

Putnam Elementary School Family Handbook

2024-2025



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Welcome To Putnam Elementary!

Welcome to Putnam Elementary School! We are thrilled to have you join our vibrant community of learners, educators, and families. Our school is dedicated to promoting the growth of all students, fostering academic excellence, and ensuring that every student reaches their full potential. We believe that a strong partnership between home and school is key to achieving our educational goals. Our talented teachers and staff are committed to providing a nurturing and stimulating environment where students can thrive. We encourage you to get involved and participate in the many activities and events that make our school community so special. Together, we can create a supportive and enriching experience for all our students. In order to help facilitate our partnership and student success, our school handbook is used to ensure safe, organized operations of our school.

Poudre School District Mission



Vision

Poudre School District exist to support and inspire every child to think, to learn, to care and to graduate prepared to be successful in a changing world.

Poudre School District Ends

1. **Foundations for Success:** PSD students *attain milestones (CAS)* to ensure long-term academic success. PSD measures and monitors individual student progress against these milestones.
2. **Success in a Changing World:** PSD students are *prepared for college and workforce success*. PSD ensures access and encourages participation in a wide range of experiences that reflect expectations of a changing world.
3. **Above and Beyond:** PSD students are challenged, motivated, and inspired to reach their *personal level of excellence*. PSD offers students a broad and diverse set of opportunities that cultivates their talents and offers multiple pathways to high levels of success.
4. **Connections:** PSD students are *academically and socially connected to their school and community*. PSD provides engaging opportunities to support students' individual pursuits and interests.

GENERAL INFORMATION

ABC's of Putnam

As with any organization, there are many components to our school. Many of these components have names, and some of these names are abbreviated to simplify communication. Here is a list of some of the more common terms used at Putnam

5D+	5 Dimensions of Teaching & Learning (includes Professional Communication & Collaboration). PSD standards-based framework and evaluation tool.
ACCESS	Assessing Comprehension and Communication in English State-to-State for English Language Learners (ACCESS for ELLs) is a secure large-scale English language proficiency assessment given to Kindergarten through 12th graders who have been identified as English language learners (ELLs). It is given annually to monitor students' progress in acquiring academic English.
ALP	Advanced Learning Plans are designed for gifted and talented students
CAS	Colorado Academic Standards are the expectations of what students need to know and be able to do at the end of each grade.
CCSS	Common Core State Standards
CMAS	Colorado Measures of Academic Success (CMAS) is the state's large scale assessment designed to measure student performance in the Colorado Academic Standards in Science and Social Studies.
DAB	The District Advisory Board (DAB) advises the district on a number of issues and is made up of parent representatives from each school and acts as a link between the community and the district.
DIBELS 8	Dynamic Intervals of Basic Early Literacy Skills (eighth edition) is the district assessment for early literacy/reading and to meet the requirements of the READ Act
ELAchieve	Multilingual Learner district instructional resource which includes 1) Systematic Instruction(direct instruction period) 2) Constructing Meaning (content based EL instruction).
EL Education	Expeditionary Learning Education is the district adopted language arts curriculum
ML (EL)	Multilingual Learner, also known as English Learner, are students whose native language is other than English and have not yet achieved proficiency in English
Envision Math	District Math instructional resource
G/T	Gifted and Talented; Typically defined as students scoring in the top 3% of academic assessments
I/E	Intervention and Enrichment time is provided to meet student individual needs in Literacy (LIE) or Math (MIE)
IEP	Individual Education Plan: written for students in special education
ILT	Instructional Leadership Team leads learning and instruction
IS	Integrated Services, or Special Education
MAPs	Measure of Academic Progress is the computer-based assessment given to students to measure skills in literacy and math
MTSS	Multi-tiered System of Supports is the whole-school, data-driven, prevention-based framework for improving learning outcomes for every student through a layered continuum of evidence-based practices and systems
PBIS	Positive Behavior Interventions & Support is the district-based program that our school uses based on positive reinforcement and teaching behavioral expectations. PBIS Team is made of staff members who lead the school's climate & behavior.
PSD	Poudre School District
PTO	Parent Teacher Organization is the partnership between parents and teachers to

