# Lincoln Public Schools

## Policy and Regulation Manual

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COMMUNITY RELATIONS

Community Engagement

The Lincoln Board of Education is committed to the principle of open, honest, responsible, two-way communication with its internal and external publics. In line with this commitment, the Board directs the Superintendent to conduct a comprehensive and ongoing community engagement program.

Last Revision: 2020-01-28
Original Adoption or Oldest Version: 2009-10-27
Related Policies and Regulations:
Legal Reference:
COMMUNITY RELATIONS

Community Engagement Plan

The Lincoln Public Schools shall annually develop a community engagement plan to inform parents and the community about school activities and academic trends.

The community engagement plan should be designed to disseminate information and encourage two-way communication with internal and external audiences to share the status and needs of Lincoln Public Schools and sustain partnerships with the community for the purpose of understanding and supporting the work of the District.

Informational materials for system-wide distribution will be developed annually by staff. These materials shall provide Districtwide information for parents and the public.

The Communications Department will coordinate districtwide building-level messages with principals and consult on messaging at individual buildings with the building principals who are responsible for providing information to students and parents.

Last Revision: 2020-01-28
Original Adoption or Oldest Version: 2009-10-27
Related Policies and Regulations:
Legal Reference:
COMMUNITY RELATIONS

Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent’s designee, including but not limited to surveillance recording. Recording may also be done by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person). Further, recording may be done in circumstances where recording is expressly permitted by law, such as recording a Board meeting during open session. The one-party consent law alone, however, does not justify a recording not otherwise authorized herein.

This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. This provision also shall not apply to law enforcement officers or emergency responders who may make recordings in the performance of their duties.

Nothing in this provision shall prohibit the recording of an Individualized Education Program (IEP) meeting or Individual Family Service Plan (IFSP) meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process, the IFSP or IFSP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act. Individuals recording in this circumstance shall inform all others present in advance that they are recording.

Original Adoption: 2018-10-09
Related Policies and Regulations: 1370.1, 3999, 3999.1, 5480, 6740
Letter to Anonymous, 40 IDELR 70 (OSEP2003)
COMMUNITY RELATIONS

Production of Lincoln Public Schools Print, Broadcast, Electronic Media and Social Media

Print, broadcast, electronic media and social media produced by Lincoln Public Schools should reflect the highest standards of journalism and support the District’s responsibility of communicating with the community. Appropriate concern for economy in the use of materials and in material production shall be exercised so long as the materials used support effective communication and reaches the intended audience.
COMMUNITY RELATIONS

Advertising

Except as provided in this policy, the Lincoln Board of Education intends that its facilities and programs not be used as advertising or promotional media. However, the Board recognizes that modern production, packing and distribution methods make it all but inevitable that some instructional and ancillary materials will carry advertising or promotional slogans or underwriting language to which students will be exposed.

The Board directs that, where advertising or promotions are presented to students as a part of any school program or are present on any instructional or information materials, the overall benefits of the program or material to the student must clearly outweigh the advertising or promotional benefit contained therein.

The Board further directs that advertising or promotional materials on a limited basis in or on District facilities or grounds are permitted at public performance facilities, in non-instructional print material and on the District’s electronic media (website). Any such permitted activity, advertising or promotional materials shall be defined, regulated and approved by the Board. The advertising locations are hereby designated as nonpublic forums which are being opened for a limited purpose. The balance of the District’s facilities, grounds, programs and activities shall remain and are hereby designed as nonpublic forums.
COMMUNITY RELATIONS

Advertising

The following administrative procedures have been established for carrying out the Lincoln Board of Education’s policy on advertising in the schools:

1. The Board designates the Superintendent, designee and/or the Director of Communications as responsible for administering this regulation and seeking Board approval when appropriate.

2. Instructional materials which contain or display mention of the sponsoring or producing firm and/or the symbol or “logo” of that firm along with reasonable underwriting language may be approved by the Board or the Associate Superintendent for Instruction or a designee.

3. Informational materials from community agencies, organizations or firms containing or displaying mention of the sponsoring or producing firm and/or the symbol or “logo” of that firm along with reasonable underwriting language may be approved for distribution by the Board or its designee.

4. When materials intended for use by or distribution to students contains advertising or promotional messages beyond the name of the producing or sponsoring firm or the “logo” of such firm and/or underwriting language, that material must be submitted to and approved by the Board or its designee.

Lincoln Public Schools is the sole determiner of whether language and messaging fits within these underwriting regulations. Underwriting language used in Lincoln Public Schools electronic or print media, including but not limited to, audio, video and web publications will adhere to the following general guidelines:

a. Underwriting messages may include the name and logo of the commercial entity proceeded or followed by a brief phrase similar to “… has provide the support for this school project” or “Support for this school project comes from …”

b. Underwriting messages may identify the company or organization through use of the following:
   - Established slogans that identify but do not promote services
   - Contact information
   - Value-neutral description of the commercial entity
   - Identifying tradename, products or services
COMMUNITY RELATIONS

Advertising (Continued)

c. Underwriting messages may not include the following or any other similar messaging:
   - Superlatives (“X company is best, biggest, newest”)
   - Calls to action (direct or implied)
   - Inducements to buy, rent or lease
   - Qualitative or comparative language (“Our service is faster than …”)

d. Underwriting language must fit the space, time and scope that is agreed upon as part of the partnership with Lincoln Public Schools.

5. Advertising or promotional materials in or on District facilities or grounds shall be limited to public performance facilities, non-instructional print material and the District’s electronic media (website), which permitted activity shall be defined, regulated and approved by the Board or its designee.

   a. Because instruction is the primary purpose of schools, and recognizing that students are required to be in attendance in classrooms during regular school hours, no advertising or promotional materials shall be allowed in classrooms except as may be permitted herein.

   The advertising locations are hereby designated as non-public forums, which are being opened for a limited purpose. The purposes are limited to those authorized by the Board, which include advertising goods and services consistent with the District’s educational mission and school purposes. The Board shall be the sole and final decision maker on such permitted and non-permitted activity, and the specific terms and conditions upon which permitted activity may occur.

   b. Non-permitted advertising or activity would be anything of a nature or intent that is obscene, profane, vulgar, prurient, defamatory, abusive, impolite, controversial or which contains sexual content or sexual overtones or is otherwise not suitable for children or which is discriminatory, or which promotes services not suitable for minors, or other messages which are otherwise not legally permissible or of poor production quality, as such shall be determined within the sole discretion of the Board or its designee. The types of goods and services, which are generally considered non-permissible for advertisement, and for which the non-public forums are not opened for limited and controlled advertising purposes, include, without limitation, the following:

   - Tobacco (Tobacco means any tobacco product (including, but not limited to, cigarettes, cigars and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product lookalikes and products intended to replicate tobacco products either by appearance or effect)
COMMUNITY RELATIONS

Advertising (Continued)

- Liquor and other alcoholic beverages and products
- Firearms and all other forms of weaponry
- Condoms, prophylactics and other birth control devices, products and programs
- Pornographic and other adult publications
- Pornographic and other adult video, audio and computer content
- Illegal drugs and drug paraphernalia
- Since permitted advertising is limited to goods and services, it is not intended to open the District or its facilities or grounds to advertising outside the scope of goods and services, such as political advertising or advertisements promoting particular personal or religious beliefs, or to controversial topics or positions.

6. Food and beverage marketing is defined as advertising and other promotions in schools. This term includes, but is not limited to the following:
   a. Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
   b. Displays, such as on vending machine exteriors.
   c. Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that it is financially possible over time so that items are in compliance with the marketing policy.)
   d. Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
   e. Advertisements in school publications or school mailings.
   f. Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

Date of Last Revision: 2017-06-27
Revised: 2017-02-15
Revised: 2014-07-07
Related Policies and Regulations:
Legal Reference: Neb. Rev. Stat. § 71-5716 to 5734
(Nebraska Clean Air Act)
COMMUNITY RELATIONS

Advertising — Publications

1. Student publications may accept advertising provided that the principal or designee establishes standards and maintains control.
   a. The district will establish protocols regarding student solicitation of advertising for student publications to be followed by publications of staff and students.
   b. These protocols will be reviewed annually and shared with staff at the beginning of each school year.

2. Examples of advertising which are not acceptable:
   a. Liquor, tobacco or drugs;
   b. Theatrical attractions, except as specifically approved by the Superintendent or designee;
   c. Lotteries or other events carrying an element of chance;
   d. Advertising which has a sexually suggestive, obscene, defamatory or potentially disruptive context or which uses profane language

Date of Last Revision: 2017-07-11
Revised: 2017-02-15
Revised: 2009-10-27
Related Policies and Regulations:
Legal Reference:
COMMUNITY RELATIONS

Advertising — Fund-Raising Activities

Within District policies and regulations, the principal is responsible for approving student participation in fund-raising activities. If questions arise about the appropriateness of a given activity, the principal is expected to consult with the Superintendent or designee who, in turn, may seek reactions from the Superintendent’s Executive Committee and the Lincoln Board of Education.

The criteria for granting approval are as follows:

1. Commercial entities may be listed in programs to acknowledge donorship. Fund-raising activities for individual schools may involve the purchase or sale of services or a product of a commercial entity.

2. Offers by commercial entities to provide services or products to students, including offers which require or provide incentives to patronize a particular place of business or to purchase or use a specific product, are subject to approval by the school principal or the Superintendent or his/her designee.

Standards for Fund Raising

A fund-raising project undertaken by any school-related group should meet the following criteria:

1. Be undertaken only to achieve the purposes of the group,

2. Have educational, social or recreational value,

3. Create goodwill for the group and/or the school,

4. Involve children and youth only as an outgrowth of regular school work or as a constructive use of leisure time,

5. Have the approval of school officials,

6. Comply with local, state and federal laws,

7. Comply with the District’s advertising regulations,
COMMUNITY RELATIONS

Advertising — Fund-Raising Activities

Standards for Fund Raising (Continued)

8. Not allow students to solicit funds through door-to-door sales or solicitations of donation,

9. The activity should not exploit students for sectarian, partisan, political or commercial purposes and

10. Procedures used for the handling of monies should conform with District-approved bookkeeping and money management practices.

Sales and Fundraising in Schools

Sales in schools shall be subject to the following guidelines:

1. Control of sales before, during and after school is in the hands of school principals or designees who are responsible for maintaining compliance with sales and fundraising policies and regulations.

2. All sales of food and beverages shall comply with District nutrition and wellness policies and regulations.

3. The school shall not function as a retail business except within the following guidelines:
   a. Items sold should be limited to those having a special school function or identification and be approved by the building principal or designee.
   b. Other items may be approved on request through the Office of the Superintendent.
   c. Schools are authorized to establish book stores for the sale of paperbound books.
COMMUNITY RELATIONS

Advertising — Fund-Raising Activities

Sales and Fundraising in Schools (Continued)

In general, fundraising projects approved in student activities regulation or by the Associate Superintendent for Instruction will be based on consideration of the value of the activity for the student. The following are examples of approved activities:

- Recreational games
- Film festivals
- Carnivals
- Flea market or garage sales
- Dances
- Sales of approved items

The following activities are not approved as fundraising activities:

- Raffles
- Car bashes (or other comparable destructive activity)
- Direct solicitation of money
- Slave days

Date of Last Revision: 2017-02-22
Date Regulation Reviewed: 2014-07-07
Revised: 2012-08-22
Related Policies and Regulations:
Legal Reference:
COMMUNITY RELATIONS

Distribution of Printed Material

Distribution of printed material on school property is prohibited if such distribution:

1. Interferes or reasonably can be forecast to interfere with the educational or administrative operation of schools;
2. Involves obscene material;
3. Involves material likely to incite the readers of the material to take destructive action; or
4. Is solely or primarily commercial or business advertisement or solicitation of funds.

Distribution of materials inside school buildings must have prior authorization from the Superintendent or designee and the building principal.

Date of Last Revision: 2017-02-15
Date Regulation Reviewed: 2014-07-07
Revised: 2009-10-27
Related Policies and Regulations:
Legal Reference:
COMMUNITY RELATIONS

Distribution of Community Service Information

The Lincoln Public Schools will cooperate, to a reasonable extent, with community, nonprofit agencies in distributing information about enrichment opportunities made available by these organizations to students and parents. The Lincoln Public Schools distributes a publication as an opportunity for nonprofit organizations to distribute information to students and families. Any commercial advertising included in this publication will be in a separate section from the enrichment opportunity information. On approval of the Superintendent or designee, limited distribution of nonprofit flyers to no more than three schools may be approved for student activities within a neighborhood.

Reviewed and Affirmed by the Board: 2020-01-28
Last Revision: 2017-01-10
Original Adoption or Oldest Version: 2009-10-27
Related Policies and Regulations:
Legal Reference:
COMMUNITY RELATIONS

Distribution of Community Service Information

The following administrative regulations have been established for carrying out the Lincoln Board of Education’s policy on the distribution of community service information.

1. The Superintendent or designee or Director of Communications is responsible for management of these regulations and approval of all materials to be distributed through the Materials Distribution Process.

2. The following entities may have the opportunity to request that their materials be distributed to students through the Materials Distribution Process. Staff members shall be notified in advance of materials approved for distribution.
   a. Youth activities which are supported by other governmental bodies.
   b. Other activities sponsored by other governmental bodies.
   c. Youth activities sponsored by nonprofit community agencies and organizations.
   d. Nonprofit community agencies and organizations.
   e. Patrons who live within the district.
   f. Any other applicants.

3. “The Community News” is an opportunity for nonprofit organizations to distribute information to students and families. Any commercial advertising included in this publication or in any other Lincoln Public Schools method of distribution, will be in a separate section from the enrichment opportunity information or District or school messaging.

4. Representatives of agencies wishing to distribute information through the schools will be required to follow procedures established to ensure a minimum disruption of staff members’ normal work.

5. Materials containing art or composition which risk disrupting the educational environment due to their lewd, vulgar or inappropriate nature will not be approved for distribution. Materials will be considered inappropriate if they amount to proselytizing, electioneering or lobbying.

6. Community service information will be distributed only on specified dates. The available dates for distribution will be announced. These dates will normally allow no more than one distribution per semester during the regular school year. Distributions will cease beginning one week before dismissal of school at the end of the school year and not begin again until one week after the start of the new school year.
COMMUNITY RELATIONS

Distribution of Community Service Information

7. All community services publications must contain the following disclaimer: “This event is a privately-sponsored event that is neither sponsored nor endorsed by the Lincoln Public Schools.”
COMMUNITY RELATIONS

Media Releases

The Lincoln Board of Education is committed to the use of a variety of media for keeping the public continuously informed concerning school operations, curriculum, budget, special events and other items of public interest.

Last Revision: 2019-05-28
Original Adoption or Oldest Version: 2009-10-27
Related Policies and Regulations:
Legal Reference:
COMMUNITY RELATIONS

School News Releases

The Superintendent or designee will be the media liaison person for coordinating the release of information concerning the school system and actions of the Lincoln Board of Education. The principal of each school will be responsible for providing newsworthy communication to various news outlets related to his or her school. The Communications Department will assist schools in sharing news with the local news media. The Communications Department will be responsible for working with the local news media and promoting Districtwide information.

Date of Last Revision: 2016-11-11
Date Regulation Reviewed: 2014-02-25
Revised: 2012-08-22
Related Policies and Regulations:
Legal Reference:
COMMUNITY RELATIONS

Online Media Accounts and Posts

Social media is a method for facilitating communication directly from Lincoln Public Schools staff and organizations to the community that shares everything from the daily learning in the classroom to presentation of special events. The regulations provide guidance for online posting that mirrors existing media release guidelines written specifically for online media posts.

Overall online media posting philosophies:

- It is easier to maintain an audience – and post consistently – if we work together to post to a few accounts rather than many individual accounts. We recommend that staff members contribute to their school’s main account rather than creating their own.
- We also understand that some organizations and clubs prefer to communicate to their audiences through social media if significant traffic can be maintained on these communications channels.
- While social media can supplement communications, it should not be the only way we communicate with our families and community. Staff should use other District-approved communication channels such as, but not limited to, Synergy (parent emails and LMS pages), School Messenger, Google Classroom and the District and school websites.

Definitions:

An Online Media Account provides access to forms of electronic communication (such as websites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages and other content (such as videos).

An Online Media Post is the submission of user-generated content such as text or comments, digital photos or videos, graphic images, emoji and data generated through all online interactions or the forwarding or sharing of such submissions.

An LPS-related account is one established by a staff member and named in such a way to identify it as sharing information about a staff member’s professional work, classroom activities and/or other LPS-related events. These accounts are not official LPS accounts, but staff shall take added precautions to distinguish between the educator’s personal and institutional views while posting to this LPS-related online media account.

Online Media Channels/Accounts

- Each school may have an official account only on online platforms approved by the Director of Communications or designee.
COMMUNITY RELATIONS

Online Media Accounts and Posts

Online Media Channels/Accounts (Continued)

- If approved by the building principal and the Director of Communications or designee, high school and middle school clubs and organizations may have their own online account.
- Individual staff members may not present their individual LPS-related accounts as official online media posts for the District.
  - Since individual staff member accounts are not official accounts, staff may not require students or parents to access their social media account for student instruction or classroom information.
  - If staff members share information about curriculum, learning or activities occurring at their schools, they are responsible for following appropriate laws and LPS policies and regulations regarding the use of student records and images online as well as applicable human resources policies.

Online Media Account Names

- School account(s) will include the school’s name and/or mascot.
- School clubs and organizations who are approved to open online media accounts will include a reference to the school’s name and/or mascot in the account name along with a reference to the club or organization.
- It is not required, but the District asks that staff do not use the District’s name or the school or mascot name in the name of their online LPS-related media account to avoid any confusion with their personal accounts and the District’s or school’s official accounts. Staff may use their name and/or the name of the class. For example: Mrs. Johnson’s English Classes, 6B English with Jane Doe.

Online Media Account Administration

- Overall right to approve and remove approval for online media accounts rests with the Director of Communications or designee.
- School, club and organization account(s) will be administered by the school’s administration team and/or staff members designated by the principal.
COMMUNITY RELATIONS

Online Media Accounts and Posts

Online Media Account Administration (Continued)

- All District, school and club or organization account names, login and current password(s) shall be kept on file with LPS Communications. Any updates to accounts must be communicated to the LPS Communications Department on the same business day as the update is made.
- Passwords to District, school, club or organization accounts may only be shared with individuals approved to administer the account and may never be shared with a non-LPS employee, including students.

For staff using LPS-related online media accounts

- The name of the account should not use the school’s name or mascot but can use the teacher’s name and/or the name of the class. For example: Mrs. Johnson’s English Classes, 6B English with Jane Doe.
- Teachers should not require students or parents to use social media as a means of communication.
- Staff shall take added precautions to distinguish between the educator’s personal and institutional views while posting to this online media account.
- All LPS policies and regulations about staff use of online media accounts with students still apply.

District, School, Club and Organization

- Posts should contain official District, school, club or organization information only.
- Solicitation for fundraisers should not be posted on the school’s main social media sites. Announcements of timelines, important dates and results of fundraisers can be shared.
- Do not tag any non-LPS accounts in online media unless the account is an official partner of the District involved in the content of the post. Never tag an individual’s account in a post.
- Make sure we have permission to post photos/videos of all students featured – just as we would with other channels of LPS communications such as websites.
- Make sure you are not violating any copyright or licensing agreements.
- All posts should reflect/model appropriate school behavior with students following our rules and guidelines.
COMMUNITY RELATIONS

Online Media Accounts and Posts

Online Media Account Administration (Continued)

Recommendation to Teachers Posting to Personal LPS-related Online Media Accounts:

- To avoid the risk of misrepresenting LPS, staff shall take added precautions to distinguish between the educator’s personal and institutional views while posting to this online media account. Posts should be of a professional nature and not mix in personal, political or religious views.
- Make sure you have permission to post photos/videos of all students featured.
- Do not tag students’ accounts in the post.
- Students are not allowed to post content or control these accounts.
- Make sure you are not violating any copyright or licensing agreements.

Original Adoption: 2019-05-01
Related Policies and Regulations: 4780, 4780.1
Legal Reference:
COMMUNITY RELATIONS

Annual Report

The District shall prepare and distribute to the residents of Lincoln an annual report that provides information regarding student performance, District demographics and the financial status of the District. The annual report must meet all the requirements of Nebraska Department of Education Rule 10. In the reporting of student performance, steps shall be taken to ensure the confidentiality of the performance of individual students.

The annual report shall include other information about the District as determined by the Superintendent or designee.

Reviewed and Affirmed by the Board: 2020-01-28
Last Revision: 2009-10-27
Original Adoption or Oldest Version: 2009-10-27
Related Policies and Regulations:
Legal Reference: NDE Rule 10
COMMUNITY RELATIONS

Print, Broadcast and Electronic Media

The Lincoln Board of Education invites and welcomes the active participation of newspapers, magazines, radio, television and other mass media of communication in promoting the importance of quality public education in the Lincoln Public Schools and elsewhere.

Suggestions and advice from representatives of such media as how best to facilitate the flow of information to them by the Board and personnel of the school system are welcomed and solicited.

Reviewed and Affirmed by the Board: 2009-10-27
Last Revision: 2009-10-27
Original Adoption or Oldest Version: 2009-10-27
Related Policies and Regulations: 2009-10-27
Legal Reference:
COMMUNITY RELATIONS

Publications, Radio and Television

Staff members and students who represent the Lincoln Public Schools through media sources should have prior permission from the Superintendent or designee, who should obtain full information concerning the presentation.

The principal may assign the responsibility to a staff member for informing communications media of all worthwhile school activities. Other staff members should be informed that suggestions for such releases must be channeled through this individual.

The Communications Department will assist staff members in contacting and utilizing news and other media and will provide technical assistance as needed. That office will be the primary source of media contact regarding Lincoln Board of Education and school district activities.

In keeping with the requirements of this regulation, school district personnel are expected to cooperate with the news media. Principals are authorized to restrict newsgathering efforts if there appears to be an attempt to exploit students or interfere with classroom instruction.

Appropriate parental permission must be obtained prior to the use of student pictures and/or media interviews and must not interfere with student learning and classroom instructional activities.
COMMUNITY RELATIONS

Coverage of Board Meetings

Representatives of the news media are encouraged to attend meetings of the Lincoln Board of Education. Meeting announcements, agendas, summaries of the minutes for each meeting and other related supporting documents will be furnished to news media representatives.

Reasonable advance publicized notice of the time and place of each meeting shall be given by means of a public notice in the Lincoln Journal Star or Omaha World Herald newspapers or posting on the District website and e-meetings at http://www.lps.org/about/board/ and by delivery of notice and/or the agenda to news media reporters.

Reviewed and Affirmed by the Board: 2020-01-28
Last Revision: 2017-01-10
Original Adoption or Oldest Version: 2009-10-27
Related Policies and Regulations: 8410
Legal Reference:
COMMUNITY RELATIONS

Lincoln Board of Education Meetings

Meetings Open to Public and Press

All meetings of the Lincoln Board of Education are open to the public except for closed sessions permitted by law.

All Board committee meetings are open to the public except for closed sessions in the discretion of the committee.

Reviewed and Affirmed by the Board: 2020-01-28
Last Revision: 2009-10-27
Original Adoption or Oldest Version: 2009-10-27
Related Policies and Regulations: 3120, 8410, 8440, 8480
Legal Reference: 84-1410
COMMUNITY RELATIONS

Responsibilities of the Lincoln Board of Education

It is the responsibility of the Lincoln Board of Education to listen to comments and suggestions from citizens in the community.

Board members individually are encouraged to refer compliments, suggestions and criticism about District operations to the Superintendent for consideration and action. The Superintendent may refer such matters to appropriate administrators. Comments affecting policy may be referred to the appropriate Board committee for consideration.

Last Revision: 2020-01-28
Original Adoption or Oldest Version: 2009-10-27
Related Policies and Regulations:
Legal Reference:
COMMUNITY RELATIONS

School-Community Associations

Each school is encouraged to maintain a parent or parent/community advisory organization. This organization can be a Community Learning Center’s School Neighborhood Advisory Council.

The Director of the Community Learning Centers or designee will provide support and oversight of the School Neighborhood Advisory Council. The Board encourages the Communications Department to act as a District contact point to provide information and support to assist parent or parent/community advisory organizations to best support school and students and comply with District policies and regulations.

Among the many services which such organizations can offer, the Board especially encourages any assistance which they can give in developing and maintaining volunteer programs in the schools.

Representatives and members of parent and community organizations shall, in all circumstances, be treated with respect and courtesy.

Last Revision: 2020-01-28
Original Adoption or Oldest Version: 2014-02-25
Related Policies and Regulations:
Legal Reference:
COMMUNITY RELATIONS

School-Community Associations

The Communications Department will coordinate with other Lincoln Public Schools departments to assist school parent and parent/community organizations in working with schools to meet the District’s mission and strategic goals and comply with District policies and regulations.

The Communications Department will assist in providing informational and/or organizational resources to this end to parent and parent/community organizations in print and/or online formats.

Reviewed and Remains in Effect as Written: 2017-01-10
Date of Last Revision: 2014-02-25
Related Policies and Regulations:
Legal Reference:
COMMUNITY RELATIONS

Citizens’ Ad Hoc Committees to the Board of Education

Citizens’ Ad hoc committees should be appointed by the Lincoln Board of Education only when there is a definite function to be performed.

Specific topics for study or well-defined areas of activity shall be assigned in writing to each committee immediately following its appointment.

Upon completing its assignment, each committee either shall be given new assignments or shall be dissolved promptly. No committee shall be allowed to continue for prolonged periods without a definite assignment.

Reviewed and Affirmed by the Board: 2020-01-28
Last Revision: 2009-10-27
Original Adoption or Oldest Version: 2009-10-27
Related Policies and Regulations:
Legal Reference:
COMMUNITY RELATIONS

Citizens’ Ad Hoc Committees to the Board of Education

Resources

Ad hoc committees shall be encouraged to draw upon a wide variety of resources both inside and outside the school system. Each committee shall be particularly encouraged to draw upon the talents of other local residents and to recommend to the Lincoln Board of Education the official appointment of any such additional members as the committee desires.

The Superintendent or his/her designee shall appoint a member of the professional staff to assist each committee in carrying out the work assigned to it by the Board.

Expenditure of District funds by any ad hoc committee shall be made only upon approval of the Superintendent or his/her designee and recommendations to the Board.

Each committee shall be instructed as to:

1. the length of time each member is being asked to serve.
2. the service the committee is to render.
3. the resources provided to help the committee complete its job.
4. the approximate dates on which the committee is to submit reports.
5. the time and place of meetings.
6. the Board policies governing citizens’ committees to help clarify relationships.
7. the committee’s relationships with the Superintendent or his/her designee and with the other members of the professional staff.
8. the approximate dates on which the committee will disband and on which individual members’ terms will expire.

Publicity

All public announcements concerning the organization, membership, operation, recommendations and dissolution of such committees shall be made at such a time and in such manner as the Board may choose.
Prospective Members and Appointments

The Superintendent or his/her designee shall maintain a list of those citizens and staff members who have served on advisory committees, who are currently serving, who have expressed a willingness to serve, and who have been or appropriately might be recommended for such service.

All appointments of staff members to citizen’s ad hoc committees shall be made by the Superintendent or his/her designee.

The organization of the ad hoc committee should be conducted in a manner approved by the Board.
COMMUNITY RELATIONS

Citizens’ Ad Hoc Committees to the Superintendent

Citizens’ Ad hoc committees should be appointed by the Superintendent only when there is a definite function to be performed.

Specific topics for study or well-defined areas of activity shall be assigned in writing to each committee immediately following its appointment.

Upon completing its assignment, each committee either shall be given new assignments or shall be dissolved promptly. No committee shall be allowed to continue for prolonged periods without a definite assignment.

Reviewed and Affirmed by the Board: 2020-01-28
Last Revision: 2009-10-27
Original Adoption or Oldest Version: 2009-10-27
Related Policies and Regulations:
Legal Reference:
COMMUNITY RELATIONS

Citizens’ Ad Hoc Committees to the Superintendent

Resources

Ad hoc committees shall be encouraged to draw upon a wide variety of resources both inside and outside the school system. Each committee shall be particularly encouraged to draw upon the talents of other local residents and to recommend to the Superintendent the official appointment of any such additional members as the committee desires.

The Superintendent shall appoint a member of the professional staff to assist each committee in carrying out the work assigned to it by the Lincoln Board of Education.

Expenditure of District funds by any ad hoc committee shall be made only upon approval of the Superintendent and recommendations to the Board.

Each committee shall be instructed as to:

1. the length of time each member is being asked to serve.
2. the service the committee is to render.
3. the resources provided to help the committee complete its job.
4. the approximate dates on which the committee is to submit reports.
5. the time and place of meetings.
6. the Board policies governing citizens’ committees to help clarify relationships.
7. the committee’s relationship with the Superintendent and with the other members of the professional staff.
8. the approximate dates on which the committee will disband and on which individual members’ term will expire.

Publicity

All public announcements concerning the organization, membership, operation, recommendations and dissolution of such committees shall be made at such a time and in such manner as the Board may choose.
COMMUNITY RELATIONS

Citizens’ Ad Hoc Committees to the Superintendent (Continued)

Prospective Members and Appointments

The Superintendent shall maintain a list of those citizens and staff members who have served on advisory committees, who are currently serving, who have expressed a willingness to serve, and who have been or appropriately might be recommended for such service.

All appointments of staff members to citizen’s ad hoc committees shall be made by the Superintendent.

The organization of the ad hoc committee should be conducted in a manner approved by the Superintendent.
COMMUNITY RELATIONS

Volunteers

The Lincoln Board of Education encourages the use of community resources and citizens to assist in furthering the educational program.

Reviewed and Affirmed by the Board: 2020-01-28
Last Revision: 2009-10-27
Original Adoption or Oldest Version: 2009-10-27
Related Policies and Regulations:
Legal Reference:
COMMUNITY RELATIONS

Volunteers

The public schools staff should be active in locating and contacting people in many areas of interest to serve as volunteer resource persons in the classroom. The principal shall be kept informed of all volunteers being solicited for the building.

The School District will establish volunteer levels based on contact with students and supervision by Lincoln Public Schools staff and develop a process to register and supervise volunteers based on these levels.

Lists of such individuals should be maintained in each school. An evaluation of the effectiveness of each volunteer should be maintained.

A message of appreciation should be sent to those members of the community who contribute to the program of the school after each presentation or consultation.

The principal may be asked from time to time to provide the Superintendent with a summary of the extent and effect of the use of volunteers.
COMMUNITY RELATIONS

Visits to the Schools

The Lincoln Board of Education recognizes the importance of community support for the public schools and that citizens have legitimate reasons to visit schools. It also recognizes the importance of maintaining a safe and secure learning environment. Therefore, the Board encourages members of the community to visit the schools provided District security procedures are followed and the visit does not interfere with instruction and the normal operation of the school.

Reviewed and Affirmed by the Board: 2020-01-28
Last Revision: 2009-10-27
Original Adoption or Oldest Version: 2009-10-27
Related Policies and Regulations:
Legal Reference:
Community

Visits to the Schools

Staff members should:

1. encourage visitors;

2. provide for appropriate hospitality for visitors;

3. channel expressions of approval as well as criticism to the Board;

4. insure that such visits will enhance the effect of the educational program;

5. insure that District security procedures are followed.
COMMUNITY RELATIONS

Political Activity

The Lincoln Board of Education recognizes political activity in our democratic society as legitimate and necessary. The Board will, at its discretion, take positions on political issues which are likely to affect educational process, but not on non-educational political issues. The Board intends that its positions on proposed legislation be effectively communicated to the Nebraska Legislature and other governmental entities. The Board may also direct the Superintendent to prepare legislation for introduction on its behalf.

In order to guard against placing students or staff members under undue pressure to adopt particular positions on political issues, the Board directs that employees avoid using their positions or their access to school materials or facilities for such purpose or for solicitation, promotion, recruiting or to otherwise work for the election or defeat of any candidate for public office or to influence the outcome of an election or a decision by a governing body on a political issue. Specifically, employees are restricted from the use of the following for such purposes:

1. Their position, whether as an instructor or as a leader or supervisor of other employees
2. Classrooms, buildings or facilities
3. Students
4. School equipment, materials or mailing or other school communication systems.

These restrictions do not apply to employees who are engaged in authorized lobbying activities on behalf of the District. The restrictions also do not apply to the distribution of employee-association correspondence or newsletters in the normal course of association business, even though those communication media may contain information concerning adopted positions of the association on political issues.

Last Revision: 2019-10-22
Original Adoption or Oldest Version: 2009-10-27
Related Policies and Regulations: 4730
Legal Reference:
COMMUNITY RELATIONS

Political Activity

Information and Advocacy

The Superintendent is responsible for relations with the Nebraska Legislature and other governmental entities impacting Lincoln Public Schools. The Superintendent will designate an administrator to serve as the registered lobbyist for the Lincoln Public Schools. The lobbyist will annually prepare an information and advocacy plan for presentation to the Lincoln Board of Education.
COMMUNITY RELATIONS

Political Activity

Prohibited – Permissible Election Activities

I. PURPOSE: The purpose of this regulation is to provide direction and guidelines to the Board and District employees on what are prohibited and permissible activities in connection with any local, state or national election.

II. DEFINITIONS:

A. Election shall mean any local, state or national primary, general, special or other election requiring a popular vote of the electors held in this state or a convention or caucus of a political party held in this state to nominate a candidate. Election shall include a vote on a ballot question.

B. Ballot question shall mean (a) any question which is submitted or which is intended to be submitted to a popular vote at an election, including, but not limited to, a question submitted or intended to be submitted by way of initiative, referendum, recall or judicial retention, whether or not it qualifies for the ballot and (b) any question which has been submitted to a popular vote at an election as a result of the legislative action or adoption of a resolution by a political subdivision to place an issue or issues on the ballot.

C. Candidate shall mean any individual who is a candidate for an elective office.

D. Public resources shall mean personnel, property, resources or funds under the official care and control of the Board or a District employee.

III. GUIDELINES: Except as otherwise provided herein, the Board or a District employee shall not use or authorize the use of public resources for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage or defeat of a ballot question.

A. This regulation does not prohibit the Board or a District employee from making government facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the government facility available or a factor in determining the cost or conditions of use.

B. This regulation does not prohibit the Board from discussing and voting upon a resolution supporting or opposing a ballot question.
COMMUNITY RELATIONS

Political Activity

Prohibited – Permissible Election Activities (Continued)

C. This regulation does not prohibit the Board or a District employee under the direct supervision of any public official from responding to specific inquiries by the press or the public as to his or her opinion regarding a ballot question or from providing information in response to a request for information.

D. This regulation does not prohibit, in the normal course of their duties, the Board or a public employee under the direct supervision of the Board from using public resources to research and prepare materials to assist the government body in determining the effect of the ballot question on the government body. This section does not authorize mass mailings, mass duplication or other mass communications at public expense for the purpose of qualifying, supporting or opposing a ballot question. Mass communications shall not include placing public records demonstrating the consequences of the passage or defeat of a ballot question affecting the government body on existing websites of such government body.

E. Nothing in this regulation prohibits the Board from campaigning for or against the qualification, passage or defeat of a ballot question or the nomination or election of a candidate when no public resources are used.

F. Nothing in this regulation prohibits a District employee from campaigning for or against the qualification, passage or defeat of a ballot question or the nomination or election of a candidate when no public resources are used. Except as otherwise provided in this section, a District employee shall not engage in campaign activity for or against the qualification passage or defeat of a ballot question or the nomination or election of a candidate while on government work time or when otherwise engaged in his or her official duties.

G. Nothing in this regulation prohibits the Board or a District employee from identifying himself or herself by his or her official title.

Original Adoption: 2019-10-22
Related Policies and Regulations: 1310, 1310.1, 3970, 3970.1, 3970.2, 3970.3, 4730, 4770, 4780
Legal Reference: §§49-1401 to 49-14,142 (Nebraska Political Accountability and Disclosure Act) and §49-14,101.02
COMMUNITY RELATIONS

Soliciting Funds from School Personnel

School facilities are not to be used to collect for charities except as specifically recommended by the Superintendent or designee and approved by the Board.

The District and its personnel may choose to collectively participate in limited fundraising for charities. Staff are encouraged, but not required, to participate in charitable fundraising. No individual shall be coerced into participating.
COMMUNITY RELATIONS

Soliciting Funds from and by Students

Any solicitation or charity campaign to be conducted in any school must be approved in advance by the principal of the school. Districtwide solicitations or charity campaigns must be approved by the Superintendent or designee. Sanctioned solicitations should not interfere with the instructional program.

Reviewed and Affirmed by the Board: 2017-01-10
Last Revision: 2009-10-27
Original Adoption or Oldest Version: 2009-10-27
Related Policies and Regulations:
Legal Reference:
COMMUNITY RELATIONS

Use of District Facilities or Name in Soliciting Funds

Any fund-raising activity conducted by any organization using Lincoln Public Schools facilities or using the District’s name in solicitation of donations must have prior approval of the Lincoln Board of Education.

This policy does not apply to school-related fund-raising activities by student, teacher or parent organizations.
COMMUNITY RELATIONS

Solicitation of Funds by Nonprofit Organizations Requesting the Use of District Facilities

Any charitable organization wishing to use the District’s facilities for the purpose of soliciting funds must receive prior approval of the Lincoln Board of Education. This regulation does not apply to school fund-raising activities of student, teacher or parent organizations. The request is to be made in writing to the Office of the Superintendent. In making a recommendation to the Board, the staff will consider whether:

1. the club or organization originating the fund raiser is located in and maintains a permanent business address within the District;

2. a designated coordinator is named on the request for the purpose of having a point of contact;

3. all funds collected, less reasonable operating expenses, from any such fund-raising activity will be used for charitable purposes;

4. if the request is approved, the organization shall include a statement that the Lincoln Public Schools is not endorsing the said named charity and has no affiliation with the event.

Date of Last Revision: 2016-11-11
Date Regulation Reviewed: 2017-01-10
Revised: 2014-02-25
Related Policies and Regulations:
Legal Reference:
COMMUNITY RELATIONS

Access to School Procedures and Materials

Operating procedures, records and publications developed in or for the Lincoln Public Schools shall be made available to outside non-profit or profit organizations for use or distribution, but the District reserves the right to charge a fee for such distribution. Except for materials developed under contract or grant, no outside organization shall be granted exclusive access to or control over the material made available to it.

Reviewed and Affirmed by the Board: 2020-01-28
Last Revision: 2009-10-27
Original Adoption or Oldest Version: 2009-10-27
Related Policies and Regulations:
Legal Reference:
COMMUNITY RELATIONS

Use of Students for Non-School Projects

Students are not to be used for promotion efforts for commercial sales or political or religious appeals as a part of any School-District-sponsored activity. Approved third parties may be allowed to take images and/or audio of students participating in school-sponsored activities for sale or distribution to the parents and other interested persons. Students may elect to participate in charitable or humanitarian efforts through student clubs or activities.
COMMUNITY RELATIONS

Use of Students for Non-School Projects

Photographing, Audio or Video Recording Students

Photographs, audio and video images of students to be used in news releases or for publication and information office purposes require a notification of parents/guardians.

Schools are not authorized to take pictures, audio or video of students or allow pictures, audio or video to be taken for resale or distribution purposes. With the permission and knowledge of the principal, officially recognized parent organizations may sponsor pictures for resale or distribution provided that:

1. No significant amount of instructional time is involved,
2. The project does not depend on teacher time for completion, and
3. The principal is involved in reaching any contractual agreements with the photographer.

Schools are authorized to take and/or make photographs, audio or video for student publications within the student activities guidelines.

Interviewing Students

The Lincoln Public Schools encourages the news media to view schools as a vital source of news for the public. The Lincoln Board of Education believes the Lincoln Public School District has an obligation to communicate with the public about the education of children and about how tax dollars are being spent. The Board also believes that staff and administration cooperation with news media is necessary to such communication efforts.

At the same time, it is a regulation of the Lincoln Public Schools to manage school buildings as places of business for students and for staff. Principals are directed not to release students from class for media interviews except as a part of an arrangement made in advance which insured that the student’s instruction will not be disrupted and the student’s right to privacy are not abrogated. Such arrangements can be made with the building principal who has the final determination on all building visitation. As with all visitors, news media representatives are asked to report to the building office before any meeting with staff or students.
COMMUNITY RELATIONS

Use of Students for Non-School Projects

Interviewing Students (Continued)

In the case of elementary schools, the building control of interviewing is expected to extend to the playgrounds and total building site. Secondary students are presumed capable of making their own decisions regarding interviews outside the regular school time and outside the school building itself; but if they do not wish to be interviewed, the school authorities will endeavor to prevent the interview on school grounds.
COMMUNITY RELATIONS

Community First Responders

Educational programs designed to make students sensitive to the need for and the practice of good safety habits may be sponsored jointly by the Lincoln Public Schools and the city and county first responders. The school staff and administrators should cooperate with city and county first responders as much as possible without interfering with the safety, mission and purpose of the school district.

Last Revision: 2020-01-28
Original Adoption or Oldest Version: 2009-10-27
Related Policies and Regulations:
Legal Reference:
COMMUNITY RELATIONS

Federal Government

Funds for educational purposes made available by the federal government will be accepted by the Lincoln Public Schools so long as the conditions of their availability are consistent with the purposes and policies of the District and of the state statutes.
COMMUNITY RELATIONS

Federal/State Grants

All staff members wishing to apply for a federal or state special grant are to submit their request to the Associate Superintendent for Instruction or designee for review.

All grants will be reviewed for compliance with District instructional and fiscal needs. If the staff member’s application is approved by the federal or state, he/she will be held responsible to see that all reports are filed as required. Principals, consultants and department heads will be responsible to ensure that all District staff members are informed.

Date of Last Revision 2017-02-22
Date Regulation Reviewed: 2009-10-27
Related Policies and Regulations:
Legal Reference:
COMMUNITY RELATIONS

Parental Involvement in Federally-Funded Programs

Parents of students eligible for federally-funded programs will be given adequate opportunity to participate in the design and implementation of the project as designated in specific program regulations.

The Director of Federal Programs will hold annual, but separate, public meetings to receive comments from parents who have students in any of the federal programs the Lincoln Public Schools may be operating.

Reviewed and Remains in Effect as Written: 2017-01-10
Date Regulation Reviewed: 2009-10-27
Related Policies and Regulations:
Legal Reference: Federal Regulations
Sections 556 (b) (3) and (e)
ECIA Chapter 1
Section 1304.5 OCD Notice N-30-364-4
COMMUNITY RELATIONS

Relations between Area, State, Regional and National Associations and Schools

Membership in recognized associations will be maintained by the Lincoln Public Schools for several reasons, such as:

1. the in-service education benefits to staff and the Lincoln Board of Education which come from participation in meetings, conferences, clinics, and conventions;
2. access to the communication media of such associations, such as newsletters, periodicals, and advisory services;
3. representation in actions affecting education in general and the School District in particular.

The Superintendent is authorized to budget funds for such memberships, and to pay the costs of adequate participation of staff in the activities of such associations to achieve the purposes listed above.

The Lincoln Public Schools may cooperate with professional educational organizations for the improvement of education.

The Board will maintain memberships in national and state school boards associations and will encourage its members to participate in activities of those agencies.

Reviewed and Affirmed by the Board: 2020-01-28
Last Revision: 2014-02-25
Original Adoption or Oldest Version: 2009-10-27
Related Policies and Regulations:
Legal Reference:
COMMUNITY RELATIONS

Relations between Private Educational Organizations and the Schools

The Lincoln Board of Education recognizes the need for and the worth of cooperative relationships with other schools, colleges and educational organizations, including private and parochial schools. It encourages members of the school staff to work with their counterparts in such organizations on educational matters within the framework established by the statutes, state regulations and Board policy.
COMMUNITY RELATIONS

Relations with Colleges and Universities

Lincoln Public Schools will cooperate with post-secondary institutions in areas which have the potential to increase the effectiveness of teacher preparation or staff development or which directly improve the local instructional program.

Reviewed and Affirmed by the Board: 2020-01-28
Last Revision: 2009-10-27
Original Adoption or Oldest Version: 2009-10-27
Related Policies and Regulations:
Legal Reference:
COMMUNITY RELATIONS

Cooperative Arrangements with Other School Districts

Lincoln Public Schools will work cooperatively with other school districts in selected programs which can be better carried out in cooperation than by single districts acting alone.
COMMUNITY RELATIONS

Non-LPS Participation in LPS Staff Development Activities

The Director of Continuous Improvement and Professional Learning has authority to make available the Lincoln Public Schools staff development activities to certified staff currently employed by approved public or non-public schools in Lancaster County under the following circumstances:

1. Activities will continue to be planned and conducted by the Lincoln Public Schools staff development office to meet Lincoln Public Schools needs as is presently the practice.

2. Certified staff from public and non-public schools may participate in designated activities on a space available basis.

3. A cost plus fee structure will be established.

4. In advance of certain designated activities, certified staff members of approved public and non-public schools in Lancaster County may be advised of opportunities and related costs.

Reviewed and Remains in Effect as Written: 2017-01-10
Date of Last Revision: 2014-02-25
Related Policies and Regulations:
Legal Reference:
COMMUNITY RELATIONS

Business/Foundation/Philanthropy Grants

Funds made available through business, foundation or philanthropic sources for educational purposes will be recommended by the Superintendent or designee and accepted by the Board of Education, so long as the conditions of their availability are in accord with the purposes and programs of the District goals.

Reviewed and Affirmed by the Board: 2020-01-28
Last Revision: 2009-10-27
Original Adoption or Oldest Version: 2009-10-27
Related Policies and Regulations:
Legal Reference:
COMMUNITY RELATIONS

Business/Foundation/Philanthropy Grant Review

The Office of the Superintendent is to be informed as early as possible of any intent to request funds from a business, foundation or other philanthropic organizations for the benefit of the Lincoln Public Schools.

The department or staff member intending to apply for a grant is to provide the following information:

1. purpose of the grant
2. the name of the organization from which funds are requested
3. the anticipated date of the request

Staff members are requested to inform the Associate Superintendent for Instruction or his/her designee of all requests for grants. The Executive Committee will review all proposals for approval prior to submitting requests to the Lincoln Board of Education.
ADMINISTRATION

Concept of Administration

The administration of the Lincoln Public School system is responsible for the direction, coordination and management of students and staff in their efforts to reach educational goals adopted by the Lincoln Board of Education within the guidelines established by Board policy, law and employee agreements.

To demonstrate leadership, to resolve the inevitable problems, and to overcome obstacles which will arise both inside the school system and in its relations with the community, the Board expects the administration to specialize in

1. decision making and communication.

2. strategic planning, organizing, implementing and evaluating.

3. coordinating and guiding the various centers of authority and responsibility within the school system and the community so as to enable people to do things together for education that they might not be able to do separately.

Reviewed and Affirmed by the Board: 2018-11-13
Last Revision: 2014-04-22
Original Adoption or Oldest Version: 2014-04-22
Related Policies and Regulations:
Legal Reference:
ADMINISTRATION

District Administration

The Lincoln Board of Education appoints a Superintendent as its chief administrative officer. The Superintendent of Schools shall organize an administrative and supervisory team to provide effective and efficient administration of the policies of the Board, administration rules and regulations, and the educational program.

The Superintendent may delegate to other staff members any of the powers and duties that the Board has entrusted to him/her. However, he/she is responsible to the Board for proper execution of matters and cannot delegate responsibility.

The Superintendent shall have authority to implement his/her responsibility through:

1. requiring reports from all staff members as necessary.
2. assigning, or transferring staff members in accordance with Board policies and/or contracted agreements.
3. forming committees or task forces to make plans or recommend procedures.
4. directing the work of all staff members in accordance with the organizational plan.

Administrative and supervisory positions in the school system are recommended by the Superintendent and approved by the Board. In addition, some positions are required by state law. It is the intent of the Board to activate a sufficient number of such positions to promote the attainment of the School District’s goals and provide for the effective management of the District.

In each of these cases, the Board will approve the broad purpose and function of the position, and delegate to the Superintendent the task of writing, or causing to be written, a job description for the position.

The Board instructs the Superintendent to maintain a comprehensive set of job descriptions for all such positions.

Reviewed and Affirmed by the Board: 2018-11-13
Last Revision: 2017-05-23
Original Adoption or Oldest Version: 2008-11-25
Related Policies and Regulations: 79-556
ADMINISTRATION

Superintendent

The administration of the Lincoln Public School system in all of its aspects, except as otherwise provided by law, is delegated to the Superintendent who shall carry out the executive and administrative functions in accordance with the policies adopted by the Lincoln Board of Education. The execution of all decisions made by the Board concerning the internal operation of the school system shall be delegated to the Superintendent. In addition, the Superintendent serves as the Secretary of the Board.

Reviewed and Affirmed by the Board: 2018-11-13
Last Revision: 2017-05-23
Original Adoption or Oldest Version: 2008-11-25
Related Policies and Regulations:
Legal Reference:
ADMINISTRATION

Selection of Superintendent

It shall be the responsibility of the Lincoln Board of Education to select a Superintendent, who shall represent the Board in carrying out the policies of the Board. The Superintendent, at all times, shall be subject to the control and decisions of the Board, and shall act as executive officer, meaning the operational director of the entire school system, for the Board.

Selection of the Superintendent shall be in terms of his/her ability to carry out the responsibilities set forth by the Board.

Reviewed and Affirmed by the Board: 2018-11-13
Last Revision: 2017-05-23
Original Adoption or Oldest Version: 2008-11-25
Related Policies and Regulations: 79-566, 79-594
Legal Reference: 79-566, 79-594
ADMINISTRATION

Performance Appraisal of Superintendent

An appraisal of the job performance of the Superintendent of the Lincoln Public Schools will be conducted according to Policy 8350.

Reviewed and Affirmed by the Board:
Last Revision: 2018-11-13
Original Adoption or Oldest Version: 2014-04-22
Related Policies and Regulations: 2113, 8350
Legal Reference: 79-824, 79-828
ADMINISTRATION

Procedures for Performance Appraisal of Superintendent

The appraisal criteria should focus on, but not be limited to: (1) Relationship with the Lincoln Board of Education; (2) Community Relations; (3) Superintendent/Staff Relationships; (4) Business and Finance (5) Personal and Professional Conduct; and (6) Leadership Goals/Job Targets identified by the Board.

Each year, the Board may review the appraisal criteria and any established job targets. Any job targets will be set forth in language such that progress toward each target can be readily documented.

An interim appraisal progress review may be conducted by the Board and the Superintendent. The intent of any such progress review is to advise the Superintendent of any deficiencies that must be corrected prior to the end of the appraisal period and to make any changes or additions to job targets, appraisal criteria and performance expectations in the light of any new conditions or circumstances. The documentation of progress toward appraisal criteria, performance expectations or the job targets may serve as a basis of the appraisal report to be completed at the end of each appraisal period. The Board may seek information from staff members, parents, students or other members of the community. Such information may be considered as part of the appraisal report. The report will be placed in the Superintendent’s permanent personnel file.

At the beginning of any appraisal cycle, any appraisal instrument created to measure the Superintendent’s duties as defined in law, policy and regulation may be adopted by the Board.

Reviewed and Affirmed by the Board: 2018-11-13
Last Revision: 2017-04-11
Original Adoption or Oldest Version: 2014-04-22
Related Policies and Regulations: 2112, 8350
Legal Reference: 79-828
ADMINISTRATION

Superintendent’s Executive Committee

The Superintendent is authorized to form an Executive Committee for the purpose of providing the Superintendent with advice and counsel.

The Executive Committee by policy and practice is the senior leadership group or unit of the District and along with the Superintendent constitute and are a group of employees similarly situated with a similar community of interest appropriate for bargaining and are hereby recognized as such by the Lincoln Board of Education.

Reviewed and Affirmed by the Board: 2018-11-13
Last Revision: 2017-05-23
Original Adoption or Oldest Version: 2008-11-25
Related Policies and Regulations:
Legal Reference:
ADMINISTRATION

Superintendent’s Executive Committee

The Executive Committee is composed of all those members of the staff who head major divisions of the organization. Decisions from the Superintendent’s office are reached through regular meetings and deliberations of the committee.

The Executive Committee includes:

- Associate Superintendent for Instruction
- Associate Superintendent for Business Affairs
- Associate Superintendent for Human Resources
- Assistant Superintendent for Governmental Relations and General Administration
- Other appointments as decided by the Superintendent

Date of Last Revision: 2017-04-19
Revised: 2014-04-22
Related Policies and Regulations:
Legal Reference:
ADMINISTRATION

External Consultants

The Lincoln Board of Education allows the use of consultants as a means of providing the District with specialized services not normally required.
ADMINISTRATION

Consultants

Consultative and/or professional services to the Superintendent’s Office and to the Lincoln Board of Education are provided in the following areas:

Legal Counsel

The Board shall retain a local legal firm to advise it in all legal matters. The legal firm selected will provide an attorney to serve the District continuously on a part-time basis who will generally attend all meetings of the Board.

The legal firm will be responsible to the Board and to the Superintendent’s Office for legal opinions or legal advice on request. Members of the School District staff may have access to the School District’s legal counsel only at the specific direction of the Superintendent’s Office.

At times it may become necessary for the District to obtain additional legal assistance for the School District. The Superintendent is authorized to make appropriate arrangements for additional legal services.

The amount of the retainer paid the District’s legal firm shall be set by the Board. Additional amounts over and above the retainer may be charged to the District by the School District legal firm when the District is involved in litigation and the Board has been informed in advance or as otherwise provided by the legal services agreement.

Architectural Services

An architect shall be appointed separately for each construction project as necessary.

Auditing Service

An auditing firm shall be appointed on an annual or other agreed-upon basis.

Management Consultation and Other Consultative Services

Management consultation and other consultative services shall be sought on an ad hoc, rather than continuous basis, as needed.

Reviewed and Remains in Effect as Written: 2017-05-23
Reviewed and Remains in Effect as Written: 2014-04-22
Date of Last Revision: 2010-11-23
Related Policies and Regulations: 3610
Legal Reference:
ADMINISTRATION

Educational Equity

The Lincoln Board of Education is committed to the concept of educational equity for students, staff and patrons of the Lincoln Public Schools. In all programs conducted by the School District, the dignity and worth of all human beings will be recognized. Such recognition shall be extended regardless of a person’s economic status, race, national origin, ethnic background, culture, religion, sex, pregnancy, childbirth or related medical condition, sexual orientation, age, disability, mental, physical or linguistic ability or other protected status.

Reviewed and Affirmed by the Board: 2018-11-13
Last Revision: 2017-05-23
Original Adoption or Oldest Version: 2008-11-25
Related Policies and Regulations: Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973

Legal Reference:
ADMINISTRATION

Multicultural Education

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans; and

- challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race; and

- valuing multiple cultural perspectives; and

- providing all students with opportunities to “see themselves” in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within Lincoln Public Schools, it shall also be the policy and practice of this District to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

An annual status report is provided to the Lincoln Board of Education.

Reviewed and Affirmed by the Board: 2018-11-13
Last Revision: 2014-04-22
Original Adoption or Oldest Version: 2014-04-22
Related Policies and Regulations: 2130
Legal Reference: 79-703; 79-719 to 79-723
ADMINISTRATION

Job Descriptions

Every administrative position shall have a written job description.

Administrative positions in the Lincoln Public Schools have various titles and job descriptions.

Specific job descriptions for each administrative position shall be filed with Human Resources.
ADMINISTRATION

Education Service Unit

Services of Education Service Unit 18 are available to Lincoln Public Schools under a mutual agreement. A request is made annually to Education Service Unit 18 for such supplementary services as may be mutually agreeable to the Lincoln Public Schools and Education Service Unit 18.

Reviewed and Affirmed by the Board: 2018-11-13
Last Revision: 2008-11-25
Original Adoption or Oldest Version: 2008-11-25
Related Policies and Regulations:
Legal Reference: 79-1218
ADMINISTRATION

Individual School Administrative and Supervisory Personnel

Each school shall have an administrative and supervisory staff organized and structured in such a way as to provide effective and efficient implementation of Lincoln Board of Education policies, administrative rules and regulations, and the educational program.

Reviewed and Affirmed by the Board: 2018-11-13
Last Revision: 2008-11-25
Original Adoption or Oldest Version: 2008-11-25
Related Policies and Regulations:
Legal Reference:
ADMINISTRATION

Organization and Administration

The Superintendent is responsible to the Lincoln Board of Education for the administration of the schools under applicable laws and School District policies. In addition, the Superintendent, in cooperation with the administrative staff, shall prepare in detail, where applicable, the rules and regulations for implementing the approved policies. In a situation demanding a decision not covered by existing policy, the Superintendent or his/her designee is authorized to make the decision deemed best. In such situations, the Board shall be informed of the decision promptly.

Each employee and student is responsible for following the approved policies and regulations until modified.

The Superintendent is responsible for the preparation of the District budget and submission to the proper authorities in accordance with Nebraska statute.

The Board also requires the Superintendent to organize the staff to ensure clear understanding of the functions of each official and of the relationship between and among them. To engage in this process in an orderly fashion, each group shall be given particular responsibilities, and channels shall be established so that the recommendations or decisions of each group can be heard and reviewed by the administrative officer concerned and, where appropriate, by the Board.

In the organization and administration of the schools, the Superintendent shall balance responsibility with commensurate authority subject to the reserve and legal powers of the Board. This means that a member of the staff when assigned a responsibility or a position shall be given the authority to make the decisions necessary to perform the tasks.

Reviewed and Affirmed by the Board: 2018-11-13
Last Revision: 2008-11-25
Original Adoption or Oldest Version: 2008-11-25
Related Policies and Regulations: 3110, 8311
Legal Reference: 13-501 to 13-513; 79-1083
ADMINISTRATION

Organization and Administration

The central administrative staff of the School District is responsible for developing and monitoring organizational systems that ensure principals and teachers develop, organize, administer and supervise the school program. The central administrative staff will visit schools regularly and will be available for special help upon request. They also:

1. conduct and direct research that determines the future development of the educational program.
2. establish working relationships and communication channels among school personnel.
3. help teachers and principals secure needed supplies and services.
4. organize the resources of teachers and lay groups in program planning.
5. assist in evaluating the school program.
6. supervise the maintenance, operation and repair of the school plant.
7. provide student personnel services.
8. assist in the supervision of instruction.
9. assist in solving school problems.
10. supervise the planning and construction of new facilities.
11. provide special services for the orientation of new personnel.
12. direct the program of continuous improvement.
13. engage the public in the status and needs of the school program.

It is the function of the Superintendent and his/her staff to administer the school system on the basis of the policies and directives of the State Board of Education and the state statutes.

Reviewed and Remains in Effect as Written: 2017-05-23
Date of Last Revision: 2014-04-22
Related Policies and Regulations: 8311
Legal Reference:
ADMINISTRATION

Line of Responsibility

The main operational line of organization for the Lincoln Public School System runs from the Superintendent’s Office through the three divisions – Business Affairs (Associate Superintendent for Business Affairs); Instructional Services (Associate Superintendent for Instruction) and Human Resources (Associate Superintendent for Human Resources). If, for any reason, it is necessary to define an order of rank, the Superintendent will determine that rank. In the absence of the Superintendent and communication from the Superintendent on rank, then the following order shall prevail: Associate Superintendent for Instruction, Associate Superintendent for Business Affairs, Associate Superintendent for Human Resources, not including any position that is identified as being an interim position.

The Lincoln Board of Education hereby delegates authority to the Superintendent and authorizes and directs that any actions to be taken or powers or duties to be exercised or performed by the Superintendent as required by or set forth in law, policy, regulation, handbook, collective bargaining agreement, directive or practice, may be delegated or assigned by the Superintendent to another school official, staff member or employee in the Superintendent’s discretion to perform the action, power or duty as the Superintendent’s designee.

The Board hereby delegates authority to the Associate Superintendent for Instruction, Associate Superintendent for Business Affairs, Associate Superintendent for Human Resources, Assistant Superintendent for Governmental Relations and General Administration and authorizes and directs that any actions to be taken or powers or duties to be exercised or performed by these Executive Committee members as required by or set forth in law, policy, regulation, handbook, collective bargaining agreement, directive or practice, may be delegated or assigned by these Executive Committee members to other school officials, staff members or employees in their discretion to perform the action, power or duty as these Executive Committee members’ official designee.

Reviewed and Affirmed by the Board:

Last Revision: 2018-11-13
Original Adoption or Oldest Version: 2008-11-25
Related Policies and Regulations: 2500.1
Legal Reference:
ADMINISTRATION

Organizational Plan

Although statute and traditional organization provide that the Superintendent of Lincoln Public Schools is the executive officer for an elected school board and, therefore, is the operational director of the entire school system, the size of the Lincoln Public Schools as an organization and the complexity and variety of its mission is beyond the scope of individual management.

For this reason, the organizational plan provides for the operation of the Superintendent’s Office as a team endeavor. The team concept mobilizes the maximum input of expertise available within the organization for decision making and automatically provides good communication among the top level administrators without destroying efficiency of operation.

Within the team concept, many decisions and directions to the staff and recommendations to the Board emanate from the Superintendent’s Office rather than from the Superintendent as an individual; however, in order to assure accountability, the Superintendent is responsible for the decisions of the Superintendent’s Executive Committee and staff. Members of the Superintendent’s Office include all those individuals identified as members of the Superintendent’s Executive Committee.

Reviewed and Affirmed by the Board: 2018-11-13
Last Revision: 2008-11-25
Original Adoption or Oldest Version: 2008-11-25
Related Policies and Regulations: 2120.1
Legal Reference:
ADMINISTRATION

Organizational Plan

The Lincoln Public School District is administered in accordance with a staff organizational plan, developed by the staff and approved by the Lincoln Board of Education.

The organizational plan shall have the following characteristics:

1. The plan will consist of a table of organization and job descriptions with necessary narration to clearly explain the table.

2. The plan must include positions for all staff.

3. The plan should be published and distributed to all employees and made available to the public upon request.

4. The plan should be reviewed periodically with changes adopted by the Board as necessary.

5. Administrative positions which become vacant through normal attrition will not automatically be filled as they exist in the organizational plan. Instead, the plan will be re-examined to determine prior to an appointment being made, if the plan can be made more effective by changing the job description, combining functions or otherwise changing the plan.

Reviewed and Remains in Effect as Written: 2017-05-23
Reviewed and Remains in Effect as Written: 2014-04-22
Date of Last Revision: 2008-11-25
Related Policies and Regulations: 2120
Legal Reference:
ADMINISTRATION

Participatory Decision Making

The Lincoln Board of Education encourages the Superintendent and administrative staff to create and maintain appropriate mechanisms such as councils and committees to:

1. foster good communications within the staff.

2. allow representative members of the staff to have a voice in the development of policies and in the making of decisions affecting them.

Reviewed and Affirmed by the Board: 2018-11-13
Last Revision: 2008-11-25
Original Adoption or Oldest Version: 2008-11-25
Related Policies and Regulations:
Legal Reference:
ADMINISTRATION

Administrative Conferences

Lincoln Public Schools District department and division heads, program consultants and building principals meet together regularly in administrative conferences. The conferences serve as the vehicle by which administrators can make a contribution to District decisions and as an important communications link for key administrators in the day-to-day operation of School District business.

Date of Last Revision: 2017-04-19
Revised: 2014-04-22
Related Policies and Regulations:
Legal Reference:
ADMINISTRATION

Control and Communication Systems

The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Lincoln Board of Education and the administrative rules and regulations needed to put them into effect.

Reviewed and Affirmed by the Board: 2018-11-13
Last Revision: 2017-05-23
Original Adoption or Oldest Version: 2008-11-25
Related Policies and Regulations:
Legal Reference:
ADMINISTRATION

Employee Association Use of School Equipment

Subject to the approval of the Superintendent or his/her designee, each employee association may have access to the use of school facilities and equipment at reasonable times when such equipment is not otherwise in use. No equipment shall be removed from school property without approval by the building principal. Each association will pay for any damage incurred, loss or theft of borrowed property. Any paper supplies used and printing costs will be paid by the respective organization.

Reviewed and Affirmed by the Board: 2018-11-13
Last Revision: 2008-11-25
Original Adoption or Oldest Version: 2008-11-25
Related Policies and Regulations:
Legal Reference:
ADMINISTRATION

Research, Evaluation, Planning

The Lincoln Board of Education expects the Superintendent to implement a process of long-range strategic planning, involving the Board, staff, students and the public as appropriate.
ADMINISTRATION

Emergencies

In cases of emergency, the Superintendent is authorized to close school buildings, alter school schedules or implement other special procedures appropriate to the situation. The Superintendent is directed to develop emergency procedures, which shall apply in cases of fire, bomb threat, natural disaster, weather emergency, national emergency or any other situation posing danger to students, staff, facilities or equipment. These procedures shall comply with requirements of appropriate city, state and/or national agencies.
ADMINISTRATION

Weather Emergencies

The following procedures will be followed in closing schools during severe weather situations:

1. The Associate Superintendent for Business Affairs will consult with the Director of Operations, Director of Transportation and Lancaster County Emergency Management officials as well as the civil defense office and relay all information to the Superintendent of Schools.

2. The Superintendent will notify the Director of Communications or designee of a decision to close schools. He/she will notify the news media and initiate the Lincoln Public Schools messaging systems to notify families and staff. The Director of Communications may direct that announcement of the school cancellation to be included in additional communications channels.

3. Whenever possible, news media will be contacted before 9 p.m. and prior to 6 a.m. so school closing information may be announced at normal broadcast times. Ideally, a decision to close schools will be made no later than 6 a.m.

4. In the event the Superintendent is out of the city, he/she will delegate the authority to declare a weather emergency to one of the associate superintendents.

5. When it is determined that schools will be closed as a result of inclement weather, the Superintendent will indicate if the closure is a School Closure Day or a District Closure Day. The district website will contain information concerning employees’ work responsibilities on school and district closure days.
ADMINISTRATION

Weather Emergencies – Athletics and Activities

The following steps will be followed in determining student athletic and activity participation during weather emergencies. The procedures cover practices, rehearsals, meetings, performances and competitions.

1. When bad weather develops while school is in session
   a. The Associate Superintendent for Business Affairs and Director of Operations will confer on the deterioration of weather conditions, its impact on facilities and student safety and provide the timeline of when schools may conduct practices, rehearsals, meetings, performances and/or competitions.
   b. If conditions appear to be dangerous at any time, the Associate Superintendent for Business Affairs and Director of Operations will make a decision to cancel all practices, rehearsals, meetings, performances and competitions after school and communicate with the District Director of Athletics/Activities and the Director of Communications, whether this be before school dismissal or anytime during the evening, who will communicate with buildings, parents and the community.
   c. In the event of groups/teams traveling, Associate Superintendent for Business Affairs and Director of Operations will confer with other schools and the District Director of Athletics/Student Activities to determine conditions and whether or not groups will travel out of town and any coordination for travel.
   d. If a group is to travel to competition on a Saturday, the Associate Superintendent for Business Affairs and Director of Operations will plan with the District Director of Athletics/Student Activities on Friday to determine a timeline for making a decision on travel and performance. The District Director of Athletics/Student Activities will coordinate with other high schools and communicate those plans with coaches/sponsors/directors.

2. When a District or School Closure Day is called before school begins, practices, rehearsals, meetings, performances and competitions will not be held and athletic and activity travel will not be allowed.

3. When multiple school days are identified as a School Closure Day, the following process will go into effect to determine if and which practices, rehearsals, meetings, performances and/or competitions can occur.
   a. The Associate Superintendent for Business Affairs and Director of Operations will confer on the improvement of weather conditions and ability to clean parking lots to determine when schools may conduct practices, rehearsals, meetings, performances and/or competitions.
ADMINISTRATION

Weather Emergencies – Athletics and Activities (Continued)

b. When practice can occur, a timeframe will be designated and communicated to the District Director of Athletics/Activities and the Director of Communications.

c. The District Director of Athletics/Activities will communicate with the building principal or designee to provide notification of the designated timeframe with any additional parameters.

d. The Director of Operations will ensure communication of the plan with the Director responsible for notification of custodial staff and the staff responsible for parking lot snow removal.

e. The principal may decide whether to allow practices during an established timeframe.

f. In the event of groups/teams traveling, school administrative designee will confer with other schools and the District Director of Athletics/Student Activities to determine conditions and whether or not groups will travel out of town. All schools headed in the same direction will confer and agree to a common decision on whether to travel, postpone or cancel.

4. State/District Competitions

Exceptions to these guidelines may be granted by direction from Lincoln Public Schools Executive Committee members for State/District Competitions.
ADMINISTRATION

Bomb Threats

When bomb threats are received by a school, the principal shall:

1. If the call is by phone, trace the call.
   a. Note the number on caller ID
   b. Press *57
2. Put the building into Lockout, hold classes in their rooms.
3. Do not use the bell system, radios or cell phones.
4. Notify the Emergency Communications Center (911).
5. Notify the Office of the Director of Security at extension 1641 who will alert the appropriate District staff of the bomb threat.
6. Ask all staff to check their classroom/work and common area for suspicious items.
7. Evacuate only if suspicious item is found or there is a reason to leave the building.
8. Call 911, describe the item and follow dispatcher instructions
9. Evacuate the building as needed; prepare to move to secondary location.

Reviewed and Remains in Effect as Written: 2017-05-23
Date of Last Revision: 2017-02-15
Revised: 2014-04-22
Related Policies and Regulations:
Legal Reference:
ADMINISTRATION

Civil Defense

In the case of national emergency, all persons will be notified at the same time through the use of civil defense sirens and radio. Each building needs to develop its own civil defense plan, depending on whether it is designated as a civil defense shelter and the number of children who depend on bus transportation.

The plan should be based on the following assumptions:

1. That all children who are able to go home or to assigned places will be dismissed immediately.

2. Students will not be placed on school buses but will be kept in school under the supervision of faculty members designated by the building principal until such time as an all-clear signal is sounded or parents are able to pick up their children.

3. Those buildings with shelters should have a plan on file for staffing them.

4. Civil defense drills are not to be held except upon notification from the District office.

Reviewed and Remains in Effect as Written: 2017-05-23
Date of Last Revision: 2014-04-22
Related Policies and Regulations:
Legal Reference:
ADMINISTRATION

Community Emergency Shelter

In case of community emergency where school facilities are needed to house displaced individuals due to weather or natural disaster, the Superintendent or designee is to coordinate and provide support as follows:

1. Shall make available designated public school facilities when requested by Civil Defense or the local Red Cross chapter.

