

Putnam Elementary School of Science

1400 Maple Street Fort Collins, CO 80521

Phone 970.488.7700 Attendance Line 970.488.7701 Fax 970.488.7702

Steven Apodaca, Principal

2018-2019 Parent Handbook



**Panther
P.R.I.D.E.**

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WELCOME

Welcome to the 2018-2019 school year at Putnam Elementary School!

Our school and community are committed to serving children and providing an outstanding learning experience. I am proud to be part of a dedicated staff and caring community that believes in putting kids first. We firmly believe in Poudre School District's mission statement, *Educate Every Child, Every Day!*

Our school community will focus its efforts on every student's growth toward the Colorado Academic Standards (CAS). Our staff uses the standards for all learning. Staff will focus on Reading, Writing, and Math as the foundational skills necessary for learning and integrate content areas to provide an interdisciplinary approach. As we move into a technological era, technology will be utilized at every level. Students will learn to use technology as another valuable tool in their learning experience. Students will have the opportunity to further enhance their educational experience through our specials programming. We are fortunate to have visual arts, physical education and music teachers. Our specials programming will complement our core areas of learning and ensure that your child will have a diverse educational experience.

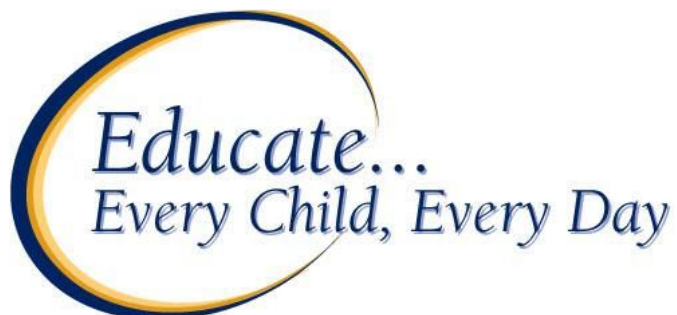
Our students and staff will continue to build school-wide climate through the PRIDE model. Positive attitude, Respect, Integrity, Determination and Empathy provide the core traits for behavior expectations. These PRIDE traits serve as pathway to building our strong community.

At Putnam, we believe in building partnerships with our parents and community members. Our combined efforts and collaboration will ensure the success of your child. Whether volunteering in the classroom or office, participating in your child's education is an excellent opportunity for you and your student. While visiting Putnam you will certainly enjoy our warm, inviting atmosphere and agree with us that Putnam is an exceptional school. I personally welcome you to drop by and experience our school and community. Please feel free to contact me for a visit or ask questions.

Sincerely,

Steven Apodaca
Principal

Poudre School District Mission



Vision

Poudre School District exists 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

- **Foundations for Success:** PSD students attain milestones to ensure long-term academic success. PSD measures and monitors individual student progress against these milestones.
- **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.
- **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.
- **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 are abbreviated to simplify communication. Following is a list of the more common terms used at Putnam:

ADMINISTRATOR INTERVENTION (A.I.)	A.I. is used when students are struggling to follow classroom expectations, are out of instructional control and require an immediate intervention. Through a multi-step protocol, the intent is to provide replacement behaviors, discuss restorative measures, and ensure students are under instructional control so they are able to re-enter their class.
CHAMPS	Acronym used building wide to set expectations for Conversation, Help, Activity, Movement, Participation and Success.
DAB	District Advisory Board.
DRA2	A reading assessment that measures student literacy skills.
ELL	English Language Learners. Students whose native language is other than English and have not yet achieved proficiency in English.
ENVISION	The Math curriculum used at all grade levels.
FOSS	The hands-on Full Option Science System is part of the science curriculum.
G/T	Gifted and Talented. Typically defined as students scoring in the top 3% of academic assessments.
IEP	Individual Education Plan. Written for students in Integrated Services.
ILP	Individual Literacy Plan. A plan written for students at risk in literacy skills.
IS	Integrated Services, or Special Education
MAPS	Measure of Academic Progress. Assessment given to students to measure skills in literacy and math.
IMPACT	Integrating Art, Music, PE, Counseling and Technology.
LADDER OF RESPONSE	Protocol which standardizes staff response to student behavior. See Addendum.
MN	Moderate Needs; Component of Integrated Services.
Treasures	The language arts curriculum used for reading and writing for all grade levels.

PBIS	Positive Behavior Intervention Support- District-based program that our school uses based on positive reinforcement and teaching behavioral expectations.
PRIDE	Positive Attitude, Respect, Integrity, Determination, Empathy. The acronym Putnam Elementary uses to teach behavioral expectations.
PSD	Poudre School District.
PTO	Parent Teacher Organization. Partnership between parents and teachers to support students and Putnam.
SAC	School Accountability committee. Gives recommendations on school improvement to the principal.
Student Rights and Code of Conduct	District handbook that gives students rights and behavior expectations as defined by the board of education and school law.

Absences

When a student is absent from school for illness or other reasons, the parent or guardian must call the **24-hour school attendance line at 488-7701**. Please refer to district policy “Student Attendance/Truancy” (JH/JHB) in the Student Rights and Code of Conduct booklet for further information.

