

Personnel -- Certified

Rights, Responsibilities and Duties

All current employees of the school system are subject to the policies of the Board, applicable laws, and current employee agreements.

Job descriptions shall be established for each type of work to be performed by instructional employees.

Job descriptions shall include the following:

I. General

- a. Job Title
- b. Job Description
- c. Job Qualifications

II. Essential/Non-Essential Job Functions

III. Other Related Factors

- a. Physical Demands
- b. Working Conditions
- c. Vocational Preparation
- d. Educational Preparation
- e. Temperament Requirements
- f. Sensory Abilities

Personnel – Certified/Non-Certified

Nondiscrimination

In compliance with regulations of Title VII of the Civil Rights Act 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Civil Rights Act of 1987 and the American With Disabilities Act, the Putnam Board of Education adopts the following Equal Employment Opportunity and Equal Education Opportunity Policies.

Equal Employment Opportunity

Both federal and state law prohibit discriminatory practices in hiring and employment. It is the policy of the Putnam Board of Education to prohibit acts of discrimination in all matters dealing with employees and applicants for positions with the school district and to further the principle of equal employment opportunity in all actions affecting employees and applicants. As an equal opportunity employer, the Putnam Board of Education does not discriminate on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation past or present history of mental disorder, mental retardation, learning disability, regarding any individual who can perform the essential functions of the job with or without reasonable accommodations physical disability (including blindness) or other disability (except in the case of a bona fide occupational qualification or need.)

Employee/or applicants shall not be discriminated against, including but not limited to, the areas of:

- Hiring and Promotion
- Compensation
- Job Assignments
- Leaves of Absence
- Fringe Benefits
- Labor Organization
- Contracts or Professional Agreements

The Board, any employee or any other person may not aid or compel the performance of an unfair labor practice as defined by law.

No employee shall suffer any professional disadvantage by reason of the employee's membership in an employee association or participation in its lawful activities.

If you believe that you have been discriminated against in regard to this policy, you may file a grievance that your rights have been denied or violated.

If you wish to discuss your rights under this policy, or wish to discuss or file a grievance, please contact the Director of Special Education, our district Civil Rights Coordinator, or an administrator.

Personnel -- Certified/Non-Certified

Nondiscrimination (continued)

Forms are available in the school offices or from the Civil Rights Coordinator. Contact with the Civil Rights Coordinators should take place within thirty (30) calendar days of the alleged occurrence.

Discrimination Grievance Procedure

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise concerning claims of discrimination. Evidence of reprisal against a complainant or witness shall be viewed as a violation of this policy.

Any person who wishes to inquire or to register a complaint concerning alleged discrimination in the Putnam Public Schools shall have an opportunity to bring such concerns to the attention of the Civil Rights Officers or Superintendent, who has the authority to resolve such complaints. The following grievance procedures are outlined in negotiated contracts

- Level I:** The complainant shall discuss the alleged discriminatory act or practice with the Civil Rights Officers or the individual closest to the daily decision-making level. This will normally be a Principal, teacher, counselor, Department Chairperson, or Cafeteria Manager. If satisfaction cannot be achieved through informal discussion, the following procedure must be initiated.
- Level II:** The complainant shall, within forty (40) calendar days of the alleged incident, on forms provided, put the complaint in writing and file it with either of the Civil Rights Officers. Within five (5) working days a conference must be held. Within five (5) working days following the conference, the complaint must be resolved to the satisfaction of both parties or referred to the Superintendent of Schools. Within five (5) working days, the Civil Rights Officer shall notify the Superintendent and must notify the complainant of this notification. The Board will be apprised by the Superintendent of any grievance reaching Level II.
- Level III:** Within ten (10) working days after receipt of such complaint, the Superintendent must hold a hearing; and within five (5) working days of the hearing, resolve the complaint, negotiate a long-term solution or refer the matter to the Board of Education for consideration.
- Level IV:** The Board of Education, Superintendent and the Civil Rights Officers shall proceed in accordance with appropriate laws or regulations.

Personnel – Certified/Non-Certified

Nondiscrimination (continued)

Legal Reference: Connecticut General Statutes

10-153 Discrimination on account of marital status.

46a-60 Discriminatory employment practices prohibited.

Federal Law

Title VII of the Civil Rights Act 1964

Section 504 and the Federal Vocational Rehabilitation Act of 1973, 20 U.S.C. 706(7)(b).

American Disability Act of 1989.

Chalk v. The United States District Court of Central California.

Title IX of the Education Amendments of 1972.

Civil Rights Act of 1987.

Policy adopted: August 18, 2009

PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut

Personnel -- Certified/Non-Certified

Sexual and Other Forms of Harassment

Sexual harassment or any other form of harassment based on protected class status (including, but not limited to race, sex, color, national origin, religion or disability) will not be tolerated in the Putnam School District. The Board of Education strictly forbids any form of harassment by students, personnel, individuals under contract, or volunteers subject to the control of the Board. Employees who engage in harassment will be subject to discipline, up to and including termination of employment.

