ADDENDUM

2017 – 2018

An Employee’s Right to Know

Handbook

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

Original Revised: August 2017
ADDENDUM: October 2017
CHILD ABUSE AND NEGLECT

As required by Nevada law and CCSD Regulation 5152, all Clark County School District employees and volunteers who know, or have reasonable cause to believe, that a child may have been abused or neglected are required to:

1. Contact the Child Abuse and Neglect Hotline (702-399-0081) as soon as possible, but not later than 24 hours after they know or have reasonable cause to believe that a child may have been abused or neglected, to report the suspected case of child abuse or neglect;
2. Contact the school administrator or designee (after calling the Child Abuse and Neglect Hotline);
3. Contact the school counselor and school nurse if on site;
4. Contact CCSD Police Services for further direction (702-799-5411) where an employee suspects: (a) physical abuse to the child has occurred; (b) sexual abuse has occurred; (c) the child is a victim of sex trafficking; or (d) the child may be endangered if the child returns home; and
5. Contact both the Child Abuse and Neglect Hotline and a law enforcement agency (CCSD School Police or local law enforcement) as soon as possible, but not later than 24 hours after, they know or have reasonable cause to believe that a child has been subjected to abuse or neglect, sexual conduct, or luring by another employee or volunteer for a public school or private school as set forth in more detail in CCSD Regulation 4100.

In addition, all employees or volunteers who know, or have reasonable cause to believe, that a child may have been subjected to corporal punishment in violation of NRS 392.4633 or 394.366 by another employee of, or volunteer for, a public school or private school are required to make a report as set forth in CCSD Regulation 5152.

Reporting is an individual duty for all employees and volunteers who have independent observations and/or first-hand knowledge of the suspected abuse or neglect.

Nevada statutes define child abuse and neglect as physical or mental injury of a non-accidental nature, sexual abuse, sexual exploitation, or negligent treatment or maltreatment of a child by a person responsible for the welfare of the child under circumstances which indicate that the child’s health or welfare is harmed or threatened with harm. Child abuse also includes, but is not limited to, sex trafficking and/or encouraging a child to solicit for, or engage in, prostitution. Abuse or neglect of a child also includes abuse or neglect caused by a person who is an employee of or volunteer for a public school and who is not responsible for the welfare of the child.

Child means any person under the age of 18 years or, if in school, until graduation from school.

Immunity from civil or criminal liability is provided under the law to those making such reports.
NON-DISCRIMINATION AND ACCESSIBILITY NOTICE

CCSD does not discriminate against any person on the basis of race, creed/religion, color, national or ethnic origin, sex, gender identity or expression, sexual orientation, disability, marital status or age, in admission or access to, treatment or employment, or participation in its programs and activities, and provides equal access to the Boy Scouts of America and other designated youth groups, pursuant to federal and state laws including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Individuals with Disabilities Education Improvement Act (IDEA), and the Boy Scouts of America Equal Access Act.

Concerns of Employees and Other Employment Related Matters
(including applicants for employment, race based complaints, and sexual harassment complaints)

CCSD is an equal opportunity employer. Inquiries regarding employment-related issues and Title IX may be referred to CCSD’s Executive Manager, Diversity, Affirmative Action and ADA Programs/Title IX Coordinator for employees, who is located at 5100 W. Sahara Ave., Las Vegas, NV 89146 and may be contacted at (702) 799-5087.

Employees who feel discriminated against should contact their immediate supervisor and/or the Executive Manager, Diversity, Affirmative Action and ADA Programs/Title IX Coordinator, as the first step in initiating the district’s established complaint procedure.