Arrival/Dismissal Times

Students should not arrive at school **before 8:30 a.m.** unless attending BASECAMP or eating breakfast. Students who attend BASECAMP are to be accompanied by a parent and enter through the east flex room entrance. Students who will be eating breakfast enter the building through the main entrance at 8:20 a.m. Students must walk to the gym for the morning PRIDE assembly. This assembly establishes the beginning of each day in a safe and purposeful manner, and celebrates our community. During the assembly, students recite the Pledge of Allegiance; school-wide announcements will be made, along with celebrating birthdays and school PRIDE celebrations.

- 8:45 a.m. - All classes begin**
- 3:28 p.m. - School dismisses**
- 3:45 p.m. - Students should be off campus**

Upon departure, children are to go directly home. Exceptions to this are children who will be staying after school by request of the teacher, or who will be helping with a particular adult-supervised project. In each instance parents will be notified.

BASECAMP

BASECAMP is a before and/or after school childcare and enrichment program. BASECAMP is a nonprofit organization that provides a safe, nurturing, and structured environment. Students may be registered on a full-time, part-time, or drop-in basis. Fees are assessed on a sliding scale based on the number of family members and gross monthly income. Call the program directly at 266-1734 for more information, or visit the office at 1241 Riverside Ave. Before school care is provided from 6:30 a.m. and after school until 6:00 p.m.

Birthdays

Students may bring treats for their birthdays, however **they must be commercially prepared. No homemade food may be served in the classrooms.** Teachers should be made aware of these arrangements several days ahead of time. Treats are typically served at the end of the day prior to school dismissal. **Party invitations may not be handed out in school.**

Breakfast Schedule

Breakfast is served daily at 8:20 a.m. There is no charge for students.

Busing

Please refer to Student Conduct on School Buses (EEAEC & EEAEC-R) in the Student Rights and Code of Conduct booklet.

Bus Passes

A note signed by the parent/guardian must be taken to the office prior to 1:00 p.m. the day of request if your student is to ride a different bus, or get off at a different bus stop. A note should also be given to your child's teacher regarding after school changes in transportation. Please refer to Student Conduct on School Buses (EEAEC & EEAEC-R) in the Student Rights and Code of Conduct booklet.

Checking Out Students/Late Arrival

Checking Out: If it is necessary for a student to leave school during the day, written permission needs to be sent from the parent to the teacher and/or to the office. Before a student leaves school, an adult must sign the student out in the office. We will then call the student to come to the office from the classroom. We cannot call a student out of class to wait to be picked up for an appointment.

Late Arrival: When arriving late to school (after 8:45 a.m.), a parent must sign the student in at the office. All students are marked absent if they are not in the classroom at 8:45 a.m. Teachers record attendance by computer right after the 8:45 bell rings. Checking in with the office is the only way to be sure your child's attendance record is maintained accurately.

Cold/Wet Weather Policy

In snowy or cold weather, each child should have appropriate clothes and shoes to wear outside. Proper attire for cold weather may include coats, mittens or gloves, boots, snow pants and covering for the head. Children at Putnam will go outside for recess unless the weather is extremely cold or wet. This is typically for temperatures below 20 degrees F. The principal or administrative assistant will determine when all children will remain inside due to extreme weather conditions.

Delivering/Picking up Students

For your child's safety, please deliver and pick up in **the EAST PARKING LOT.**

Emergency Dismissal/School Closure Procedures

As stated in PSD policy EBCE-School Closings and Cancellations, the superintendent is empowered to close the schools or to dismiss them early in the event of hazardous weather or other emergencies, which threaten the safety, health, or welfare of students and/or staff members.

In case of an early dismissal from school due to severe weather, Putnam Elementary School students will be released as per instructions from the information received at the beginning of the school year on the **Early Dismissal Form**. **It is extremely important that the school has current phone numbers for all students' parents or guardians.**

Determinations on whether to close schools, start late, or release students early due to the weather are driven by the needs of the entire District community, with consideration given to localized conditions.

1. District wide or area-specific full-day closures will occur under extreme circumstances if conditions are such that it would be unusually hazardous for students to walk and/or be bused to school.
2. If weather or other emergency conditions are severe but not serious enough to close schools, the superintendent may announce a two-hour late start. In that event, schools shall open two hours later than their normal start times and students who ride the bus shall report to their bus stop two hours later than their normal pick up time.
3. Storms commencing during a school day shall be assessed as they occur. If a midday closing is necessary, information shall be passed to all locations via the emergency telephone calling chain. Building administrators must ensure that sufficient staff remain on site until all students have been released to a safe mode of transportation home.
4. In the event of a crisis situation (severe inclement weather, emergency situations, weapons, medical emergency) the individuals on the Crisis Response & Security (CRS) Team will ensure everyone is safe and all persons involved are in a safe mindset. In the event of a Code 99/Lockdown, the CRS Team will follow lockdown procedures and wait for direction from the principal or administrative designee. Throughout the year, code 99 drills will be held with students and staff.

A decision by PSD about weather-related school closures is made **by 5:30 a.m.** and media outlets are notified immediately. Please tune in to local radio and/or television stations for information regarding weather and school release. Closures will be broadcast over television channels 2, 4, 7, 9, 10 and 31, and radio stations 850 AM, 1170 AM (Spanish), 1410 AM, 99.1 FM, 90.5 FM, and 102.5 FM. PSD's Web Site, www.psdschools.org, also provides information about school closures.