2. Shall make available administrative and support staff necessary to operate and maintain school facilities.

Each building principal annually will prepare an emergency plan and a list of key personnel with office and home telephone numbers to be contacted in case the school facility is needed to meet a community emergency. The list of key personnel will include but not be limited to:

1. Building principal
2. Building superintendent
3. Food service manager

The building principal is responsible to see that their school facility is open and ready to receive individuals when contacted by the appropriate civil defense or Red Cross representative. The principal shall inform the Superintendent or designee that the request has been received and the emergency plan is being implemented.
ADMINISTRATION

Public Health Emergencies

In the event of communicable disease outbreak, epidemic or other public health emergency or disaster, the Superintendent or his/her designee will determine the role and activities of the District in coordination with community planning by the local and state public health authorities. As needed, the Superintendent may cancel extracurricular activities, close one or more schools, designate facilities and personnel for purposes related to community response to epidemic and institute other measures as appropriate for the public safety and wellbeing.

Reviewed and Affirmed by the Board: 2018-11-13
Last Revision: 2008-11-25
Original Adoption or Oldest Version: 2008-11-25
Related Policies and Regulations:
Legal Reference:
BUSINESS

Business Affairs

The Lincoln Board of Education expects business affairs of the district to be managed effectively and efficiently.

Business affairs-related services may include, but are not necessarily limited to, the following:

1. Maintenance of physical plant and grounds, and support for the construction program.
2. Facilities planning.
4. Purchasing and procurement of supplies, equipment and services.
5. Budgeting, accounting and investments, compensation of employees.
6. Transportation of students to and from school and school-sponsored activities.
7. Nutrition services.
8. Internal auditing and the coordination of all external audits.
9. Security

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2014-11-11
Original Adoption or Oldest Version: 2014-11-11
Related Policies and Regulations:
Legal Reference:
BUSINESS

Fiscal Year

Unless modified by state statutes or Nebraska Department of Education Rule, the fiscal year for Lincoln Public Schools shall commence on September 1 in each year and end on August 31 of each year.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2016-10-11
Original Adoption or Oldest Version: 2016-10-11
Related Policies and Regulations:
Legal Reference: 79-1091
BUSINESS

Fund Balance Reporting

Fund balance classification shall be recorded in accordance with governmental accounting standards as promulgated by the Governmental Accounting Standards Board (GASB), including GASB #54.

The order of spending and availability of the fund balance shall be to reduce funds from the listed areas in the following order: restricted, committed, assigned and unassigned. Negative amounts shall not be reported for restricted, committed or assigned funds.

Fund Balance shall mean the gross difference between governmental fund assets and liabilities reflected on the balance sheet. Governmental fund assets are those of the General Fund, Special Revenue Funds, Debt Service Funds and Capital Project Funds.

The fund balance of the general fund finances most functions in the District. The fund balance of the general fund shall mean the gross difference between general fund assets and liabilities reflected on the balance sheet.

The five classifications of governmental fund balances are as follows:

1. Non-spendable fund balance means the portion of the gross fund balance that is not expendable (such as inventories) or is legally earmarked for a specific use (such as the self-funded reserves program).

   Examples of non-spendable fund balance reserves for which fund balance shall not be available for financing general operating expenditures include: inventories, prepaid items, deferred expenditures, long-term receivables and outstanding encumbrances.

2. Restricted fund balance includes amounts constrained to a specific purpose by the provider, such as a grantor. Examples of restricted fund balances include: child nutrition programs, technology programs, construction programs and resources from other granting agencies.

3. Committed fund balance means that portion of the fund balance that is constrained to a specific purpose by the Lincoln Board of Education. Examples include: potential litigation, claims and judgments and activity funds.

4. Assigned fund balance means that portion of the fund balance that is spendable or available for appropriation but has been tentatively earmarked for some specific purpose by the Superintendent or designee. Such plans or intent may change and may never be budgeted or may result in expenditures in future periods of time. Examples include: insurance deductibles program start-up costs and other legal uses.
BUSINESS

Fund Balance Reporting (Continued)

5. Unassigned fund balance includes amounts available for any legal purpose. This portion of the total fund balance in the general fund is available to finance operating expenditures.

The unassigned fund balance shall be the difference between the total fund balance and the total of the non-spendable fund balance, restricted fund balance, committed fund balance and assigned fund balance.
BUSINESS

Budget Development

A budget calendar will be presented to the Lincoln Board of Education no later than March 1 of each year unless circumstances change due to changes implemented by the Legislature or otherwise. The development calendar will include time lines for:

1. a preliminary list of budgetary goals for the purpose of allowing the Board to establish budgetary priorities for the next fiscal year with a calendar for the budget process;

2. a preliminary budget to meet the needs of the school system for the next fiscal year.

3. a projection based upon the latest enrollment and revenue estimates for the succeeding fiscal year.

4. tentative dates for necessary publications, public hearings and budget adoption.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2010-01-26
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Budget Document

The Associate Superintendent for Business Affairs is responsible for assembling the annual budget document. The budget document shall be prepared on printed forms as provided by the Nebraska Department of Education and the auditor of public accounts and shall be submitted to the proper authorities in accordance with Nebraska statute.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2010-01-26
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations: 2400
Legal Reference: 13-501 through 13-513; 13-517; 79-1083; 79-1085
BUSINESS

Budget Document

Format of Budget

The Associate Superintendent for Business Affairs advises the Superintendent and the Lincoln Board of Education on the appropriate format for the annual budget information statement. It must:

1. Conform to accepted accounting procedures.
2. Be consistent with prescribed uniform school budget practice.
3. Be easily understood.
4. Provide meaningful year-to-year comparisons.
5. Promote the concepts of program budgeting.
6. Provide for the preparation of required fiscal reports.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference: 79-1085
BUSINESS

Public Review of Budget

At a legally constituted meeting of the Lincoln Board of Education, the Board shall hold a public hearing on the budget statement subsequent to publication.

Notice of place and time of the public hearing, a summary of the proposed budget statement, and distribution of the information through general circulation media will be made as prescribed by law.

Short forms or summaries of the budget document will be available to the public from the time of the official notice of the hearing until and including the hearing itself.

The proposed annual budget statement shall be presented to the public with recommended expenditures and anticipated receipts and a summary of significant changes from the previous budget. The public shall be given an opportunity to comment on the proposed budget.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2010-01-26
Original Adoption or Oldest Version: 13-506; 13-517
BUSINESS

Budget Adoption

At a legally constituted meeting of the Lincoln Board of Education and after the public hearing, the proposed annual budget document shall be adopted, or amended and adopted as amended, in accordance with applicable law.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2010-01-26
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations: 
Legal Reference: 13-506
BUSINESS

Budget Administration

The Lincoln Public School’s annual budget, as approved, shall become the spending plan for the Lincoln Public Schools. The Superintendent or designee is authorized to commit expenditures as approved by Lincoln Board of Education policies, regulations and procedures and in accordance with the budget document. The Associate Superintendent for Business Affairs is authorized to sign necessary documents in the exercise of the necessary course of business activities.
BUSINESS

Special Funds

The Lincoln Public Schools may create special funds as allowed by statutes and regulations, when appropriate, for the pursuit of district goals.
BUSINESS

Federal Funds

Contracts for federal grants will be negotiated by the Director of Federal Programs, representing the Superintendent’s Office, but must also be reviewed by the Associate Superintendent for Business Affairs who will advise in the negotiations as necessary.

The Division of Business Affairs will open a separate account for each grant, will receive, disburse and account for all monies, and will make a monthly report on the fiscal status of each grant.

The Superintendent’s Office will appoint a coordinator for each federal program who will direct the program and, through the Director of Federal Programs, make required reports to the granting agency.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Instructional Arrangements

Federal Funds — Comparability of Services

The Lincoln Public Schools, when accepting federal funds, will seek to allocate District personnel, curriculum materials and instructional supplies among the attendance centers on an equitable basis in compliance with federal laws and regulations. To this extent, the District shall strive to maintain a balance of personnel, curriculum materials, and instructional supplies so that the deviation among attendance centers at an organization level (e.g., elementary) is no greater than 10 percent. Unpredictable changes in student enrollment or personnel assignments that occur after the beginning of a school year shall not be included as a factor in determining comparability of services.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations: 1430.1
Legal Reference:
BUSINESS

ESSA

It is the policy of the District to comply with the Every Student Succeeds Act (“ESSA”) and federal grant programs in which the District participates.

1. Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the ESSA formula grants on behalf of the District and may delegate such authority to other administrators in the Superintendent’s discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Lincoln Board of Education.

2. Supplement not Supplant. Federal funds shall be used to supplement, not supplant, the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. ESSA funds shall not be used to provide services otherwise required by law to be made available.

3. Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.

4. Maintenance of Effort. The District shall maintain fiscal effort related to ESSA programs in compliance with the requirements of federal law.

5. Resources. The procurement of resources related to the ESSA programs, including contracts and purchase or service agreements for such program, shall be in accordance with the District’s written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried and, when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I and IDEA shall be used only for children participating in the program.

6. Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of five years after the start date of the project.

7. Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.
BUSINESS

ESSA (Continued)

8. Coordination of Services. Title I and IDEA services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.

9. Standards and Expectations. Students receiving services in Title I are held to the same standards and expectations as all other students.

10. Assessments. Students receiving services in Title I are assessed with the regular population without accommodations.

11. Parents’ Right to Know. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teachers including, at a minimum, the following:

a. Whether the student’s teacher—

   (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
   (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
   (iii) is teaching in the field of discipline of the certification of the teacher.

b. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

12. Testing Opt-Out. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District’s policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District’s website) information on each State or District assessment, including:

a. the subject matter assessed;

b. the purpose for which the assessment is designed and used;

c. the source of the requirement for the assessment;
BUSINESS

ESSA (Continued)

d. the amount of time students will spend taking the assessment, and the schedule for the assessment; and
e. the time and format for disseminating results.

13. Language Instruction Programs. At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—

a. be involved in the education of their children; and
b. be active participants in assisting their children to—

(i) attain English proficiency;
(ii) achieve at high levels within a well-rounded education; and
(iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

14. Other Requirements. The Superintendent shall take, or cause other staff to take, such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.

15. Certification Regarding Debarment, Suspension and Ineligibility. The District will endeavor to ensure that all contracts and purchase orders reimbursed using federal funds will include the following “suspension and disbarment” language:

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current “LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS” published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified.
BUSINESS

ESSA (Continued)

Notwithstanding anything to the contrary, all persons or entities contracting with the District with any reimbursement using federal funds shall be bound by this certification and shall fully abide by and comply with the same.
BUSINESS

Grants and Contracts

Program administrators are responsible for establishing and maintaining financial records to ensure all grant requirements and district business practices are followed. It shall be the responsibility of the Business Affairs Office to provide support to the program administrator through financial guidelines necessary to ensure:

- All financial records are documented and a complete audit trail is maintained.
- All district payroll and accounting reports are submitted properly.
- The Lincoln Public Schools is requesting and receiving all the funds approved under the grant and that all financial reports are completed and submitted to the appropriate agency in a timely manner.

The program administrator is responsible for carrying out the program in accordance with the guidelines accompanying the special grant as well as all program reports.

- All governmental grants shall be reviewed by the Director of Federal Programs.
- All exclusive building grants shall be administered by the building principal following District guidelines.

Grants in excess of $5,000 will be submitted to the Lincoln Board of Education for approval and will include a fiscal statement which shall define all district current and future obligations as a recipient of the grant.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Tuition Contracts with Other Districts

When required or appropriate in terms of state laws and/or state regulations, the Associate Superintendent for Business Affairs is hereby delegated full power and authority in his/her discretion to enter into and/or to terminate tuition contracts with other districts, the residential facilities within other districts or other education providers approved by the Nebraska Department of Education to receive or provide instruction, school attendance privileges and/or transportation at rates that are at or comparable to Nebraska Department of Education approved rates or Lincoln Public Schools tuition rates and that there is capacity for students coming into Lincoln Public Schools.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2010-01-26
Original Adoption or Oldest Version:
Related Policies and Regulations:
Legal Reference: 79-215
BUSINESS

Tuition Fees

The Office of Business Affairs will determine annually the various tuition rates that will be charged other districts, agencies and individuals and submit same to the Lincoln Board of Education for approval.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations: 79-215
Legal Reference: 79-215
BUSINESS

Collection of Tuition Fees

The Accounting Department is responsible for preparing and collecting of all tuition charges, costs and expenses. Statements for tuition charges will be prepared on a quarterly or semester basis. Statements for costs and expenses will be prepared and collected as incurred.

Procedure

1. The Business Affairs Office will notify the Accounting Department of all contracted tuition students and their annual tuition rate.

2. The Accounting Department will maintain records of all tuition received and report on a quarterly or semester basis to the Business Affairs Office the status of all outstanding charges not received from individuals or contracting districts or agencies.

3. For uncollected or uncollectible accounts, refer to Policy 3530 – Uncollected or Uncollectible Accounts.

Revised: 2017-10-24
Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations: 3530
Legal Reference: 79-215
BUSINESS

Sales of Real or Other Property

Any proposal for sale or disposal of real property must be approved by five members of the Lincoln Board of Education at a regular meeting.

Proceeds from the sale of real property shall become a part of the current building fund.

Other property items that are non-salvageable for reuse in the District shall be sold or disposed of at auction to the highest bidder or advertised for sale or otherwise sold at market value. Other property items that have little or no value shall be discarded or recycled as appropriate. The Associate Superintendent for Business Affairs in his/her discretion or a designee is hereby delegated full power and authority for and on behalf of the District to administer the other property sale or disposal program of the District to include determining sale or disposal method, contracting with an auction company approved by the Board, online or otherwise, to conduct auctions as needed, executing sale or disposal documents for and on behalf of the District, directing which fund proceeds of the sale shall become a part of, and taking all other actions necessary or appropriate to complete the sale or disposal of other property. Any such sale or disposal of other property is contingent on approval by five members of the Lincoln Board of Education at a regular meeting.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2010-01-26
Original Adoption or Oldest Version: 79-10,114; 79-10,115
Related Policies and Regulations:
BUSINESS

Sales of Real and Other Property

The following regulations shall provide guidelines for the sale of real property or facilities:

1. Timing of the sale may vary depending upon the current need for money in the current building fund and the property market.

2. Buildings and sites will be sold to the highest bidder, except that a minimum acceptable price may be established prior to bidding.

3. At the Lincoln Board of Education’s discretion, the bid procedure may be waived when dealing with another tax-supported body or a nonprofit foundation which is being utilized to support a tax-supported body, when trading or dealing with exchanges of buildings or land or when the property will be used to continue a community use.

4. Annually, staff, upon request, will provide a list of unoccupied sites to the Board.

The following regulations shall provide guidelines for the sale of other property:

1. Other property items that have little or no value shall be discarded or recycled as appropriate pursuant to Policy 3400.

2. Except as provided in subsection 1 hereof, other property items will be sold. The timing and method of the sale or disposal of such other property may vary as circumstances demand and will be contingent on the approval or confirmation by five members of the Board at a regular meeting by a consent agenda item or otherwise.

Date of Last Revision: 2017-10-24
Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Gifts, Gifts and Bequests

Gifts to the District or a school building which represent capital or program improvements may be accepted by the Lincoln Board of Education under the following conditions:

1. The gift shall further the purpose of the District.

2. The gift shall not promote a political cause or a religious view.

3. Gifts become the property of the District which shall assume the right to remove or change the items or to use them in another building.

4. Gifts shall be accepted by the Board for the District but without collateral agreements for maintenance of the article, restrictions or conditions on its use, or commitment for replacement.

5. Gifts must, when applicable, conform to minimum specifications of quality standards as established by the district.

6. A recommendation shall be made to the Board prior to acceptance of any gift.

7. Publicity releases and/or announcements about gifts made to the District should not precede action of acceptance by the Board.

The Board encourages donations of gifts and expects the Business Affairs Office to keep lists of appropriate items to suggest to potential donors. It does not encourage donations that are on standard lists of items normally furnished by the district.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2015-12-08
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations: Business Affairs Bulletin #14, 8001
Legal Reference:
BUSINESS

Gifts, Grants and Bequests

The following criteria will be used when recommending acceptance of gifts:

1. Safety and health
2. Cost of installation
3. Extent of expected utilization
4. Effect on providing equitable services in other schools
5. Compatibility with present and future facility planning
7. Applicability to instructional and facility standards.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Funds Management

The Lincoln Board of Education is responsible for the control of all funds of the school system.

Funds available to the Board shall be managed to ensure that they are expended for the purposes for which they were appropriated and that the District receives a reasonable return for its expenditures.

All receipts shall be accounted for in accordance with standard accounting procedures and reported regularly to the Board.

Financial reports shall be provided to the Board monthly.

The Associate Superintendent for Business Affairs will serve as treasurer of the District and shall be responsible for assuring the use of accounts designed to provide general management information for accounting and budgeting, and also reporting accounting information related to the use of District funds. The Associate Superintendent for Business Affairs in his/her discretion or a designee is hereby delegated full power and authority for and on behalf of the District to make and implement rules and procedures as deemed appropriate and to administer the funds management program of the District to include: interpreting policies and regulations; developing and amending from time to time regulations, guidelines, procedures, rules, directives and BA Bulletins; fund transfers; reporting; handling money in school buildings and petty cash; payment of claims; credit card procedures; procurement card procedures; fund deposits; investments; uncollected or uncollectable accounts; adopting and enforcing service charges and financial responsibility; annual financial reporting; audits; District purchasing and purchasing procedures and expenditures; and all other matters or actions necessary or appropriate to administer the funds management program of the District.

The Associate Superintendent for Business Affairs is hereby delegated full power and authority for and on behalf of the District to sign contracts and documents in the ordinary course of the District’s business activities that are consistent with the District’s spending plan and budget. The Director of Purchasing or designee is hereby delegated full power and authority for and on behalf of the District to sign contracts and documents in the ordinary course of the District’s business activities that are $5,000 and under and that are consistent with the District’s spending plan and budget.

All liquidated and unliquidated claims and accounts payable against the District shall: (1) Be presented in writing; (2) state the name and address of the claimant and the amount of the claim; and (3) fully and accurately identify the items or services for which payment is claimed or the time, place, nature and circumstances giving rise to the claim.
BUSINESS

Funds Management (Continued)

As a condition precedent to maintaining an action for a claim, other than a tort claim as defined in section 13-903, the claimant shall file such claim within 90 days of the accrual of the claim in the office of the Secretary of the Board.

The Secretary of the Board shall notify the claimant or his or her agent or attorney by letter mailed to the claimant’s address if the claim is disallowed by the District.

Last Revision: 2018-10-09
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations:
Legal Reference: 79-591; 79-597; 79-1093
Business

Funds Management

Administrators shall expend funds only as designated within their portion of the budget under their areas of responsibility.

The Associate Superintendent for Business Affairs has the designated authority to make transfer of funds between categories except for transfers from contingency, which require Lincoln Board of Education approval.

The Division of Business Affairs will account for all funds.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Financial Report

It is the responsibility of the treasurer to gather relevant data and present reports to the Lincoln Board of Education monthly.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference: 79-911
BUSINESS

Money in School Buildings

All collections of school funds shall be deposited promptly and in no case shall money remain undeposited for a period exceeding three working days.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations: Business Affairs Bulletins #7 and #8
Legal Reference:
BUSINESS

Petty Cash

Petty cash accounts have been established by authority of the Associate Superintendent for Business Affairs. The petty cash system has been established to allow staff to purchase small items which are not in the stockroom catalog and are needed immediately.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations: Business Affairs Bulletin #11
Legal Reference:
BUSINESS

Handling of Claims

Except for tort claims, claims are handled in accordance with Policy 3500. Claims are audited by accounts payable and then presented to the Lincoln Board of Education for approval or disapproval by a majority of the Board members present and then signed by the chairperson and one other member of the Board. The Associate Superintendent for Business Affairs may issue checks, Automated Clearing House (ACH) payments and/or wire transfers for immediate investment purposes and for special claims which do not fit into the Board cycle. Claims will be processed promptly and presented for approval at the earliest possible Board meeting.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Business Expense Credit Card Procedures

Each division of the Lincoln Public Schools administration (i.e., the Superintendent’s Office, Division of Instruction, Division of Business Affairs and Human Resources Office) is authorized to obtain credit cards and to designate personnel who may use those cards. Credit cards shall be used only for legitimate, approved business of the Lincoln Public Schools. Credit card use is subject to the following regulations:

Credit cards may be assigned for either temporary or permanent use. A log of personnel authorized to use the cards must be maintained by each division controlling the credit cards so that the Accounting Department will have an accurate record of such authorizations.

Each charge made using a credit card must be paid from appropriate accounts designated by the division administrator.

Conference expenses authorized to be charged against District credit cards only include registration, conference materials, food, lodging and transportation.

When the credit card is used for purchases of meals at a meeting or gathering, the authorized user shall write the following information on the back of the customer copy:

a. people for whom meals were provided
b. purpose of the meeting
c. date and time of the event

The customer copy of all credit card charges and supporting documentation shall be sent to the accounting office within 10 calendar days. The division administrator is responsible for assuring that the proper District budget account number is written on the customer copy.

Individuals who fail to provide adequate documentation for expenditures, or who have unauthorized items included on the credit card billing, will be billed for unallowed expenses.
BUSINESS

Business Expense Credit Card Procedures (Continued)

Procurement Card Procedures

Purchasing Goods and Services

The Director of Purchasing is authorized to establish guidelines for use of credit cards for the purchase of goods and services from vendors. The use of a credit card for purchases will be limited to those situations where a purchase order is not acceptable to a vendor, the goods or services are needed quickly, or the dollar amount of the purchase is small enough that significant savings would not be realized through a competitive process.

Date Regulation Reviewed:
Date of Last Revision: 2017-10-24
Related Policies and Regulations: 4920, 4920.1
Legal Reference:
BUSINESS

Depository

The treasurer of the School District shall deposit funds in depositories designated from time to time by the Lincoln Board of Education in accordance with state statutes.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2010-01-26
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations: 
Legal Reference: 77-2386 through 77-23,106
Business

Investing

Funds not needed for immediate obligations shall be invested in accordance with state statutes. Authorized investments include: collateralized local bank certificates of deposit, treasuries, government agency securities, Nebraska Liquid Asset Fund, Nebraska Public Agency Investment Trust, commercial paper graded A1 by Standard and Poor’s or P1 by Moody’s, and trusts which invest in U.S. government or agency securities or interests in guaranteed student loans and certificates of deposit insured by the Federal Deposit Insurance Corporation (FDIC).

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2010-01-26
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations:
Legal Reference: 77-2341, 79-408, 79-1042, 79-1043
BUSINESS

Uncollected or Uncollectible Accounts

A listing of uncollected and uncollectible accounts shall be maintained by the Associate Superintendent for Business Affairs which accounts are to be reported to the Lincoln Board of Education periodically or upon specific request. The Associate Superintendent for Business Affairs is hereby delegated full power and authority in his/her discretion to deal with or attempt to collect these accounts, which authority includes but is not limited to oral or written attempts to collect, imposing a reasonable fee or service charge for late or dishonored checks or drafts, rejecting future credit transactions from persons or entities with late or dishonored payments, turning these accounts over for collection to district legal counsel or a collection agency, filing claims with bankruptcy court or other administrative or judicial bodies, authorizing and pursuing litigation, approving settlements and any other action deemed appropriate.

After reasonable efforts at collection have failed, the Associate Superintendent for Business Affairs is hereby delegated full power and authority in his/her discretion after advance notice to the Board to remove uncollectible accounts from the books of the District.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2010-01-26
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Uncollectible Accounts — Service Charges & Financial Responsibility

The District shall charge a reasonable fee for a check or draft which is dishonored after being properly presented by the District. The Associate Superintendent for Business Affairs pursuant to Policy 3530 is fully authorized to deal with uncollected or uncollectible accounts and in addition to the power and authority as provided by such policy is further authorized to establish the amount of the fee imposed on any dishonored item. However, the fee imposed by the Associate Superintendent for Business Affairs shall be a reasonable amount per item plus any fees imposed on the District by its financial institution. The Associate Superintendent for Business Affairs shall also have the authority to reject future payments by check or credit card from those persons or entities that have previously submitted a check or draft that was dishonored.

Uncollected or uncollectible accounts may be removed from the books of the District after approval of the Lincoln Board of Education by a consent agenda item or otherwise.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Annual Financial Report

The Nebraska Department of Education annual financial report and all other financial reports shall be implemented and filed according to state statute.
BUSINESS

Records Management and Disposition

Records of Lincoln Public Schools shall be maintained, retained and disposed of in an efficient manner and in accordance with legal requirements. The Superintendent is hereby designated as the records officer of the Lincoln Public Schools. As such, the Superintendent or designee shall implement and administer the Lincoln Public Schools records management and disposition program.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2010-01-26
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations:
Legal Reference:
Neb. Rev. Stat. §§ 84-712 through 84-712.09
Neb. Rev. Stat. §§ 84-1201 to 84-1227
State Records Administrator Guidelines:
    Schedule 10: Records of Local School Districts (Feb. 1989)
    Schedule 24: Local Agencies General Records (March 2005)
Electronic Imaging Guidelines
    (March 2003)
BUSINESS

Records Management and Disposition and Litigation Holds

1. **General Standard.** Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State’s schedules for retention and disposition of public records.

2. **Records Officer.** The Superintendent has been designated as the records officer of the School District. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer or designee.

3. **Electronic Messages.** Electronic messages are communications using an electronic system for the conduct of School District business internally, between other state and local government agencies and with parents, students, patrons and others in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax) and electronic data interchange (EDI). In this policy, the terms electronic messages and e-mail are used, depending on the context, to mean the same thing. The School District’s electronic system in which records are collected, organized and categorized to facilitate preservation, retrieval, use and disposition is as follows:

   a. **End-User Management.** End-user means anyone who creates or receives electronic messages on the School District’s electronic system. Electronic messages are to be managed at the end-user’s desktop rather than from a central point. Each end-user is responsible for organizing, managing and disposing of records that are part of his or her desktop computer.

   b. **Categories for Retention.** Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. End-users are to organize, store, retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require long-term retention, determining who is responsible for making this decision and establishing storage and disposition requirements for electronic messages.

      i. **Transitory messages.** Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain embryonic materials, notes or drafts; unwanted and unneeded “junk” mail; “personal” mail for employees not related to school business; unsolicited sectarian, religious, partisan, political or commercial messages or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question or controversial topics or positions. There is no retention requirement for transitory messages.
BUSINESS

Records Management and Disposition and Litigation Holds (Continued)

Employees sending or receiving such communications may delete them immediately without obtaining approval.

ii. **Less than permanent retention records.** These records are governed by the retention period for equivalent hard copy records as specified in the approved records retention and disposition schedules. These records should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. Employees creating or receiving such communications may delete or destroy the records only according to the applicable retention schedule. Questions relating to the retention or destruction of these records should be referred to the records officer.

iii. **Permanent/archival retention records.** These are records scheduled for transfer to the Nebraska State Historical Society (NSHS). Decisions relating to such records should be made by the records officer in consultation with NSHS and the State Records Administrator about either transferring the records or maintaining them in the agency of origin. If the transfer decision is made, the method, frequency and format of the transfer should be determined cooperatively by the records officer, the NSHS and the State Records Administrator.

c. **Electronic Storage Limitations.** The District’s computer systems have storage limitations. E-mails are deleted by the computer system within 60 to 90 days to avoid operational problems. End-users are instructed that electronic messages that are required to be maintained past that time period should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. The retention period for the particular record is the best indicator of which storage medium or format to choose.

d. **Proper Use of Electronic Messages.**

i. **Non-Discrimination.** Electronic messaging is not permitted to be used to promote discrimination on the basis of race, color, national origin, age, marital status, sex, political affiliation, religion, disability or sexual preference; promote sexual harassment; or to promote personal, political or religious business or beliefs.

ii. **Permissible Use.** Electronic messaging is to be used only for purposes that are consistent with the mission of the School District. Electronic messaging is not permitted to be used for personal purposes except for: incidental, intermittent or
BUSINESS

Records Management and Disposition and Litigation Holds (Continued)

occasional use which does not interfere with performance of duties as determined by the administration, use that is authorized pursuant to an individual use agreement and use that represents a form of the employee’s compensation. Electronic messaging is not permitted to be used for personal financial gain or for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage or defeat of a ballot question. Electronic messaging is not permitted to be used for purposes of assisting a nonprofit organization except when and to the extent such use serves a school purpose or facilitates School District business.

iii. **Conduct.** Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, send electronic messages under another employee’s name without the employee’s consent or administrative authorization or change or alter any portion of a previously sent electronic message without administrative authorization.

iv. **Other Regulations.** Electronic messaging is subject to all requirements of the School District’s “Acceptable Use of Computers, Network, Internet and Websites” policy and may be monitored and accessed at any time without prior notice. The School District has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all Lincoln Board of Education policy and regulations, these regulations, building guidelines, use agreements, handbook provisions and all administrative orders or directives as issued from time to time.

4. **Litigation Holds.** When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue. Such action will, in particular, be taken when the litigation may be filed in federal court or otherwise subject to federal rules of discovery.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.
BUSINESS

Records Management and Disposition and Litigation Holds (Continued)

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the records officer until the hold is released.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations: 6441, 6441.1
BUSINESS

Information Technology Management

The Lincoln Board of Education is responsible for the control of all school system data stored on systems it operates and those maintained by third party providers with whom it contracts for services referred to as “cloud,” “Software-as-a-Service” (SaaS), “Infrastructure as a Service” (IaaS) or “Platform as a Service” (PaaS).

At the discretion of the Superintendent, the Chief Technology Officer or a designee of the Chief Technology Officer is hereby delegated to make and implement rules and procedures as deemed appropriate and to administer the information management program of the District to include: interpreting policies and regulations; developing and amending from time to time regulations, guidelines, procedures, rules and directives; oversight of the selection and implementation of all enterprise software and hardware; adopting and enforcing information security and data sharing practices; assessing and reporting operational, information security and data privacy risk; establishing and maintaining an industry standards-based information security program with training, testing and regular reviews; and all other matters or actions necessary or appropriate to administer the information management program of the District.

Date Regulation Approved: 2017-05-23
Related Policies and Regulations:
Legal Reference:
BUSINESS

Independent Contractor

Any individual performing services for the Lincoln Public Schools will be presumed to work under the direction and control of the Lincoln Public Schools and, therefore, deemed to be an employee unless the individual meets all of the independent contractor criteria established within this policy and provides the Lincoln Public Schools with a valid federal taxpayer identification number (this may be either an employee identification number or a social security number).

All independent contractors who are not U.S. citizens must receive verification of (a) work authorization status and (b) tax treaty status, prior to employment or Lincoln Public Schools acceptance of a contract for services.

In order for an individual to be compensated as an independent contractor, the individual must meet the following (4) criteria:

1. The Lincoln Public Schools does not control or direct the means or methods used to perform the task. That is, the individual is and will continue to be free to use whatever means and methods he/she deems appropriate to accomplish the task.

2. The task or service being performed is outside of the regular course of the Lincoln Public Schools primary business purpose. The primary business purpose of the Lincoln Public Schools includes K-12 teaching and instruction.

3. The individual is engaged in an independently established business, trade, occupation or profession and is responsible for (a) providing any equipment, tools and material required to perform the task and (b) is responsible for hiring/managing/firing any subcontractors or assistants that are required to complete the task.

4. A written agreement exists with the Lincoln Public Schools which spells out the task or service(s) to be performed.
BUSINESS

Periodic Audit

The District shall cause an annual financial audit to be made in accordance with state statutes and the Single Audit Act of 1984. Rules for the audit have been adopted by the State Board of Education with the advice and counsel of the Auditor of Public Accounts.
BUSINESS

Petty Cash Audit

For external auditing purposes, each account must be closed or audited before the end of the fiscal year.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations: Business Affairs Bulletin #11
Legal Reference:
BUSINESS

Purchasing

The Lincoln Board of Education declares its intention to purchase competitively whenever possible.

Good working relations with vendors who provide materials, supplies and services to the District are desirable. Constructive efforts by the administration to seek the advice and counsel of vendors about how to improve such relationships are encouraged. If comparable quotes of equal quality are received, preference shall go to the local vendor, that is, Lincoln first, then Nebraska.

Recommended purchases or contracts in excess of $25,000 will be presented to the Board for approval except as otherwise provided by policy or specific Board actions. The Associate Superintendent for Business Affairs is hereby delegated full power and authority to approve recommended purchases and/or sign contracts for and on behalf of the District that are consistent with the District’s spending plan and budget that are under $25,000 without Board approval. The Director of Purchasing or designee is also hereby delegated full power and authority to approve recommended purchases and/or sign contracts for and on behalf of the District that are consistent with the District’s spending plan and budget that are under $5,000 without Board approval.

Purchase orders will be written solely under the direction of the Director of Purchasing.

The process and procedure of purchasing professional services for the District will be determined in the sole discretion of the Board from time to time.

Quality/Quantity Purchasing

Items to be purchased shall be at a specified quality level selected to meet the instructional or operational requirements of the District.

Consideration of a higher quality level shall include:

1. Use of products on trial basis.

2. Regard for extended life expectancy of the product.

3. Preference for products having a more trouble-free nature that would result in lower per-year cost of ownership.

4. The establishment of a District standard which reduces cost of support, maintenance and parts.
BUSINESS

Purchasing

Quality/Quantity Purchasing (Continued)

All recommendations shall be made after consideration and consultation with the personnel requesting the goods and services.

The administration is encouraged to purchase supplies, equipment and materials in quantity to take advantage of volume pricing and to save on freight costs.

Factors to be considered in consolidating like items for purchase in lot quantities shall include:

1. Price advantages to be recognized on basic purchasing quantities.
2. Savings on shipping costs.
3. Savings on avoiding costs of frequent repetitive purchases.
4. Cost of investments in inventory.
5. Cost of warehouse space and personnel.

Encumbering Funds

Funds of the district are encumbered upon issuance of a purchase order or other written agreement as authorized by the Board.

Contracts and Contract Authority

In accordance with Policy 3140, the Associate Superintendent for Business Affairs is authorized to sign documents in the exercise of the necessary course of business activities.
BUSINESS

Procurement Plan: School Food Authorities

The following procurement policy statement shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. This statement is meant to provide guidance to our personnel and vendors on acceptable and/or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the State Agency.

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- When the annual total for food service program related items is less than $50,000 per year (per procurement event or in aggregate purchases) this organization will follow the informal Small Purchase Procedure.
- When the annual total for food service program related items is greater than $50,000 per year (per procurement event or in aggregate purchases) this organization will follow the Formal Competitive Solicitation Procedures.

Micro-Purchase Procedures

- Micro-Purchases may be used for annual transactions under $3,500 made with a vendor [2 CFR 200.320(a)].
- Prices will be reviewed for reasonableness [2 CFR 200.320(a)].
- Purchases will be spread equitably among all qualified sources [2 CFR 200.320(a)].

Small Purchase Procedures

For purchases made below the small purchase threshold, Small Purchase Procedures will be utilized to purchase necessary goods and services. When Small Purchase Procedures are used, this organization will take the following steps:

1. Contact a minimum of three potential vendors.
2. Document each vendor’s quoted price.
3. Select the company that provides the lowest, most responsive, and responsible bid.
4. Inform all bidding companies in writing of the final decision made by the sponsor.
5. Write contract for meal service between the sponsor and the winning bidder.
BUSINESS

Procurement Plan: School Food Authorities (Continued)

Formal Competitive Solicitation Procedures

For purchases made in excess of the small purchase threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation Procedures are used, this organization will take the following steps:

1. Prepare an Invitation for Bid ("IFB") or Request for Proposal ("RFP") document specifically addressing the items to be procured.
   a. Include detailed specifications
   b. Ensure price will be most heavily weighted

2. Publicly announce and advertise the bid/proposal at least 21 calendar days prior to bid opening
   a. Announcements will include the date, time and location in which bids will be opened

3. Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
   a. Responsible bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP

4. Award the contract
   a. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP
   b. At least two weeks before program operations begin
   c. If a protest is received, it must be handled in accordance with 7 CFR 210.21

5. Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year

(Note: If the bid threshold established in the sponsor’s procurement policy statement is less than $50,000, the smaller bid threshold will govern.)
BUSINESS

Procurement Plan: School Food Authorities (Continued)

This organization incorporates the following elements into the Procurement Policy Statement, as required by 2 CFR 200 and 7 CFR parts 210, 3016 and 3019.

A. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(1-7)]

B. Comparability: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. 2 CFR 200.319(a)(6)/7 CFR 3016.36(c)(3)(i)/7 CFR 3019.44(a)(3)(iv)

C. Documentation: We shall maintain for the current year and the preceding three years all menus, production records, invitations to bid, bid results, bid tabulations or any other significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)/7 CFR 3016.36(9)]

D. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)/7 CFR 3016.36(3)(1-1 v)]

E. Procurement Review Process: This procurement plan shall receive an internal program review on an annual basis by a staff person who is not associated with food service procurement process. This review shall be summarized in written form and kept with the other required program documentation.

F. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b)] [7 CFR Part 3016.36(b)(2)]

G. General Requirements:

• Small, minority and women’s businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
• A cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. [2 CFR 200.323(a)]
BUSINESS

Procurement Plan: School Food Authorities (Continued)

• Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]

H. Duties of Food Service Supervisor:

1. To work with staff and clients in developing acceptable menus for breakfast and lunch.
2. To compile market orders or requisitions for purchases which accurately reflect the total quantities of required foods to be ordered per (day, week or month).
3. To place and confirm orders with vendors, or make plans to purchase the required items.
4. To keep program menus up to date by testing and using new products and seeking feedback from staff and clients.
5. To send out bid quotation forms to vendors who have expressed an interest in doing business with the sponsor.
6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
7. To work with vendors on a fair and equal basis.
8. To develop a list of acceptable brands. (Multiple brands per bid item when possible.)
9. To conduct an in-house procurement review once per year.

Date Regulation Approved: 2017-07-11
Related Policies and Regulations:
Legal Reference:
BUSINESS

Soliciting Prices (Quotations)

When quotations are to be used to establish a purchase price, the Purchasing Department shall solicit the quotations and shall determine if telephone, letter, fax, e-mail or formal sealed quotations shall be used.

Quotations furnished by competing suppliers may be opened and read aloud at a specified date and time. After a purchase has been made or recommended, full information relative to the bids or quotations shall be furnished to any interested party.

The Purchasing Department, under the direction of the Associate Superintendent for Business Affairs, is solely responsible for obtaining prices through bids or quotations.

Specifications for Quotations

Describing Goods and Services (Specifications)

Specifications for supplies and equipment shall be furnished by the requestor under whose supervision the item is to be used, and those specifications will be used as a guide by the Purchasing Department in writing specifications for vendors. Special committees may be appointed to act in an advisory capacity in connection with the selection of materials.

In connection with the designation of items for purchase which can be furnished by more than one supplier, trade or brand names should be avoided if the item can be otherwise specified. If a trade or brand name is used, it may be followed by the words “approved substitute” or “approved alternate.” Care should also be used to avoid specifications that unnecessarily limit the number of possible suppliers. Specifications must clearly establish the quality level that will be accepted.

In the quotation process the buyer in the Purchasing Department:

1. Gathers information about equipment, supplies, or services desired; writes specifications and sends the request to companies that sell the type of equipment, supplies, or services desired.

2. Analyzes the quotations received to make certain that the item being submitted for consideration by a company meets all the specifications.

3. Recommends the purchase of the desired equipment, supplies, or services.

4. Follows up whenever a firm fails to keep its agreement in relation to the item purchased.
BUSINESS

Soliciting Prices (Quotations) (Continued)

The quotation process is done formally with written, sealed quotations. Soliciting may also be done on a less formal basis using either telephone, fax, e-mail or letter quotation of prices. Telephone solicitation are normally used when the amount involved is less than $5,000 or whenever the supplies and equipment are required immediately.

Sole source or single vendor purchases are permitted only if the supplies or materials must match existing supplies or materials, or if there is only one known supplier that can meet the required specification.

During the solicitation process, the buyer often works very closely with the school or department making the request. This is especially true when the item(s) being requested are of a specialized nature or must be matched to specific requirements.

Date Regulation Reviewed:  
Date of Last Revision: 2017-10-24  
Related Policies and Regulations:  
Legal Reference:
BUSINESS

Performance Guarantees

Vendors shall meet the specifications requested by the School District which may include:

1. Functional requirements and performance guarantees
2. Warranty
3. Required service

Vendors not satisfactorily meeting requirements as established by the district may be removed from the vendor list indefinitely or for a period of time to be recommended by the Director of Purchasing and approved by the Associate Superintendent for Business Affairs.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Requesting Goods and Supplies (Requisitions)

The Division of Business Affairs shall develop procedures and instructions by which staff will request goods and services. Requisitions for the purchase of goods or supplies shall be submitted to the Purchasing Department.

All requests shall be made in writing or via an electronic submission unless they are of an emergency nature. If emergency situations arise, purchases may be initiated by verbal request. Written confirmation requisitions must follow all verbal requests.

Requisitions are to be sent to the Director of Purchasing who shall submit the requests to staff for purchase.

Requisitions shall be approved by the school or program administrator or their previously authorized designee.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Receiving Goods

Goods purchased by the Lincoln Public School District shall be received according to the following guidelines:

1. The delivery location shall be written on all orders.

2. Delivery to the designated area shall be adhered to unless a change is authorized by the Director of Purchasing or designee.

3. Receiving personnel shall properly verify, validate and complete receiving reports for all deliveries made to their area of responsibility.

4. Materials that meet requirements for inclusion into the fixed asset tracking system will be properly tagged and logged into the system.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:


**BUSINESS**

**Inventories**

The Lincoln Public School District shall maintain a continuous inventory of supplies and equipment. Accounting control of the inventory accounts shall be implemented to control expenditures.

**Fixed Asset Management System**

The district shall maintain a fixed asset management system under the direction of the Director of Purchasing. The system shall track assets by type and location and shall conform to generally accepted accounting principles, and applicable state and federal requirements.

**Warehouse Inventory**

The district shall maintain a warehouse of stock merchandise to effect the smooth and efficient supply operation of the School District.

Instructional, operational and food supplies shall be maintained at a management level to be determined by the Division of Business Affairs and Purchasing Director.

**Equipment**

A building may have property surplus to their building, such as desks, chairs and electronic items, removed by completing a Materials Transfer Request form. Distribution Center personnel will pick up the surplus items. Items that are salvageable will be retained at the Distribution Center for reuse, at no charge, by other buildings in the District. Items that are non-salvageable for reuse in the District will be sold at auction or advertised for sale in accordance with Policy 3400. The District, through the Purchasing Department, will contract with an online auction company approved by the Board to conduct auctions as needed. Items that have little or no value will be discarded or recycled, as appropriate.

Non-salvageable items may be made available for sale to nonprofit agencies at fair market value as determined by the Director of Purchasing or his/her designee.

The Director of Purchasing and/or his/her designee will be responsible for determining if surplus items are salvageable. Non-salvageable items are those that are:

1. Broken or malfunctioning to a degree that makes cost of repair prohibitive.
2. Obsolete to the degree that they no longer meet instructional needs and/or functional requirements.
3. Unsatisfactory from a safety, design, or materials perspective.
BUSINESS

Inventories (Continued)

Books

1. Books should be discarded only when badly worn, or in the case of usable books, only when it has been established by the Purchasing Department or a subject matter consultant that they are not needed elsewhere in the District.

2. Books which have been replaced by new materials but which are still in useful condition shall be (in order of priority):
   a. Retained as supplementary materials, if needed;
   b. Used for salvage (pictures, maps, etc.).
   c. Given to individual students who can use them appropriately. A decision to give books away must be approved by the building principal. Identification as property of the Lincoln Public Schools should be obliterated and the books marked “discarded”;
   d. When none of the above apply and a building has surplus books, the building administrator will contact the Purchasing Department for disposal of books through sale to outside agencies or auction.

Any books not sold to the general public will be available at no charge to the Retired Teachers’ Association and similar groups approved by the Associate Superintendent for Business Affairs.

Books not disposed of in one of the ways explained above will be discarded or recycled, as appropriate.

The Division of Business Affairs is authorized to sell printed curriculum materials, courses of study and other booklets produced by the District.

Materials produced by the District will not normally be reproduced in quantities that anticipate high volume sale to other districts or agencies. Materials in stock may be sold at prices established to recover district printing, handling and postage costs. The Associate Superintendent for Instruction will maintain a price list of all available print material produced by the Division of Instruction.
BUSINESS

Inventories

Books (Continued)

Materials may, at the discretion of the Superintendent, be copyrighted for resale on a one-copy basis with rights to reproduce but at a price intended to recover District expenditures including preparation as well as printing costs.

Date Regulation Reviewed: 2010-01-26
Date of Last Revision: 2017-10-24
Related Policies and Regulations: 3400
Legal Reference:
BUSINESS

Employee Conflicts of Interest

If an employee has an interest in a business, or if the employee has knowledge that the employee’s spouse, parent or dependent child has an interest in a business which is contracting with the School District and if the employee is or will be making any recommendation to the Superintendent or Lincoln Board of Education with regard to the contract, the employee shall immediately notify the Associate Superintendent for Business Affairs of this fact and shall thereafter take no part in deciding which vendor should be selected. If an employee has an interest in a business or if the employee has knowledge that the employee’s spouse, parent or dependent child has an interest in a business, said employee shall not list the business as the suggested vendor on any requests for supplies, equipment or services.

For purposes of this policy an interest in a business shall mean any corporation, partnership, limited liability company, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, holding company, joint-stock company, receivership, trust, activity or entity. An interest in a business shall mean a business: (1) In which the individual is a partner, limited liability company member, director or officer; or (2) in which the individual or a member of the individual’s immediate family is a stockholder of closed corporation stock worth $1,000 or more at fair market value or which represent more than a five percent equity interest or is a stockholder of publicly-traded stock worth $10,000 or more at fair market value or which represents more than 10 percent equity interest. An individual who occupies a confidential professional relationship protected by law shall be exempt from this section. This section shall not apply to publicly-traded stock under a trading account if the filer reports the name and address of the stockbroker.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2010-01-26
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations: 8260
Legal Reference: 49-1401 to 49-14,141
BUSINESS

Encumbering Funds

Funds of the District are encumbered upon issuance of a purchase order or other written agreement as authorized by the Lincoln Board of Education.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2010-01-26
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations:
Legal Reference: 79-597
BUSINESS

Expenditures

The Director of Purchasing, under the direction of the Associate Superintendent for Business Affairs, administers the purchasing program.

The Purchasing and Distribution Department provides a central purchasing, warehouse and distribution operation for all Lincoln Public Schools. The Purchasing and Distribution Department plans for and conducts the purchase of:

- Instructional and non-instructional supplies and equipment
- Food items used in school cafeterias
- Maintenance equipment and supplies
- Vehicles, parts and supplies for the Transportation Department
- Construction/renovation
- Hazardous material abatement
- All maintenance and service agreements on District equipment
- Inventory and management of all movable and surplus equipment

Students, employees, or Lincoln Board of Education members will not make personal purchases to take advantage of purchasing privileges afforded the District such as discounts and tax exemptions.

No public funds will be authorized for payment of expenses incurred by a spouse of an elected or appointed official, employee or volunteer of the District, unless the spouse is also an elected or appointed official, employee or volunteer of the District.

No public funds will be expended for flowers and memorials for deceased District officials, employees or their families.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations: 13-2201 through 13-2204
Legal Reference: 13-2201 through 13-2204
BUSINESS

Materials Fees

Students are responsible for the cost of replacing any materials, or property, which are lost or damaged through their negligence.

Fees will be charged for materials used in those activities beyond the basic curriculum in which the students elect to participate, and where the product becomes the property of the student.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2010-01-26
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations:
Legal Reference: 79-737, 79-2,127
BUSINESS

Materials Fees

It shall be the responsibility of each student to give proper care to instructional equipment, materials, and supplies. Where carelessness leads to destruction or loss of equipment or materials beyond normal use, the student and/or his/her parent will make appropriate payments.

Teachers and building administrators shall have the responsibility to implement procedures which limit destruction or loss and recover damages when appropriate.

Since such funds were first allocated to the building for expenditures, all monies received shall be used for replacement of lost items or other suitable instructional materials.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Privacy-related Terms of Service for Online Educational Services

The Lincoln Board of Education directs that appropriate terms of service be in place to protect the privacy of individuals whose data is stored by the district on an online service governed by third-party entities.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2015-08-25
Original Adoption or Oldest Version: 2015-08-25
Related Policies and Regulations:
Legal Reference: 79-737, 79-2,127
BUSINESS

Student Transportation

The District will provide a transportation system which will enable it to:

1. Meet its legal obligations with regard to special education and other students.

2. Provide transportation in accordance with policies and regulations promulgated by the district.

3. Provide appropriate transportation for designated field trips and school-sponsored activities.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2010-01-26
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations:
BUSINESS

Student Transportation — Responsibilities and Duties

The Associate Superintendent for Business Affairs:

1. Recommends policies to the Lincoln Board of Education and establishes regulations for the transportation program.

2. Evaluates the plan and recommends ways to improve effectiveness.

Principals whose buildings are serviced by the school transportation system have the following specific responsibilities:

1. Establish understanding on the part of students of the necessary transportation regulations.

2. Assist in maintaining student conduct in transit by handling necessary disciplinary follow-up including communication with parents.

3. Interpret transportation policies and regulations for parents.

The Director of Transportation is responsible for implementation of all policies and regulations established by the Board and administration for the transportation program.

Bus drivers are responsible for properly covering the prescribed routes, for assigned equipment and for proper care of equipment. They are in charge of passengers in transit.

Bus paras assist students and drivers in transit and supervise student conduct.

The staff of mechanics is responsible for maintaining the transportation fleet and support vehicles.

Revised: 2017-10-24
Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Transportation: Complaints

All complaints concerning transportation services should be channeled to the Director of Transportation.

1. Specific complaints about bus drivers will be referred in writing to the Director of Transportation with copies to the Associate Superintendent for Business Affairs.

2. Complaints of student behavior will be reported in writing to the building principal with a copy to the Director of Transportation.

Revised: 2017-10-24
Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Eligibility for Bus Transportation to and from School

The District will provide for the transportation to and from school for all students eligible under the provisions of law, including transportation (or mileage reimbursement) to students in grades kindergarten through eight attending school in the District who reside more than four miles from the school in the attendance area within which they reside, special education students whose individual education plan (IEP) requires transportation and eligible private school students. The District also develops arrangements for transportation of students who have been moved for the benefit of the District in instances to relieve overcrowding, major facility renovation, or efficiency in the use of buildings and/or staff.

The Lincoln Board of Education, in addition, at its discretion, may approve other transportation areas based upon unique circumstances and for the purpose of equalizing school enrollments and facilitating programs.

Eligibility for bus transportation for non-public school students and special education students are covered under separate policy. Students enrolled on a part-time basis shall not be entitled to transportation or transportation reimbursements.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2011-06-14
Original Adoption or Oldest Version: 2011-06-14
Related Policies and Regulations: 3750
BUSINESS

Transportation — Student Eligibility

Students who are assigned by the District to special programs requiring attendance at a school other than the normal attendance area may be provided an opportunity for transportation. This will not include:

1. Students who attend other than their own school on transfer permit at their request or who are transferred because of behavior problems.

2. Bus routing that cannot be arranged with school-owned equipment. The District may negotiate an agreement with parents to provide transportation.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Transportation — Regular Routes and Services

Guidelines for routes and services are:

1. Provide efficient and economic service. Bus stops shall be located so as to promote pedestrian and traffic safety, but it is expected that students will walk a reasonable distance to these points to minimize the number of necessary stops. A distance may be considered reasonable if it does not exceed the average that non-transported students must travel to reach school.

2. Provide one-way riding time of less than one hour.

3. Will be established on hard surfaced or well maintained, properly marked, two-lane public through streets or roadways.

4. Not established or changed to accommodate nonresident students.

5. Students may be delivered at school in the morning up to 20 minutes before school starts and will be picked up within 20 minutes after school dismisses.

6. The distance a student resides from the school in their attendance area is calculated by measuring the distance from the property line of the student’s residence to the nearest property line of the school. Measurements are based on actual odometer readings or as determined by the District’s transportation routing software system. Travel distances are based on the most efficient path that can be traveled by a school bus.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Transportation — School-Related Trips

After the requirements of home-to-school transportation are met, a designated number of vehicles will be made available for use in instructional field trips. Transportation may also be made available after completion of regular schedules or on Saturdays according to the following regulations.

Bus Transportation for Field Trips

Arrangements. If bus transportation is needed, principals shall follow procedures as established by the Associate Superintendent for Instruction.

City-wide coordination. Use of school buses for field trips is coordinated city-wide by the Director of Transportation Services. The director is expected to use available transportation as efficiently as possible.

Rules. The teacher in charge of the field trip is responsible for discipline on the bus. Students on field trips are subject to the same rules as are students on regular bus routes.

Parents or other adults accompanying students on field trips on buses as sponsors will not be allowed to bring siblings along on the trip.

Out-of-city transportation. The Transportation Office is authorized to schedule District-owned buses for out-of-city trips. Any commercial carrier requirements shall be scheduled by users pursuant to purchasing guidelines.

Transportation outside school hours. Limited use of buses on weekends and after usual school hours may be arranged with the Transportation Department. Schools must pay a rate based upon actual cost of operation.

Fees for Field Trips

Students are not charged a fee for field trip transportation when scheduled as a regular part of the school day or a required part of the instructional program.

Extended or special field trips which involve purchasing transportation from other carriers, out-of-town destinations or other expenses may be planned providing:

1. That supporting funds are raised in a manner that avoids individual assessment to students.
BUSINESS

Transportation — School-Related Trips

Fees for Field Trips (Continued)

2. That all students who are members of the group have equal opportunity for participation.

3. That students are not forced into participation beyond regular school time against their wishes and that suitable arrangements are available for those who choose not to attend.

Sack Lunches

If field trips are to extend over the lunch hour, cafeteria personnel will prepare sack lunches for students. Please notify cafeteria personnel two weeks in advance. Lunches will not be consumed on the bus.

Activity Trips

Athletics. Reservations for athletic-related trips are made by the Director of Athletics or the principal on the basis of approved schedules.

Supervision of students on athletic trips is the responsibility of the teacher in charge, including transit time.

Other trips. Except for District-wide activities, in which case reservations are made by the Director of Athletics or the Music Consultant, all other requests for transportation services will be made through the building principal.

Supervision of students on all activity trips is the responsibility of the teacher in charge of the activity.

Private vehicles may be used instead of buses if the following provisions are met:

1. The vehicle is driven by a licensed driver approved by the principal and the trip is supervised by an adult.

2. Student participation is not mandatory.

3. Student’s parents/guardians have authorized in writing transportation by private vehicle.
BUSINESS

Transportation — School-Related Trips (Continued)

Transportation: Private Vehicle

4. No charge is made to the student or payment made to the driver, except that there may be reimbursement of actual expenses incurred.

5. The driver/owner of the vehicle carries state recommended minimum liability insurance coverage.

6. The vehicle must meet all current Nebraska Statutes related to required occupant restraint and occupant restraint equipment and/or systems.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations: 3730.1
Legal Reference: 
Neb. Rev. Stat. section 60-6,267;
Nebraska Administrative Code, Chapter 91
BUSINESS

Transportation — Special Requests

K-8 students may be picked up and dropped off at different locations. The pickup and drop-off location must remain the same but the AM and PM site may be different. For instance, a student may be picked up at home in the AM and be dropped at the babysitter in the PM. All stops must be on the approved route and in that school’s area.

In addition, K-5 students attending an elementary school where busing is provided may be bused from a babysitter or day care provided within that school’s bus area. They must utilize existing bus stops.

All special requests must be approved by the Director of Transportation.

Revised: 2017-10-24
Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Transportation — Special Consideration Committee

Any request made by parents, schools or other entity within the School District to adjust the eligibility area plan must be approved by the Lincoln Board of Education Transportation Committee. All requests must be submitted in writing to the Associate Superintendent for Business Affairs.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Transportation of Resident Students Attending State-Approved, Nonprofit Private Schools

The Lincoln Public Schools will provide transportation services to qualified students attending state approved, nonprofit, private schools to the extent required by law.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2010-01-26
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations:
BUSINESS

Guidelines for Transportation of Private School Students

In an effort to provide such transportation services as would be permissible under Nebraska statutes, the Lincoln Public Schools established the following guidelines for transportation of students who are residents of the Lincoln Public School District and attend approved, nonprofit private schools.

Private school students will only be eligible for transportation if they are residents of the District and would be eligible for transportation if they attended the public school and also meet the following criteria:

1. Service qualifying under the statute shall be provided only after receipt by Lincoln Public Schools of the application adopted by the State Department of Education.

2. Students who would not be eligible for transportation under policies of the District shall not gain eligibility by reason of their attendance at a private school.

3. Service shall be provided only upon established “routes.” “Route” is defined as the series of stops within the designated area with distinct boundaries for those students attending public school who are entitled to transportation, such qualification being based upon all established criteria including the grade levels for which transportation is provided upon such route. “Route” shall include the area of designated pickups to the school building to which such children are assigned. “Route” does not include the areas traveled prior to the commencement of the normal pickups or after children are delivered to the designated school building.

4. Students who are eligible for such transportation shall be picked up at the pickup points designated for students attending public school. A stop on the route as close and accessible as possible to the school such student attends shall be provided at the point where such student shall be dropped off and picked up. In determining such point, a consideration shall be the ability to provide maximum safety.

5. Transportation shall be provided for nonprofit private school children only at times when transportation is being provided for public school children. The hours or days for bus service shall not be altered by reason of the fact that services are provided students attending private school.

6. The same rules for students and procedures for enforcing rules will be applied to private school students as are established for public school students.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations: 
BUSINESS

Transportation — Safety

The safety of the student being transported is a primary concern of all involved. When safety conditions are violated, any interested party should report on the condition to whom they believe responsible or their superior.

1. All vehicles used in the transportation program must meet or exceed “The Nebraska Minimum Standards Governing School Transportation Vehicles.”

2. There shall be a systematic preventive maintenance program to insure mechanical safety and efficiency.

3. In addition to meeting statutory requirements for licensing, school bus drivers will participate in those in-service training programs aimed at increasing safety.

4. Transportation staff shall conduct an interior “walk through” inspection for students at the end of each route and activity trip.

5. Rules governing student conduct will emphasize the necessity for safety.

Students who are assigned to ride school buses are responsible for assisting in the safe and efficient operation of the transportation plan by knowing and adhering to the adopted regulations.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2010-01-26
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations: 5410, 5410.1
BUSINESS

Transportation — Safety

The safety of school bus passengers is the most important part of school bus operation.

Efficient and effective use of school buses is the most important factor in achieving the above purpose.

In order to provide safety to passengers, and effective use of buses, the following rules are established to regulate conduct of school bus passengers:

1. Follow safety rules at all times, including:
   a. Make sure the bus is stopped before leaving your seat to get off the bus.
   b. Never put any part of your body outside the bus windows.
   c. Don’t talk unnecessarily to the driver while the bus is moving.
   d. Don’t put books, lunches or anything else in the bus aisles.
   e. Report any damage to the bus to the driver.
   f. Do not eat or drink on the bus. Possession or use of tobacco or alcohol is strictly prohibited.
   g. Don’t push or run when getting off the bus.
   h. When crossing in front of the bus watch for the driver’s “all clear” signal before crossing the street.
   i. Students must get on and leave the bus only at their assigned stop.
   j. Cross the road or street in front of the bus before it has pulled away from the stop. This gives you the protection of the bus signals.
   k. Don’t bring nuisance items on the bus, i.e., animals, water guns, skateboards, etc. Items such as weapons or look-alike weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver are strictly prohibited. Look-alike weapons associated with a school-sponsored or approved activity may be transported only with written permission of a school administrator. Any items that would break or could produce injury if tossed about inside the bus when involved in an accident or sudden stop shall be secured.
   l. Behave in a manner that is polite and not offensive to others on or around the school bus.
   m. Follow the directions of the bus driver. Drivers have the authority to assign seats whenever such action is appropriate.
BUSINESS

Transportation — Safety (Continued)

2. Abide by the rules described in the Rights and Responsibilities of Students in the Lincoln Public Schools information booklet and the transportation brochure entitled The Ride Guide.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations: 5410, 5410.1
BUSINESS

Transportation — Equipment

Necessary equipment to operate the transportation system will be purchased by the Lincoln Board of Education and be in compliance with state statutes.
BUSINESS

Transportation — Vehicle Maintenance

The Director of Transportation will maintain a program of vehicle maintenance that will keep each vehicle in safe and efficient running order and maximize its useful life.

The Director of Transportation will develop and maintain a replacement plan for vehicles which will do the following:

1. Attempt to level expenditures for equipment from year to year.

2. Update and improve equipment by carefully drawing specifications, keeping in mind economy of operation as well as technological advances in available equipment.

Revised: 2017-10-24
Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
Neb. Rev. Stat. section 79-602, Title 92, Nebraska Administrative Code, Chapter 91
BUSINESS

Special Transportation for Special Education Students

Transportation of special education students will be provided as required by law.
BUSINESS

Safe Driving Record Standard for Drivers

Standard for Pupil Transportation Vehicle Drivers: Each person who is required to have a permit to operate a pupil transportation vehicle for this School District shall meet all requirements to hold and continue to hold a pupil transportation operator’s permit. One of the requirements for obtaining such a permit is that the person has a record of satisfactory driving as determined by Lincoln Board of Education policy. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 10 years; or,
3. Reckless driving or willful reckless, within the immediate prior 10 years; or
4. Accumulation of five or more points under the motor vehicle operators’ license point system within the immediate prior two years. In the event the person has accumulated three or four points within the immediate prior two years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent’s designee based on the nature and proximity of the offense as it relates to safe transportation.

Standard for Drivers of Other School Vehicles: Each person who drives a school vehicle other than a pupil transportation vehicle and does not transport students in the vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. In the event the person’s employment position requires driving vehicles as a function of the person’s employment, the employment may be terminated in the absence of a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 10 years; or,
3. Reckless driving or willful reckless, within the immediate prior 10 years; or
4. Accumulation of 6 or more points under the motor vehicle operators’ license point system within the immediate prior two years. In the event the person has accumulated 3, 4 or 5 points within the immediate prior two years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent’s designee based on the nature and proximity of the offense as it relates to safe transportation.
BUSINESS

Safe Driving Record Standard for Drivers (Continued)

The record of satisfactory driving standards shall apply to all new employees from and after adoption of this policy. Existing employees shall be subject to the same standards, provided that the Superintendent or Superintendent’s designee may determine to permit an exception based on the existing employee’s record of satisfactory driving while employed with the District and the nature and proximity of prior driving offenses as such offenses relate to safe transportation.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2015-11-24
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations:
BUSINESS

Lincoln Public Schools Safe Pupil Transportation Plan

This Safe Pupil Transportation Plan sets forth the District’s plan for providing safe transportation to students being transported in vehicles on regular routes assigned through the district transportation plan.

1. Weapons — Vehicles shall not transport any items, animals, materials, weapons or look-a-like weapons, explosive devices or bomb-related materials or equipment which in any way would endanger the lives, health or safety of the children, other passengers and the driver. Look-a-like weapons associated with a school-sponsored or approved activity may be transported with written permission of an administrator of the school district. If possible, these items should be secured and not visible or accessible to students while in the vehicle.

Upon becoming aware of a weapon aboard a vehicle, the driver will make every attempt to:

a. Contact dispatch and notify them of the situation if possible. If not possible, the driver will make every attempt to contact dispatch from a cell phone (after parking on a shoulder or otherwise not moving) or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agencies, etc.

b. Pull vehicle over to safe and secure area.

c. Confiscate weapon (if doing so does not jeopardize student or driver safety).

d. Give description of weapon and participating parties to dispatch.

e. Dispatch will immediately notify appropriate law enforcement agencies and school administration.

2. Pupil behavior — Students are expected to follow student conduct rules while in a vehicle. The driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student violates Board policy regarding student conduct standards or otherwise engages in behavior that jeopardizes safety, the driver will make every attempt to:

a. First, seek to resolve the incident through discussion with the student(s) involved.

b. Contact dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to contact dispatch from a cell phone or from the nearest safe haven location.

c. Activate emergency flashers.

d. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
BUSINESS

Lincoln Public Schools Safe Pupil Transportation Plan (Continued)

e. Report and document discipline problems to the school administrator. Use a Bus Conduct Report/Incident Form, if available.

3. **Terrorist threats** — A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or the vehicle or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a vehicle, the driver will make every attempt to:

   a. Contact dispatch and notify them of the situation if possible. If not possible, the driver will make every attempt to contact dispatch from a cell phone or from the nearest safe haven location.

   b. Keep passengers calm (this may mean complying with the terrorist).

   c. Dispatch will immediately notify appropriate law enforcement agencies and school administration.

   d. Driver should wait for instructions from dispatch if possible.

1. **Severe weather** — Upon becoming aware of severe weather while aboard a vehicle, the driver will make every attempt to:

   2.

   a. Contact dispatch and notify them of the situation if possible. If not possible, the driver will make every attempt to contact dispatch from a cell phone or from the nearest safe haven location.

   b. Return to the school if less than five minutes away and follow the directions of the school administrator.

   c. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.

   d. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.

   e. If there is no shelter and there is immediate danger, the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.
5. **Hazardous materials and Unattended Items** — Upon becoming aware of a hazardous material aboard a vehicle, the driver will make every attempt to:

   a. Contact dispatch and notify them of the situation if possible. If not possible, the driver will make every attempt to contact dispatch from a cell phone or from the nearest safe haven location.
   
   b. Pull vehicle over to safe and secure area.
   
   c. Give description of hazardous materials in question to dispatch.
   
   d. Dispatch will immediately notify appropriate law enforcement and school administration.
   
   e. Driver should wait for instructions from dispatch if possible.

In the event an unattended item is discovered on or near the vehicle, the driver will seek to determine who the item belongs to and whether the item could be hazardous to the safety of those in the vehicle. Any unattended item that would break or could cause injury if tossed about the inside of the vehicle if involved in an accident shall be secured. If it is determined that the item is not hazardous and need not be secured, the driver will not allow the item to distract the driver’s attention to the task of operating the vehicle.

6. **Medical emergencies** — Upon becoming aware of a medical emergency aboard a vehicle, the driver will make every attempt to:

   a. Contact dispatch and notify them of the situation *if possible*. If not possible, the driver will make every attempt to contact dispatch from a cell phone or from the nearest safe haven location.
   
   b. Dispatch will immediately notify appropriate medical agencies and school administration.
   
   c. Driver should follow instructions from dispatch, school officials and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
   
   d. *Only if necessary*, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
   
   e. Driver should try to keep student passengers as calm as possible.
BUSINESS

Lincoln Public Schools Safe Pupil Transportation Plan (Continued)

7. **Procedures in the event of mechanical breakdowns of the vehicle** – Upon becoming aware of a mechanical breakdown aboard a vehicle, the driver will make every attempt to:
   
   a. Pull vehicle over to safe and secure area *if possible*
   
   b. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to contact dispatch from a cell phone or from the nearest safe haven location.
   
   c. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
   
   d. Driver should try to keep student passengers as calm as possible.
   
   e. Dispatch will arrange for assistance and a relief vehicle *if needed*.

8. **Procedures in the event the drop-off location is uncertain or appears unsafe to leave students.** In the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:
   
   a. Contact transportation dispatch and notify them of the situation *if possible*.
   
   b. Release children only if an adult responsible for the child is present. If not, keep children who are to be released in the vehicle, continue with route and return children who were to be released to the school.
   
   c. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.

9. **Driver Capacity** – To confirm a driver has the ability to conduct daily tasks and emergency evacuations, drivers must:  
   a) pass a prescribed physical examination administered by a Certified Medical Examiner at least every year and provide the employer with a copy of the medical certificate;  
   b) pass a transportation screening every year;  
   c) participate in required in-service training which includes emergency evacuation training;  
   and d) if required to have a Commercial Driver’s License (CDL) to operate the vehicle, participate in the drug and alcohol testing program as required by federal law. Should a driver have a medical concern throughout the year, the Transportation Department will work with Human Resources, when applicable, to confirm a driver’s ability to conduct the daily tasks and emergency evacuations prior to transporting students.
BUSINESS

Lincoln Public Schools Safe Pupil Transportation Plan (Continued)

10. Documentation under Safe Pupil Transportation Plan. Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.

11. Vehicle drivers of small vehicles on activity trips. Drivers will be provided instruction in emergency evacuation procedures, first aid and other instruction applicable through the Human Resources driver certification process.

12. Supplemental Information. A copy of this plan shall be placed in each vehicle and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District’s safety and security plan adopted pursuant to 92 NAC10, the Lincoln Public Schools Transportation Employees Handbook as modified from time to time and the Nebraska Department of Education Pupil Transportation Guide.

Legal Reference:
BUSINESS

Nutrition Services

The district will provide food service which offers acceptable, high quality food and nutritionally well-balanced meals for students. The Food Service Program will be an integral part of the total school system and designated to enhance the efforts of the staff in teaching about food and its relationship to health throughout life. The Food Service Program will operate on a self-supporting basis and at the least possible cost to the student.
BUSINESS

Nutrition Services

The Nutrition Services Department may provide services according to the following:

1. Breakfast, lunch snack and fresh fruit and vegetable program shall meet the state/federal regulations.

2. A la carte items may be made available.

3. Appropriate special diets will be provided when medical statement from physician is provided.

4. Good menu planning practices will be followed and they will consider, among other things, student preferences.

5. Other food services directly related to district functions may be provided.
BUSINESS

Nutrition Services — Principals’ Responsibilities

School principals’ responsibilities in the Food Service Program shall include the following:

1. Recognizing school lunch and breakfast as an integral part of the individual school program.

2. Scheduling of students’ mealtime so as to adequately provide time for nutrition services staff to serve students to consume in appropriate time (20 minutes).

