

BOARD OF TRUSTEES
HUMBOLDT COUNTY SCHOOL DISTRICT

POLICY 4085
PERSONNEL

POLICY UPDATES – 2015 NEGOTIATIONS

Building Access and Security

It is the policy of Humboldt County School District to provide a safe, secure and accessible working and learning environment for both students and staff. Building security is a shared concern of all employees who work within the District. Appropriate attention to building accessibility and security is essential to ensuring care of district and school resources provided for the education of the students of HCSD.

Guidelines:

1. Certified employees (Teachers and Administrators) will be granted access to their work location throughout the school year. This access may be limited based upon summer work projects. Access is limited to classroom, office, work room, restrooms etc. necessary to support the staff member.
2. Access to gym, weight room, or auditorium locations will require specific permission by the site administrator.
3. Each building administrator, in conjunction with the Maintenance Department, shall maintain an inventory of all keys/FOB's to include a list of employees/individuals assigned specific keys/FOB's. Employees and assigned individuals shall provide access to their keys/FOB's for inventory check as requested.
4. Employees and other parties, as necessary, are issued keys/FOB's for access to the building to facilitate their work or assignments within the district. Any other use of the building must be approved through the district's facility use policy and may be subject to charge.
5. Employees or others assigned access to district facilities are not authorized to lend their keys/FOB's to or share with any other individual, including other employees or family members.
6. The distribution of master keys will be limited to persons approved by the site administrator and district. In general, grand master keys granting access district wide shall be issued only to appropriate maintenance staff, school resource officer and district office administrative personnel. Site based master keys shall be issued only to select custodians, site administrators and others as deemed necessary and appropriate in conjunction with the site administrator.
7. Copies of keys may be made only by request through the Maintenance Department and tracked accordingly. No other copies of keys are authorized.
8. If apparent employee negligence is associated with damage or loss resulting in costs

to the school district, the school district may claim reimbursement from the responsible individual(s). In addition, employee negligence may lead to appropriate disciplinary action, up to and including termination.

9. Lost keys/FOB's shall be reported immediately to the building administrator. Failure to do so may result in consequences stated in 8.
10. Any unauthorized building access is to be reported immediately to the site administrator. The site administrator will then provide notification to the Maintenance Department.
11. Exceptions to this policy may be granted by the superintendent or designee under extraordinary circumstances.

Adopted February 9, 2016

Video Surveillance

In order to ensure the safety and protection of all students and staff, HCSD may use video equipment on its property to meet this objective. In addition, video surveillance may be utilized to safeguard facilities, equipment and property.

Video equipment may be used in any public location deemed appropriate by the school district including, but not limited to: hallways, auditoriums, lobbies, cafeteria, buses and other vehicles, and school grounds. Video cameras shall not be placed in locations where there is a reasonable expectation of privacy such as restrooms, changing areas, or locker rooms.

Students, staff, and visitors should not expect or assume that school district personnel are monitoring video footage in real time or that school district personnel will be available to respond immediately to an incident in progress. Therefore, any violation of school rules, policy, regulations or state/federal law should be reported immediately to the administrator.

Use of video recordings, as indicated above, may be used should violations of school rules, policy, regulations or state/federal law be noted by either students or school employees.

Video recordings are retained on a limited basis. The school district shall preserve and maintain video recordings once it receives notice that a violation, as described above, has occurred. Such recording shall be maintained until the misconduct or law violation is no longer subject to review or appeal as determined by school district policy or applicable law.

Video recordings shall be disclosed or released only in compliance with applicable state and federal laws, including but not limited to, Nevada Revised Statutes (NRS) and Family and Educational Rights and Privacy Act (FERPA).

Audio Enhancement/Classroom Systems

In addition, the district has implemented "Audio Enhancement" systems in select locations. This system includes both audio and video recording capabilities within classroom locations. Such use is for the enhancement of instruction and is not used as a monitoring tool. Any recordings or observations are at the control of the classroom teacher and may include

discussion with the site administrator. Appropriate use includes videotaping select classroom instruction for discussion with the site administrator, for personal review of the classroom teacher, to prepare for classroom instruction, and to support the evaluation process in conjunction with the site administrator. Such use of the Audio Enhancement system shall not be used as a monitoring tool, unless expressly requested by the teacher. Should an issue be noted, the teacher or administrator (with teacher approval) may request review by district office personnel.

Adopted February 9, 2016

Certified Staff Providing Lunch/Recess Coverage

Adequate supervision of students while on school grounds is consistent with the will of the Board of Trustees. In meeting this expectation, it is recognized that some school locations lack sufficient classified personnel to meet the anticipated level of coverage. In addition, teachers are guaranteed a duty free lunch per the negotiated agreement.

In response, with superintendent approval and demonstration of just cause, a site administrator may enter into an agreement with site based certified personnel to assist with coverage duties. Staff that voluntarily provide their duty free time will receive compensation as defined below.

- Site administrator must obtain superintendent approval prior to implementation (currently applies only to WJHS).
- A maximum of three teachers per month, with principal approval, may volunteer for coverage support.
- Staff are eligible for compensation upon completion of twenty (20) days of support coverage.
- Compensation will be at a flat \$100 dollar rate, after withholdings.
- Staff will be expected to monitor and respond appropriately to student behavior in accordance with school and district expectations.

Adopted February 9, 2016

Classroom Relocation

In order to meet the educational needs of students, teachers may be required to move classroom locations within a given school site. In cases in which such a move is required, the movement of district owned materials will be the responsibility of district maintenance personnel. This policy is to ensure movement is completed in a manner that reduces the potential of staff member injury and accidental damage to district equipment. As such, the following policy is outlined in response to this need:

- Upon determination of the need to move a staff member from one classroom location to another within the school site, the principal or designee will place a work order requesting supports in moving the classroom.

- Classroom movement should not occur during the instructional school year unless extenuating circumstances require and has been approved by the superintendent or designee.
- A minimum of two weeks' notice, except for an extenuating circumstance requires a relocation in an expedited manner, shall be provided.
- The effected staff member will be responsible for moving all personal materials, personal property and personal technology. Only district items are to be moved from one location to the next by the district's maintenance and/or custodial staff staff.
- District materials and property will be packed and moved by district personnel which may include custodial personnel and/or maintenance personnel. Assignment will be made by the Director of Maintenance and Transportation.
- Technology personnel will reconnect and ensure technology equipment is operational. Smart boards are not included and will not be moved from any classroom location.
- The teacher, in conjunction with the site administrator, will review and identify items remaining in the new classroom setting. The site administrator will then assign custodial personnel to remove any unwanted items.

Adopted February 9, 2016