Definitions

Sexual Harassment

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including but not limited to, advances or requests for sexual favors, insulting or degrading sexual remarks or conduct, threats or suggestions that an employee's submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment, is used as the basis for employment decisions affecting such individual, or such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Examples of sexual harassment include, but are not limited to:

- pressure for sexual activity
- repeated remarks with sexual or sexually demeaning implications
- unwelcome or inappropriate touching
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an individual's employment status, benefits, duties or work assignments

Other Forms of Harassment Based On Protected Class Status

For purposes of this policy, harassment of an employee based on protected class status other than sexual harassment consists of verbal or physical conduct when the harassing conduct is so severe, persistent or pervasive that it affects an employee's ability to work, or creates an intimidating, threatening or abusive educational environment; the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work; or the harassing conduct otherwise adversely affects an individual's work performance.

Personnel -- Certified/Non-Certified

Sexual and Other Forms of Harassment (continued)

Title IX, Title VI and Section 504 Coordinator

Questions, complaints, and other matters concerning harassment will normally be handled by the Director of Special Education, who may be reached at (860) 963-6920. The Director of Special Education is responsible for compliance with federal and state law and Board policy concerning sexual and other forms of harassment. In the alternative, such questions, complaints and other matters including, but not limited to, investigations may be referred directly to and handled by the Superintendent or his/her designee.

Complaint Procedure

Employees who believe they have been victims of sexual or other forms of harassment are encouraged to promptly report such claims. Complaints will be investigated and corrective action will be taken as appropriate. Confidentiality, both of the complainant and the accused, will be respected by all persons involved, consistent with the Board's legal obligations and the necessity to investigate the allegations. Reprisals or retaliation as a result of the reporting of charges of harassment will not be tolerated. Reporting claims of harassment will not affect an employee's employment status, benefits, duties or work assignments.

An employee who believes that he/she has been subjected to behavior that could constitute sexual or other forms of harassment should, whenever possible, immediately inform the alleged harasser that his/her behavior is unwelcome and unacceptable, and that such behavior must stop immediately. It is recognized, however, that the responsibility for ending the harassment rests with the harasser, not the victim.

Employees who believe they have been subjected to sexual or other forms of harassment may request an informal meeting with their immediate supervisor, unless the supervisor is the alleged harasser. In that event the employee may request a meeting with the appropriate supervisor in the next level of management. The purpose of such a meeting will be to discuss the allegations and appropriate remedial action. The supervisor will provide a written report of the incident, including the remedial action to be taken, to the Director of Special Education or other appropriate administrator.

Personnel -- Certified/Non-Certified

Sexual and Other Forms of Harassment

Complaint Procedure (continued)

If the complaint is not resolved through the informal meeting described above, the supervisor will encourage the employee to file a written complaint with the Director of Special Education on the form provided for this purpose. If the Director of Special Education is the alleged harasser, the complaint should be forwarded directly to the Superintendent or his/her designee. Normally, complaints should be made immediately, or as soon after the act of harassment as possible. Complaint forms are available from the Director of Special Education, guidance office, building principal and the Superintendent. The complaint should state the name of the complainant and the date of the complaint, the date of the alleged harassment, the name or names of the harasser or harassers, where such harassment occurred, and a statement of the circumstances constituting the alleged harassment.

Any employee who makes an oral complaint of harassment will be provided a copy of this policy and a complaint form, and will be encouraged to submit a written complaint. Failure to provide a written complaint will not, however, preclude investigation and attempted remediation, if necessary, of the complaint. All complaints are to be forwarded immediately to the Director of Special Education unless that individual is the alleged harasser, in which case the complaint should be forwarded directly to the Superintendent or his/her designee.

Investigation

Within five (5) working days of receipt of a complaint, or as soon thereafter as possible, the Director of Special Education, or other personnel as appropriate, shall commence an investigation. The investigation should normally include consultation with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser or harassers, any witnesses to the conduct, and any victims of similar conduct, if known. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation. Throughout the entire investigative process, the due process rights of the alleged harasser will be upheld.

At the conclusion of the investigation, the investigator shall provide a written report to the Superintendent, or other appropriate personnel, summarizing the results of the investigation and recommended disposition of the matter. Under normal circumstances, the Superintendent will respond to the investigation within thirty (30) business days after receiving notification of the results from the investigator. If there is reasonable cause to believe that sexual or other forms of harassment has occurred, the Superintendent or his/her designee shall take all reasonable steps to ensure that the harassment ceases and will not re-occur, up to and including termination of the employment of the harasser or harassers.

Personnel -- Certified/Non-Certified

Sexual and Other Forms of Harassment

Investigation (continued)

If the complainant is not satisfied with the resolution of his/her complaint, he/she can appeal to the Board. The appeal must include a copy of the original complaint, the specific action or inaction being appealed and a proposed resolution.

