

# **Israel Putnam School**

**133 PARKER AVENUE  
MERIDEN, CT 06450**

**Phone: (203) 237-8493**

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



**Dr. Anne Jellison, Principal**  
**Enza Adamcewicz, Instructional Associate**  
**Maribel Lawson, Secretary**  
**Siobhan Stewart, School Nurse (639-5534)**

# Family Handbook

## Visitors

Parents and other visitors are **ALWAYS** welcome at Israel Putnam. During school hours, all visitors are asked to enter at the main entrance (facing the bus loop), and report to the office so that we know who is in the building at all times. Your cooperation will help support a secure environment for our children.

## School Hours

### Grades 1 to 5

Please plan to have your child at school between 8:30 and 8:50. Supervision is provided for students after 8:30. **No student should be dropped off at school before 8:30**, unless your child is participating in a planned activity. Our hours are as follows:

Regular Day

Early Dismissal

8:50 - First Bell

9:00 - Late Bell

3:15 - Dismissal

1:20 - Dismissal

### Morning Kindergarten

Please plan to have your child at school between 8:30 and 8:50. Our hours are as follows:

Regular Day

Early Dismissal

8:50 - First Bell

9:00 - Late Bell

11:45 - Dismissal

11:07 - Dismissal

## Afternoon Kindergarten

Please plan to bring your child to school between 12:20 and 12:30. Our hours are as follows:

### Regular Day

12:30 - Students Enter  
3:15 - Dismissal

### Early Dismissal

11:12 Students Enter  
1:20 Dismissal

## **Step Up to Safety**

In order to provide for your child's safety while entering in the morning and at afternoon dismissal time, we ask your cooperation.

### When dropping your child off, please

#### **DO...**

drop your child off after 8:30

drop your child off on Markham Place. Our two crossing guards can direct your child to enter the school grounds safely.

drop your child off at the sidewalk by the bus loop on Charles St. or Parker Ave.

Observe the **NO PARKING** signs and yellow curbs.

When picking your child up, please arrange to wait for your child along Parker Avenue or Markham Place. We are trying to keep the bus loop free of unnecessary traffic. Please help us be good neighbors to our friends on Markham and Parker.

We are trying to instill safety habits in your child. Your cooperation is vital!

#### **DO NOT...**

drop your child off before 8:30. There will be NO supervision. (12:20 for pm Kindergarten)

Use the parking lots or the bus loop to drop off children.

block the bus loop where buses exit.

## **Bus Transportation**

Students will be assigned bus transportation based on the home address. **If your child rides a bus** and you wish to make alternative arrangements for a particular day, you **MUST** write a note or your child will be sent home on the assigned bus. **If your child does not normally ride the bus**, but you would like your child to ride the bus to another person's home on a given day, you **MUST** write a note requesting special permission or your child will NOT be allowed to ride the bus. Only the principal can grant permission for transportation changes. It is then your responsibility to call to **verify** that changes have been made.

## **School Cancellations/Late Openings/Early Closings**

The following radio stations will announce school cancellations, late openings, or early closings:

Channels 3, 8 and 30  
WTIC, Hartford (1080 AM)  
WMMW, Meriden (1470 AM)  
WELI, New Haven (960 AM)  
WDRC, Hartford (103 FM and 1360 AM)  
WKCI, New Haven (101.3 FM)  
WKSS, Hartford (95.7 FM)  
WWYZ, (92.5 FM)  
WELI (960 AM)  
WXCT (1220 AM)-SPANISH STATION  
WTYM (840 AM)-SPANISH STATION

Please avoid calling the school to get this information. We have almost 650 students and two telephone lines. In emergency situations we will need lines to call out.