READ Act	<p>support students and Putnam</p> <p>Reading To Ensure Academic Development Act (Colorado READ Act) focuses on students identified as having a significant reading deficiency, delineating requirements for parent communication, and providing funding to support intervention.</p>
SAC	<p>School Accountability Committee is responsible for the following:</p> <ul style="list-style-type: none"> ● Recommending to the principal of the school priorities for spending school money ● Making recommendations to the principal of the school Performance Plan.
Student Rights & Code of Conduct UIP	<p>District handbook that gives students rights and behavior expectations as defined by the board of education and school law</p> <p>Unified Improvement Plan is the school's plan to improve student learning and system effectiveness by engaging in a cycle of continuous improvement to manage their performance.</p>

Absence Procedures & Student Attendance

Attending school is critical to a child's success. The loss of real-time instruction with teacher and classmates cannot be replicated and may impair the absent student's academic progress. Therefore, parents/guardians and students should make every effort to prevent intentional absences from school.

As stated in Policy JH/JHB, Poudre School District students are required to satisfy all academic requirements and exhibit good attendance. Under Compulsory Attendance Policy JEA, every child who has attained the age of six years on or before August 1 and is under the age of 17 years is required to attend public school, with such exceptions as provided by law. It is the parents' responsibility to ensure attendance. District policy defines "truancy" as a student who is absent from school without excuse as provided under Policy JH/JHB. Absences will be monitored to support student attendance.

School staff will support attendance by the following: phone calls home, Remind messages to families, family meetings and, if necessary, truancy letters reminding families of district policy and state law.

Absence Reporting - When a student is going to be absent from school, Parents & Guardians are asked to call the office attendance line at (970) 488-7701. Additionally, instead of making a call to the attendance line, families may enter the absence from your ParentVUE portal. The office will review absences and call the homes of absent students who have not contacted the school. Putnam follows Policy JH/JHB for excused and unexcused absences.

Tardies

A student is considered tardy if they arrive to class after the last bell has rung. Parents can call to excuse tardies for illness, injury, court, or doctor appointments. Due to the disruptive nature of excessive tardies to class, students who are excessively tardy will be addressed by the teachers, administration, and families.

AlphaBEST

PSD contracts with AlphaBEST child care organization to provide before and after school care for students. If you have any questions regarding Alhabest, or need additional information, contact the AlphaBEST office at 1 (866) 300-7750. Applications forms are available online.

Arrival Time, Dismissal Time and Daily Schedule

Students should not arrive at school before 8:10 a.m. unless attending BASE Camp or a special program. Safety is a priority and we want to be sure that staff members are present for supervision.

- 8:10 am - Students allowed on campus for breakfast
- 8:20 am - Entrance bell rings
- 8:25 am - Tardy bell rings; all classes begin
- 3:08 pm - School dismisses
- 3:35 pm - Students should be off campus

Upon departure, children are to go directly home. Exceptions to this are children who will

participate in after school programming.

All staff members will follow the dismissal procedure given to the school by parent/guardians. Changes can only be given through parent/guardian notice. Students cannot change their dismissal procedures. If you have any questions, please call the office.

Breakfast & Lunch

Breakfast

Breakfast is free to all students in their classrooms. Staff supervise students during this time.

- 8:05am Support staff will bring breakfast to each classroom.
- 8:10am Students are permitted to enter the building. Students will be provided breakfast to eat in the classroom under teacher supervision.

Lunch

Lunch is served free to all students. Students will have a choice of options and eat in the cafeteria.

- Families may choose to send their child with a lunch.
- Families may drop off a lunch in the office and it will be delivered to their child.
- Families may choose to eat with their children in a designated family eating area.

Emergency and Fire Drills & Requirements

PSD Schools work with local agencies to support crisis situations. Putnam works with PSD Safety and Security to practice and support crisis situations.

- Unannounced Evacuation(Fire) Drills will occur during the year.
- Lockdown Drills will be coordinated with PSD Safety and Security.
- If families have any questions regarding drills, please contact the main office.

Class Parties

Three class parties are held during the school year. One in October for Halloween, one in December for diverse holiday celebrations, and one in February for Valentine's Day.

- Only **prepackaged commercially prepared foods & drinks** from retail stores are permitted to be served at school during parties and other school functions.
- Only district **Registered Volunteers** may attend classroom parties and participate as a support to the classroom teacher.

Students may bring in treats to celebrate a birthday. All treats must be **prepackaged commercially prepared foods & drinks. No homemade food allowed.**Treats are typically served at the end of the day prior to school dismissal.

Lost & Found

The lost & found is located in the hallway leading to the gym. Items found on the playground or other areas may be placed in the lost & found.