Following a finding of harassment, victims may be periodically interviewed by the appropriate supervisor as necessary to ensure that the harassment has not re-occurred and that no retaliation has occurred. Such review will continue for a period of time deemed appropriate by the Director of Special Education and/or the Superintendent.

Dissemination, Posting and Training

A copy of this policy shall be provided to all employees upon hire. The Board shall post in a prominent and accessible location in each school building, information concerning the illegality of sexual or other forms of harassment and remedies available to victims of harassment. The Board shall provide training and education to all new supervisory employees within six months of their assumption of a supervisory position. Such training shall include information concerning the federal and state statutory provisions concerning sexual harassment and remedies available to victims of sexual harassment.

Alternate Complaint Procedures

In addition to filing a harassment complaint through the procedures set forth in this policy, an employee may choose to exercise other options, including but not limited to filing a complaint with an outside agency or filing a private lawsuit. A charge of harassment may be investigated by the Connecticut Commission on Human Rights and Opportunities, 21 Grand Street, Hartford, Connecticut 06106. (Telephone number: 860-541-3400; TDD number: 1-800-477-5737). Connecticut law requires that a formal written complaint be filed with the Commission within 180 days of the date when the alleged harassment occurred.

Legal References: Civil Rights Act of 1964, Title VII, 42 U.S. §2000-e2(a)

Equal Employment Opportunity Commission Policy Guidance (N-915.035)
on Current Issues of Sexual Harassment, Effective 10/15/88

Meritor Savings Bank, FSB v. Vinson 477 US.57 (1986)

29 CFR Para. 1604.11 (EEOC)

Personnel – Certified/Non-Certified

Sexual and Other Forms of Harassment

Legal References: (continued)

Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26, 1998)

Burlington Industries, Inc. v. Ellerth, No. 97-569, (U.S. Supreme Court, June 26, 1998)

Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26, 1998)

Connecticut General Statutes

46a-60 Discriminatory employment practices prohibited.

Policy adopted: August 18, 2009

PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut

PERSONNEL - CERTIFIED/NON-CERTIFIED

**SEXUAL HARASSMENT IS ILLEGAL AND IS PROHIBITED BY
THE CONNECTICUT DISCRIMINATORY EMPLOYMENT PRACTICES ACT
(Section 46-60(a)(8) of the Connecticut General Statutes)
AND
TITLE VII OF THE CIVIL RIGHTS ACT OF 1964
(42 United States Code Section 2000e et seq.)**

Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Such conduct may further constitute illegal harassment if based upon other protected class status including: race, color, religious creed, age, sex, pregnancy, national origin, past or present history of mental disorder, mental retardation, physical disability, marital status, ancestry and sexual orientation. Any harassment based on protected class status will not be tolerated.

Examples of SEXUAL HARASSMENT include:

UNWELCOME SEXUAL ADVANCES; SUGGESTIVE OR LEWD REMARKS; UNWANTED HUGS, TOUCHES, KISSES; REQUESTS FOR SEXUAL FAVORS; RETALIATION FOR COMPLAINING ABOUT SEXUAL HARASSMENT; DEROGATORY OR PORNOGRAPHIC POSTERS, CARTOONS OR DRAWINGS

Remedies for SEXUAL HARASSMENT may include:

CEASE AND DESIST ORDERS; BACK PAY; COMPENSATORY DAMAGES; HIRING, PROMOTION OR REINSTATEMENT

Individuals who engage in acts of sexual harassment or harassment based on protected class status may also be subject to civil and criminal penalties.

Contact the Director of Special Education if you have questions or concerns or believe that you or others are being harassed. Please refer to the policies of the Putnam Board of Education concerning sexual and other forms of harassment and complaint procedures (Policy 4118.112/4218.112 for Personnel and Policy 5145.5 for Students).

If you feel that you have been discriminated against, contact the **Connecticut Commission on Human Rights and Opportunities**, 21 Grand Street, Hartford, Connecticut 06106. (Telephone Number: 860-541-3400; TDD Number: 860-541-3451). Connecticut law requires that a formal written complaint be filed with the Commission within 180 days of the date when the alleged harassment occurred.

If you need additional information, contact the **Permanent Commission on the Status of Women**, 90 Washington Street, Hartford, Connecticut 06106. (Telephone and TDD Number: 860-566-5702).

PERSONNEL - CERTIFIED/NON-CERTIFIED

PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut

SEXUAL HARASSMENT REPORT FORM¹

The Putnam Public Schools maintain a firm policy prohibiting all forms of harassment based on sex or other protected class status. Sexual advances or other forms of sexual harassment or any other form of harassment by any person, which creates an intimidating, hostile or offensive environment will not be tolerated under any circumstances. Individuals who suspect that they may be victims of sexual or other forms of harassment shall complete this form and file it with the Director of Special Education, or if deemed more appropriate, with the Superintendent of Schools or his/her designee.

