

ADMINISTRATIVE REGULATION

No. 427

Board of Trustees

Douglas County School District

CLASSIFIED STAFF

STAFF PROTECTION

An important factor in maintaining an effective educational environment is the provision of an atmosphere in which both pupils and employees feel personally safe and comfortable. Where abuse of the individual is permitted to go unchecked, concern for personal safety will override the element of positive interaction so necessary for a quality education. For this reason, preventive measures are needed to protect pupils and employees from physical and verbal abuse and to deal swiftly and effectively with such incidents when they occur. Concern should be focused on guarding the employee's role as an authority figure by protecting the employee from abuse. An employee who is threatened with harm shall notify his principal or supervisor immediately, and steps shall be taken at once to protect the employee's safety.

The Principal shall be responsible for contacting each employee of the on-site staff who is known to have consistent contact with a pupil who has a history, within the preceding three years, of unlawfully causing, or attempting to cause, serious bodily injury to any person. This information will be provided to the employee on the attached [form](#). The information shall be considered confidential and must not be further disseminated by the employee to whom the information is provided.

The Principal shall provide this information, based upon any written records that the District maintains or which it receives from a law enforcement agency. The District need not initiate a request for such information from any source.

[See Policy related to this Administrative Regulation](#)

11/91