Concerns of Students, Parents and Other Program Participants

1) Disability Discrimination (Title II)

CCSD is committed to nondiscrimination in its programs, activities and services, and to providing facility accessibility. Parents, students, staff, or other members of the public, who are seeking information or have questions about the existence and location of accessible services, activities, and facilities in the district, should contact the building principal with their inquiry. The building principal may, if necessary, refer the person to one or more of the following individuals, who will respond to the inquiry within a reasonable period of time:

Facility Accessibility:
Facilities Division, Building Department Director, located at 4190 McLeod, Las Vegas, NV 89121, (702) 799-7605

Employee or Public Access/Services Issues:
Executive Manager, Diversity, Affirmative Action and ADA Programs/Title IX Coordinator, located at 5100 W. Sahara Ave., Las Vegas, NV 89146, (702) 799-5087, email address: cedric@interact.ccsd.net
NON-DISCRIMINATION AND ACCESSIBILITY NOTICE
(continued)

Transportation:
Department of Transportation Director, located at 975 W. Welpman Way, Henderson, NV 89044, (702) 799-6980

Student Programs/Services Access:
Student Services Division, Chief Compliance Officer (Section 504 and IDEA Disability Related), located at 4170 McLeod, Las Vegas, NV 89121, (702) 799-1020, email address: msharley@interact.ccsd.net

Students, parents, and other program participants who feel discriminated relating to school transportation may initiate a complaint by contacting the principal of the school in question. The building principal will work with the designated employee and respond to the inquiry within a reasonable period of time. The designated school employee who is responsible to work with the school principal in resolving the complaints regarding:

a. disability discrimination concerns, that arise at the school and on the school bus, is the Chief Compliance Officer, Student Services Division, who is located at 4170 McLeod, Las Vegas, NV 89121, (702) 799-1020, email address is: msharley@interact.ccsd.net; and

b. school bus transportation concerns in general, is the Director of Transportation, who is located at 975 W. Welpman Wy., Henderson, NV 89044, and may be contacted at (702) 799-6980.

If parents or members of the public have additional concerns or complaints regarding their accessibility inquiry, they also may initiate a formal review by completing a Public Concern Form and trigger the public concern process as outlined in CCSD Regulation 1213.1, as described above.

2) Discrimination under Title VI (race, color or national origin)

Title VI concerns can be addressed by contacting the Executive Manager, Diversity, Affirmative Action and ADA Programs/Title IX Coordinator, who is located at 5100 W. Sahara Ave., Las Vegas, NV 89146, (702) 799-5087.

Concerns may also be addressed by completing the complaint/grievance process outlined in CCSD Regulation 1213.1 (public concern). This process allows anyone who has a concern to initiate a formal review by completing a Public Concern Form and trigger the public concern process as outlined in CCSD Regulation 1213.1. The procedures also allow for an appeal of the determination.
3) Sexual Discrimination (Title IX)

Inquiries regarding Title IX should be referred to the Title IX coordinator for students who is located at 5100 W. Sahara Ave., Las Vegas, NV 89146, (702) 799-5087, email address is: titleIXcoordinator@ccsd.net. Students, parents, and other program participants who believe they have been subjected to sex discrimination to include sexual or gender-based harassment may initiate a complaint/grievance by contacting the Title IX coordinator, who will work with the principal of the school in question or other district staff, as appropriate, to resolve the complaint, or they may contact the United States Department of Education, Office for Civil Rights (OCR).

OCR may be contacted by sending a complaint to the United States Department of Education – Office for Civil Rights, 915 2nd Ave. Suite 3310, Seattle, Washington 98174-1099. Email address is ocr.seattle@ed.gov

Student Athletics/Activities Access including Title IX Athletic concerns can be addressed by contacting the Title IX Athletics Compliance Administrator, located at 3950 Pecos-McLeod, Las Vegas, NV 89121, (702) 799-8493.
PREGNANCY AND NURSING MOTHERS

PREGNANCY ACT INFORMATION FOR ALL ADMINISTRATORS

The Nevada Pregnant Workers’ Fairness Act notice must be printed and posted near your 2017-2018 Employee Rights to Know Poster. Next year the notice will be included in the ERTK poster.

Additionally, site administrators are required to issue the Nevada Pregnant Workers’ Fairness Act notice to female employees within 10 days of when the employee provides notice of pregnancy.

Please have your office manager print several copies of the notice and maintain on site. Document when the notice is provided to an employee.