Complainant _____
Home Address _____
Work Address _____
Home Phone _____ Work Phone _____
Date of Alleged Incident(s) _____
Name of person(s) you believe sexually harassed you _____
List any witnesses that were present _____
Where did the incident(s) occur? _____

Describe the incident(s) as clearly as possible, including but not necessarily limited to descriptions of: what force, if any, was used; any specific verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary.)

This complaint is filed based on my honest belief that _____
has harassed me. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

Signature - Complainant _____ Date _____

Received by _____
Signature - Director of Special Education _____ Date _____

A copy of this form shall be provided to the complainant.

¹This reporting form should be used for all forms of alleged harassment.

Personnel – Certified/Non-Certified

Conflict of Interest

The Board of Education wishes to avoid any conflict of interest on the part of its employees regarding their personal interests and the interests of the school district in dealing with suppliers, contractors and all organizations or individuals doing or seeking to do business with the school district. For this reason, the Board of Education prohibits employees from directly or indirectly soliciting any gift; or accepting or receiving any gift having a value of twenty-five dollars (\$25) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could be reasonably inferred that the gift was intended to influence the Board member or employee in the performance of his/her official duties or was intended as a reward for any official action on his/her part.

Legal Reference: Connecticut General Statutes

7-479 Conflicts of interest.

Policy adopted: August 18, 2009

PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut

Personnel – Certified – Non-Certified

Code of Ethics

The success of every school system depends on an effective working relationship among the Board of Education and all employees. This Code of Ethics incorporates those standards and responsibilities most critical to support the Putnam Public Schools.

We will:

1. Make the well-being of students the fundamental focus of all decision-making and actions.
2. Strive to ensure our public schools meet the individual educational needs of all children regardless of their ability, race, creed, sex, or social standing.
3. Uphold and enforce all laws, rules, regulations and court orders pertaining to public schools and strive to bring any needed change only through legal and ethical procedures.
4. Advocate for high quality free public education for all children.
5. Acknowledge that the Superintendent is the educational leader of the school district.
6. Recognize that the governance of the school district rests only with the whole Board of Education assembled in public meeting.
7. Implement and follow the Board of Education policies and regulations.
8. Become fully informed about the nature, value, and direction of high quality education in our society and support needed change in our schools.
9. Continue to learn through professional development and personal growth in order to perform responsibilities effectively.
10. Carry out individual roles with the highest level of professionalism, honesty and integrity.
11. Make decisions in a fair and unbiased manner.
12. Strive to ensure that the community is fully and accurately informed about our schools.
13. Avoid using positions for personal gain through political, social, religious, economic, or other influence.
14. Hold confidential all matters pertaining to schools and/or students which, if disclosed, might needlessly injure or infringe on the rights of individuals or the schools.
15. Refer all complaints or concerns through the proper “chain of command” within the system.

Policy adopted: August 18, 2009

PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut

Personnel -- Certified/Non-Certified

Conduct

The Board of Education recognizes that school children are often influenced by the conduct displayed by teachers and other members of a school's staff. The Board expects that staff will strive to set the kind of example for students that will serve them well in their own conduct and behavior and contribute toward an appropriate school atmosphere.

Employees are expected to report for work appropriately dressed, on time and fully prepared to perform their duties. They are expected to perform their duties in a timely and efficient manner, and to refrain from inappropriate conduct. Every employee is expected to deal effectively with students, parents and other staff members, both superior and subordinate.

The personal life of an employee will be the concern and warrant the attention of the Board only as it may directly affect the employee's fitness to perform the job, his/her fitness to be placed in a position of trust with children, the property of the district, or constitute a conflict of interest.

Disciplinary action, when necessary, will be applied in accordance with applicable laws, policies, and collective bargaining agreements.

Personnel – Certified/Non-Certified

Dress Code

In recognition of the important role that members of the staff play in setting an example for students and the image they project in providing a reflection of the school district to the community, it is expected that the staff will present a neat and clean appearance at all times.

A list of items of attire which are considered unacceptable will be presented and explained by the building administrator at the first faculty meeting of the start of each new school year. The nature of certain teaching assignments (i.e., Industrial Arts, Physical Educations, Art Fieldtrips. etc.) may require exceptions to the above policy and will be dealt with, upon request by the staff member in question, on an individual basis. It will be the responsibility of the administrator of the building to determine when exceptions to the norm will be allowed.

Guidelines for Attire

1. No jeans unless appropriate to classroom, as determined by the building administrator. No ripped jeans.
2. No advertisements such as alcohol, tobacco, firearms, drugs, suggestive messages, etc.
3. No sweatshirts.
4. No hats indoors.
5. No revealing clothing.
6. No ripped sneakers.
7. No visible undergarments.
8. No sweatpants unless appropriate for class, as determined by the building administrator.
9. No backless (flip flops) shoes.
10. Collared shirts (men only).
11. Skirts and/or shorts length should be appropriate, as determined by the building administrator.