3. Fostering cooperation between school personnel and nutrition services personnel.

4. Collecting prepayment and negative balances.

5. Providing supervision for the dining area.

Date Regulation Reviewed: 2010-01-26

Related Policies and Regulations:

Legal Reference:
BUSINESS

Facilities — Purpose

The Lincoln Board of Education intends to provide proper school facilities. All school facilities, grounds, programs and activities are hereby designated as and shall remain nonpublic forums. Decisions regarding such facilities will be guided by the following principles:

1. Facilities will be constructed according to a systematic multi-year plan developed to support the District’s educational programs.
2. Facilities will be designed to satisfy instructional goals.
3. Facilities will be constructed for long-term occupancy and low maintenance costs.
4. Facilities will be designed with community use in mind.
5. Facilities will be designed in accordance with contemporary engineering technology and architectural practice.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2010-01-26
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Sustainability

The Lincoln Board of Education has established this policy to enhance a districtwide culture of sustainability. The purpose of this policy is to serve as a guideline in directing the District to further its effective environmental stewardship of resources through innovative, results-oriented sustainability initiatives and education. “Sustainability” is defined as meeting the needs of the present without compromising the ability of future generations to meet their own needs.

The Board recognizes the profound impact that District activities have on the natural environment and on the health and wellbeing of students, employees and the community. The Board embraces a commitment:

• To the responsible stewardship of energy, water and other natural resources;
• To create healthy environments for teaching and learning; and
• To support sustainability as an economic, environmental and social priority throughout the District.

In order to achieve the aims of this sustainability policy, the Board shall consider incorporating sustainable goals into future plans and direct the Superintendent and Business Affairs Administrator to develop additional policies, practices and procedures that create a legacy of leadership in sustainability across all District facilities including instruction, operations, construction, facilities, land use, energy conservation and environmental integrity.

Original Adoption: 2019-11-26
Related Policies and Regulations: 
Legal Reference:
BUSINESS

Sustainability

The District shall establish sustainability strategies and metrics to:

1. Encourage and support the efforts of students, teachers and staff to implement environmental stewardship behaviors;
2. Further instruction of the environmental, social and economic aspects of sustainability to equip students as future-ready global citizens;
3. Design, construct and operate high-performance schools and other facilities that are sensitive to natural resource use; conserve energy and water; reduce pollution and waste; promote responsible land development; and deliver a high-quality indoor environment ensuring access to fresh air and daylight;
4. Optimize use of energy and water in performance of facilities and to adopt energy- and water-efficient operations and maintenance protocols;
5. Procure materials, products and services in a manner that integrates fiscal responsibility and community and environmental stewardship;
6. Reduce waste disposal in landfills by means of source reduction, reuse, recycling and composting;
7. Increase efficiency and reduce the environmental impact of staff, faculty and student transportation; and
8. Support the development of benchmarks, timelines, metrics, third-party verification and the expectation of evaluation in each of the above areas.

Original Adoption: 2019-11-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Facilities — Planning

The purpose of planning is to make the best possible provisions for the educational program. Decisions regarding planning and specifics for any individual building plan will start with program considerations and be adjusted as educational programs change.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2010-01-26
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations: 3920
Legal Reference:
BUSINESS

Planning Characteristics

Characteristics of the master plan for facilities include the following:

1. To the extent possible, the plan should make the basic school program equally available to all students of the Lincoln Public School District.

2. The plan must be continuous, based on systematic and routine review of the entire plant considered as an entity, must attempt to make the most efficient total use of available facilities, and must consider utilization, maintenance and rehabilitation as part of the overall building decision. Adequacy of individual buildings may be reviewed by a rating system designed to measure educational adequacy and cost effectiveness of renovation.

3. The plan should use cost savings available through early site acquisition, carefully developed financing programs and other contingencies including joint use for other community purposes.

4. In order to remain flexible, the plan should be described in terms of the contingencies which establish the timetable. Demographic and other pertinent data must be systematically collected and interpreted and projections based on social indicators must be analyzed.

5. Implementation of the plan will be on a project-by-project basis by specific Lincoln Board of Education action on each project. Staff will be responsible for preparing a project timetable describing elements of the plan to be periodically reviewed by the Board. Although the staff timetable is expected to cover an extended period of time, no part of the plan is official except by specific Board action on its elements.

6. Projects in the plan should be timed to be accomplished using available facility financing mechanisms.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations: 
Legal Reference:
BUSINESS

Facilities — Donations for Site or Facilities Modification

Donations of funding or materials for site or facility modifications require Lincoln Board of Education approval. Any materials or contracted labor must be bid in accordance with the Board policy and Lincoln Public Schools purchasing procedures and practices.

Individuals or groups wishing to donate funding, materials, equipment or in-kind labor to modify a school site or facility must provide the building principal with a written proposal requesting consideration of modifications in conceptual form. The principal will submit the proposal to the Director of Operations to assist with vetting and, if applicable, developing the proposal per school district specifications.

The donor will work through the Principal with the Operations Department to develop a proposal, which will include detailed information about the proposed modification, including estimated costs, preliminary design and specifications and what provisions will be made for any ongoing maintenance or operational costs. The proposal also must include the source of the funding for the modifications and any resulting ongoing costs.

The proposal will be forwarded to the Associate Superintendent for Business Affairs for approval. Donations will be reported to the Board for approval on the gift report. Any donor-supported modifications to the structure of a facility will be forwarded to the Planning Committee and Board for approval (i.e., addition) prior to commencing the project.
BUSINESS

Facilities — Guidelines for Building New Schools

1. Consideration for building new elementary facilities should be given to areas where there is potential for walk-in populations of 420 or more elementary students, provided there is sufficient permanent housing and projected housing to sustain a continuing population. Optimum construction should be for a three-section building.

2. Consideration for building new elementary facilities should be given to areas that are more than three miles from existing elementary schools space, provided the facility can be located in such manner as to provide a service area for at least 420 students and significantly diminishes the amount of required student transportation.

3. Consideration for building new elementary facilities should be given to replacement of buildings that meet either of the above criteria when the cost of rehabilitation to the building approaches the cost of new facilities.

4. Consideration for building new middle school facilities should be given to areas from which students are transported to existing schools when the proposed attendance area has a student population potential of more than 700 students and housing to sustain such enrollments, and a new facility would reduce the cost of required transportation.

5. Consideration for building new high school facilities should be given in areas that have a high school student population potential of 1,200 or more, all of whom are more than three miles from an existing building provided the new facility can be located to decrease the distance to school for the majority of those serviced and reduce overcrowding in existing buildings.

6. Decisions to build new schools shall involve appropriate opportunities for public information and discussion. The district should provide a standard set of specifications applicable to all buildings and based upon the age of students to be served.

7. Security, safety and health of students and staff will be considered when constructing new buildings.

8. Traffic circulation will be considered when constructing new buildings.

9. The Lincoln Public Schools prefer to carry out the instructional program in neighborhood settings and, therefore, have a strong commitment to the neighborhood concept, provided that the quality of instructional program can be maintained at affordable costs. A neighborhood school is defined as one within reasonable walking distance of the student’s home.
BUSINESS

Facilities — Guidelines for Building New Schools (Continued)

10. Locations of buildings and boundaries will attempt to provide elementary schools within 1.25 miles of residence and middle schools within 2.5 miles of residence. The planning is based upon the assumption that the District does not expect to assume responsibility for transporting students to and from school except under special criteria established by the Lincoln Board of Education. General parameters for size of school buildings shall be:

   | Elementary   | 420 to 700 students per building |
   | Middle Level | 700 to 1,000 students per building |
   | High School  | 1,200 to 2,400 students per building |

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2010-01-26
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations: 3910
Legal Reference:
BUSINESS

Guidelines for Building New Schools

Education specifications, including program and space requirements, are to be developed by committees of teachers, specialists, parents and administrators who meet with architects and engineers. Upon completion, the specifications and schematic building plans shall be presented to the Lincoln Board of Education for approval.

Generally, the content of a set of educational specifications would include all or part of the following items:

1. A statement of the educational philosophy as it pertains to the specific construction project.

2. Community and Lincoln Public School characteristics
   a. What is the plan of organization and expected enrollments of the school?
   b. What is the construction plan for this facility?
   c. What special services are to be provided?
   d. What special provisions are needed for community use?
   e. What qualities are important to the functional layout of the structure?
   f. What characteristics are important to provide a safe and secure environment for students, staff and community?
BUSINESS

Facilities — Reporting Sequence to the Board of Education

1. Educational specifications
2. Schematic design
3. Design development
4. Presentation of bids
5. Contract agreement
6. Construction

Following the development of educational specifications, each phase in the planning sequence will be reviewed by:

1. Appropriate School District support staff
2. City agencies involved in inspection and approval of plans
3. A construction review committee
4. The Lincoln Board of Education

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Facilities — Remodeling

A plan for future building modifications shall be maintained and continuously updated for inclusion in planning for construction. These planning elements shall be followed:

1. Principals shall submit requests for building modifications by January 15 of each year or as instructed by the Division of Business Affairs.

2. Principals’ requests for building modifications shall be considered in terms of priorities.

3. Safety and health of students and staff will be considered when remodeling is undertaken.

4. Priorities have been established by the Lincoln Board of Education when considering remodeling project needs.
   a. Correction of security, safety and health deficiencies
   b. Housing of students
   c. Projects must meet program requirements, including outdoor space
   d. Projects needed to maintain the integrity of current Lincoln Public Schools buildings
   e. Repair/renovation of ancillary facilities
   f. Parking

Major remodeling may follow the same procedure as new construction, but there are also alternate provisions for that work which can be done without architectural services.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Facilities — Land Use

Every school site shall be planned for ultimate development. This planning should include the locations of all buildings, grounds and service facilities.

The developed school site shall provide for the following areas:

1. Instructional
   a. Space for school plant and future additions.
   b. Space for outdoor instruction, physical education and recreation.
   c. Outdoor circulation between separate instructional spaces such as shops, gymnasium, library, athletic field, playgrounds.

2. Auxiliary
   a. Walks and roads away from the site.
   b. Parking areas for buses and cars of patrons and staff.
   c. Outdoor circulation to heating plant and fuel storage, lunchroom, kitchen, storage room and delivery areas.
   d. Space for other utilities.
   e. Student loading/unloading areas.

3. Community
   a. Some of the community needs may be provided for without enlarging school facilities, however, the following may affect the site planning:
      (1) Additional parking
      (2) Non-school use of playgrounds, athletic fields, toilets, library, places of assembly and lunchroom
   b. Elementary, middle and secondary schools shall be provided with paved play areas sufficient to accommodate the required quantity of game areas and equipment.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Facilities — Record Retention

All documents pertaining to the planning and construction of facilities shall be preserved by the Division of Business Affairs. Subsequent changes to any buildings shall be entered on the original plans.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations: 
Legal Reference:
BUSINESS

Facilities — Selection of Architect/Engineer

Architects and/or Engineers will be selected based on the recommendations of the Superintendent. The selection will be approved by the Lincoln Board of Education.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2010-01-26
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations:
Legal Reference: 81-855
BUSINESS

Facilities — Selection of Architect/Engineer

Factors to be considered in the selection of an architect/engineer include:

1. Effectiveness of previous work, including coordination and supervision of the project as well as suitability of design.

2. Ability of the firm to provide the range of services required for the project under consideration.

3. Ability to meet required time schedule.

4. Amount and type of previous experience that relates to the special problems of school construction.

5. Assurance of appropriate assignment of firm’s staff to the project.

6. Fee schedule.

General guidelines to be considered in the selection of an architect/engineer when the estimated construction costs are less than $1,000,000 or fees for professional services are less than $100,000:

1. Qualified local architectural/engineering firms will be selected.

2. Selection will be on a project-by-project basis allowing for the size and complexity of the tasks involved.

3. Staff will keep an updated file of local interested architects/engineers from which individual selection may be made based upon firm’s capacity, specialization and past experience.

General guidelines to be considered in the selection of an architect/engineer when the estimated construction costs are greater than $1,000,000 or the fees for professional services exceed $100,000:

1. For each project, staff will generally recommend a minimum of three qualified firms for consideration and interview.
BUSINESS

Facilities — Selection of Architect/Engineer (Continued)

2. The recommended firms shall be interviewed by a staff committee. The Associate Superintendent for Business Affairs will recommend to the Superintendent the architectural/engineering firm.

3. If the Lincoln Board of Education does not approve the staff recommendation, another recommendation will be made by staff until a recommendation is approved.

General guidelines to be considered when an emergency exists:

1. Staff will evaluate the impact of the emergency on the facilities of the District and report to the Associate Superintendent for Business Affairs their evaluation.

2. The Associate Superintendent for Business Affairs and the facilities supervisor shall select from the pool the architects/engineers to provide professional services for the emergency work.
BUSINESS

Facilities — Architect’s/Engineer’s and Contractors’ Contracts

1. The Division of Business Affairs will negotiate the fees on each project.

2. The School District will use a staff- and counsel-developed contract form that will suit the special conditions of school construction.

3. All instructions to the architect/engineer on behalf of the District will be communicated through the Business Affairs staff.

4. The architect/engineer will make written reports as requested by the contract.
BUSINESS

Facilities — Site Selection

The Lincoln Board of Education shall seek future building sites well in advance of need in order to protect a price advantage. Land may be purchased in advance to cover potential needs. A periodic review with the county/city planning department is an important factor for determining future school site locations.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2010-01-26
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Facilities — Site Acquisition

The Lincoln Board of Education authorizes the Superintendent or designee to negotiate for site purchases.

The amount of the final purchase offer must be authorized by the Board.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations: 
Legal Reference:
BUSINESS

Facilities — Site Development

These procedures shall be followed in site development:

1. The entire available area of a site shall be developed for use in instructional, recreational or traffic purposes.

2. The site shall be graded to achieve a balance of cut and fill to avoid removal of earth off-site.

3. All topsoil shall be saved and reused.

4. All drainage divides shall be honored.

5. Driveways and parking spaces shall be provided to accommodate anticipated staff needs.

6. The building shall be located on a site to provide for future expansion.

7. All utilities will be provided in accordance with applicable codes.

8. Bus transportation loading and unloading areas shall be provided.

9. To the extent permitted by site topography and site improvements, all trees, shrubs, and desirable vegetation shall be preserved.

10. Landscaping plans for new buildings will be prepared as part of the architectural contract.

Date Regulation Reviewed: 2010-01-26

Related Policies and Regulations:

Legal Reference:
BUSINESS

Facilities — Special Assessment District

The Lincoln Public School District, in its discretion, may join in the signing for approval of a special assessment district or as required by law.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSDNESS

Facilities — Criteria for Use in Selecting Sites for Future School Construction

The following criteria are not listed in any form of priority:

1. Cost
2. Location
3. Environmental Concerns
4. Utility Availability
5. Special Assessment Costs
6. Grading Requirements
7. Size and Zoning
8. Neighborhood Context
9. Implications for Design
10. Circulation
11. Other Relevant Factors (The list of criteria is essentially endless)

The level of importance of each criterion will vary for each individual site. However, all of the aforementioned elements should be considered when evaluating a new site purchase.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Facilities — Financing of Construction — Building Fund

The Lincoln Board of Education is authorized under state statutes to establish a special building fund for the purpose of acquiring sites for school buildings or purchasing existing buildings for use as school buildings and the erection, alteration, equipping and furnishing of school buildings and additions to school buildings.

Proceeds from the sale of real property will be placed in the building fund.

Interest accumulation from the current building fund balance shall remain in the fund.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2010-01-26
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations:
Legal Reference: 79-10,120
BUSINESS

Facilities — Building Fund — Records and Reports

In addition to the regular monthly report of expenditures and receipts for the current building fund, projections shall be made to indicate the funds necessary to accomplish a multi-year facility plan.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Facilities — Bids and Contracts

All contracts for work related to building construction, remodeling or repair or site improvement over $100,000 will be bid in accordance with the regular manner established by the Lincoln Board of Education and state statutes. All other such contracts will be handled under current District policies and regulations. The regular manner established by the Board for advertising for construction bids and proposals and for the acceptance or rejection of construction bids and proposals over $100,000 in accordance with law is hereby determined and established and shall at a minimum include: (a) preparing invitations for bids and proposals and proposed contract documents; (b) publishing public notice on the Lincoln Public Schools Purchasing Department website, Board agenda materials booklet for each meeting, local builders bureau or in a newspaper of general circulation in the School District at least five (5) days prior to bid and proposal opening which notice is to include the general nature of the proposed work being considered, the fixing of the hour, date, time and place where such bids and proposals shall close and/or be received or opened and provide the name and telephone number of a person to be contacted by anyone interested in submitting a bid and proposal to contract for such work.

The Board always reserves the right to reject any or all bids or to rebid the project, and all bids are contingent on the Board giving approval to and making the award of any final contracts.

Reviewed and Affirmed by the Board:

Last Revision: 2017-10-24
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations:
Legal Reference: 73-101,105 and 106
BUSINESS

Facilities — Awarding Contracts

The Superintendent shall make final recommendations to the Lincoln Board of Education concerning awarding of contracts.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Facilities — Change Orders

1. Change order requests will be initiated by the architect/owner prior to the implementation of the change contemplated.

2. Change order requests will be reviewed by the Division of Business Affairs and approved by the Division of Business Affairs in consort with the Superintendent.

3. When approved, copies of change orders will be distributed to the Division of Business Affairs, the contractor and the architect.

4. All change orders will be reported as part of the Routine Business Agenda – Progress Report on Construction Projects.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Facilities — Performance, Labor and Material Payment Bonds

Whenever any contract over $10,000 is entered into for the construction of public improvement, the contractor shall be required, before commencing such work, to furnish performance, labor and material payment bonds in an amount of not less than the contract price, for the faithful performance and payment of such contract. Such bond shall contain such provisions as are required by statutes and be in a form prescribed and required by the District.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations: 52-118
Legal Reference: 52-118
BUSINESS

Facilities — Records and Reports

1. The following lists of records or reports may be provided as required by contract requirements and will be maintained for information and record:

   a. Inspector’s daily report (manpower, weather, program)
   b. Architect’s or engineer’s periodic report
   c. Concrete tests
   d. Compaction tests
   e. Soil analysis reports
   f. Gradation reports (soil, sand, sub-base, base, and asphalt)
   g. Mortar test reports
   h. Certified mill reports for steel
   i. Certified tile reports
   j. All tests, reports on materials
   k. Load tests (piling, etc.)
   l. Shop drawings and brochures
   m. Contractor and subcontractor approval (federal)
   n. Payroll record and affidavits

2. The following will be maintained on file for record as required by regulations:

   a. State-approved drawings and specifications
   b. Administrative correspondence
   c. Payment records
   d. Bonds and certificates of insurance
   e. Contracts and adjustments
   f. “As Built” plans and record and information books
   g. Guarantees and warranties
   h. Payroll records on federal projects
   i. All other required legal papers

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Equal Opportunity Procurement

Lincoln Public Schools is an equal opportunity institution and actively recruits well-qualified and diverse individuals and firms, including women and minorities, for architectural and engineering services and for contractor services. Lincoln Public Schools requires that all responders/bidders for public work provide written assurances, affirm and agree that (a) they are an equal opportunity employer, (b) they actively recruit a well-qualified and diverse group of employees and subcontractors, including women and minorities, and (c) if selected, they will actively continue and implement this policy throughout any awarded public work.

Lincoln Public Schools or any of its responders/bidders for public work shall not discriminate against any employee or applicant for employment or subcontractor by reason of race, color, national origin, religion, marital status, sex, age, disability, pregnancy, childbirth or related medical condition, or sexual orientation.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2015-08-15
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Legal Review

The services of the District’s legal firm shall be available on matters pertaining to site acquisition, easements, dedications, contracts, contract payments, liens or claims and such other matters as may arise.

The following services will be used:

1. The Lincoln Board of Education legal counsel shall review
   a. land purchase contracts.
   b. construction contracts.
   c. easements and/or permits for utilities.
   d. title and deeds for dedicated sites.
   e. the need for new legislation relative to special land use.

2. The legal counsel shall prepare
   a. titles and deeds.
   b. settlement documents for land transfer.
   c. condemnation documents for site and easement acquisition.
   d. liens and claims.
   e. deeds of dedication for rights-of-way.
   f. resolutions for Board approval involving easements, rights-of-way, and land sales.

3. The legal counsel shall provide legal representation during condemnation proceedings, suits involving construction contracts and payments.

4. The legal counsel shall coordinate settlement and condemnation payments for land and easement acquisition.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2010-01-26
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Extended Day-Care Services

Extended day-care programs may be provided for children in the Lincoln Public Schools facilities through community-based nonprofit providers. The service providers are to be nonprofit community agencies supported in whole or part by community agencies, community learning centers (CLC’s) or tax-supported agencies (federal, state, city) or otherwise approved by the Lincoln Board of Education. Services may include before-school and after-school care and care on days when school is not in session.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2010-01-26
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations: 3970.2
Legal Reference:
BUSINESS

Guidelines for Extended Day-Care Services

Agencies that provide extended day-care services in Lincoln Public Schools facilities are to comply with the following procedures:

1. Location of extended day-care programs shall be scheduled in cooperation with the local building administrator.

2. Appropriate space shall be available in the building to accommodate a program.

3. Operational supervision and compliance with all local, state and federal law or regulations is the responsibility of the contracted agency.

4. Agency shall have an appropriate child development program as part of its service.

5. The program or activity shall enhance the school program and be of benefit to the community.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations: 3970.2
Legal Reference:
BUSINESS

Facilities Use

The Lincoln Board of Education believes in the maximum use of school facilities for the broader education of the people and the advancement of civic and recreational interests of the community. Use of buildings and grounds is extended, subject to regulations adopted to implement this policy. It is the intent of the Board to recover all expenses associated with facility use from the user.

The Superintendent or designee is authorized to schedule Lincoln Public Schools District facilities for community use and to assess fees in accordance with the fee schedule approved by the Board.

The Board reserves the right to revoke any such permit without liability.

Long-term leases of school facilities require prior approval of the Board.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2010-01-26
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Use of School Facilities

Request for Use

Application for use of facilities shall be made online in the Lincoln Public Schools Archibus system prepared for that purpose. The online request shall be reviewed by the building principal or the principal’s designee who shall signify only that the building is generally available at a given time, together with such other information as may be from time to time requested by the Superintendent or designee. The action of the building principal or the building principal’s designee shall not constitute approval of the requested use. The requested use shall only be approved upon action of the Superintendent or designee.

All approvals granted shall terminate the next following August 31, which is the end of the School District’s fiscal year.

Payment of the full amount of the anticipated costs shall be made to the School District prior to commencement of the use.

In addition, the user shall furnish, prior to commencement of use, a certificate of liability insurance in the following amounts:

a. $1,000,000 commercial general liability, including $100,000 for assault and battery and sexual abuse coverage for family service groups

b. Workers compensation

c. If food is sold, the commercial general liability insurance shall include products liability.

d. Food vendor trucks are required to have the following coverage:

- **Commercial General Liability** for bodily injury, personal and advertising injury, products liability and property damage, including contractual liability, with limits not less than $1,000,000 per occurrence with waiver of subrogation in favor of the sponsor/administrator;

- **Business Automobile Liability** for physical damage, bodily injury and property damage on all owned, non-owned or hired automobiles with a combined single limit of not less than $1,000,000 per accident with waiver of subrogation in favor of the sponsor/administrator;

- **Crime** coverage for employee dishonesty and theft, with limits not less than the amount contemplated by the contract; and

- **Workers Compensation** in accordance with the statutory requirements of Nebraska with Employer’s liability coverage in an amount not less than $1,000,000 per accident or disease. The policy shall be endorsed with a waiver of subrogation in favor of the District.
BUSINESS

Use of School Facilities

Request for Use (Continued)

Buildings will generally not be available for use after 11 p.m. or before 6 a.m. (NOTE: These insurance and other descriptions, the listed amounts and all facility use policies should be reviewed and approved by the Office of Risk Management and/or UNICO.)

Priorities for Use

Meetings of students or building staff prior to 6 p.m. on school days shall be arranged by the principal without following the permit process.

Lincoln Public Schools activities and programs shall take precedence over all other requests for use of School District facilities.

In the event of conflict of request for use, the following priorities will be followed:

1. Youth activities which are supported by other governmental bodies.
2. Other activities sponsored by other governmental bodies.
3. Youth activities sponsored by nonprofit community agencies and organizations.
4. Nonprofit community agencies and organizations.
5. Patrons who live within the district.
6. Any other applicants.

Permitted Uses

Facilities will not be available for uses which the staff determines may have an adverse effect upon the facilities being available as needed for school activities and programs, such as uses which may result in damage to the facilities or unacceptable difficulty in cleaning and maintaining the facility. The facilities will not be available for outside commercial activities, except for camps and other activities for high school students subject to and consistent with Bylaws of the Nebraska School Activities Association, or non-community type uses such as wedding receptions, slumber parties, funeral, memorials, personal use and similar activities.

All uses must comply with established Lincoln Board of Education policies concerning nondiscrimination and use of the facilities. No alcohol, drugs or tobacco will be used upon the facility. All meetings shall be open to the public. Meetings may not be secret, closed or exclusive. If a fee is charged, anyone who pays the fee must be admitted unless such person presents a risk of causing harm or disruption to others, to property or to the meeting or activity.
BUSINESS

Use of School Facilities

Permitted Uses (Continued)

The user shall not assign or sublet the facility or any part of the facility to any other user. User shall be responsible for using the facility for the purpose described in the facility user form.

In the event that tickets are issued for any activity, they shall not be sold or disposed of in excess of the seating capacity of the facility being used.

All uses of the premises shall be in full compliance with any and all city, state or federal ordinances, codes, statutes or regulations.

The concession facilities and equipment shall not normally be available for use and shall only be provided at the discretion of the building principal or the principal’s designee. Kitchen equipment will not normally be available. If the principal or the principal’s designee does grant the use of some kitchen facilities, the use shall require that a Lincoln Public Schools food service employee will be in attendance during the use of any such equipment and all costs and expenses incurred by the District in providing for such an employee shall be borne by the user.

An approved lifeguard with cardiopulmonary resuscitation training shall be in continuous attendance during any use of swimming pools. The name of such lifeguard shall be given on the facility use application. All costs and expenses incurred in providing for the lifeguard shall be borne by user.

Use of special lighting in the high schools is handled through the drama or music department. Users should make separate arrangements with the principal or the principal’s designee for any such stage lighting which shall be provided only at the discretion of the principal or principal’s designee. Likewise, separate arrangements may be necessary with regard to use of any other personal property of the District.

Mechanical equipment, motors or machinery, candles, oils, burning fluids, campfires, fireworks, kerosene, naphtha or gasoline for either mechanical or other purposes or any agent other than electricity for illuminating may not be used on the premises without a specific separate request and permit by the Superintendent or designee. In no event will any use or activity be allowed which conflicts with the insurance policy upon the facility or increases the rate of insurance upon the facility.

Under no circumstances shall any nails, hooks, tacks or screws be driven into any part of the building or in any other manner any portion of the building be defaced or damaged. The individual or party named on the permit shall be responsible and liable for any damage to the facility or any property or equipment of the School District located thereon. Failure to promptly reimburse the District for any such damages shall result in cancellation of the use permit and
BUSINESS

Use of School Facilities

Permitted Uses (Continued)

shall be grounds for denial of future applications. If any user or organization’s use of the premises results in severe damage to the premises or to property or equipment located upon the premises, the same shall constitute a basis for future denial of use by the organization.

Neither the School District nor any of its employees shall have any responsibility for any property placed in the facilities by the user.

Lincoln Public Schools shall be indemnified for any claims, demands, losses, injuries or damages to persons or property which may be sustained by reason of the use of the approved facilities together with reimbursement for any legal fees or costs incurred as a result of any such claim or demand.

Use Consistent with NSAA Bylaws

Use of school facilities for activities that are subject to the Bylaws of the Nebraska School Activities Association (NSAA) shall be permitted subject to and in accordance with the NSAA Bylaws. Such use shall be consistent with this policy for non-school groups. Examples of acceptable use of school facilities for activities are:

1. Summer Leagues. There must be evidence that the organization or individual conducting the league has rented or leased the facility (for example, via an Application for Use) to prove the school is not involved in its sponsorship or funding.

2. Commercial Sport Camps/Clinics. School facilities for use by individuals, including the District’s own coaches or other organizations for commercial camps/clinics or schools. Camps conducted by high school coaches shall be publicized as open to all area individuals wishing to attend and not limited to students from the coach’s high school.

3. All-Star competition that involves graduated seniors.

4. Competitive meets and contests sponsored by non-school groups.

5. Facilities approved under the above stipulations include: gymnasiums, tracks, swimming pools, tennis courts, athletic playing fields and baseball and softball diamonds.

Last Revision: 2018-09-13
Reviewed and Remains in Effect as Written: 2016-02-23
Related Policies and Regulations:
Legal Reference:
BUSINESS

Facilities Use — Community Groups

The School District promotes the maximum use of school facilities and recognizes its obligation to permit other tax-supported agencies and nonprofit organizations to use the facilities as a benefit to the local patrons who support our schools.

The District staff is directed to establish a procedure which gives tax-supported agencies first priority in the use of school facilities for youth-oriented programs, recreation or other governmental activities for meeting areas.

Priority Procedure

School facility use will be allowed according to the following priority order:

1. Tax-supported agencies such as educational entities or city, county or state government.

2. Nonprofit community agencies such as private educational agencies.

3. Patrons who live within the District.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations: 3970.1
Legal Reference:
BUSINESS

Building Fees Schedule

Standard use fees will be applied for all uses. Fees may be waived for civic or community use or for use by tax-supported or youth-serving agencies. Any use before 7:00 a.m. and after 10:00 p.m. on weekdays or all day Saturday and Sunday will be assessed a fee for use of the facilities and equipment.

Building fee schedules will be maintained by the Office of the Superintendent or designee.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Equipment Fee Schedule

Many requests are made by nonprofit groups to use school equipment throughout the school year. It becomes necessary to replace this equipment from funds allocated from attendance center budgets.

In an effort to assist the District in meeting the replacement costs for equipment used, the use of equipment is subject to a rental fee. Equipment rental fee schedules will be maintained by the Office of the Superintendent or designee.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Restrictions on Use of Buildings and Grounds

Restrictions on the use of school buildings and grounds may be implemented by administrative action.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2014-07-07
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations:
Legal Reference:
Regulation
3971.1

BUSINESS

Use of School Grounds — Restrictions

The following list of specifically prohibited school grounds usage generally follows the City of Lincoln ordinances governing the use of city parks.

Vehicles on school grounds. Except for personnel assigned to work on school grounds, it shall be unlawful for any person to operate any motor vehicle in or through any school ground except on a roadway. Operation of vehicles on areas designated for parking purposes shall be restricted to the normal routes and necessary travel for parking purposes.

This section does not apply to the East High School driving range which is specifically constructed for the purpose of driving practice.

Speed limit. It shall be unlawful for any person to drive, operate or propel over or along any school drive or road, any vehicle, motor vehicle, bicycle, tricycle or to drive or ride any horse at a speed greater than is reasonable under the conditions.

Snowmobiles. The operation of snowmobiles on school grounds is prohibited.

Parking of vehicles. It shall be unlawful for any person to park or cause to be parked any motor vehicle or other vehicle anywhere on any school ground except upon parking areas designated and upon roadways where parking is not prohibited.

House trailers. It shall be unlawful for any person to park or leave standing any house trailer unattached to a motor vehicle on any school ground at any time.

Advertising on school grounds. It shall be unlawful for any person to place or erect any structure, sign, bulletin board, post, pole, or advertising device of any kind whatever on a school ground or to attach any notice, bill, poster, sign, wire, rope, or cord to any tree, shrub, fence, railing, post or structure on the school ground except as specifically authorized by the appropriate school authority.

Destruction of property. It shall be unlawful for any person to remove, destroy, mutilate, deface any structure, monument, statue, vase, fountain, wall, fence, railing, vehicle, bench, tree, shrub, plant or any other property on a school ground.

Selling, peddling, etc. It shall be unlawful for any person to have any commercial activity on any school ground, except as specifically authorized by the appropriate school official.

Animals at large. It shall be unlawful for any person to allow or permit any dog or other animal to run at large on any school ground. The term “at large” is defined to mean not under the control of any person either by leash, cord, chain, or confinement within a vehicle or pen or other similar enclosure.
BUSINESS

Use of School Grounds — Restrictions (Continued)

**Firearms.** It shall be unlawful, except for duly authorized civil employees in the course of their duty, to shoot, fire, or explode or cause to be discharged, shot, fired, or exploded any firearm or other explosives, including but not limited to air rifles, cross bows, toy pistols, toy guns, or other toy arms or slingshots loaded with dangerous missiles at any time or any circumstances on school grounds, or to carry any firearms on any school grounds.

**Disorderly conduct.** It shall be unlawful for any person to conduct or carry on any boisterous or insulting language, or to be guilty of any disorderly, lewd, or lascivious conduct of any kind on any school ground. In addition it shall be unlawful for any person to engage in any dangerous activity on any school ground.

**Games of chance.** It shall be unlawful for any person to conduct or carry on any game of chance on any school ground.

**Alcoholic liquor.** It shall be unlawful for any person to consume or have in his/her possession any alcoholic liquor on any school ground; and it shall be unlawful for any person under the influence of intoxicating liquor to enter or remain on any school ground.

Reviewed and Remains in Effect as Written: 2014-07-07
Date of Last Revision: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Trespassers

Restrictions on the use of school buildings and grounds may be implemented by administrative action. The Lincoln Board of Education hereby delegates to and gives all District and building administrators and their designees full power and authority to implement and enforce restrictions on access to school property and to issue no trespassing commands and stay away/no trespassing letters. Such action shall be taken consistent with constitutional and other legal rights.

All District and building administrators and their designees shall have full power and authority to direct any individual or group to leave school grounds and stay away where such individual or group:

1. has failed to comply with identification or check-in procedures.

2. is determined by an administrator or designee to not have a legitimate school purpose to be on school grounds or

3. is determined by an administrator or designee to present a risk to the safety of building users or a risk of disruption to the educational program including, without limitation, registered sex offenders.

A refusal to leave or stay away as directed will be considered trespassing and shall be reported by the administrators or their designees to proper law enforcement authorities.

When such a situation occurs, an administrator or designee shall initiate the following procedures:

1. Request the individual to leave the property and warn him/her that he/she is trespassing.

2. If the individual is warned and leaves, the administrator shall document the time, date and place of the incident. If the individual had been informed previously that he/she was not to be on school grounds or in the particular place in which he/she was situated, call the police. If not previously so informed, the administrator is to determine if the individual should be informed he/she is not to be on school property any time in the future. The documentation can be used to substantiate a future charge.
BUSINESS

Trespassers (Continued)

3. An individual who refuses to leave should be informed that he/she is considered to be trespassing and asked to leave again.

4. If the individual does not leave, inform him/her that the police will be called and a charge of trespassing filed.

5. If the individual does not leave, call the police.
   a. Give exact location of incident.
   b. Give a complete description of individual or individuals.

6. If the individual is still on school property when the police arrive the individual may be issued a citation or an arrest will be made.

7. If the individual causes other problems - assault, threats, property damage or other - appropriate police and legal action will be taken.

8. The building administrator must be willing to testify in court to substantiate the charges. The administrator may also bring in other witnesses to testify.

Reviewed and Remains in Effect as Written: 2014-07-07
Date of Last Revision: 2010-01-26
Related Policies and Regulations:
Legal Reference:
STUDENTS

Vehicles on School Grounds

The building principal shall establish regulations concerning the operation and parking of vehicles at the school.

All applicable state vehicular laws shall be enforced on school property.

Reviewed and Remains in Effect as Written: 2014-07-07
Date of Last Revision: 2010-01-26
Related Policies and Regulations: 12.08.020 to 12.08.60
Legal Reference: 12.08.020 to 12.08.60
BUSINESS

The Use of Tobacco Products is Prohibited on School Grounds

1. The use of tobacco products is prohibited in all owned and leased school buildings and facilities, including grounds and all vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke including, without limitation, the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, tobacco means any tobacco product (including, but not limited to, cigarettes, cigars and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product lookalikes and products intended to replicate tobacco products either by appearance or effect.

2. Signs will be posted in appropriate areas indicating use of tobacco products is not authorized on school property.

Date of Last Revision: 2014-07-07
Related Policies and Regulations: 3971.4, 4890, 4890.1, 5420
Legal Reference: Neb. Rev. Stat. § 71-5716 to 5734 (Nebraska Clean Indoor Air Act)
BUSINESS

Unmanned Aircraft Systems (Drones)

Unmanned Aircraft Systems (UAS), also called unmanned aerial vehicles or “drones,” are considered aircraft according to the National Transportation Safety Board (NTSB). All aircraft operating in the National Airspace System must follow Federal Aviation Administration (FAA) rules and regulations. Rapid advances in technology provide opportunities for the use of UAS as a tool for education, research and outreach. The purpose of this regulation is to provide clarity and a framework for UAS operations on Lincoln Public Schools (LPS) property, or at or in connection with LPS programs or activities (the “UAS Program”).

The goals of this regulation and the UAS Program are to: (1) support the use of UAS in education, research and outreach within current laws and rules, and (2) protect the safety of the school community; and ensure appropriate oversight for risk management of UAS operations at or in connection with LPS as provided herein. This policy applies to both LPS owned and non-owned UAS when operated by:

- LPS employees, students and other individuals as part of LPS programs or activities on LPS property or at any location (LPS User)
- Individuals performing contracted services for LPS under FAA civil and governmental use at any location (Commercial Civil UAS User) and
- Hobbyists for recreation on or above LPS property

Hobbyists are not permitted to operate UAS on or above LPS property and any such use is deemed a trespass. Use approval protocols, applications and/or checklist documents are to be developed for LPS Users and Commercial Civil UAS Users by the Associate Superintendent for Business Affairs or designee (the “Program Administrator”) who is hereby designated and delegated the authority to issue approvals and otherwise operate and administer the LPS UAS Program as provided herein.

Building administrators and staff shall work with the Program Administrator, personnel in business affairs, instruction, risk management, security and other areas to develop the protocols, procedures and documents to implement this policy, including additional restrictions and sanctions for unauthorized operations on LPS owned or controlled property.

Requirements for UAS Operation

UAS Operations by LPS User

Prior to operating a UAS as part of any LPS activities at any location, the project leader must complete, sign and submit all required information to the Program Administrator and receive approval for UAS flights in support of a specific project. If approved, the UAS operator must follow all LPS policies, state and federal laws and FAA rules and regulations
BUSINESS

Unmanned Aircraft Systems (Drones)

Requirements for UAS Operation

UAS Operations by LPS User (Continued)

(https://www.faa.gov/uas/) including FAA authorization through a Certificate of Waiver or Authorization (COA), Section 333 exemption, and/or other procedures as required by the FAA. UAS operations outside the United States as part of LPS programs or activities also require a special approval and export controls review.

Civil and Governmental UAS Operations

Individuals conducting civil and governmental UAS operations on behalf of LPS, including performing contracted services, must comply with state and federal laws, FAA rules and regulations, and this policy including submission of the required information and receipt of approval by the Program Administrator. Anyone operating a UAS not owned by LPS must provide a COA, Section 333 exemption, and/or other evidence issued by the FAA authorizing them to perform the proposed flight, as applicable. Such operators must also provide credentials and a certificate of insurance to be approved by the Program Administrator which shows adequate UAS liability insurance coverage and names the Lincoln Public Schools as an additional insured.

Prohibited UAS Operations

1. UAS operations by LPS Users or Commercial Civil UAS User without submission of all required information and approval by the Program Administrator are prohibited.

2. UAS outdoor or indoor operations, on or above property owned or controlled by LPS, that is unsafe or that creates an undue hazard to the school community or the public is prohibited.

3. UAS operations, on or above property owned or controlled by LPS, that monitors or records sensitive institutional or personal information or that invades or violates the privacy rights of others is prohibited, including: an individual’s workspace or computer; restrooms; changing, dressing or locker rooms; residential rooms, hallways or lounges; health treatment rooms; or daycare facilities.

4. UAS operations above or in proximity of stadiums, sporting events, playfields or green spaces owned or controlled by LPS is prohibited unless the operator obtains any applicable FAA airspace waiver and the operator is granted an exception by the LPS Program Administrator.
BUSINESS

Unmanned Aircraft Systems (Drones)

Requirements for UAS Operation (Continued)

Penalties for Violation of Policy

Any violations of LPS policies or student code of conduct by an individual will be administered in accordance with applicable LPS discipline protocols, policies and procedures. Individuals who violate this policy may be subject to civil or criminal penalties including trespass and the seizure of the UAS by police or LPS security. Fines, damages and claims against individuals who violate this policy may be the responsibility of that individual.

Date of Adoption: 2017-06-05
Related Policies and Regulations: 
Legal Reference:
BUSINESS

Service Animals

Individuals with a disability shall be permitted to use a service animal on school premises as and to the extent provided by law.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2014-04-22
Original Adoption or Oldest Version: 2014-04-22
Related Policies and Regulations:
Legal Reference:
BUSINESS

Service Animals

1. Definition of Service Animal

A service animal is a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Other species of animals are not service animals for the purposes of this definition, though miniature horses are in certain circumstances entitled to similar treatment.

The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks that a service dog may perform to meet this definition include:

- Navigation: assisting individuals who are blind or have low vision with navigation and other tasks,
- Alerting: alerting individuals who are deaf or hard of hearing to the presence of people or sounds,
- Protection: providing nonviolent protection or rescue work,
- Pulling: pulling a wheelchair,
- Seizure: assisting an individual during a seizure,
- Allergens: alerting individuals to the presence of allergens,
- Retrieving: retrieving items such as medicine or the telephone,
- Physical support: providing physical support and assistance with balance and stability to individuals with mobility disabilities, and
- Interrupting behaviors: helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Work or tasks that are excluded from meeting the definition are:

- Guard dogs: the crime deterrent effects of an animal’s presence and
- Companion dogs: the provision of emotional support, wellbeing, comfort or companionship.
BUSINESS

Service Animals (Continued)

2. Permit Presence of Service Animals

An individual with a disability shall be permitted to be accompanied by his or her service animal in all areas where members of the public, participants in services, programs or activities or invitees, as relevant, are allowed to go. A bona fide trainer of a service animal also has the right to be accompanied by such animal in training. The individual may not be required to pay an extra fee for the service animal to attend events for which a fee is charged.

Service animals may be excluded from school premises if:

a. The service animal is out of control and the service animal’s handler does not take effective action to control it;

b. The service animal is not housebroken; or

c. The presence of the service animal poses a direct threat to the health or safety of others. To determine whether a “direct threat” exists, an “individualized assessment” is to be made to ascertain: the nature, duration and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices or procedures or the provision of auxiliary aids or services will mitigate the risk.

3. Control of the Service Animal

The service animal must be under the control of its handler. In most cases, the dog must have a harness, leash or other tether. The service animal does not need to be on a leash, however, if the handler is unable because of a disability to use a leash. A leash is also not required if it would interfere with the service animal’s safe, effective performance of work or tasks. If either of the leash exceptions applies, the service animal must be under the handler’s control via voice control, signals or other effective means.

4. Responsibility for Care or Supervision

The School District is not responsible for the care or supervision of the service animal. The individual with the service animal shall be liable for any damage done to the premises or facilities or to any person by such animal.
BUSINESS

Service Animals (Continued)

5. Inquiries.

When addressing a service animal matter, staff shall not ask about the nature or extent of the person’s disability.

Staff may not ask questions about the dog’s qualifications as a service animal when it is readily apparent that the dog is trained to do work or perform tasks for an individual with a disability. Examples include where the dog is observed guiding an individual who is blind or has low vision, pulling a person’s wheelchair or providing assistance with stability or balance to an individual with an observable mobility disability.

Where it is not readily apparent that the dog qualifies as a service animal, staff may ask if the dog’s presence is required because of a disability and what work or task the dog has been trained to perform. Staff may not require documentation such as proof that the dog has been certified, trained or licensed as a service animal.

Date Regulation Reviewed: 2014-04-22
Legal Reference:
BUSINESS

Maintenance of Plant

The Lincoln Board of Education intends that all property, buildings, facilities and grounds will be properly maintained.
BUSINESS

Maintenance — Utilities

Facilities and equipment utilizing various utilities should be continually observed according to the following rules:

1. Reports concerning hazardous conditions, faulty equipment and other disorders should be made to the Facilities and Maintenance Department.

2. Periodic checks on fire alarms shall be made in accordance with state law.
BUSINESS

Operations — Supplies

Custodial supplies and small equipment shall be ordered for each building by the Custodial Supervisor. The Lincoln Public School District’s Director of Custodial Services shall be responsible for testing and recommending the purchase of supplies and small equipment. The Purchasing Department shall be responsible for purchasing and distributing the supplies and equipment as ordered by the Custodial Supervisor. Records of orders shall be maintained in the Custodial Department.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Communication Systems

The installation, removal or modification of communication systems are approved in accordance with the District connectivity plan and are ordered by the Maintenance Department. Placement of telephones within buildings is under the jurisdiction of the building principal according to the following:

1. Frequency and necessary use should generally determine placement, except for those locations having crucial use unrelated to frequency.

2. Single lines to one user are discouraged. Extensions should be used to increase overall availability of lines. Among professional staff, claims for privacy are not sufficient to necessitate single lines with no extensions.

3. All communication services are designed for District business and instruction utilization.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Maintenance — Security: Keys

Upon request, teachers shall be issued keys to an exterior door, the interior hallway doors and gates and the faculty lounge of their base school at the beginning of the contract period. Keys will be returned on the last working day of contracted duty.

1. Administrators of each building will prepare and maintain a log which will include the following details:
   a. Building name,
   b. Individual receiving a building key,
   c. Room’s number the key will be used,
   d. Date key was issued,
   e. Date key was returned.

2. Administrators of each building will insure all building keys will be kept in a safe and secure place.

3. Issuing and the making of additional building keys will only be done by a requisition through the building administrator to Facilities and Maintenance. No district keys will be prepared by an outside vendor.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Maintenance of Plant — Painting Program

Exterior Painting - All buildings in the Lincoln Public School system are properly prepared and painted on a five-year rotation. Exterior painting is done during the summer months. In order to avoid the need of offering vendor contracts for buildings maintained by the school system, an average of 10 buildings should be completed each summer.

The procedure of the District is to maintain the original color combinations of each building as long as it is practical. Occasionally, however, a color change may be necessary due to alterations in the structure of the building such as the replacement of windows and door frames, insulated window panels or other architectural changes. Any change in the existing pattern or color of a building shall be made jointly by the Associate Superintendent for Business Affairs, the building principal and the Paint Superintendent.

Interior Painting - All buildings in the Lincoln Public School system are intended to be properly prepared and painted on an eight-year rotation. Interior painting is conducted on a continuous basis throughout the year by the permanent Paint Department staff. The execution of interior painting projects are coordinated by the Building Craft/Paint Superintendent and the building principal in order to avoid any conflict with the daily room assignment.

The intent of the Paint Department is to permit the building principal and the classroom teacher wide discretion in the selection of interior building colors. The approved guidelines for color selection are available from the Painting Department.

Locker Refurbishing - All locker door surfaces designated for refurbishing will be properly prepared and electrostatically painted on the basis of need. Lockers should be painted during the summer months while not in use and completed prior to any interior painting required in the building. Broken or damaged parts will be repaired or replaced and an attempt will be made to straighten any dents in the doors prior to finish painting.

The intent of the Paint Department is to retain the original color scheme whenever possible. Changing the color of the lockers is discouraged.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

School Ground Equipment and Maintenance

The maintenance and care of District real estate and grounds are the responsibility of the Associate Superintendent for Business Affairs. The maintenance and care of school grounds are supervised by the Grounds Superintendent or building staff as designated by the Facilities and Maintenance Department.

Any changes to the topography, ground cover, landscaping or the installation of instructional, playground or outdoor athletic equipment of school grounds shall have prior approval by the Division of Business Affairs.

Building administrators desiring to make changes in school grounds shall submit a request to the Division of Business Affairs outlining those changes on a facilities improvement request and plot plan. Parent groups or staff members should submit suggestions for changes in the school grounds to the building administrator.

Requests should not include changes which:

1. impede removal of snow by staff
2. create health or safety hazards
3. require additional ground or operation staff hours to maintain
4. fail to comply with the intended master landscape plan
5. will cause clearly foreseen problems for the school or neighborhood involved
6. violate any city ordinance.

Ground cover or playground equipment installed without prior approval may be removed by the Grounds Department for failing to comply with the above procedures.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Energy Conservation

It is the goal of the Lincoln Public School District to minimize the consumption of vital energy sources within the day-to-day operations of the Lincoln Public School system without negatively affecting the instructional activities program for students and the community use of school facilities.

The prime consideration for heating comfort is that the classroom will be at maximum allowed heating temperatures during the period of time that the classes are in session and that staff and public may continue to use the building at lower temperatures.

To continue to provide for the community use of the facilities, long-range renovation plans provide that in limited areas there will be the ability to maintain appropriate heating/cooling levels for their particular use.
BUSINESS

Maintenance — Energy Conservation

The total Lincoln Public School District plan for energy conservation is designed for each individual facility. Because each facility has a different use pattern, has a different type of construction, has a differently designed heating and ventilating system, may or may not have been recently renovated, each has its own heat gain and loss characteristics. Due to these different physical conditions and outside weather conditions, the time required to change the temperature from a minimum to an appropriate level varies in each building, making it impossible to establish a uniform District-wide start-up and set-back time.

A. Long-Range Plans

1. Renovation of existing and the designing of new buildings shall include concepts stressing low energy consumption.

2. Energy monitoring and control equipment shall be installed in District buildings, when cost effective, for energy conservation.

3. Lighting wattage shall be reduced and high intensity or more efficient lighting equipment shall be installed and used as a long-range replacement program.

B. General Energy Conservation Operating Procedures

1. Space Heating

   Space heating in District buildings shall be set according to the following temperatures whenever practical:

<table>
<thead>
<tr>
<th></th>
<th>Elementary</th>
<th>Secondary/Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupied</td>
<td>70</td>
<td>70</td>
</tr>
<tr>
<td>Unoccupied</td>
<td>55</td>
<td>55</td>
</tr>
</tbody>
</table>

2. Space Cooling

   Space cooling in the District buildings equipped with air conditioning shall be set according to the following temperatures:

<table>
<thead>
<tr>
<th></th>
<th>Elementary</th>
<th>Secondary/Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupied</td>
<td>74</td>
<td>74</td>
</tr>
<tr>
<td>Unoccupied</td>
<td>Shutoff</td>
<td>Shutoff</td>
</tr>
</tbody>
</table>
BUSINESS

Maintenance — Energy Conservation (Continued)

3. Ventilation
   a. Ventilation Equipment – Exhaust fans and ventilation fans shall be operated ½ hour after the beginning of the first class of the day and turned off ½ hour before the end of the last class of the day except in locations where greater use is necessary.
   b. Doors – Building doors shall be kept closed when boilers or air conditioners are operating to ensure maximum temperature comfort within the building. Outside door holders shall be removed to insure that doors are kept closed.
   c. Windows – Windows shall be kept closed when heating or cooling equipment is operating. Also, efforts to adjust shades and blinds shall be recommended in order to make optimum use of solar heat gain and natural lighting.
   d. Traffic Patterns – Efforts shall be made to establish efficient traffic patterns into and out of buildings to minimize the use of outside doors during the operation of heating and cooling equipment.
   e. An aggressive program of maintenance and repair of all heating and cooling equipment shall be implemented to insure peak operating efficiency.
   f. A program of in-service training for District staff members in general, and custodial and maintenance staff in particular, shall be used to insure efficient operation of equipment and attention to energy conservation practices.
   g. One boiler shall be operated when oil is used for heating unless it positively cannot handle the load.
   h. Principals and teachers shall report malfunctions of equipment rather than attempting to alleviate them.

4. Electricity
   a. Lighting shall be reduced in non-critical areas such as hallways, courtyards, grounds and ornamental areas (spots, display cases, etc.) where feasible.
   b. Electric heaters shall not be used.
   c. Custodians shall light only the areas in which they are working during evening custodial hours.
BUSINESS

Maintenance — Energy Conservation (Continued)

d. Individual responsibility for light control shall remain with staff persons using the room or area.

e. All equipment which is not in use shall be disconnected or switched off to reduce electrical load.

f. Electric motors shall be kept clean.

g. Light fixtures shall be cleaned inside and out on a regular basis.

5. Water/Sewer

a. Water conservation shall be practiced at all times and leaks should be reported for repairs immediately.

b. Lavatory and shower hot water temperatures shall be set at 105 degrees.

c. Hot water used for sanitation purposes in cafeteria areas shall not exceed 180 degrees.

d. Lavatory and shower flow rates shall be limited to three gallons per minute or less.

e. Swimming pools shall be maintained at 80 degrees.

6. Community Use of Buildings

a. Building use by community groups shall not be discouraged or curtailed except by user choice.

b. Provisions shall be made in selected areas of buildings where heating or cooling can be supplied to limited areas for after-hour building uses.

7. Closing of Schools

School shall be dismissed when there is less than a two-day supply of oil available and resupply is not guaranteed. Buildings shall be operated at the lowest temperature possible to avoid immediate damage.
BUSINESS

Maintenance — Energy Conservation (Continued)

8. Reports
   a. Energy consumption data shall be collected and analyzed on a school-by-school basis.
   b. Energy reports shall be made available upon request to the Business Affairs Office.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations: 3970.1
Legal Reference:
BUSINESS

Facilities — Guidelines for Closing Schools

In general, schools will be considered for closing when the enrollment drops below a level at which instruction can be efficiently delivered, when a more adequate facility is within walking distance, when learning problems are created by the environment around the building or when the building is unsafe. Schools will be considered for closing if such closing assists in balancing building utilization throughout the District. Buildings closed as attendance centers should be considered for alternate School District uses or surplussed.

If staff makes a recommendation for closing schools, the recommendation will be made to the Lincoln Board of Education in August. In no case will a recommendation be implemented until the next school year after it is made.

In making recommendations to close a school, staff will consider the following guidelines:

1. A strong consideration for closing schools shall relate to opportunities for improving or maintaining the instructional program for students at the school to be closed as well as at the receiving school at costs which are reasonable and comparable to those for other buildings within the Lincoln Public School District.

2. Decisions to close schools shall consider the structural and instructional adequacy of the facility with respect to safety, suitability for the instructional program, accessibility, environment surrounding the building and the costs involved in maintaining its adequacy.

3. Decisions to close schools shall consider if enrollment is sufficient for the provisions of a complete instructional program at an efficient cost. Such consideration shall include the prognosis for future enrollment, determination if there are additional areas that the building might serve, determination of the potential for housing special school programs or other community activities in the building and consultation with city and county planning officials.

4. Decisions to close schools shall consider the proximity of alternate sites for the students affected. To preserve the neighborhood concept, a primary consideration will be the extent to which students have access to an alternative site within walking distance which also has available space. If transportation is involved, consideration must be given to distances traveled and costs involved to sites that have adequate facilities.
BUSINESS

Facilities — Guidelines for Closing Schools (Continued)

5. In considering whether to close a school, potential impact of the closing on the affected neighborhood as well as projected cost savings will be taken into account.

6. Decisions to close schools shall take into account potential for other reasonable uses of the building.

7. Decisions to close schools shall involve appropriate opportunities for public information and discussion and in no case shall be accomplished without benefit of public hearing.

8. Recommendations from staff regarding school closings shall be accompanied by data to demonstrate that the guidelines have been applied.
BUSINESS

Facilities — Naming Facilities

School facilities are named according to the following procedures:

1. The Lincoln Board of Education will appoint a special ad hoc committee whose function shall be to review potential names for a building or major addition and to make recommendations to the Board.

2. The committee shall have representation from the Board as well as representation from lay citizens.

3. The public and members of the staff will be invited to suggest names to the committee along with the documentation to support the nomination.

4. The committee will be allowed to establish its own procedural steps but may be instructed as to criteria for selection of a name by the Board.

5. Existing facilities will not be rededicated or renamed unless the facility is relocated to a new site or a different purpose is designated for an existing facility.

6. Rooms in an existing facility will not be named.
BUSINESS

Facilities — Procedures for Naming School Facilities

In accordance with Lincoln Board of Education policy 3997, the Board will appoint an ad hoc committee. This committee will consist of eight to 12 members; three will be from the Board. Each Board member will be asked to submit to the president names of potential committee members from the Lincoln community.

The procedure for naming a facility will follow the recommended format:

1. The committee will be chaired by a member from the Board appointed to the committee.

2. A staff member from the Superintendent’s Office will be assigned to the committee to assist the committee in obtaining information or communicating with others as directed by the chairperson.

3. It is recommended that no more than 20 days should be used to solicit names for the new facility from the community. The committee will utilize the local media to solicit names to be submitted to the committee. Names submitted from the public will be addressed to the committee in writing and mailed to the central office staff member assigned.

4. The committee will establish timelines and schedules for completing their assignment.

5. The committee may solicit names from the community or members on the committee. In considering names for the facility, the committee shall consider individuals, living or dead, who have contributed to education or to the Lincoln community. Neighborhoods where the facility may be located shall also be considered by the committee.

6. Upon review of these names, the committee will vote and the name receiving the most votes will be recommended to the total board for their approval.

Date Regulation Reviewed: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Staff and Student Memorials

Should a person or persons seek to memorialize the death of a student who is currently or previously enrolled in grades PreK-12 at Lincoln Public Schools or of a staff member currently or previously employed by the Lincoln Public Schools, the following regulation shall be followed.

It is not the practice of Lincoln Public Schools to conduct memorial ceremonies in the school setting or at activities affiliated with the school district or to publish memorials in print or online versions of Lincoln Public Schools publications.

With the approval of the student’s building principal or the employee’s department leader and input from the district crisis team, memorials may only be established if there is no cost to the district with the consent of the deceased student’s parents or guardians or the deceased employee’s family and only through the Foundation for Lincoln Public Schools.

Memorials through the Foundation for Lincoln Public Schools include the following:

1. Monetary funds designated for scholarship(s).
2. Monetary funds designated for library books, digital media, supplies and equipment, with the approval of the school principal or department leader. Items purchased through these funds will become part of the Lincoln Public Schools and their maintenance and potential removal will be governed by the District.
3. Monetary funds designated to a particular activity or department. Providing these funds does not result in an agreement to “name” the activity or department in that person’s honor.
4. Monetary funds designated for plantings on school grounds, such as trees, shrubs, perennials and garden elements. The type and placement of these requires the additional approval of the Facilities and Maintenance Department. Items purchased through these funds will become part of the Lincoln Public Schools and their maintenance and potential removal will be governed by the District.

Any memorial display in existence at the time these regulations are initially adopted, whether in compliance with these guidelines or not, will be removed when four years have elapsed since the death of the individual and offered to the parents or guardians or family, if possible.

Parents or guardians or family members of deceased students and employees are encouraged to inform the school or department responsible for the location of the memorial display of any change of address so the memorial displays may be returned to them, if possible.

Date Regulation Approved: 2015-11-10
Related Policies and Regulations:
Legal Reference:
BUSINESS

Facilities — Dedication Plaques

When constructing new schools, a dedication plaque will be affixed prominently in the main entry/foyer of the building. Such plaque will include the following information:

1. Name of the new school;
2. Names of the Lincoln Board of Education members serving on the date of the commitment to build the new school;
3. Name of the Superintendent of Schools on the date of the commitment to build the new school;
4. Name of the Architectural Firm that designed the school; and
5. Date of school opening.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2010-01-26
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations:
Legal Reference:
BUSINESS

Facilities — Video Surveillance

The Lincoln Board of Education authorizes the use of video cameras and other passive electronic measures (such as motion detectors) for monitoring transportation and interior and exterior public areas for the purposes of ensuring the health, welfare and safety of staff, students and visitors, safeguarding district facilities and equipment and maintaining student discipline and an appropriate educational and work environment. The devices shall not be placed or operational in locations in which individuals have a high expectation of privacy, such as restrooms and locker rooms. Video recordings are considered student educational records and may be subject to FERPA guidelines.

An annual Board review of the use of video surveillance will occur.
BUSINESS

Facilities — Video Surveillance

1. Placement. Video cameras and similar devices are authorized to be used on school facilities, school vehicles and other places within the control of the District. The locations in which the devices will be placed and the times the devices will be in use are to be determined by the Superintendent or the Superintendent’s designee consistent with the purposes set forth in this policy. The devices shall not be placed or operational in locations in which individuals have a high expectation of privacy, such as restrooms and locker rooms.

2. Notice. Notice of the fact that video surveillance cameras are being utilized shall be given through appropriate mechanisms, such as by posting signs in the building entry and other locations and by including a notice in the student-parent and staff handbooks. If sound recording is deployed, notice of such shall also be given.

3. Viewing Monitors and Video Recordings. Monitors used to view video recordings are to be located and positioned such that only authorized personnel are able to see the images on the monitors, to the extent practicable. Only authorized personnel shall be allowed to view recorded video. Authorized personnel for these purposes are: school administrators, security staff, school staff members with a direct involvement with the recorded contents of the specific video recording and employees or agents responsible for the technical operations of the system (for technical purposes only).

School administrators may allow law enforcement officers to view monitors and recorded video when such is consistent with school security and discipline and consistent with law.

Students shall not be permitted to view the monitors. Students shall not be permitted to view recorded video except where the individual student is the focus of the recorded video.

4. Use of Video Recordings. Video records may be used as a basis for student or employee disciplinary action and for making reports to law enforcement.

5. Video Recordings as Education Records. Video recordings will be maintained as confidential records to the extent provided for by law.

6. Maintaining Video Recordings. The District shall comply with all applicable state and federal laws related to record maintenance and retention of video recordings. Video recordings that contain personal information shall be securely stored and, when such recordings are no longer needed or required to be maintained, shall be properly disposed of or erased.
B USINESS

Facilities — Video Surveillance (Continued)

7. Maintaining the Integrity of the Video Surveillance System. The building principals or designees shall be responsible for periodically checking the video surveillance system within their building to ensure it is operating properly. Students or staff who vandalize, damage, disable or render inoperable surveillance cameras or equipment or use the video surveillance system in a manner that is not consistent with the purposes set forth in this regulation, shall be subject to appropriate disciplinary action (up to and including expulsion for a student and termination for a staff member) and referral to appropriate law enforcement authorities.

Date of Last Revision: 2014-07-07
Related Policies and Regulations: 3550.1
Legal Reference:
State Records Administrator Guidelines:
Schedule 10: Records of Local School Districts (Feb. 1989)
Schedule 24: Local Agencies General Records (March 2005)
Electronic Imaging Guidelines (March 2003)
HUMAN RESOURCES

Purpose

In order to support the Lincoln Board of Education and its mission to provide the highest quality education for all, the Human Resources Division, through the administrative direction of the Associate Superintendent for Human Resources, will facilitate the recruitment, selection, support and development of all employees so that each student receives the maximum opportunity for growth.

The Human Resources Division provides leadership and coordination throughout the District related to the following functions:

1. Personnel.
2. Employee Benefits.
3. Risk Management.
4. Staff Development for Certificated, Classified and Hourly Staff.
5. Employee Relations.
HUMAN RESOURCES

Employee Classifications

Lincoln Public Schools classifies employees into three general categories:

1. Certificated employees are employees performing duties requiring a certificate issued or license accepted by the Commissioner of Education. Although substitute teachers hold a certificate, they are not included in this category for the purposes of employee classification.

2. Classified employees are employees with regular work assignments whose job classifications do not require a certificate issued by the Commissioner of Education. Classified employees are at-will employees, unless otherwise designated.

3. Hourly employees (i.e. substitute teachers, summer crew, etc.) are at-will employees.
HUMAN RESOURCES

Employee Classifications

The Human Resources Division determines the job title and the classification of each employee taking into consideration relevant state laws and Nebraska Department of Education regulations. The descriptions below do not include every position within the District but indicate the general separation of employees into the three categories:

1. Certificated employees include teachers and other educators, as well as school psychologists, school social workers and registered nurses. Also included are administrators who perform duties requiring a certificate issued by the Commissioner of Education.

2. Classified employee groups include technicians, office professionals, custodians, maintenance employees, food service workers, paraeducators and transportation employees. Also included are administrators who do not hold certificates issued by the Commissioner of Education.

3. Hourly employees include, but are not limited to, summer crew employees, mentors and substitutes for certificated and classified staff.

Date of Last Revision: 2015-01-27
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Job Descriptions

Job descriptions for the various employment positions are developed and maintained by the Human Resources Division. Each job description indicates whether a position is exempt or nonexempt in accordance with the Fair Labor Standards Act (FLSA).

Employees must maintain all licensure or certification required by the position as a condition of continued employment. The employee must immediately report the loss or suspension of licensure or certification to the appropriate supervisor in Human Resources.
HUMAN RESOURCES

Probationary/Permanent Certificated Employee Status

Probationary certificated employees and permanent certificated employees, commonly referred to as tenured employees, shall be as defined in state statute.

Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations: 79-824 to 79-842
Legal Reference: 79-824 to 79-842
HUMAN RESOURCES

Substitute Teachers

Substitute teachers must meet all applicable requirements of Lincoln Public Schools, the Nebraska Department of Education and state law. Substitute teachers are appointed on a temporary basis and are not covered under the provisions of the Nebraska Teacher Employment Act. The process for assigning substitute teachers is determined by Human Resources.

Substitute teacher guidelines are covered by the Substitute Teacher Handbook and classified employee substitutes are covered by the Classified Employee Handbook. Procedures for obtaining substitute teachers are covered in the Teacher Absence Handbook.

All substitute teachers are required to assume duties as directed, and are subject to the same rules and regulations as teachers.

Date of Last Revision: 2015-01-27
Related Policies and Regulations: 79-802; 79-824 to 79-842; 79-902 et seq.
Legal Reference:
HUMAN RESOURCES

Recruitment

To attain the goal of selecting the best qualified and diverse employees, the Lincoln Public Schools maintains a comprehensive, aggressive program of staff recruitment and retention.
HUMAN RESOURCES

Recruitment Procedures for Employees

Elements of the Lincoln Public Schools recruitment program include:

1. Contacts with agencies and institutions which supply personnel.
2. Global advertising of available positions.
3. Staff visits to college campuses.
4. Participation in job and career fairs.
5. Regular publication of vacancies.
6. Practicum and student teacher placements.

It is the responsibility of the Associate Superintendent for Human Resources or designee to determine the personnel needs of the School District and to identify suitable candidates to recommend for employment to the Lincoln Board of Education. Recruitment costs are part of the Human Resources budget.

Date of Last Revision: 2015-01-27
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Equal Employment Opportunity (EEO) and Recruitment

The Lincoln Public Schools, through a comprehensive recruitment program, will employ an effective, well-qualified and diverse staff. To that end, the Lincoln Public Schools shall actively recruit well-qualified and diverse certificated, classified and hourly applicants.

There shall be no discrimination against any employee or applicant for employment by reason of race, color, national origin, religion, marital status, sex, age, disability, pregnancy, childbirth or related medical condition, sexual orientation, veteran status or any other protected class under state or federal law.

Reviewed and Affirmed by the Board:
Last Revision: 2017-12-12
Original Adoption or Oldest Version: 2015-08-25
Related Policies and Regulations:
Legal Reference:

HUMAN RESOURCES

Vacancy Notice

The decision to publicize a vacancy will be made by Human Resources staff in compliance with negotiated agreements, any Lincoln Board of Education directives and applicable state and federal laws. Appropriate notice of vacancies will be given in an effort to provide existing staff members and external applicants the opportunity to apply.

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2015-03-24
Original Adoption or Oldest Version: 2015-03-24
Related Policies and Regulations: 
Legal Reference:
HUMAN RESOURCES

Vacancy Notification Procedures

Human Resources utilizes the following process for notification of vacancies:

1. The supervisor notifies Human Resources of the need to fill a vacancy.
2. Human Resources verifies if budget approval exists for the position and the position conforms with any Lincoln Board of Education directives.
3. The job description is created or reviewed.
4. Human Resources determines if the vacancy will be advertised prior to filling the vacancy.

Date of Last Revision: 2015-01-27
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Selection and Assignment of Employees

The process for the selection and assignment of staff is the responsibility of the Human Resources Division. It shall be the duty of the Associate Superintendent for Human Resources or designee to assure that all persons meet the qualifications established by law and the Lincoln Board of Education for the position. The Lincoln Public Schools shall strive to attract and retain the best qualified personnel available for every position.

The selection procedure is uniformly applied to every candidate. There shall be no discrimination against any employee or applicant for employment by reason of race, color, national origin, religion, marital status, sex, age, disability, pregnancy, childbirth or related medical condition, sexual orientation, veteran status or any other protected class under state or federal law.

Human Resources maintains pools of potential applicants for the most frequently filled positions in order to reduce the time needed to fill vacancies.

The assignment or reassignment of administrators is the right of the Superintendent.

Reviewed and Affirmed by the Board:
Last Revision: 2017-12-12
Original Adoption or Oldest Version: 2015-01-27
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Screening and Selection

The Human Resources Division coordinates the applicant screening and selection process. This process is uniformly applied to every candidate for a particular position, but can vary depending upon the position. Candidates may be eliminated from consideration throughout the process.

1. All persons must complete the appropriate application and provide requested accompanying documentation prior to consideration for employment.

2. The Human Resources Division coordinates an examination of the application and supporting material.

3. The rehiring of a former employee is contingent on a positive performance review. A former employee who was terminated, or who resigned in lieu of termination, for reason of violating a workplace conduct rule or unsatisfactory job performance is not eligible for rehire.

4. Reference checks are completed.

5. Structured interviews are coordinated by the Human Resources Division.

6. A supervisor conducts one or more interviews.

7. The supervisor makes a recommendation to the Human Resources Division concerning the selection for the position.

8. The Human Resources supervisor makes a conditional job offer and initiates background checks, including but not limited to criminal history, sexual offenses, child abuse; and any other requirement(s) for the position, i.e. post offer physical, Department of Transportation physical, licensing, etc.

9. Upon completion of the above checks, the Associate Superintendent for Human Resources recommends acceptable candidates to the Lincoln Board of Education.

10. The Board makes the final decision concerning the employment of the candidate.
HUMAN RESOURCES

Transfer of Employees

The following procedure applies to certificated and classified employees:

1. Staff may request a transfer to an assignment following established procedures and practices.

2. In order to be considered for the position, staff must meet the minimum requirements for the position and be able to perform the essential functions of the position with or without reasonable accommodations.

3. Transfers may be made administratively by the Human Resources Division.

4. With Human Resources approval, supervisors may change assignments within a building or department for similar positions.

Reviewed and Remains in Effect as Written: 2015-08-25
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Fitness for Duty Requirements

Applicants must be physically and mentally capable of performing the essential functions with or without reasonable accommodations for the job to which they are applying. The School District complies with all federal and state laws regarding the collection of pre-employment health and medical information.