Non-Discrimination Notice

The Poudre School District is committed to the policy that no otherwise qualified person shall be denied access to, be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under, any District program or activity on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, marital status, veteran status, age or disability. District compliance with this policy shall be the responsibility of, and reports and complaints of

discrimination based on these protected classifications should be directed to: For District students and community members: Director of Student Services, 1630 South Stover Street, Fort Collins, Colorado 80525, phone: 970-490-3033; For District employees: Executive Director of Human Resources, 2407 La Porte Avenue, Fort Collins, Colorado 80521, phone: 970-490-3620.

Office

We operate under PSD's Operating Principles and Principles of Community. We are here to serve our community. We promise to create and uphold equitable, inclusive, and rigorous educational opportunities, outcomes, and experiences for all. To these ends, in order to maintain an efficient and effective office, we ask that families uphold respect and solutions-based conversations. For most topics, we will be able to assist you in the moment. For longer conversation, please feel free to set up an appointment at (970) 488-7700.

Recess, Play and Snow Conditions

Recess is a time for students to interact socially and enjoy physical activity. In order to have positive and safe play, students will follow behavior expectations for appropriate use of playground equipment and outside games. School staff will review play expectations with students on a regular basis to ensure positive peer interactions and safe play. Students are expected to participate in outside recess. A doctor's note is required for students to remain inside.

Putnam has procedures to respond to various inclement weather conditions. School administration will observe weather conditions and make decisions regarding student play. As we live in Colorado, we ask families to dress students according to local weather conditions. When safe, students will play outside. We are here to help, if there are any families needing assistance with obtaining coats, boots and gloves. Please call the office at (970)488-7700 for assistance.

In order to maintain a safe environment, students will use the following safety rules:

- No walking or crossing on hill by the gym during icy or snowing conditions

Icy Conditions - Office will notify students and staff of icy conditions.

1. Possible closures for blacktop area and playground equipment. Office will announce specifics.
2. Field may be open for play.

Snow - Office will notify students and staff snow conditions.

1. Possible closures for blacktop area and playground equipment. Office will announce specifics.
2. Field may be open for play.
3. Snow throwing area (blacktop area at targets in backstop area)
 - a. This is the only area where snowballs may be thrown.
 - b. **Snowballs thrown at other students is not allowed** and will result in school consequences.
4. **NO** playing
 - a. in retaining wall area
 - b. on mounds of snow (created by plow)
 - c. no sleds

School Property

Students will be expected to pay for lost books and materials, and will also be responsible for any damage to school property as a result of neglect or abuse.

POLICIES AND PROCEDURES

Animals on Campus

For our students' safety, animals are not permitted on school grounds during school hours without the principal's permission. Animals used for educational purposes only must be approved by the principal.

Bicycles, Rollerblades, Scooters and Skateboards

Bicycles: Upon arrival, students will dismount their bike when they are in front of or on school property, and lock the bike in the bike racks only provide by the school. Upon dismissal, students will walk their bike from the bike racks off school property. It is recommended that all bicycles be licensed with the police and locked in the racks. The school will not accept responsibility for the loss or damage to bicycles brought to school.

Rollerblades, Wheelie Shoes, Scooters, and Skateboards: Students (and parents) are not to use roller blades, wheelie shoes, skateboards, or ride bikes on school property. Once reaching the campus, bikes, scooters, skates, etc., should be dismounted or taken off. All items will be stored in classrooms. Parents will be called to bring replacement shoes if wheelies are worn.

Birthdays

Students may bring treats for their birthdays; however they must be commercially prepared. No homemade food may be served in the classrooms. Treats are typically served at the end of the day prior to school dismissal.

Cell Phones

We understand the role of technology and cell phones in your family's lives. We also recognize the responsibility and etiquette accompanying cell phones. If you feel your child must have a cell phone, please use the following guidelines:

- Keep the ringer silenced.
- Phone should not be out during the school day.
- The student and parent assume full responsibility for phones brought to school.

Consequences:

1st Offense Teacher warning.

2nd Offense Phone will be taken and parent/guardian will be asked to come in for a conference.

Child Abuse, Neglect and Protection Issues

WE are here for your child's safety and success. In order to maintain a safe, learning environment, all Putnam staff are required by law and district policy to report any suspected abuse or neglect.