The notice can be located at: [http://detr.state.nv.us/PDFS/pregnancy_rights_2.pdf](http://detr.state.nv.us/PDFS/pregnancy_rights_2.pdf)

NURSING MOTHERS’ ACT INFORMATION FOR ALL ADMINISTRATORS

Effective July 1, 2017, absent an undue burden, the District must provide an employee who is a mother of a child under 1 year of age with: (1) reasonable break time, with or without pay, to express breast milk as needed; and (2) a place, other than a bathroom, which is reasonably free from dirt and pollution, protected from the view of others and free from intrusion by others, where the employee may express breast milk. Employees are prohibited from retaliating or encouraging another person to retaliate against an employee for (1) taking the time to express breast milk or using the facilities designated for such expression; or (2) taking any action to require the District to comply with this law.

Accordingly, each site must determine: (1) how to provide nursing mothers access to a place, other than a bathroom, that is reasonably free from dirt or pollution, protected from the view of others, and free from intrusion by others where they may express breast milk; (2) develop procedures for the use of this location and for ensuring that a qualified employee has sufficient break time to use this location when needed.
RELATIONSHIPS, INTERACTIONS, AND COMMUNICATIONS BETWEEN DISTRICT EMPLOYEES OR REPRESENTATIVES/VOLUNTEERS AND STUDENTS

POLICY AND REGULATION 4100

The Clark County School District is committed to ensuring that all relationships, interactions, and communications between CCSD employees or representatives/volunteers and students, regardless of age, are appropriate. In furtherance of this goal, the Board of Trustees recently enacted Regulation and Policy 4100 which establishes procedures for all employees and representatives (including rules related to electronic communication such as email and texting with students), defines appropriate and inappropriate conduct, mandates the reporting of inappropriate conduct, encourages cooperation with law enforcement, and ensures compliance with applicable laws.

Policy and Regulation 4100 also includes requirements regarding background checks and fingerprinting that align with the newly enacted Nevada Revised Statutes. Additional guidance on the background check and fingerprinting requirements is still being developed and will be distributed to administration when it is complete.
SAFE AND RESPECTFUL LEARNING ENVIRONMENT

Under CCSD Policy 5137, parents should be aware that CCSD is committed to providing a safe, secure, and respectful learning environment for all students and employees at all district facilities, school buildings, on school buses, on school grounds, and at school sponsored activities. CCSD strives to address bullying and cyberbullying so that there is no disruption to the learning environment and learning process. See ccsd.net (keyword search “Policy 5137”).

In the 2017 session, the Nevada Legislature amended the bullying and cyberbullying laws. The Nevada Administrative Code has also recently been revised to include new bullying and cyberbullying regulations. CCSD will comply with the new requirements, and has recently updated CCSD Policy 5137.

The Nevada Legislature has defined bullying and cyberbullying. Bullying and/or cyberbullying behavior are prohibited. CCSD will comply with the reporting, notice, and investigation requirements set forth in the laws and regulations.

The following reporting mechanisms are applicable to bullying and cyberbullying. These reporting mechanisms remain the same even under the new laws and regulations.

1. **Students:** It is the policy of CCSD to encourage students who are subjected to, witness, or overhear incidents of bullying and cyberbullying to report such incidents. Students should report any incident(s) of bullying and cyberbullying to a teacher, counselor, or a school administrator. Students are also encouraged to report knowledge of bullying and cyberbullying via the CCSD “Say No to Bullying” Web site that allows individuals to anonymously report unlawful activities. However, students should be aware that the CCSD “Say No to Bullying” Web site is not monitored after school hours, weekends and holidays.

2. **Employees:** Any CCSD teacher, administrator, principal, coach, or other staff member who witnesses, overhears, or receives information about an incident of bullying and/or cyberbullying at any CCSD facility, on school grounds, in school buildings, on school buses, or at school-sponsored activities, shall report it to a school administrator or his or her designee as soon as practicable, but not later than a time during the same day on which the teacher, administrator, principal, coach, or other staff member witnesses or receives information about the incident.

The reporting, notice, and investigation requirements are set forth in NRS 388.1351.