Putnam Board of Education **POLICIES**

The following policies are located on the Putnam website, www.putnam.k12.ct.us under the EMPLOYEE NEWS AND INFORMATION section. By signing this form, you acknowledge that you have read and understand the following policies.

- ➤ Acceptable Use of Computers (4118.5)
- ➤ Bullying (5131.911)
 - o Requires ALL school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist not later than one school day after witnessing the act of bullying or receiving a report of an act of bullying. School employees must file a written report not later than two school days after making their oral report: High School, Mr. Ptaszynski; Middle School, Ms. Bruce; Elementary School, Mrs. Williams

☐ I would like to request a paper

Please sign and return this form

New teacher handbook/Policies receipt

copy of these policies.

- ➤ Cellular Phones (4118.6)
- ➤ Code of Ethics (4118.22)
- > Conduct (4118.23)
- ➤ Conflict of Interest (4118.13)
- > Dress Code (4118.231)
- Drug-Free Workplace (4118.232)
- ➤ Electronic Email (4118.4)
- > Employees with HIV/ARC & AIDS (4147.3)
- > Employee Safety (4147)
- Family and Medical Leave (4152.6)
- ➤ Nepotism-Employment of Relatives (4112.8)
- ➤ Nondiscrimination (4118.11)
- ➤ Non-School Employment (4138)
- ➤ Non-Union Personnel (4112.111)
- > Personnel Records (4112.6)
- Psychotropic Drugs (4118.234)
- Sexual Harassment (4118.112)
- Staff Conduct (4110)

to your building administrator or
director by Friday, September 9,
2011.
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