



Office of the Superintendent
INTEROFFICE MEMORANDUM

DATE: January 29, 2018

TO: All Principals

FROM: Pat Skorkowsky, Superintendent of Schools
Mike Barton, Chief Academic Officer

SUBJECT: Training Videos for Implementation of Policy and Regulation 4100

In the fall of 2017, the Board of School Trustees adopted Policy and Regulation 4100, which outlines acceptable communication between students and Clark County School District (CCSD) employees and representatives, including coaches.

Policy and Regulation 4100 addresses concerns from the community about arrests of CCSD employees and coaches in recent school years for **inappropriate** contact with students. We know, however, that the vast majority of our employees are dedicated professionals who care deeply for the safety of our students. This policy/regulation helps our employees and coaches set appropriate boundaries that protect them as well as students.

If you have not already done so, please review Policy and Regulation 4100 at: <ccsd.net/protectourkids>. The new policy/regulation addresses the following:

- Appropriate texting between employees/coaches and students.
- Other forms of appropriate online communication between employees/coaches and students.
- Parameters for employees/coaches to set with students to create caring, trusting relationships while also setting appropriate boundaries.
- Implementation of a new state law requiring fingerprinting of volunteers who have regular or unsupervised contact with students, and requiring that all volunteers sign a form acknowledging that they are mandatory reporters of any type of child abuse.

CCSD has produced training videos on this new Policy and Regulation for:

- Employees, representatives, and coaches - link [here](#)
- Parents - link [here](#)
- Primary video for all students, including students in **kindergarten through fifth grade** - link [here](#)
- Additional video to be shown to students in **sixth grade or older** - link [here](#)

In order to ensure that all employees and coaches are aware of this policy, we are **requiring** you to hold several group viewings of the training video with your staff and coaches to ensure all of your employees and coaches have the opportunity to see the video.

In order to document that your employees have viewed this video, please **require** your staff and coaches to sign the attached acknowledgement form (after viewing the video) and retain a copy in each employee's personnel file. This is **mandatory** and will be monitored by your School Associate Superintendent to ensure compliance. **All of your staff and coaches must view this video before Spring Break, or end of day on Friday, March 23, 2018.**

Additionally, all of your new full-time employees and coaches must watch the video and sign the form within 14 days of starting to work at your campus.

Human Resources will work to ensure that all new and current **substitute** employees (both licensed and support) view the video.

Please also ensure that your students have the opportunity to view the video appropriate for their age group.

- **Elementary students should watch the primary video with their assigned teacher.** The primary video is approximately 90 seconds long.
- **Secondary students should watch both the primary and secondary video in their English classes.** The primary video is approximately 90 seconds long, and the secondary video is about three-and-a-half minutes long.

Note: closed captioning is available by clicking the closed caption icon in the lower-right corner, while the video is playing.

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All students should be given the opportunity to view their age-appropriate video by end of day on Friday, March 23, 2018. We will be asking for principals to ensure students have the opportunity to view these videos in subsequent school years, too.

For your information, all of the videos are available at the <ccsd.net/protectourkids> Web site. Also, the student and parent videos will be distributed through a districtwide Parentlink message.

Thank you for your cooperation on this important matter.

Attachments

c: Central Services Team
Superintendency

ps/ec