Some positions have physical requirements which must be demonstrated by satisfactorily completing the post-offer physical exam at the facility designated by the District. This will only be required after a conditional offer of employment has been made. The cost of such exams will be covered by the District.

Reviewed and Remains in Effect as Written: 2015-08-25
Related Policies and Regulations:
Legal Reference: 48-1107.02; Americans with Disabilities Act
HUMAN RESOURCES

Employment of Family Members

1. A member of the Lincoln Board of Education, administrator or other employee with supervisory responsibilities may employ, recommend or supervise the employment of an immediate family member if:

   a. He or she does not abuse his or her official positions as such “abuse” is defined at paragraph 5 below;
   b. He or she makes a full disclosure on the record to the Board and a written disclosure to the Superintendent and/or Secretary of the Board; and,
   c. The Board approves the employment or supervisory position.

2. No immediate family member of a Board member, administrator or other employee with supervisory responsibilities shall be employed by the School District:

   a. Without the School District first having made a reasonable solicitation and consideration of applicants for such employment.
   b. Who is not qualified for or able to perform the duties of the position.
   c. For any unreasonably high salary.
   d. Who is not required to perform the duties of the position.

3. The Board, administrators or other employees with supervisory responsibilities shall not terminate the employment of an employee so as to make funds or a position available for the purpose of hiring an immediate family member.

4. Prior to, or as soon as reasonably possible after, the official date a Board member takes office or an employee assumes his or her responsibilities, such Board member, administrator or other employee with supervisory responsibilities shall make a full disclosure of any immediate family member employed in a position subject to this policy.

5. Abuse of an official position includes, but is not limited to, employing an immediate family member:

   a. Who is not qualified for or able to perform the duties of the position;
   b. For any unreasonably high salary; or,
   c. Who is not required to perform the duties of the position.
HUMAN RESOURCES

Employment of Family Members (Continued)

6. A member of the Board may not be employed to teach in the School District. A member of the Board may not cast a vote in the election of any employee when the Board member is related by blood or marriage to such employee.

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2009-04-14
Original Adoption or Oldest Version: 2009-04-14
Related Policies and Regulations: 49-1499.04 et seq.; 79-544; 79-818
Legal Reference:
HUMAN RESOURCES

Procedure for Employment of Family Members

1. The Superintendent or Superintendent’s designee shall provide each Lincoln Board of Education member with copies of state statutes of Nebraska pertaining to conflicts of interest at the organizational meeting of the Board. In addition, any newly appointed or elected Board member shall be provided such statutes.

2. A notification form identifying family members will be provided to Board members and employees for filing with the Secretary of the Board in the event of the applicability of Policy 4310.

3. The Secretary of the Board will maintain an official file of such notifications which will be available for public examination.

4. A copy of the statement of a family relationship of an employee subject to Policy 4310 will be maintained in the newly-hired employee’s file. Prior to the Board taking action with regard to employment a statement will be made for the record of such family relationship. The minutes of the meeting will reflect such statement.

Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations: 8260, 8260.1
Legal Reference: 49-1499.04 et seq.; 79-544; 79-818
HUMAN RESOURCES

Employment of Staff

Upon the recommendation of the Superintendent or the Associate Superintendent for Human Resources, the Lincoln Board of Education shall employ staff to conduct the educational, operational and business affairs of the District.

The Associate Superintendent for Human Resources or designee shall notify each employee of the election and shall be responsible for completing the required documentation. The Human Resources Division shall keep accurate records of all employment and records of service.
HUMAN RESOURCES

Personnel Records

Official personnel records shall be maintained by the Human Resources Division according to state and federal laws.

Personnel files shall be available for inspection by the employee in the presence of an administrator, except pre-employment and job promotion materials including confidential references. Any employee shall, upon his or her request, have access to his or her personnel file maintained by the District and shall have the right to attach a written response to any item in such file. An employee may, in writing, authorize any other person to have access to such file. Such authorization shall be honored by the District.

No other person, except school officials engaged in their professional duties, shall be granted access to such file nor should the contents thereof be divulged in any manner to any unauthorized person.

The social security number is optional. It will be used by school officials to conduct background checks for employment purposes, for personnel and payroll processing and for mandatory or voluntary employee benefit programs, if employed.

The term “school officials” as used herein may include individuals within the District or individuals or companies outside the District who are providing programs, services or benefits to employees and in such capacity are deemed as acting for the District. Continuing employment shall constitute consent to this definition and the release of such information unless the employee has directed otherwise in writing.

Attorney communications files may also be maintained by the Human Resources Division. These files and the records in them are made and kept for the purpose of facilitating the rendition of professional legal services to the District. Attorney communications files include attorney-client privileged information, or work product of the District and an attorney in furtherance of the rendition of professional legal services, and are not part of employee personnel files.

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2009-04-14
Original Adoption or Oldest Version: 2009-04-14
Related Policies and Regulations:
Legal Reference: 27-503; 79-539; 78-8,109; Section 7 of the Privacy Act of 1974, as amended, 5 U.S.C. § 552a (note)
HUMAN RESOURCES

Employee Records

1. The official personnel records of all employees shall be maintained by the District Human Resources Division.

2. An employee’s personnel file may contain an application and supporting documentation, personnel action forms, evaluative materials, contracts and other documents as determined by the Associate Superintendent for Human Resources or designee.

3. Determination of what becomes or remains part of the personnel file is the responsibility of the Associate Superintendent of Human Resources or designee.

4. An employee or authorized representative can only review his/her personnel file by scheduling an appointment with an administrator or supervisor in the Human Resources Division.

5. At the time of the personnel records appointment, the employee will sign acknowledgement of the review.

6. A teacher, administrator or other employee shall have the opportunity, upon request, to review the employee’s personnel file and to include a response in the personnel file.

7. Anonymous letters, materials and/or records of anonymous phone calls shall not be placed in an employee’s personnel file.

8. The District will maintain other employee records as necessary to conduct business and comply with all state and federal rules, regulations and laws. These records are only available for review by designated administrators and supervisors. Examples of these records may include, but are not limited to, medical records, background checks, Employment Eligibility Verifications (I-9) forms, payroll records, HCRT/ADA and workers’ compensation files.

Date of Last Revision: 2015-01-27
Related Policies and Regulations:
Legal Reference: 79-539; 79-8,109
HUMAN RESOURCES

Personnel Lists

Personnel lists and any District staff directory will not be provided to any person or agent other than District personnel, without the permission of the Associate Superintendent for Human Resources or designee. Upon written request, the Associate Superintendent for Human Resources or designee will provide names of employees by building. Employees’ home addresses, phone numbers and social security numbers constitute personal information regarding District personnel and will not be disclosed. Employees’ home addresses and phone numbers do not constitute routine directory information.

The District designates the following information as “directory information” and will give parents/guardians such information upon request:

1. Whether the certificated staff member has met State qualifications and licensing criteria for the grade levels and subject areas in which the certificated staff member provides instruction.

2. Whether the certificated staff member is teaching under an emergency or provisional teaching certificate.

3. The baccalaureate degree major of the certificated staff member, along with information about other graduate certification or degrees held by the certificated staff member, and the field of discipline of the certification or degree.

4. Whether the child has been assigned, or has been taught for four or more consecutive weeks, by a certificated staff member who does not meet the requirements of the No Child Left Behind Act.

5. The qualifications of the paraeducator assigned to their child.

Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations: 84-712.05; NCLB (34 CFR 200.61)
HUMAN RESOURCES

Shredding Consumer Reports

Lincoln Public Schools will take reasonable measures to protect against unauthorized access to consumer information from consumer reports.¹ A consumer report includes criminal background checks performed on applicants or employees by a third party. It does not include criminal checks performed by school staff.

Reasonable measures to protect against unauthorized access to or use of consumer information in connection with its disposal include the following examples. These examples are illustrative only and are not exclusive or exhaustive methods for complying with this directive.

1. Shredding of papers containing consumer information so that the information cannot practicably be read or reconstructed. Burning or pulverizing such papers are also options, where appropriate.

2. Destruction or erasure of electronic media containing consumer information so that the information cannot practicably be read or reconstructed.

3. After due diligence,² entering into and monitoring compliance with a contract with another party engaged in the business of record destruction to dispose of material in a manner consistent with this directive.

This does not require that the consumer reports information be disposed of; rather, it specifies the action to be taken whenever such disposal occurs. Questions regarding the disposal of consumer reports information should be directed to the Superintendent or the Superintendent’s designee.

¹“The term ‘consumer report’ means any written, oral or other communication of any information by a consumer reporting agency bearing on a consumer’s creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing the consumer’s eligibility for … (B) employment purposes.”  Fair Credit Reporting Act, 15 U.S.C. § 1681a(3).

²The FTC rule states: “In this context, due diligence could include reviewing an independent audit of the disposal company’s operations and/or its compliance with this rule, obtaining information about the disposal company from several references or other reliable sources, requiring that the disposal company be certified by a recognized trade association or similar third party, reviewing and evaluating the disposal company’s information security policies or procedures or taking other appropriate measures to determine the competency and integrity of the potential disposal company.”

Date of Last Revision: 2015-01-27
Related Policies and Regulations: 
Legal Reference: FTC Rule on Disposal of Consumer Report Information and Records, 16 CFR Part 682
HUMAN RESOURCES

Social Security Numbers

Employee social security numbers shall be kept confidential to the extent required by law. Use of more than the last four digits of an employee’s social security number shall be made by the District only for:

1. **Legal Mandates.** Compliance with state or federal laws, rules or regulations.
2. **Internal Administration.** Internal administrative purposes, including provision of employee social security numbers to third parties for such purposes as administration of personnel benefits and employment screening and staffing. However, the internal administrative uses shall not permit use of employee social security numbers:
   a. As an identification number for occupational licensing.
   b. As an identification number for drug-testing purposes except when required by state or federal law.
   c. As an identification number for District meetings.
   d. In files with unrestricted access within the District.
   e. In files accessible by any temporary employee unless the temporary employee is bonded or insured under a blanket corporate surety bond or equivalent commercial insurance.
   f. For posting any type of District information.
3. **Voluntary Transactions.** Commercial transactions freely and voluntarily entered into by the employee with the District for the purchase of goods or services.

The District will not use or require an employee to use more than the last four digits of an employee’s social security number for:

1. **Public Posting or Display.** Any public posting or display available to the general public or to an employee’s coworkers.
2. **Internet Transmission.** Transmission over the Internet unless the connection is secure or the information is encrypted.
3. **Internet Access.** To access an Internet website unless a password, unique personal identification number or other authentication device is also required to access the Internet website.
4. **Identifier.** As an employee number for any type of employment-related activity.

Date of Last Revision: 2015-01-27
Legal Reference: 5 USCS § 552a (note) (Privacy Act of 1974)
HUMAN RESOURCES

Workplace Privacy

1. The District will abide by the Nebraska Workplace Privacy Act and will not:

   a. Require or request that an employee or applicant provide or disclose any user name or password or any other related account information in order to gain access to the employee’s or applicant’s personal Internet account by way of an electronic communication device;

   b. Require or request that an employee or applicant log into a personal Internet account by way of an electronic communication device in the presence of the District in a manner that enables the District to observe the contents of the employee’s or applicant’s personal Internet account or provides the District access to the employee’s or applicant’s personal Internet account;

   c. Require an employee or applicant to add anyone, including the District, to the list of contacts associated with the employee’s or applicant’s personal Internet account or require or otherwise coerce an employee or applicant to change the settings on the employee’s or applicant’s personal Internet account which affects the ability of others to view the content of such account;

   d. Take adverse action against, fail to hire or otherwise penalize an employee or applicant for failure to provide or disclose any of the information or to take any of the actions prohibited by the Workplace Privacy Act.

   e. Require an employee or applicant to waive or limit any protection granted under the Workplace Privacy Act as a condition of continued employment or of applying for or receiving an offer of employment.

Notwithstanding anything to the contrary, all employees must abide by the District’s technology policies, procedures and guidelines, including the District’s Internet Use policy and/or practice. Pursuant to the Workplace Privacy Act, the District may also:

   a. Monitor, review, access or block electronic data stored on an electronic communication device supplied by or paid for in whole or in part by the District or stored on the District’s network, to the extent permissible under applicable laws;

   b. Access information about an employee or applicant that is in the public domain or is otherwise obtained in compliance with the Workplace Privacy Act;
Regulation 4330.5

HUMAN RESOURCES

Workplace Privacy (Continued)

c. Conduct an investigation or require an employee to cooperate in an investigation if the District has specific information about potentially wrongful activity taking place on the employee’s personal Internet account, for the purpose of ensuring compliance with applicable laws, regulatory requirements or prohibitions against work-related employee misconduct;

d. Any other reason permitted by the Workplace Privacy Act.

Date of Last Revision: 2016-06-28
Related Policies and Regulations:
Legal Reference: Laws 2016, LB 821
HUMAN RESOURCES

Continued Employment – Certificated Employees

As per state law, each certificated employee is required to indicate by March 15 or an otherwise announced later date of each year whether or not the employee plans to return as an employee in the Lincoln Public Schools for the next school year. This information will be used to assist in making staffing decisions for the next school year. Failure to notify the District by the established date may serve as a basis for non-renewal or termination of the contract.

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2009-04-14
Original Adoption or Oldest Version: 2009-04-14
Related Policies and Regulations:
Legal Reference: 79-829
HUMAN RESOURCES

Continued Employment – Certificated Employees

1. Annually, the Associate Superintendent for Human Resources will determine the last date for return of all contract renewal letters.

2. All certificated employees with continuing contract status will be notified of the deadline and provided with a form to indicate their intent for the next school year.

3. Failure to indicate their intent by the established date may serve as a basis for non-renewal or termination of the contract.

Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations:
Legal Reference: 79-829
HUMAN RESOURCES

Requirements for Permanent Status

Probationary certificated employees must complete the following District requirements for permanent status (tenure):

1. Creating an Environment for Learning, 2 credits
2. Instructional Practices in Lincoln Public Schools, 2 credits
3. Meeting Needs of Exceptional Learners, 2 credits

Revised: 2016-06-28
Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations:
Legal Reference: 79-824 to 79-842
HUMAN RESOURCES

Separation

The Associate Superintendent for Human Resources or designee will process all retirements, resignations, cancellations, contract amendments, non-renewals and terminations of employment. The Associate Superintendent for Human Resources will make recommendations for appropriate action to the Superintendent and Lincoln Board of Education.

In furtherance of duties and responsibilities with regard to employment separations along with disciplinary actions short of employment separation, investigatory matters and other necessary Human Resources Division activities, and in addition to other power and authority established by policy, the Associate Superintendent for Human Resources is granted full power and authority to (1) act as the Board or the Superintendent’s designee in all employment and Human Resources Division related activities or matters, (2) issue subpoenas to compel the attendance of witnesses to all matters that may come before the Human Resources Division or for the purpose having such witnesses’ deposition taken, (3) issue subpoenas for the production of any papers, books, accounts and documents, and (4) determine that a hearing shall be conducted by a hearing officer as well as selecting the hearing officer.

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2009-04-14
Original Adoption or Oldest Version: 2009-04-14
Related Policies and Regulations: 79-521; 79-824 to 79-849
Legal Reference: 79-521; 79-824 to 79-849
Regulation
4400.1

HUMAN RESOURCES

Resignation

Staff members who wish to resign from the Lincoln Public Schools must complete the appropriate form or a letter of resignation and submit it to the Human Resources Division.

Resignation of Certificated Employees

The District may refuse to accept the resignation of a certificated employee, including a resignation given mid-year and a resignation given for the following school year after April 15 or after execution of a contract or renewal letter.

Resignation of Classified and Hourly Employees

Employees are expected to give two weeks’ notice to Human Resources prior to resignation.

Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Contract Termination, Cancellation or Non-Renewal — Certificated Employees

Contract terminations, cancellations and non-renewals of certificated employees as defined by state law will be in accordance with procedures set forth in statute and the negotiated agreement.

Supervisors shall notify the appropriate Human Resources supervisor about certificated employees with performance deficiencies or inappropriate behaviors at the earliest opportunity.

The Associate Superintendent for Human Resources or designee recommends contract terminations, cancellations, or non-renewals to the Superintendent and the Lincoln Board of Education for approval.

Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations:
Legal Reference: 79-824 to 79-849
HUMAN RESOURCES

Termination — Classified and Hourly Employees

Any supervisor considering recommending employment termination shall consult with the Associate Superintendent for Human Resources or designee on procedural matters.

The Associate Superintendent for Human Resources recommends terminations to the Superintendent and to the Lincoln Board of Education for approval.

Lincoln Public Schools may give two weeks notice prior to the effective date of termination, severance pay in lieu of notice, or choose, in the administration’s discretion (for example, in the event of gross misconduct), to give no advance notice or severance pay.

Nothing in Board policy, administrative regulations or practices, or in any evaluation instrument or in the appraisal process or program for classified or hourly staff shall or is intended to create or be a contract or part of a contract or the contractual agreement between the School District and classified or hourly staff. The School District reserves the right to modify, delete or add to any such items without notice and reserves the right to terminate classified or hourly staff at any time without cause. All classified and hourly staff are at-will employees. All classified and hourly staff may be terminated at any time without cause, without prior disciplinary action, or without progressive discipline, and irrespective of the lack of any formal or informal evaluation or any irregularity in an evaluation instrument or in any aspect of the evaluation process and irrespective of the contents or scores on or of any evaluation. No administrator or other employee of the School District has any authority to enter into any agreement of employment with classified or hourly staff for any specific period of time or to make any agreement contrary to the foregoing.

Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Return of District Property upon Separation or Leave of Absence

When, for any reason, employment ends, the former employee is to return all District property immediately. If the immediate return of District property is not possible, the employee is to return the property within one working day. District property includes, but is not limited to, building keys, name badges, teacher edition texts and District computer equipment.

Any employee granted a full-time leave of absence should return all District property prior to taking such leave unless otherwise approved by the Associate Superintendent of Human Resources or the designee.

Date of Last Revision: 2015-01-27
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Reduction in Force for Certificated Employees

Any reduction in force will comply with state law. A reduction in force of a non-administrative certificated employee will also comply with the negotiated agreement.

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2009-04-14
Original Adoption or Oldest Version: 2009-04-14
Related Policies and Regulations:
Legal Reference: 79-846 to 79-849
HUMAN RESOURCES

Reduction in Force – Non-Administrative Certificated Employees

Annually, certificated staffing needs are determined through staffing conferences and the budget process. When there are more certificated employees to whom the District has a contractual obligation than there are appropriate positions, the following process is initiated.

Reduction in Force (RIF) shall be defined as reduction in staff by termination or contract amendment due to enrollment decreases, budget limitations or program changes in the event no vacancy exists in the District for which the certificated employee is qualified.

Seniority shall be defined as the length of a certificated employee’s continuous service in the bargaining unit from the most recent date of being placed on a continuous contract. Seniority shall begin on the first contract day on which the employee reports for duty.

1. Seniority shall accrue during authorized leaves of absence and layoffs up to twenty-four (24) months or as otherwise mandated by law. Seniority shall not be interrupted by voluntary or involuntary transfers.

2. The District-wide seniority order for certificated employees will be determined by the start date of their continuing employment agreement. Certificated employees with identical reporting dates will have their placement order determined by random computer placement within that report date. Once the order is established, no changes will occur except those allowed within the negotiated agreement.

3. The District-wide seniority list shall be prepared and made available on the Lincoln Public Schools website on or about November 1. The validity of the seniority list shall become final and no longer subject to grievance following the first contract day in January. Paper copies of the seniority list will be produced for the Association and the District after finalization.

4. Seniority shall end upon resignation, retirement, failure to return to work at the expiration of a leave of absence, failure to be recalled within twenty-four (24) months from the date of a layoff or termination of employment for other reasons.

Assignment shall be defined as:

1. School building for elementary certificated employees assigned to an elementary building;

2. Subject area assignment for certificated employees in a middle school building;

3. Department for certificated employees in a high school building;
HUMAN RESOURCES

Reduction in Force – Non-Administrative Certificated Employees (Continued)

4. Positions within any assigned building requiring special endorsement(s) or qualifications; PROCOM will agree on positions requiring special qualifications for purposes of applying the provisions of surplusing and reduction in force. The list of positions will be distributed on or about November 1. Revisions may be made by PROCOM at any time;

5. Duties assigned in the current year within any school, other location, or configuration of work sites for itinerant certificated employees;

6. A list of certificated staff and their assignment shall be prepared and made available on the District website on or about November 1. The accuracy of the assignment list shall become final and no longer subject to grievance following the first contract day in January.

In the event no vacancy exists for the certificated employee who is subject to reduction in force, the certificated employee may exercise system-wide seniority to bump the certificated employee with the least amount of system-wide seniority in the school system in the assignment in which the certificated employee has been teaching. If no such less senior certificated employee exists, he/she may bump the least senior certificated employee to which he/she is senior in another field or teaching area for which he/she is certificated and endorsed or where certification and endorsement is not applicable, by reason of college credits in the teaching area. Certificated employees may not bump to administrative positions.

When it is no longer possible for any certificated employee who is subject to reduction in force to bump another certificated employee, the certificated employee will be laid off according to Nebraska School Law.

Any certificated employee whose contract has been amended because of reduction in force shall be considered to have been terminated or to have had his/her contract amended with honor and shall upon request be provided a letter to that effect. Such certificated employee shall have preferred rights to reemployment for a period of twenty-four (24) months commencing at the end of the contract year and the employee shall be recalled on the basis of length of service to the School District, to any position for which the certificated employee is qualified by endorsement or college preparation to teach. The certificated employee shall, upon reappointment, retain any benefits which had accrued to said certificated employee prior to termination or contract amendment, but such leave of absence shall not be considered as time of employment by the
HUMAN RESOURCES

Reduction in Force – Non-Administrative Certificated Employees (Continued)

District. A certificated employee under contract to another education institution may waive recall but such waiver shall not deprive the certificated employee of the certificated employee’s right to subsequent recall.

Date of Last Revision: 2015-01-27
Related Policies and Regulations: 79-824 to 79-849
Legal Reference: 79-824 to 79-849
HUMAN RESOURCES

Reduction in Force – Administrative Certificated Employees

Administrators who hold positions which are eliminated or who are reassigned to another administrative position within the District may have his/her salary adjusted according to the employment position.

Reductions in force of certificated administrators, including total and partial, may occur when necessitated by a change in circumstances. The criteria used to determine employees affected shall be: positions or programs to be offered, training, experience, certification and other factors deemed relevant by the Superintendent of Schools.

A certificated administrator whose contract is terminated because of reduction in force shall be considered to have been terminated with honor and shall upon request be provided a letter to that effect. Such administrator shall have preferred rights to reemployment in accordance with law.

Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations: 79-824 to 79-849
Legal Reference:
HUMAN RESOURCES

Associations

The Lincoln Board of Education officially recognizes associations of employee groups and works positively and constructively with them toward District goals.
HUMAN RESOURCES

Negotiations

Negotiations shall be conducted in accordance with the applicable negotiated agreement and state and federal statutes.

1. Associations seeking official Lincoln Board of Education recognition for the purpose of negotiations shall submit such request in writing to the Director of Employee Relations and Personnel.

2. The Board agrees to enter into the negotiation process with each recognized employee group in a good faith effort to reach an agreement concerning employees’ salaries, terms and conditions of employment.

3. The Board delegates the authority to its representatives to make and consider proposals and concessions in the course of negotiating, subject to ratification by the Board.

4. The Director of Employee Relations and Personnel shall compile relevant data for use in the negotiations process.

5. Negotiations will be conducted in closed sessions.

Reviewed and Affirmed by the Board:

Last Revision: 2017-12-12
Original Adoption or Oldest Version: 2015-03-24
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Grievances and Complaints

The Lincoln Board of Education will work with certificated and classified employees through their associations or employee groups to establish grievance procedures. Grievance or complaint procedures are found in negotiated agreements, addendums to the Classified Handbook, Administrative Handbook or Hourly Handbook.

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2009-04-14
Original Adoption or Oldest Version: 2009-04-14
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Compensation

The Lincoln Board of Education determines the compensation package for the Superintendent, Associate Superintendents and Assistants to the Superintendent. The Associate Superintendent for Human Resources and the Director for Employee Relations and Personnel recommend to the Board the compensation packages for all other employee classifications.

The Superintendent is hereby delegated the authority to approve and adjust upward the salary of individual District employees on a case-by-case basis. Approval may be made at any time during the fiscal year in order to correct salary disparities or reward individual merit at the Superintendent’s discretion as long as such adjustment is within the scope of the current annual budget. Any such adjustment must not violate provisions of negotiated agreements, if any, of the applicable employee’s group.

Reviewed and Affirmed by the Board:
Last Revision: 2017-12-12
Original Adoption or Oldest Version: 2015-03-24
Related Policies and Regulations:
Legal Reference: 79-566; 79-594; 79-822
HUMAN RESOURCES

Procedures for Salary Payments

1. Based upon the compensation package adopted by the Lincoln Board of Education, Human Resources notifies the Payroll Department of the appropriate compensation for all employees.

2. The pay date schedule for employees is developed by Human Resources in conjunction with the Payroll Department in accordance with the negotiated agreements and state and federal statutes.

3. Salary warrants may be withheld until provisions of the law are met, including Board action concerning employment, execution of any applicable contract, filing of any applicable certification papers, completion of any requested physical examinations and the receipt of requested criminal background checks.

4. Upon separation, payment for work performed shall be provided in compliance with state and federal statutes.

Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations: 79-566; 79-594; 79-804 to 79-805, 79-817 to 79-822
Legal Reference: 79-566; 79-594; 79-804 to 79-805, 79-817 to 79-822
HUMAN RESOURCES

Overtime

Lincoln Public Schools complies with the Fair Labor Standards Act (FLSA) to determine eligibility for overtime. Human Resources classifies all employees as either exempt or non-exempt based upon the job description.

Non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees must be paid for each hour worked in excess of 40 hours in a workweek. The regular workweek is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee’s regular rate of pay for all hours worked in excess of the maximum workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. Human Resources will determine if overtime pay is applicable. If applicable, the employee and a Human Resources representative will agree upon the overtime rate, in compliance with FLSA regulations.

The employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1½ times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by Human Resources. FLSA limits the accumulation of compensatory time to 240 hours.

Exempt employees are not eligible for overtime or compensatory time according to the FLSA.

The District’s policy is to not permit improper deductions from the salary of exempt employees due to absences from work. An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Associate Superintendent for Human Resources or designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District’s policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including all exempt employees. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for Family Medical Leave Act (FMLA) leaves and in the first and last weeks of employment.
HUMAN RESOURCES

Overtime (Continued)

In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available and for absences due to any budget-required furlough.
HUMAN RESOURCES

Employee Extra Assignments

Human Resources, in conjunction with supervisors, develops all extra assignment positions. Compensation for duties performed beyond an employee’s regular assignment will be determined by Human Resources in compliance with Lincoln Board of Education policy, negotiated agreements and the Fair Labor Standards Act (FLSA).

Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Extra-Standard Assignments

Extra assignments for which employees are to be compensated are determined by the Lincoln Board of Education upon recommendation of the Associate Superintendent for Human Resources or designee.

Specific assignments are recommended by the building principal/supervisor to Human Resources for approval.

Extra-Standard Pay

Extra-standard pay positions exist only as authorized by the Board. Employees assigned and performing authorized extra-standard pay will be paid in accordance with provisions of the certificated negotiated agreement.

Certificated employees shall be notified in writing or electronically of the extra-standard assignment by the 20th student day of the school year.

Date of Last Revision: 2015-01-27
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Wage and Deduction Information

On each regular payday, the Superintendent or designee shall deliver or make available to each employee, by mail or electronically, or shall provide at the employee’s normal place of employment during employment hours for all shifts a wage statement showing, at a minimum, the identity of the employer, the hours for which the employee was paid, the wages earned by the employee and deductions made for the employee. Information on hours worked for employees who are exempt from overtime under the federal Fair Labor Standards Act of 1938, under 29 C.F.R. part 541, does not need to be provided unless the District has established a policy or practice of paying to, or on behalf of, exempt employees overtime or bonus or a payment based on hours worked, whereupon the Superintendent or designee shall send, or otherwise provide, a statement to the exempt employees showing the hours the employee worked or the payments made to the employee by the employer, as applicable.

Date of Last Revision: 2015-01-27
Related Policies and Regulations: 
HUMAN RESOURCES

Employee Benefits

Lincoln Public Schools strives to make a comprehensive benefits package available to eligible employees. Eligibility is reflected by each carrier’s underwriting guidelines or plan document. The costs of the various options are borne either by the District, the employee or jointly as determined by the applicable agreement.

The District will comply with all applicable laws concerning the benefits programs offered.

The Human Resources Benefits Department serves as the official District representative with the insurance carriers and other benefit programs.

It is the policy of this District that participants who terminate employment with the District prior to attaining age 59½ with account balance(s) in the District’s Elective (and Non-Elective) 403(b) Plan(s) that:

1. The District will not authorize a distribution if there is a prearrangement for reemployment at the time of termination of employment or requested distribution.

2. The District will not seek to reemploy a former employee within the periods specified by Human Resources, as applicable to the former employee.

3. Former employees who receive a distribution from a 403(b) Plan are to be informed of rehiring restrictions by Human Resources prior to distribution(s).

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2009-04-14
Original Adoption or Oldest Version: 2009-04-14
Related Policies and Regulations: 
Legal Reference:
HUMAN RESOURCES

Employee Benefits Committee

A committee composed of the Associate Superintendent for Human Resources, the Director of Finance, the Director of Employee Relations, the Human Resources Benefits Specialist and the Director of Business Services will meet as necessary to discuss and make decisions concerning major alterations and/or additions to the employee benefits. Decisions made by the committee include, but are not limited to: adding, modifying or eliminating benefit programs; utilizing consultants for benefit plan implementation or monitoring; and securing legal opinions concerning benefit issues.

Date of Last Revision: 2015-01-27
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Employee Benefits

Upon hire and then on an annual basis, Human Resources will provide employees with information regarding insurance and other benefit programs available for that school year. All questions regarding insurance and other benefit programs should be directed to the Benefits Department.

Lincoln Public Schools employees have the opportunity to choose from the following insurance options:

1. Health
2. Dental
3. Life
4. Disability
5. Vision
6. Accident
7. Cancer

Other benefits available to employees as a payroll deduction:

1. Flexible Benefit Plan
2. Tax-Sheltered Annuity - 403(b)
3. Credit Union
4. College Savings Plan of Nebraska
5. U.S. Savings Bonds

The following benefits are available at no cost to the employee:

1. Employee Assistance Program
2. Death Benefit
3. Direct Payroll Deposit
4. Paid Leave, if applicable
5. Professional Development Opportunities

Date of Last Revision: 2015-01-27
Related Policies and Regulations: Continuation of Group Insurance Plan Coverage (COBRA), Health Insurance Portability and Accountability Act (HIPAA)
Legal Reference: Continuation of Group Insurance Plan Coverage (COBRA), Health Insurance Portability and Accountability Act (HIPAA)
HUMAN RESOURCES

Employee Insurance Committee

The Employee Insurance Committee serves in an advisory capacity to the Associate Superintendent for Human Resources. The committee meets, as necessary, to review any proposed changes, additions or deletions to existing insurance programs and to explore new insurance programs.

The committee is composed of a representative designated by each employee group, as well as the Associate Superintendent for Human Resources, the Director of Business Services, the Director of Employee Relations, the Human Resources Benefits Specialist and the Director of Risk Management.

Date of Last Revision: 2015-01-27
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Patient Protection and Affordable Care Act (PPACA)

The Patient Protection and Affordable Care Act (PPACA) requires large employers such as Lincoln Public Schools to comply with the shared responsibilities requirements as provided in the PPACA statutes and regulations. The Board of Education of Lincoln Public Schools wishes to provide general implementation guidance and set forth its basic intent in regard to PPACA requirements and District compliance through this policy.

1. For purposes of determining PPACA defined full-time employee status, the Board of Education hereby delegates to, authorizes and directs Lincoln Public Schools staff to (a) alter schedules, hours worked or other employment terms and conditions in order to limit PPACA full-time employee status of District employees not eligible for health insurance under employment contracts and agreements as appropriate in the District’s best interest, and (b) develop and establish look-back, administrative and stability periods consistent with PPACA requirements.

2. Subject to status modifications as provided in paragraph 1 above and annual implementation reports to the Board of Education, Lincoln Public Schools intends to comply with the shared responsibilities requirements for all PPACA defined employees beginning September 1, 2015, and in each fiscal year thereafter.

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2015-01-27
Original Adoption or Oldest Version: 2015-01-27
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Retirement Benefits

Employees must meet requirements of the Nebraska School Employees Retirement System to be eligible for benefits.

Early retirement incentive and early notification programs may be adopted by the Lincoln Board of Education.

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2015-01-27
Original Adoption or Oldest Version: 2015-01-27
Related Policies and Regulations:
Legal Reference: 79-901 to 79-977.03
HUMAN RESOURCES

Lincoln Public Schools Retirement Plan

Employees of the Lincoln Public Schools as of June 30, 1969, may be covered under the retirement plan for the Lincoln Public Schools. Provisions of this plan are not available to individuals added to the payroll of the District after June 30, 1969. Rights under such plan shall exist as the plan may from time to time provide.

Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Employee Assistance Program

The Lincoln Board of Education will provide an employee assistance program to assist employees with issues related to their well-being.

All treatment records of employees seeking assistance are kept confidential by the employee assistance program.

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2009-04-14
Original Adoption or Oldest Version: 2009-04-14
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Employee Assistance Program

Lincoln Public Schools recognizes that a wide variety of problems not directly associated with one’s job function can have an effect on an employee’s job performance. In most instances, the employee will overcome such personal problems independently and the adverse effect on job performance will be negligible. However, for some employees, professional assistance will be necessary.

The Lincoln Public Schools, in cooperation with the Employee Assistance Program, provides training for supervisors and other appropriate personnel. The training will help supervisors with early recognition of behavioral or medical problems adversely affecting job performance and provide supervisory techniques and strategies to assure proper usage of the Employee Assistance Program.

No employee’s job security or promotion opportunities will be jeopardized by requesting or receiving assistance or treatment.

Types of Referrals

Referrals to the Employee Assistance Program will be either by (1) voluntary self-referral by the employee or (2) mandatory supervisory referral.

Mandatory Supervisory Referrals

When an employee’s performance at work is negatively impacted by events in their life or the lives of their families, supervisors may refer the employee to the Employee Assistance Program after consultation with the Associate Superintendent for Human Resources.

The employee must comply with any mandatory supervisory referrals for diagnosis and cooperate with prescribed counseling or therapy.

Unacceptable job performance will continue to be addressed regardless of the employee’s participation in the Employee Assistance Program.

Leave

Employees may utilize applicable leave for treatment or rehabilitation. The District will not be obligated to pay referral agencies fees.
HUMAN RESOURCES

Employee Assistance Program (Continued)

Dependents

Since employee work performance can be affected adversely by the problems of his/her spouse or other dependents, the program is available to the families of the employee.

Confidentiality

Records of employees seeking assistance, either through self-referral or supervisory referral, shall be kept strictly confidential. Self-referrals will not be noted in any official records or in the employee’s personnel file.

Date of Last Revision: 2015-01-27
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Absences from Work

Regular attendance is an essential function of every position in Lincoln Public Schools. Employees are expected to be at work on a regular basis. However, there are legitimate reasons for being absent from work and several types of leaves are provided to employees to accommodate these needs. Employees are expected to be at work or use appropriate leave.

Leaves will be provided in accordance with state and federal laws and agreements with employee groups.

Employees are required to utilize the appropriate notification and approval procedures for all leaves.

In the case of a communicable disease outbreak, other public health emergency or any situation in which one or more schools must be closed, the Associate Superintendent for Human Resources will determine what applicable paid leaves, if any, may be utilized by staff.

Any employee who needs to be absent from work, has exhausted all applicable paid leave and any applicable FMLA leave, and wishes to remain an employee of the District must request a leave of absence. Human Resources reviews the request and forwards those recommended for approval to the Lincoln Board of Education. A leave of absence is defined as a Board-approved absence from work without pay.

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2009-04-14
Original Adoption or Oldest Version: 2009-04-14
HUMAN RESOURCES

Leave for Health Reasons

Leave for health reasons will be provided in compliance with state and federal laws, including Family Medical Leave Act (FMLA) and Americans with Disabilities Act (ADA), and employee agreements. Employees must follow the normal absence-reporting procedures.

Paid leave for personal illness will not be authorized after five days without presenting a statement from the treating physician for approval by Human Resources.

Employees who have an accident (regardless of where or when) resulting in injury or treatment; have a major health issue such as loss of consciousness, heart attack, stroke, etc.; or a major illness must have a release to return to work that details dates of treatment, diagnosis and whether or not there are any physical restrictions. The release must be presented to Human Resources for approval prior to returning to work.

All health-related absences of five or more days require a written statement from the treating physician stating that the employee is physically able to return to duty. Supervisors may request a release to return to work at any time they deem circumstances warrant. The release must be presented to Human Resources for approval to return to work.

Employees released to return to work with restrictions must provide written documentation to the supervisor in advance of the designated return date. The supervisor will confer with the Health Care Response Team to determine if and when the employee is able to return to work.

Date of Last Revision: 2015-01-27
Related Policies and Regulations: Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA)
Legal Reference:
HUMAN RESOURCES

Military and Family Military Leave

Military leave will be granted to the extent required by state and federal law.

Employees must notify Human Resources as soon as they receive notification of activation.

Employees will attach a copy of their orders to a District leave request form when they prepare the request for military leave.

Employees requesting to take family military leave under the Nebraska statutes must notify the Associate Superintendent for Human Resources or designee at least 14 days in advance of taking such a leave if the leave will be for five or more consecutive days. The employee is to consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school.

For leaves of less than five days, the employee is to notify the Associate Superintendent for Human Resources or designee of the leave request as soon as practicable.

Family military leave under the Family and Medical Leave Act (FMLA) will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations: 55-160 to 55-166; 55-501 to 55-507 (the Family Military Leave Act); The Uniformed Services Employment and Reemployment Rights Act (USERRA)-38 USC Sections 4301 to 4333, as Amended; The Family and Medical Leave Act (FMLA), as amended by Section 585 of the National Defense Authorization Act for FY 2008, Public Law [110-181]
Legal Reference:
HUMAN RESOURCES

Exchange Teacher Leave

Prior to submitting an application for an exchange teaching position, the employee must request approval from the Associate Superintendent for Human Resources and must also receive Lincoln Board of Education approval.

A certificated employee on an approved exchange program shall retain all tenure and employment rights upon return from the leave.

Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations:
Legal Reference: 22 U.S.C. § 2451 et seq., as amended
HUMAN RESOURCES

Civic Leave - Certificated Staff

Paid Civic Leave

A certificated employee appointed to an unpaid position with a city, county or state committee, board or commission, or who is serving as an officer or on a board, excluding advisory or adjunct, in a community organization, may request civic leave with pay on the appropriate form provided by the Human Resources Division. Human Resources reviews the request and forwards those recommended for approval to the Lincoln Board of Education. The maximum time approved for paid civic leave will not exceed the equivalent of two (2) work days or fourteen (14) hours per month.

A certificated employee requesting or taking leave under this regulation with pay shall be required to keep the School District informed and disclose to the School District any pay or funds received while on civic leave. Failure to comply with this regulation may be considered cause for disciplinary action, including ending employment. A certificated employee on paid civic leave who is paid by another source while on such leave agrees the leave should be unpaid, agrees to reimburse any District pay during such period and agrees the District may deduct from future wages all amounts necessary to fully reimburse any District pay during such period.

Unpaid Civic Leave

Any certificated employee elected, appointed or otherwise, to a paid public office contained in Chapter 32 of the Nebraska Statutes, or serving in any other paid civic, political or public office or position may be granted civic leave without pay and may be eligible for participation in group insurance programs in accordance with the contract provisions of the carrier. Depending on the public office, leave may be half time, one semester, or other arrangements as developed between the employee and Human Resources.

Prior to submitting their name for public office, certificated employees shall notify the Associate Superintendent for Human Resources in writing of their intent allowing sufficient time for the Board to be notified.

1. If the certificated employee wishes to campaign during working hours, a personal leave may be requested.
2. A certificated employee who is elected to a state legislature or congress shall be entitled to an unpaid leave of absence for the length of term of office.

Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations: 4820, 4850
Legal Reference:
HUMAN RESOURCES

Civic Leave - Classified Staff

Paid Civic Leave

A classified employee appointed to an unpaid position with a city, county or state committee, board or commission, or who is serving as an officer or on a board, excluding advisory or adjunct, in a community organization, may request civic leave with pay on the appropriate form provided by the Human Resources Division. Human Resources reviews the request and forwards those recommended for approval to the Lincoln Board of Education. The maximum time approved for paid civic leave will not exceed the equivalent of one (1) work day or eight (8) hours per month.

A classified employee requesting or taking leave under this regulation with pay shall be required to keep the School District informed and disclose to the School District any pay or funds received while on civic leave. The Associate Superintendent for Human Resources will make the determination of whether or not reimbursement is necessary. A classified employee on paid civic leave who is compensated for their services shall reimburse the District or agrees the District may deduct from future wages all amounts necessary to fully reimburse any District pay during such period. Failure to comply with this regulation may be considered cause for disciplinary action, including ending employment.

Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations: 4820, 4850
Legal Reference:
HUMAN RESOURCES

Leave of Absence

Under certain circumstances, leaves of absence may be granted. These leaves of absence will be in compliance with state and federal statutes and any applicable employee agreements. At-will employees are generally not eligible for leaves of absence.

Certificated employees returning to work from a part-time or full-time leave of absence of one school year or less will generally return to their former position. If the employee’s absences extend beyond one school year, the employee must meet with the appropriate Human Resources supervisor to determine the date of return and assignment. The assignment and date of return will be determined by Human Resources upon consideration of the classroom/work environment and in accordance with state and federal laws and agreements with employee groups.

School year is defined by the calendar established for each position or employee group.
HUMAN RESOURCES

Jury Duty

Employees of the District are encouraged to fulfill their citizenship obligation of jury duty. Their salary will continue during time spent in jury service.

Employees shall give their immediate supervisor notice within a reasonable time of receiving a jury summons. Employees are expected to follow absence reporting procedures. If an employee is dismissed from jury duty for the remainder of the day, the employee is to report to work for the balance of the day.

Employees on a work schedule that does not coincide with the general school day schedule shall contact their supervisor upon receiving a jury summons to determine their work schedule during the period of jury duty service. Upon being dismissed from jury duty each day, such employees shall contact their supervisor to receive instructions as to when or whether to report to work that day.

Pay may be reduced in an amount equal to any compensation, other than expenses, paid by the court for jury duty.

Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations:
Legal Reference: 25-1601 to 25-1640
HUMAN RESOURCES

Professional Leave

Employees may request paid professional leave for the purpose of attending local, state and national professional meetings, activities or conferences. Paid professional leave may be granted if the District or supervisor determines that the attendance at such meeting or conference will directly benefit the District.

Requests by individual staff members for professional leave and related expenses will be submitted to the staff member’s immediate supervisor and/or the person responsible for the budget from which expenses, if allowed, will be paid. The request should be submitted with sufficient time to make appropriate arrangements and to secure a substitute where necessary. Reimbursements of expenses will be provided in accordance with procedures provided by the Business Office. Employees shall not be reimbursed for expenses for any school-business-related or District travel by private or noncommercial aircraft. All school-business-related or District travel by private or noncommercial aircraft is prohibited unless preauthorized by the Associate Superintendent for Human Resources.

Professional leave is defined as time away from an employee’s normal work assignment to participate in work-related activities, including, but not limited to professional meetings, staff development, curriculum writing or supervision at student activities.
HUMAN RESOURCES

Professional Travel Guidelines

Professional Travel for All Employees

1. Professional leave will not be granted to extend beyond the official dates of the conference or convention and reasonable time for travel, except by specific approval of the immediate supervisor.

2. Any person attending a professional activity may be asked to report on the professional activity.

Professional Travel for Administrators

Administrative travel opportunities shall be provided as follows:

1. Executive Committee members may attend, at District expense, those local, state and national meetings dealing with their areas of responsibility.

2. Curriculum specialists, directors, and supervisors may attend annually the national and regional meetings relating to their areas of responsibility for which they will be reimbursed all or a substantial portion of the expense with the approval of their direct supervisor.

3. Principals, associate and assistant principals, and other administrative personnel will have the opportunity to participate in professional travel with the approval of their direct supervisor.

4. Executive Committee may direct an administrator to attend professional meetings where District representation is desirable. In this event, the District will reimburse staff members for actual expenses incurred.

Guidelines for Reimbursement for Professional Travel

Employees requesting reimbursement for traveling expenses must obtain the Business Affairs publication, “Business Travel and Reimbursement” prior to travel. The employee must comply with these rules in order to receive reimbursement.

Date of Last Revision: 2015-01-27
Related Policies and Regulations: 3500.6, 8250
Legal Reference: 13-2201 to 13-2204
HUMAN RESOURCES

Travel Reimbursement

Some positions within the District require travel between locations and use of a personal vehicle. Employees who are required to travel must carry the automobile liability insurance required by the State of Nebraska. The District does not assume responsibility for vehicles or other property damaged while in the course of travel related to job duties.

Travel reimbursement may be granted when an employee is required to travel to more than one location in a single day. Claims will not be honored unless the travel has been authorized by the appropriate supervisor or director. Travel to meetings, classes, extra standard assignments (i.e., coaching), etc. is not eligible for reimbursement.

Reimbursement for authorized travel will be made in accordance with the procedures provided by the Department of Business Affairs.

Due to the quantity of required in-district meetings and activities, some administrators may receive a stipend for in-district travel and do not receive mileage reimbursement for such travel. Other employees or groups of employees may, based upon the quantity of in-district travel, receive a stipend for in-district travel. Any such stipend must be approved by the Associate Superintendent of Human Resources or designee.
HUMAN RESOURCES

Private Tutoring

Certificated employees engaged in private tutoring shall be subject to the following rules:

1. A certificated employee may not tutor any child enrolled in his or her class for compensation of any kind from a source other than the District.

2. No tutoring for which a certificated employee receives compensation will be carried on in a school building nor during the certificated employee’s duty hours.

3. Certificated employees who accept outside tutoring engagements make their own arrangements with the parents for the fees to be assessed.

4. Certificated employees should tutor only in areas for which they are endorsed or for which they have adequate training.

The District does not maintain an approved list of tutors.
HUMAN RESOURCES

Guidelines for Private or Group Teaching or Tutoring Outside of District Assignment

Staff members affiliated with an organization or private teaching entity with nonprofit status who wish to advertise the opportunity to students:

1. The staff member wishing to advertise an outside-of-school educational opportunity to students should submit the written information to be distributed to students to the curriculum specialist, director or supervisor of the curriculum area most closely aligned with the teaching activity.

2. The curriculum specialist, director or supervisor will then meet with the Assistant to the Superintendent for General Administration and Governmental Relations to discuss the benefits of the program to students. The Assistant to the Superintendent for General Administration and Governmental Relations will either approve or disapprove distribution of the materials to students.

3. Following approval of materials for distribution, the distributor may:
   
   a. Opt to purchase space in “Community News” for distribution to all elementary students.
   b. Prepare flyers if the advertising is to be distributed in three or fewer schools only.
   c. Prepare flyers if the advertising is to be distributed in middle and high schools.

   The distributor may not use school mail to deliver flyers to schools.

Staff members affiliated with a for-profit teaching or tutoring entity or who provide independent tutoring services for compensation:

1. May not advertise to Lincoln Public Schools students using any District facilities or staff members.
2. May not use school facilities, equipment or records to obtain mailing lists of students.
3. May not use professional affiliation with Lincoln Public Schools for personal gain or private advantage.

Date of Last Revision: 2015-01-27
Related Policies and Regulations: 1112, 1112.1 – 1112.4
Legal Reference: Rule 27
HUMAN RESOURCES

Risk Management

The District recognizes its responsibility in protecting and conserving its human and financial resources. Each employee is required to show the highest possible concern for the safety of fellow employees, students and members of the public and to do the utmost to prevent losses of these resources.

The Risk Management Department within the Human Resources Division is responsible for the continuous development and implementation of the risk management program for the District.

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2009-04-14
Original Adoption or Oldest Version: 2009-04-14
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Risk Management

The Associate Superintendent for Human Resources, through the Risk Management Department, shall install and implement programs protecting the District against accidental and criminal losses which would significantly affect the District’s personnel, property or budget. The District will emphasize the management of risk and overall cost reductions through the analysis of insurance premiums and retained losses. The District will purchase insurance for only those exposures to loss that cannot be better handled by other less costly means.

The District will, to the maximum extent possible, adhere to the following risk management precepts:

Identification of Exposures. The risk management process includes a systematic and continuous identification of exposures, analysis of identified exposures in terms of frequency and severity probabilities and the application of sound risk control and financing techniques consistent with the District’s financial resources and the overall ability to retain loss. Ultimate goals of this policy include the conservation of assets, non-interruption of cash flow, environment for employees, students and the general public.

Risk Avoidance. The District will weigh the rewards for risk taking against the exposures to accidental or criminal loss. The District will avoid incurring disproportionate risks in contractual agreements. Risk elements of all new undertakings shall be evaluated carefully and those already existing shall be re-evaluated periodically to determine if any exposures can be avoided.

Risk Retention. The District will retain the maximum amount of risk possible, consistent with its financial condition and overall capabilities.

Non-Insurance Transfer. In all contractual relationships, the District will transfer to others all risks of loss from chance events appropriate to the transaction and appropriate to the relationship of the parties. The District will consider the other parties’ ability to assume the risk, ability to control the loss and the customs and traditions of the parties and the industries involved. In the absence of adequate net worth of the parties, contractual transfers of risk shall be supported by insurance of the indemnitor and evidence of this insurance is required.

Insurance Transfer. The District will purchase insurance when it is required by law or contract, when the amount of potential loss is too large to be absorbed as a normal operating expense, when the probable annual cost variation is unacceptable and insurance is available on acceptable terms and when insurance can best provide for ancillary services such as inspections, claims handling, legal qualifications and loss prevention.
HUMAN RESOURCES

Risk Management (Continued)

Joint Transfer and Retention. The District will combine insurance transfer and retention through the use of deductibles, excess insurance and retrospectively rated insurance plans in instances when a portion of the total exposure can safely be retained.

Safety. The Lincoln Public Schools shall comply with all state safety and fire regulations as well as the safety regulations of all other agencies having jurisdiction. The District will have a program of safety, including appropriate instruction for all staff, routine safety checks and adequate safety records.

Date of Last Revision: 2015-01-27
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Workers’ Compensation

All employees come under the provisions of the Nebraska Workers’ Compensation law.

Employees are required to immediately report any work-related injury and/or work-related medical condition to their supervisor, call Risk Management and complete all appropriate paperwork. The supervisor is to be knowledgeable of the District’s procedures and direct the employee to comply with the reporting process. Details of eligibility, benefits, reporting, etc. are found in Human Resources Bulletin #2.

The Risk Management Department, with the aid of other human resources personnel and District legal counsel, is responsible for complying with all state and federal regulations related to workers’ compensation and developing risk and cost containment procedures.

Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations:
Legal Reference: 48-101 et seq.
HUMAN RESOURCES

Risk Management and Safety Committee

This School District is committed to providing and maintaining a safe and healthful work environment and recognizes its responsibility in protecting and conserving its human and financial resources. Employees of the School District are responsible for the safety of fellow employees, students and members of the public to prevent losses of these resources.

The Safety Committee(s) shall be created and perform such functions, be made up of members and meet as required by law. The School District shall develop and maintain a written Injury Prevention Program as required by law and the Superintendent or the Superintendent’s designee is hereby delegated authority and responsibility as required or allowed by law over such Injury Prevention Program.

The Director of Risk Management or designee chairs the Safety Committee and is responsible for ensuring the District is in compliance with applicable state and federal laws.

Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations:
Legal Reference: 48-443 et seq.
HUMAN RESOURCES

Tort Claims

Tort claims must be filed with and received by the Secretary of the Board.

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2010-01-26
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations:
HUMAN RESOURCES

Damage, Loss and Theft Collections

The District will make appropriate efforts to collect for losses resulting from negligence, vandalism or theft. The Associate Superintendent for Human Resources or designee is hereby delegated full power and authority in his/her discretion to deal with or attempt to collect these losses, which authority includes but is not limited to oral or written attempts to collect, turning these matters over for collection to district legal counsel or others, filing claims with bankruptcy court or other administrative or judicial bodies, authorizing and pursuing litigation, approving settlements and any other action deemed appropriate.

After reasonable efforts at collection have failed, the Associate Superintendent for Business Affairs is hereby delegated full power and authority in his/her discretion to remove such losses from the books of the District.

All District personnel have a responsibility to report information related to incidences of damage, loss or theft.
HUMAN RESOURCES

Working Conditions

Working conditions are determined by Human Resources in compliance with negotiated agreements, Lincoln Board of Education policies and state and federal laws. General employment procedures regarding vacations, leaves of absence, resignation, reemployment, duties, hours and other matters related to the nature of the position will be monitored by Human Resources. The procedures may vary by department or position.

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2009-04-14
Original Adoption or Oldest Version: 2009-04-14
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Employee Contracts and Personnel Actions

Certificated employees will be hired pursuant to a written contract approved by the Lincoln Board of Education. After Board action, all contracts for employees are issued by the Human Resources Division.

Classified and hourly employees will be hired pursuant to a personnel action to be approved by the Board. At the direction of the Board, designated classified employees will be issued a contract by the Human Resources Division.

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2009-04-14
Original Adoption or Oldest Version: 2009-04-14
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Employment Year

Employees will work a specified number of days, or on an at-will basis, depending upon the assignment. The length of the assignment is determined by the Lincoln Board of Education. Calendars are issued annually denoting the anticipated work schedule and are subject to revision by the Human Resources Division.

Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Employee Responsibilities and Duties

Any person employed with the Lincoln Public Schools agrees to perform the responsibilities and duties as assigned in a safe and efficient manner.

All employees must follow all Lincoln Public Schools policies, regulations, assessment and curriculum guidelines, testing procedures and protocols, division bulletins or directives, work rules, professional agreements, employee handbooks and procedural handbooks/manuals. All employees shall obey all lawful and proper orders, instructions and directives issued by a supervisor either orally or in writing.

Employees are accountable for the proper use and care of District equipment and supplies.
HUMAN RESOURCES

Duties and Hours of Work - Certificated

The Lincoln Board of Education recognizes that certificated employees’ responsibilities to their students and their profession generally involve the performance of duties and the commitment of time beyond the normal working day. The Board also recognizes that teachers and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system.

All certificated staff are required to be on duty at such times established by their supervisor and in compliance with the negotiated agreement. Professional staff will be available on an as-needed basis to complete their other duties as assigned. Regular, dependable attendance is an essential function of each employee’s position.

In the event of a school or community emergency, employees are expected to remain on duty as assigned, unless notified otherwise by their supervisor.

Employees who miss meetings or inservice sessions are required to develop and carry out a plan to gain the information missed.

Reviewed and Affirmed by the Board: 2017-12-12
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Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Hours of Work - Certificated Employees

Schools have different starting and ending times for the student day. The length of a full-time teacher’s duty day is seven hours and 30 minutes. Each school will determine the length of time prior to and after the student class schedule for staff to be on site in order to meet the required seven hours and 30 minutes. Each certificated employee will have an uninterrupted lunch period of not less than 30 minutes each school day, and no certificated employee shall be assigned teaching, supervisory or other duties during such lunch period. Staff are expected to remain on site the entire day with the exception of the duty-free lunch and may leave the building earlier when called to a professional meeting. Check-out procedures shall be followed for leaving the building during the duty day.

Certificated staff is required to serve on playground, lunchroom and hall supervision as designated by the principal. The principal should attempt to make an equitable distribution of such assignments and staff shall assume such duties as part of their work and agreement of employment.

Certificated staff is to attend required staff and professional meetings scheduled before or after school. Attendance at required conferences, Parent-Teacher Association/Parent-Teacher Organization meetings, open houses, etc., is part of the staff members’ professional responsibility in addition to the regular school day.

Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations: 79-8,107
Legal Reference: 79-8,107
HUMAN RESOURCES

Duties and Hours of Work – Classified and Hourly Employees

Working hours vary according to the specific job classification and the needs of the District. Hours for part-time employees are determined by the supervisor. Paid break time, if applicable, is outlined in the applicable employee’s agreement or handbook.

Regular, dependable attendance is an essential function of each employee’s position.

In the event of a school or community emergency, employees are expected to remain on duty as assigned, unless notified otherwise by their supervisor.
HUMAN RESOURCES

Civility of Employees

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors and anyone else having business with the District. Uncivil behaviors are prohibited.

Uncivil behaviors shall be defined as any that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions could occur in telephone conversations, voice mail messages, face-to-face conversations, written and electronic communications, including email messages and/or social media.

Any uncivil behavior should be reported to the immediate supervisor or to the Human Resources Division. Employees may be subject to disciplinary action under building and/or District policy or guidelines up to and including termination of employment. Retaliation against a person who reports a claim of uncivil behavior is prohibited.
HUMAN RESOURCES

Standards of Ethical and Professional Performance – Certificated Staff

Both the State of Nebraska and the Lincoln Board of Education recognize that teaching and its related services, including administrative and supervisory services, are a profession with all of the rights, responsibilities, and privileges accorded other recognized professions. The Board recognizes and endorses the Standards of Ethical and Professional Performance as established by the Nebraska Department of Education and expects all certificated employees to abide by these standards.

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2009-04-14
Original Adoption or Oldest Version: 2009-04-14
Related Policies and Regulations: 5400, 5504
Legal Reference: 79-859, 79-866; 92 NAC 27
HUMAN RESOURCES

Certificated Personnel – Professional Performance and Code of Ethics

It is the expectation of this District that all certificated staff shall comply with the ethics standards set forth by the Nebraska Department of Education, as such standards may be modified from time to time. The ethics standards which certificated staff shall follow shall include the standards set forth in this policy. References to “educator” shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for all educators with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator’s contractual and professional responsibilities, the educator:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.

2. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
HUMAN RESOURCES

Certificated Personnel-Professional Performance and Code of Ethics

Principle I - Commitment as a Professional Educator (Continued)

3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.

4. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.

5. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.

6. Shall not sexually harass students, parents or school patrons, employees, or board members.

7. Shall not have had revoked for cause in Nebraska or another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which an educator’s certificate is issued in Nebraska.

8. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.

9. Shall report to the Superintendent any known violation of these standards.

10. Shall seek no reprisal against any individual who has reported a violation of these standards.

Principle II - Commitment to the Student

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
HUMAN RESOURCES

Certificated Personnel-Professional Performance and Code of Ethics

Principle II - Commitment to the Student (Continued)

2. Shall not deliberately suppress or distort subject matter for which the educator is responsible.

3. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.

4. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.

5. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.

6. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.

7. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

1. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator’s personal and institutional views.

2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.

3. Shall neither offer nor accept gifts or favors that will impair professional judgment.

4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
**Principle III - Commitment to the Public (Continued)**

5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.

6. Shall, with reasonable diligence, attend to the duties of his or her professional position.

**Principle IV - Commitment to the Profession**

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

1. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

2. Shall not misrepresent his or her professional qualifications, nor those of colleagues.

3. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

**Principle V - Commitment to Professional Employment Practices**

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
HUMAN RESOURCES

Certificated Personnel-Professional Performance and Code of Ethics

Principle V - Commitment to Professional Employment Practices (Continued)

2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.

3. Shall give prompt notice to the employer of any change in availability of service.

4. Shall conduct professional business through designated procedures, when available, that have been approved by the Board of Education.

5. Shall not assign to unqualified personnel tasks for which an educator is responsible.

6. Shall permit no commercial or personal exploitation of his or her professional position.

7. Shall use time on duty and leave time for the purpose for which intended.

Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations: 5400, 5504
Legal Reference: NDE Rule 27
HUMAN RESOURCES

Standards for Classified and Hourly Employees

In fulfillment of the employee’s professional responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, other employees, parents, school patrons, or Lincoln Board of Education members.

2. Shall not discriminate on the basis of race, color, national origin, religion, marital status, sex, age, veteran status, disability, pregnancy, childbirth or related medical condition, sexual orientation or any other protected class designated under state or federal law.

3. Shall not use coercive means, or promise or provide special treatment to students, other employees, school patrons, or Board members in order to influence professional decisions.

4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.

5. Shall not exploit relationships with students, other employees, parents, school patrons, or Board members for personal gain or private advantage.

6. Shall not harass in any manner students, parents or school patrons, employees, or Board members.

7. Shall not engage in conduct involving dishonesty, fraud, deceit or misrepresentation.

8. Shall understand the confidentiality of data. Shall keep in confidence personally identifiable student or employee information that has been obtained in the course of service to the District, unless disclosure serves professional purposes, or is required by law. Any employee who has a student in the District must differentiate his or her role as an employee and his or her role as a parent with respect to accessing confidential student information.

9. Shall not discipline students using corporal punishment.

10. Shall not misrepresent the School District, and shall take added precautions to distinguish between the employee’s personal and institutional views.

11. Shall abide by policies and regulations of the Board and the rules and standards established by the administration and the employee’s supervisor.

12. Shall seek no reprisal against any individual who has reported a violation of these standards.

13. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
HUMAN RESOURCES

Standards for Classified and Hourly Employees (Continued)

Failure to abide by the foregoing standards or the expectations for employees set forth in other policies and regulations may result in disciplinary action, up to and including termination, whether failure occurs on or off duty.
HUMAN RESOURCES

Prohibition on Aiding and Abetting Sexual Abuse

A school employee, contractor or agent of the school district is prohibited from assisting another school employee, contractor or agent in obtaining a new job if the individual knows or has probable cause to believe that such other employee, contractor or agent engaged in sexual misconduct in violation of the law.

“Assisting” does not include the routine transmission of administrative and personnel files.

Exceptions to giving such assistance may only be made where the exception is authorized by federal law (for example, where the matter has been investigated by law enforcement and the person has been exonerated and approved by the Superintendent or designee.)

Reviewed and Affirmed by the Board:
Last Revision: 2017-12-12
Original Adoption or Oldest Version: 2016-08-09
Related Policies and Regulations:
Legal Reference: ESSA sec. 8038, § 8546
HUMAN RESOURCES

Administration of Assessments

The District utilizes national, state and local student assessments as needed to determine the academic growth of students. Data and decisions based on that data are influenced by both assessment quality and the quality of the assessment process. District employees are critical to the quality of the assessment process. Assessments are to be administered under standardized, secure conditions that help ensure accuracy and comparability of the data for students and student groups. The assessment administration guidelines outlined below help ensure that every student has an equal opportunity to demonstrate his/her knowledge and skills.

In fulfillment of the obligation to the student and the employee’s contractual and professional responsibilities, the employee will:

1. Read the assessment administration instructions prior to administration and follow the instructions each time the assessment is administered.
2. Prepare the students for assessments through teaching of the District curricula.
3. Familiarize students with the format of the assessment through the use of assessment preparation practices. The teacher shall not use actual assessment items to plan instruction or to conduct assessment preparation sessions.
4. Review appropriate general assessment-taking strategies with the students.
5. Review the purpose and importance of the assessments with the students prior to administering these assessments and encourage the students to perform their best.
6. Carefully monitor students and assure that they complete the assessment individually without any aid of notes, books or other people (with the exception of documented and allowable accommodations).
7. Provide students with allowable accommodations as specified in their IEPs/504 Plans or as determined by the ELL team.
8. If appropriate, score the assessment per District guidelines.
10. Report any cheating or possible cheating by students or any deviation from the assessment administration instructions to the principal or her/his designee.
11. Not possess any secure materials at any time other than during actual administration of the assessment.
12. Not discuss, disseminate, reproduce or otherwise reveal the contents of the assessments to anyone.
13. Not change answers on a student’s assessment sheet or otherwise participate in the submission of false or misleading assessment results.
HUMAN RESOURCES

Administration of Assessments (Continued)

14. Adhere to Nebraska Department of Education’s security procedures and report breaches in security to the Superintendent or the Superintendent’s assessment designee for report to the Nebraska Department of Education.

Reviewed and Affirmed by the Board:

Last Revision: 2017-12-12
Original Adoption or Oldest Version: 2012-02-14
Related Policies and Regulations: 4760, 4760.1
Legal Reference: NDE Rule 27
HUMAN RESOURCES

Professional Boundaries and Staff Relationships with Students

Employees are prohibited from establishing an inappropriate personal relationship with students. An inappropriate personal relationship between an employee and a student is defined as including, but not necessarily limited to: dating; any touching of an intimate or sexual nature, sexual contact or sexual relations, any touching otherwise prohibited by law or objected to by the student; giving a gift having a sexual overtone; making comments of a sexual nature or reflecting sexual innuendo to or about a student; or any similar activity.

Any employee who has knowledge or reasonably suspects that another employee may have engaged in prohibited conduct as defined by this policy must immediately report this information to either the employee’s supervisor, the student’s principal or the Associate Superintendent for Human Resources.

Failure to comply with this policy shall subject the employee to disciplinary action, up to and including termination.

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2015-01-27
Original Adoption or Oldest Version: 2015-01-27
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Professional Boundaries Between Employees and Students

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following nonexclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

**Electronic Communication**

- Text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student’s homework, class activity, school sport or club or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student’s grades).
- Using e-mail to communicate with students in an inappropriate, immoral or unethical manner.
- Engaging in social-networking friendships with a student on a social networking site in an inappropriate, immoral or unethical manner. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee’s position and not impair the employee’s capacity to maintain the respect of students and parents or impair the employee’s ability to serve as a role model for children (for example, inappropriate, immoral or unethical photos or videos).

**Other**

- Engaging in any sexual activity, a romantic relationship or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance – verbal, written, or physical – toward a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student’s physical privacy (e.g., walking in on the student in a restroom), except as appropriate in relation to the child’s needs.
HUMAN RESOURCES

Professional Boundaries Between Employees and Students

Other (Continued)

- Inappropriate, immoral or unethical physical contact with a student.
- Discussing with the student the employee’s problems that would normally be discussed with adults (e.g., marital problems).
- Taking a student on an outing without obtaining prior express permission of the student’s parent and school administrator.
- Inviting a student to the employee’s home without prior express permission of the student’s parent and school administrator.
- Going to the student’s home when the student’s parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District.

Inappropriate, immoral or unethical conduct includes conduct prohibited by NDE Rule 27 (whether such conduct is by a certificated employee or a classified employee) and conduct prohibited in the District’s employee handbooks.

Date of Last Revision: 2015-01-27
Related Policies and Regulations: 
Legal Reference:
HUMAN RESOURCES

Notification of Arrest, Criminal Charges, Licensure, Child Abuse Complaints, Etc.

Employees shall notify the Associate Superintendent for Human Resources or designee by the next business day after the employee is (a) arrested; (b) ticketed; or (c) issued any form of criminal charge for committing an offense, crime or infraction.

The above notification and reporting requirement herein apply if:

1. The maximum penalty for the crime equals or exceeds seven days incarceration;
2. The crime relates to abuse, neglect or endangerment of a minor, or a minor was allegedly a victim or a witness;
3. The crime relates to misuse of drugs, alcohol or controlled substances or;
4. Job responsibilities are impacted including offenses that:
   a. Would constitute a violation of NDE Standards of Conduct and Ethics, Chapter 27 as adopted by Lincoln Public Schools;
   b. Would impact the employee’s ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives students; or
   c. Would impact the employee’s Commercial Drivers License if the employee’s job requires that the employee have a CDL. Employees subject to Policy 3760 - Safe Driving Record Standard for Drivers, must notify Human Resources by the next business day of all tickets or citations including, but not limited to, traffic infractions.
5. The crime relates to alleged violence, force, coercion or sexual misconduct;
6. The arrest or criminal activity occurs while employee is on duty, or at a school attendance facility, on school property, at a school-supervised activity or school-sponsored function or in a school-owned or utilized vehicle.

Employees must also promptly report to Human Resources whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

Employees must give full disclosure of the existence and nature of the above proceedings and shall also immediately notify Human Resources of the disposition of any such case or matter.
HUMAN RESOURCES

Notification of Arrest, Criminal Charges, Licensure Child Abuse Complaints, Etc. (Continued)

Employees shall also notify Human Resources by the next business day after the employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee’s position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Nebraska Department of Health and Human Services related to an alleged violation of the professional standards of conduct for the employee’s position.

Employees shall also notify Human Resources by the next business day after the employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an “inconclusive” determination that occurred at any time. Current employees must give such disclosure within 10 days following adoption of this Policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given.

Legal documents relating to criminal charges, arrests and child abuse complaints shall be treated and maintained as part of the employee’s confidential criminal background file.

Failure to notify Human Resources as required under this policy may subject the employee to disciplinary action, up to and including termination.
HUMAN RESOURCES

Possession of a Weapon by Employees

The District prohibits any employee from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.
HUMAN RESOURCES

Possession of a Weapon by Employees

1. As used in this policy, the term “weapon” means an instrument or object used, or which may be used, as a means of attack, defense or destruction, including, without limitation:
   a. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
   b. The frame or receiver of any object described in the preceding example;
   c. Any firearm muffler or silencer;
   d. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine or similar device;
   e. Any bludgeon, sandclub, metal knuckles or throwing star;
   f. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocketknife with a blade of 2½ inches or more is a prohibited weapon. Maintenance employees may possess a knife with a blade of 2½ inches or more if such a knife is necessary as a tool for the employee’s work and if used in the manner for which it was designed.

   A switchblade knife is prohibited regardless of size of the blade. A switchblade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of a knife or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
   g. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun;
   h. Any other object that is designed for or intended for use as a destructive or injurious device.

2. An employee may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and it shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. An employee who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
HUMAN RESOURCES

Possession of a Weapon by Employees (Continued)

3. An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.

4. As used in this policy, the phrase “possession of a weapon” includes, without limitation, a weapon in an employee’s personal possession, as well as in an employee’s motor vehicle, desk, locker, backpack or purse.
HUMAN RESOURCES

Visitors to Employees

Employees are not to have visitors on school property except on a short-term basis and only with permission of the principal or supervisor. Included in the definition of visitors are family members of the employee. Visitors should follow posted procedures for being on school property.