Insurance

School accident insurance can be purchased for your child by visiting www.studentinsurance-kk.com and click the "Enroll Now" button.

Lost and Found

Any article found on the school grounds can be turned in to a teacher, the office, or the lost and found box located in the hallway leading to the gym. In order to make sure that lost articles are returned to their proper owners, the student's name or phone number should be sewn in or marked on sweaters, coats, lunch boxes, etc. Parents are encouraged to assist their children to be responsible for their own possessions.

Lunch Program

Students may purchase lunch on a daily, weekly, or monthly basis. Please make your check payable to Putnam Elementary School. If you are paying for more than one child, please put each student's and teacher's name on your check. All money collection is made each day in the lunchroom. Menus are listed on the PSD Web Site, in our newsletters, and announced daily. Lunch prices are also included on the menu. Cold lunch students may purchase milk or juice daily. The **meal online payment system** is also available. Signing up at the web address, <https://www.schoolpaymentsolutions.com/login.aspx> allows parents/guardian to make lunch account prepayments with credit cards or checks. They can also use the site to check their student's account activity and balance. There is a \$1.00 transaction fee to PSD families for any of these services.

Students who forget their lunch money can call home for help or charge a lunch. Since we have no funding for this service, we can allow only two outstanding charges at a time. If a child is in need of a third charge, he/she will be given a carton of 1% white milk, vegetables, and a dinner roll, bread or crackers, etc. We want children to assume responsibility for remembering their lunch money. Please notify the office or Food Services if you are temporarily unable to purchase lunches.

Parents are welcome to eat lunch at school anytime during the year, however you must come to the office to receive a visitor's pass prior to entering the lunchroom.

Lunch Schedule

Grade Level	Outside Recess		Lunch
Kindergarten	11:05-11:25	11:25-11:45 am	
1st grade	11:15-11:35	11:35-11:55 pm	
2 nd	11:25-11:45	11:45-12:05 pm	
3 rd	11:35-11:55	11:55-12:15 pm	
4 th	11:45-12:05	12:05-12:25 pm	
5 th	11:55-12:15	12:15-12:35 pm	

Lunch prices for the 2018 - 2019 school year:

Elementary	\$2.75
Reduced	.00
Adult (with 8 oz. milk)	\$ 3.75
Extra Milk	.45

Lunch includes choice of entrée, hot vegetable, fresh fruit & veggie bar, choice of milk. Please note there are only **two (2)** charges allowed in a school year.

Holiday Parties

Three parties are held during the school year: Halloween, Diverse Holiday Celebrations, and Valentine's Day.

- **Only prepackaged, commercially prepared foods** 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 an assistant to the classroom teacher. Register: <https://www.psdschools.org/partnerships>

Positive Behavior Intervention Support (PBIS)

PBIS is a systems approach to enhancing the capacity of schools to educate all students, especially students with challenging social behaviors, by establishing...

- a) Clearly defined **outcomes** that relate to academic and social behavior
- b) **Systems** that support staff efforts
- c) Practices **that support student success**
- d) **Data** utilization that guides decision-making.

It has instructional focus with emphasis placed on...

- Teaching behavioral expectations directly and in context.
- Teaching social behaviors such as academic skills.
- Maximizing academic engagement and success.
- Considering the influence of instructional support.

At Putnam, our behavioral expectations are clearly and simply defined by the PRIDE acronym (Positive attitudes, Respect, Integrity, Determination, and Empathy). We also incorporate this in our procedures for teaching and reinforcing appropriate behavior. This program gives our entire school a common purpose and approach to discipline. Teachers will develop their own matrix that defines what PRIDE looks like in their classroom and demonstrate to their students what this looks like. We also have developed rubrics for common areas in the school and will teach these desired behaviors in context at the beginning of the school year. The foundation of the program is to provide positive reinforcement and a reward system to students demonstrating desired behaviors. Ideally we should be recognizing and rewarding positive behavior 5 times more often than negative. Anytime we see a student in our building demonstrating one of the five PRIDE characteristics we give them a paw print. Rewards for any number of obtained paw prints are at each teacher's discretion; however, please be sure that students are being rewarded for receiving paw prints, either individually or as a class. Research has shown that rewards are not detrimental in developing students' moral conduct, but allow students to experience success and instill a desire for more positive interactions with adults and their peers.

In addition to PRIDE, we have incorporated CHAMPS (Conversation, Help, Activity, Movement, Participation and Success) to support student behaviors throughout all school environments. Teachers and staff routinely integrate CHAMPS check-ins where they define expected behaviors related to a particular working period (i.e. hallway, lunchroom, assembly, work time). CHAMPS is a tool which supports our overall PBIS and provides clear expectations and structures to all students at all times throughout their school day.

School Pictures

Skillman Photography will be at Putnam to take individual photographs. Packets will be sent home with your student to place orders.

Student Records/Release of Information on Students

It is essential to have up-to-date family information. Please notify the office with any changes in address, phone numbers, custody/guardianship, and emergency contacts. Refer to Student Records/Release of Information on Students in the Student Rights and Code of Conduct (JRA/JRC).

Telephones Calls

Students may use the telephone in the classroom and/or office for important or emergency calls only and must have their teacher's permission or permission from the office.

Withdrawing from School

In the event that you will be moving and leaving Putnam, please notify your child's homeroom teacher and the office several days in advance. This will provide time for all records and information to be ready at the time of withdrawal.