## **Attendance Policy**

Unauthorized absence from school is considered truancy. A "truant" means a child who has four unexcused absences in one month. A "habitual truant" means any child who has twenty unexcused absences within a school year. The Meriden Board of Education, in compliance with state law, has procedures in place to work with truant students and their parents. You will help us comply with the policy if you:

- 1) Send a note if you anticipate an absence.
- 2) Call the school by 9:30 a.m. if your child is ill (237-8493). Follow up with a written note, which we will file.
- 3) Schedule personal vacations during scheduled school vacations.
- 4) Provide the school with an up-to-date home phone number.

## **Homework**

The Meriden Board of Education has established guidelines and procedures concerning homework. Students are expected to complete homework and return it to school Tuesday through Friday. The suggested daily average follows:

Grade 1	15 minutes
Grade 2	20 minutes
Grade 3	30 minutes
Grade 4 and 5	40 minutes

Homework goals are set for students in grades 1 to 5 for each marking term. Individuals are recognized for meeting homework goals at quarterly grade level celebrations.

## **Health Services**

The purpose of the health services in the schools is to help each child attend school in optimum health. The school nurse follows the procedures and policies of the Meriden Health Department under the auspices of the State of Connecticut, Department of Health Services, in order assure the good health of our total school population. Please work with us to meet that goal.

## **Administration of Medicine**

Students may not carry medications in school. This prohibition extends to over-the-counter medications such as aspirin and decongestants. If your child needs medication, we must follow these procedures:

A physician's or dentist's written order is needed, specifying the name of drug, dose, and the duration of the order.

Authorization of a parent or a guardian for each medication order and for each extension of a prescribed order is also required.

The required form is available in the school health office. For more information on the mandated guidelines, please contact the school nurse. (In lieu of the above authorizations, a parent may come to school to administer medication to his or her child.)

## **Student Welfare**

For the health and safety of all students there is a policy on Communicable Diseases. Children who show symptoms of having a contagious or infectious disease will not be allowed to remain in school or readmitted into school except with a note from the child's physician. The following are designated "communicable diseases" by the Meriden Health Department: chicken pox, mumps, measles, German measles, pink eye, hepatitis, impetigo, ringworm, scabies, strep throat, scarlet fever.

Pediculosis (head lice) are also on the "communicable disease" list. Students must be checked by the school nurse or the Meriden Health Department before being readmitted. No student should be sent to school after reported headlice without a parent/guardian or communication from the Health Department.

## **Emergency Information**

Please notify the school office immediately of any changes in the information necessary for EMERGENCY CONTACT. This includes: addresses and telephone numbers at home and at work, family physician, and names of relatives or neighbors to be contacted if the parent can not be reached. It is essential that school personnel be able to contact you or a designated relative or friend in case of an illness or an emergency.

## **Discipline Policy**

The Israel Putnam Code of Conduct has been included in this handbook. Teachers have classroom rules which reinforce this code. Rules in the cafeteria, in the hallways and on the playground are consistent with this code. When a student breaks the rules, the staff members will apply an appropriate consequence. For repeated offenses or a serious breach of our code of ethics, a student will be sent to the office. You will be notified each time this occurs. Your support of positive behaviors in school is critical!

## Israel Putnam Code of Conduct

School discipline plays an integral part in maintaining a successful learning environment. To achieve this goal, we have identified the following areas of expectations for our students:

Each child should show respect for each other by:

1. Treating each other nicely.
2. Keeping hands to self.
3. Encouraging each other with positive verbal communication.

Each child is expected to respect adults and all school personnel by:

1. Always speaking politely.
2. Listening respectfully.
3. Following directions promptly and courteously.

Each child is expected to show respect for school property by:

1. Keeping a neat and clean work area.
2. Keeping common spaces, such as the cafeteria and lavatories, neat.
3. Using school books and materials in a proper manner.

Each child is expected to show self-respect by:

1. Dressing neatly. **(See Attached Dress Code)**
2. Using proper language
3. Always trying to do his or her "best" on school assignments.

Students are recognized for their positive behavior through monthly Good Citizen awards.

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Thank you for taking the time to read this with your child. Please keep it in a convenient place for future reference.