Staff is prohibited from bringing their children to school with them in lieu of taking them to childcare.

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2009-04-14
Original Adoption or Oldest Version: 2009-04-14
Related Policies and Regulations: 2009-04-14
Legal Reference:
HUMAN RESOURCES

State and National Offices

Lincoln Public Schools encourages staff to participate in job-related professional organizations. Approval for release time for state or national offices must be obtained in advance from Human Resources. Determination as to whether the release time will be paid will be based on current budget constraints.

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2009-04-14
Original Adoption or Oldest Version: 2009-04-14
Related Policies and Regulations: 4760, 4762, 4800.5
Legal Reference:
HUMAN RESOURCES

Employee Fundraising

Any employee who directly or indirectly seeks to use their position as a District employee to fundraise (such as through a crowdfunding initiative) must obtain prior approval from the Superintendent or Superintendent’s designee before taking any action to fundraise.

An employee who receives permission to fundraise shall abide by the following requirements:

a. The employee shall inform the Superintendent or Superintendent’s designee of any content (including online messages or requests) that the employee intends to publish.

b. The employee shall not violate any District policy, rule or law in any fundraising efforts and shall keep all student information confidential.

c. The employee must account for any money raised through the approved fundraising effort and shall provide evidence to the Superintendent or Superintendent’s designee as to how the money was spent.

This policy is not applicable to fundraising efforts by employees in their private capacities.

Original Adoption: 2019-05-28
Related Policies and Regulations: 1112, 1330, 1340
Legal Reference:
HUMAN RESOURCES

Soliciting and Selling

Employees shall not allow salespersons, representatives or agents of any commercial enterprise or theatrical presentation to call upon, secure contracts or student orders and business from employees engaged in their duties except for such times as may be designated by the Superintendent or designee. By law, the hours of no solicitation are between 8:30 a.m. and 5:00 p.m. on all days that school is in session. If an employee is required to be at work earlier than 8:30 a.m., the hours are extended to that earlier time as well.

Employees shall not use classrooms, buildings or other school property for personal use, profit or other commercial enterprises without specific approval from the District. Employees shall not use time for which the employee is paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

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Last Revision: 2009-04-14
Original Adoption or Oldest Version: 2009-04-14
Related Policies and Regulations: 3972, 4660
Legal Reference: 79-8,100; 79-8,101
HUMAN RESOURCES

Personal Effects Not Replaced

Employees are discouraged from bringing personal items to work. Reimbursement by the District for stolen or damaged items will not be authorized.

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2009-04-14
Original Adoption or Oldest Version: 2009-04-14
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Personal Freedom

Lincoln Public Schools recognizes that all employees have the right to hold personal beliefs. Employees may express opinions concerning school District issues as well as other local, state and federal issues and will not be unlawfully discriminated against based on the protected exercise or expression of such beliefs or opinions.

While recognizing individual personal freedoms, these rights must be balanced with the mission of the School District. As such, personal freedoms may not be exercised in a manner which negatively affects working relationships or which negatively affects the ability of employees who work with students to serve as effective role models for our students. Instruction on political, religious and other sensitive issues is to be provided in a manner which allows students the opportunity to form or adhere to their own views; students must not be required to accept the views of school employees. In addition, the political accountability laws restrict use of school resources in the promotion of political views. As such, while a school employee may express a position with regard to political issues, employees may not use school personnel, resources, property or funds for such purposes or engage in such activity during hours in which the employee is being paid to work or when otherwise engaged in performance of school duties.
HUMAN RESOURCES

Academic Freedom

Academic freedom shall be accorded to staff members, subject to the requirement that the staff member performs the assigned duties and, in the case of instructional staff, teaches the assigned curriculum using District-approved materials and research-based techniques.

When issues are presented, staff members will make an effort to effect a balance of biases, divergent points of view and provide an opportunity for exploration by the students into various sides of the issue(s).

The staff member will encourage students to express their own views, assuring that it be done in a manner that gives due respect to one another’s rights and opinions.

Staff members will respect positions other than their own.

Students will be encouraged, through class discussions and independent inquiry, to reach their own conclusions regarding controversial issues.

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2009-04-14
Original Adoption or Oldest Version: 2009-04-14
Related Policies and Regulations: 6450, 6500
Legal Reference:
HUMAN RESOURCES

Work Made for Hire

The District seeks to provide an environment in which administrators, teachers and staff can discover and transmit the knowledge and wisdom which will help to improve the quality of education. The rights of the District concerning production, ownership and use of inventions, patentable and copyrightable materials or other intellectual property or proprietary materials shall be controlled by this policy.

Under federal law, any work prepared by an employee within the scope of his or her employment is considered a “work made for hire.” Work made for hire is the exclusive property of the employer. Work for hire includes work prepared during duty time, after duty time and when school is in or not in session. Work made for hire includes, but is not limited to, teaching materials, curriculum, business management systems, individual staff web pages or information or material posted on the Internet through the District’s system, computer programs or other educational tools or materials and revisions and updating of manuals and textbooks and other publications.

Each District employee, by continuing in employment, agrees to assign to the District such employee’s entire right, title and interest in and to such works made for hire.

Employees shall not use the District’s work made for hire for any commercial use without the express written approval of the Superintendent of Schools or the Superintendent’s designee.

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2015-01-27
Original Adoption or Oldest Version: 2015-01-27

Legal Reference: 17 U.S.C. § 201
HUMAN RESOURCES

Non-District Employment

Employees shall not perform duties unrelated to District employment during their regularly assigned schedule. In addition, employees shall not engage in employment which conflicts with their duties for the District.

Employees employed by another Nebraska school district or other employer which is under the Nebraska School Employees’ Retirement System are required to notify Lincoln Public Schools of such employment.

Employees who have a District work-related injury are required to notify Risk Management of any employment outside the District.

Employees who have a non-District work-related injury are also required to notify Risk Management of any employment outside the District.
HUMAN RESOURCES

Anti-Discrimination and Harassment

Lincoln Public Schools is committed to providing a workplace and learning environment free of discrimination and harassment for students and employees. Accordingly, discrimination or harassment of any kind by supervisors or coworkers is prohibited. In addition, the District will endeavor to protect employees from reported discrimination or harassment in the workplace by students and other non-employees.

Discrimination or harassment based on a person’s race, color, religion, national origin, sex, disability, age, marital status, veteran status, pregnancy, childbirth or related medical condition, or sexual orientation is specifically prohibited by Lincoln Board of Education policy and/or federal and state law.

 Reviewed and Affirmed by the Board: 2017-12-12
 Last Revision: 2009-04-14
 Original Adoption or Oldest Version: 2009-04-14
 Related Policies and Regulations: Section 703 of Title VII of the Civil Rights Act
 Legal Reference: Section 703 of Title VII of the Civil Rights Act
HUMAN RESOURCES

Anti-Discrimination and Harassment

All persons employed by or acting on behalf of Lincoln Public Schools are expected to:

1. Demonstrate at all times a respect for others regardless of race, color, religion, gender, disability, pregnancy, childbirth or related medical condition, age, national origin, citizenship status, economic status or other personal attribute. Any verbal or physical conduct which unreasonably interferes, on the basis of protected class, with the person’s work performance or creates an intimidating work environment constitutes harassment or discrimination.

2. Refrain from actions or the use of language, including ethnic or racial slurs, which is disparaging or demeaning to an individual’s appearance, ability, beliefs or other personal attributes.

3. Refrain from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment may take many forms including, but not limited to:
   a. Verbal harassment or abuse including unwelcome sexually-oriented communication;
   b. Subtle pressure or requests for sexual activity;
   c. Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person’s body;
   d. Requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual’s employment or student’s status;
   e. Requesting or demanding sexual favors accompanied by implied or overt promise of preferential treatment with regard to an individual’s employment or student status; or
   f. Sexual assault.

4. Report any incident of harassment or discrimination of or by any employee, student or non-employee within or which affects the school environment.

Date of Last Revision: 2015-08-25
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Discrimination and Harassment Reporting Process

All employees are responsible for helping to prevent discrimination or harassment. Employees who believe they have been subjected to, or believe they have witnessed, discrimination or harassment should follow these procedures:

1. Directly inform the person engaging in the discrimination or harassment that such conduct is offensive and must stop.

2. Contact your principal or supervisor or the principal or supervisor of the offending person, or contact the Title IX Officer, the Associate Superintendent for Human Resources, if you do not wish to communicate directly with the person whose conduct is offensive or if direct communication with the offending person has been ineffective.

3. Report the matter to the Title IX Officer, the Associate Superintendent for Human Resources, if the offending conduct continues or has not been resolved to your satisfaction after you have reported the matter to a principal or supervisor.

4. Report to the principal or the supervisor of the school or to the Title IX Officer, the Associate Superintendent for Human Resources, if you are the adult to whom the student has made a report so that the matter can be properly resolved.

Allegations of harassment or discrimination shall be investigated and if substantiated, corrective or disciplinary action taken, up to and including dismissal from employment if the offender is an employee, or suspension and/or expulsion, if the offender is a student. Retaliatory action will not be taken against an employee for reporting discrimination or harassment.

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate coordinator. For further information about antidiscrimination laws and regulations or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR.
HUMAN RESOURCES

Discrimination and Harassment Reporting Process (Continued)

at One Petticoat Lane, 1010 Walnut Street, Third Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), (816) 268-0599 (fax), (800) 877-8339 (telecommunications device for the deaf) or ocr.kansascity@ed.gov.

Revised:
Reviewed and Remains in Effect as Written:
Related Policies and Regulations:
Legal Reference:

2017-07-11
2015-08-25

Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
HUMAN RESOURCES

Tobacco Products in School Buildings and on School Grounds

The use of tobacco products is prohibited on School District property, at a school-sponsored activity, within school vehicles, and on property leased or contracted for educational services. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke including, without limitation, the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, tobacco means any tobacco product (including, but not limited to, cigarettes, cigars and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product lookalikes and products intended to replicate tobacco products either by appearance or effect. Staff members may use nicotine patches as part of a tobacco cessation program, but the patches may not be visible. Violation of this policy by employees will result in disciplinary action, up to and including termination.

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2014-07-07
Original Adoption or Oldest Version: 2014-07-07
Related Policies and Regulations: 3971.4
Legal Reference:
71-5701 to 71-5713, Neb. Rev. Stat. §
71-5716 to 5734 (Nebraska Clean Indoor Air Act)
HUMAN RESOURCES

Tobacco Products are Prohibited

All staff members in school buildings share the responsibility of adhering to and enforcing the policy prohibiting the use of tobacco products.

1. The administrator in each building is responsible for posting the District-approved no-smoking sign at each entrance.

2. Smoking in the building is a violation of the Nebraska Clean Indoor Air Act and is a Class V misdemeanor.

3. Employees are expected to inform persons smoking on school property that they are in violation of District policy.

Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations: 3971.4, 5420.3
Legal Reference: 71-5701 to 71-5713
HUMAN RESOURCES

Drug-free Schools

The District’s regulations and practices comply with the Federal Drug-Free Schools and Communities Act and with the Omnibus Transportation Employee Testing Act of 1991.
HUMAN RESOURCES

Drugs and Alcohol Prohibited

The School District recognizes that the use, possession or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

1. The unlawful manufacture, distribution, disposition, possession or use of a controlled substance is prohibited in the workplace. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any District property or District-sponsored event. Any level of impairment from illicit drugs, alcohol or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the workplace or on duty time shall be a violation of the drug-free workplace.

2. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District’s expectations in the event the employee commits a criminal drug or alcohol offense off the workplace or off duty time.

3. As a condition of employment, employees will abide by the District’s drug-free workplace policies and notify the Associate Superintendent for Human Resources or designee of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

4. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.

5. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.

6. Employees shall be furnished with a copy of this regulation.

This regulation supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use or distribution of illicit drugs and alcohol.

Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations: 4790.1, 5420.3
Legal Reference:
HUMAN RESOURCES

Alcohol and Drug Testing

Employees in “safety-sensitive” positions, as defined by the Omnibus Transportation Employee Testing Act of 1991 and regulations promulgated thereunder, including employees whose position requires a commercial driver’s license (CDL), will be tested for alcohol and controlled substances as required by law at the facility designated by the District. Refusal to submit to such pre-employment testing or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and will be terminated.

Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Employee Fitness for Duty

Employees must be physically and mentally capable of performing the essential functions of their assignment with or without reasonable accommodations. The District may, at its discretion, require employees to demonstrate that they are physically and mentally capable of performing the essential functions of their assignment with or without reasonable accommodations. The School District complies with all federal and state laws regarding the collection of health and medical information.

Employees shall be required, upon request of the Associate Superintendent for Human Resources or designee, to respond or submit to medical inquiries or examinations which are related and necessary, where there is evidence of a job performance or safety problem, and when required or otherwise permitted by law.

Employees are required to disclose any medical restrictions that limit their ability to perform the essential functions of the assigned job to their supervisor or Human Resources and to request a meeting with the Americans with Disabilities Act (ADA) Coordinator and/or the Health Care Response Team to discuss the provision of reasonable accommodations. Supervisors are required to notify Human Resources of any employees with medical restrictions that limit their ability to perform the essential functions of their assignment.

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2015-03-24
Original Adoption or Oldest Version: 2015-03-24
Legal Reference:
HUMAN RESOURCES

Employee Health Issues

Lincoln Public Schools will not discriminate against any employee due to health conditions. However, there are times when it is in the best interest of staff and students for an employee’s health condition to be disclosed to the District. Such information shall be treated as confidential, as required by state and federal statutes, and will be divulged only to the extent necessary to protect the employee, other staff and students.

Employees with a major health condition are to advise the Associate Superintendent for Human Resources or designee of the condition. A major health condition is defined as a condition, injury or disease affecting the employee’s ability to carry out the essential functions of the position they hold or a communicable or infectious disease that may be transmitted from person to person. Disclosure is necessary to determine whether steps need to be taken to ensure a safe working and learning environment for the employee, other staff and students.

All employment actions will comply with applicable state and federal statutes.

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2009-04-14
Original Adoption or Oldest Version: 2009-04-14
Related Policies and Regulations:
Legal Reference: Americans with Disabilities Act, Family Medical Leave Act, Health Insurance Portability and Accountability Act
HUMAN RESOURCES

Communicable or Infectious Disease

Communicable or infectious diseases are conditions which can be transmitted from person to person and are capable of producing significant illness in another person. Communicable or infectious diseases include, but are not limited to: HIV/AIDS, Tuberculosis (TB) and Hepatitis B and C. An employee with a communicable or infectious disease is subject to the same working conditions and performance requirements as any other employee.

In the absence of disclosure of a known communicable condition, the provisions of this regulation shall apply to the employee who has open or draining wounds, demonstrates inability to control body fluids or is otherwise reasonably believed to have a communicable condition that places others at risk of exposure of a communicable disease.

The following procedures shall be followed with respect to an employee who is known to have or reasonably suspected of having a communicable or infectious disease.

1. Employees who have or suspect that they have a communicable or infectious disease shall advise the Associate Superintendent for Human Resources or designee. Such information shall be treated as confidential and will not be divulged to other persons or sources except to the extent necessary to ensure a safe working and learning environment for the employee, other staff and students.

2. The Associate Superintendent for Human Resources or designee may require employees to provide current medical information or to submit to a medical evaluation if there is a reasonable suspicion that an employee has a communicable or infectious disease. If additional medical testing is necessary at the request of the District, the employee shall participate in such testing and the District will pay for the testing at the facility designated by the District. The Associate Superintendent for Human Resources or designee will notify the employee of the employee’s job status during the period of time necessary for fact-finding and determination of any possible further employment actions.

3. When individual employees have been diagnosed with a communicable or infectious disease, determination of whether they should be permitted to continue to be employed in their assignment will be made by a review of each individual case. The Associate Superintendent for Human Resources or designee may enlist the help of the Health Care Response Team (HCRT) and/or ADA Coordinator for a recommendation concerning possible employment actions. The Associate Superintendent for Human Resources or designee will consider the following factors in making a recommendation:
   a. The employee’s work place and interaction with other persons.
   b. The physical condition of the employee.
HUMAN RESOURCES

Communicable or Infectious Disease (Continued)

c. Whether the employee’s condition substantially interferes with the performance of the essential job functions with or without reasonable accommodation.
d. Whether the employee poses a substantial possibility of harm to others.

4. Based upon the information available regarding the employee’s health situation, the Associate Superintendent for Human Resources or designee may determine the following employment actions:
   a. Continue employment in the current or different assignment.
   b. Use paid leave.
   c. Afford reasonable accommodations as may permit the employee to perform essential job functions.
   d. Recommend to the Lincoln Board of Education:
      1) Leave of absence
      2) Reduction in amount of employment
      3) Termination
      4) Any combination of the above

5. If the employee’s employment status will be affected, appropriate due process procedures as required by law shall be followed.

An employee’s refusal to work with a person with a communicable or infectious disease is not a valid excuse for failure to complete work responsibilities. However, no employee shall be required to work under any condition or perform tasks which unreasonably endanger the individual’s health, safety or well being. Knowledgeable professionals who can discuss the cause of diseases and transmission will be made available to employees with concerns.

This policy shall in all respects be applied consistent with the Americans with Disabilities Act, regulations of the Health and Human Services relating to communicable diseases and other federal and state laws.

Date of Last Revision: 2015-01-27
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Other Illnesses, Injuries or Conditions

Employees who have, or suspect that they have, a condition (including pregnancy, childbirth or related medical condition,), injury or disease affecting their ability to carry out the essential functions of their position shall so advise the Associate Superintendent for Human Resources or designee. Such information shall be treated as confidential and will not be divulged to other persons or sources except to the extent necessary to ensure a safe working and learning environment for the employee, other staff and students.

1. The Associate Superintendent for Human Resources or designee may require an employee to provide current or additional medical information.

2. The Associate Superintendent for Human Resources may determine that an additional medical evaluation is required.
   
3. The Associate Superintendent for Human Resources or designee will review the medical information and may enlist the help of the Health Care Response Team (HCRT) to determine the employment status.
   
a. Based upon the information available regarding the employee’s health situation, the Associate Superintendent for Human Resources or designee may determine the following employment actions:
   
1) Continue employment in the current or different assignment.
2) Use paid leave.
3) Afford reasonable accommodations as may permit the employee to perform essential job functions.
4) Recommend to the Lincoln Board of Education:
   
   a) Leave of absence
   b) Reduction in amount of employment
   c) Termination
   d) Any combination of the above

4. If the employee’s employment status will be affected, appropriate due process procedures as required by law shall be followed.

Date of Last Revision: 2015-08-25
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Health Care Response Team

The purpose of the Health Care Response Team (HCRT) is to review information regarding employees’ physical or mental conditions which negatively impact their ability to perform the essential functions and duties of the current assignment and provide a report to the Associate Superintendent for Human Resources.

The HCRT is composed of the Director of Risk Management, the Americans with Disabilities Act (ADA) Coordinator, the appropriate Human Resources supervisor and other members as deemed necessary by the Associate Superintendent for Human Resources or designee.

The Associate Superintendent for Human Resources or designee makes the determination of when it is necessary to convene all or part of the HCRT. The HCRT performs the following:

1. Review existing documentation.
2. Collect additional or new information.
3. Analyze information.
4. Confer with employee, supervisors and appropriate experts.
5. Evaluate the information provided compared to the essential functions and duties of the current assignment.
6. Provide summary information to the Associate Superintendent for Human Resources or designee regarding the employee’s ability to perform the essential functions of the position with or without reasonable accommodations.

Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Emergency Medical Treatment

In the event an employee becomes ill at school, staff will assess the situation. If staff believes the symptoms and circumstances warrant, 911 will be called. If the staff members in the immediate vicinity of the ill employee are unable to, or do not have the expertise to, evaluate the condition of the ill employee, 911 should be called. The employee will not have the option of declining 911. If 911 determines transport by ambulance is not necessary, staff should contact a family member of the ill employee to transport.

It is not recommended that staff transport employees to the hospital/doctor.

An employee returning to work from emergency medical treatment must provide a release to return to work.

Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Professional Development

Professional development facilitates the personal and professional growth of all Lincoln Public Schools employees. The program provides opportunities for professional growth focused on increasing student success. The purpose of professional development is to support the career growth of all individuals in the District to improve their performance in their present job assignment, to increase job satisfaction, and to affect continuous academic improvement for all students.

Current emphases include: school improvement planning and implementation efforts which will include community members and parents; school-based initiatives; instructional improvement; building a community of learners through inclusive practices; multicultural education and integration of teaching and learning. Skill enhancement is the focus for each employee classification, which will result in excellence for all students in Lincoln Public Schools.

Staff development will be made available, at a minimum, in accordance with the terms of the applicable agreements. All employees may participate in District staff development courses.

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2009-04-14
Original Adoption or Oldest Version: 2009-04-14
Related Policies and Regulations: 
Legal Reference:
HUMAN RESOURCES

Orientation and Induction of Employees

Orientation and induction of new employees will be the responsibility of the Human Resources Division with assistance from building and District administrators or other designated staff.

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2009-04-14
Original Adoption or Oldest Version: 2009-04-14
Related Policies and Regulations: 
Legal Reference:
HUMAN RESOURCES

Orientation

Orientation for new employees will include information on District policies, benefits where applicable, as well as rules and regulations pertaining to individual assignments.

The orientation materials will include, but shall not be limited to:

1. Employee handbook.
2. Building/department handbook and/or policies and procedures.
3. District policies and rules, including anti-harassment, tobacco, alcohol and drug-free policies.
4. Benefits, if applicable.
5. Lincoln Board of Education Mission Statement.

Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Induction

Human Resources Division will ensure that an induction program is provided for new certificated employees according to state rules and statutes.

It is the responsibility of the Staff Development Department, with assistance from other departments, to coordinate the induction program.

Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Professional Growth Requirements – Certificated Employees

Professional growth requirements refer to professional work or activities which contribute to professional growth. The conditions and limitations under which such activities are performed and accepted may be reviewed and changed by the Associate Superintendent for Human Resources or designee. Changes in professional growth requirements will be implemented in such a way as to cause no penalty to those staff members who are currently working on professional growth requirements of the present period.
HUMAN RESOURCES

Professional Growth Activities – Certificated Employees

Point System for Professional Growth Activities

Evidence of completed professional growth must be recorded on the Professional Growth Form. As a part of the appraisal process, the principal will review and sign the completed Professional Growth Form(s) with the employee to verify completion of the listed activities. The form(s) will be stored in the Human Resources records management system.

The Director of Curriculum and Professional Development is authorized to specify the criteria and processes necessary for the accrual of professional growth points and may modify the criteria and processes periodically. Certificated employees are to reference their handbook for details concerning professional growth activities.

Activities acceptable for professional growth credit currently include: college coursework; workshops or institutes; teaching college courses, adult education or LPS staff development courses; supervising student teachers; publication of professional writing; educational travel; attendance at professional conferences or conventions; service on District-wide or building-wide committees; and participation in approved innovative projects and action research.

If there is a question regarding whether an activity is eligible for professional growth points, the employee should contact the Director of Curriculum and Professional Development prior to engaging in the activity.

Date of Last Revision: 2015-01-27
Related Policies and Regulations: 79-830
Legal Reference: 79-830
HUMAN RESOURCES

Appraisal

The Lincoln Board of Education requires regular appraisal of certificated and classified employees. Leadership of a comprehensive system of staff appraisal is the responsibility of the Human Resources Division. The appraisal shall be conducted by the immediate supervisor or designee.

The appraisal process for all employees shall be developed by the Human Resources Division in conjunction with the appropriate supervisors. The certificated appraisal process shall be pursuant to procedures approved by the Board in accordance with state statute.

All appraisals must be completed using the official appraisal forms approved by Human Resources.

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2009-04-14
Original Adoption or Oldest Version: 2009-04-14
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Appraisal Procedures

Annually, the Human Resources Division will provide supervisors with the appraisal cycle status of the employees they supervise. Appraisal schedules are listed in the Classified Employee Handbook, the Teacher Appraisal Manual and the Administrative Employment Guidelines.

Supervisors are expected to complete the appraisals in compliance with established District timelines.

Employees’ appraisal documents will be maintained on the district-approved Human Resources records management system.

Date of Last Revision: 2015-01-27
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Appraisal — Certificated Employees Other Than Administrators

Appraisal of certificated employees is the responsibility of the designated certificated administrator.

The actual appraisal process for certificated employees other than administrators is developed by a joint committee composed of representatives of Lincoln Education Association (LEA) and Lincoln Public Schools. Changes to the appraisal process must be approved by the LEA Board of Directors and the Lincoln Board of Education, as well as approved by the Nebraska State Department of Education.

Reviewed and Remains in Effect as Written: 2015-01-27
Related Policies and Regulations:
Legal Reference:
HUMAN RESOURCES

Appraisal of Certificated Administrators

Administrators will be formally appraised on a three-year cycle. The appraisal cycle can be modified to include additional formal appraisals within the three-year cycle. This modification may be at the request of the appraiser or the appraisee.

The process used to evaluate administrators will follow the Lincoln Board of Education approved appraisal specific to the administrator’s assignment.

Date of Last Revision: 2015-01-27
Related Policies and Regulations: 
Legal Reference:
HUMAN RESOURCES

Practicum Students and Student Teachers

The Lincoln Board of Education recognizes that there is personal enrichment, self-development and an increased workload for the cooperating teachers as they guide the professional growth of practicum students and student teachers. Each semester, certificated employees will be surveyed to determine their interest in accepting practicum student or student teacher placements. Certificated employees who consent to the assignment of a practicum student or student teacher agree to accept the accompanying responsibilities. Assignment of practicum students and student teachers will be facilitated by the Human Resources Division.

No institution will be allowed to place practicum students or student teachers without prior approval from Human Resources.

Reviewed and Affirmed by the Board: 2017-12-12
Last Revision: 2009-04-14
Original Adoption or Oldest Version: 2009-04-14
Related Policies and Regulations:
Legal Reference:
STUDENTS

Student Services

Services to students will be provided by the Lincoln Public Schools in a manner that recognizes both the rights and responsibilities of students and that values each student and encourages appropriate student development.

Student services provided by the District may include, but are not necessarily limited to: admissions, assessment, attendance, due process, guidance and counseling, health services, placement, psychological services, student records and student welfare.
STUDENTS

Student Services Functions

The Lincoln Public Schools, through administrative direction of the associate superintendent for instruction and the director of student services, will implement student services including the following functions:

1. Leadership and coordination of student services personnel throughout the School District.
2. Student records.
3. Student accounting and attendance.
4. Student discipline, including all matters of exclusion, suspension, expulsion and mandatory reassignment of students.
5. Student services reporting to agencies of county, state and federal government.
6. Liaison with community agencies in dealing with student health and welfare.
7. Enforcement of laws dealing with student attendance and delinquency.
8. Student transfers.
9. Health services.
10. Counseling services.
11. Student admissions.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations:
Legal Reference:
STUDENTS

Admission Procedures

Students shall be admitted to the Lincoln Public Schools who are:

1. Legal residents of the District for purposes of school enrollment. A student is a resident of the school district where he or she resides or any school district where at least one of his or her parents reside.

2. Wards of the state or court and are living within the District. If the student if residing in a foster home and was residing in another district at the time the student became a foster child, admission is subject to the condition that the person or court in charge of the child determines, in accordance with the Foster Care Review Act, that the child attend the District.

3. Living in a residential setting in the District for reasons other than to receive an education who are not wards of the state or court if the residential setting does not maintain an interim-program school. In such circumstances, the District will contract with the school district in which the student resided immediately prior to residing in the residential setting and provide educational services to the student pursuant to a contract with such other school district as and to the extent required by law.

4. Children of members of the military on active duty and residing on certain property ceded to the United States and stationed in, near or adjacent to the District, and children of employees of the federal government residing in Nebraska on national parks or national monuments within the State in, near or adjacent to the District, as and to the extent required by federal or state law. Children of military families are permitted to enroll in the District preliminarily if a parent presents evidence of military orders that the military family will be stationed in the state of Nebraska during the current or following school year.

5. Approved for option enrollment.

6. Homeless students as and to the extent required by federal and state law.

A student may be admitted who is:

1. A nonresident of the District who is a resident of Nebraska. Such enrollment shall be pursuant to a contract between the Boards of Education of the District and the resident school district and upon the collection of tuition pursuant to such contract.

2. A nonresident of the District who is a resident of another state. Such enrollment shall be subject to collection of tuition in advance at a rate determined by the Lincoln Board of Education.

3. Participating in an approved Foreign Exchange Program.
STUDENTS

Admission Procedures (Continued)

A student whose residency in the District ceases during the school year may be allowed to continue attending the District for the remainder of that school year.

In cases of denial of admission, applicants shall be informed of appeal procedures.
STUDENTS

Admission Procedures for Nonresident Students

Principals and the principals’ designees shall not have the authority to enroll a non-resident student, but will refer the student, parents/legal guardians to the director of student services to determine the student’s eligibility to be enrolled.

If it is determined by the director of student services that the student does not have a right to enroll without tuition being paid, the director of student services will make a determination of whether to permit the student to be enrolled. If the student is a resident of a Nebraska school district and enrollment is approved, a contract shall be entered into with the school district in which the student is a resident and tuition shall be collected pursuant to the contract. If the student is a resident of another state and enrollment is approved, tuition shall be paid prior to enrollment at a rate determined by the Lincoln Board of Education. The tuition will be paid in the Office of Business Affairs.

If the request to enroll is approved by the director of student services, the student, parent/legal guardian and the receiving school will be notified and the student may register immediately.

If the request to enroll is denied by the director of student services, the student, parent/legal guardian may request a review of the ruling by the associate superintendent for instruction. This review request must be in writing and made within five school days of the receipt of the ruling by the director of student services.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations: 3310, 3310.2
Legal Reference:
STUDENTS

Foreign Students

It shall be the general practice of the Lincoln Public Schools to provide educational opportunities for foreign exchange students consistent with the following statements.

Program Approval

A. General

1. The Superintendent of Schools or designee will approve programs meeting all criteria on the basis of an annual written application to be completed by March 1 for the following school year.

2. The School District of Lincoln will generally accept a maximum of 24 students from other nations who come to Lincoln via exchange programs officially recognized by the Superintendent of Schools.

3. The program provides opportunities for Lincoln Public School students to travel abroad as well as bringing foreign exchange students to Lincoln and the number of Lincoln Public School students availing themselves of the opportunity is comparable to the number of students brought to Lincoln.

4. The Superintendent of Schools or designee may approve mutual exchange privileges between Lincoln Public Schools students, provided that free school privileges are granted to the Lincoln students in exchange for free tuition for foreign students.

B. Sponsoring Agency/Organization/Program - An agency, organization or program may be approved to place students in the Lincoln Public Schools if it meets the following criteria:

1. Provides evidence that the program fulfills the requirements of the U.S. Department of State and is currently approved by that department. A foreign exchange program may not be approved unless it is on the current Advisory List of International Educational Travel and Exchange Programs that is maintained by the Council on Standards for International Educational Travel.

2. The program has an organizational sponsorship which:

   a. Is a not-for-profit agency,
   b. Has a local Lincoln committee,
STUDENTS

Foreign Students

Program Approval (Continued)

c. Has established procedures and a published set of policies for screening homes for placement of students. Exchange students will be placed in host families having a student(s) enrolled in the school attended by the exchange student, or a student attending the same school will be assigned by the organization to be a “host student” to the exchange student,
d. Has procedures for handling emergencies and has an availability of local people other than the host family for assistance,
e. Selects students for participation who have proven academic ability and language skills to study successfully in the Lincoln Public Schools,
f. Provides personal and educational information about a foreign exchange student to the Lincoln Public Schools prior to placement,
g. Provides evidence that local criteria has been met in approving students for selection and placement of foreign exchange students in the Lincoln Public Schools, and
h. Provide information about the program and the local committee to the Lincoln Public Schools.

Procedures

A. Admissions/Enrollment

1. Admission of exchange students new to the United States will be made only at the beginning of a school semester. All arrangements for admission must be concluded at least two weeks prior to the beginning of the semester.

2. Exchange students must be at least 16 years of age at time of admission and not more than 18 years and six months of age as of the time of admission. Exchange students must not have graduated from high school (or an equivalent educational institution) prior to enrollment in the District. Exchange students on an F-1 visa will not be eligible for participation. Option enrollment provisions cannot be used by host families of foreign exchange students.

3. The host family of the exchange student must be residents of the District at time of admission and the entire time the exchange student is attending Lincoln Public Schools.

4. The foreign exchange program shall be responsible for providing the District with all documents and records required by federal and state law and such other documents and records that the District may request. The documentation is to include information to establish that the foreign exchange student has adequate
STUDENTS

Foreign Students

Program Approval (Continued)

financial support, that the student is covered by health insurance, a complete transcript and a brief explanation of the transcript, and such other documentation that the Office of Student Services determines appropriate. Exchange students must have adequate proficiency in the English language to function in a regular classroom and not require English-as-a-second-language instruction. The foreign exchange program must provide documentation to verify the student’s English language proficiency as part of the application process. Exchange students will not be admitted until all such documents and records are received and approved by the Office of Student Services.

5. The requirements and expectations of the student, sponsoring agency, organization, program and the high school of attendance shall be clarified prior to admission and registration. Students attending the Lincoln Public Schools through a foreign exchange program are not eligible for a Lincoln Public Schools diploma.

6. Students will not be enrolled until all standards for admissions have been verified by the director of student services.

7. School placements must have the approval of the Office of Student Services and the building administration. A program cannot generally place more than two students in any one Lincoln public school building or program.

Expectations

A. Exchange Student

1. Exchange students must agree to abide by the policies and regulations of the School District of Lincoln and of the high school they are attending and are subject to the same policies as local students. Exchange students will familiarize themselves with information contained in the Responsibilities of Students.

2. Foreign exchange students will be assigned a grade placement and a class schedule as determined appropriate by the building principal or designee. Grade placement will be based upon the District’s criteria for students transferring from non-approved schools.
STUDENTS

Foreign Students

Expectations (Continued)

3. Exchange students are expected to enroll for a full year and successfully carry a minimum of 30 credit points including American History.

4. Transcripts of foreign students will be evaluated by Lincoln Public Schools personnel to determine total credit earned.

5. All students will receive a certificate of attendance.

6. Exchange students completing the graduation requirements may participate in graduation ceremonies. If a foreign exchange student wishes to receive a high school diploma, the student must make application to the Office of Student Services and the building principal prior to the beginning of the school year. To receive a diploma, the student must fulfill all of the District’s regular high school graduation requirements.

B. Sponsoring Organization Representative

1. Local representatives must communicate anticipated changes in student enrollment or concerns regarding the exchange student with the counseling and/or administrative staff of the school attended by the student.

C. Lincoln Public Schools

1. The Lincoln Public Schools will grant tuition-free status to foreign exchange students who are participants in programs administered by approved sponsoring agencies or programs and whose enrollment has been approved by the Office of Student Services.

2. Schools are not obliged to provide foreign exchange students with items such as pep club uniforms, class rings, yearbooks, cap and gowns, etc., free of charge.

Date Regulation Reviewed: 2010-05-25

Related Policies and Regulations:

Legal Reference:

22 CFR Part 62
Students

Transfers from Other Districts

A student is eligible to attend the Lincoln Public Schools upon transferring from other districts or schools if the student is a legal resident of the Lincoln Public School District or otherwise meets requirements for admission to the District.

1. An eligible student shall be placed by the school principal into a program which best matches his or her immediate experience in the preceding school. When an appropriate placement is not clear, the student may be referred to the Office of Student Services for placement.

2. Grade placement or credit granted to transfer students shall be subject to the following:
   
a. The credit earned in any other school which is accredited by the regional accrediting agency or is approved by the State of Nebraska will be accepted by the Lincoln secondary school which the student enters,
   
b. The incoming student may establish grade placement by examination, in lieu of a transcript, at the discretion of the principal,
   
c. College and university credit earned in an accredited institution of higher learning shall be transferable to apply as high school credit,
   
d. Credit earned from an international school or a school not accredited or approved shall be entered on the Lincoln Public Schools cumulative scholarship card with a grade of S (Satisfactory) or U (Unsatisfactory). Appropriate placement of the student will be determined by the principal of the receiving school.

   When credit from a non-approved or non-accredited school is entered, a statement should be written on the cumulative scholarship card. Examples: “This student entered the Lincoln Public Schools from (school) on (date)” or “This student’s last educational experience was in (school or country) and no official school records are available.”

   e. In order to receive a Lincoln Public Schools’ diploma, a transfer student must have earned a minimum of one year’s credit in an approved or accredited high school with the final semester’s credits being earned in a Lincoln Public Schools high school.

Revised: 2017-11-16
Date Regulation Reviewed: 5-25-2010
Related Policies and Regulations:
Legal Reference:
STUDENTS

Married Students

Married students shall have the same educational privileges and academic opportunities as unmarried students. There shall be no discrimination on the basis of sex, marital status of any person or the condition of being a parent. To enforce this prohibition, aggrieved persons shall use the District’s anti-discrimination policies.

Revised: 2018-05-09
Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations: 79-2,114 to 79-2,124
Legal Reference: 20 U.S.C. § 1681 (Title IX)
STUDENTS

Homeless Students

Lincoln Public Schools will comply with the federal and state law related to homeless students.

A. General Policy Statement

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

B. Definitions

“School of Origin” shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

“Homeless children and youths” shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;

2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

4. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

“Unaccompanied youth” shall mean a homeless child or youth not in the physical custody of a parent or guardian.
STUDENTS

Homeless Students (Continued)

C. School Stability

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child’s or youth’s school of origin is in the child’s or youth’s best interest, except when doing so is contrary to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

   To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

2. Enrollment: Once the school is selected in accordance with the child’s or youth’s best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.

3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child’s or youth’s best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

D. Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;

2. Any information about a homeless child’s or youth’s living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and

3. In a manner consistent with the Federal Education Rights and Privacy Act.
STUDENTS

Homeless Students (Continued)

E. Services

The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;

2. Receive appropriate time and training in order to carry out the duties required by law and this policy;

3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;

4. Ensure that homeless children and youths:
   a. Are enrolled in school which includes attending classes and participating fully in school activities;
   b. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
   c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports.
   d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.
   e. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.
STUDENTS

Homeless Students (Continued)

f. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.

2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child’s parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information. The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.

3. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19005.03 and 19-005.03C.
STUDENTS

Enrollment of Expelled Students

If a student has been expelled from any public school district in any state, or from a private, denominational or parochial school in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this School District until the expulsion period from such other school has expired unless the Lincoln Board of Education, in its sole and absolute discretion, upon a proper application, approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the Board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. A student expelled from a private, denominational or parochial school or from any public school in another state will not be prohibited from enrolling in the public school district in which the student resides or in which the student has been accepted pursuant to the enrollment option program for any period of time beyond the time limits placed on expulsion, pursuant to the Student Discipline Act, or for any expulsion for an offense for which expulsion is not authorized for a public school student under such Act. For purposes of this policy, the term “expulsion” or “expelled” includes any removal from any school for a period in excess of twenty (20) school days.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations:
Legal Reference: 79-215
STUDENTS

Application for Admission

Nonresident parents/legal guardians, or other responsible adults, who would like to have a student considered for placement in the Lincoln Public Schools must complete an Application for Admission at the Office of Student Services.

1. If the student’s parents/legal guardians do not reside in the Lincoln Public School District, the responsible adult with whom the student will reside must complete the application.

2. Parents/legal guardians who plan to purchase, or build, a home in the Lincoln Public School District within 60 days after the opening of school must complete the application, and provide purchase agreements and/or building agreements with closing date stated. If the application is approved, the parents/legal guardian shall provide all transportation to and from school during this period of time.

If the application is denied by the Director of Student Services, the student parent/legal guardian, or responsible adult, may request a review of the ruling by the associate superintendent for instruction. This request must be in writing and made within five days of the receipt of the ruling by the director of student services.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations: 3310.01
Legal Reference: 79-215
STUDENTS

Continued Enrollment

All applications for continued enrollment shall be made through the Office of Student Services. A recommendation will be made to the Lincoln Board of Education by the director of student services using the following criteria:

1. The student will have been in attendance in the Lincoln Public Schools for at least one or more full years immediately prior to the application,

2. The adult individual(s) with whom the student will reside, if other than the parent or legal guardian, shall have a power of attorney from the parent/guardian, and responsibility for the student if the application is approved,

3. Students whose parents/guardians move into a district that would normally contract for these services will not be eligible for continued enrollment without a contract between Lincoln Public Schools and the school district in which student has become a resident for the payment of tuition if such is a Nebraska school district or payment of tuition in advance at a rate determined by the Lincoln Board of Education if the student has become a resident of another state.

4. The student’s academic work and deportment in the semester in which the application is made shall be satisfactory, and

5. Evidence is given to show that changing schools would severely hamper the student’s educational program or opportunity for graduation.

If the request for continued enrollment is denied, that decision may be appealed by the student, parent or legal guardian by requesting a written request for review by the associate superintendent for instruction within five days of the receipt of the ruling.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations:
Legal Reference: 79-215
STUDENTS

Full-time and Part-time Enrollment

Full-time Enrollment

Students must be enrolled in Lincoln Public Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. enrolled students attending another state-accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student’s IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally-mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the Lincoln Board of Education; and
6. nonpublic school students in accordance with the policies and procedures set forth in this policy.

Part-time Enrollment of Nonpublic School Students

The Board shall allow the part-time enrollment of students who are residents of the School District and who are also enrolled in a private, denominational or parochial school or in a school which elects, pursuant to section 79-1601, not to meet accreditation or approval requirements. Such students are referred to herein as “nonpublic school students.”

The Board establishes the following guiding principles for enrollment of nonpublic school students:

1. The primary school for a nonpublic school student is the student’s private, denominational, parochial or home school.
2. Nonpublic school students are not to be given priority over full-time students.
3. Nonpublic school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
4. Enrollment of nonpublic school students is not to negatively affect the educational services to be provided to full-time students.
STUDENTS

Full-time and Part-time Enrollment

Part-time Enrollment of Nonpublic School Students (Continued)

The Board establishes the following specific policies and procedures for enrollment of nonpublic school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Nonpublic School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Nonpublic School Student for Part-time Enrollment to the Director of Student Services.

2. Action on Applications. The Director of Student Services will consult with the principal of the school the student wishes to attend and will notify the parent of the approval or denial of the application within two weeks of receipt of the application.

3. Appeals. In the case of a denial, the parent or guardian may appeal to the Associate Superintendent for Instruction. Any such appeal must be submitted to the Associate Superintendent within 14 calendar days from the date of the denial. The appeal shall be in writing and shall be decided on the basis of the written submission. The Associate Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond in a timely basis. The Associate Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Associate Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes, but is not limited to, the Associate Superintendent being unable to gather the information necessary to make the decision within the decision period.

4. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that enrollment will be continued from one year to the next.

B. Nonpublic School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This includes the requirements that the student be a resident of the District, be of school attendance age and not have graduated or have received a GED.
STUDENTS

Full-time and Part-time Enrollment

Part-time Enrollment of Nonpublic School Students (Continued)

2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to birth certificates, immunizations, physical examinations and visual evaluations.

C. Nonpublic School Student Enrollment Standards

1. Maximum Enrollment. Generally, students may not enroll in Lincoln Public Schools classes exceeding a half-day. A student who is attending an exempt school and who is enrolled on a part-time basis in a District’s middle or high school will be permitted to be continuously enrolled in the minimum number of credits to meet District and NSAA eligibility guidelines for the purpose of participating in NSAA-governed activities.

2. Capacity Limits. Enrollment will be subject to capacity limits. Any grade level, program or course which has been determined to be at capacity for option enrollment purposes shall not be available for nonpublic school students. Secondary principals shall also establish capacity limits for particular courses each semester. Students will not be permitted to enroll in courses beyond the established capacity limits.

3. Prerequisite Requirements. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may, on a discretionary basis, allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.

4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determines to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.

D. Nonpublic School Student Policies

1. General Standard. Nonpublic school students who are enrolled part time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.
STUDENTS

Full-time and Part-time Enrollment

Part-time Enrollment of Nonpublic School Students (Continued)

2. Building assignment. Students must enroll in the attendance center that serves the student’s residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student’s residence under the district’s transfer procedures.

3. No Partial Part-time Enrollment. Students must apply for enrollment and attend from time of admission through the duration of the semester. Once enrolled, part-time students will be required to participate in all activities, programs and tests related to the program or course for which the student is enrolled, including, as applicable, State or District-wide assessments, as full-time students.

4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District’s student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.

5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District’s attendance policies. Students who engage in excessive absenteeism, as defined in Board policy, are to be reported under the truancy laws.

6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made at the discretion of the principal or the principal’s designee. Students must sign in and out of the school by following the building-level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.

7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement. Full-time students will be given first consideration for parking on the high school campus.
STUDENTS

Full-time and Part-time Enrollment

Part-time Enrollment of Nonpublic School Students (Continued)

8. **Academic Honors.** Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District’s policies for such, including attainment of minimum credits and semesters of attendance.

9. **Extracurricular Activities.** Students enrolled on a part-time basis may be permitted, at the discretion of the principal, to participate in extracurricular activities. The student must be enrolled in at least one course in the public school and must meet any additional requirements of the activity in order to participate in extracurricular activities.

10. **Nebraska School Activities Association (NSAA) Participation.** Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws. In the event a student is enrolling in the District after having attended a school which is not accredited or approved, including a home school, the Office of Student Services shall evaluate the student’s transcript for the preceding semester and determine whether the student successfully completed coursework in such semester that would be the equivalent of credits in the District and, if so, place such credits on the student’s permanent record with the District and count such credits toward the District’s graduation requirements.

Reviewed and Affirmed by the Board:

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<th>2017-08-08</th>
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<td>2010-05-25</td>
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<tr>
<td>Related Policies and Regulations:</td>
<td>79-526; Title 92, Nebraska Administrative Code, Chapter 10</td>
</tr>
<tr>
<td>Legal Reference:</td>
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STUDENTS

Ages of Attendance

Minimum Age:

A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins. The Lincoln Board of Education shall admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (1) the child attended kindergarten in another jurisdiction in the current school year; (2) the family anticipates a relocation to another jurisdiction that would allow admission within the current year; or (3) the child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the Board.

Early Admission to Kindergarten:

The following assessment procedure for determining if a child is capable of carrying the work of kindergarten is approved and shall be made available to interested persons:

Early kindergarten enrollment exceptions may be made for younger children who are intellectually advanced. At a minimum, eligibility for the admission shall be based upon an analysis of the child’s: (1) social/emotional development and (2) pre-academic skills/cognitive skills.

The kindergarten early entrance assessment procedures are designed to identify and place in kindergarten those children who:

a. will turn five years of age between August 1 and October 15; and

b. are selected on the basis of testing by professionals trained to administer the assessments.

The assessment will be administered by the School District’s professional staff.

The decision regarding early entrance to kindergarten requires careful consideration of all factors that affect kindergarten success with final determination to be made based on the recommendation of the District Evaluation Team, to be composed of such individuals as the Superintendent or designee determines to be appropriate. Sound decision making in the area of early entrance to kindergarten is dependent upon reliable information regarding a student’s readiness. Parents will be notified in writing of the results of the Early Kindergarten Entrance assessment and the determination of the District Evaluation Team in a timely fashion, not to exceed three weeks after the assessments are completed.
STUDENTS

Ages of Attendance (Continued)

Families who seek early admission of their child into kindergarten must obtain an Early Entrance to Kindergarten Packet from their neighborhood elementary school. Parents must fill out the Early Entrance Application Form and request the Kindergarten Entrance Assessment.

Decisions regarding early kindergarten entrance must include consideration of the above and shall not be made based on race, color, gender, religion, ancestry, national origin, marital status, age, disability or sexual orientation of the child or the child’s parents or guardians.

Graduates

A student who has received a high school diploma or received a General Equivalency Diploma shall not be enrolled in the Lincoln Public Schools.

Age 21

A student shall not be enrolled in the Lincoln Public Schools if the child is age 21 before the school year commences or after the end of the school year in which the student reaches the age of 21. The school year for this purpose ends at the last day of instruction for graduating seniors and begins when students report to receive instruction in the first semester each year.
STUDENTS

Discontinuance of Enrollment for Children Younger than Six Years of Age

Any person with legal or actual charge or control of a child younger than six years of age prior to January 1 of the then-current school year who is enrolled in this School District may discontinue the enrollment of such child by submitting a written notification to the Superintendent or the Superintendent’s designee, indicating that child’s name, date of birth, grade level and effective date of discontinuation of enrollment. The notification must be in writing and on a form provided by, or acceptable to, the Superintendent or the Superintendent’s designee containing all information required herein. The form must be dated and signed by a parent or person with legal or actual charge or control of the child. The School District may request written verification or documentation of the person’s authority to dis-enroll the child. Upon receipt of required written form and any other required information or documentation, the School District shall note discontinuance of the enrollment on its official records pursuant to state law. Any child dis-enrolled shall not be eligible to re-enroll in this School District until commencement of the next school year, or until the child reaches the age of six prior to the then-current school year, whichever occurs earlier. Any person signing a request for discontinuation of enrollment, acknowledges this policy, procedure and the requirement thereof, and expressly agrees thereto.

Date Regulation Reviewed: 2010-05-25
Legal Reference: Neb. Rev. Stat §79-201
STUDENTS

Evidence of Birth Date

Upon admission to the Lincoln Public Schools the parents/legal guardian of any child preschool to grade 12, shall furnish (a) a certified copy of the student’s birth certificate issued by the state in which the child was born, or (b) other reliable proof of the child’s identity and age, (i.e. naturalization or immigration documents showing date of birth or official hospital birth records) accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced.

If the parents/legal guardian fails to provide this information, they will receive in writing a statement explaining the need for them to provide this information within thirty days.

If the parents/legal guardian fails to comply with this request within 30 days the school shall notify them in writing that they need to comply within 10 days. If compliance is not obtained within that 10-day period, the school shall immediately report the matter to the Lincoln Police Department for investigation.

If the affidavit requested appears inaccurate or suspicious in form or content, this shall be reported immediately to the Lincoln Police Department.

Missing Persons

A missing person shall mean a person 16 years or younger reported to any law enforcement agency as abducted or lost.

Upon notification by the Nebraska State Patrol of a missing student, the school will flag the student’s records in such a way that any personnel looking at such birth certificate or record shall be alerted to the fact that that birth certificate or record is of a missing person.

Any school requested to forward a copy of a transferred student’s record shall not forward such record to the requesting school if the record has been flagged as that of a missing person. The school will notify the Lincoln Police Department of the request and that the student is a reported missing person.

Any school or person acting on behalf of a school shall be immune from civil and criminal liability for acts or omissions which occur as a result of the requirements of the Missing Children Identification Act.

Reviewed and Affirmed by the Board:
Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations: 43-2001 - 2012 and 79-214
Legal Reference: 43-2001 - 2012 and 79-214
STUDENTS

Evidence of Immunization

Prior to enrollment, each LPS student shall provide a written immunization history, signed by the student’s physician, parent or guardian, verifying that the student has received the required vaccines so as to be protected by immunization against measles, mumps, rubella, polio, hepatitis B, Varicella (Chicken Pox), diphtheria, tetanus, pertussis, haemophilus influenzae type b (Hib) and any other immunizations required by law. Any student who does not comply shall not be permitted to enter school or, if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given. Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009. Immunizations will not be required for a student’s enrollment if the student submits one of the following:

(A) A statement signed by a physician, physician assistant or nurse practitioner that, in the health care provider’s opinion, the immunizations required would be injurious to the health and well being of the student or any member of the student’s family or household;

(B) An affidavit signed by the student, or if the student is a minor, by a legally authorized representative of the student, stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that immunization conflicts with the personal and sincerely followed religious beliefs of the student.

(C) Documentation from the student’s immunization provider showing that the student has begun the required immunizations and has scheduled dates to complete the immunization series as rapidly as is medically feasible. This documentation will permit provisional enrollment only. The student will be excluded from school if the necessary immunizations are not completed as rapidly as medically feasible, until either documentation of immunization or proof of an exemption is provided.

(D) Evidence of immunity against the diseases. Laboratory evidence of circulating antibodies for measles, mumps or rubella is required to show evidence of immunity against those diseases. Information concerning the laboratory test, including the signature of the laboratory technician or laboratory director, must be provided. Clinical history is not sufficient evidence of immunity.

(E) A documented history of varicella disease from a parent or health care provider with the year of infection constitutes evidence of immunity to varicella.
STUDENTS

Evidence of Immunization (Continued)

The cost of immunizations and any required documentation shall be borne by the parent or guardian, not the Lincoln Public School District.

In the event of an outbreak of a communicable disease, unimmunized students may be excluded from school.

Reviewed and Affirmed by the Board:
Last Revision: 2013-09-24
Original Adoption or Oldest Version: 2013-09-24
Related Policies and Regulations:
Legal Reference:
79-217 to 79-223; 79-248; 79-264; and Title 173, Nebraska Administrative Code, Ch. 3
STUDENTS

Physical Exam and Vision Evaluation

Admission to school requires submission of evidence of a physical examination and a visual evaluation within six months prior to entrance into the beginner grade (Kindergarten or, if Kindergarten is not attended, the first grade) and in the case of a transfer from out of state, to any grade. Physical examinations and vision evaluations provided at the preschool level do not meet this requirement. Evidence of a physical examination is also required within six months prior to entrance in the seventh grade.

The physical examination is to be performed by a physician, a physician assistant or a nurse practitioner. The visual evaluation is to be performed by a physician, a physician assistant, an advanced practice registered nurse or an optometrist. The visual evaluation is to consist of testing for amblyopia, strabismus and internal and external eye health, with testing sufficient to determine visual acuity.

The cost of the physical examination and vision evaluation shall be borne by the parent or guardian.

The parent or guardian shall be notified in writing of the foregoing requirements and of the right to submit statements to object to the requirements. The parent or guardian shall also be provided a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.
STUDENTS

Target Utilization for Schools

The District will establish a program capacity for each school building. Using the program capacity and school enrollment numbers, the District will compute a target utilization rate for each administrative level that is the average of the ratio of enrollment to program capacity for each building in the administrative level.

Reviewed and Affirmed by the Board:

Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations:
Legal Reference:
STUDENTS

Option Students

The Lincoln Board of Education will annually adopt a resolution stating the timeline and parameters for acceptance of option enrollment students. In addition, the resolution will state the circumstances under which late applications to option in will be accepted. The resolution will further set the standards and conditions for granting a request for release in the case of a late-filed application to option out of Lincoln Public Schools.

An option student who has been accepted for enrollment in Lincoln Public Schools may request a particular school building, but the building assignment of the option student shall be determined by the Office of Student Services. Option enrollment students shall be assigned to a school open to transfer and no option student shall be assigned to a school which the District categorizes as closed to transfer. Policies 5120, 5121, 5122 and 5123 shall not apply to option enrollment students.

This policy applies to school buildings or grades in school buildings designated as closed to transfer under the following circumstances:

1. A resident student who moves out of the District and is approved as an option student may be admitted to complete the current school year at the building they attended as a resident student.

2. An option student may be permitted to attend a building or grade that the District categorizes as closed to transfer if a sibling is attending that same attendance center for that requested school year.

3. An option student who is assigned to a building may complete their education at that same building.

An option student may be permitted to attend a building or grade that the District categorizes as closed to transfer if an overriding educational need exists as determined by a Review Committee of the Board of Education. The procedure for review may be limited by the Review Committee to written submissions only. The decision of the Review Committee shall be final.

Notwithstanding any of the above or any other policy of the Board of Education, any school building with fewer than 20 students which is owned or made part of Lincoln Public Schools shall be closed to transfer (including transfer for continued attendance) by Lincoln Public Schools resident students and shall not be the building assignment for option students.
STUDENTS

Option Students (Continued)

An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided in the following circumstances:

1. The Lincoln Public School District may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The school district may charge the parents of each option student transported a fee sufficient to recover the additional costs of such transportation.

2. Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district. The school determines which (transportation or reimbursement) to provide.

3. For option students receiving special education services, the transportation services required in the student’s Individualized Education Plan shall be provided by the resident school district.

Reviewed and Affirmed by the Board:
Last Revision: 2016-10-11
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations:
STUDENTS

School Attendance Areas

The Lincoln Board of Education shall establish elementary, middle school and high school attendance areas.

Exceptions for students to attend other than the assigned school may be made through transfer permits issued by the Office of Student Services on the basis of criteria established by the Lincoln Board of Education.

The Lincoln Board of Education should annually review boundaries for the elementary, middle school and high school attendance areas at a January meeting. If a school’s facility utilization deviates from the District’s target utilization by more than 15 percent, the school’s attendance area boundaries should be reviewed. When necessary, boundary changes should be made to balance building utilization and minimize the use of portable classrooms. Elementary, middle school and high school boundaries should be considered independently based on balanced building utilization. The Lincoln Board of Education will consider District-provided transportation as a means to assist in balanced utilization of schools.

It is the Board’s intent when possible to give approximately one school year’s notice to families whose attendance area will be changed; however, circumstances may dictate a more rapid change, and the Board is not restricted by the approximate one school year intent. School year shall mean the Lincoln Public Schools student calendar for each year.

Areas newly approved for platting by the city or those where the Lincoln Board of Education in its sole discretion deem appropriate may be assigned to an attendance area at any time. Newly platted areas assigned to an attendance area other than that of the closest school due to overcrowding should be considered temporary assignments until a more permanent solution can be implemented.

Attendance area boundaries that promote walking to school are desirable but should be modified as necessary to facilitate full utilization of buildings. Attendance areas should be contiguous, but the school may not be centered within the attendance area. Due to population distribution, geographic characteristics and a variety of other factors, not all areas will attend the geographically closest school. Attendance area boundaries should consider natural obstacles, arterial streets, railroad right of ways or other geographic features but will not always be able to avoid such obstacles.

Reviewed and Affirmed by the Board:
Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations:
Legal Reference:
STUDENTS

Student Attendance Areas Unavailable for Transfer

Staff will annually prepare a report in February on those grade levels and buildings that are to be considered unavailable to transfer.

In determining which attendance areas shall be unavailable to transfer, the following factors will be considered:

1. Available capacity (i.e., space for the efficient and effective organization of the total enrollment),
2. The impact on the educational program within the building,
3. Prior enrollment levels for the facility, and
4. Anticipated future growth within the attendance area.

During the school year, it may become necessary for a grade level to be designated by the Superintendent or designee as unavailable for transfer because of overcrowding. Any time it becomes necessary to close a total attendance center to transfer because of the factors noted above, the Lincoln Board of Education will be informed of this administrative decision.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations:
Legal Reference:
STUDENTS

Student Attendance Centers Closed to Transfer Criteria

Boundaries for individual attendance centers are established to have an adequate number of students available to maintain viable instructional programs and maintain efficient use of facilities. The following regulations establish criteria by which a school is designated as being closed to transfer.

The director of student services will maintain the list of schools designated as closed to transfer. The Lincoln Board of Education will review actual and projected student enrollments annually at the first regularly scheduled Board meeting in December. Membership counts will be taken on a regular basis throughout the school year.

All transfer requests will require the approval of the director of student services. Transfer requests to buildings or grades not designated as closed to transfer will normally be approved. Transfer requests to buildings or grades designated as closed to transfer will require approval of the director of student services after consultation with the principal of the building to which the transfer is requested.

Elementary

An elementary building will normally be open for transfers. If one or more of the following conditions are present at a school, the school, or grades within the school, may be closed to transfer.

1. If the current enrollment of the building is at or over its program capacity, the building may be closed to transfer.

2. If the average enrollment of Kindergarten through grade three multiplied by six meets or exceeds the program capacity, the building may be closed to transfer.

3. If a building’s membership is more than 90 percent of its program capacity, the building principal will be consulted prior to the approval of any transfers into a building.

4. If the building exceeds the target utilization rate by 10 percentage points, the building may be closed to transfer.

5. Other factors will be considered as determined by administrative review.
STUDENTS

Student Attendance Centers Closed to Transfer Criteria (Continued)

Middle School

A middle school building will normally be open for transfers. If one or more of the following conditions are present at a school, the school, or grades within the school, may be closed to transfer.

1. If the current enrollment of the building is at or over its program capacity, the building may be closed to transfer.
2. If the sixth-grade enrollment multiplied by three exceeds the program capacity, the building may be closed to transfer.
3. If a building’s membership is more than 90 percent of its program capacity, the building principal will be consulted prior to approval of any transfers into that building.
4. If the building exceeds the target utilization rate by 10 percentage points, the building may be closed to transfer.
5. Other factors will be considered as determined by administrative review.

High School

A high school building will normally be open for transfers. A decision to close a high school due to severe overcrowding will be made by the high school principal, the Director of Student Services, the Associate Superintendent for Instruction and the Superintendent.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations: 5120.1
Legal Reference:
STUDENTS

Student Transfers – General Provisions

Students are permitted to transfer to a building outside their designated enrollment area only under the following conditions:

1. The Lincoln Board of Education has declared the building as available for transfer,

2. An administrative decision has been made that the transfer is in the best interest of the child and the parent or guardian consents to the administrative decision, and

3. A parent or guardian has made a special request for transfer and the request has been granted.

Special requests for transfer to a building declared not available for transfer must be made in writing for the following school year. A special attendance permit, once approved, remains in effect as long as the student is living at the address listed on the application and is enrolled in that school. The permit may be revoked if the student’s attendance is unsatisfactory. The Department of Student Services may further revoke a permit for reason of such misconduct or if it is judged to be in the child’s best interest.

Parents or guardians bear full responsibility for transportation of students in cases when a special permit has been approved.

When transfer requests are filed within the established deadline and are denied, appeals are permitted. Rights of appeal include the right to appeal to a committee of the Board.

In cases of denial, applicants will be informed of appeal procedures. Appeals to the Board must be made in writing within 14 days after the applicant’s receipt of a written notice of denial.

Reviewed and Affirmed by the Board:

Last Revision: 2015-10-27
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations:
Legal Reference:
STUDENTS

Transfer Appeal Procedure

When a request for transfer has been denied by administrative action, parents/guardians may appeal the decision by the following procedure:

1. Parents/guardians must submit a written request to the director of student services indicating their desire to appeal the decision.

2. The request shall be made within 14 days after receipt of the letter denying the transfer request.

3. In cases where the transfer request was filed within the established deadline, parents/guardians shall be notified of the time and date of a transfer review committee meeting at least seven days in advance of the meeting. The transfer review committee shall consist of: a representative from the Superintendent of Schools’ Office, a principal from an elementary, middle and/or high school and a representative of the Department of Student Services.

4. Within seven days, a written decision will be sent to the parent(s)/guardian(s).

5. In cases where the transfer request was not filed within the established deadline, an appeal before the transfer review committee is not available. However, the parent/guardian may appeal to a committee of the Lincoln Board of Education by making a written appeal request within 14 days after receipt of the letter denying the transfer request.
STUDENTS

Student Transfers (Elementary/Secondary)

A District transfer policy permits patrons a choice of selecting an attendance center outside of their designated area, if that attendance center is not closed.

Transfer Provisions

1. Students may be granted a transfer to schools open for intra-District transfer.

2. Schools or grades in schools may be designated as closed to student transfers due to enrollment. Student transfers to schools designated as closed to intra-District transfer due to enrollment will not be permitted except as follows:

   a. Students in attendance at a specific school may be permitted to complete their education at that attendance center if the family moves during the school year.

   b. Students in attendance at a specific school may be permitted to complete their education at that attendance center if the boundary is changed, placing the family in another attendance center.

   c. A student may be permitted to transfer into an attendance center if a sibling is attending that same attendance center.

   d. Students may be assigned by the District’s Director of Student Services or designee to any attendance center when an overriding need exists. Principals of the sending and receiving attendance centers will be consulted.

   e. Mandatory reassignment will be permitted, if directed by the Director of Student Services or designee. Principals of the sending and receiving attendance centers will be consulted.

   f. A student may be permitted to transfer to an attendance center where a parent is employed.

3. In unique circumstances, the Director of Student Services or designee may deny a transfer or place a child in any program or building that it determines to be in the child’s best interests. Examples include circumstances where the child has, outside of the school setting, made threats to physically assault another student, or has sexually assaulted another student, where the other student attends school in the building in which the child wishes to transfer or would otherwise attend.
STUDENTS

Student Transfers (Elementary/Secondary) (Continued)

In case of denial of a transfer, or in the case of a disputed placement, parents or legal guardians shall be informed of the appeal procedure.
STUDENTS

Nonresident Students

Students living outside Lincoln Public School District boundaries are classified as nonresident students. Nonresident students are:

1. Special education students living outside the Lincoln Public School District who by policy are allowed to contract with the Lincoln Public Schools for services.

2. Students whose residency is outside the Lincoln Public School District who by policy are allowed to pay tuition to attend the Lincoln Public Schools.

Lincoln Public Schools transfer policies and regulations apply to nonresident students. Option enrollment students are nonresident students; however, the building assignment of such students is governed by Policy 5119 and such students are not subject to the transfer policies and regulations.

Reviewed and Affirmed by the Board:
Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations:
Legal Reference: 79-494
STUDENTS

Diplomas for Seniors Moving from the City

If a senior moves from Lincoln Public Schools and cannot receive a diploma from the new school now attending, the Lincoln high school last attended may issue the diploma based upon satisfactory completion of the coursework in the receiving school sufficient to satisfy Lincoln Public Schools graduation requirements.
STUDENTS

Students Moving from the City

If a student cannot complete the school year because it becomes necessary for the family to move out of the city during the last 15 school days, the following procedures should be followed:

1. Completion of whatever work is possible for the semester is left to the discretion of the teacher and principal. Teachers are not expected to give special final examinations, nor are they expected to arrange for special make-up work or special reports,

2. The student’s final grades are computed as of the student’s last day of attendance,

3. The school indicates on the grade report the recommendations concerning placement for the following year, and

4. The Lincoln Public Schools have no authority for placement in the receiving school.

Reviewed and Affirmed by the Board:
Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations: 
Legal Reference:
STUDENTS

Student Attendance

Every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child who is of mandatory attendance age shall cause such child to attend school regularly. The Lincoln Public Schools will establish procedures that will assist parents to meet this responsibility by encouraging regular and punctual student attendance.

Uninterrupted attendance in regularly scheduled classes allows students to obtain maximum benefit from the District’s instructional program. Cooperative efforts of parents/guardians and school staff to promote regular student attendance are encouraged.

Reviewed and Affirmed by the Board: 2014-07-07
Last Revision: 2014-04-22
Original Adoption or Oldest Version: 2014-04-22
Related Policies and Regulations: 
STUDENTS

Reporting and Responding to Excessive Absenteeism

Any administrator, teacher or member of the Lincoln Board of Education who knows of any failure on the part of any child of mandatory attendance age to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent or the director of student services, or his or her administrative assistant. The Superintendent or the director of student services, or his or her administrative assistant, shall immediately cause an investigation of the case to be made by the attendance officers. When of his or her personal knowledge, by report or complaint from any resident of the District, or by report or complaint as provided above, the attendance officer believes there is a violation of the compulsory attendance laws, he or she shall immediately investigate such alleged violation. The school shall render all services in its power to compel such child to attend some public, private, denominational or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism.

A. Attendance and Absences

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused absences or Not School Excused absences. Absences should be cleared through the principal’s office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

   a. School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:

      (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to, documented illness, court, death of a family member or suspension.

      (2) Other absences as determined by the principal or the principal’s designee.

   b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

      (1) Parent Acknowledged are those in which the parent communicates with the school in the prescribed manner that the child is absent and is the parent’s responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations and medical appointments.
STUDENTS

Reporting and Responding to Excessive Absenteeism (Continued)

(2) Other absences are those in which the parent has not communicated a reason for the student’s absence.

2. Absence Procedure

In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child’s absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

B. Excessive Absences

Students who accumulate five (5) absences in a quarter which are not School Excused shall be deemed to have “excessive absences.” Such absences shall be determined on a per-day (or hourly equivalent) basis for elementary students and on a per-class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences which are Not School Excused and the absences are of concern due to the effect of the absences on the student’s academics, the student’s attendance history, the time of the school year, the reasons for the absences or other circumstances, one or more meetings will be held between the school (a school attendance officer, a school social worker and/or a school administrator or his or her designee), the child’s parent or guardian and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

1. Illness related to physical or behavioral health of the child;
2. Educational counseling;
3. Educational evaluation;
4. Referral to community agencies for economic services;
5. Family or individual counseling; and
6. Assisting the family in working with other community services.
STUDENTS

Reporting and Responding to Excessive Absenteeism (Continued)

Unexcused absences and tardiness are a violation of school rules. The services to be provided in response to unexcused absences and tardiness may also include disciplinary measures including, without limitation, restriction of extracurricular and other activities, additional work assignments before, during or after regular school hours, removal from a particular class or classes and mandatory reassignment. Suspension (short-term or long-term) or expulsion from school may be imposed for unexcused absences or tardiness, provided that alternatives to such action have been used or determined by the director of student services or his or her administrative assistant to be inappropriate under the circumstances.

C. Reporting to the County Attorney

The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented its efforts to address excessive absences, the collaborative plan to reduce barriers to improve regular attendance has not been successful and the student has accumulated more than 20 absences per year. The school shall notify the child’s family in writing prior to making the referral to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.
STUDENTS

Mandatory Attendance Ages

A child is of mandatory attendance age if the child: will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for truancy purposes for a child who has reached the age of 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child’s parent or guardian has signed and filed with the School District in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child’s seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for truancy purposes for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and the prescribed withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent’s designee shall set the time and place for the exit interview if the child is enrolled in a private, denominational or parochial school.

The exit interview shall be personally attended by:

a. The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impractical;
b. the person who has legal or actual charge or control of the child who requested the exit interview;
c. the Superintendent or Superintendent’s designee;
STUDENTS

Mandatory Attendance Ages (Continued)

d. the child’s principal or the principal’s designee if the child at the time of the exit interview is enrolled in a school operated by the School District; and

e. any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designed for the exit interview, which may include, but need not be limited to, other School District personnel or the child’s principal or such principal’s designee if the child is enrolled in a private, nondenominational or parochial school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

a. financial hardships requiring the child to be employed to support the child’s family or one or more dependents of the child or

b. an illness of the child making attendance impossible or impractical.