Personnel – Certified/Non-Certified

Alcohol, Drugs and Tobacco

Drug-Free Workplace

No employee engaged in work with the Putnam Public Schools shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any alcohol, tobacco, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15. Valid prescriptions from certified licensed practitioners are exempt from the above.

The “workplace” is defined to mean the site for the performance of work done while in the employ of the Putnam Public Schools. This includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant or local education funded program is performed.

As a condition of employment in Putnam each employee shall notify his or her supervisor of his or her conviction occurring in the workplace as defined above, no later than five (5) days after such conviction.

As a condition of employment in Putnam each employee shall abide by the terms of the school district policy respecting a drug-free workplace.

An employee who violates the terms of this policy may be non-renewed or his or her employment may be suspended or terminated at the discretion of the Board. The Board may require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such by a federal, State, or local health enforcement or other appropriate agency.

Such agencies may include:

- 1) United Social Services, Dayville, CT
- 2) Northeast Connecticut Alcohol Council, Willimantic, CT
- 3) Parkside Lodge Residential Facility, Canaan, CT

Personnel – Certified/Non-Certified

Alcohol, Drugs and Tobacco

Drug Free Workplace (continued)

All administrators and supervisors shall report any suspected violation of the standards of conduct defined in this policy directly to the Superintendent of Schools or his/her designee who will immediately investigate the allegation and meet with the alleged violator. Any disciplinary sanctions imposed will ensure that similarly situated violations are treated in a similar manner.

Legal Reference: Connecticut General Statutes
 Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. 1308.11-1308.15
 Drug-Free Workplace Act of 1988, 41 U.S.C. §701 et. seq.
 Drug-Free Schools and Community Act, P.L. 99-570, as amended by P.L.
 101-226 (1999)
 Safe and Drug-Free School and Communities Act of 1994,
 20 U.S.C. §7101 et. seq.
 Drug-Free Workplace Act, 30 ILCS 580/1 et. seq.

Policy adopted: August 18, 2009

PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut

Personnel – Certified/Non-Certified

Weapons and Dangerous Instruments

All dangerous instruments and illegal weapons (guns, knives, etc.) are prohibited on school property, student transportation and at school-sponsored activities. Such instruments and weapons shall be confiscated. Any violation will be reported to the police. Appropriate disciplinary or legal action shall be pursued by school officials.

(cf. 5131.7 - Weapons and Dangerous Instruments)

Legal Reference: Connecticut General Statutes

10-221 Board of Education to prescribe rules.

Policy adopted: August 18, 2009

PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut

Personnel - Certified

Psychotropic Drug Use

School personnel are prohibited from recommending the use of psychotropic drugs for any student. School medical staff may, however, recommend that a student be evaluated by an appropriate medical practitioner. School medical staff may consult with such practitioner, with the consent of the student's parent or guardian.

A "psychotropic drug" means a behavior modifying medication used for the direct effect it exerts upon the central nervous system to modify thoughts, feelings, mental activities, mood, or performance, such as anti-manics, anti-anxiety agents, anti-psychotics, anti-depressants, stimulants, and sedative/hypnotics. Medications which are not usually described as psychotropics are covered by this definition when they are prescribed primarily for their psychotropic effects such as mood stabilization or impulse control. These medications include certain anticonvulsants, some beta-blockers, and certain other drugs.

Individuals who violate this policy will be subject to discipline, up to and including termination of employment.

Legal Reference: Connecticut General Statutes
 10-212b Policies prohibiting the recommendation of psychotropic drugs by
 school personnel. (as amended by PA 03-211)
 46b-120. Definitions
 10-76a Definitions. (as amended by PA 00-48)
 10-76b State supervision of special education programs and services.
 10-76d Duties and powers of boards of education to provide special education
 programs and services. (as amended by PA 97-114 and PA 00-48)
 10-76h Special education hearing and review procedure. Mediation of
 disputes. (as amended by PA 00-48)
 State Board of Education Regulations.
 34 C.F.R. 3000 Assistance to States for Education for Handicapped
 Children.
 American with Disabilities Act, 42 U.S.C. §12101 et seq.
 Individuals with Disabilities Education Act, 20 U.S.C. §1400 et seq.
 Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794.

Policy adopted: August 18, 2009

PUTNAM PUBLIC SCHOOLS
 Putnam, Connecticut

Personnel – Certified/Non-Certified

Staff/Student Non-Fraternization

Adults who have contact with children and adolescents through school activities have the responsibility not to betray or misuse their privileged position. Students develop a special trust in school staff by virtue of the school system's authority and the important role the schools play in their lives. Adults must never take advantage of students' vulnerability or of their confidence that adults in school will behave appropriately in relationships with them.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

It is the policy of the Board of Education to prohibit any sexual relationship, contact or sexually nuanced behavior or communication (verbal or non-verbal) between a staff member and a student, while the student is enrolled in the school system. The prohibition extends to students of the opposite sex or the same sex as the staff member, and applies regardless of whether the student or the staff member is the initiator of the behavior and whether or not the student welcomes or reciprocates the attention.