HEALTH AND MEDICATION POLICIES

Administering Medicines to Students

Putnam Elementary follows the guidelines outlined in section JLCD of the Student Rights and Code of Conduct. Please refer to this section for complete information.

Health Services and Injuries

If a child is ill, please keep him/her home. While attendance is important, it is in the best interest of everyone that sick students remain home. If a child is at school, he/she is expected to participate in all activities of the day.

Only limited health services are available through our school. School personnel will give emergency care to sick or injured students. If your child has a fever, has vomited, or has had a serious accident, you will be called immediately to come and pick up your child. Any student who has a temperature of 100 degrees and above, or who has vomited, will not be allowed to stay in the classroom. If parents cannot be reached, action deemed necessary by school personnel will be taken.

Immunization and Health Records

Please refer to PSD Policy JLCB and JLCB-R- Immunization of Students. In compliance with the state law, all children in Colorado schools must have a complete and up-to-date immunization record on file in the health office. This includes proper shots for measles, mumps, rubella, (MMR), diphtheria-tetanus-pertussis (DTP), polio, Varicella (Chicken Pox) and Hepatitis B immunizations. Please call your doctor's office or our school health tech if you have a question about immunizations.

Recess and Sickness

The Putnam staff believes recess to be an important part of every child's day. We encourage students to be out in the fresh air and participate in social activities and exercise. All children will be expected to go outside unless there are special circumstances. If your child is too ill to be outside, he/she should remain at home until fully recovered. If there are unique circumstances for your child not to be outside a doctor's note must be presented and given to the school health tech. That information will be passed along to the homeroom teacher.

Vision and Hearing Screening

Refer to section JLDAC Screening/Testing of Students in the Student Rights and Code of Conduct booklet.

COMMUNICATION

At Putnam, we welcome and encourage open communication between parents, teachers, and students. If you need to reach a teacher, feel free to call or e-mail. Messages should be returned within 24 hours. Please do not expect teachers to answer phones during instructional time. E-mail addresses are listed in the Addendum of this handbook, and on Putnam's Website <http://eweb.psdschools.org/schools/putnam/>

Newsletters and Notices

Monthly newsletters are sent home the first Monday of the new month, and are also posted on Putnam's web site: <http://eweb.psdschools.org/schools/putnam/> School notices are sent home with your child on Mondays. Please check backpacks daily and please communicate to your child the importance of bringing home all communication from the school. Some teachers and/or grade levels may also send out newsletters.

Parent-Teacher Conferences

Parent/teacher conferences are scheduled in the fall (October) and spring (April). These are scheduled times for parents and teachers to meet. Notices with dates and times will be sent home with students, however, feel free to contact your child's teacher if you need/want to discuss situations that may arise.

Go to the Source

Parents are encouraged to visit directly with teachers before calling the principal, other teachers, or other parents to discuss a concern. Most issues can be successfully resolved in a friendly, respectful conversation. Please schedule conferences in advance so that quality time can be devoted to your concerns.

PARENT INVOLVEMENT

Parent Teacher Organization (PTO)

The Putnam PTO is an outstanding support for our students, staff, and parents. Our PTO coordinates and runs many fundraising activities that provide additional revenue for the school. The PTO supports field trips and other enrichment programs that enhance the learning environment for our students. School wide programs, curriculum, and equipment also have been purchased with funds that are raised. The PTO also hosts many school wide activities that help to strengthen the family atmosphere at Putnam.

We encourage your participation at our monthly meetings and school activities. Participation in the PTO provides input into the decisions that affect the school and your child's education. The Putnam newsletter and Website will contain dates and times of meetings and activities.

Partnership/Volunteers in Poudre Schools

Volunteers are always welcome and appreciated at Putnam. **Prior to volunteering in the school, all volunteers must register on line and be approved. Log on to PSD's Web Site, www.psdschools.org, go to the "Community" tab, then choose "Partnerships and Volunteers"** from the drop-down menu. If you do not have access to the Internet, you may use the computer in Putnam's Media Center to register. The Partnership Center will notify you regarding your approval status.

The degree to which you become involved is entirely up to you. Field trip sponsors, library helpers, and resource speakers are a few of the areas listed. Some situations and areas occur on a one-time basis, while others occur regularly for longer periods or for the entire school year. Hopefully, you will consider becoming a Partner with Putnam Elementary. It is an excellent opportunity to become closely involved in the education of your child and allows the staff to offer many activities and experiences to students that otherwise might not be possible.

POLICIES

After School Arrangements

All after school arrangements must be made before your child leaves home. It is very difficult to get messages to the students during the day regarding changes, and it disrupts classes. We understand emergency situations arise, but appreciate limiting changes to your child's schedule for their wellbeing.

Animals/Pets on Campus

For our students' safety, animals are not permitted on school grounds during school hours. Please reference PSD Policy ADG-Animals in District Facilities & Vehicles.

Attendance and Homework

See Compulsory Attendance Ages (JEA), Student Absences & Excuses (JH) and Truancy (JHB) in the Student Rights and Code of Conduct booklet. Homework will be addressed according to District Policy IKB.

Bicycles, Rollerblades, Scooters and Skateboards

Bicycles: It is strongly recommended that primary-age children not ride their bicycles to school alone or for long distances. 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 provided 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. All riders are requested to wear helmets!