The Superintendent or Superintendent’s designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the School District and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the School District agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

a. the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impractical and

b. the Superintendent or Superintendent’s designee signs the form acknowledging that the interview was held and, in the opinion of the Superintendent or Superintendent’s designee, the person making the written request does, in fact, have legal or actual charge or control of the child and the child is experiencing either (i) financial hardships requiring the child to be employed to support the child’s family or one or more dependents of the child or (ii) an illness making attendance impossible or impractical.
STUDENTS

Mandatory Attendance Ages (Continued)

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

Reviewed and Remains in Effect as Written: 2014-07-07
Date of Last Revision: 2014-04-22
Related Policies and Regulations:
STUDENTS

Attendance Records

Attendance reporting for the Lincoln Public Schools shall be in accordance with the following:

1. Each school principal shall be required to:
   a. Keep an accurate record of student attendance.
   b. Make attendance reports as directed by the Office of Student Services.
   c. Keep parents informed of their student’s absences.

2. Attendance procedures utilized in school buildings shall encourage good attendance from every student,

3. Attendance procedures shall provide maximum communications between home and school regarding student attendance even though the basic responsibility for attendance shall remain with the student and the parent or guardian,

4. Principals shall be responsible for classifying absences according to reasons and taking appropriate action for absences due to unacceptable reasons, and

5. Standard classifications, as required by state reports, shall be contained in instructions from the Office of Student Services.
STUDENTS

School Census

The Lincoln Public Schools will operate a census plan which is updated on a regular and continuous basis.
STUDENTS

School Census Record Procedures

It is necessary to maintain an accurate accounting of the student population as well as all persons under the age of twenty-one. This is accomplished through the continuing census which is maintained through the cooperation of the building principals, Information Systems and the Office of Student Services.

Whenever a student enters, withdraws, or transfers from school, the computerized Student Information form will be completed by the school.

Student Services will provide schools with guidelines for maintaining an accurate school census.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations: 79-1006
Legal Reference: 79-1006
STUDENTS

Individual Assessment

On the basis of individual need, the District will provide a process for making a structured, individualized assessment of students whose educational performance and/or behavior seems to be significantly different from those in their grade level.
STUDENTS

Student Records

A confidential, permanent individual record for each student in the Lincoln Public Schools shall be maintained in accordance with state and federal laws and regulations, and information from that record shall be released only in accordance with state and federal laws and regulations.

Reviewed and Affirmed by the Board:

Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations:
STUDENTS

Definition of Terms for Student Records

1. **Student** - any person who attends or has attended a program of instruction of the Lincoln Public Schools.

2. **Eligible Student** - a student or former student who has reached age 18 or is attending a post-secondary school.

3. **Parent** - either natural parent of a student unless the parent’s rights to access to education records have been removed by a court order, a legal guardian, or an individual acting as a parent or guardian in the absence of the student’s parent or guardian.

4. **Education Records** - any record (in handwriting, print, tapes, film or other medium) maintained by the Lincoln Public Schools or an employee or agent acting for the District, which is directly related to a student except:
   a. A personal record kept by a school staff member which meets the following criteria:
      1) It was made as a personal memory aid,
      2) It is in the personal possession of the individual who made it, and
      3) Information contained in it has never been revealed or made available to any other person except the maker’s temporary substitute;
   b. An employment record which is used only in relation to a student’s employment by the Lincoln Public Schools,
   c. Grades on peer-graded papers before they are collected and recorded by a teacher, and
   d. Records created or received by Lincoln Public Schools after an individual is no longer a student in attendance and that are not directly related to the individual’s attendance as a student, including alumni records which relate to the student after he or she no longer attends classes provided by the Lincoln Public Schools.

5. **Personal Identifier** – any data or information that makes the subject of a record known. This includes:
   a. the student’s name,
   b. the name of the student’s parent or other family members,
   c. address of the student or student’s family,
Definition of Terms for Student Records (Continued)

d. a personal identifier, such as the student’s social security number, student number or biometric record,

e. other indirect identifiers, such as the student’s date of birth, place of birth and mother’s maiden name,

f. other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty, or

g. Information requested by a person who the school officials reasonably believe knows the identify of the student to whom the education record relates.
STUDENTS

Storage and Maintenance of Student Records

Official student records are stored and maintained at the school building. Personnel who are responsible for working with the student will update the record and provide continuous evaluation of the materials in the record.

An annual evaluation shall be made of each student’s record. Any memorandum which does not become a part of the record shall be destroyed. Exceptions may be authorized by the Director of Student Services.

Reviewed and Affirmed by the Board:
Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations: 5350
STUDENTS

Parent Access to Student Records

The Lincoln Public Schools presumes that the parent has the authority to inspect and review records relating to his or her child unless the District has been advised that the parent does not have the authority under applicable Nebraska or federal law governing such matters as guardianship, separation or divorce.

The Lincoln Public Schools will not deny parents/guardians or eligible students access to student records. However, the District reserves the right to charge for copies such as transcripts it forwards to potential employers or to colleges and universities for employment or admissions purposes.

In the case where the parents are not living together, either parent has access to student records. Copies of specific records may be sent to agencies upon request of the parent or by judicial order.

The District will use reasonable methods to identify and authenticate the identity of parents and others to whom the District discloses personally identifiable information from education records.

Reviewed and Affirmed by the Board: 2010-05-25
Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Legal Reference:
STUDENTS

Inspection of Student Records

Parents/guardians of students or eligible students may inspect and review the student’s records upon request. In some circumstances, it may be mutually more convenient for the principal to provide copies of records.

Since a student’s records may be maintained in several locations, the school principals will collect copies of records themselves so they may be inspected at one site. If parents/guardians or eligible students wish to inspect records where they are maintained, principals will attempt to accommodate their wishes.

Parents/guardians or eligible students may be asked to submit to the principal a written request which identifies precisely the record or records he or she wishes to inspect.

The principal or a designated staff member will make the arrangements and notify the parent/guardian or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If a parent/guardian or eligible student cannot personally inspect and review a student’s record, the Lincoln Public Schools will arrange for the parent/guardian or eligible student to obtain copies of the record.

When a record contains information about students other than the parent’s child or the eligible students, information about other children may be blocked out before an inspection is permitted.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations: 
STUDENTS

Annual Notification of Rights to Inspect and Review Records

At the beginning of each school year, the School District will publish in the Student Rights and Responsibilities materials, a notice to parents/guardians or eligible students of their rights under the Family Educational Rights and Privacy Act and this policy. This publication will be included with a packet of material provided parents/guardians or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The rights of a student’s parents/guardians or eligible students to inspect and review the student’s records,
2. The right of a student’s parent/guardian or an eligible student to seek to correct parts of the student’s records which he or she believes to be inaccurate, misleading or in violation of student rights and the right to a hearing if the District decides not to alter the records as requested,
3. The right to not have personally-identifiable information contained in the student’s education records disclosed to others without the consent of the student’s parent/guardian or of the eligible student, except to the extent that the Family Educational Rights and Privacy Act authorizes disclosure without consent, and
4. The right of any person to file a complaint with the U.S. Department of Education concerning alleged failures of the Lincoln Public School District to comply with the Family Educational Rights and Privacy Act, and
5. A notice of the information the district considers to be directory information and opt-out rights.

The District will make a reasonable effort to provide translations of this notice to non-English speaking parents/guardians in their native language.

Date Regulation Reviewed: 2010-05-25
STUDENTS

Use of Student Records

To carry out their responsibilities, school officials have access to student records for legitimate educational purposes. The Lincoln Public Schools will use the following criteria to determine school staff. A school official is:

1. A person employed by the District as an administrator, supervisor, instructor or support staff member (including health, medical and safety and security staff),

2. A person serving on the Lincoln Board of Education or a person serving on an official committee, such as a disciplinary or grievance committee,

3. A contractor, consultant, volunteer or other party to whom the District has outsourced institutional services or functions (such as an attorney, a debt collection company or agency, an auditor, medical consultant or therapist and law enforcement unit personnel of the District’s designated law enforcement unit) provided that the outside party (a) performs an institutional service or function for which the District would otherwise use employees; (b) is under the direct control of the District with respect to the use and maintenance of education records; and (c) is subject to the requirements of the Federal Educational Rights and Privacy Act governing the use and redisclosure of personally identifiable information from education records.

School officials who meet the criteria listed above will have access to a student’s records to the extent they have a legitimate educational interest in doing so. A school official has a legitimate educational interest if the school official needs to review or otherwise have access to the student record in order to fulfill his or her professional, contractual or other responsibilities for the District.

Reasonable methods are to be employed to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. Reasonable measures to be employed include physical and technological access controls (for example, maintaining student records in locked cabinets and/or locked offices and, for electronic records, use of passwords and software controls).

Employees who access education records that they do not have a legitimate educational interest in accessing, or who allow others to have access to education records that they do not have a legitimate educational interest in accessing, shall be subject to disciplinary action, up to and including termination. School officials other than employees who engage in such conduct shall be subject to such consequences as are appropriate. Students who engage in such conduct shall be subject to disciplinary action, up to and including expulsion.
STUDENTS

Use of Student Records (Continued)

The Lincoln Public Schools will permit any of its staff to make the needed disclosure from student records in a health or safety emergency if:

1. There is an articulable and significant threat to the health or safety of a student or other individuals,

2. The disclosure is deemed necessary to protect the health or safety of the student or other individuals, taking into account the totality of the circumstances pertaining to the threat, or

3. The disclosure is to a person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Lincoln Public Schools staff may release information from a student’s record if the student’s parent/guardian or the eligible student gives prior written consent for the disclosure. The written consent must include:

1. A specification of the records to be released,

2. The reasons for the disclosure,

3. The person or the organization or the class of persons or organizations to whom the disclosure is to be made,

4. The parent/guardian or eligible student’s signature, and

5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student’s parent/guardian or the eligible student may obtain a copy of any records disclosed under this provision.

The Lincoln Public Schools will only release information from or permit access to a student’s record with a parent/guardian or eligible student’s prior written consent except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a postsecondary school, the District will not notify parents/guardians or eligible student prior to such a transfer of records. Parents/guardians and eligible students have a right to obtain copies of records transferred under this provision;
STUDENTS

Use of Student Records (Continued)

2. When certain Federal and State officials need information in order to audit or enforce legal conditions related to federally-supported educational programs in the District. These officials must provide proper credentials and identify their purpose and the legal basis for allowing them to have access to the records;

3. To parties who provide or may provide financial aid to a student to:
   a. Establish the student’s eligibility for the aid,
   b. Determine the amount of financial aid,
   c. Establish the conditions for the receipt of the financial aid, or
   d. Enforce the agreement between the provider and the receiver of financial aid;

4. When the Lincoln Public Schools has entered into a written agreement or contract for an organization to conduct studies on the School District’s behalf to develop tests, administer student aid, or improve instruction;

5. To accrediting organizations to carry out their accrediting functions;

6. To parents/guardians or eligible students if the parents/guardians claim the student as a dependent as defined by the Internal Revenue Code of 1954;

7. To comply with a judicial order or lawfully issued subpoena. The District will make a reasonable effort to notify the student’s parents/guardians or the eligible student before making a disclosure under this provision;

8. If the disclosure is directory information and the student’s parent/guardian or the eligible student has not refused to allow the District to designate that item as directory information for that student; and

9. Under such circumstances as permitted by law.

Reviewed and Affirmed by the Board:

Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations: 4400, 4400.2, 4400.3
Legal Reference:
Rule 55
STUDENTS

Access and Disclosure Requests Made from Student Records

The Lincoln Public Schools will maintain an accurate record of all requests for disclosure of information from or access to a student’s records and of information disclosed and access permitted with the exceptions listed below. This record will be kept with each student’s Cumulative Scholastic Record. It will be available only to the principal, the eligible student, the parent/guardian of the student, or to the federal, state or local official for the purpose of auditing or enforcing federally supported educational programs.

The record will include at least:

1. The name of the person or agency that made the request,
2. The interest the person or agency had in the information,
3. The date the person or agency made the request, and
4. Whether the request was granted, and if it was, the date access was permitted or the disclosure was made.

The District will maintain this record as long as it maintains the student’s record.

The record will not include requests for access or access granted to parents/guardians of the student or to an eligible student, requests for access or access granted to officials of the Lincoln Public Schools who have a legitimate educational interest in the student’s record, requests for or disclosures of information contained in the student’s record if the request is accompanied by the prior written consent of a parent/guardian of the student or the eligible student or the disclosure is authorized by such prior consent, or for requests for, or disclosures of directory information designated for that student.

When a disclosure of personally-identifiable information from education records is made based on the health or safety emergency exception, a record will be made of:

1. The articulable and significant threat to the health or safety or a student or other individuals that formed the basis for the disclosure; and
2. The parties to whom the information was disclosed.

Date Regulation Reviewed: 2010-05-25
Legal Reference:
STUDENTS

Amendment to Student Records

Parents/guardians of students or eligible students have a right to request amendments to any part of the student’s record they believe is incorrect, inaccurate, misleading or in violation of student rights.

A process to review and amend a student record is established. The District may make a decision to comply with the request for change at any level in the following procedure.

First Level Decision: When a parent/guardian of a student or an eligible student finds an item in the student’s record which he/she believes is inaccurate, misleading or in violation of student rights, he/she should ask the principal to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the principal will make the correction. If the record is changed at this level, the method and result must satisfy the parent/guardian.

If the principal cannot change the records to the parent’s/guardian’s satisfaction or the record does not appear to be obviously incorrect, the principal will, within two weeks:

1. Provide the parent/guardian a copy of the questioned record at no cost,
2. Ask the parent/guardian to submit a written request for the change, and
3. Follow the procedure for a second-level decision.

Second Level Decision: The written request to correct a student’s record through the procedure at this level should specify the correction the parent/guardian wishes the District to make. It should identify the item the parent/guardian believes is incorrect and state why he or she believes the item:

1. Is inaccurate,
2. Is misleading, or
3. Violates student rights.

The request will be dated and signed by the parents/guardians.
STUDENTS

Amendment to Student Records (Continued)

Within two weeks after the principal receives a written request, he or she will:

1. Discuss it with appropriate school personnel,

2. Make a decision to comply or decline to comply with the request, and

3. Notify the parent/guardian or move the request to the next level for a decision.

If, as a result of this review, the principal decides the record should be corrected, the principal will make the change and notify the parent/guardian in writing that the change has been made. The notice will include an invitation for the parent/guardian to review the student’s record to make certain the record is in order and the correction is satisfactory.

If the principal decides the record is correct, the principal will make a written summary of any discussions with other officials and of the findings. A summary of the written request will be sent to the director of student services.

Third Level Decision: The director of student services will review the material provided by the principal and, if necessary, discuss the matter with other officials such as the school attorney. A decision will be made concerning the request. This procedure should be completed within two weeks. If it will take longer, the director will notify the parent/guardian in writing of the reasons for the delay and a date when the decision will be made.

If the director decides the record should be changed, the principal will be advised to make the changes. The principal will advise the parent/guardian of the change the same as if the change had been made at the second level.

If the director decides the record is correct, a letter will be sent to the parent/guardian which will include:

1. The School District’s decision that the record is correct and the basis for the decision,

2. A notice to the parent/guardian that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the District will grant such a hearing.

3. Instructions for the parent/guardian to contact the director to discuss the arrangements for the hearing, and

4. Advise that the parent/guardian may be represented or assisted in the hearing by other parties, including an attorney at the parent’s/guardian’s expense.
STUDENTS

Amendment to Student Records (Continued)

Fourth Level Decision: After the parent/guardian has submitted a written request for a hearing, the Superintendent will, within a week, notify the parent/guardian when and where the District will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the parent/guardian a full and reasonable opportunity to present evidence and testimony to demonstrate that the questioned part of the student’s record is incorrect as shown in the parent’s/guardian’s written request for a change in the record.

Within one week after the hearing, the hearing officer will submit to the Superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit recommendations, based on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The Superintendent will prepare the District’s decision within two weeks after the hearing. That decision will be based on the summary of the evidence presented at the hearing and the hearing officer’s recommendation. The Superintendent may overrule the hearing officer if it is believed the hearing officer’s recommendation is not consistent with the evidence presented. As a result of the District’s decision, the Superintendent will take one of the following actions:

1. If the decision is that the District will change the record, the Superintendent will instruct the principal to correct the record. The principal will correct the record and notify the parent/guardian as at the second level decision,

2. If the decision is that the District will not change the record, the Superintendent will send a written notice to the parent/guardian which will include:

   a. The School District’s decision that the record is correct and will not be changed,

   b. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the District’s decision, and

   c. Advise the parent/guardian that he or she may place in the student’s record an explanatory statement which states the reasons he or she disagrees with the School District’s decision and/or the reasons he or she believes the record is incorrect.
STUDENTS

Amendment to Student Records (Continued)

Final Administrative Step in the Procedure: When the Lincoln Public Schools receives an explanatory statement from a parent/guardian after the hearing, it will maintain that statement as part of the student’s record as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record and whenever the questioned part of the record is disclosed, the explanatory statement will also be disclosed.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations:
Legal Reference:

STUDENTS

Transfer of Records

Within the Lincoln Public Schools

When a student transfers from one school to another within the District, all records are sent from the school where the student has been enrolled to the receiving school. These records are to be sent as soon as the receiving school requests them from the sending school.

Within the School District

Original records developed by the Lincoln Public Schools for students attending a non-public school within the District are kept in the Lincoln public school designated as the student’s last school of attendance. Copies are provided to the non-public schools.

To Another District

When a student transfers to another the district, copies of the records are sent and explanations of the records may be given to the school in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer. The records to be sent include academic material and any disciplinary material relating to any suspension or expulsion. Records from other sources (i.e., letters from non-school staff members, hospital reports or outside assessment agencies, etc.) which are used in educational planning and have been placed in the student’s record at the parent’s request will be forwarded.

The original record always remains in the Lincoln School District.

Date Regulation Reviewed: 2010-05-25
Legal Reference:
STUDENTS

Military Recruiters

The District will provide access to routine directory information to each student in a high school grade upon a request made by a military recruiter unless the student’s parent or guardian has submitted a written request that the student’s information not be shared with a military recruiter. The District will provide military recruiters with the same access to a student in a high school grade as the District provides to postsecondary educational institutions or to prospective employers of such students.

If a parent or guardian does not want his or her student’s information to be provided to a military recruiter, the parent must submit a written request to the Superintendent.

Original Adoption: 2019-07-30
Legal Reference: LB 575 (2019)
STUDENTS

Categories of Records

The Lincoln Public Schools student record shall be maintained on the basis of two general categories. These categories include: Category A - permanent data and Category B - data necessary while the student is in school. Memoranda collected by school personnel while working with a student shall not be considered a part of the official school record.

A. **Category A:** Category A includes official education records that constitute the minimum data necessary on each student which is used on a regular basis to assist school personnel to enhance the student’s educational program.

This includes:

1. Permanent Individual Record (PIR)
2. Cumulative Scholastic Record (Secondary)

B. **Category B:** Category B includes information necessary to the school for a period of time, which is designed to assist in working with the student. Information in this category includes:

1. Elementary Reports of Student Progress;
2. Student Health Record;
3. Family background information;
4. Written reports:
   a. Summary of parent/guardian conferences,
   b. Social worker reports,
   c. Psychological records, and
   d. Agency reports;
5. Verified reports of serious or recurrent behavior problems:
   a. Student referral form, and
   b. Principal’s letters to parents/guardians;
   c. Reading records;
   d. Evaluation reports;
   e. Parent/guardian authorization;
STUDENTS

Categories of Records (Continued)

f. Exchange of information forms;
g. Individual Educational Plan;
h. All Special Education forms;
i. Special Education placement data;
j. Documentation Logs;
k. Free and reduced lunch applications; and
l. Such other documents as the principal may deem appropriate.

C. Memoranda: Memoranda includes information about the student which may be pertinent for the current school year but may not be of value in the succeeding years. Information in this category is evaluated at the end of each year, and is either destroyed or placed in the official record in Category B. Any material to be destroyed should be evaluated by the Office of Student Services. Examples of this type of information shall include:

1. Notes from parents/guardians explaining student’s absences from school
2. Records of telephone messages,
3. Behavior contract or agreement between two parties stating behavior of the student,
4. Miscellaneous notes.

Reviewed and Affirmed by the Board:
Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations: 8320
STUDENTS

Description and Retention of Records

Category A

Permanent Individual Record: The Permanent Individual Record (PIR) is the only school record which contains identification data for every student who is enrolled or who has been enrolled in Lincoln Public Schools together with a continuing record of academics, school attendance, immunization, demographics and certain data regarding family relationships. This data is used in legal matters, documenting personal histories, social security and employment. The record is archived after the student’s graduation or upon the student reaching age 21 if the student did not complete high school.

A PIR is begun for each student at the time of enrollment. This record must show a verification of birth date. Enrollment includes Lincoln Public Schools Preschool and Headstart programs.

High School Cumulative Scholastic Record: The cumulative scholastic record is a permanent record of the student’s academic achievement, grades 9-12. This is the record which is shared upon request of the student with employers, colleges or agencies.

Category B

Cumulative Record Folder: In order to systematically maintain student records, a cumulative folder is developed for every student enrolled in the Lincoln Public Schools. Any records in a cumulative folder may, in the alternative, be maintained in an electronic records system.

Retention: Category B records which are subsidiary student records are destroyed after the student’s three-year continuous absence from school.

Documentation Log: A documentation log should be used for the following purposes and will be included in the student’s cumulative record as needed:

1. Documentation of behavioral incidents, parent/guardian contact and other anecdotal types of information, and
2. Documentation of requests for access to the student’s record.

Reading and Math Card: The Individual Reading Record and the Mathematics Progress Record are housed in the student’s cumulative folder.
STUDENTS

Description of Records (Continued)

**Discipline Records**

Discipline records are destroyed after a student’s continuous absence from school for a period of three years.

**Special Education Records (All Levels)**

The Lincoln Public Schools retains special education records for five (5) years after the completion of the activities for which special education funds were used. A permanent record of PIR date may be maintained without time limitation.

**Early Intervention Records**

The Lincoln Public Schools retains early intervention records for six (6) years after the completion of the activities for which early intervention funds were used. A permanent record of a child’s name, date of birth, parent contact information, names of services coordinator(s) and early intervention service provider(s) and exit data (including year and age upon exit and programs entered into upon exiting) may be maintained without time limitation.
STUDENTS

Directory Information

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. The Lincoln Public Schools designates the following personally identifiable information contained in a student’s record as “directory information.”

Directory information includes, but is not limited to:

1. Student’s name, address, telephone listing and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student’s parent/guardian or other adult acting in loco parent or with authority to act as parent or guardian in educational matters for the student,
2. School and dates of attendance,
3. Student’s current grade,
4. Student’s enrollment status (e.g., full-time or part-time),
5. Student’s date of birth and place of birth,
6. Student’s extracurricular participation,
7. Student’s achievement awards or honors,
8. Student’s weight and height if a member of an athletic team,
9. Student’s photograph, and
10. School or school district the student attended before he or she enrolled in the Lincoln Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students’ education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or wellbeing including, but not limited to, circumstances where the potential recipient is a registered sex offender.

Directory information does not include a student’s social security number or identification (ID) number. Directory information does include a student’s identification (ID) number, user ID or other unique personal identifier used for purposes of accessing or communicating in electronic systems, provided the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.
Directory Information (Continued)

Directory information may not be disclosed or confirmed without the written consent of the parent/guardian or eligible student (a student age 18 or older) if a student’s social security number or other non-directory information is used alone or combined with other data elements to identify or help identify the student or the student’s records. As such, directory information may not be disclosed without the written consent if the release of such information would have the effect of disclosing non-directory information.

This information will be disclosed under the following provisions:

1. At the beginning of each school year, the Lincoln Public Schools will publish the above list, or a revised list, of the items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student’s parent/guardian or the eligible student at the time and place of enrollment.

2. A parent/guardian or eligible student may submit a written request to the school district that their child’s directory information not be released without prior written consent of the parent/guardian or eligible student. Upon receiving such request, Lincoln Public Schools will not release the routine directory information of such student without the prior written consent of the parent/guardian or eligible student. A parent/guardian or eligible student may not opt out of directory information disclosures to prevent the District from disclosing or requiring a student to disclose the student’s name, identifier or institutional e-mail address in a class in which the student is enrolled; or to prevent the District from requiring a student to wear, to display publicly or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the District as directory information in the annual FERPA notice.

The Lincoln Public Schools may provide access to directory information to any individual, company, agency or other entity.

Last Revision: 2019-09-24
Original Adoption or Oldest Version: 2012-04-10
Legal Reference:
STUDENTS

School-wide Multi-tiered System of Support for Behavior

The district will provide the framework, professional development, monitoring and support of the multi-tiered system of support for behavior designed to aid in reaching the following goals:

a. Build/enhance student relationships, positive school climate and safe learning environments
b. Be proactive by preventing problem behaviors from occurring
c. Teach and reinforce socially-appropriate behaviors thereby increasing teaching and learning time
d. Build capacity for all staff to effectively and consistently address problem behaviors
e. Help students develop productive and meaningful social skills and positive behaviors

All behavioral expectations which may form the basis for discipline of students shall be distributed to students and their parents/guardians at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school.

Corporal punishment is not authorized in the Lincoln Public Schools.

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<th>Last Revision:</th>
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STUDENTS

Principal’s Responsibility for Student Conduct

1. Based on the framework, resources and professional development provided by the district, the principal shall provide a school environment which promotes the instructional program and accomplishes the goals of a multi-tiered system of support for behavior.

2. The principal shall review and interpret Lincoln Board of Education disciplinary provisions:
   a. Prior to the opening of school each year,
   b. At intervals during each school year, and
   c. With students and faculty members.

3. The principal or designee shall be responsible for informing students about applicable rules and regulations and changes.

4. The principal shall have copies of rules and regulations available to parents/guardians upon request.

5. The principal shall be responsible for the maintenance of records related to the successful ongoing implementation of the multi-tiered system of support for behavior, including data that is required by the District and data that is specific to the building.

6. A multi-tiered system of support for behavior shall include the following components in a manner that is systematic and includes regularly scheduled data reviews to guide changes in the system.

   Tier 1 – Tier 1 supports are a set of practices and procedures to be used by all staff and students in all areas. The purpose of Tier 1 supports is to teach and support desired behavior to all students. Tier 1 supports include the development of school-wide expectations, a behavioral matrix and an acknowledgement system to reinforce desired behavior.

   Tier 2 – Tier 2 supports are targeted, group interventions designed to help students who have not responded to Tier 1 supports. The interventions should be consistent with the school-wide expectations and an extension of the Tier 1 supports.

   Tier 3 – Tier 3 supports are specialized and intensive individual supports for students that are not responding to Tier 1 and 2 supports and are exhibiting disruptive behaviors that are impeding academic participation.

7. The principal shall be responsible to provide a system for ensuring that students exhibiting inappropriate behavior are offered support available in the District student support practices.
STUDENTS

Principal’s Responsibility for Student Conduct (Continued)

8. The principal shall be responsible to provide a system for ensuring that students adversely affected by students exhibiting inappropriate behavior are offered support available in the District student support practices.

9. The principal shall be responsible to post in conspicuous places in the school building, school-wide expectations that apply to those public areas and where the students and families can access more information regarding the multi-tiered system of support for behavior.

Last Revision: 2020-02-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations:
Legal Reference:
STUDENTS

Employees’ Responsibility for Student Behavior

1. The principal shall provide adequate training and support for the multi-tiered system of support for behavior so that the employee can be effective in helping students reach the building’s common expectations and foster a positive school climate. The principal will monitor the communication system, including ensuring that the principal be notified of actions for which a student shall be temporarily removed from the classroom.

2. The student shall be subject to the processes and procedures of the multi-tiered system of support for behavior, including the denial of certain classroom privileges.

3. The employee shall be responsible for using the processes and procedures described in the multi-tiered system of support for behavior, which provide reasonable measures necessary to maintain a safe and positive learning environment:
   a. In the classroom,
   b. In the school building,
   c. On the school grounds, and
   d. At school events or activities.

4. The employee may investigate, speak with or question students regarding conduct or behavior at any time and shall be responsible for reporting violations of school policies, rules and regulations to the principal. Parents/guardians will be notified or present as required by the Student Discipline Act.
STUDENTS

Bus Conduct

The privilege of free transportation is conditioned upon reasonable behavior by the student and will be withdrawn, as necessary, to correct behavioral problems. Rules of conduct will be furnished to students riding the bus at the beginning of each school year or when a student begins riding the bus. Parents/guardians will be informed of their right to appeal disciplinary decisions.
STUDENTS

Bus Conduct

Behavioral Expectations for Those who Ride the Lincoln Public Schools’ Buses

1. Students are expected to follow safety rules at all times, including:

   a. Make sure the bus is stopped before leaving your seat to get off the bus.
   b. Never put any part of your body outside the bus windows.
   c. Don’t talk unnecessarily to the driver while the bus is moving.
   d. Don’t put books, lunches or anything else in the bus aisles.
   e. Report any damage to the bus to the driver.
   f. Do not eat or drink on the bus. Possession or use of tobacco (tobacco means any tobacco product (including, but not limited to, cigarettes, cigars and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product lookalikes and products intended to replicate tobacco products either by appearance or effect) or alcohol is strictly prohibited.
   g. Don’t push or run when getting off the bus.
   h. When crossing in front of the bus, watch for the driver’s “all clear” signal before crossing the street.
   i. Students must get on and leave the bus only at their assigned stop.
   j. Cross the road or street in front of the bus before it has pulled away from the stop. This gives you the protection of the bus signals.
   k. Don’t bring nuisance items on the bus, i.e., balls, spray cans, animals, water guns, skateboards, etc. Items such as weapons or look-alike weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver are strictly prohibited. Look-alike weapons associated with a school-sponsored or approved activity may be transported only with written permission of a school administrator.
   l. Any items that would break or could produce injury if tossed about inside the bus when involved in an accident or sudden stop shall be secured.
   m. Behave in a manner that is polite and not offensive to others on or around the school bus.
   n. Follow the directions of the bus driver. Drivers have the authority to assign seats whenever such action is appropriate.

2. Students are expected to abide by the rules described in the Rights and Responsibilities of Students in the Lincoln Public Schools brochure, and the transportation brochure entitled The Ride Guide.
STUDENTS

Bus Conduct

Behavioral Expectations for Those who Ride the Lincoln Public Schools’ Buses (Continued)

3. The process that will be followed in situations involving violations of behavioral expectations for riding a bus is as follows:

   a. **1st offense** - The driver will talk to the student about his/her behavior in an effort to correct it. The driver may report it orally to the principal and the principal may work with the student.

   b. **2nd offense** - The driver will give a written report to the principal. The principal will counsel with the student. Parents/guardians will be contacted.

   c. **3rd offense** - The driver will give a written report to the principal. The principal will contact the student and inform the student of the alleged misconduct. The student will be given the opportunity to orally respond. The principal will contact parents/guardians for a conference. The student may be suspended from the bus pending this conference. The suspension may be extended five days beyond the conference date at the discretion of the principal.

   d. **4th offense** - The driver will give a written report to the principal. The principal will contact the student and inform the student of the alleged misconduct. The student will be given the opportunity to orally respond. The principal will contact the parents/guardians for a conference. The student may be suspended from the bus for the semester.

   e. **Serious Rule Violations.** The driver will complete and submit to the school administration a bus conduct report or incident report involving the occurrence of any student behavior involving weapons or the making of terroristic threats, any student behavior which affects safety, and any serious rule violations. A student may be suspended from the bus at any time without the existence of prior rule violations if the principal determines it is warranted because of the seriousness of the rule violation. Other disciplinary consequences in addition to suspension of bus privileges may occur as described in the Responsibilities of Students in the Lincoln Public Schools brochure.
STUDENTS

Bus Conduct

Behavioral Expectations for Those who Ride the Lincoln Public Schools’ Buses (Continued)

Parents/guardians may appeal a decision to suspend bus privileges by contacting the director of student services in writing to request a review. The decision of the director of student services is final.

Date of Last Revision: 2014-07-07
Related Policies and Regulations: 3730, 3730.1
STUDENTS

Student Control and Conduct

It is the joint responsibility of all staff as well as students to promote a school atmosphere which helps all students to make the most of their learning opportunities. Students will not be permitted to disrupt the learning environment.

Reviewed and Affirmed by the Board: 2014-07-07
Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations:
Legal Reference:
STUDENTS

Damage, Theft and Loss

Students who have damaged, destroyed or lost school property shall be required to make restitution. The Risk Management Department is responsible for the collection of losses due to negligence, vandalism and theft. Collection of restitution shall be done through the Risk Management Office and/or the court system.

School locations will handle the collection of restitution for minor damages such as lost books or locks. Authority is delegated to the principal in these cases to assess reasonable damages, subject to review by the Superintendent.

Schools are not responsible for the loss of students’ personal property at school.
STUDENTS

Weapons

Any firearm confiscated by school personnel shall be delivered to the police or other peace officer as soon as practicable. Any other weapons taken from students shall, at the reasonable discretion of the school personnel involved, either be delivered to the police or returned directly to the parents/legal guardians at the request of the parent/legal guardian, and shall not be returned directly to the student.

Reviewed and Remains in Effect as Written: 2014-07-07
Date of Last Revision: 2010-05-25
Related Policies and Regulations:
Legal Reference: 28-1204.04, 79-267(5)
STUDENTS

Tobacco, Alcohol, Controlled Substance and Other Drugs

I. PURPOSE: To provide direction and guidelines to building administrators and staff for action to be taken in cases involving student violation of policies related to the possession, use, or distribution of alcohol, drugs, tobacco or controlled substances where Lincoln Public School authorities have jurisdiction over students.

II. DEFINITIONS: Student possession, use, or distribution of alcohol, tobacco (tobacco means any tobacco product (including, but not limited to, cigarettes, cigars and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product lookalikes and products intended to replicate tobacco products either by appearance or effect), a controlled substance, or other drugs shall be viewed as an act of misconduct and as such shall be subject to disciplinary action. A controlled substance is any drug used, possessed or distributed by a student except a prescription drug which is used or possessed in the amount specified by a licensed physician. Alcoholic beverages such as beer, liquor, or wine, drug paraphernalia and any substance represented to be a drug are included within the parameter of these guidelines.

USE - means that reasonable grounds exist to believe that the student has assimilated the same, (i.e., smoking marijuana, taking a pill, drinking an alcoholic beverage, etc.) or is found to be under the influence of the same while under the jurisdiction of school authorities.

POSSESSION - means that a student has on his/her person or with his/her personal property, or has under his/her control such substance by placement of or knowledge of the whereabouts of same on school property or other property on which he or she is present by virtue of being under the jurisdiction of school authorities.

DISTRIBUTION - means the transfer to any other person, with or without the exchange of money or other valuables. Students having in their possession such controlled substances shall be subject to the disciplinary guidelines for distributors.

SCHOOL AUTHORITIES - are Lincoln Public School District employees whose job responsibilities include the supervision of students (e.g., administrators, teachers, aides, nurses, student teachers, etc.).

III. GUIDELINES AND PROCEDURES: The school’s responsibility in working with students involved in alcohol, tobacco, or other drug activities includes two areas:

1) Helping students recognize the existence of any alcohol, tobacco, or other drug problems in their lives and 2) maintaining an alcohol, tobacco, and other drug-free atmosphere in school in order to enhance the learning environment. An obligation exists to report activities of an illegal nature to criminal justice authorities.
STUDENTS

Tobacco, Alcohol, Controlled Substance and Other Drugs (Continued)

1. DESIGNATING RESPONSIBILITY:

   Teachers and administrators in the Lincoln schools should be knowledgeable of the guidelines and procedures to be followed in working with students involved with alcohol, tobacco, or other drugs.

2. PREVENTION:

   A. Age appropriate developmentally based drug and alcohol education and prevention programs (which address the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol) for all students in all grades from early childhood level through grade 12 shall be developed.

   B. Students shall be advised by written statements that use of illicit drugs and the unlawful possession of and use of alcohol is wrong and harmful.

   C. Students shall be advised as to the availability of alcohol and other drug counseling and rehabilitation and reentry programs.

   D. Students and parents will be furnished with a copy of Policy 5480 which provides that the engaging in the unlawful selling, using, possessing, or dispensing of alcohol beverages, tobacco, narcotics, drugs, controlled substances, inhalants, or being under the influence of any of the above, or possession of drug paraphernalia, or engaging in the selling, using, possessing, or dispensing of material represented to be alcoholic beverages, narcotics, drugs, controlled substances, or inhalants are in violation of the standards of conduct and constitute grounds for suspension, long-term suspension, and expulsion or mandatory reassignment when such activity occurs on school grounds or during an educational function or event off school grounds.

3. IDENTIFICATION AND INTERVENTION:

   A. Self-referral, either as an alleged user experiencing problems or as a child of chemically dependent parents/guardians.

   In instances where a student voluntarily comes to a school employee to talk about an alcohol, tobacco, or other drug problem, it is an indication that the student may be seeking help and it is urged that the person contacted listen to the student’s problem. The student’s primary need may simply be to discuss the
STUDENTS

Tobacco, Alcohol, Controlled Substance and Other Drugs (Continued)

situation and determine a course of action. If it is determined that the student
does have an alcohol, tobacco or other drug problem, this becomes a concern for
the total family and efforts must be made to have that student discuss with
his/her parents/guardian the nature of the problem. School staff, including
School Community Intervention Program (SCIP) core team members, may be
used to facilitate communication between the student and parents/guardians and
with treatment or counseling agencies. If the student will not discuss this with
his/her parent/guardian, the school is obligated to initiate contact with the
parents or guardian. To solve problems involving the use of alcohol, tobacco or
other drugs, it is essential that the family be involved.

B. When student’s behavior indicates the possibility of the use of alcohol,
tobacco, or other drugs:

When a student is in school or at an off-campus school activity and the student
is suspected of using alcohol, tobacco, or other drugs, the reason for the
suspicion should be reported to a building administrator or other designated
person(s).

The administrator or designated person(s) shall:

1) Involve members of the SCIP core team or other appropriate school
   personnel to investigate the concern.

2) If the investigation confirms the concern, provide for an intervention with
   parents’/guardians’ involvement and input.

The intervention should:

1) Result in the development of and agreement on a plan for dealing with the
   concern at the intervention. (i.e., monitoring, evaluations, etc.)

C. Emergency situations:

If a student’s behavior indicates he/she may be under the extreme influence of
alcohol or other drugs, that situation should be treated as an emergency:

1) Refer the case immediately to the school nurse and building administrator.

2) Make every reasonable effort to call parents/guardian.
STUDENTS

Tobacco, Alcohol, Controlled Substance and Other Drugs (Continued)

3) If the nurse is not in the building, contact the administrator. The school nurse nearest the building may be summoned to the building as needed. This information is located in the health office.

4) Follow the procedures as outlined for a medical emergency in the school health handbook.

5) If the student’s enrollment card does not indicate the physician to be called, or other information needed in an emergency, the nurse and/or principal or designated school staff person is authorized to call an ambulance service to transport the student to a hospital emergency room.

6) If the student creates a physical disturbance, the Lincoln Police Department may be called for assistance.

4. REPORTED VIOLATION OF RULES REGARDING ALCOHOL, TOBACCO, OR OTHER DRUGS:

When a student is in school or at an off-campus school activity and the student is found to be in violation of rules regarding alcohol, tobacco, or other drugs, the matter must be reported to a building administrator.

A. The school administrator will:

1) Investigate the report.

2) Provide the opportunity for students to respond and explain the situation.

3) Secure suspected material, if possible.

4) Make reasonable efforts to immediately contact the student’s parents/guardian to notify them of the situation.

5) Notify the police regarding any law violation.

6) Assess the severity of the problem and make recommendations for possible disciplinary action.
STUDENTS

Tobacco, Alcohol, Controlled Substance and Other Drugs (Continued)

B. The school administrator may:

1) Refer the student to the Office of Student Services with recommendations for possible courses of action. If referral is not made to the Office of Student Services, a report of the incident shall be provided to the Office of Student Services.

2) Take disciplinary action without a referral to Student Services, however, any second offense shall be referred to the Office of Student Services office.

C. Department of Student Services:

1) A member of the Office of Student Services will hold a conference with the referred student, his/her parents/guardian, school administrators and designated staff in accordance with the Lincoln Public Schools due process procedures.

2) Recommendations of school personnel in previous conferences will be considered in any decision by the Office of Student Services.

3) Possible action:
   a) Disciplinary probation: the student is allowed to remain in school under certain conditions specified by the Office of Student Services.
   b) Expulsion:
      (1) When a student refuses to agree to these conditions,
      (2) Because of the severity of the situation, or
      (3) Student has previously been in violation of school rules.

4) Assistance/options for chemical dependency problem:
   a) Participation in a counseling program,
   b) Treatment as an out or inpatient in a service facility in Lincoln, or
   c) Any cost of such treatment would be the responsibility of the student or parent/guardian.
STUDENTS

Tobacco, Alcohol, Controlled Substance and Other Drugs (Continued)

D. Legal Procedures:

1. Where there is evidence to support an allegation that a student is selling, delivering or using drugs on the campus or at an off-campus function, the Lincoln Police Department must be notified and furnished with whatever substantiating evidence may be known. Parents/guardians should be notified.

2. If a student is in possession of drugs that are illegal or require a prescription and the student does not have a prescription, such possession is a crime and must be reported to the Police Department and their parents/guardian.

3. If a student is in possession of drug paraphernalia, (paraphernalia--any item possessed or used for the purpose of the unlawful administration of drugs), this must be reported to the Police Department and their parents/guardians.

4. These notifications of possession can be made by calling the Lincoln Police Department Area Captain and reporting the incident to the officer on duty. Such a report does not have to be in writing. All notifications should be reported to the Office of Student Services.
STUDENTS

Nuisance Items

The possession of items which disrupt the learning environment shall be considered nuisance items. They shall include but not be limited to such things as: toys, comics, candy, gum or others. Students shall not bring these types of items to school. Nuisance items taken from students shall be returned directly to the parents/guardians at their request or to the students at the end of the school year, if students request them. Electronic devices including, but not limited to, cell phones, mp3 players, iPods, personal electronic devices, portable game consoles, cameras, digital scanners, signaling devices and other electronic or battery-powered instruments which transmit voice, text or data from one person to another, may be considered nuisance items, unless directed by school personnel that they may be used as part of a learning activity. The possession and use of electronic devices shall be the subject of school building rules. Violation of the building rules may result in disciplinary action including, but not limited to, suspension or expulsion from school and/or confiscation of the device for a reasonable period of time.

Date of Last Revision: 2015-05-11
Related Policies and Regulations: 
Legal Reference: Neb. Rev. Stat. § 28-1463.02
STUDENTS

Electronic/Digital Disruption

It shall be a violation of student conduct rules to engage in any activity through the use of sending, sharing or displaying electronic, digital or social media content that disrupts the learning environment of the school or is used as a method for violating any aspect of the student code of conduct. This includes an activity that has been described as “sexting.” “Sexting” means generating, sending or receiving, encouraging others to send or receive or showing others, through an electronic device, a text message, photograph, video or other medium that:

1. Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts or unclothed buttocks, or any sexually explicit conduct as defined in the Nebraska criminal statutes; or

2. Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films or depictions; or

3. Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

Students who engage in sexting, as well students who possess sexting messages in electronic devices that they possess on school grounds, at a school activity or in a school vehicle, may be subject to disciplinary action including, but not limited to, suspension or expulsion from school. Incidents of sexting that may constitute a violation of federal or state law including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act, shall be reported to law enforcement. A student who receives unsolicited sexting will not be disciplined for possession of sexting if the student promptly reports the matter to the administration for resolution.
STUDENTS

Searches of Students and Property

In maintaining discipline and providing a safe environment for students and staff, District employees are responsible for obeying and enforcing compliance with state statutes, policies and administrative rules. School administrators or designees are authorized to conduct searches of students and their property as well as property of the District in order to enforce compliance with statutes, policies and rules.

A search may be conducted when an administrator or designee determines there is reason to believe it could disclose evidence of the violation of a statute, policy or rule. Administrators or designees are also authorized to conduct area-wide searches (e.g., searches of all student lockers) on the same basis and for reasons which include, but are not limited to, safety, health and discovery of the violation of a statute, policy or rule. Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in lockers and desks issued or made available to them by the school.

When a search is part of a criminal investigation conducted in cooperation with police or law enforcement, or is intended to discover evidence to be used exclusively in a criminal proceeding, the police or law enforcement official shall be made responsible for the search.
STUDENTS

Student Search

If there is reasonable suspicion to believe a student is in possession of contraband (i.e., any item of which possession is forbidden by law or school policy) the following procedure will be followed:

1. A building administrator or designee will immediately be notified;

2. The administrator or designee will investigate the situation and if, as a result, has reasonable suspicion that the student has contraband on his or her person, will request the student to remove any contraband item from his or her person and turn it over to the administrator or designee; a refusal to cooperate may be considered insubordination and itself be grounds for disciplinary action;

3. The student will be searched in the presence of two staff members if available. If the search is of the student's body, the staff members will be of the same sex as the student; and

4. Strip searches shall not be conducted by school staff. If a strip search is deemed necessary, the building administrator will notify the police.

5. Reasonable efforts will be made to advise parents or guardian of the search as soon as possible thereafter.

The building administrator may choose to notify the police rather than conduct the search. In that case, the following steps will be followed:

1. The student will remain under observation until the police arrive. The student may be asked to voluntarily turn over any contraband to the school administrator;

2. Parents/guardians will be contacted as soon as reasonably possible and informed of the situation; and

3. The school will apprise the police of the information possessed by the school administrator, and the school will release the student to the police.

Date of Last Revision: 2017-02-15
Reviewed and Remains in Effect as Written: 2014-07-07
Revised: 2010-05-25
Related Policies and Regulations:
Legal Reference:
STUDENTS

Law Violations

Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported to law enforcement includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or wellbeing of students or others in school programs and activities and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported to law enforcement includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student’s maturity, mental capacity and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student’s parent of the fact the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the Lancaster County Attorney each year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor’s parents or guardian.
STUDENTS

Emergency Exclusion

A student may be excluded from school in the following circumstances by the principal, assistant principal, director of student services, Superintendent of Schools or such other persons as may be from time to time authorized by the Superintendent of Schools.

A. If the student has a dangerous communicable disease transmittable through normal school contacts that poses an imminent threat to the health or the safety of the school community; or

B. If the student’s conduct presents a clear threat to the physical safety of himself, herself or others or is so extremely disruptive as to make the student’s temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than necessary to avoid the dangers described in subparagraphs A and B of this policy.

If the Superintendent or the Superintendent’s designee determines that an emergency exclusion shall extend beyond five days, a hearing, if requested, will be held and a final determination made within 10 school days after the initial date of exclusion. The procedures for the hearing are to be substantially the same as the procedures the District uses for expulsions. The time periods for giving notices may be reduced from that used in the case of expulsions in order to complete the hearing and determination within the 10 school day time period.

Reviewed and Affirmed by the Board: 2014-04-22
Last Revision: 2014-04-22
Original Adoption or Oldest Version: 2014-04-22
Related Policies and Regulations: 79-257, 79-264
Legal Reference: 79-257, 79-264
STUDENTS

Communicable Disease Control

The Lincoln Public Schools shall cooperate with the county and state health departments in developing procedures for the control of communicable disease in the schools. All procedures shall conform to the regulations for communicable disease control set up by the state health department.

In the event of communicable disease outbreak, epidemic or other public health emergency, the Superintendent or his/her designee may take such measures regarding containment of disease, including but not limited to exclusion of students, closure of school buildings and closure of the District, in consultation with the local public health authority.

A student with a communicable condition under treatment will be allowed to attend school in the student’s usual class setting with the written approval of the student’s physician stating that the disease is not in a communicable stage or there is minimal risk of transmission at school, provided such continued attendance is consistent with the standards or rules of the health department and is approved by the school health office. Without such a written statement, a student with a communicable condition is subject to an emergency exclusion.

A student who exhibits behaviors or a condition that may spread disease is subject to emergency exclusion or alternative placement, which shall continue until such time as the behaviors are modified or the condition is treated.

Reporting

When the school health office is notified that a child in school has been diagnosed with or is suspected of having a reportable disease, a report will be provided to the Board of Health without delay.

Reviewed and Affirmed by the Board: 2010-05-25
Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations: 79-257, 79-266, 173 NAC 3 (HHS), NDE 51
Legal Reference: 79-257, 79-266, 173 NAC 3 (HHS), NDE 51
STUDENTS

Communicable Conditions

1. The school nurse will function as the liaison with the student’s physician as necessary and will coordinate the health management procedures within the school building.

2. Decisions regarding the type of educational setting for these students will be based on the behavior, neurological development and physical condition of the student and the expected type of interaction with others in that setting.

3. The privacy of the student and his/her family must be protected and knowledge that a student has a communicable condition, or exhibits behavior or a condition that may spread disease, should be confined to persons with a direct need to know. If it becomes necessary to inform others, these persons will be provided with information concerning necessary precautions and will be made aware of confidentiality requirements.

4. Students who present a high risk of disease transmission may be subject to emergency exclusion or alternative placement by the administration after consultation with some or all of the following: the student’s physician, parents, and/or their representative, school nurse and medical advisor(s).

5. A student is at high risk if he/she: exhibits behaviors that may spread disease (e.g., biting, lacks toilet training or is incontinent) or has a condition that cannot be concealed or hygienically covered, any of which could result in direct spreading of a condition or disease.

6. During the time a student is excluded, an appropriate alternative or adjustment to the student’s education will be provided. Long-term cases should be medically reviewed monthly at a minimum.
STUDENTS

Short-term Suspension

Students may be excluded by the principal or his designee from school or any school function for a period of up to five school days on the following grounds:

A. Conduct constituting grounds for expulsion as hereinafter set forth, including conduct that occurs off school grounds if such conduct interferes with school purposes or there is a connection between such conduct and school; or

B. Other violations of rules and standards of behavior adopted by the Lincoln Board of Education or the administrative staff of the school.

C. The following process will apply to short-term suspension:

1. The party considering the short-term suspension shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension shall be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

2. Prior to commencement of the short-term suspension, the student shall be given oral or written notice of the charges against the student. The student shall be advised of what the student is accused of having done, and the basis of the accusation, and an explanation of the evidence the authorities have.

3. The student shall be afforded an opportunity to explain the student’s version of the facts to the person effecting the short-term suspension.

4. Within 24 hours or such additional time as is reasonably necessary following the suspension, the principal or administrator shall send a written statement to the student, and the student’s parent or guardian describing the student’s conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity shall be afforded to the student, and the student’s parent or guardian, to have a conference with regard to the matter with the principal or administrator ordering the short-term suspension before or at the time the student returns to school. The principal or administrator shall determine who in addition to the parents or guardians shall attend the conference.

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Related Policies and Regulations: 79-257, 79-265
Legal Reference: 79-257, 79-265
STUDENTS

Long-term Suspension

Long-term suspension shall mean the exclusion of a student from attendance in all schools and grounds within the system for a period exceeding five school days but less than 20 school days.
STUDENTS

Expulsion

A. Expulsion shall mean exclusion from attendance in all schools within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within 10 school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within 10 school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in Policy 5480(C) or (D), in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the School District at any time during the expulsion period.

B. Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year. The review shall be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student’s parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student’s circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the Lincoln Board of Education or a committee of such Board took the final action to expel the student, the student may be readmitted only by action of the Board. Otherwise the student may be readmitted by action of the Superintendent.

C. Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program which the School District deems appropriate for rehabilitation of the student. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned, the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the District, and action to expunge the record of the expulsion action may be taken at the discretion of the director of student services or his/her administrative assistant, or (2) if the
STUDENTS

Expulsion (Continued)

student’s conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the student’s participation and conduct has been satisfactory or not shall be made by the director of student services or his/her administrative assistant.

D. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the director of student services or designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the director of student services or designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student shall, upon such return, be screened by the school for possible disabilities and, if the screening so indicates, be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

E. A student who is removed from school for any period of time (short-term or long-term suspension or expulsion) shall not be permitted on school grounds for the duration of the removal without the express permission of the school officials.
STUDENTS

Alternative Education Programs or Plans for Expelled Students

In the event action is being taken to expel a student from this School District, the administration shall select one of the following educational options to be made available to the expelled student during the period of expulsion: (1) An alternative school, class, or educational program (hereinafter referred to as an “alternative program”); or (2) The development of a plan of behavior modification, educational objectives, and financial resources and community programs available to meet the behavioral and educational objectives, and monthly reviews to assess the student’s progress toward meeting the specified goals and objectives.

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STUDENTS

Alternative Education Programs or Plans for Expelled Students

The Superintendent or Superintendent’s designee shall make known to the expelled student which of the alternative educational options the administration has selected for the student’s expulsion. Such information shall be made known to the expelled student on or before the date the expulsion becomes effective. An expulsion becomes effective for this purpose, as to a student who has been given a written notice of a recommendation to expel, on the earliest of the following dates: (1) if the student, parent, or guardian has not requested a hearing, the sixth school day following receipt of the notice of the recommendation to expel, (2) if the student has requested a hearing, the date the student, parent, or guardian receives notice of the determination of the Superintendent or Superintendent’s designee to expel the student, or (3) such other date as may be mutually agreed by the student, parent, or guardian and the administration.

A. ALTERNATIVE EDUCATION PROGRAM

The approved alternative programs are: (1) community-based programs, (2) home-based programs, (3) District-based programs, (4) distance-learning, and (5) other such programs that may be developed. The Lincoln Board of Education may, from time to time, approve other alternative programs and may approve specific alternative programs and may enter into contracts for the provision of such specific alternative programs. To the extent that the alternative programs are to be provided on-site, the individuals responsible for providing such on-site alternative program shall hold a valid Nebraska Teaching or Administrative Certificate. To the extent that the alternative program is to be community-based or off-site, such alternative program shall be planned in cooperation with and monitored or supervised by a School District staff member who holds a Nebraska Teaching or Administrative Certificate. Alternative programs may be conducted at times other than the regular school day.

The Superintendent or Superintendent’s designee shall determine which alternative programs shall be made available to each specific expelled student based on a consideration of the interests of the School District and the student’s educational and behavioral objectives and needs, as determined by the discretion of the Superintendent or the Superintendent’s designee. If a parent or guardian refuses to participate or have their expelled child participate in the alternative programs made available, the District shall have no further obligation with regard to the provision of an alternative program. The Superintendent or Superintendent’s designee shall establish a specific date or time within which the parent or guardian shall be required to state in writing an agreement to participate in the alternative program. As a condition of participation in alternative programs which involve the payment of tuition or other similar expenses, the student, parent, or guardian may be required, as a condition of such alternative program being available, to agree in writing to pay the tuition or other similar costs for such program in the event the expelled student fails to successfully complete the program.
STUDENTS

Alternative Education Programs or Plans for Expelled Students (Continued)

The standards of student behavior and cooperation required of students in the regular programs of this School District shall also be required of expelled students throughout the entire time period of the alternative program. Additional standards may be established in each specific program and for each specific expelled student. If the expelled student fails to meet the required standards of student behavior or cooperation, the student may be further disciplined by disciplinary punishment up to and including expulsion for an additional period of time beyond that being served by the expelled student. Further, if the expelled student fails to meet any of the conditions of the learning program, the District may, by action of the Superintendent or Superintendent’s designee, terminate the alternative program for the expelled student. A due process hearing substantially in compliance with the statutory provisions for suspension and expulsion of students shall be made available, unless waived by the parent or legal guardian.

Upon preapproval by the Superintendent or the Superintendent’s designee, academic credit towards graduation or advancement in grade level shall be available to students participating in alternative programs for expelled students. The academic credits to be awarded shall be equal to the same academic credit a student in the School District’s regular educational program would earn for completion of a similar educational program, as determined in the discretion of the Superintendent or Superintendent’s designee. Such academic credits shall not be earned unless the expelled student has successfully completed the conditions of the alternative program, as determined by the teacher and the Superintendent or Superintendent’s designee. The Superintendent or Superintendent’s designee shall determine whether or to what extent such academic credits should be assigned to subject area or other specific graduation or advancement requirements. The achievement mark (i.e., grades) assigned for such academic credit shall be pass/no pass.

B. EDUCATION PLAN PROGRAM

If the administration elects not to provide an alternative education program outlined in subparagraph A. above, the following procedures shall be followed prior to expelling a student unless the expulsion resulted from having a firearm as required by subsection (4) of the Neb. Rev. Stat, § 79-283.

1. A conference shall be called by a school administrator and held to assist the District in the development of a plan with the participation of a parent or a legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice.
STUDENTS

Alternative Education Programs or Plans for Expelled Students (Continued)

2. The plan shall be in writing and adopted by a school administrator and presented to the student and the parent or legal guardian.

3. The plan shall:
   a. Specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided,
   b. Identify educational objectives that must be achieved in order to receive credits toward graduation,
   c. Specify the financial resources of the community programs available to meet both the educational and behavioral objectives identified, and
   d. Require the student to attend monthly reviews in order to assess the student’s progress toward meeting the specified goals and objectives.

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Legal Reference: 79-266
STUDENTS

Mandatory Reassignment

Mandatory reassignment shall mean the involuntary transfer of a student to another school in connection with any disciplinary action.
STUDENTS

Grounds for Short-term Suspension, Long-term Suspension, Expulsion or Mandatory Reassignment

The Board specifically determines that the type of conduct for which expulsion is specified in this policy has the potential to seriously affect the health, safety or welfare of student, staff and other persons or to otherwise seriously interfere with the educational process.

A. The following types of student conduct shall constitute grounds for short-term suspension, long-term suspension, and expulsion or mandatory reassignment, when such activity occurs on school grounds, or in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, hazing, harassment or other conduct done in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, including the setting of a fire of any magnitude, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
4. Causing or attempting to cause personal injury to any person, including, without limitation, any school employee, school volunteer, or student.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in the selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. Tobacco means any tobacco product (including, but not limited to, cigarettes, cigars and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product lookalikes and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student’s physician is not a violation. The term “under the influence” has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, controlled substance or inhalant.
STUDENTS

Grounds for Short-term Suspension, Long-term Suspension, Expulsion or Mandatory Reassignment (Continued)

9. Truancy or failure to attend assigned classes or assigned activities.
10. Tardiness to school, assigned classes or assigned activities.
11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon economic status, race, ethnic background, culture, gender, sexual orientation, religion, age or ability.
12. Public indecency or sexual conduct.
13. Repeated violation of any of the rules adopted by the School District or the school.
14. Engaging in any unlawful activity which constitutes a danger to other students or interferes with school purposes.
15. Dressing or grooming in a manner wherein such dress is dangerous to the student’s health and safety or to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; or dressing, grooming or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Lincoln Public Schools buses.
17. Recording the image or voice of another person with an electronic device, without the express permission of the person recorded, or the failure to promptly delete such a recording following the request of the person recorded.
18. Plagiarism or copyright infringement by students is considered academic dishonesty, is prohibited and may result in disciplinary action including expulsion from school.
19. Violation of technology guidelines.
20. Bullying. Bullying is defined as any ongoing pattern of unwanted aggressive behavior by an individual or a number of individuals which may include physical, verbal or electronic abuse on school grounds, in a vehicle owned, leased or contracted by the school being used for a school purpose by a school employee or designee or at a school-sponsored activity or a school-sponsored athletic event.

B. In addition a student may be suspended (short-term or long-term), expelled or mandatorily reassigned for sexually assaulting or attempting to sexually assault any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.

C. In addition, a student who engages in the following conduct on school grounds, or in a school-owned or utilized vehicle, or during an educational function or event off school grounds or at a school-sponsored activity or event:
STUDENTS

Grounds for Short-term Suspension, Long-term Suspension, Expulsion or Mandatory Reassignment (Continued)

1. the knowingly and intentionally using of force in causing or attempting to cause personal injury to a school employee, school volunteer, or a student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

2. the knowingly and intentionally possessing, using or transmitting of a dangerous weapon other than a firearm shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year. Such action may be modified or terminated by the School District at any time during the expulsion period.

D. In addition, it is the policy of this School District to require the expulsion from school for a period of not less than one year of any student who is determined to have knowingly and intentionally possessing, using or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. For purposes of this policy, “firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995.

That statute includes the following statement: “The term ‘firearm’ means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent or the Board of Education may modify such required expulsion on an individual, case-by-case basis. This policy shall not apply to: (a) the issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or (b) firearms which may lawfully be possessed by a person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

E. Bringing a firearm or other weapon or an item that has the appearance of a weapon to school or possessing such items at school for any reason is a violation of school rules. However, a student will not be subject to disciplinary action if he/she brings such item to school under the following conditions:

1. Prior written permission to bring the item to school shall be obtained from the student’s teacher, building administrator and parent.
STUDENTS

Grounds for Short-term Suspension, Long-term Suspension, Expulsion or Mandatory Reassignment (Continued)

2. The purpose of having the item in school shall be for a legitimate educational function that could not be as effectively achieved without the item.

3. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed shall have prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such times as is necessary to fulfill the educational function.

4. The item shall be in an inoperable condition while it is on school grounds and not be displayed at any time in a manner which may suggest to another person that it is to be used for the purpose of causing harm.

A student who brings or possesses a firearm or other weapon or an item which has the appearance of a weapon to school or possessing such items at school without having complied with the above conditions shall be subject to disciplinary action according to Policy 5480.
STUDENTS

Procedures for Long-term Suspension, Expulsion or Mandatory Reassignment

The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

A. The principal or assistant principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the director of student services or the administrative assistant to the director of student services.

B. If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the director of student services or his or her administrative assistant, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.

C. If the director of student services or his/her administrative assistant deems further action appropriate, said party shall either send by registered or certified mail or by personal service the student and the student’s parents or guardian with a written notice within two school days of the date of the decision. Said notice shall include the following:

1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the principal or assistant principal.
2. The penalties to which the student may be subjected and the penalty which the principal, director of student services or his/her administrative assistant has recommended in the charge.
3. A statement explaining the student’s right to a hearing upon request on the specified charges.
4. A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
STUDENTS

Procedures for Long-term Suspension, Expulsion or Mandatory Reassignment (Continued)

5. A statement that the administrative representative, legal counsel for school, the student, the student’s parents, or the student’s representative or guardian shall have the right to examine the student’s academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.

6. A form or a request for hearing to be signed by such parties and delivered to the director of student services in person or by registered or certified mail.

D. Nothing in this policy shall preclude the student, student’s parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

E. In the event that the director of student services or his/her administrative assistant has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the principal, director of student services, or his/her administrative assistant shall automatically go into effect.

F. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.

G. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

H. In the event that a hearing is required to be provided, the Superintendent of Schools shall appoint a hearing officer.

Hearing Procedure:

A. **Hearing Officer.** The hearing officer shall be any person designated by the Superintendent of Schools. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student’s parents, or guardian, may have regarding the nature and conduct of the hearing.
STUDENTS

Procedures for Long-term Suspension, Expulsion or Mandatory Reassignment (Continued)

B. **Administrative Representative.** The director of student services shall appoint an administrative representative with the responsibility to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.

C. **Notice of Hearing.** If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student’s parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days’ actual notice to the administrative representative, and the student, the student’s parents, or guardian, except with the consent of all of the parties.

D. **Continuance.** Upon written request of the student or the student’s parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.

E. **Access to Records.** The administrative representative, the student, the student’s parent or guardian and the legal counsel for the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Lincoln Board of Education at any reasonable time prior to the hearing.

F. **Hearing Procedure.** The hearing shall be attended by the hearing officer, the student, the student’s parents, or guardian, the student’s representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student’s psychological evaluation or emotional problems are being discussed. The student or the student’s parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student’s conduct and the student’s records, but not unless such statements and records have been made available to the student, the student’s parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student’s parents, guardian,
or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination. The student however shall not be required to testify in his/her own defense in which case he/she will not be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved.

If during the conduct of such a hearing, the hearing examiner concludes that any of such student’s interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

G. **Availability of Witnesses.** The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student’s parents or guardian or their legal representative.

H. **Record.** The proceedings of the hearing shall be recorded at the expense of the School District.

I. **Findings.** Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of Schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the Board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.

J. **Review by Superintendent.** The Superintendent of Schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
STUDENTS

Procedures for Long-term Suspension, Expulsion or Mandatory Reassignment (Continued)

K. **Notice of Determination.** Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of Schools shall be made by certified registered mail or by personal delivery to the student, the student’s parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.

L. **Appeal to Board.** The student, student’s parents or guardian may, within seven school days following the receipt of the Superintendent’s decision, submit to the Superintendent of Schools a written request for a hearing before the Lincoln Public School’s Board of Education.

M. **Review by Lincoln Board of Education.** Upon receipt of the request for review of the Superintendent’s determination, the Lincoln Public School’s Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the Board may admit new or additional evidence to avoid a substantial threat of unfairness. Such new evidence shall be recorded. The Board or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of Board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school’s case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board or the committee shall make a final disposition of the matter. The Board may alter the Superintendent’s disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction.

N. The final decision of the Board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.
STUDENTS

Anti-Bullying Policy

Lincoln Public Schools provides physically safe and emotionally secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding and acceptance of others) are encouraged in the educational program and are required of all staff. Inappropriate behaviors, including but not limited to bullying, intimidation and harassment, must be avoided by students and all staff. Bullying means any ongoing pattern of physical, verbal or electronic abuse on school grounds, in a vehicle owned, leased or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

The School District shall review the anti-bullying policy annually.
STUDENTS

Dating Violence

Dating violence will not be tolerated by Lincoln Public Schools. The administration shall be responsible for implementing programs and procedures related to dating violence as required by law.

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STUDENTS

Dating Violence Education, Training and Responses

Lincoln Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy, “dating violence” means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control his or her dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long term.

Incidents of dating violence involving students at school will be addressed, as the administration determines appropriate, within the scope and subject to the limits of the District’s authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence and the District’s dating violence policy.

Dating violence education that is age appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the School District’s student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by means of the student-parent handbook and such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations: 
Legal Reference: Neb. Rev. Stat. § 79-2,139 to 79-2,142
STUDENTS

Student Welfare

Regulations regarding student welfare will take into account students’ rights as well as responsibilities.

Reviewed and Affirmed by the Board:
Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations: 
Legal Reference:
STUDENTS

Injury to Students

The procedure for handling injury to students shall be as follows:

1. Schools shall be responsible for maintaining a parental or legal guardian authorization card on file which may:
   a. Direct school authorities as to the preferred physician to contact upon injury to the student, and
   b. Provide additional information necessary for an emergency.

2. Nurses, principals, or other school staff shall be authorized, if necessary, to:
   a. Call 911 in an emergency, and
   b. Transport injured students to emergency care facilities.
   c. Nurse may contact personal physician.

3. School personnel shall be responsible for making every possible attempt to reach parents/guardians on a continual basis during emergencies involving injury to students.

4. School personnel shall be responsible for filing written reports of student injuries in the manner directed by the Office of Risk Management.

5. Schools are not responsible for medical expenses for a student who is injured while at school.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations:
Legal Reference:
STUDENTS

Visitors

Children may not attend school as visitors except on a short-term basis and only with the prearranged permission of the building principal to insure that instruction is not interrupted.

Classroom visits by school officials on school business such as school accreditation visits and state or federal audits should be arranged through the principal. Teachers and, as appropriate, students should be informed about the purposes of such visitations.

Teachers, working with principals, are encouraged to invite parents, guardians, and patrons to visit the classroom for special occasions such as performances, plays, end-of-unit activities, and other circumstances where having the visitor(s) in the classroom contributes to the learning process.

The principal is authorized to grant pre-arranged permission for parents, guardians, patrons, or students to make short-term classroom visits, only when in his/her judgment, the learning environment previously established in the classroom will be maintained at its customary level (i.e., not be interrupted) during the visitation.
STUDENTS

Gifts to Students and School Personnel

Gifts to Lincoln Public School personnel shall be subject to the following guidelines:

1. Gifts presented to school personnel by students shall not be encouraged.

2. There shall be no collection of money inside or outside of school, at any time of the year, by parents/guardians or students, for the purchase of gifts to be presented to school personnel except:
   a. In case of some personal misfortune,
   b. In case of a special honor to school personnel, students, or parents or legal guardians of a student, or
   c. In consultation with the Superintendent of Schools.

Gifts to students shall be subject to the following guidelines:

1. Teachers shall not give gifts to students,

2. The giving of a gift to a homebound or seriously ill child is acceptable,

3. Students are encouraged to send a sympathy card when death occurs in the immediate family of a child.

   a. School activity funds may be authorized to purchase such cards.
   b. Exceptions to gifting giving may be permitted in case of death of a student or parent/guardian.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations: 4760.1
Legal Reference:
STUDENTS

Animals in School

On rare occasions and after receiving administrative approval, staff may bring to and/or house in school animals as learning aids to facilitate the achievement of curriculum objectives.

Consideration for administrative approval include:

- How the presence of the animal is connected to the curriculum;
- The impact the presence of the animal has on student learning; and
- Whether the animal presents a risk to student safety, allergic reactions or contagion.

The following guidelines shall be followed with all animals in school:

1. Animals kept at school as elements of a particular curriculum will also follow any additional guidelines as identified by the curriculum specialist (e.g., Animals in science classrooms).
2. Verification of up-to-date vaccinations shall be presented to the building administrator prior to the approval of the visit of a cat or dog.
3. Other animals and creatures shall be confined in suitable cages or containers;
4. Students shall not handle animals that may expose them to disease, risk of injury or being bitten (e.g., squirrels, bats, owls and monkeys);
5. Animals and creatures shall receive adequate care, food, water and living conditions to remain healthy.
6. Cages shall be cleansed regularly, including the removal of surplus food, excreta and soiled bedding.
7. The nurse or health technician shall be informed in any case of animal bite or health-related concerns.

Animals brought to school as Pet Therapy animals will follow the “Pet Therapy Guidelines.”

Service animals are permitted in accordance with Policy 3972.

For the safety and wellbeing of students, parents, community members and staff, pets/personal companion animals are not allowed to be brought on school grounds with students present except in accordance with this regulation.
STUDENTS

Student Rights of Expression

The Lincoln Board of Education recognizes the legitimate rights of students to exercise their expression of ideas under the Constitution of the United States. At the same time, the District reserves the authority to make reasonable rules pertaining to students exercise of free expression, access to school facilities, and use of school equipment.
STUDENTS

Requests to Contact Students and Student Interviews by Non-School Personnel

In dealing with law enforcement officials, Lincoln Public Schools employees are not to obstruct government operations or unreasonably refuse or fail to aid a peace officer, but are also to attempt to prevent undue interference with District operations or educational program.
STUDENTS

Requests to Contact Students and Student Interviews by Non-School Personnel

Removal of Students

Law enforcement officers should not be permitted to remove a child from school while the child is properly in attendance, without permission of the child’s parent or guardian, except when legally authorized to do so. For purposes of this policy, a law enforcement officer is defined as: sheriffs, coroners, jailers, marshals, police officers, state highway patrol officers, members of the National Guard on active service by direction of the Governor during periods of emergency and all other persons with similar authority to make arrests. (Neb. Rev. Stat. §49-801).

