

PUTNAM SCHOOL
374-6516

MISSION STATEMENT

Putnam School is a community of learners working together to achieve individual goals that are celebrated by all.

BELL SCHEDULE

<u>All School</u>	<u>K, 1, 2</u>	<u>3, 4, 5</u>
8:50 First Bell	11:45 Recess	11:30 Lunch
9:05 Tardy Bell	12:00 Lunch	12:00 Recess
3:45 Dismissal	12:30 Classes Resume	12:15 Classes Resume

ARRIVAL

Students arriving by bus in grades 3, 4, and 5, go to the playground until 8:55. Students in grades K-2, go to their classrooms. We ask that students walking or arriving by car do not come to school until 8:50 without making prior arrangements with the principal.

DISMISSAL PROCEDURE

Children riding a bus will exit the main door in the front of the building. Children being picked up by parents will exit the breezeway next to the parking lot. Parents picking up children are to follow the entrance and exit signs, pull up in the parking lot as far as possible and be extremely careful of children walking. Parents are to remain in their car. We will bring your child to your car. Children walking will exit the east, west, or front doors dependent upon the direction of their home. Children exiting the front door will cross Masonic Park Road under staff supervision. Those crossing at Marshall will also have adult supervision while crossing. If going home in a different manner a note or phone call from the parent is required. Students may not return to their classrooms after school hours. This is due to safety and liability issues.

ATTENDANCE, ABSENCES, ASSIGNMENT REQUESTS, VACATION REQUESTS

Regular and consistent attendance is critical in helping insure a student's success in school. Students are to be in school unless ill or having a pre-excused reason for being absent. Attendance is addressed in detail on pages 40-44 of this handbook.

When a child is absent, parents are to phone the school and report your child off. Putnam provides an answering machine for parents who must call early due to work, etc.

DISCIPLINE PHILOSOPHY

The staff at Putnam believes that discipline means to teach. Therefore, discipline can be a positive consequence for the child but can also be a negative consequence. Consequences are administered based upon the behavior chosen by the student and are progressive in nature. The teaching/learning process and safety are of critical concern at Putnam. Teachers are to be able to teach and students able to learn without interference from others. Therefore, school rules are developed to ensure that an effective teaching and learning environment exists.

SCHOOL RULES

School rules are developed and/or modified in a cooperative effort between students and staff as needed. A general description of behavioral limits include:

1. **Injuring** Physical injury of self or others.
Example: fighting, throwing objects, drugs, etc.
2. **Damaging** Destroying materials.
Example: writing, drawing, carving or coloring on school books, walls, desks, etc.
3. **Imposing** Forcing someone to do something.
Example: blocking doors, threatening, etc.
4. **Discriminating** Threatening someone like she/he is not as good as you.
Example: name calling based on race, size, appearance, ridicule, etc.
5. **Misrepresenting** False reports about self or others.
Example: lying, cheating, copying, falsifying passes or notes.
6. **Interfering** Making noise or moving about that would interfere with a teacher's opportunity to teach or a student's opportunity to learn.
Example: tapping pencils, talking, etc.
7. **Stealing** Taking that which does not belong to you.
Example: borrowing without permission.

These school rules were developed by Putnam School students—

1. Act in a safe manner.
2. Solve conflicts peacefully.
3. Respect other people's thinking, feelings, and belongings.
4. Be involved in learning - respect others' rights to learn and teachers' ability to teach.
5. Cooperate with others.

BUILDING RESPONSIBILITY: HOMEWORK ASSIGNMENTS

The following procedures have been developed to build responsibility in relation to completion of homework assignments. Other benefits to these procedures are the importance placed on learning, and the practice and application of newly acquired skills.

Homework Assignments: homework is defined as any assignment made, which is due the next day or determined by teacher. Long-term (determined by teacher) projects, book reports, etc., are excluded.