Rollerblades, Wheelie Shoes, Scooters, and Skateboards: Students (and parents) are not to use roller blades, wheelie shoes, skateboards, or ride bikes on school property. Parents will be called to bring replacement shoes if wheelies are worn.

Once reaching the campus, bikes, scooters, skates, etc., should be dismounted or taken off so that walkers will not be in harm's way. All items will be stored in the halls or classrooms

Cell Phones

We understand the role of technology and cell phones in your family's lives. See Student Possession and Use of Personal Communication Devices (JICJ) in the Student Rights and Code of Conduct booklet. We also recognize the responsibility and etiquette accompanying cell phones. If you feel your child must have one please use the following guidelines:

- Phones shall be turned off during the school day.
- Phones should not be out during the school day.

Consequences

1st Offense: Teacher warning.

2nd Offense: Phone will be taken and parent will be asked to come in for a conference. The student and parent assume full responsibility for phones brought to school.

Community Use of District-Owned Property

- District-owned property is available for use for community groups.
- It is governed by District Policy (Community Use of District-Owned Property (KF & KF-R)).
- Please contact Customer Service at 970 490-3333 for information, or visit the District Web Site www.psdschools.org, and search for "Information about Use of District Property" to obtain the customer service Web Site.

Computer and Internet Usage

Refer to Student Access to Networked Information Resources (IJNDA & IJNDA-R) of the Student Rights and Code of Conduct booklet. Students will have access to computers and can apply for an Internet account. PSD has many filters and screening programs on the Internet to protect children from inappropriate sites. Unfortunately, 100% of inappropriate material cannot be screened at all times, so students need to assume responsibility for their Internet searches.

Discipline and PSD Code of Conduct

The State of Colorado has prescribed specific guidelines for suspension and expulsion. Poudre School District has developed a Code of Conduct based on the state law and input from parents in our community. PSD Student Rights and Code of Conduct can be viewed on PSD's Website, www.psdschools.org, under Quick Links, Student Conduct. Parents must sign a form and return to the school stating they have reviewed the Student Rights and Code of Conduct. If access to the internet is not available, families may request a paper booklet from the school's main office.

Discipline Procedures at Putnam

The faculty of Putnam Elementary School of Science believes that students are happier and learn better if they are in an atmosphere of caring and respect. We believe that this must be reflected not only by the staff members, but also by the students themselves. The faculty and students have devised a set of rules and procedures to teach good behavior and citizenship.

Putnam uses the PRIDE expectations matrix (see Addendum) to teach students behavioral expectations. In the event that students do not meet expectations, staff will provide interventions to ensure that all students are successful. In addition to interventions, we also recognize that some incidents may require consequences. Students will receive a Level 1 Refocus for minor behavior incidents and a Level 2 for major behavior incidents or repeated minor violations. (See Addendum for examples of Level 1 and Level 2 refocuses.) In the event that a student receives multiple Level 1 refocuses, the student and parent will meet with the

principal to discuss the behavior and consequences. The student also will be referred to the school-wide MTSS process.

Dress Code

Please refer to the Student Rights & Code of Conduct (JICA).

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 parents help in making sure students are appropriately dressed for school. The following general standards will be in effect:

- Clothing that represents students in a positive manner.
- Shorts can be worn at appropriate times and chosen in good taste.
- Shirts must always cover the midsection, even when hands are raised.

Unacceptable clothing:

- Any article of clothing that portrays (by word, graphic, or picture) pornographic materials, references to drugs, tobacco, alcohol, profanity, racial/ethnic slurs is not allowed.
- Short shorts
- Spaghetti straps, halter-tops. Straps must be three fingers wide.
- Tube tops, half shirts or other top. Midriff must not be showing.
- Wallet chains, or chains of any kind worn on the outside of the clothing.
- Clothing that portrays or relays a gang-related message.

We encourage student to wear appropriate footwear, especially on PE days. Students wearing improper clothing that is disruptive to the learning environment will be asked to change or cover the clothing. If necessary, a student may be asked to call for replacement clothing.

Harassment of Students

The student(s) will be subject to disciplinary action as outlined in the Student Rights and Code of Conduct (JBB).

Homemade Foods in the Classroom

Homemade food items and snacks **are not permitted** in schools with the intent of sharing these with others, including classroom parties, birthday celebrations, potlucks, etc. **Under Colorado's State Health Department regulations for school food service, students may not bring homemade foods into the classroom for sharing among classmates. Food should be individually wrapped servings.**

Homework

Homework is an important part of your student's development. There are several reasons for assigning homework.

1. To reinforce concepts that have been introduced and practiced in school.
2. To do work that can be done more effectively at home than at school.
3. To complete work that student did not finish in the allotted time.
4. To make up work missed because of an absence.
5. To assist a student in acquiring progressively better home-study techniques.

At Putnam we follow the Board of Education guidelines for assigning homework. The amount, length, and type of homework will vary according to individual needs of the student and the

class or course selected. The amount of homework will be minimal in the primary grades and increase as students progress through the grades under professional discretion of the classroom teacher.

Parking

Please use the visitor's parking spaces provided in front of the school. Handicap parking is also available in front and is reserved for those with handicap placards only. There is **no parking in the bus lanes.**

Parties Outside of school

Individual invitations may **not** be passed out in school.