Law enforcement officers may, in the line of duty, require a student to accompany him or her for questioning or detention either with or without an arrest warrant. A peace officer has the lawful authority to take immediate temporary custody of children under the age of 18 with an arrest warrant, or without a warrant or order of the court when:

1. the child has violated a state law or a municipal ordinance and such child was 11 years of age or older at the time of the violation and the officer has reasonable grounds to believe the child committed such violation and was 11 years of age or older at the time of the violation;

2. the child is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the child’s protection;

3. the officer believes the child to be mentally ill and dangerous as defined in Neb. Rev. Stat. §71-908 and that the harm described in that section is likely to occur before proceedings may be instituted before the juvenile court;

4. the officer has reasonable grounds to believe that the juvenile has run away from his or her parent, guardian or custodian;

5. a probation officer has reasonable cause to believe that a juvenile is in violation of probation and that the juvenile will attempt to leave the jurisdiction or place lives or property in danger.

6. the officer has reasonable grounds to believe the juvenile is truant from school. (Neb. Rev. Stat. §§43-418 and 43-248).

7. the officer has reasonable grounds to believe the child is immune from prosecution for prostitution under subsection (5) of section 28-801; or
STUDENTS

Requests to Contact Students and Student Interviews by Non-School Personnel

Removal of Students (Continued)

8. the child has committed an act or engaged in behavior described in subdivision (1), (2), (3) (b) or (4) of section 43-247 and such child was under 11 years of age at the time of such act or behavior, and the officer has reasonable cause to believe such child committed such act or engaged in such behavior and was under 11 years of age at such time.

If a peace officer or probation officer requests to take custody of a student who is at that time under the control and jurisdiction of Lincoln Public Schools, the following action is to be taken:

1. Establish Authority to Remove. The student should be released after appropriate measures are taken to ensure that the officer has the authority to take the student.

2. Notify Local Law Enforcement. In some instances there may be orders for custody of a student served by the officers with authority to arrest from outside the jurisdiction of Lincoln Public Schools. Local law enforcement should be contacted and requested to participate in or monitor the removal.

3. Notify Parent of Removal. When a principal or other school official releases a minor student to a peace officer for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian or responsible relative of the minor regarding the release of the minor student to the officer and the place to which the student is reportedly being taken. Provided, however, when a minor student has been taken into custody as a victim of suspected child abuse, the principal or other school official is not required to notify the parent or guardian, but shall provide the peace officer with the address and telephone number of the minor student’s parents or guardian.

A student should not be released to a private detective or “special police officer” who is not an officer of a Nebraska political subdivision or an officer of an agency of the federal government without consent of the student’s parent, guardian or custodian.

Interview of Students

Lincoln Public Schools personnel shall not authorize the interrogation of students at school except by law enforcement officers which shall include police officers, fire officials and Child Protective Service workers who are urged to contact students for questioning outside the instructional day and off school premises whenever possible. When it is appropriate that such questioning occur, the following guidelines are to be followed:
STUDENTS

Requests to Contact Students and Student Interviews by Non-School Personnel

Interview of Students (Continued)

1. Any police officer or fire official desiring to interview a student while the student is attending school shall inform the principal of the school the student attends, stating the nature of the inquiry or investigation.

2. A law enforcement officer shall not be permitted to interview a student during school hours concerning any activity of the student’s mother, father or legal guardian except as provided in #4. In connection with other inquiries, the interview shall be permitted and the principal shall determine whether, under the particular circumstances, the parent or guardian of the student should be notified prior to the interview.

   • If an interview of student is requested during school hours concerning an ongoing investigation of a crime not related to Lincoln Public Schools, questioning should not take place until the student’s parent, guardian or custodian has been contacted and permission is given for such interview. The presence of a school employee during the interview is not necessary.

   • If the investigation relates to an incident which took place on school premises or during instructional time, it is not necessary to obtain consent of the student’s parent, guardian or custodian. In these situations, an employee of the District should be present during the interview to ensure that the interview relates only to the incident which took place on school premises or during instructional time or something which is directly related thereto.

3. If the principal concludes that time is not vital to the investigation and that it would be in the best interests of the student to have a parent or guardian present, it shall be the duty of the principal to delay the interview and to make an effort to notify the student’s father, mother, legal guardian, or person standing in relation of parent/guardian to the student, in order that one of such persons can be present if she or he desires. The interview shall not be delayed unduly for any cause.

4. In cases of suspected child abuse, the principal may allow the child to be interrogated without permission of the parents or guardian when it is clear that obtaining parental consent for the interview would be impossible or counterproductive.

5. A probation officer assigned to a student by a court may be allowed the opportunity, on request, to interview a student on school premises. In such situations, it is neither necessary nor desirable that a District employee be present during the interview. It also is not necessary to obtain the consent of the parent, guardian or custodian.
STUDENTS

Requests to Contact Students and Student Interviews by Non-School Personnel

Interview of Students (Continued)

6. In all cases in which parent, legal guardian, or other person standing in relation of parent/guardian, is not present at an interview, the principal, or District employee appointed by the principal, shall be present at all times as the student’s representative, and shall be expected to take such action during the course of the interview as a reasonable parent/guardian would take under the circumstances.

7. The principal shall determine when the necessity exists that law enforcement officers be contacted to conduct an investigation of alleged criminal behavior.

Removals and Interviews by Persons Other than Law Enforcement Officials

A person who comes to school premises to interview a student or remove a student prior to the end of the student’s instructional day must obtain permission of an administrator or designee.

Permission to remove is not to be granted without consent of the student’s parent, guardian or custodian or a person authorized by the student’s parent, guardian or custodian to give such permission.

Permission to interview on subjects not related to school matters is not to be granted unless there is a clearly valid and proper reason for the interview and such is not disruptive to school operations or the student’s educational program.

Ordinarily, such contacts shall be restricted to the student’s parent, guardian or custodian or a friend of the family when an emergency or other similar circumstance exists.

Revised: 2017-07-11
Date Regulation Reviewed: 2016-08-09
STUDENTS

Medications

Medication will be administered only in accordance with the Medication Aide Act. Medications will not be administered during school hours except as necessary to provide appropriate educational services. Parents/guardians are encouraged to have medications given at home by the parent or by other responsible parties identified by the parent.

The School District reserves the right to review and decline requests to administer or provide medications which are not consistent with standard pharmacological references, are prescribed in daily doses which exceed the dosage recommended by standard pharmacological references or which could be prescribed in a manner which would eliminate the need for giving medication during school hours. The School District may at any time consult with the student’s physician with regard to any medication prescribed by such physician.

A physician’s authorization and a parent/guardian request and authorization for the provision or administration of medication must be on file with the school prior to School District personnel providing or administering medication to a student. The only exceptions are as follows:

a. Emergencies, defined as situations when there is a need for immediate provision or administration of medication to preserve the health, safety and welfare of a student.

b. Non-prescription medications identified by the Department of Student Services from time to time as not requiring the authorization of a physician for administration or provision by school personnel, but only with prior written parent/guardian consent.

c. Non-prescription topical (non-systemically-acting) products typically used in school health offices as identified by the Department of Student Services as not requiring the prior authorization of parent/guardian or physician for occasional use for first aid and/or personal care purposes.

Medication which is to be provided or administered by School District personnel must be delivered to the school in the manufacturer’s or pharmacy container and be maintained in such container at all times. The container must be properly labeled, meaning that it must include the child’s name, physician’s name, the name of the drug and directions for provision or administration of the medication.

Reviewed and Affirmed by the Board:
Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations: 5480, 5503.1
Legal Reference: 79-249; 71-6718 to 6742; 79-224; 79-225; NDE Rule 59
STUDENTS

Student Self Management of Asthma, Anaphylaxis and/or Diabetes

Students with asthma, anaphylaxis or diabetes will be permitted to self-manage such medical conditions upon: (1) development of an asthma or anaphylaxis or a diabetes medical management plan for the student; (2) written request of the student’s parent or guardian; (3) receipt of a signed no liability statement from the parent or guardian; and (4) authorization of the student’s physician or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student’s condition. Students with such a medical management plan and consent may possess the necessary medication to manage their medical condition under the conditions established in the plan and not be subject to discipline for such possession provided that, if the student uses or allows the medication to be used for any reason other than as prescribed or as provided in the plan, the student shall be subject to discipline in accordance with the student conduct policy.
STUDENTS

Child Abuse - Neglect

Any Lincoln Public Schools employee who has reasonable cause to believe that a child has been subject to abuse or neglect, including sexual abuse, or observes such person being subject to conditions or circumstances which would reasonably result in abuse or neglect shall promptly report the same to: Lincoln Police Department, the Department of Health and Human Services or the appropriate law enforcement agency.

In addition to reporting the alleged abuse or neglect to the proper authorities, the employee shall also inform the employee’s principal or other immediate supervisor of the making of the report and the basis for making the report, who will ensure that the report has been made to the proper law enforcement agency or other agency as required by law.

Federal law requires prompt reporting within a 24-hour period by all school employees, including coaches and volunteers, participating in interstate amateur athletic competition. By policy, Lincoln Public Schools extends such reporting obligation to those participating in any interstate extracurricular activity or trip.
STUDENTS

Child Abuse - Neglect

Abuse or neglect is defined in Nebraska Statutes as follows:

1. Child abuse or neglect means knowingly, intentionally or negligently causing or permitting a minor child to be:

2. Placed in a situation that endangers his or her life or physical or mental health;

3. Cruelly confined or cruelly punished;

4. Deprived of necessary food, clothing, shelter or care;

5. Left unattended in a motor vehicle if such minor child is six years of age or younger;

6. Sexually abused; or

7. Sexually exploited by allowing, encouraging or forcing such person to solicit for or engage in prostitution, debauchery, public indecency or obscene or pornographic photography, films or depictions.

All employees and administrators will fully cooperate with the law enforcement agencies and the Office of Social Services with regard to alleged abuse or neglect. Under Nebraska Statutes a person making a report under this section is immune from any liability, civil or criminal, that might otherwise be incurred or imposed except for maliciously false statements. Failure to make the report as required by the Nebraska Statutes with regard to alleged child abuse or neglect does constitute a Class III misdemeanor, which carries a maximum penalty of three-month imprisonment and a $500 fine. An employee who fails to make a report when required to do so, or to inform a supervisor of the situation in order that a report may be made, shall be subject to disciplinary action, up to and including termination.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations: 28-710, 28-711
Legal Reference: 28-710, 28-711
STUDENTS

School Wellness Policy

One of the purposes of Lincoln Public Schools is to encourage a basic understanding and development of good health habits. The District will provide curriculum, instruction and experiences in a school environment that promotes and instills habits of lifelong learning and health. Therefore, the Lincoln Board of Education adopts the following School Wellness Policy.

1. District Wellness Committee

   Committee Role and Membership

   The District will convene a representative LPS Wellness Committee (“LPSWC”) that meets at least two times per year to establish goals for and oversee school health and safety policies and programs, including the development, implementation and periodic review and update of this District wellness policy.

   The LPSWC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; district wellness facilitator, representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals or staff; mental health and social services staff; school administrators; school board members; and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators. To the extent possible, the LPSWC will include representatives from each school building and reflect the diversity of the community.

   Leadership

   The Superintendent or designee will convene the LPSWC and facilitate development of and update the wellness policy and will ensure each school’s compliance with the policy.

   Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

2. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

   A. Implementation Plan

   The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy within the framework of the District’s Wellness, Curriculum and Nutrition Services Departments and in a way that integrates the plan throughout the District and provides opportunities for community engagement. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make change, by how much, where and when; as well as specific goals and objectives for
STUDENTS

School Wellness Policy (Continued)

nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.

It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention’s School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at the District’s website.

B. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at the District’s level.

C. Annual Notification of Policy

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the District website. This will include a summary of the District’s events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

D. Triennial Progress Assessments

Under the direction of the Superintendent or designee, beginning in 2017-18 for the development and implementation of this policy then at least once every three years thereafter, the District will evaluate compliance with the wellness policy to assess the implementation of the existing policy and identify necessary revisions.

The District will actively notify households/families of the availability of the triennial progress report.

E. Revisions and Updating the Policy

The LPSWC will update or modify the wellness policy based on the results of the annual and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.
STUDENTS

School Wellness Policy (Continued)

F. Community Involvement, Outreach and Communications
   The District is committed to being responsive to community input, which begins with awareness of the wellness policy.

3. Nutrition

A. School Meals
   All schools within the District will participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP) and any additional Federal child nutrition programs as eligible, such as the Fresh Fruit and Vegetable program, the Child and Adult Care Food Program and the After School Snack program and will meet the minimum nutritional requirements of such programs.

   The District will make drinking water available in all locations where school meals are served during meal times.

B. Competitive Foods and Beverages-
   The foods and beverages sold and served outside of the school meal programs (e.g., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum.

   To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards. These standards will apply in all locations in the building and through all service areas where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack/food carts. Only for the purpose of competitive food and beverages in subsection 3 of this policy, a school day is the time between midnight the night before to 30 minutes after the end of the instructional day.

C. Celebrations and Rewards
   Schools are to provide foods and beverages on the school campus that will meet or exceed the USDA Smart Snacks in School nutrition standards. Two celebrations/events per year will be allowed that do not follow the Smart Snacks Standards.

D. Fundraising
   Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day.
STUDENTS

School Wellness Policy (Continued)

E. Nutrition Promotion

Nutrition promotion will be provided through both classroom and school meal program efforts, which encourage participation in school meal programs and the consumption of nutrient rich foods. Students and staff will receive consistent nutrition messages throughout the school building, classrooms, gymnasiums and cafeterias.

F. Nutrition Education

The District will teach, model, encourage and support healthy eating by all students.

4. Physical Activity

Students’ physical activity can be provided through a comprehensive school physical activity program (CSPAP).

A. Classroom Physical Activity Breaks

Students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. The District recommends teachers provide short physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess and class transition periods.

B. Active Academics

Teachers will incorporate movement and kinesthetic learning approaches into instruction when possible.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

C. Before and After-school Activities

The District allows opportunities for students to participate in physical activity either before and/or after the school day through a variety of methods. The District will encourage students to be physically active before and after school by sponsoring or permitting: physical activity clubs and physical activity in aftercare, intramurals or interscholastic sports.

D. Active Transport

The District will support active transport to and from school, such as walking or biking.
STUDENTS

School Wellness Policy (Continued)

5. Other Activities that Promote Student Wellness

The District will integrate wellness activities across the entire school setting, including other initiatives related to physical activity, physical education, nutrition and other wellness components so efforts are complementary and work toward the same set of goals to promote student well-being, optimal development and strong educational outcomes.

A. Community Partnerships

The District will develop, enhance or continue relationships with parents, families, and community partners in support of this wellness policy implementation. Families, community members, and organizations will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

B. Staff Wellness and Health Promotion

The LPSWC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff.

Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. The District promotes staff member participation in health promotion programs and will support programs for staff members specific to identified health risk data and staff interest survey.

C. Professional Learning

When feasible, the District will offer professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class).

Glossary

- School Campus: areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups and water bottles), or parking lots.
STUDENTS

School Wellness Policy

Glossary (Continued)

- School Day: the time between midnight the night before to 30 minutes after the end of the instructional day.
- Triennial: recurring every three years.

Reviewed and Affirmed by the Board:
Last Revision: 2017-06-27
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations:
STUDENTS

School Wellness

A. Recordkeeping

Wellness documentation maintained by the District will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to include diverse stakeholders and make the public aware of their ability to participate on the LPS Wellness Committee (LPSWC);
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the LPS Wellness Policy has been made available to the public.

B. Progress Assessment

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which the District’s schools are in compliance with the wellness policy;
- The extent to which the District’s wellness policy compares to the Nebraska State model wellness policy; and
- A description of the progress made in attaining the goals of the District’s wellness policy.
- The LPSWC, in collaboration with individual schools, will monitor schools’ compliance with this wellness policy.
- The District will actively notify households/families of the availability of the triennial progress report.

Community Involvement, Outreach and Communications

In order to fulfill its commitment to being responsive to community input, which begins with awareness of the wellness policy, the District:

- Actively communicate ways in which representatives of LPSWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district.
STUDENTS

School Wellness

Community Involvement, Outreach and Communications (Continued)

- Ensure parent involvement in the development and revision of the wellness policy.
- All improvements that are made to school meals are in compliance with school meal standards, the availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards.
- Will use electronic mechanisms, such as email or displaying notices on the District’s website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy.
- Ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the District and individual schools are communicating important school information with parents.
- Actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

Fundraising, Celebrations and Rewards

To aid schools in providing food and beverages when it is appropriate to do so and in a manner to meet or exceed the USDA Smart Snacks in School nutrition standards, the District will recommend:

- A list of healthy party ideas to parents and teachers, including non-food celebration ideas and make available to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
- Teachers and other relevant school staff will be provided a list of alternative ways to reward children or other comparable resources. Foods and beverages are not recommended as rewards and will not be withheld as punishment for any reason, such as for performance or behavior.
- The District will make available to parents and teachers a list of healthy fundraising ideas or comparable resources.
STUDENTS

School Wellness (Continued)

Nutrition Promotion and Food and Beverage Marketing in Schools

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions:

- Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards or, if stronger, state nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

- As the District/Nutrition Services Department/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement), purchasing decisions should reflect the SMART Snack marketing guidelines and promoted in the District wellness policy.

- Food and beverage marketing is defined as advertising in schools and is covered by LPS Policy 1112.

Nutrition Education

To further nutrition education the District encourages nutrition education and nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health.

- Includes enjoyable, developmentally appropriate, culturally relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste testing, farm visits and school gardens.

- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;

- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);

- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services; and

- Teaches media literacy with an emphasis on food and beverage marketing.
STUDENTS

School Wellness (Continued)

Comprehensive School Physical Activity Program (CSPAP)

A CSPAP reflects strong coordination and synergy across all of these components:

- quality physical education as the foundation;
- physical activity opportunities before, during and after school; and
- staff involvement and family and community engagement.

Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education.

To coordinate with CSPAP, the following guidelines will assist elementary principals in providing recess experiences to students when appropriate conditions, staffing, and facility make it possible:

- At least 15 minutes of active recess per day, every day that school in session. Recess will complement, not substitute, physical education.
- If recess is offered before lunch, schools will have appropriate and required hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating.
- Hand-washing time, as well as time to put away coats/hats/gloves, will be built in to the recess period/timeframe before students enter the cafeteria.
- Outdoor recess will be offered when weather and other conditions make it feasible for outdoor play. In the event that recess must be held indoors, teachers and staff will follow indoor recess guidelines that provide physical activity for students.

Active Transport

The District will support active transport to and from school, such as walking or biking. The District will encouraging the following, understanding that availability may be affected by student age and ability, traffic flow in and around the school, and the building site:

- Designate safe or preferred routes to school
- Promote activities such as participation in International Walk to School Week, National Walk and Bike to School Week
- Instruction on walking/bicycling safety provided to students
STUDENTS

School Wellness

Active Transport (Continued)

- Promote safe routes program to students, staff, and parents via print and electronic media
- Establish safe or preferred methods for using crosswalks on streets leading to schools
- Use walking school buses.
- Distribute maps of school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.)

Other Activities that Promote Student Wellness

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, food/beverage venues or physical activity facilities by encouraging departments and schools to:

- Coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary and work towards the same set of goals to promote student well-being, optimal development and strong educational outcomes.
- Coordinate content across curricular areas that promote student health as natural connections exist in the curriculum.

Date Regulation Adopted: 2017-06-27
Related Policies and Regulations:
Legal Reference:
STUDENTS

Use of Restraints and Seclusion

Restraint and seclusion of students for behavior management shall be used in circumstances and under conditions that are in the best interests of students and be conducted in accordance with procedures developed by the administration.

Reviewed and Affirmed by the Board:
Last Revision: 2012-06-26
Original Adoption or Oldest Version: 2012-06-26
Related Policies and Regulations:
Legal Reference: NDE Rule 10
STUDENTS

Use of Restraints and Seclusion

This policy sets forth the requirements, restrictions and procedures related to the use of physical restraints and seclusions at Lincoln Public Schools.

A. Definitions

1. Physical Restraint. Physical restraint means one or more persons using a physical hold to restrict a student’s freedom of movement as a response to student behavior. A light touching of a student while conducting a physical escort or a touching to provide instructional assistance is not a physical restraint for purposes of this Guidance.

2. Seclusion. Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to student behavior.

Seclusion is distinguishable from an in-school suspension, in which other students or adults may be present. While students are required to remain in the in-school suspension area, the students are not physically prevented from leaving.

B. Physical Restraint

1. When Physical Restraint May be Used. Physical restraint may be used in the following circumstances:

   a. To prevent a student from completing an act that would result in injury to the student or others when there is a substantial risk that the student would commit the act.

      i) A verbal threat by a student does not present a substantial risk that a student would commit an aggressive act unless the student also demonstrates the ability and intent to carry out the threat.

      ii) Destruction of or damage to property does not present a substantial risk of personal injury unless personal injury would be caused as a result of the destructive act (for example, throwing sharp or heavy objects when others are present, or the person whose property is about to be destroyed is likely to react physically if the person’s property were destroyed). (Note: If a student is about to destroy or damage property, the act of grasping the student’s arm or leg solely to prevent the striking, throwing or kicking of the item is not prohibited).
STUDENTS

Use of Restraints and Seclusion (Continued)

b. To move a student to a seclusion room, or to remove a student to another location because the student is creating a substantial disruption to others, in circumstances where the student is unable to be moved or removed without the use of physical restraint; and

c. In circumstances where the student’s IEP or a Behavioral Plan provides for the use of physical restraint in circumstances other than the foregoing. If it is anticipated that physical restraint may need to be used with a special education student, the IEP team is to discuss and include use of physical restraint in the student’s IEP if the IEP team determines use of physical restraint to be appropriate. (Note: IEPs or Behavioral Plans should not provide for such physical restraint except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Physical restraint may not be used:

a. When a known medical or psychological condition contraindicates its use.

b. As a form of punishment.

2. Conditions. Use of physical restraint shall take into consideration the safety and security of the student.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the staff shall consider the potential for injury to the student, the student’s privacy interests and the educational and emotional wellbeing of other students in the vicinity.

If physical restraint is imposed upon a student whose primary mode of communication is sign language or an augmentative mode, the student shall be permitted to have his or her hands free of restraint for brief periods unless staff determines that such freedom appears likely to result in harm to the student or others.

3. Timeline. Physical restraint is to be used only as long as necessary to resolve the reason for which it was initiated.

4. Training. Physical restraint shall be applied only by individuals who have received systematic training that includes all the elements described below. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two (2) years.
STUDENTS

Use of Restraints and Seclusion (Continued)

Training with respect to physical restraint may be provided either by the School District or by an external entity and shall include, but need not be limited to:

a. Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship-building and the use of alternatives to restraint;

b. A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;

c. The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;

d. Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;

e. Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and

f. Demonstration by participants of proficiency in administering physical restraint.

An individual may provide training to others in a particular method of physical restraint only if he or she has completed training in that technique that meets the foregoing requirements within the preceding one-year period.

C. Seclusion

1. When Seclusion May be Used. Seclusion may be used in the following circumstances:

a. When a student’s behavior is so out of control that the student’s behavior creates a risk of injury to the student or others;

b. When a student’s behavior is so out of control that the student is causing a substantial disruption to school activities and there is no other technique and no other place the student may be moved to prevent continued disruption;
STUDENTS

Use of Restraints and Seclusion (Continued)

c. When a student’s behavior is so out of control that the student is unable to engage in educational activities and there is no other technique that could reasonably be employed to allow the student’s emotions to cool down and engage in appropriate behaviors and educational activities; and

d. The student has an IEP or a Behavioral Plan which provides for the use of seclusion in circumstances other than the foregoing. If it is anticipated that seclusion may need to be used with a special education student, the IEP team is to discuss and include use of seclusion in the student’s IEP if the IEP team determines use of seclusion to be appropriate. (Note: IEPs or Behavioral Plans should not provide for use of seclusion except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Seclusion may not be used:

a. When a known medical or psychological condition contraindicates its use.

b. As a form of punishment.

2. Conditions. Use of seclusion shall take into consideration the safety and security of the student.

Enclosures used for seclusion, other than enclosures used on a temporary basis, shall:

a. Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student.

b. Be constructed of materials that cannot be used by students to harm themselves or others, be free of electrical outlets, exposed wiring and other objects that could be used by students to harm themselves or others, and be designed so that students cannot climb up the walls (including walls far enough apart so as not to offer the student being isolated sufficient leverage for climbing).

c. If an enclosure used for isolated timeout is fitted with a door, the door shall either be a steel door or a wooden door of solid-core construction. If the door includes a viewing panel, the panel shall be unbreakable.
STUDENTS

Use of Restraints and Seclusion (Continued)

d. Be designed to permit visual monitoring of and communication with the student sufficient to ensure the student’s safety and security. For students who do not communicate verbally, arrangements shall be made to permit the student to periodically communicate the student’s needs.

e. If a locking mechanism is used on the enclosure, the mechanism shall be constructed so that it will engage only when a key, handle, knob or other similar device is being held in position by a person, unless the mechanism is an electrically or electronically controlled one that is automatically released when the building’s fire alarm system is triggered. Upon release of the locking mechanism by the supervising adult, the door must be able to be opened readily.

The procedures for use of seclusion include:

a. An adult who is responsible for supervising the student shall remain within close proximity of the enclosure.

b. The adult responsible for supervising the student must periodically check on the student visually if possible.

3. Timeline. A student shall not be kept in seclusion for more than 20 minutes after the student ceases presenting the specific behavior for which isolated timeout was imposed or any other behavior for which isolated timeout would be an appropriate intervention.

4. Training. Orientation will be provided to staff members who are anticipated to be involved in the use of seclusion. The orientation shall cover the procedures contained in this Guidance.

D. Documentation and Evaluation

1. Documentation of Use of Physical Restraint or Seclusion. A written record of each use of seclusion or physical restraint shall be prepared and maintained in the student’s temporary record. The student’s case manager, if any, shall also maintain a copy of each such record. Each such record shall include:

   a. The student’s name;
   b. The date of the incident;
   c. The beginning and ending times of the incident;
   d. A description of any relevant events leading up to the incident;
   e. A description of any interventions used prior to the implementation of physical restraint or seclusion;
STUDENTS

Use of Restraints and Seclusion (Continued)

f. A description of the incident and/or student behavior that resulted in implementation of physical restraint or seclusion;

 g. A log of the student’s behavior during physical restraint or seclusion, including a description of the restraint technique(s) used and any other interaction between the student and staff;

 h. A description of any injuries (whether to students, staff or others) or property damage;

 i. A description of any planned approach to dealing with the student’s behavior in the future;

 j. A list of the school personnel who participated in the implementation, monitoring and supervision of physical restraint or seclusion;

 k. The date on which the parent or guardian was notified.

The record shall be completed by the beginning of the school day following the use of seclusion or physical restraint.

2. Notification of Administration. The Superintendent or Superintendent’s designee shall be notified of the incident as soon as possible, but no later than the end of the school day on which it occurred.

3. Notification of Parent or Guardian. Within 24 hours after use of seclusion or physical restraint, the Superintendent or Superintendent’s designee shall send written notice of the incident to the student’s parents or guardians, unless the parent or guardian has provided the District a written waiver of this requirement for notification. The parent or guardian shall inform the parent of the date of the incident, a description of the intervention (physical restraint or seclusion) used and who at the school may be contacted for further information.

4. Evaluation. An evaluation shall be conducted whenever a physical restraint exceeds 15 minutes or results in physical injury, whenever a seclusion exceeds 30 minutes or use of physical restraint or seclusion is repeated with an individual student during any three-hour period:

 a. A certified staff person trained in the use of physical restraint or knowledgeable about the use of seclusion, as applicable, shall evaluate the situation.

 b. The evaluation shall consider the appropriateness of continuing the procedure in use, including the student’s potential need for medication, nourishment or use of a restroom and the need for alternate strategies (e.g., assessment by a mental health crisis team, assistance from police or transportation by ambulance).
STUDENTS

Use of Restraints and Seclusion (Continued)

c. The results of the evaluation shall be committed to writing and copies of this documentation shall be placed into the student’s temporary student record and provided to the Superintendent or Superintendent’s designee.

Date Regulation Reviewed: 2012-06-26
Related Policies and Regulations: NDE Rule 10
Legal Reference: NDE Rule 10
STUDENTS

Allergies

The Superintendent shall direct staff to act affirmatively and work closely with parents, students and physicians to provide a safe learning and activity environment for all students through an allergy management program that includes prevention, education, awareness, communication and emergency response components.
STUDENTS

Allergies

The goals for allergy management include:

1. To define a formal process for identifying, managing and ensuring continuity of care for students with life-threatening allergies.

2. To maintain the health and protect the safety of children who have life-threatening allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care and provide appropriate educational opportunities.

3. To ensure that interventions and individual health care plans for students with life-threatening allergies are based on accurate information and evidence-based practices.

Responsibilities of Staff

Staff shall develop plans to minimize risks and provide a safe educational environment for students with allergies. Upon being informed of the student needs, the appropriate team shall convene (IEP team for students with verified disabilities, 504 team for students with a 504-qualifying disability without an IEP and individual health care team for students who do not qualify for IEP or 504 services or accommodations). The team shall consider the unique needs of the individual student in developing the appropriate plan for each student. Accommodation will commence after the team has met and implemented the plan.

Consideration shall be given, but not limited to, the following:

- Restricting foods and other allergens from the classroom(s) of the student with allergies or from other areas where student with allergies may be exposed, such as the food services environment (which may include restricting foods in specified eating areas, restricting foods served in the meal line and identifying foods containing common allergens), during field trips, student transportation vehicles and extracurricular activities or events.

- Encouraging washing of hands before and after handling foods.

- Developing appropriate cleaning protocols.

- Informing and educating staff about the identity and needs of students with allergies in a manner consistent with FERPA and other confidentiality or privacy laws.

- Using signage to inform building users of building-wide restrictions on common allergens.

- Being aware of location(s) of auto-injectable epinephrine for the student in the event of an emergency, understanding the signs and recognizing the symptoms of an allergic emergency and being aware of how to administer auto-injectable epinephrine and/or who to contact in the event of an emergency.
STUDENTS

Allergies (Continued)

Responsibilities of Students with Allergies and their Parents

- Inform the school nurse or an administrator of the student’s allergies and provide medical verification on request, physician treatment protocols and prescribed medication as appropriate.
- Avoid anything with unknown ingredients or known to contain any food to which the student is allergic or knowingly or carelessly expose oneself to item to which the student is allergic.
- Be proactive in the care and management of the student’s allergies and reactions based on their developmental level.
- Notify an adult immediately if the student eats or is exposed to the food or other allergies to which the student is allergic.

Responsibilities of Other Students

- Not intentionally or carelessly expose those with allergies to foods or to other allergens that may create an adverse reaction.
- Follow directives given with regard to food restrictions and protocols.
- Not bully or pick on a student with a food allergy because of the student’s condition.
- Failure to meet the foregoing expectations violates guidelines of the Student Rights and Responsibilities and may subject the violating student to disciplinary consequences, up to and including expulsion.

Date Regulation Reviewed: 2013-09-24
Related Policies and Regulations: 3800, 3800.1, 3800.2, 4600.2, 4670, 4670.1, 5340, 5410, 5503, 5503.1, 6411, 6411.1
Americans with Disabilities Act of 1990 (ADA)
Section 504 of the Rehabilitation Act of 1973 (Section 504)
NDE Rule 59
STUDENTS

Return to Learn

The Superintendent or designee shall establish a return-to-learn protocol for students returning to school after being treated for pediatric cancer. The return-to-learn protocol shall recognize that students who have been treated for pediatric cancer and returned to school may need informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff.

A 504 team meeting will be held, as appropriate, to develop individual return-to-learn accommodations and modifications.

Reviewed and Affirmed by the Board:
Last Revision: 2015-08-25
Original Adoption or Oldest Version: 2015-08-25
Related Policies and Regulations:
Legal Reference:
STUDENTS

Pregnant and Parenting Students

Lincoln Public Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

Student-Parent Program

The LPS Student-Parent Program, in partnership with the larger community, is to assist pregnant and/or parenting youth, both male and female, to continue their education and graduate. The program services are delivered by Student-Parent Teams in every middle level and secondary building.

Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend their own health care, their child’s medical care, or other pregnancy- or parenting-related appointments with the benefit of having any such absences or tardiness excused and coded as Medical absences. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student’s licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student’s pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student’s licensed healthcare provider regarding the student’s safe participation in an extracurricular activity when such certification is required of students for other conditions, which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.
STUDENTS

Pregnant and Parenting Students

Attendance and Leave of Absences (Continued)

The Student-Parent Team will help pregnant and parenting students coordinate absences from school and completing make-up work.

Alternative Means to Complete Coursework

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, which is private, clean has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food-safe refrigerator to store breast milk safely.

Child Care

If in-school childcare is not provided, a list of qualified licensed childcare providers will be provided, upon request, to pregnant or parenting students on the LPS website. Such list will be updated at least annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step-three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student’s child to an early head start program or any other available community resources.

Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.
STUDENTS

Pregnant and Parenting Students

Privacy and Confidentiality (Continued)

Information about students’ pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

Other Accommodations

Pregnant and parent students may request additional reasonable accommodations through their Student-Parent Team to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include, but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying and harassment. Such school policies are incorporated herein and apply to all students.

Policy Dissemination

This policy will be available at the beginning of each school year on the district’s website and will be incorporated into the online student handbook.

Date of Adoption: 2018-04-24
Related Policies and Regulations: 3550.1, 3970.1, 4210, 4300, 4880, 4880.1, 4880.2, 5110.5
Legal Reference: Neb. Rev. Stat. §§ 79-2149 to 79-2152; 79-2,114 to 79-2,124 (Nebraska Equal Opportunity in Education Act); 20 USC § 1681 (Title IX); 34 C.F.R. § 106.40 (Title IX)
STUDENTS

Release of Students

Students shall not be released from school in the care of a person other than a person with parental authority with respect to the student (parent, guardian, case worker, foster parent or person acting in loco parenti), or other than a person designated by the person with parental authority with respect to the student, except with the permission of the principal or designee. No student shall be released from school based on a telephone call or electronic means unless the principal or designee can authenticate that the person authorizing the release is a person with parental authority with respect to the student. Nothing in this policy shall prevent the school from sending home a student who is ill.
STUDENTS

Access by Noncustodial Parent

Any natural or adoptive parent has all rights of a parent unless his/her rights are altered by the courts. The Lincoln Public Schools will not arbitrarily alter these rights.

If the parents are divorced and the custodial parent requests that the noncustodial parent be denied any of these rights, the school administration should honor that request only if the custodial parent provides a court order or divorce decree that denies the noncustodial parent these rights. If that written information is not provided, it should be assumed that the court is allowing both parents equal access to the child and the child’s records. If a court order is provided, the school administration should follow the directive stated in it and such additional directives regarding access to the child provided by the parent with legal custody and that are consistent with a court order.

The custodial parent should receive routine information about his/her student including notification of conferences. The noncustodial parent need not receive this information on a routine basis. However, if the noncustodial parent requests this information and his/her right to it has not been denied by the courts, it should be provided.

If the noncustodial parent wishes to attend conferences regarding his/her child, that parent should also be provided with conference times so both parents may attend a single conference. It is not required to schedule separate conferences if both parents have been previously informed of appointed conference times.

If the behavior of either or both parents is not conducive to good communication, staff members are not expected to continue a conference but should reschedule with appropriate modifications or expectations.

The term “custodial parent” also refers to any individual (e.g., caseworker) who has been given legal custody of the child by a court.

Date Regulation Reviewed: 2010-05-25
Legal Reference:
STUDENTS

Open and Closed Campus

High schools have closed campuses, except that students in grades 11 and 12 may leave the campus at lunchtime with written permission from their parents. Elementary and middle schools have closed campuses.

Reviewed and Affirmed by the Board: 2010-05-25
Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations:
Legal Reference:
STUDENTS

Open and Closed Campus

Elementary and middle school students are not allowed to leave the campus at any time during the school day without the permission of the building administrator and unless arrangements have been made by a student’s parent(s) or guardian to go home for lunch. This arrangement will be permitted only with the permission of the building administrator and if a parent or designated adult is home during the time the student is home for lunch and only if the student is not tardy returning to afternoon classes.

Only 11th and 12th students may leave the campus for lunch, provided school rules are followed and the student is not tardy in returning to afternoon classes.

Date Regulation Reviewed: 2016-08-31
Related Policies and Regulations:
Legal Reference:
STUDENTS

Student Fees

The Board of Education of Lincoln Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fees Authorization Act.

The District’s general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District’s policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment and materials necessary for such instruction without charge or fee to the students.

The District does provide activities, programs and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District’s efforts to provide such activities, programs and services. The District’s general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be accepted from time to time. The policy includes Appendix “1,” which provides further specifics of student fees and materials required of students for the 2019-2020 school year. Parents, guardians and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

1. Guidelines for Non-specialized Attire Required for Specified Courses and Activities

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate when the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial technology, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials, heat treatment, tempering or kiln firing of any metal or other materials, gas or
STUDENTS

Student Fees (Continued)

electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiation or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required and students have the responsibility to follow such instructions and use the devices as instructed.

2. Personal or Consumable Items and Miscellaneous

a. Extracurricular Activities: Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

b. Courses

i. General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

ii. Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

iii. Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of such materials for the project.
STUDENTS

Student Fees (Continued)

iv. Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District’s fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

v. Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

3. Extracurricular Activities—Specialized Equipment or Attire

Extracurricular activities means student activities or organizations which are supervised or administered by the District which do not count toward graduation or advancement between grades and in which participation is not otherwise required by the District.

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading and music/dance activity (e.g., choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouthpieces and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

4. Extracurricular Activities—Fees for Participation

Any fees for participation in extracurricular activities for the 2019-2020 school year are further specified in Appendix “1.”

Admission fees are charged for extracurricular activities and events.
STUDENTS

Student Fees (Continued)

5. Postsecondary Education Costs

Students are responsible for postsecondary education costs. The phrase “postsecondary education costs” means “tuition and other fees only associated with obtaining credit from a postsecondary educational institution.” For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

6. Transportation

Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

7. Copies of Student Files or Records

The Superintendent or the Superintendent’s designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student’s files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students’ files or records and no fee shall be charged to search for or retrieve any student’s files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

8. Participation in Before- and After-School or Prekindergarten Services

Students are responsible for fees required for participation in before- and-after-school or pre-kindergarten services offered by the District except to the extent such services are required to be provided without cost.

9. Participation in Summer School or Night School

Students are responsible for fees required for participation in summer school or night school. Students are also responsible for fees charged for correspondence courses.
STUDENTS

Student Fees (Continued)

10. Breakfast and Lunch Programs

Students shall be responsible for items which students purchase from the District’s breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

Students are also responsible for the cost of food, beverages and personal or consumable items which the students purchase from the District or at school, whether from a “school store,” a vending machine, a booster club or parent group sale, a book order club or the like. Students may be required to bring money or food for field trip lunches and similar activities.

11. Waiver Policy

The District’s policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials, and the fee waiver must be submitted prior to the time the fee is due or the time the specialized equipment or attire is needed.

12. Distribution of Policy

The Superintendent or the Superintendent’s designee shall publish the District’s student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District, or to every household in which at least one student resides, at no cost.
STUDENTS

Student Fees (Continued)

13. Student Fee Fund

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate School District fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from or on the behalf of students for: (1) participation in extracurricular activities, (2) postsecondary education costs and (3) summer school or night school.
Appendix “1” to the 2019-2020 Student Fees Policy of Lincoln Public Schools — Additional Specification of Required Materials and Fees

<table>
<thead>
<tr>
<th>Program</th>
<th>General Description of Fee or Material</th>
<th>$ Amount of Maximum Fee or Specific Material Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Program</td>
<td></td>
<td>Note: <strong>Bold and underlined</strong> indicates item is eligible for fee waiver.</td>
</tr>
<tr>
<td>Physical Education classes</td>
<td>Appropriate clothing (non-specialized attire)</td>
<td>Soft-soled shoes</td>
</tr>
<tr>
<td>Music — Optional band courses</td>
<td><strong>Musical instruments</strong></td>
<td>Musical instruments and accessories (reeds, valve oil, drumsticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures and a “gig bag,” etc.). Limited instruments available for use by any student. Rental fee of $60 for use of school-owned instrument.</td>
</tr>
<tr>
<td>Classroom supplies</td>
<td>General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.</td>
<td>None — necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are allowed, but not required, to bring items from class supply lists which may be distributed by the office or individual teachers.</td>
</tr>
<tr>
<td>Student Electronic Device</td>
<td><strong>Optional</strong> coverage for the electronic device given to students by the school to help families in the event their child loses or damages the device.</td>
<td>$20/$10*</td>
</tr>
<tr>
<td>Device Optional Coverage</td>
<td></td>
<td>* Reduced cost for students who qualify for Free/Reduced Lunch Program</td>
</tr>
<tr>
<td>Science Fair — Optional</td>
<td>Appropriate materials</td>
<td>Display board, materials for experiment or demonstration</td>
</tr>
<tr>
<td>Routine Field Trips</td>
<td>Transportation and admission costs of field trips</td>
<td>None — The cost of routine school-sponsored, class-related field trips will be paid for by the school. Parents may be encouraged, but not required, to contribute for field trip costs of up to $6 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to $100 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.</td>
</tr>
</tbody>
</table>

1 This listing is a part of the 2019-2020 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.
<table>
<thead>
<tr>
<th>Program</th>
<th>General Description of Fee or Material</th>
<th>$ Amount of Maximum Fee or Specific Material Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer school courses</td>
<td>Classes offered during the summer, or at night, if any</td>
<td>$100 per class may be charged.</td>
</tr>
<tr>
<td>Copies</td>
<td>Use of school copiers</td>
<td>Five cents to 25 cents (.05 - .25) per page when charges apply.</td>
</tr>
<tr>
<td>School Meals</td>
<td></td>
<td>Meal prices are based on federal guideline recommendation and will be communicated to families.</td>
</tr>
<tr>
<td><strong>Secondary Program</strong></td>
<td><strong>Note: Bold and underlined</strong> indicates item is eligible for fee waiver.</td>
<td></td>
</tr>
<tr>
<td>Physical Education classes</td>
<td>Appropriate clothing (non-specialized attire)</td>
<td>Soft-soled shoes, shorts, shirt</td>
</tr>
<tr>
<td>Science Fair — Optional</td>
<td>Appropriate materials</td>
<td>Display board, material for experiment or demonstration</td>
</tr>
<tr>
<td>Routine Field Trips</td>
<td>Transportation and admission costs of field trips</td>
<td>None — The cost of routine school-sponsored, class-related field trips will be paid for by the school. Parents may be encouraged, but not required, to contribute for field trip cost of up to $6 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to $100 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.</td>
</tr>
<tr>
<td>Music — Optional band courses</td>
<td>Musical instruments</td>
<td>Musical instruments and accessories (reeds, valve oil, etc.). Limited instruments available for use by any student. Rental fee of $60 for use of school-owned instrument. Percussion usage fee of $30.</td>
</tr>
<tr>
<td>Classroom Supplies</td>
<td>General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.</td>
<td>None — necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are allowed, but not required, to bring items from class supply lists which may be distributed by the office or individual teachers.</td>
</tr>
<tr>
<td>Student Electronic Device</td>
<td>Optional coverage for the electronic device given to students by the school to help families in the event their child loses or damages the device.</td>
<td>$20/$10*</td>
</tr>
<tr>
<td>Optional Coverage</td>
<td></td>
<td>*Reduced cost for students who qualify for Free/Reduced Lunch Program</td>
</tr>
<tr>
<td>Program</td>
<td>General Description of Fee or Material</td>
<td>$ Amount of Maximum Fee or Specific Material Required</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>----------------------------------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>Advanced math or science classes</td>
<td>Specialized calculators</td>
<td>Calculators are provided for use in the classroom. Students are encouraged, but not required, to purchase such equipment for their personal use.</td>
</tr>
<tr>
<td>Copies</td>
<td>Use of school copiers</td>
<td>Five cents to 25 cents (.05 - .25) per page when charges apply.</td>
</tr>
<tr>
<td>School Meals</td>
<td></td>
<td>Meal prices are based on federal guideline recommendation and will be communicated to families.</td>
</tr>
<tr>
<td>Postsecondary education classes</td>
<td>Tuition and fees for college courses taken for credit.</td>
<td>None — Any postsecondary education costs are to be paid directly by students to the college.</td>
</tr>
<tr>
<td>College entrance tests and preparation</td>
<td>Prep programs and tests</td>
<td>Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test and ACT test, are optional and to be paid directly to the private companies involved.</td>
</tr>
<tr>
<td>Student Identification</td>
<td>Photo identification cards</td>
<td>$3 per duplicate</td>
</tr>
<tr>
<td>Summer school courses</td>
<td>Classes offered during the summer, or at night, if any</td>
<td>Five credit-hour class: $350 Students are responsible for fees required for participation in summer school or night school. Students are also responsible for fees charged for correspondence courses.</td>
</tr>
<tr>
<td>Locker usage</td>
<td>Optional use of school padlock and/or locker</td>
<td>$10 per year</td>
</tr>
<tr>
<td>Parking</td>
<td>Use of school parking lot during school day</td>
<td>$20 per year</td>
</tr>
</tbody>
</table>

### Extracurricular and Other Programs

**Note:** **Bold and underlined** indicates item is eligible for fee waiver.

#### Athletics and Activities

1A. Admission fees to attend athletic events

Admission

$5 per event. Students may purchase a 10-punch [activity card for $20 or an all-season pass for $35](#). For State, District and Conference events hosted by the school, cost to be set by the conference or NSAA but not to exceed $10 per event.

1B. Admission fees to attend activity events

Admission

$10 per play or activity, $15 for multi-session competition or festival.
<table>
<thead>
<tr>
<th>Program</th>
<th>General Description of Fee or Material</th>
<th>$ Amount of Maximum Fee or Specific Material Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Athletic Physicals</td>
<td>NSAA required athletic physicals</td>
<td>Cost varies; payable directly to students’ physician or clinic.</td>
</tr>
</tbody>
</table>
| 3. Equipment and attire — Athletics, Cheerleading, Color Guard and Dance Teams | Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school and are responsible for any optional clothing, equipment or other items associated with the sport or activity. | Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity and dress attire suitable for team travel. Shoes appropriate for the activity are required. Optional items for which students are responsible include: personal athletic bags, hair ties, sweatbands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:  
  - Baseball: **Baseball glove**  
  - Basketball: No additional  
  - Tennis: **Tennis racquet**  
  - Cross Country: No additional  
  - Football: No additional  
  - Golf: **Clubs**  
  - Soccer: **Competition socks**  
  - Softball: **Softball glove**  
  - Swimming/Diving: Swimsuit (**competition suits** are subject to fee waiver)  
  - Track: No additional  
  - Volleyball: **Volleyball knee pads**  
  - Wrestling: No additional  
  - Cheerleading, Color Guard and Dance Team Squad: Shoes, **approved uniforms, jacket, poms** and other accessories, not to exceed $1,000 |
| Equipment and Attire — Instrumental Music Groups | Students are responsible for required equipment and attire appropriate to the activity which are not provided by the school and are responsible for any optional clothing, equipment or other items associated with the sport or activity. | Uniforms for marching bands and concert band are provided by the District. Required items for particular groups include the following:  
  - Marching band: **Shoes, gloves, t-shirt**  
  - Symphony: **Concert black dress**  
  - Jazz Band: Shirts and pants (**customized attire** is subject to fee waiver) |
<table>
<thead>
<tr>
<th>Program</th>
<th>General Description of Fee or Material</th>
<th>$ Amount of Maximum Fee or Specific Material Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment and Attire — Vocal Music Groups</td>
<td>Students are responsible for required equipment and attire appropriate to the activity which are not provided by the school and are responsible for any optional clothing, equipment or other items associated with the sport or activity.</td>
<td>Required items include <strong>performance clothes, including shoes, as selected by members of the groups and the director</strong>, at a cost not to exceed $500.</td>
</tr>
<tr>
<td>Equipment and Attire — Competitive Forensics</td>
<td>Appropriate clothing (non-specialized attire); supplies</td>
<td>Business/professional attire, t-shirt, materials for visual aids</td>
</tr>
<tr>
<td>4. All-State Music Groups</td>
<td><strong>Audition fees</strong></td>
<td><strong>$20</strong></td>
</tr>
<tr>
<td>5. Travel meals</td>
<td>Meals</td>
<td>Students are responsible for their own meals while traveling.</td>
</tr>
<tr>
<td>6. Locker use</td>
<td>Optional use of school padlock for athletic or activity locker</td>
<td>Usage fee of $10.</td>
</tr>
<tr>
<td>7. Camps, clinics and festivals</td>
<td>Registration and other costs of camps, clinics or festivals</td>
<td>Students are responsible for the cost of all clinics, camps, festivals and conditioning programs. Any personal items purchased at camps, clinics or festivals, such as t-shirts, shall be at the student’s expense.</td>
</tr>
<tr>
<td>8. Extracurricular Activity Trips</td>
<td>None – An extracurricular activity trip is for students traveling to interscholastic events outside of the school district for an NSAA-sanctioned competition.</td>
<td></td>
</tr>
<tr>
<td>9. Non-routine Trips</td>
<td><strong>Transportation, lodging, meals, admission to events, etc.</strong></td>
<td>Students are responsible for cost of non-routine trips. A non-routine trip is a school-sponsored trip that is neither a routine nor an extracurricular activity trip. <strong>The maximum costs of such trips will be $3,500 per student.</strong> If the trip is not school-sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school-sponsored if: it is not supervised or administered by the school, attendance on the trip does not count toward graduation credit or grade advancement and participation on the trip is voluntary for students.</td>
</tr>
<tr>
<td>Program</td>
<td>General Description of Fee or Material</td>
<td>$ Amount of Maximum Fee or Specific Material Required</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Clubs/Organizations</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career and Technical Student Organizational</td>
<td>State and national <strong>dues</strong>, meals and activities</td>
<td>Annual dues not to exceed $25 per club.</td>
</tr>
<tr>
<td>Clubs such as Future Business Leaders of America (FBLA), Future Career/Community Leaders (FCCLA), Skills USA, Distributive Education Club of America (DECA), HOSA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Honor Society</td>
<td>State and national <strong>dues</strong>, meals and activities</td>
<td>Annual dues not to exceed $25 per club.</td>
</tr>
<tr>
<td>Career and Technical Student Organizational</td>
<td><strong>Registration fees</strong></td>
<td><strong>$50</strong></td>
</tr>
<tr>
<td>Clubs such as FBLA, FCCLA, DECA, Skills USA, HOSA Competition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Music Honor Society</td>
<td><strong>Dues</strong></td>
<td><strong>$10</strong></td>
</tr>
<tr>
<td>International Thespian Society</td>
<td><strong>Dues</strong></td>
<td><strong>$30</strong></td>
</tr>
<tr>
<td>Student Council</td>
<td>Annual state and national <strong>dues</strong>, meals and activities</td>
<td>$50 per club</td>
</tr>
<tr>
<td></td>
<td>Note: Attendance at national conventions are not a part of approved student council activities. As such, students are responsible for all costs of attending such conventions.</td>
<td></td>
</tr>
<tr>
<td><strong>Social and Recognition Activities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Note: Bold and underlined</strong> indicates item is eligible for fee waiver.</td>
<td></td>
</tr>
<tr>
<td>School plays, musicals and social activities</td>
<td>Admission to events</td>
<td>$10 per play or activity</td>
</tr>
<tr>
<td>School dances</td>
<td>Admission to prom, homecoming, etc.</td>
<td>$25 per event</td>
</tr>
<tr>
<td>Program</td>
<td>General Description of Fee or Material</td>
<td>$ Amount of Maximum Fee or Specific Material Required</td>
</tr>
<tr>
<td>------------------------------</td>
<td>----------------------------------------</td>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td>Senior recognition</td>
<td>Optional graduation activities</td>
<td>Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, class gift, yearbook picture page and class composite picture.</td>
</tr>
</tbody>
</table>
INSTRUCTIONAL PROGRAM

Purpose

Through the instructional program, the Lincoln Board of Education makes its most important contribution to education in our community. The Board establishes the direction, monitors staff efforts and provides resources to improve the quality of the instructional program for students.

Specifically, the Board will do the following:

1. Adopt educational goals and objectives,
2. Set requirements for promotion and graduation,
3. Set guidelines for instructional decisions,
4. Establish criteria for student activities,
5. Establish guidelines on school organization, and
6. Set expectations for program assessment.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2009-11-24
Original Adoption or Oldest Version: 2009-11-24
Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

Organizational Structure of the Schools

The organizational structure of the schools in the District is preschool/elementary school (K-5), middle school (6-8), and high school (9-12). Exceptions to this plan shall be approved by the Lincoln Board of Education.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2009-11-24
Original Adoption or Oldest Version: 2009-11-24
Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

Size of Schools

General parameters for the size of each school at the three organizational levels are as follows:

- **Elementary:** 50 to 125 students per grade/age level group,
- **Middle School:** 200 to 300 students per grade/age level group, and
- **High School:** 350 to 500 students per grade/age level group.

These parameters allow for effective and efficient use of resources. At the elementary level, they represent a minimum of two teachers per grade level. At the middle school level, they represent a minimum of two teams per grade level. At the high school level, they permit the scheduling of specialized elective courses.

The total number of grades in a building shall be considered in determining the most appropriate number of students per grade.

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Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2009-11-24
Original Adoption or Oldest Version: 2009-11-24
Related Policies and Regulations: 3920.1
Legal Reference:
INSTRUCTIONAL PROGRAM

Schedules

Within the requirements of state law and regulations and within the limitations of school facilities, the Lincoln Board of Education will establish the school calendar and the length of the school day so as to offer the most educationally productive time schedule.

By February 15, the Superintendent of Schools shall submit to the Board a proposed school calendar for the following year. Before submitting the calendar to the Board, the Superintendent should give School District employees an opportunity to review and react to it.

By March 15, the Board should adopt the school calendar for the following year.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2009-11-24
Original Adoption or Oldest Version: 2009-11-24
Related Policies and Regulations: NDE 15
Legal Reference: NDE 15
INSTRUCTIONAL PROGRAM

Student Calendar

The school calendar shall provide at least the following number of hours of instructional time per school year:

- Kindergarten through grade five 1,043
- Grades six through twelve 1,091

Instructional time is defined as the period of time between the start of the school day for students and the end of the school day for students, excluding lunchtime.

Instructional time includes time spent in the supervised Out-of-School Learning Program, time required for students to move from one learning activity to another and, in elementary schools, up to 30 minutes per day of supervised recess activity.

Faculty-sponsored school activities (e.g., clubs, contests, interscholastic sports) shall not occur during instructional time, except as authorized by the Superintendent or designee.
INSTRUCTIONAL PROGRAM

Instructional Decisions

Summer School

The District may offer a voluntary summer school program which provides the following:

1. An opportunity for students to continue their learning during the summer.

2. An opportunity for high school students (grades 9-12) to earn additional credit during the summer.

Minimum course enrollments will be established; a course offering which does not have the minimum enrollment will be canceled.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2009-11-24
Original Adoption or Oldest Version: 2009-11-24
Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

Summer School

The plan for summer school is based on these features:

1. The summer school offerings may include the following:
   a. Elementary and secondary courses offered during the school year,
   b. Elementary and secondary courses for students in special education, and
   c. Elementary and secondary enrichment courses;

2. Minimum course enrollments will be established; a course offering which does not have minimum enrollment will be canceled; and

3. Tuition fees will partially cover costs of the program.

Credit offered during summer school shall be consistent with that offered during the regular school year.

Reviewed and Remains in Effect as Written: 2019-02-12
Original Regulation or Oldest Version: 2009-11-24
Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

Program for Students

Elementary and middle school students shall be enrolled for instruction for the full normal school day.

High school students shall be enrolled for the normal school day which may include not more than one supervised study period.

The Superintendent or his/her designee is authorized to reduce an individual student’s course load:

1. To meet provisions of an Individual Education Plan (IEP),
2. To provide for a student’s best interests where experience shows that the full normal day schedule interferes with the student’s opportunity for successful learning, and
3. To permit a Lincoln Public Schools student to complete graduation requirements after he/she has completed three years at the high school level.

Students enrolled in non-public schools or in home schools may enroll in Lincoln Public Schools less than full-time for specific classes with the written approval of the Associate Superintendent for Instruction or designee.
INSTRUCTIONAL PROGRAM

Program for Students

Middle School Course of Study

Grades Six, Seven and Eight

Students during grades six, seven and eight will have 364 minutes of instruction per day. The courses they are expected to complete successfully include the following:

- English/Language Arts - Seven semesters.
- Social Studies - Six semesters.
- Mathematics - Six semesters.
- Science - Six semesters.
- Physical Education - One semester during grades six, seven and eight.
- Health - Incorporated in nine-week course Healthy Living in grade six.
  One semester during grades seven and eight.
- Reading and Math Intervention - Students who have not met District reading and math criteria will be required to take additional reading and math until the criteria are met.
- Academic Connections - Students will participate in nine- and 18-week classes, unless waived for academic support, that align with college and career-ready standards. (Classes may include Skilled and Technical Sciences, Family and Consumer Science, Art, Vocal Music, World Languages, Computing Skills.) Instrumental music during grade six will be offered as a pull-out program.
  Students will participate in nine- and 18-week classes during grade seven, unless waived for academic support or instrumental music, that align with college and career-ready standards. (Classes may include Vocal Music, Art, Family Consumer Science, Skilled Technical Sciences, World Languages, Business, Computer 7.)
INSTRUCTIONAL PROGRAM

Program for Students

Middle School Course of Study (Continued)

Electives - Four semesters (two class periods each semester) during grade eight that align with college and career-ready standards. (Classes may include Art, Vocal Music, Skilled Technical Sciences, Family Consumer Science, World Languages, Business, Computer, Drama, Speech, Journalism, Instrumental Music.)

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2015-03-24
Original Adoption or Oldest Version: 2015-03-24
Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

Program for Students

Requirements for Graduation, Beginning with the Graduating Class of 2015

Part 1: Required Areas of Study

Graduation from Lincoln Public Schools will require the accumulation of 245 credit hours in grades 9-12, subject to the following:

Within the 245-credit expectation for graduation from high school (grades 9-12), designated areas of study totaling 182.5 credit hours will be required of students. The credits listed are to be earned by taking courses.

<table>
<thead>
<tr>
<th>Graduation Requirement Area</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career and Technical Education (CTE)</td>
<td></td>
</tr>
<tr>
<td>business, family and consumer sciences, industrial technology</td>
<td>20, at</td>
</tr>
<tr>
<td>and</td>
<td>least 5</td>
</tr>
<tr>
<td>Fine Arts</td>
<td></td>
</tr>
<tr>
<td>dance, dramatic arts, music and visual arts</td>
<td></td>
</tr>
<tr>
<td>Career and Educational Planning/Personal Finance</td>
<td>5</td>
</tr>
<tr>
<td>Economics</td>
<td>5</td>
</tr>
<tr>
<td>English including Oral Communication</td>
<td>40</td>
</tr>
<tr>
<td>Human Behavior</td>
<td>5</td>
</tr>
<tr>
<td>Mathematics</td>
<td>30</td>
</tr>
<tr>
<td>Including the completion of Algebra and Geometry</td>
<td></td>
</tr>
<tr>
<td>Physical Education</td>
<td>10</td>
</tr>
<tr>
<td>Health</td>
<td>2.5</td>
</tr>
<tr>
<td>Science</td>
<td>30</td>
</tr>
<tr>
<td>Including 5 hours of earth, physical (physics and chemistry)</td>
<td></td>
</tr>
<tr>
<td>and life science</td>
<td></td>
</tr>
<tr>
<td>Social Studies</td>
<td></td>
</tr>
<tr>
<td>Civics</td>
<td>5</td>
</tr>
<tr>
<td>Introduction to Geography</td>
<td>5</td>
</tr>
<tr>
<td>Government and Politics</td>
<td>5</td>
</tr>
<tr>
<td>World History</td>
<td>5</td>
</tr>
<tr>
<td>US History</td>
<td>10</td>
</tr>
<tr>
<td>Technology</td>
<td>5</td>
</tr>
</tbody>
</table>
INSTRUCTIONAL PROGRAM

Program for Students

Requirements for Graduation, Beginning with the Graduating Class of 2015 (Continued)

Part 2: Required Areas of Study

In addition to accumulating the required number of credit hours, students will also be required to demonstrate that they have necessary reading and writing skills. Demonstrations and standards for successful completion of these skill areas will be developed. Demonstrations may be completed in a particular class and/or independent of a class, depending upon how the demonstration is developed. Demonstrations will not grant credit.

<table>
<thead>
<tr>
<th>Area</th>
<th>12th Grade Graduation Demonstrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>Students must demonstrate the ability to read and comprehend newspapers such as the Lincoln Journal Star and Omaha World-Herald.</td>
</tr>
<tr>
<td>Writing</td>
<td>Students must demonstrate the knowledge and skills necessary to write a narrative and an expository essay consistent with state standard.</td>
</tr>
</tbody>
</table>

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2010-11-09
Original Adoption or Oldest Version: 2010-11-09
Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

High School Graduation Requirements

Waiver of Graduation Requirements

The Associate Superintendent for Instruction is authorized to make decisions about granting exceptions to the graduation requirements when circumstances such as unresolvable course schedule conflicts or admission to the Lincoln Public Schools late in the high school years occur.

Reviewed and Remains in Effect as Written: 2019-02-12
Original Adoption: 2015-08-25
Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

Course Credit for High School Courses

Course credit in secondary schools during the regular school year shall be defined as follows:

1. Courses which meet a minimum of 30 clock hours may grant 2.5 credit hours upon successful demonstration of knowledge and/or skill proficiency. Normally, these courses will meet daily for one quarter of the school year.

2. Courses which meet a minimum of 60 clock hours may grant 5.0 credit hours upon successful demonstration of knowledge and/or skill proficiency. Normally, these courses will meet daily for one semester of the school year.

3. Courses which meet a minimum of 120 clock hours may grant 10.0 credit hours upon successful demonstration of knowledge and/or skill proficiency. Normally, these courses will meet daily for both semesters of the school year.

Course credit is granted only for the satisfactory completion of learning experiences which are organized, supervised and/or administered by the staff of the Lincoln Public Schools, except that credit which is earned at an accredited college or university may be transferred to Lincoln Public Schools. Course credit can be granted for a course taken in middle school if the course has the same curriculum content, textbook and assessments as a high school course.

Credit is also granted for successful completion of courses that are organized by an educational organization recognized by the District administration and taught by staff members of the Lincoln Public Schools. Such organizations include, but are not limited to, Junior Achievement, the College Board, International Baccalaureate, accredited colleges and universities and Junior Reserve Officer Training Corps. District administration is authorized to investigate and determine which courses would be included in the District curriculum and how much credit would be awarded for each course.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2010-11-09
Original Adoption or Oldest Version: 2010-11-09
Related Policies and Regulations:
Legal Reference: NDE 15
INSTRUCTIONAL PROGRAM

Activities

Concussions

1. **Training.**

   The Superintendent or designee shall make available training on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches of school athletic teams.

2. **Education.**

   The Superintendent or designee shall require that concussion and brain injury information be provided on an annual basis to students and the students’ parents or guardians prior to such students initiating practice or competition. The information provided to students and the students’ parents or guardians shall include, but need not be limited to:

   a. the signs and symptoms of a concussion;
   b. the risks posed by sustaining a concussion; and
   c. the actions a student should take in response to sustaining a concussion, including the notification of his or her coaches and certified athletic trainer.

3. **Response to Concussions.**

   a. **Removal.** A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.

   b. **Return-to-Play.** A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury shall not be permitted to participate in any school-supervised team athletic activities involving physical exertion including, but not limited to, practices or games until the student: (i) has been evaluated by a licensed health care professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed health care professional trained in concussion management and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student’s parent or guardian.
INSTRUCTIONAL PROGRAM

Activities

Concussions (Continued)

The coach or administration may require that the student’s return to full activities be on a stepwise progression back to full participation or otherwise establish conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach, certified athletic trainer or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed health care professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school is not required to determine or verify the individual’s qualifications.

c. Parent Notification. If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed and any actions taken to treat the student.

d. Return to Learn. The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff until the student is fully recovered.


Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do so is subject to disciplinary action including, but not limited to, termination of employment.

5. Students and Parents.

It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student’s coaches on a timely basis whether or not such injury happened during a school activity or an activity or incident outside of school.
INSTRUCTIONAL PROGRAM

Activities

Concussions (Continued)

6. **Effective Date.**

   This policy becomes operative on July 1, 2012. The administration may, but shall not be required to, implement provisions of this policy prior to such date as it determines appropriate.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2016-08-09
Original Adoption or Oldest Version: 2014-09-09
Related Policies and Regulations:
INSTRUCTIONAL PROGRAM

Gifted Program

The Lincoln Board of Education recognizes that the student population includes students with exceptional academic abilities. These students have a need for educational services which are consistent with their ability levels and learning characteristics such as thinking abstractly, having the ability to study a topic in depth and learning rapidly. These students shall be provided appropriately challenging curricula and instruction which are congruent with their learning abilities and styles and which shall be provided in classes composed of these students, taught by teachers trained to recognize and meet the needs of these students. Requests for exceptions to “classes” must be submitted to the Gifted Steering Committee and may be approved in an elementary or middle school when based on the presence of an insufficient number of gifted students to form a differentiated class. Each school shall prepare a plan for delivery of services to gifted students, and the plan shall be approved by the Gifted Steering Committee.
INSTRUCTIONAL PROGRAM

Referral, Identification and Placement of Students in the Gifted Program

Efforts to refer and identify students for the gifted program will be made at each grade level. Multiple criteria shall be used for identification purposes and identification efforts shall be inclusionary. Outstanding abilities are present in students from all cultural groups and across all economic strata. Students will be placed in the gifted program congruent with their identified needs.
INSTRUCTIONAL PROGRAM

Referral, Identification and Placement Criteria for Gifted Program

A. Referral Process

A student may be referred by parent/guardian, staff member, community member, peer or by self-nomination.

A student may be referred for consideration based on any of the following:

1. Student products of high quality
2. Evidence of outstanding performance
3. Evidence of high ability, as determined by use of differentiated characteristics checklists
4. Standardized group aptitude test scores in the 9th stanine
5. Standardized achievement test scores in the 9th stanine

B. Data Gathering Team, Building Based

Each school will establish a data gathering team, consisting of a building administrator, building facilitator, classroom teacher(s) and others. The make up of this group may change depending on the students who are being considered. It will be the responsibility of this team to facilitate the referral and identification of gifted students in the building.

C. Identification and Placement Criteria for Gifted Services

The criteria to be followed by the school data gathering team for identification and placement of students for gifted services and the differentiated curriculum are:

1. Meet district criterion on at least two of the following:
   
   Standardized achievement score(s) in 9th stanine on total reading, total math, total language, and/or total battery

   Student products or evidence of outstanding performance with supporting data, submitted by staff, parent/guardian, peers, self and/or community members

   Outstanding records of past performance (e.g., grades, performance in class)

   Evidence of ability as indicated on the differentiated characteristics checklists

   or
INSTRUCTIONAL PROGRAM

Referral, Identification and Placement Criteria for Gifted Program
(Continued)

Students may also qualify based on additional criteria including:

Score two standard deviations above the norm or above on an approved individual intellectual test, as follows:

- Stanford-Binet V
  Full scale score of 130 or above or
  Verbal of 130 or above and a Full Scale score of 120 or above, or
  Nonverbal IQ of 130 or above and a Full Scale score of 120 or above
- Wechsler V
  General Ability Index score of 130 or above, or
  Verbal Comprehension Index score of 130 and a General Ability Index score of 120 or above, or
  Visual Spatial Index score of 130 and a General Ability Index score of 120 or above
  Fluid Reasoning Index score of 130 and a General Ability Index score of 120 or above

2. Identified students who transfer to schools or articulate within the district and identified students who enroll from out of district will be provided gifted program services.

D. Identification and Placement Criteria for Highly Gifted Services

The criteria used for identification and placement of students in the highly gifted program are:

1. Score three standard deviations above the norm on any of the following approved individual intellectual test as follows:

   - Stanford-Binet V, full scale score of 145 or above
   - Stanford-Binet V, Verbal IQ of 145 or above and a Full Scale score of 130 or above
   - Stanford-Binet V, Nonverbal IQ of 145 or above and a Full Scale score of 130 or above
   - Wechsler V, General Ability Index score of 145 or above
INSTRUCTIONAL PROGRAM

Referral, Identification and Placement Criteria for Gifted Program
(Continued)

• Wechsler V, Verbal Comprehension Index score of 145 or above and a
General Ability Index score of 130 or above
• Wechsler V Perceptual Reasoning Index score of 145 or above.
• Wechsler V, Visual Spatial Index score of 145 or above and a General
Ability Index score of 130 or above
• Wechsler V, Fluid Reasoning Index score of 145 and a General Ability
Index score of 130 or above

E. Identification by District Administrative Steering Committee for the Gifted and Highly Gifted Program

If a student does not meet the specified criteria for identification and gifted program services seem warranted, then staff members, the student, and/or parents/guardians may submit data to the District Steering Committee for the Gifted Program.

The District Administrative Steering Committee for the Gifted Program will consider the following information on which to base decisions for providing gifted program services:

Demonstrated accomplishment(s),
Expert testimony or reports
Outstanding scores on objective tests
Other evidence

F. Facilitating School Experiences for Students with High Ability and Low Achievement

Students who have abilities that would qualify them for the gifted program and who achieve at a low level will be referred to the data gathering team who, working with parents/guardians, will determine the school experiences that best meet the student’s needs. This referral will result in identifying the student for the gifted program and placing the student in gifted program services unless parents/guardians and staff determine that such identification and/or placement will not meet student needs. Student progress will be reviewed annually by the data gathering team.
INSTRUCTIONAL PROGRAM

Communications with Students in the Gifted Program and Their Parents about Referral, Identification and Placement Criteria and Procedures

At the beginning of each school year, the District will provide written information to parents/guardians about gifted program referrals, identification and procedures, including ways parents/guardians or students may facilitate the referral and identification process. In addition, information regarding the functions of the District Steering Committee, the alternate criteria for identifying students and the appeal process will be made available to parents/guardians.