1. **Time Limits:** Full credit will be earned for assignments turned in on date due for all grade levels. Homework will not receive an actual grade—credit will be earned. Homework may be a portion/percentage of the overall nine (9) week grade, not to exceed 10%.

Credit (determined by teacher) may be earned for homework assignments turned in late.
2. Planners are provided for grades 3, 4, and 5 in which daily assignments are to be written.

3. Providing Copies of Lost, etc., Assignments:

Teachers will provide students who have lost, misplaced, forgotten, etc., an additional copy. This additional reminder/copy etc., may come in one of the following formats:

- another copy of the practice sheet, for example: practice sheet for fractions in math
- teacher may write the missed assignments on a separate piece of paper
- teacher may tell the student the late finished assignment and have him/her write it on the assignment sheet or other paper. Any verbal explanation by the teacher will also have a written one by the student and witnessed by the teacher. This ensures that the child has a copy of the assignment and does not have to rely on memory. Teacher will do one of a combination of the above only one time per assignment. The student could then, if needed, seek another student to determine what is needed or use another alternative.

4. Keeping Track Of Missed Assignments:

Teacher may keep a running list of missed assignments by student on a chart, blackboard, etc. When this is used the assignment must be listed with the student's name. Student is to take responsibility and write the assignment on the homework assignment sheet provided by the school. Parents may use Parent Assist/Progress Book to view class assignments, online newsletters, and other information from their child's teacher.

5. Projects, Book Reports, Other In Depth Assignments:

These types of assignments will be accepted past the actual due date. The assignment will receive a lowered grade at teacher discretion; example: one-half a letter grade deducted for each day late.

Teacher will provide this grading criteria and timeline for each project, etc., at the time the assignment is made.

COMMUNICATION

Putnam believes that communication between home and school is important to the success of children and a productive relationship between parents and school staff.

When you have a question or concern about your child's classroom please contact the teacher directly. If your questions or concerns apply to the school please contact the office. Please contact the teacher by phone or note for a conference. Please avoid coming to the classroom since teachers cannot give you the attention you may need.

You will receive a monthly newsletter mailed to your home, plus a mid-month newsletter sent with your child to help keep you informed. All important notices will be printed on goldenrod paper so be sure to ask your child for the notices and check his/her backpack daily.

Resources are available to parents which include a parent library, Parents on Board, and Active Parenting programs. Parents are encouraged to utilize these resources. To learn more about these resources please contact the office. A monthly activity calendar, etc., are posted on the web at: www.mariettacityschools.k12.oh.us.

LIBRARY BOOK GUIDELINES

Students visit the library weekly and are encouraged to check out books from the library. The cost of lost or damaged books will be billed to the student and parent.

PERSONAL PROPERTY

There is a "lost and found" box kept outside the office door. If your child is missing an item of clothing, i.e., jacket, etc., please check our lost and found. Children who choose to bring toys or valued personal items to school are also assuming sole responsibility for that item. Putnam is not responsible for lost, damaged, or stolen items. At the end of each month items that are not claimed are donated to a local charity.

Teachers will make a judgment as to the safety of personal property that children choose to bring to school for playground and school use. Any toy on the playground that has to be thrown to use must be like similar items provided by the school, i.e., football, basketball, soccer ball. Other items such as frisbees, superballs, foxtails, baseballs, etc., will not be permitted due to safety issues.

BANKING PROGRAM

Advantage Bank offers a savings program to students in grades K-5. A student may open a savings account. Deposits may be made weekly.

LUNCH

Lunch is provided by AVI, Inc. Costs for these meals are determined by AVI and may change from year to year. Meals may not be charged through AVI. When a student does not bring a lunch, the office will call the parent to bring a lunch. Due to health and safety issues, glass bottles, canned soda, and trading, selling, or giving food to others are not permitted.

BIRTHDAY RECOGNITION

Personal birthday treats are best handled at home. Classroom or lunchroom birthday/holiday treats are not conducted at school.