Personal Property from Home

All students are strongly urged not to bring valuables, toys, sports equipment, trading cards, jewelry, MP3/CD players, electronic games and other personal play items to school. The school will not accept responsibility for the loss or damage of such items. Special precautions or arrangements can be made with the classroom teacher if brought for "show and tell."

School Property

Students will be expected to pay for lost or severely damaged books and equipment that is a result of neglect or abuse. Refer to PSD Policy JQ- Fees, Fines & Charges.

Student Drop-off and Pick-up

Before and after school, students are to be dropped off and picked up the **east parking lot. This is the designated "parent pick-up area."**

Visitors/Volunteers

ALL parents and visitors must enter the building through the FRONT main entrance and check in at the main office and receive a visitor/volunteer badge while in the building. For the safety of our students and staff, Poudre School District Board Policy requires all volunteers to register online. Log on to PSD's Web Site www.psdschools.org and click on the "Community" tab, then "Partnerships and Volunteers" link. Before and after school visits must be arranged in advance with the teachers.

ADDENDUM



PUTNAM ELEMENTARY

SCHOOL OF SCIENCE

Steven Apodaca
Principal

1400 Maple Street
Fort Collins, CO 80521

(970) 488-7700
(970) 488-7702 Fax

PRIDE School-wide Behavior Expectations

Setting	Positive Attitude	Respect	Integrity	Determination	Empathy
Settings	Follow directions without arguing or complaining	Be kind to others kids. Appreciate and listen to all adults.	Do the right thing even when no one is watching.	Keep trying and give your best effort.	Encourage others to understand how to feel.
Ground	Include others in your play.	Use the equipment as it was intended to be used.	Share, take turns and play safe.	Try to solve your own problem before you ask for help.	Think of how others feel while playing.
	Walk in with a smile to complete your task.	Use a quiet voice and be polite.	Be purposeful and quickly return to class.	Wait patiently for your turn.	Notice that others are waiting and working in office.
Play	Greet others with a smile or wave.	Follow directions of all adults and treat others kindly.	Use a quiet voice and walk when no one is watching.	Walk with a purpose to get to where you need to go.	Be aware of others learning.
Room	Wait quietly and patiently for your turn.	Keep the bathroom clean, as you would want to find it.	Use only what you need of paper towel, soap, and toilet paper.	Quickly and properly, use the toilet and sink.	Honor others' privacy.
Line	Practice patients while waiting for your turn.	Use a quiet voice and use good manners, "Please and thank you".	Keep your hands to yourself and give others space.	Pay attention and be ready to make your choice.	Be willing to help if needed.
Cafeteria	Be grateful for your food.	Use inside voices and listen to adults. Clean up after yourself.	Keep hands and feet to yourself. Eat your own food.	Eat a healthy meal and only take what you will eat.	Appreciate others' choices.
Computer Lab/ Library	Be excited to learn and see new things.	Treat the computer equipment and books carefully.	Be honest and do your own work.	Be ready to learn new things and ask if you need help.	Leave it better than you found it.
	Follow directions without arguing.	Be kind to the bus driver and others.	Follow the bus rules and be safe even when no one is watching.	Wait quietly in line. Stay in your seat.	Be aware of others' feelings and their space.



PUTNAM ELEMENTARY SCHOOL

Steven Apodaca
Principal

1400 Maple Street
Fort Collins, CO 80521

(970) 488-7700
(970) 488 7702

CHAMPS Throughout School Environments

CHAMPS	LUNCH	BATHROOM	RECESS	OFFICE	HALLWAY	ASSEMBLY	DURING INSTRUCTION
C CONVERSA-TION	2 Quiet conversation	0 No talking	4 Outside Voice	2 Quiet Conversation	0 No talking	0 No talking	0 No talking
H HELP	Raise your hand	Take care of yourself	Find a teacher	Ask an adult	Raise your hand	Raise your hand	Raise your hand
A ACTIVITY	Eating lunch	Going to the bathroom	Recess	Going to the Office	Walking in hallway	Meet in the gym <small>*Eyes forward *Hands in lap</small>	Listening to teacher
M MOVEMENT	Stay seated	Walk	Play	Walk; wait in line	Stay in line	Stay Seated	Stay Seated
P PARTICIPA-TION	Eat your lunch, keep your area clean	Use the bathroom, wash and dry your hands	Be kind to others, play nicely	Get where you need; be polite and kind	Walk in a straight line; hands to yourself	Pay attention, listen, and keep your hands to yourself	Active listening and taking notes
S SUCCESS	Great job!	Well done!	Have a good time	Do your job and get back to class!	Get where you are going	Enjoy the show	Getting Smarter!