Dress Code - PSD Policy JICA

According to the PSD Code of Conduct, districtwide standards on student apparel are intended to reduce discipline problems and maintain school order and safety. Students are encouraged to dress appropriately for all school activities and school-sponsored events. Reasonable cleanliness of apparel is expected as a matter of general health and welfare.

Apparel should not interfere with or endanger the student while the student is participating in classroom or other school-sponsored activities. The decision as to the safety or unsuitability of the apparel is a matter for the instructor's or school administrator's judgment.

Apparel must be worn in a way that covers breasts, nipples, genitals, midriff, and buttocks. Apparel covering these areas must be opaque. Items listed in the "Students Must Wear" section must meet this requirement.

Putnam encourages our students to take pride in their appearance. We are convinced that how students present themselves affects their attitude and the overall school environment. We ask that parents/guardians help to ensure that students are appropriately dressed for school. Please use the following guidelines:

PSD Students Must Wear

1. A shirt (with fabric in the front, back, and on the sides underneath the arms);
2. AND Pants or the equivalent (e.g., a skirt, sweatpants, leggings, a dress, or shorts);
3. AND Shoes (e.g., sandals, boots, or athletic shoes)

PSD Students Cannot Wear

1. Apparel that causes or is likely to cause disruption of the educational process, which may include apparel that displays symbols of hate or speech that expresses animus or violence toward a particular group or individual on the basis of race, color, creed, national origin, ancestry, sex, sexual orientation, gender identity, gender expression, marital status, age or disability.
2. Apparel that depicts, implies, advertises, or advocates: a. Illegal or lewd conduct; b. Pornography, nudity, or sexually suggestive language or messages; c. Vulgar or obscene language or images.
3. Swimsuits (except as required in class or athletics).
4. Apparel that covers a student's face or ears.
5. Hats or hoods that do not obscure a student's face or ears are permitted. Protective facial coverings or apparel/headgear worn for religious or medical purposes are also permitted.
6. Any manner of grooming or apparel, which by virtue of color, arrangement, trademark, or other attribute is associated with or denotes membership in or affiliation with any gang.

Field Trips

As part of a student's learning experience, field trips may be taken as part of the school's educational program for learning state standards.

- All field trips must follow PSD procedures and policies including IJOA.
- All students are expected to participate on school-related field trips.
- Determinations regarding the appropriateness of a field trip/activity, supervision requirements, necessary accommodations and/or modifications, and other matters concerning students with disabilities shall be made by the students' IEP or § 504 team.
- Staff will follow behavior, safety or other student plans on field trips.

Inclement Weather: Closures, Delayed Start, Early Release

Communications

PSD aims to announce decisions as early as possible – including on the night before the next scheduled school day – to allow families to arrange for childcare, transportation, and more. At the latest, PSD will announce inclement weather decisions prior to 5 a.m. on the day inclement weather is expected.

- When PSD implements a procedure, the district sends an email, SMS message and robocall to all parents/guardians and secondary students. Information is also posted on the district website and social media platforms.
- PSD also submits information to media outlets across the region and state.
- If PSD does not communicate about one of the procedures above, it means that schedules are “business as usual.”
- Mountain Schools snow days may be called independent of the rest of the district. In that case, the principal communicates directly with families.

PSD will operate under four conditions during inclement weather as labeled below. Please see the district website for full details of each of the inclement weather conditions at <https://www.psdschools.org/schools/safety-security/inclement-weather-procedures>

1. Inclement Weather: No school/work (all district buildings closed)
2. Inclement Weather: Remote school/work (all district buildings closed)
3. Inclement Weather: 2-hour late start
4. Inclement Weather: 2-hour early release (district buildings close 2 hours earlier than usual)

Administering Medicines to Students

For all Health Guidelines please refer to the PSD Code of Conduct and Policies. Families may also refer to the PSD Health Page at

<https://www.psdschools.org/programs-services/health-services-students/medications-health-care-action-plans>.

According to the PSD Policy all administering of medicine will follow district guidelines as outlined in section **JLCD & JLCD-R of the Student Rights and Code of Conduct**. Please refer to this section for complete information.

Putnam Parent Teacher Organization (PTO)

Putnam PTO provides vital support between the school and the parent community. This organization works to support and plan activities & fundraisers and provide valuable informative programs for our school community. All parents are encouraged and invited to participate.

School Accountability Committee (SAC)

The SAC is a school committee that helps lead the school. The SAC is responsible for the following:

1. Recommending to the principal of the school priorities for spending school money
2. Making recommendations to the principal of the school Performance Plan.