Electronic Communications

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communications regardless of whether the communication methods are provided by the District or the staff member uses his/her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The District's policies, regulations, and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional and student communications must be appropriate.

(cf. 4118.112/4218.112 – Sexual Harassment)

(cf. 4118.23/4218.23 – Conduct)

(cf. 5141.4 – Child Abuse/Neglect)

Personnel – Certified/Non-Certified

Staff/Student Non-Fraternization (continued)

Legal Reference: Connecticut General Statutes

10-53a-71 Sexual assault in the second degree: Class C or B felony.

10-151 Employment of teachers. Definitions. Notice and hearing on failure to renew or termination of contract. Appeal

Policy adopted: August 18, 2009
Policy revised: May 20, 2014

PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut

Personnel – Certified/Non-Certified

Staff/Student Non-Fraternization

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines:

1. Staff members shall not make derogatory comments to students regarding the school staff, and/or other students.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties, at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Dating between staff members and students is prohibited.
7. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
8. Staff members shall maintain a reasonable standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands.
10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
11. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but instead, should refer the student to the appropriate individual or agency for assistance.
12. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.
13. Sexual relations with students, regardless of age and/or consent, is prohibited and will result in dismissal.

Personnel – Certified/Non-Certified

Staff/Student Non-Fraternization (continued)

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Regulation approved:
Regulation revised:

August 18, 2009
May 20, 2014

PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut

Personnel - Certified/Non-Certified

Rights, Responsibilities and Duties

Electronic Mail

Electronic mail is an electronic message that is transmitted between two or more computers or electronic terminals, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval. Electronic mail includes all electronic messages that are transmitted through a local, regional, or global computer network.

All district electronic mail systems are owned by the district and are intended for the purpose of conducting official district business only. District electronic mail systems are not intended for personal use by employees of the district and employees should have no expectation of privacy when using the electronic mail systems.

Users of district E-mail systems are responsible for their appropriate use. All illegal and improper uses of the electronic mail system, including but not limited to pornography, obscenity, harassment, solicitation, gambling and violating copyright or intellectual property rights are prohibited. Use of the electronic mail system for which the district will incur an expense without expressed permission of an administrator is prohibited.

Electronic messages are not for private or confidential matters. Because there is no guarantee of privacy or confidentiality, other avenues of communication should be used for such matters. Except for directory information, student records will not be transmitted by electronic mail. Care should be taken when forwarding an electronic mail message. If the sender of an electronic mail message does not intend for the mail to be forwarded, the sender should clearly mark the message "Do Not Forward".

In order to keep district electronic mail systems secure, users may not leave the terminal "signed on" when unattended and may not leave their password available in an obvious place near the terminal or share their password with anyone except the school administration and electronic mail system administrator. The district reserves the right to bypass individual passwords at any time and to monitor the use of such systems by employees.

The district retains the right to review, store and disclose all information sent over the district electronic mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation and to access district information in the employee's absence.

Personnel - Certified/Non-Certified

Rights, Responsibilities and Duties

Electronic Mail (continued)

Employees with district email accounts are required to provide their password to the school administrator at the start of each school year and each time the password is changed. Administrators will keep the passwords in a locked, secure location.

Except as provided herein, district employees are prohibited from accessing another employee's electronic mail without the expressed consent of the employee. All district employees should be aware that electronic mail messages can be retrieved even if they have been deleted and that statements made in electronic mail communications can form the basis of various legal claims against the individual author or the district.

Electronic mail sent or received by the Board, the district or the district's employees may be considered a public record subject to public disclosure or inspection. All Board and district electronic mail communications may be monitored.

District employees will be subject to disciplinary action for violation of this policy.

The Superintendent will ensure that all district employees have notice of this policy and that each district employee is given a form to sign stating they have received and read the policy. The form will be maintained in the employee's personnel file.

(cf. 5125 - Student Records)

Legal Reference: Connecticut General Statutes

The Freedom of Information Act.

31-48d – Employees engaged in electronic monitoring
required to give prior notice to employees

Policy adopted: August 18, 2009

PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut

Personnel - Certified-Non-Certified

Acceptable Use of Computer Network

The Internet is a powerful global information infrastructure used by private individuals, businesses, organizations, educators and governments. In school, the Internet can serve as a valuable educational resource. The Putnam Board of Education provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students.