PUTNAM ELEMENTARY SCHOOL OF SCIENCE						Level 2
REFOCUS-TEACHER/STAFF MANAGER						
Student:	Grade: K 1 2 3 4 5	Date:	Time:	Referring Staff:		
Refocus # 1 2 3 4 5 <input checked="" type="checkbox"/> On 5th Refocus – A Level 2 Administrative Refocus and Principal meeting is required						
Location <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> School Grounds <input type="checkbox"/> Playground <input type="checkbox"/> Restroom <input checked="" type="checkbox"/> Cafeteria/Gym <input type="checkbox"/> Library <input type="checkbox"/> Hallway <input type="checkbox"/> Assembly/ field trip <input type="checkbox"/> Bus/ loading zone <input type="checkbox"/> Other <input checked="" type="checkbox"/> Parking lot		Others Involved <input type="checkbox"/> None <input type="checkbox"/> Peers <input type="checkbox"/> Staff <input type="checkbox"/> Teacher <input type="checkbox"/> Substitute <input type="checkbox"/> Unknown Possible Motivation <input type="checkbox"/> Obtain peer attention <input type="checkbox"/> Obtain adult attention <input type="checkbox"/> Obtain items/ activities <input type="checkbox"/> Avoid tasks/activities <input type="checkbox"/> Avoid peer(s) <input type="checkbox"/> Avoid adult(s) <input type="checkbox"/> Don't know <input type="checkbox"/> Other Description of incident: <hr/> <hr/>				
Level 1 Behavior		Staff/Teacher Intervention				
<input type="checkbox"/> Dress policy <input type="checkbox"/> Disruptive behavior <input type="checkbox"/> Defiance/Willful disobedience (brief/ low intensity) <input type="checkbox"/> Inappropriate language <input type="checkbox"/> Physical contact/aggression <input type="checkbox"/> Technology misuse/violation		<input type="checkbox"/> Taught/Retaught expectations <input type="checkbox"/> Role-played appropriate behavior <input type="checkbox"/> Redirect <input type="checkbox"/> Use of cues/ prompted student - <i>List type of cue:</i> _____ <input type="checkbox"/> Clarified how behavior did not meet expectation: <input type="checkbox"/> Checked student understanding of expectation - <i>Student demonstrates by:</i> (i.e. draw/explain _____ <input type="checkbox"/> Mediation <input type="checkbox"/> Provided a structured choice <input type="checkbox"/> Complete Focus on Pride <input type="checkbox"/> Class consequence - <i>List:</i> _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Parent Phone or In-person contact - Required on every incident <input checked="" type="checkbox"/> On 5th Refocus – A Level 2 Administrative Refocus and Principal meeting is required				

Student Signature _____	Parent Signature _____
Entered on SWIS date: _____	White Copy – Student * Yellow Copy – PBIS Coordinator * Pink Copy –Staff

PUTNAM ELEMENTARY SCHOOL OF SCIENCE						Level 2
REFOCUS –Administrative						
Student:	Grade: K 1 2 3 4 5	Date:	Time:	Referring Staff:		
Level One Refocus # 5 <input type="checkbox"/> Please attach copies of prior level one refocus forms						
Location <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> School Grounds <input type="checkbox"/> Playground <input type="checkbox"/> Restroom <input checked="" type="checkbox"/> Cafeteria/Gym <input type="checkbox"/> Library <input type="checkbox"/> Hallway <input type="checkbox"/> Assembly/ field trip <input type="checkbox"/> Bus/ loading zone <input type="checkbox"/> Other <input checked="" type="checkbox"/> Parking lot		Others Involved <input type="checkbox"/> None <input type="checkbox"/> Peers <input type="checkbox"/> Staff <input type="checkbox"/> Teacher <input type="checkbox"/> Substitute <input type="checkbox"/> Unknown Possible Motivation <input type="checkbox"/> Obtain peer attention <input type="checkbox"/> Obtain adult attention <input type="checkbox"/> Obtain items/ activities <input type="checkbox"/> Avoid tasks/activities <input type="checkbox"/> Avoid peer(s) <input type="checkbox"/> Avoid adult(s) <input type="checkbox"/> Don't know <input type="checkbox"/> Other Description of incident: <hr/> <hr/>				
Level 2 Behavior		Administrative Action				

<input type="checkbox"/> Abusive language/ <input type="checkbox"/> Alcohol/Drug policy Dress policy <input type="checkbox"/> Arson/Damage/Theft to property <input type="checkbox"/> Disruptive behavior <input type="checkbox"/> Bullying/Intimidating <input type="checkbox"/> Dangerous Items <input type="checkbox"/> Defiance/Willful disobedience (High degree) <input type="checkbox"/> Fight/ Physical Aggression (Intentional/Severe) <input type="checkbox"/> Gang-like Activity <input type="checkbox"/> Harassment/Threats <input type="checkbox"/> Lying/Scholastic dishonesty	<input type="checkbox"/> Ensured student receives Level 1 supports <input type="checkbox"/> Evaluated skill level: Academic/Behavioral <input type="checkbox"/> Discussed Functional/Environmental Factors <input type="checkbox"/> Developed behavior contract <input type="checkbox"/> Reviewed student data for patterns/trends <input type="checkbox"/> Developed Behavior Support Plan <input type="checkbox"/> Referred to Response to Intervention Team <input type="checkbox"/> Counselor intervention <input type="checkbox"/> Safety Plan <input type="checkbox"/> Meeting with Parent/Guardian: Phone ___/___/___ Conference ___/___/___ <input type="checkbox"/> Restricted activity <input type="checkbox"/> Detention <input type="checkbox"/> In School/Out of School Suspension <input type="checkbox"/> Other _____
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Last Contact with Parent /