Student Arrival and Dismissal Routines

Families should notify teachers of Arrival and Dismissal routines at the beginning of the year. Families should notify the teacher or front office if a daily routine for Arrival or Dismissal changes. Only Parents or Guardians may change an Arrival or Dismissal routine. Students cannot change their dismissal procedures. If you have any questions, please call the office.

Arrival Procedures for Students

1. **Arrival by Bus or Walking**
 - a. K-3 students will enter through the 3rd grade hall entrance
 - b. 4-5 students will enter through the main entrance.
 - c. ECE Students will be picked up from the bus by a staff member and escorted to the classroom through the ECE classroom door. ECE Students walking with a guardian will be walked to the exterior door of their classroom.
2. **Arrival by Car** - Students arriving by car will be dropped off in the East Parking Lot drop-off loop.
 - a. K-3 students will enter through the 3rd grade hall entrance
 - b. 4-5 students will enter through the main entrance.
 - c. ECE Student Families may park in the front of the school at the designated ECE parking spaces and walk their child to the ECE exterior door to check their child into class.

Dismissal & Pick-up Procedures for Students

1. **Dismissal to Bus or Walking**
 - a. Students riding the bus or walking will exit to the bus zone to board or to the front of the school. Students who live on the North side of the school may exit to the North through the gate on the playground on Cherry Street.
2. **Dismissal to Car**
 - a. Students who are picked up by car will be walked to the East Parking Lot to be picked up.
 - b. ECE Student Families may park in the front of the school at the designated ECE parking spaces and walk to pick up their child at the ECE exterior door into class.

In order to maintain a safe and orderly arrival and dismissal, families are asked not to drop off students in the front of the school on Maple Street or adjoining streets.

Students Leaving School

Staff will not give permission for a child to leave the school grounds or send a child off the school grounds without office confirmation.

1. All parent pick-ups different from regular dismissal will be prearranged by the parent/guardian. This should be done by the principal/office.
2. During school hours, parents/guardians will pick-up students from the front office.
3. Office staff will call the student down to the office to leave with the parent/guardian.
4. Staff will not allow students to leave with parent/guardian until the office has confirmed that the child is being checked out.

No Exceptions - Students can only be released with parent/guardian notification to a person on the emergency file list.

Visitors

Our top priority is the safety for each student, teacher and staff member at Putnam. Every visitor shall follow PSD Policy KI – Visitors to Schools, for persons visiting the school/school grounds. Every visitor shall check in at the main office to check-in. PSD uses the nationally-recognized Raptor Technologies visitor and volunteer check-in and management system.

Per PSD Policy KI, school visitation by individuals who are not District employees is a privilege, not a right, which may be limited, denied or revoked by the District, principal, or principal's designee based on considerations of student and/or staff safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with the terms of this policy. Visitors approved to observe shall not interfere, distract or otherwise disrupt the education-related activities.

Procedures for Visitors and Checking-in:

- For security reasons, all visitors MUST enter the building through the front main entrance.
- Visitors must sign in at the main office and receive a visitor's badge.
- This process requires a driver's license or government issued ID, so plan to bring it in with you.
- All visitors will be approved by the principal or assistant principal.
- Please have a prearranged appointment so the person you plan to visit is aware and can suitably plan.
- Visits to classrooms are limited to one visit per month for 30 minutes, and shall be accompanied by a school or district administrator.
- Please sign out in the main office when you are leaving.

Thank you for respecting our process and helping us keep kids and staff safe!

Volunteers

Putnam follows the district policy, PSD Policy KJ – Volunteers. Throughout the year, Putnam staff may have opportunities for parents, guardians and other community members to volunteer their time, knowledge, and abilities for the benefit of students in our schools. In order to serve as a volunteer and for the safety of our students, PSD has established guidelines and expectations. Registration as a volunteer is completed at the PSD Website - <https://www.psdschools.org/community/volunteers> . All Volunteers must be registered through the district. This policy is in place in order to ensure the safety of staff and students. *If you have any questions regarding visiting or volunteering at Putnam, please contact an administrator.*

Volunteer Procedures for Checking-in

- For security reasons, all volunteers MUST enter the building through the front main entrance.
- Volunteers must sign in at the main office and receive a visitor's badge.
- Please check-in and sign out in the main office when you are leaving.