policy shall report the incident to the building principal immediately, and deliver the seized item to the principal, together with the names of persons involved, witnesses, location and circumstances of the seizure. If an employee knows or has reason to suspect that a student has possession of such an item but the item has not been seized, the employee shall report the matter to the principal immediately, and the principal shall take such action as is appropriate. The principal shall report all violations of this policy to the Superintendent or designee, and to the local law enforcement agency on approval of the Superintendent or designee.

**\*\*For more Putnam Board of Education policies, please click this link:**

**<https://www.putnamschoolsct.org/district/policies>**