Employee access to the District's computers and Internet service is provided for administrative, educational, and research purposes, consistent with the District's educational mission, curriculum and instructional goals. The District's computers, networks and Internet service are available for use by staff for school-related purposes and the performance of job-related functions. Personal use during work time is prohibited. Any employee who violates this policy will be subject to appropriate disciplinary action, up to and including termination of employment. Improper use may also be reported to law enforcement officials, if appropriate.

Prohibited Use

Each employee is responsible for his or her actions and activities in using the District's computers and Internet service. Uses that are expressly prohibited include, but are not limited to, the following:

1. Any use that is illegal or in violation of any of the District's policies, rules or regulations, including but not limited to, harassing, discriminatory, or threatening communications and any violation of copyright laws.
2. Any use involving inappropriate materials and/or inappropriate communications, especially with students and/or minors, including but not limited to materials and/or communications that are obscene, pornographic, sexually explicit or sexually suggestive.
3. Any use for personal or commercial financial gain or political lobbying.
4. Any use involving harassment, hate mail, discrimination, or other offensive communications.
5. Any use for the purpose of improperly infiltrating and/or damaging a software program or computer system, or for the purpose of improperly obtaining or modifying files, passwords or data.

Personnel - Certified-Non-Certified

Acceptable Use of Computer Network

Prohibited Use (continued)

6. Any use for the purpose of misrepresenting the District or others.
7. Misuse of passwords or accounts.
8. Misuse or damage to computer equipment or software.
9. Any use of pseudonyms, impersonations or anonymity. Employees must remain accountable for their use at all times.
10. Any use of unauthorized games, programs, files or other electronic media.

Security

The security of the District's computer systems must be preserved by all employees. Each employee is responsible for the use of their account. Passwords should not be shared except where required by Board policy. Employees should be careful to avoid degrading the performance of the network. Employees must avoid the spread of computer viruses. Intentional or deliberate spread of computer viruses will be grounds for disciplinary action, up to and including termination of employment. Any employee who becomes aware of a potential security problem must immediately notify the appropriate supervisor.

Network Etiquette

Employees are expected to use the District computers, networks and Internet service in a strictly professional manner. Employees should never engage in inappropriate behavior while using the District's computers and, in so doing will be subject to disciplinary action up to and including termination of employment. Inappropriate behavior includes, but is not limited to, the following:

1. Sending impolite communications.
2. Sending abusive or threatening communications.
3. Using inappropriate, unprofessional, offensive or obscene language.
4. Revealing names, addresses or other personal information of others without proper authorization.

Personnel - Certified-Non-Certified

Acceptable Use of Computer Network (continued)

Limitations of Liability

The Putnam Board of Education makes no warranties of any kind, whether expressed or implied, concerning the District's computers, networks or Internet service made available to staff. The Board is not responsible for harm suffered by an employee while using the District's computers or Internet service, except to the extent required by law. Nothing in this policy shall be construed as an expressed or implied contract on the part of the Putnam Board of Education to continue to provide Internet or other computer service. The Board reserves the right to discontinue such service at any time with or without notice.

No Expectation of Privacy

Staff should have no expectation of privacy in their use of the District's computers and Internet service. All computers remain under the control and custody of the District and, as such, the District retains the right to monitor computer and Internet activity by staff at any time without further notice. Such monitoring may include periodic, unannounced reviews, searches, audits or inspections to ensure compliance with this policy. Internet activity may be logged, including records of websites visited; e-mail messages may be accessed and traced at any time.

The Superintendent will ensure that all district employees are given notice of this policy and that each district employee is given a form to sign stating they have received and read the policy. The signed form will be maintained in the employee's personnel file.

Legal References: Connecticut General Statutes

 The Freedom of Information Act

 53A-182B Harassment in the first degree.

 P.A. 98-142 An Act Requiring Notice to Employees of Electronic
 Monitoring by Employers.

Policy adopted: August 18, 2009

PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut

Personnel – Certified/Non-Certified

Cellular Telephones/District Issued Communication Devices

The Board recognizes that the use of cellular telephones and other communication devices may be appropriate to provide for the effective and efficient operation of the District and to help ensure safety and security of District property, staff and others while on District property or engaged in District-sponsored activities. To this end, the Board authorizes the purchase and employee use of cellular telephones, as deemed appropriate by the Superintendent. Communication devices issued by the District may include cellular telephones, walkie-talkies, personal digital assistants (PDAs) or laptop computer with "beaming capabilities," citizen band radios and pagers/beepers.

District-owned cellular telephones/communication devices shall be used for authorized District business purposes, consistent with the District's mission and goals. Personal use of such equipment is prohibited except in emergency situations. Any expenses incurred for such personal use shall be reimbursed to the District.

Use of cellular telephones/communication devices in violation of Board policies, administrative regulations, and/or state/federal laws will result in discipline up to and including dismissal and referral to law enforcement officials, as appropriate.

The Superintendent is directed to develop administrative regulations for the implementation of this policy, including a uniform and controlled system for identifying employee cellular telephone needs, monitoring use and reimbursement. Provisions may also be included for staff use of privately owned cellular telephones/communication devices for authorized District business.