Guardian Note Home

___/___/___ Phone ___/___/___

Conference ___/___/___

Student **Parent**

Signature: _____ **Signature** _____

Administrator

Signature: _____

Entered on SWIS date: _____

White Copy Student * Yellow Copy –

PBIS Coordinator * Pink Copy – Staff



Putnam 2015-2016 Staff Roster

Title	Name	Email
Principal	Steven Apodaca	sapodaca@psdschools.org
Assistant Principal	Linda Goodwin	lgoodwin@psdschools.org
Office Manager	Tracie Roth	troth@psdschools.org
Secretary/Health Tech	Melissa Rivera	mrivera@psdschools.org
Family Liaison	Elena Diaz Vavrina	ediazvav@psdschools.org
School Nurse	Melissa Grentz	mgrentz@psdschools.org
Early Childhood	Jamie Sugarman	jsugarma@psdschools.org
	Carisa Madrid	cmadrid@psdschools.org
Paraprofessional		
Paraprofessional	Alma Gonzales	algonzal@psdschools.org
Kindergarten	Nicole Brey	nbrey@psdschools.org
	Kerry Kehm	kkehm@psdschools.org
	Vanessa Van Ry	vvanry@psdschools.org
First Grade	Amy Howe	amyh@psdschools.org
	Eileen Moore	emoore@psdschools.org
	Rachel Wilson	rfitch@psdschools.org
Second Grade	Nicole Allen	nallen@psdschools.org
	Kaci Kopec	kkopec@psdschools.org
	Erin Scheck	escheck@psdschools.org
Third Grade	Amber Karhoff	akarhoff@psdschools.org
	Sarah Sammons	ssammons@psdschools.org
	Claire Tegl	ctegl@psdschools.org
Fourth Grade	Courtney Looney	clooney@psdschools.org
	Elizabeth Marchese	emarches@psdschools.org

Co-Teacher	Margot Ort	mort@psdschools.org
	Colleen Sumner	cryan@psdschools.org
Fifth Grade	Amy Badzinski	aeichton@psdschools.org
Co-Teacher	Margot Ort	mort@psdschools.org
	Hilary Rizzi	hrizzi@psdschools.org
IMPACT		
Music	Samantha Glover	sglover@psdschools.org
PE	Josh Gomez	jgomez@psdschools.org
Art	Robyn Goodman	rgoodman@psdschools.org
Technology	Robyn Goodman	rgoodman@psdschools.org
Media	Annie Jones	andreaaj@psdschools.org
Counseling	Beth Unruh	bunruh@psdschools.org
Social Worker	Zachary Kauffman	zkauffma@psdschools.org
Interventionists		
2nd, 4th, 5th	Hailey Hauck	hhauck@psdschools.org
4th, 5th	Susan Lessard	slessard@psdschools.org
2nd, 3rd	Michele VanWechel	michelevw@psdschools.org
K, 1st	Heather Von Gunten	hvongunten@psdschools.org
Literacy Specialist	MaryJane Raisley	mrailsley@psdschools.org
Instructional Coach	Kristen Dart	kdart@psdschools.org
English Language Development	Lauren Pottorff	lpottorff@psdschools.org
Integrated Services Team		
Resource & Moderate Needs Teacher	Kelly Haacker	khaacher@psdschools.org
ILS Teacher	Natasha Leickly	
Resource & Moderate Needs Teacher	Jennifer McCulloch	jmcculloch@psdschools.org
ILS Teacher	Kaitlin Patterson	kaitlins@psdschools.org
Speech Language Pathologist	Christine Adami	cadami@psdschools.org
Occupational Therapist	Emily Hawkins	ehawkins@psdschools.org
IS Literacy Coach	Janet Klein	janetk@psdschools.org

Psychologist	Robert Roth	rroth@psdschools.org
Occupational Therapist Early Childhood	Jill Savage	jsavage@psdschools.org
Speech Language Pathologist - Early Childhood	Michael Soriano	ksoriano@psdschools.org
IS Paraprofessional	Beth Allman	ballman@psdschools.org
IS Paraprofessional	Alicia Berry-Chaney	aberrych@psdschools.org
IS Paraprofessional	Alacia Hoobler (Lacy)	ahoobler@psdschools.org
IS Paraprofessional	William Reynolds	wreynold@psdschools.org
IS Paraprofessional	Megan Thompson	
IS Paraprofessional	Amy Walker	amoreenw@psdschools.org
IS Paraprofessional	Brandon Wright	mwright@psdschools.org
IS Paraprofessional	Chelsey Zahn	czahn@psdschools.org
Paraprofessional Staff		
Paraprofessional K-1	Marci Brown	marcib@psdschools.org
Paraprofessional 4-5	Jenny Gerow	
McKinney Liaison	Deb Gillan	dgillan@psdschools.org
Paraprofessional 2-3	Connie Gotschall	cgotscha@psdschools.org
Paraprofessional K-1	Leah Hittesdorf	lhittesdorf@psdschools.org
Paraprofessional	Brenda Olivas	bolivas@psdschools.org
Paraprofessional K-1	Liz Rockwood	erockwoo@psdschools.org
Club TRES After-school Facilitator	Pam Brewer	pbrewer@psdschools.org
Custodial Staff		
Head Custodian	Maria Perez	mariap@psdschoos.org
Night Custodian	Ben Hanke	
Kitchen Staff		
Manager	Julie Thielke	jthielke@psdschools.org
	Martha Granados	mgranado@psdschools.org