Students and staff are encouraged to use any available cellular telephone/communication device in the event of an emergency that threatens the safety of students, staff or other individuals. A school bus driver is prohibited from operating a school bus while using a cellular telephone except: (1) during an emergency situation, (2) to call for assistance if there is a mechanical breakdown or other mechanical problem, and (3) when the school bus is parked.

(cf. 5131.81 - Use of Beepers - Paging Devices/Cellular Telephones)

Personnel – Certified/Non-Certified

Cellular Telephones/District-Issued Communication Devices

Communication devices issued by the District may include cellular telephones, walkie-talkies, personal digital assistants (PDAs) or laptop computer with “beaming capabilities,” citizen band radios and pagers/beepers.

District-owned communication devices may be purchased and authorized for staff use in accordance with the following guidelines:

Cellular Telephone Authorization

Cellular telephones/communication devices may be assigned or made available on a temporary basis by the [Superintendent] [Business Manager] when it is determined that:

1. The assignment of a cellular telephone/communication device to the employee is a prudent use of District resources;
2. The employee's job responsibilities requires the ability to communicate frequently and access to a District or public telephone is not readily available.
3. The employee's job involves situations where immediate communication is necessary to ensure the security of District property or safe of students, staff or others while on District property or engaged in District-sponsored activities.

Cellular Telephone/Communication Device Use

1. Cellular telephones and any other District issued communication devices are provided specifically to carry out official District business when other means of communications are not readily available. These devices may not be used for routine personal communications except in emergencies involving employee health or safety.
2. Cellular telephones are not to be used when a less costly alternative is readily available, unless as otherwise necessary for safety or emergency circumstances.
3. Personal use of cellular telephones is limited to making or receiving calls for family emergency purposes, including contacting a family member or child care provider to advise that the employee is going to be late arriving home or picking up children for a reason directly related to his/her official District duties, i.e., a meeting which runs later than expected or a last minute schedule change. Whenever possible, such calls should be made or received on District or other public telephones.

Personnel – Certified/Non-Certified

Cellular Telephones/District-Issued Communication Devices

Cellular Telephone Communication Device Use (continued)

4. Cellular telephones are not to be used for conversations involving District information of a confidential nature.
5. Cellular telephones or other District issued communication devices are not to be loaned to others.
6. Employees issued a cellular telephone or other District issued communication devices are responsible for its safekeeping at all times. Defective, lost or stolen cellular telephones are to be reported immediately to the Business Manager who will in turn notify the service provider. Reckless or irresponsible use of District equipment, resulting in loss or damage may result in the employee having to reimburse the District for any associated costs of replacement or repair.
7. District issued equipment shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-services, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved.
8. Cellular telephones and any other District issued communication equipment issued for employees are to be returned to the Business Manager at the conclusion of the school year, activity or as otherwise specified or immediately upon request.

Privately Owned Cellular Telephones/Electronic Communications Devices

1. Employees may possess and carry cellular telephones, pagers/beepers and PDAs or laptop computers with "beaming capabilities" during the school day and on school property.
2. District employees may be reimbursed for use of privately owned cellular telephones to conduct District business in accordance with Board policy and this regulation, with prior approval of the [Superintendent] or [Business Manager].
3. Personal use of privately owned cellular telephones and pagers/beepers authorized to use such equipment for District business is restricted to lunch, breaks or other such times when the employee is not on duty.
4. Use of cellular telephones or audible pagers/beepers should be curtailed during instructional time or at school-sponsored programs, meetings, in services, parent-teacher conferences or any other time when there would be a reasonable expectation of privacy.
5. Any employee violating these rules will be subject to disciplinary action.

Personnel – Certified/Non-Certified

Cellular Telephones

Reimbursement

1. On a monthly basis all personal calls are to be highlighted on the billing statement by the user. [A notation for each highlighted entry indicating the nature of the call is required.]
2. The cost of all personal calls made/received by a employee are to be totaled and a check written for the amount to the District.
3. The check, along with the highlighted copies of the [monthly] [quarterly] billing statement are to be submitted to the [employee's immediate supervisor] [Business Manager] for review and recommendation for approval.
4. The check and billing statement are to be forwarded to the [Business Manager] [Superintendent] for review and the check credited o the appropriate account.
5. Requests for reimbursement for authorized use of employee owned cellular telephones are to be submitted on District provided forms accompanied by a copy of the billing statement with the District business related calls highlighted. A notation for each highlighted entry, indicating the nature of the call is required.
6. All requests for reimbursement, including the highlighted billing statement must be submitted within thirty (30) days of the end of the time period for which reimbursement is requested. Requests submitted after the reimbursement deadline has passed will be denied.
7. District reimbursement for authorized use of employee owned cellular telephones will be made in conformance with District payment procedures