At the beginning of each year and/or when a student enrolls, the principal/designee will provide parents/guardians with a brochure or school newsletter, information describing the school’s gifted program, gifted program referral, identification and procedures, including ways parents/guardians or students may facilitate the referral and the identification process.
INSTRUCTIONAL PROGRAM

Differentiated Curriculum and Instruction

Program services in curricula and instruction will be designed to accommodate the student’s ability levels and learning characteristics, such as thinking abstractly, having the ability to study a topic in depth and learning rapidly. The program services may differ depending on the needs of the student and the gifted or highly gifted designation. Program services include:

1. Differentiated curricula and instruction
2. Acceleration
3. Flexible grouping which will include homogeneous grouping
4. Mentoring
5. Providing appropriate courses and activities, including those at local state-supported colleges and universities
6. Personal Learning Plans

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2009-11-24
Original Adoption or Oldest Version: 2009-11-24
Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

Differentiated Curriculum and Instruction

The services that will be provided by the District for students who are placed in the gifted program are:

A. Differentiation of curricula and instructional strategies

Curricula and instruction will be differentiated in the following ways:

1. The content objectives taught
2. The processes, appropriate instructional strategies and resources used in teaching
3. The expectations (activities and experiences) required of students
4. The products and assessments required of students
5. The learning environment

Differentiated English/Language Arts and Mathematics curriculum will be available to kindergarten through sixth grade students.

Differentiated English, Mathematics, Social Studies and Science curriculum will be available to seventh and eighth grade students.

B. Acceleration

Modifications in curriculum and instruction will be made in accordance with individual student needs. Options available are:

1. Move rapidly through a sequence of objectives at a pace consistent with the learning ability of the student that will likely be beyond grade level
2. Receive a compacted version of a course, unit or activity. Compacting in District curriculum will provide modifications in the regular curriculum materials by reorganizing and combining similar objectives to provide economical and effective use of instructional and practice time
3. Advance (skip) an elementary or middle school grade(s)
INSTRUCTIONAL PROGRAM

Differentiated Curriculum and Instruction (Continued)

4. Apply for a waiver for a middle school or high school course(s). A transitional plan will be put in place to devise a waiver process

5. Exemptions can be brought before the steering committee

The principal, in consultation with the curriculum specialist, appropriate department chair, building facilitator, and the gifted consultant, will approve grade level advancements, waivers, grades, and credits earned.

C. Grouping

Student grouping will be flexible, except for the purpose of instruction in the differentiated curricula and/or acceleration, at which time students will be grouped with other gifted students.

D. Mentoring

A mentor will be offered for highly gifted students who have exceptional academic needs (including those who are under-achieving) that cannot be met through the standard curriculum and instructional options. Up to five hours per week of individual instruction will be offered in lieu of class instruction during the time the class meets, as part of the school day, at the school site. Mentors will be offered in the disciplines of: English/language arts, foreign language, mathematics, science and social studies. Any variation of the above must be approved by the steering committee.

Appropriate Courses and Activities

In grades 9-12, core curricular areas required for graduation (English, math, science, social studies) will offer differentiated and/or advanced placement classes. Differentiated sections of electives may be offered at the discretion of the school.

Highly gifted students, with permission from the principal/designee in consultation with the gifted consultant and the curriculum specialist, may: take appropriate courses in other buildings; and/or take up to 12 credit hours per calendar year of local, state-supported college or university course work. Any variation of the above must be approved by the steering committee.
INSTRUCTIONAL PROGRAM

Differentiated Curriculum and Instruction (Continued)

Tuition will be paid by the District. Students will purchase materials needed for the class; they may submit the receipts for reimbursement by the District. If the student receives District reimbursement, the materials become the property of the District. Materials purchased by the District become the property of the District. Students wishing to keep the materials may purchase them. Transportation will be provided by the student.

Post-secondary courses may be used as credit toward graduation at the rate of five high school credit hours for every three college credit hours completed. Courses will be included on the student’s high school transcript.

F. A Personal Learning Plan (PLP) will be written for students who:

1. Are advanced (skip) an elementary or middle school grade
2. Are granted a waiver for a middle level and/or high school course(s)
3. Qualify for a mentor
4. Take a course at another administrative level (i.e., an elementary student taking a middle level course)
5. Are participating in post-secondary course work
6. Demonstrate competence in elementary social studies or science
7. Have instructional needs in elementary English/language arts and mathematics that cannot be met through the differentiated curricula

The principal/designee will be the PLP manager and the PLP will be reviewed annually by the principal, designee and/or the building program design team.

G. Each school will establish a gifted program design team whose purpose will be to:

1. Determine the procedure for referral and identification
2. Plan program services in curriculum, instruction and guidance/counseling
3. Plan professional development options for certified staff
INSTRUCTIONAL PROGRAM

Differentiated Curriculum and Instruction (Continued)

4. Plan the evaluation procedures for determining the success of program services

5. Communicate the building plan to parents

H. Articulation

The District will create procedures to ensure smooth articulation between administrative levels.
INSTRUCTIONAL PROGRAM

Guidance/Counseling Services for Gifted Program

A. Guidance/counseling staff will provide services to:
   1. Students in the gifted program
   2. Students with high ability and low achievement
   3. Parents/guardians of students in the program
   4. Staff members who work with students in the program

B. The services to be provided will be adapted to be consistent with the needs and learning characteristics of students in the gifted program and will focus on:
   1. Academic and educational planning
   2. Career planning
   3. Personal-social growth

C. Guidance/counseling staff will deliver services related to these three areas of emphasis by:
   1. Counseling with individual students and groups of students in the gifted program
   2. Communicating with parents/guardians of students in the gifted program in group or individual sessions
   3. Consulting with staff members
   4. Providing, in cooperation with principals and gifted program facilitators, workshops for staff and for parents/guardians of students in the gifted program

Reviewed and Remains in Effect as Written: 2019-02-12
Original Regulation or Oldest Version: 2009-11-24
Related Policies and Regulations: 
Legal Reference:
INSTRUCTIONAL PROGRAM

Staff Selection and Assignment for Gifted Program

The selection and recruitment of personnel to work with gifted students in the differentiated curriculum will be based on criteria that includes:

1. Knowledge and skills related to gifted education
2. Knowledge of the content to be taught
3. Interest in working with students in the gifted program.

A teaching endorsement in gifted education is preferred.

The principal will assign staff members to teach and counsel students in the gifted program. Only qualified teachers, trained in the differentiated curricula, will be assigned to teach the differentiated curricula.

The role of the administrator is to monitor the training of staff and assess the performance of qualified staff assigned to instruct students in the gifted program.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2009-11-24
Original Adoption or Oldest Version: 2009-11-24
Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

Staff Development Services for Gifted Program

The district will implement a comprehensive system of staff development offerings for teachers, counselors, facilitators, media specialists, psychologists and administrators. New staff members must complete Level One outcomes, which are included in the tenure requirement courses.

A two-tiered, outcome-based staff development program will be provided for all staff to be completed within a designated period of time. Level One outcomes are expected of program design teams, data-gathering teams and all other certified staff. Level Two outcomes are expected of the gifted program supervisor, consulting teachers, itinerant teachers, teachers of the differentiated curriculum and gifted program facilitators.

Level One and Two outcomes may be waived based on successful experience and coursework.

Level One outcomes will be incorporated into the existing tenure requirements for instructional practices.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2012-04-10
Original Adoption or Oldest Version: 2012-04-10
Related Policies and Regulations:  
INSTRUCTIONAL PROGRAM

Support Committees to the Gifted Program

A District Administrative Steering Committee will serve in an advocacy role, ensure process, and advise the supervisor for the gifted program. A Community Review Committee will review gifted program services and facilitate parent and school communication.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2009-11-24
Original Adoption or Oldest Version: 2009-11-24
Related Policies and Regulations:
INSTRUCTIONAL PROGRAM

District Administrative Steering Committee for the Gifted Program

The District Administrative Steering Committee serves in an advocacy role, ensures due process and advises the consultant for the gifted program.

The Steering Committee has the following functions:

1. Review individual student cases and recommend action when mutual agreement cannot be reached at the building level

2. Advise and review procedures for the gifted program

3. Review topics suggested for and assist in planning the agendas for meetings of the Community Review Committee

4. Approve exceptions to classes as stated in Policy 6300

Reviewed and Remains in Effect as Written: 2019-02-12
Original Regulation or Oldest Version: 2009-11-24
Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

Community Review Committee

The Community Review Committee has the following functions:

1. To be knowledgeable about the policies and procedures used to administer the District’s gifted program

2. To review, recommend and submit ideas to the Consultant for the Gifted Program, the Director of Curriculum and the Director of Student Services the workability of the services currently being provided to gifted students and the services being proposed in the areas of curriculum, counseling, referral, identification and placement

3. To facilitate parent and school communication

4. To plan Parent Forums

Reviewed and Remains in Effect as Written: 2019-02-12
Original Regulation or Oldest Version: 2009-11-24
Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

Curriculum Decisions

The Superintendent, with involvement of the community and the instructional staff, shall develop and periodically update a statement which reflects the community’s purposes for its schools. These purposes shall be described as broad goals which state what the District expects students to know and be able to do as a result of their education. This statement, which will be called “Lincoln Public Schools Goals for Students,” will be used by staff to develop curriculum and course objectives and to plan instructional programs and projects for students.

This statement shall be approved by the Lincoln Board of Education.

Subject to any overriding federal or state curriculum directives, the District shall retain complete authority, control and discretion in the establishment and regulation of its curriculum. As such, District classrooms or other instructional areas are not open or public forums. District classrooms or other instructional areas are reserved for the intended purpose of teaching the prescribed curriculum. Curriculum includes the range of courses or instructional programs that the District makes available to students; the course of study, the sequence of study, course objectives, course content, textbooks, all classroom or other instructional area materials and displays, the use of outside or supplemental materials, teaching methods, instructional practices, instructional plans, testing, testing protocols, assessment of student achievement, classroom assessment, the District assessment program, assessment of learning climate, the school improvement process (SIP), District research, student grading and student progress reports, graduation and promotion requirements; and, the totality of activities, materials, procedures and instructional resources used throughout the District.

Staff shall follow the District curriculum. The Associate Superintendent for Instruction or a designee shall approve all modifications to District curriculum. Staff shall also follow all administrative curriculum directives.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2009-11-24
Original Adoption or Oldest Version: 2009-11-24
Related Policies and Regulations:
Legal Reference: NDE 10
INSTRUCTIONAL PROGRAM

Lincoln Public Schools Goals for Students

The students in the Lincoln Public Schools enter school with diverse talents, interests and needs. Throughout the course of their public school education, students will have the opportunity to develop to their greatest potential. It is the intention of the Lincoln Public Schools that all students will achieve the following:

1. Demonstrate competence and fluency in the essential skills of reading, writing, speaking and listening, in the English language, and mathematics.

2. Think critically and creatively, using higher order thinking skills to make decisions, solve problems and create new perspectives and possibilities.

3. Understand the important ideas from the arts, humanities, sciences and mathematics and understand the relationships among them.

4. Demonstrate the knowledge, skills and attitudes essential for living in a democracy and becoming a contributing member of society.

5. Understand and celebrate the diversity and interdependence of our pluralistic, multicultural community, nation and world.

6. Respect and care for themselves and others.

7. Respect and care for the natural environment.

8. Work with others productively and cooperatively.

9. Develop the skills and attitudes essential to enter the work force.

10. Become a lifelong learner.

11. Demonstrate the knowledge and skills essential for achieving lifelong health.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2009-11-24
Original Adoption or Oldest Version: 2009-11-24
Related Policies and Regulations:
Legal Reference: NDE 10
INSTRUCTIONAL PROGRAM

Safe Schools

Lincoln Public Schools shall provide safe, secure and welcoming facilities for its students, staff and the community. Safety is a priority and policies and procedures are to be established and implemented as reasonable and appropriate to assure safety of students, staff and others within the school community. The implementation of this policy shall include the establishment of an approved District-wide safety and security plan, which includes the use of site-based emergency incident plans.

An annual review by an outside source shall be conducted to analyze plans, policies, procedures and practices. The Superintendent or designee will develop a plan for analysis and implementation of recommendations made within the annual review.

Training and educational programs for staff, students, parents and volunteers shall include identification of safety risk issues in school, on school grounds and at school activities and skill development to avoid or prevent unsafe activities. Programs will include emergency preparedness and response, bullying and hazing identification and prevention, conflict resolution and development of positive relationships.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2014-02-11
Original Adoption or Oldest Version: 1410, 2135, 2500, 2500.1, 2500.2, 2500.3, 2500.4, 3210, 3210.1, 3730, 3730.1, 3920, 3920.4, 3970, 3970.1, 3971, 3971.1, 3971.2, 3971.3, 3971.4, 3980, 3980.1, 3980.2, 3980.4, 3980.5, 3980.6, 3980.7, 3995, 4200, 4241, 4241.1, 4600.7, 4600.8, 4770, 4770.1, 4785, 4785.1, 4790, 4790.1, 4830, 4830.1, 4830.2, 4900, 4900.1, 4900.2, 5114, 5115, 5400, 5400.1, 5400.2, 5410, 5410.1, 5420, 5420.1, 5420.2, 5420.3, 5420.4, 5420.5, 5420.6, 5420.7, 5420.8, 5420.9, 5430, 5431, 5431.1, 5440, 5450, 5460, 5461, 5461.1, 5470, 5480, 5481, 5481.1, 5500, 5500.1, 5500.2, 5500.3, 5500.4, 5501, 5502, 5503, 5504, 5504.1, 5510, 5510.1, 5511, 6443, 6525, 6601, 6601.1, 6610, 6610.1, 6740, 6740.1

Legal Reference: 92 NAC 10; Section 011
INSTRUCTIONAL PROGRAM

Safe Schools

To insure safe and secure environments:

1. Emergency incident plans shall be developed in every building or other facility owned or under the control of the District using a District-approved format. The individualized plans may allow for alterations to meet each facility’s needs.

2. Every facility emergency incident plan shall be submitted to and approved by the Department of Student Services prior to the start of each school year.

3. Building principals shall organize and execute a practice of the emergency incident plan at least twice each school year. The designated individual in other facilities shall, to the extent feasible, organize and execute a practice at least once each school year.

4. A District safety committee composed of school and District staff, parents and community shall provide advisory assistance to the District on safety issues and plans.

5. An annual review by an outside source shall be conducted to analyze plans, policies, procedures and practices. A District Security Committee, composed of District and building administrators, shall analyze any recommendations or suggestions made in such annual review and, considering the overall educational program, exercise and perform discretionary functions and duties to determine which measures are to be implemented. The building principals and appropriate District staff shall be responsible for implementing recommendations contained in the annual review that the District Security Committee directs to be made, including, without limitation, measures to comply with Board Policy, building entry measures, emergency incident plan modifications and implementation and communication measures (such as building user identification, visitor signage and intercoms). The District Security Committee shall make an annual report to the Lincoln Board of Education.

Reviewed and Remains in Effect as Written: 2019-02-12
Original Regulation or Oldest Version: 2009-11-24
Related Policies and Regulations:
1410, 2135, 2500, 2500.1, 2500.2, 2500.3, 2500.4, 3210, 3210.1, 3730, 3730.1, 3920, 3920.4, 3970, 3970.1, 3971, 3971.1, 3971.2, 3971.3, 3971.4, 3980, 3980.1, 3980.2, 3980.4, 3980.5, 3980.6, 3980.7, 3995, 4200, 4241, 4241.1, 4600.7, 4600.8, 4770, 4770.1, 4785, 4785.1, 4790, 4790.1, 4830, 4830.1, 4830.2, 4830.3, 4830.4, 4900, 4900.1, 4900.2, 5114, 5115, 5400, 5400.1, 5400.2, 5410, 5410.1, 5420, 5420.1, 5420.2, 5420.3, 5420.4, 5420.5, 5420.6, 5420.7, 5420.8, 5420.9, 5430, 5431, 5431.1, 5440, 5450, 5460, 5461, 5461.1, 5470, 5480, 5481, 5481.1, 5500, 5500.1, 5500.2, 5500.3, 5500.4, 5501, 5502, 5503, 5504, 5504.1, 5510, 5510.1, 5511, 6443, 6525, 6601, 6601.1, 6610, 6610.1, 6740, 6740.1

Legal Reference: 92 NAC 10; Section 011
INSTRUCTIONAL PROGRAM

Identification

All staff, visitors to Lincoln Public Schools facilities and high school students will be required to have and display district-issued identification. The Superintendent or designee will develop a plan for the implementation of this requirement.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2009-11-24
Original Adoption or Oldest Version: 2009-11-24
Related Policies and Regulations: 1250, 1250.1, 4810, 5420.5, 5420.6, 5500.2, 5511, 5511.1, 5480
Legal Reference: 92 NAC 10; Section 011
INSTRUCTIONAL PROGRAM

Identification

All staff, visitors and high school students will be required to have District-issued identification.

1. All employed staff shall be issued official Lincoln Public Schools staff identification badges, including a picture of the employee. Staff shall be required to visibly display their staff identification badges at all times when in the school facilities. When on duty in a place other than a school facility, staff shall wear the badges at such other times as directed by an administrator or supervisor. If a staff identification badge is lost, the employee to whom it is assigned shall immediately notify his/her immediate supervisor and complete a “Request for ID Replacement” form and submit it to the District Communications Department in order to receive a replacement. The employee may be made responsible for the replacement cost. Until the badge is replaced, the employee must sign in and secure a Visitor Badge upon entering a school facility. Upon the end of the employment, the staff identification badge must be turned in to the school office.

2. Visitors to the school facilities during the school day must report to the office and sign in, giving full name and reason for being in the school. Visitors approved to be in the school facility are to be issued a District Standard Visitor Badge. Visitors must display the Visitor Badge at all times when in the school facility. Visitors not complying will be asked to leave the school facility. Upon the conclusion of the visit to school, the visitor shall be required to turn in the Visitor Badge to the school office and sign out. Exceptions to the requirement for a visible visitor badge may be made for programs or events that are attended by large numbers of visitors during the school day.

3. Students are expected to identify themselves when asked to do so by any school official, and high school students shall be required to display official Lincoln Public Schools student identification cards while on school premises and at school activities at all times during the school day. At any time outside the school day, students shall be required to show Lincoln Public Schools student identification upon request of a staff member or as required by building rules while on school grounds or at school activities. The identification badges will include a picture of the student, full name and school attending. Students without their student identification cards for the day are to report to the office upon arrival at school to receive a temporary student identification badge. Exceptions to visible identification may be made, for example, in classes requiring uniforms, costumes, musical instruments and mechanical equipment.
INSTRUCTIONAL PROGRAM

Identification (Continued)

4. Fraudulently obtaining Lincoln Public Schools identification badges or cards, or altering or misusing badges or cards, or participation in such, will lead to disciplinary action when engaged in by staff or students. Visitors who engage in such conduct will have limitations placed on access to school facilities and school activities, including, as appropriate, a total ban from campus. Identification badges and cards may not be altered in any fashion with drawings, stickers or other added items.

5. The building administrator or designee is authorized to enforce this regulation.
INSTRUCTIONAL PROGRAM

Curriculum Design

The curriculum provides the structure through which the “Lincoln Public Schools Goals for Students” are implemented by instructional administrators and teaching staff.

The District curriculum stated in objectives ordinarily will be organized by either subject area and/or interdisciplinary topics or themes. It will be documented in curriculum guides which provide an articulated scope and sequence of objectives. The objectives will be described in terms of content to be taught to students and suggested indicators of student performance.

A set of major objectives in each content area will govern the selection or development of curriculum materials and the delivery of instruction. These objectives will be formally approved by the Lincoln Board of Education and will be subject to periodic review and reaffirmation by that body.

The District curriculum may include courses that are organized by an educational organization recognized by the District administration and that are taught by staff members of the Lincoln Public Schools. Such organizations include, but are not limited to, Junior Achievement, the College Board, International Baccalaureate, accredited colleges and universities and Junior Reserve Officer Training Corps. District administration is authorized to investigate and determine if such courses should be included in the District curriculum. Courses selected will be consistent with Lincoln Public Schools Goals for Students and with District curriculum design standards. Courses may not have as their purpose the promotion of, or recruitment for, a particular religion, political group or organization.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2009-11-24
Original Adoption or Oldest Version: 2009-11-24
Related Policies and Regulations: 6420.1, 6450
Legal Reference:
INSTRUCTIONAL PROGRAM

Curriculum Objectives Design Criteria

The following criteria will be used by staff in the development of District curriculum objectives:

1. To provide the most appropriate education possible for students in the Lincoln Public Schools, curriculum objective revision, selection and development will have community input;

2. Curriculum objectives which are selected or developed will meet the District’s equity and multicultural policies;

3. Curriculum objectives will incorporate technology a) which assists staff in managing instruction and b) which prepare students for life and work;

4. Curriculum planning will call for the use of a variety of learning materials. Such resources will be used to accommodate the differing learning needs of students and to encourage the use of multiple resources in decision making and data gathering;

5. Levels of thinking skills will be identified;

6. Curriculum objectives will state a) what a student should know and be able to do and b) what the student will do to demonstrate that he/she has learned it;

7. Curriculum objectives will be arranged in a logical way which contributes to effective teaching, monitoring or student progress and good communication with students and parents. Some curricula will follow a necessary sequence, while some will be organized around topics or units of study;

8. Each major objective will be analyzed to determine what small objectives or sub-learnings should be met before the major objective can be met. This list of sub-learnings should make it possible for students to work at the proper level of difficulty in the curriculum and insure that they accomplish the objectives at an appropriate rate;

9. Curriculum objectives which are identical or similar but found in more than one content area will be correlated wherever possible to reinforce learning, avoid duplication, make better use of student learning time and transfer learning effectively from one situation to another;
INSTRUCTIONAL PROGRAM

Curriculum Objectives Design Criteria (Continued)

10. Curriculum objectives will be organized so that student progress may be readily recorded, retrieved and used at all levels;

11. Assessment procedures will be recommended in the following areas: District program, classroom, student.

Reviewed and Remains in Effect as Written: 2019-02-12
Original Regulation or Oldest Version: 2009-11-24
Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

State Board of Education Academic Content Standards

Lincoln Public Schools Board of Education by this policy hereby adopts the academic content standards of the State Board of Education (“State Board”). All academic content standards adopted by the State Board shall be included in the district curriculum.

This policy does not supersede the existing standards adopted by the Lincoln Public Schools Board of Education in the content areas for which the State Board has not adopted academic content standards. Those standards shall remain in effect until the State Board adopts standards in those areas. On the effective date that the State Board adopts standards in one or more of such areas, the existing standards adopted by the Lincoln Public Schools Board of Education shall be superseded and the State Board academic content standards shall be adopted.

All academic content standards as are adopted by this policy and as are currently in effect in the Lincoln Public Schools at all times and from time to time are hereby incorporated herein and made a part hereof by this reference as though set forth in full, and shall be on file with official district records that are available upon request.

Nothing in this policy shall prohibit the District from adopting standards or developing courses or learning opportunities that exceed or are in addition to the state academic content standards.

The administration shall be responsible for implementing assessments of the state standards in accordance with the procedures established by the State Board and the Department of Education, including conducting assessments in the same subject areas and the same grade levels as established in the state standards, and the reporting of scores and sub-scores.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2016-08-09
Original Adoption or Oldest Version: 2011-06-14
Related Policies and Regulations: Neb. Rev. Stat. §§ 79-760 to 79-760.05
Legal Reference: Neb. Rev. Stat. §§ 79-760 to 79-760.05
INSTRUCTIONAL PROGRAM

Curriculum Improvement

The Lincoln Board of Education views improvement of curriculum as a continuous process. The purposes of the process are to maintain and/or increase student achievement and to make modifications consistent with new knowledge and community values.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2009-11-24
Original Adoption or Oldest Version: 2009-11-24
Related Policies and Regulations: 2009-11-24
Legal Reference:
INSTRUCTIONAL PROGRAM

Curriculum Decisions

Curriculum Improvement Cycle

The instructional division will use a long-range process for reviewing a) curricula and instructional practices and b) program/services studies such as media, special education and counseling. Additionally, other important components of the curriculum and instruction program such as accreditation studies, graduation and promotion requirements, grading and student progress reports will be periodically reviewed and revised as needed. This long-range schedule shall be reviewed annually by the instructional division directors with necessary modifications being made to insure an orderly, responsive and economically feasible process.

The curriculum improvement cycle allows the District to upgrade curriculum and instruction to meet the needs of students.

Reviewed and Remains in Effect as Written: 2019-02-12
Original Regulation or Oldest Version: 2009-11-24
Related Policies and Regulations: 
Legal Reference:
INSTRUCTIONAL PROGRAM

Curriculum Specialists Council

Curriculum specialists, the director of curriculum and other central office resource persons concerned with instruction meet regularly as a council to maintain communications with one another and coordinate planning for the improvement of instruction.

Reviewed and Remains in Effect as Written: 2019-02-12
Original Regulation or Oldest Version: 2009-11-24
Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

Community Curriculum Council

The Community Curriculum Council serves as a channel for direct communication between the parent or community groups and the division of instructional services.

The functions of the Community Curriculum Council are:

1. Request and receive reports on topics of interest,
2. Identify curriculum issues and problems for study, and
3. Advise on pending curriculum decisions.

The Council holds four to six meetings during the school year. Some meetings are devoted to general problem identification sessions, others to reports and discussions of designated topics. Meetings are chaired by the Associate Superintendent for Instruction.

Members include one or more representatives from each school-parent group, community organization or advisory committee which chooses to appoint them.

Reviewed and Remains in Effect as Written: 2019-02-12
Original Regulation or Oldest Version: 2009-11-24
Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

Curriculum Specialists’ Advisory Committee

Each curriculum specialist is encouraged to establish a standing internal advisory committee which may perform the following or similar functions:

1. Assess adequacy of the current curriculum and recommend needed changes,
2. Advise on suitability of curriculum guides, television programs and other resources currently in use,
3. Evaluate new instructional materials,
4. Identify instructional problems for study,
5. Discuss correlation with other subjects and articulation between levels,
6. Identify in-service needs and help plan in-service meetings, and
7. Provide feedback to the curriculum specialist on the adequacy of the curriculum specialist’s services.

Advisory committees are composed primarily of teachers but may include administrators, counselors or school librarians. Membership should be as broadly representative as possible of grade levels, experience and geographical areas of the city, but for good communication should usually be 12 or less. For K-12 the committee there should be equal representation of elementary and secondary schools. The length of each member’s term of service and the method of selecting a replacement should be clearly understood. For continuity, members should serve two- or three-year terms with some being replaced each year.

Meetings should be scheduled regularly, preferably monthly, although some meetings may be subcommittee meetings (for example, elementary only). Some meetings may be scheduled with groups of students, parents or administrators to request their views.

Advisory committees will generally meet during the years the curriculum area is in the study and implementation phases.

Reviewed and Remains in Effect as Written: 2019-02-12
Original Regulation or Oldest Version: 2009-11-24
Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

Career and Technical Education Community Advisory Committee

Instructional programs that include student preparation for occupations as instructional goals have continuing need for current and accurate information about conditions in employment. Employers and others in the community who have knowledge of occupations serve as members of the Community Advisory Committee for Career and Technical Education. This committee provides advice and recommendations to members of the Department of Curriculum.

Standing Advisory Committee

This committee represents the business, family consumer sciences and industrial technology education programs. Functions of this committee include:

1. Being informed about existing programs, interpreting them to others and serving as advocates in the community for these instructional programs.

2. Providing information about the occupations (curriculum content/technology/equipment/job descriptions/employment opportunities) and recommending appropriate changes in the instructional programs.

3. Providing information about present and future employment needs, advancement opportunities, on-site training agreements and cooperative education experiences.

4. Reviewing and analyzing the results of follow-up surveys and other program assessment data.

5. Recommending additional programs and instruction to reflect employment needs and trends and to meet the needs of a diverse workforce.

6. Encouraging the integration of secondary school program curriculum and instruction.

7. Encouraging articulation opportunities and advanced placement agreements for students who continue their education and training.

8. Recommending ad hoc committees to complete specific tasks, such as conducting periodic curriculum studies and marketing the programs to students, parents, staff, business and industry and the community.

9. Being informed and supportive of school policies, such as the policies for multicultural, equity, sexual harassment, inclusion and special education.
INSTRUCTIONAL PROGRAM

Career and Technical Education Advisory Committee

Standing Advisory Committee (Continued)

10. Understanding federal and state opportunities for receiving funds in the district.

11. Being knowledgeable about proposals and grants written to capture funding from outside sources.

The Standing Advisory Committee has approximately 28 members selected for their expertise and interest in career and technical education.

An Executive Committee, representing the Standing Advisory Committee, includes the chairperson of the committee, three members of the committee and the curriculum specialist in career and technical education. This committee identifies and recommends new members for the committee, determines and develops a schedule of tasks to be completed during a school year, and schedules meetings.

Ad Hoc Committees

These committees are appointed by the Executive Committee and report to members of the Community Advisory Committee. The size and composition of each ad hoc committee is determined by the task(s) to be completed.

Ad hoc committees function as long as is necessary to complete specific assignments.

Reviewed and Remains in Effect as Written: 2019-02-12
Original Regulation or Oldest Version: 2009-11-24
Related Policies and Regulations: 
Legal Reference:
INSTRUCTIONAL PROGRAM

Curriculum Decisions

The Lincoln Board of Education authorizes the Superintendent to establish procedures to provide schools with the classroom and school library materials, supplies and equipment for implementing the District curriculum.

Classroom and school library materials that support the curriculum and promote the stated goals of instruction will be made available to the extent resources permit. Adoption of instructional programs shall take into account the availability of appropriate materials and the capability of the Lincoln Public Schools to supply them in sufficient quantity for the curriculum and instruction to be successful.

The Lincoln Public Schools will support the Curriculum and Instruction program by providing classroom and school library materials which meet the following expectations:

1. Stimulate growth of students in knowledge, literacy appreciation, aesthetic values and ethical standards,
2. Enable students to make informed decisions in their daily lives,
3. Reflects a variety of views on issues and topics to encourage critical reading and thinking, and
4. Are representative of the many religious, ethnic and cultural groups and their contribution to our American heritage.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2015-10-27
Original Adoption or Oldest Version: 2009-11-24
Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

Curriculum Decisions

Criteria for Selection of Curriculum Materials and Resources

Curriculum materials shall be selected in accordance with District procedures and criteria noted in 6420.1.

Selection shall be based upon personal inspection and/or preview of new materials and on information obtained from standard selection catalogs, book and nonprint reviews and/or selected bibliographies.

Selection is a cooperative process involving, as much as feasible, those who will use the materials. When basic textbooks or other major items are to be chosen, representative committees usually are established to review and evaluate available materials.

Preview of Curriculum Materials

The Curriculum Department is responsible for the review of textbooks and related classroom materials purchased with district funds.

The Library Media Services Department previews print and nonprint library media and supplementary classroom materials.

Instructional Considerations

1. **Reliability.** The author/artist/composer/editor is reputable, qualified and experienced, and the publisher responsible.

2. **Currency.** Content should be up-to-date and reflect the most recent information available on the topic.

3. **Appropriateness.** Media, subject matter, vocabulary, and approach should be suitable for experience and maturity of the intended learners and for intended use of the materials. There should be balanced treatment of controversial matters.

4. **Correlation of Curriculum Objectives.** The material should support curriculum objectives for instructional purposes, including personal reading needs.

5. **Style.** Style of presentation should be clear, understandable, creative and stimulating.

6. **Accuracy.** Facts should be distinguished from opinions and accurately presented.
INSTRUCTIONAL PROGRAM

Curriculum Decisions

Instructional Considerations (Continued)

7. **Organization.** Presentation should be well-organized, logical and easy to follow. Illustrations, charts and graphs should be used to present data where needed. Index, footnotes, glossary and references should be adequate.

8. **Teaching strategy.** Educational philosophy should be acceptable. Objectives should be clearly defined and consistent with local goals. Learning activities should be interesting, challenging and productive. Materials should be suitable for individualization.

9. **Teaching/learning styles.** Materials should represent a variety of teaching and learning styles in order to meet the needs of diverse learners.

10. **Effectiveness.** Evaluation reports should provide evidence of effectiveness or professional reviews should be positive.

11. **Teaching aids.** Teachers’ manuals and supplementary materials should be adequate.

12. **Provisions for student evaluation.** Tests and other provisions to evaluate student learning should be adequate.

13. **Literary value.** Materials should foster appreciation of literature and aesthetic values.

14. **Creativity.** Material should encourage self-instruction and provide a stimulus to creativity.

Technical Considerations

1. **Printing, production, manufacturing, construction, design, format and presentation should be high quality and cost-effective.**

2. **Format should be appealing.**

3. **Design should be appropriate and easy to use.**

Social and Equity Considerations

1. Illustrations in books and supplementary materials should be representative of the cultural/racial diversity as well as the traditional and nontraditional roles open to both men and women in today’s society.

2. Persons with disabilities should be represented.
INSTRUCTIONAL PROGRAM

Curriculum Decisions

Social and Equity Considerations (Continued)

3. Women and men, diverse cultural/racial groups and persons with disabilities should be in both active and passive roles.

4. Books and supplementary materials should be free of ethnocentric, sexist language or stereotypes which may make implications about persons or groups solely based upon their culture, race, gender, religion, sexual orientation or disability.

5. Books and supplementary materials should include units/activities which explore the importance of curriculum skills in broadening career opportunities and enhancing future earning capacity.

6. Examples, word problems and stories should be representative of the cultural/racial diversity in today’s society.
INSTRUCTIONAL PROGRAM

Curriculum Decisions

Supplies and Equipment

Equipment

Equipment for instructional program use shall be subject to the following regulations.

1. Buildings shall be provided an equipment allocation on the basis of District-wide standardized equitable distributions;

2. Principals shall be responsible for requesting additional equipment in accordance with procedures outlined by the Office of Business Affairs;

3. Equipment shall be the property of the District, rather than the building, and shall be subject to transfer from building to building according to the following:
   a. Transfer shall be in accordance with approved District-wide plans, and
   b. Inventory records shall be properly corrected; and

4. Equipment shall not be removed from the school or district without proper authorization from the Office of Business Affairs.

Supplies

Supplies for instructional use in buildings shall be requisitioned by building principals in accordance with procedures adopted by the Office of Business Affairs.

Each building will receive an equitable supply budget. Principals shall be responsible for management, distribution and utilization of supplies within their buildings.

Care of Equipment and Supplies

Principals are responsible for establishing and implementing procedures for the reasonable care and inventory of equipment while assigned and utilized in their buildings. These procedures should specify that staff members are responsible for instructing students in the proper care of equipment, materials and supplies.
INSTRUCTIONAL PROGRAM

Curriculum Decisions

Supplies and Equipment

Care of Equipment and Supplies (Continued)

Teachers and principals have the responsibility to implement procedures which limit destruction or loss and recover damages when appropriate.

Reviewed and Remains in Effect as Written: 2019-02-12
Original Regulation or Oldest Version: 2009-11-24
Related Policies and Regulations: 
Legal Reference:
INSTRUCTIONAL PROGRAM

Curriculum Decisions

Approval for Use of Curriculum Materials

The curriculum director shall be responsible for recommending, through the Associate Superintendent for Instruction, approval of the basic and supplementary curriculum materials for each subject area.

1. The materials and resources which are a) supportive of District curriculum objectives and b) approved for use in the classroom will be identified in curriculum guides or otherwise given written approval by the curriculum director. All such materials will be evaluated in accordance with district criteria for the selection of curriculum materials.

2. These approved resources will be identified as basic or supplementary. All schools are expected to use the basic resources unless the principal, in conjunction with the curriculum director, makes other arrangements. Supplementary resources are those which may be used by schools as additional references in the classroom.

Staff members selecting resources not currently on approved lists shall, prior to use, review these resources to insure they support District curriculum and fulfill District criteria for the selection of curriculum materials. If, as a part of this review, questions are raised about the appropriateness of the materials, staff members are expected to discuss these concerns with their principal or his/her designee. Principals, in turn, are encouraged to consult with the curriculum director or the respective subject area curriculum specialist.

Reviewed and Remains in Effect as Written: 2019-02-12
Original Regulation or Oldest Version: 2009-11-24
Related Policies and Regulations: 6430.2, 6440.1
Legal Reference:
INSTRUCTIONAL PROGRAM

Objections to the Use of Curriculum Material

Objections to materials currently in use shall be handled at the school level, if possible, according to the following procedures:

1. If an individual has a complaint and the building administration cannot resolve the issue, the administrator should invite the complainant to meet with the school personnel involved with the complaint;

2. If a complaint is in writing, the letter should be acknowledged promptly, including an invitation to the complainant to a conference at the school;

3. If the matter cannot be resolved satisfactorily at the school level, the principal shall:
   a. Ask for a “Citizen’s Request for Reconsideration of Instructional Materials” form from the office of the Associate Superintendent for Instruction.
   b. Offer to send the “Request for Reconsideration” form describing the situation to the associate superintendent for instruction.
   c. Send a brief written statement describing the situation to the associate superintendent for instruction.
   d. Assure the complainant that he/she will be contacted promptly by the associate superintendent for instruction.
   e. Explain that the materials will not be withdrawn while a decision is pending;

4. Upon receipt of the “Request for Reconsideration” form, the Associate Superintendent for Instruction shall take appropriate action to see that the material is reviewed. If warranted, a meeting of a curriculum advisory committee shall be called.
   a. Committee members shall review the material in advance of the meeting.
   b. Committee members shall report their findings to the Associate Superintendent for Instruction;

5. Upon receiving the advisory committee’s report, the Associate Superintendent for Instruction shall make a decision, notify the complainant by letter and explain any appeal procedures.

Reviewed and Remains in Effect as Written: 2019-02-12
Original Regulation or Oldest Version: 2009-11-24
Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

Technology Resources and Internet Safety Policy

Lincoln Public Schools adopts and shall enforce a policy of making technology resources available only to advance educational and organizational goals and objectives, supplement instruction and further school purposes. The operation and use of such technology resources by students, staff and the community shall be consistent with this policy. Technology resources includes, without limitation, computing devices and related technology equipment, all forms of social media, email or electronic communication and the internet. The implementation of this policy shall include technology protection measures with respect to computers with internet access, consistent with district standards, the Nebraska Student Online Personal Protection Act, Children’s Online Privacy Protection Act, Children’s Internet Protection Act and other law. The District will endeavor to take all reasonable and necessary steps to protect the online privacy of all students. Students shall be educated in digital citizenship with social networks and cyberbullying awareness and response. The Superintendent or the Superintendent’s designees are authorized and directed, as part of the administration of this District, to establish and enforce regulations, forms, procedures, guidelines and specific District standards to implement this policy. The use of cell phones or any social media by students or staff in a manner that adversely impacts or otherwise interferes with school purposes as determined in the sole discretion of the District is prohibited and may result in disciplinary action including expulsion or dismissal.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2016-04-26
Original Adoption or Oldest Version: 2015-05-12
Related Policies and Regulations:
Legal Reference:
15 USC § 6501 (Children’s Online Privacy Protection Act)
47 USC § 254 (Children’s Internet Protection Act)
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)
§ 49-14.101.01 (Political Accountability and Disclosure Act)
INSTRUCTIONAL PROGRAM

Acceptable Use of Computers, Network, Internet and Websites

School computers, networks and other technology resources including, without limitation, computers and related technology equipment or networks, all forms of email or electronic communication, websites and all access to the internet, including all on-site or remote access thereto through school accounts, hereinafter referred to singly or collectively as “Computer Use,” and all files or information stored therein or thereon are the property of Lincoln Public Schools and shall be regulated by Lincoln Public Schools. Any Minor, Student, Adult, Staff Member or other person who engages in Computer Use as defined herein, is a “Computer User.” Computer Users have no privacy rights or expectations of privacy when using the same. Computer Use and all files or information stored therein, thereon or linked thereto may be monitored, tracked, logged, copied, reviewed and accessed at any time without prior notice. Lincoln Public Schools has complete authority to regulate all Computer Use and Computer Users. Computer Use is a privilege and not a property right. Computer Use is not a public forum. Computer Use is made available subject to all Board policy and regulations, these regulations, building guidelines, use agreements, handbook provisions and all administrative orders or directives as issued from time to time. Computer Use is limited to current Lincoln Public Schools employees and students and Lincoln Public Schools business uses only. Computer Use shall not be permitted for personal reasons or for purposes that are contrary to the mission of the building site or the Lincoln Public Schools, unless deemed incidental, intermittent or occasional. The administration in its sole and absolute discretion shall determine what personal use may be permitted as incidental, intermittent or occasional. Any Computer Use for profit is strictly prohibited. All Computer Users are hereby notified that any Computer Use as defined herein shall constitute an agreement by the Computer User to be bound by all Lincoln Public Schools policies and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

A. Definitions

1. Computer Use — Shall mean and include the use of school computers and networks and other technology resources including, without limitation, computers and related technology equipment or networks, all forms of email or electronic communication, websites and the internet including onsite or remote access thereto through school accounts, as well as any use which involves visual depictions, audio, video or text, in any form.

2. Computer User — Shall mean and include any Minor, Student, Adult, Staff Member or other person who engages in Computer Use as defined herein.

3. Access to the Internet — A computer shall be considered to have access to the internet if such computer is equipped with a modem or is connected to a computer network which has access to the internet, or which accesses the internet by remote access using a school internet account.
INSTRUCTIONAL PROGRAM

Acceptable Use of Computers, Network, Internet and Websites (Continued)

4. Minor — Shall mean an individual who has not attained the age of 19.

5. Student — Shall mean an individual, regardless of age, including a Minor who is receiving educational services and is enrolled in Lincoln Public Schools.

6. Obscene — Shall have the meaning given such term in Section 1460 of Title 18, United States Code.

7. Child Pornography — Shall have the meaning given such term in Section 2256 of Title 18, United States Code.

8. Harmful to Minors — Shall mean any picture, image, graphic image file or other visual depiction that:
   a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
   b. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual sexual act or sexual contact, actual normal or perverted sexual acts or a lewd exhibition of the genitals; and
   c. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

9. Hacking — Shall mean Computer Use or using the internet to attempt to gain unauthorized access to proprietary computer systems.

10. Technology Protection Measure — Shall mean and refer to a proxy server managed by Lincoln Public Schools that blocks and/or filters internet access.

11. Authorized Adult Staff Member — Shall mean and refer to an adult staff member of Lincoln Public Schools.

12. Adult — Shall mean and refer to all Lincoln Public Schools employees or staff members and any other individual, whether an employee of Lincoln Public Schools or not, age 19 or older, except a Student as defined herein, who is a user of school computers or engages in Computer Use.
Acceptable Use of Computers, Network, Internet and Websites (Continued)

B. Computer Use and Access to Internet by Minors or Students

Minors or students accessing internet services or engaging in Computer Use as defined herein shall be subject to the following rules and regulations, along with any additional building guidelines, use agreements, handbook provisions and all administrative orders or directives as issued from time to time:

1. Minors or students shall not access information or material that is obscene, child pornography, harmful to minors or students or otherwise inappropriate matter for educational or school-related uses.

2. Minors or students shall not engage in Computer Use which involves hacking or attempts to otherwise compromise any proprietary computer system’s security or other unlawful activities by minors or students online or otherwise.

3. Minors or students shall not use electronic mail, social media and other forms of direct electronic or computer communications without approval of an authorized adult staff member.

4. Minors or students shall not disclose, use or disseminate personal identification information or personally identifiable information of themselves or others while engaging in Computer Use or while otherwise using or on the school account, computer, network or internet. The District shall obtain verifiable parental consent before allowing third parties to collect personal information online from students.

5. Minors or students shall not engage in illegal activities on the internet.

C. Computer Use and Access to Internet by Adults

Adults accessing internet services or engaging in Computer Use as defined herein shall be subject to the following rules and regulations, along with any additional building guidelines, use agreements, handbook provisions and all administrative orders or directives as issued from time to time:

1. Adults shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the School’s mission.

2. Adults shall not engage in Computer Use which involves hacking or attempts to otherwise compromise any proprietary computer system’s security or other unlawful activities by Adults online or otherwise.

3. Adults shall not engage in illegal activities on the internet.
INSTRUCTIONAL PROGRAM

Acceptable Use of Computers, Network, Internet and Websites (Continued)

D. Technology Protection Measure

Lincoln Public Schools shall use a technology protection measure that blocks and/or filters internet access to prevent access to internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, Lincoln Public Schools may also use other technology protection measures or procedures as deemed appropriate.

1. The technology protection measure that blocks and/or filters internet access may be disabled only by an authorized staff member for bona fide research or educational purposes; (a) who has successfully completed District training by the Department of Instructional Technology on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of a building administrator.

2. An authorized staff member may override the technology protection measure that blocks and/or filters internet access for a minor to access a site for bona fide research or other lawful purposes during which time the minor will be monitored directly by the authorized staff member or his/her designee.

E. Adult or Minor Websites

Lincoln Public Schools has complete authority to regulate school property websites along with all content and posted link therein. This includes authority to shut down or remove any such website or posted link therein. All school property websites are bound by and must comply with all Lincoln Public Schools policies and regulations, these regulations, building guidelines, use agreements, handbook provisions and all administrative orders or directives as issued from time to time.

F. Violations of Rules

Any violation of Lincoln Public Schools policies and regulations, these regulations, building guidelines, use agreements, handbook provisions or administrative orders or directives as issued from time to time on Computer Use by any Computer User as defined herein, including access to the internet may result in removal of privileges, reporting to law enforcement agencies and additional disciplinary action, including possible expulsion for minors or students or termination of employment for staff members or employees.
INSTRUCTIONAL PROGRAM

Acceptable Use of Computers, Network, Internet and Websites (Continued)

G. Objections

Objections to technology protection measures or related matters shall be handled under Regulation 6440.4 using the same procedures as are used for objections to the use of curriculum materials.

H. Severability

If any portion of this regulation or any section, sentence or word is held invalid for any reason, the remainder shall not be affected thereby.

Reviewed and Remains in Effect as Written: 2019-02-12
Date of Last Revision: 2016-06-28
Original Regulation or Oldest Version: 2010-01-26
Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

Plagiarism, Copyrights and Patents

Plagiarism

Plagiarism by staff or students is considered academic dishonesty, is prohibited and may result in disciplinary action including termination from employment or expulsion from school. Plagiarism is the use or close imitation of the work, language or ideas of another and the representation of them as one’s own original work. All staff shall be responsible for informing themselves and reviewing relevant information pertaining to plagiarism and the harms of copyright piracy. Teachers will instruct students in appropriate research and citation practices and the harms of copyright piracy.

Copyrights and Patents

It is the intent of the Lincoln Public Schools to adhere to the provisions of U.S. Copyright Law and the Patent Act. All parties, including administrators, teachers, other staff members and students are prohibited from using, copying or transmitting materials not specifically allowed by fair use, copyright or patent law, licenses or contractual agreements or permission. All staff shall be responsible for informing themselves and reviewing relevant information pertaining to copyright and patent rules, fair use, District licenses or contractual agreements and permissions. Anyone who disregards this copyright and patent policy is in violation, assumes all responsibility for infringement, including possible civil liability and criminal prosecution and may be subject to disciplinary action including termination from employment. The District does not assume any legal responsibility for any infringement of copyrights, patents or other proprietary rights. Copyright and patent information will be provided to assist employees so that they can perform their duties within the intent of the law. The District departments of Library Media Services or Computing Services should be contacted with any questions.

All staff shall also respect the copyright, patent and proprietary rights of any materials accessed through the District’s network system or technology resources. Staff may not use or duplicate copyrighted or patented materials, graphics, software (including District-owned or –licensed software) or other proprietary materials without permission from the copyright or patent holder, unless the use falls within fair use parameters, licenses or contractual agreements or permissions, whether for personal use or for the use of others.

The following notice shall be placed on or near equipment capable of duplicating or transmitting copyrighted materials:

“The copyright laws of the United States govern the duplication, retention, transmittal and use of copyrighted material. Anyone using this equipment is responsible for compliance with the law.”
INSTRUCTIONAL PROGRAM

Plagiarism, Copyrights and Patents

Copyrights and Patents (Continued)

Persons who secure permission, licenses or other contractual agreements shall maintain adequate records regarding the use of copyrighted or patented materials.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2010-01-26
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations:
Legal Reference: Every Student Succeeds Act
INSTRUCTIONAL PROGRAM

Parental and Family Engagement Policy

The written District Parent and Family Engagement Policy has been developed jointly with, updated periodically and distributed to, parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child’s school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.

- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.

- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement and to revise the Parent and Family Engagement Policy.

- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.

- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities and/or materials and training to help parents work with their children to improve their children’s academic achievement in a format and, when feasible, in a language the parents and family members can understand.
INSTRUCTIONAL PROGRAM

Parental and Family Engagement Policy (Continued)

- Educate teachers, specialized instructional support personnel, principals and other school leaders with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Reviewed and Affirmed by the Board: 2019-09-24
Last Revision: 2018-10-09
Original Adoption or Oldest Version: 2014-10-14
Related Policies and Regulations:
Reviewed Annually
1210, 1220, 1230, 1230.1, 1235, 1235.1, 1250, 1250.1, 1430, 1430.2, 5200, 5300, 5330, 5330.1,
5330.2, 5340, 5340.1, 5340.2, 5340.3, 5350, 5350.1, 5350.2, 5360, 6220.1, 6350.2, 6430.5,
6430.6, 6430.7, 6430.8, 6430.9, 6440.1, 6440.2, 6440.3, 6440.4, 6443.1, 6450, 6500, 6522,
6530.1, 6560.1, 6570, 6570.4, 6580, 6600, 6600.1, 6600.2, 6600.3, 6601, 6601.1, 6602,
6602.1, 6610, 6610.1, 6620, 6620.1, 6621, 6621.1
Legal Reference: 20 U.S.C. §§6318 and 7801(32)
INSTRUCTIONAL PROGRAM

Parental and Family Engagement in Title I Programs

The policies set forth in this regulation apply to parents and family members of students in Title I programs and have been established in order to implement programs, activities and procedures for the involvement of parents and families in Title I programs consistent with the Title I laws. Such programs, activities and procedures shall be planned and implemented with meaningful consultation with parents and family members of participating children.

Expectations for Parental and Family Engagement

It is the expectation of Lincoln Public Schools that parents and family members of participating children will have opportunities available for parental and family engagement in the programs, activities and procedures of the District’s Title I program. The term “parental and family engagement” means the participation of parents and family members in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring (A) that parents and family members play an integral role in assisting their child’s learning; (B) that parents and family members are encouraged to be actively involved in their child’s education at school; (C) that parents and family members are full partners in their child’s education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental and family involvement policy. The District intends to meet this expectation through the following activities:

A. Involving parents and family members in the joint development of the District’s Title I plan and the processes of school review and school improvement.

B. Providing coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental and family engagement activities to improve student academic achievement and school performance.

C. Building the schools’, parents’ and family capacity for strong parental and family engagement.

D. Coordinating and integrating parental and family engagement strategies under Title I with parental and family engagement strategies under other programs.

Conducting, with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family engagement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents and family members in Title I programs, with particular attention to parents and families who are
INSTRUCTIONAL PROGRAM

Parental and Family Engagement in Title I Programs

Expectations for Parental and Family Engagement (Continued)

- economically disadvantaged, are disabled, have limited English proficiency, have limited literacy or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective and family engagement involvement and to revise, if necessary, the parental engagement policies of the District.

E. Involving parents and family members in the activities of the schools served under Title I.

Policy Engagement

Each school served under the Title I program shall:

A. Convene an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents and family members of their school’s participation under the Title I program and to explain the requirements of the Title I program.

B. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental and family engagement in such meetings by offering transportation, child care or home visits.

C. Involve parents and family members, in an organized, ongoing and timely way, in the planning, review and improvement of Title I programs.

D. Provide parents and family members of participating children (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet; and (3) if requested by parents and family members, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children and respond to any such suggestions as soon as practicably possible.

E. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents and family members of participating children, submit any parental or family members’ comments on the plan when the school makes the plan available to the District.
INSTRUCTIONAL PROGRAM

Parental and Family Engagement in Title I Programs (Continued)

Shared Responsibilities for High Student Academic Achievement

As a component of the District’s parental and family engagement policy, each school served under the Title I program shall jointly develop with parents and family members for all children served under the Title I program a school-parent compact that outlines how parents and family members, the entire school staff and students will share the responsibility for improved student academic achievement and the means by which the school, parents and family members will build and develop a partnership to help children achieve the State’s high standards. Such compact shall (1) describe the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State’s student academic achievement standards and the ways in which each parent and family member will be responsible for supporting their children’s learning, such as monitoring attendance, homework completion and television watching; volunteering in their child’s classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents and family members on an ongoing basis through, at a minimum, (A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child’s achievement; (B) frequent reports to parents and family members on their children’s progress; and (C) reasonable access to staff, opportunities to volunteer and participate in their child’s class and observation of classroom activities.

Building Capacity for Engagement

To ensure effective engagement of parents and family members and to support a partnership among the District, parents, family members and the community to improve student academic achievement, each school participating in the Title I program and the District (1) shall provide assistance to participating parents and family members, as appropriate, in understanding such topics as the State’s academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child’s progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents and family members to work with their children to improve their children’s achievement, such as literacy training and using technology, as appropriate, to foster parental engagement; (3) shall educate teachers, student service personnel, principals and other staff, with the assistance of parents and family members, in the value and utility of contributions of parents and family members and in how to reach out to, communicate with and work with parents and family members as equal partners, implement and coordinate parent programs and build ties between parents and family members and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent engagement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program and
INSTRUCTIONAL PROGRAM

Parental and Family Engagement in Title I Programs

Building Capacity for Engagement (Continued)

public preschool and other programs and conduct other activities, such as parent resource centers, that encourage and support parents and family members in more fully participating in the education of their children; (5) shall ensure that information related to school, parent and family member programs, meetings and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents and family members can understand; (6) may involve parents and family members in the development of training for teachers, principal and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental and family member involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents and family members to enhance the engagement of other parents and family members; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents and family members who are unable to attend such conferences at school, in order to maximize parental and family engagement and participation; (11) may adopt and implement model approaches to improving parental and family engagement; (12) may establish a district-wide parent and family advisory council to provide advice on all matters related to parental and family engagement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent and family engagement activities; and (14) shall provide such other reasonable support for parental and family engagement activities under Title I as parents and family members may request.

Accessibility

In carrying out the parental and family engagement activities for this Title I Parental and Family Engagement policy, the District shall provide full opportunities for the participation of parents and family members with limited English proficiency, parents and family members with disabilities and parents and family members of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.
INSTRUCTIONAL PROGRAM

Parental and Family Engagement in Title I Programs (Continued)

Use, Distribution and Updating of this Policy

This Title I Parental and Family Engagement Policy shall be incorporated into the District’s Title I plan, shall be distributed to parents and family members of participating children, shall be made available to the local community and shall be updated periodically to meet the changing needs of the parents and family members and the school.

Date of Last Revision: 2019-08-27
Original Regulation or Oldest Version: 2012-05-22
Related Policies and Regulations: 1210, 1220, 1230, 1230.1, 1235, 1235.1, 1250, 1250.1, 1430, 1430.2, 5200, 5300, 5330, 5330.1, 5330.2, 5340, 5340.1, 5340.2, 5340.3, 5350, 5350.1, 5350.2, 5360, 6220.1, 6350.2, 6430.5, 6430.6, 6430.7, 6430.8, 6430.9, 6440.1, 6440.2, 6440.3, 6440.4, 6443, 6450, 6500, 6522, 6530.1, 6560.1, 6570, 6570.4, 6580, 6600, 6600.1, 6600.2, 6600.3, 6601, 6601.1, 6602, 6602.1, 6610, 6610.1, 6620, 6620.1, 6621, 6621.1

INSTRUCTIONAL PROGRAM

Loan of Textbooks to Private School Students

The Lincoln Board of Education will purchase and lend textbooks to students attending private schools to the extent that funds are provided for the purchase of such textbooks by the Nebraska Department of Education. The Superintendent or the Superintendent’s designee shall develop regulations and procedures for the lending of such textbooks to the parent or legal guardian of children attending private schools in accordance with the Nebraska statutes and the rules and regulations promulgated by the State Department of Education.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2015-10-27
Original Adoption or Oldest Version: 2009-11-24
Related Policies and Regulations: 79-4,118 (2) NDE Rule 4
Legal Reference:
INSTRUCTIONAL PROGRAM

Purchase and Distribution of Loaned Textbooks to Private School Students

The Associate Superintendent for Instruction will be responsible for purchasing textbooks from funds made available by the Nebraska Department of Education and for lending those textbooks to private school students in accordance with state statutes and regulations promulgated by the Nebraska Department of Education.

1. On or before November 15 a list shall be prepared of textbooks designated for use in Lincoln Public Schools during the current year and any new textbooks that the district has determined by December 1 to be used during the next school year. Textbook shall mean a book which is designated for use in classroom instruction as the principal source of study material and which is distributed to all students in a classroom. Library books, workbooks and other similar materials are not to be considered textbooks.

2. A copy of the list shall be available for inspection and posting at the Lincoln Public Schools District Office building in the Department of Library Media Services. Reproduction of the list may be provided upon request and payment of ten (10) cents per page.

3. Application by a parent or legal guardian for the loan of textbooks shall be made in the office of the Library Media Services Department of the Lincoln Public Schools at the Lincoln Public Schools District Office building on or before January 15 for the following school year on behalf of each individual child on the form or forms from time to time designated by the Nebraska Department of Education.

4. Prior to February 15 of each year, the District will file an application with the Department of Education on its designated forms requesting funding for the requested books.

5. Textbooks for which application has been made will be purchased from the funds made available by the Nebraska Department of Education. The following course and grade priorities are established to select the textbooks that will be purchased if, after the distribution of funds, the School District will be unable to purchase all of the textbooks for which applications have been made due to a pro-rata reduction in the funds by the Nebraska Department of Education.
**INSTRUCTIONAL PROGRAM**

**Purchase and Distribution of Loaned Textbooks to Private School Students**
(Continued)

<table>
<thead>
<tr>
<th>Priority</th>
<th>Course and Grade</th>
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<tbody>
<tr>
<td>1</td>
<td>Elementary Reading texts by grade K-6</td>
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<tr>
<td>2</td>
<td>Elementary Math texts by grade K-6</td>
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<tr>
<td>3</td>
<td>Elementary Science texts by grade K-6</td>
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<tr>
<td>4</td>
<td>Elementary Social Studies texts by grade K-6</td>
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<td>5</td>
<td>All other elementary texts by grade K-6</td>
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<tr>
<td>6</td>
<td>Secondary English texts by grade 7-12</td>
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<td>7</td>
<td>Secondary Math texts by grade 7-12</td>
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<td>8</td>
<td>Secondary Science texts by grade 7-12</td>
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<tr>
<td>9</td>
<td>Secondary Social Studies texts by grade 7-12</td>
</tr>
<tr>
<td>10</td>
<td>All other secondary texts by grade 7-12</td>
</tr>
</tbody>
</table>

6. If it is necessary to use grade level to establish priorities to select the textbooks that will be purchased and loaned, students in the lowest grade level will receive the highest priority. In the event that there are not enough textbooks for a particular subject and grade level to fill all of the individual requests, textbooks will be distributed on the basis of a random drawing.

7. The School District shall limit the loan each year to ten (10) textbooks per student in grades K-6 and to eight (8) textbooks per student in grades 7-12.

8. A notice shall be published at least ten (10) days prior to the beginning of public school classes outlining the procedure and dates for distribution and return of textbooks.

9. A separate inventory of textbooks available for loan shall be maintained.

**Return of Textbooks**

A parent or legal guardian of a private school student shall return textbooks to the Library Media Services Department within fifteen (15) days after the close of the public school year classes.
INSTRUCTIONAL PROGRAM

Purchase and Distribution of Loaned Textbooks to Private School Students
(Continued)

Damaged or Lost Textbooks

The parent or legal guardian of each private school student receiving textbooks shall sign a receipt at the time the textbooks are picked up on the form designated by the Nebraska Department of Education. It shall be the responsibility of the parent or legal guardian to reimburse the school district for the replacement value of any damaged or lost loaned textbooks. Parents or legal guardians who have failed to reimburse the school district for lost or damaged textbooks will not be loaned textbooks in the future until such reimbursement has been made.
INSTRUCTIONAL PROGRAM

Curriculum Decisions

Controversial Issues

A controversial issue involves a problem about which different individuals and groups urge conflicting courses of action. It is an issue for which society has not found consensus, and it is of sufficient significance that each proposed way of dealing with it is objectionable to some sector of the citizenry and arouses protest.

Public schools have a responsibility to develop critical-thinking skills in students. This includes objectives and resources related to controversial issues in appropriate curriculum areas and grade levels and in classrooms and library media centers. Controversial issues are included in the curriculum to help students develop the knowledge and skills necessary to become an informed citizen in preparation for adulthood.

Through the discussion of controversial issues, teachers can help students analyze issues, investigate and consider various positions, keep an open mind and weigh alternatives, organize and present arguments and draw intelligent conclusions.

Public schools, as an educational institution, and the individual classroom teacher have a responsibility to provide the student:

1. Opportunities to study controversial issues which have political, economic or social significance about which they will begin to have an opinion,

2. Competent instruction balancing the various and/or conflicting points of view in an atmosphere free from bias and prejudice, and

3. The right to form, identify and express his/her own opinions on controversial issues as long as a balanced presentation is made of conflicting positions.

Teachers should notify parents far enough in advance that when controversial issues are to be a part of the curriculum, they can provide students alternative learning activities if the students and/or the student’s parents object to the controversial issue being studied.

Unplanned topics may arise during a class that may be considered controversial (i.e., discussion of current events). Teachers may proceed with addressing the topics, helping students analyze issues with open minds, investigate and consider various positions, weigh alternative viewpoints, organize and present arguments and draw intelligent conclusions.
INSTRUCTIONAL PROGRAM

Curriculum Decisions (Continued)

Politicians in the Classroom

The District encourages interaction between students and politicians. The procedures established in this policy and the regulation dealing with resource speakers are created to guide teachers in conducting this interaction.

If a candidate for a political office is invited to speak at a school, attempts should be made to invite all candidates seeking the office. Candidates being invited to speak should be informed that all candidates are being invited. Since all candidates are not always available, the Lincoln Board of Education does not automatically interpret a classroom visit by one candidate in a race for a political office as promoting partisan politics.

Candidates for national office who speak in classrooms or for larger student groups shall not be construed as promoting partisan politics, but schools/teachers shall follow all guidelines established in this policy and in the regulation (6530.1) dealing with resource speakers in arranging such a presentation.

Teachers who provide student learning opportunities consistent with approved curriculum objectives, and according to the intent of this policy and within administrative guidelines and procedures will be protected by the district from unjust charges, harassment and attack by every means at its disposal, including legal.

The Board’s position in this matter applies to the regular curricular program of the schools and to other school-sponsored student activities held within the school building or outside the school. The Board must reserve the right assigned it under the law to give or withhold consent for sponsoring any school activity according to its judgment as to whether or not the activity is in the best interest of the District and the pupils of the District.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2016-04-26
Original Adoption or Oldest Version: 2009-11-24
Related Policies and Regulations: 3970.1, 6450.2, 6530, 6530.1
Legal Reference:
INSTRUCTIONAL PROGRAM

Curriculum Decisions

Controversial Issues to be Studied in Classroom

Guidelines for the selection of controversial issues to be studied in the classroom shall include the following:

1. The issue should contribute toward helping students develop techniques for examining other controversial issues;

2. The issue should be suitable for students of the maturity and background represented in the class, and

3. The issue should be included in District curriculum and should help achieve course objectives.

4. A balanced collection of resources should be available in the library media center.

Reviewed and Remains in Effect as Written: 2019-02-12
Date of Last Revision: 2009-11-24
Original Regulation or Oldest Version: 2009-11-24
Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

Instructional Decisions

Decisions about the way students are taught (instruction) are as important as decisions about what students are taught (curriculum). To facilitate student success in school, instructional staff are expected to make effective use of research-based learning/teaching principles and follow such instructional practices.

Staff shall also follow all administrative directives relating to teaching methods, instructional practices, instructional plans and the totality of instruction activities, materials, procedures and resources used throughout the District.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2015-10-27
Original Adoption or Oldest Version: 2009-11-24
Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

Curriculum Decisions

Instructional Practices

The instructional practices model creates a common language for teachers and administrators to use as they discuss instructional and assessment practice and provides a framework for evaluation as administrators conduct classroom observations. The instructional practices model is used to identify instructional and assessment needs which are addressed through professional development, to support curriculum implementation and to supervise individual performance within the classroom.

Instructional practices focus on research-based strategies that impact student learning and improve overall student achievement. Strategies addressing the 1) individual learning needs of all students, 2) multicultural and equity needs of all students, 3) monitoring of student performance and 4) establishment of high expectations are offered to all staff. Emphasis is placed on continual learning for all staff and the appropriate implementation of these instructional strategies into the design of their daily lessons.

Reviewed and Remains in Effect as Written: 2019-02-12
Date of Last Revision: 2009-11-24
Original Regulation or Oldest Version: 2009-11-24
Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

Staffing for Instruction

The Superintendent annually shall submit to the Lincoln Board of Education recommendations for staffing as a part of the general fund budget recommendations.

Principals are responsible for organizing the staff within their respective schools according to the staffing guidelines provided by the Superintendent’s office.
INSTRUCTIONAL PROGRAM

Instructional Decisions

Staffing for Instruction

Staff allocations are assigned by a point system. All teachers shall have the opportunity to contribute to decisions regarding the utilization of staffing resources within their respective schools.

Principals are responsible for organizing and assigning staff members within their respective buildings according to the staffing plan approved by the Superintendent’s office. Principals are also responsible for developing plans and procedures which facilitate instructional staff in the delivery of instruction.

Principals are encouraged to develop staffing plans designed to bring the most effective and efficient instruction to students.

1. Alternative staffing plans shall be approved on the following basis:
   
   A. The plan should provide a better learning experience for students, enhance the possibility for individualization of instruction, promote more flexible grouping, and encourage team teaching,
   
   B. The plan should provide a more functional use of staff,
   
   C. The plan should free professionals from non-professional duties, and/or
   
   D. The plan should result in utilization of resources as effectively as alternative plans.

2. Changes in staff plans should be accomplished with cooperation and understanding of staff in the school.

Reviewed and Remains in Effect as Written: 2019-02-12
Date of Last Revision: 2009-11-24
Original Regulation or Oldest Version: 2009-11-24
Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

Instructional Arrangements

The Lincoln Board of Education directs the Superintendent to manage facilities, materials, time and other resources in a way that will provide the most favorable and equitable learning environment for students.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2015-10-27
Original Adoption or Oldest Version: 2009-11-24
Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

Instructional Decisions

Individualization of Instruction

Instruction in the Lincoln Public Schools shall be individualized as much as possible. Instruction is considered individualized a) when students progress through District curricula at learning rates commensurate with their ability levels and b) when instruction is specifically designed to be different for different students based on their individual characteristics, such as learning styles and previous learning.

Individualized instruction does not necessarily require that students learn by themselves. Most instruction will be in group settings, with students grouped and regrouped, as needed, to permit them to progress at learning rates commensurate with their ability levels and classroom performance.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2009-11-24
Original Adoption or Oldest Version: 2009-11-24
Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

Instructional Decisions

Grouping Students for Instruction

Students shall be grouped for instruction consistent with District program requirements and in ways that enhance their opportunities for achieving success in their learning. Student assignments to instructional groups shall be based upon multiple criteria such as teacher judgment, student performance in class, student test scores, student interests and parent requests. Teaching assignments shall consider the characteristics of both the teachers and the students. Grouping requirements in District programs will be developed by the Superintendent or designee.
INSTRUCTIONAL PROGRAM

Instructional Decisions

Provision of Supplies to Students

Minimum supplies and instructional materials necessary to meet basic course objectives shall be provided without charge to students except as follows:

Students are expected to provide their own raw materials for projects in classes (e.g., clothing, industrial technology) where the result is an item of some value belonging to the student. A resale program is operated in connection with those classes where students use school supplies to produce products that they take home for their own use (e.g., industrial technology, family consumer science).

Students are expected to have certain personal items such as appropriate clothing and shoes for physical education classes.

Students who voluntarily undertake independent study activities or optional experiences which go beyond basic course objectives are expected to pay for additional or unusual materials involved, except in those few instances in which the student and the school agree in advance that the school is to retain the resulting product. Students shall not be pressured to select optional activities involving personal expense. Teachers shall restrict required assignments to those for which necessary supplies are provided by the school.

There shall be periodic review of optional experiences involving expense to students to determine whether or not any should be included in the basic program and funds allocated for their support.
INSTRUCTIONAL PROGRAM

Instructional Decisions

Student Production of Services and Materials

Students may provide services and produce materials/products in the schools only when such activity furthers their educational development.

Costs for services and products produced in school, when for non-school use or consumption, shall be borne by the user or consumer if such costs are over and beyond normal instructional and material costs.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2015-10-27
Original Adoption or Oldest Version: 2009-11-24
Related Policies and Regulations: 1350
Legal Reference:

Policy
6524
INSTRUCTIONAL PROGRAM

Trips

The Lincoln Board of Education endorses the use of educational field trips related to curriculum objectives and other trips which provide students with positive experiences that cannot be had without travel.
INSTRUCTIONAL PROGRAM

Trips

Approval of School-Sponsored Trips

The expenses for student participation in school-sponsored trips must conform to Policy 5520 Student Fees.

All school-sponsored trips that include one of the following elements must have approval of the superintendent or the superintendent’s designee:

1. Overnight stay
2. Non-district provided transportation
3. Outside of the district location
4. Non-district funding
5. Non-routine trips

Routine Field Trips

A routine field trip is a school-sponsored activity that involves travel outside of the school building, is related to the curriculum and is conducted during the school day. Though departure may occur prior to regular school hours or the return time may be after regular school hours, there is no overnight stay on a routine field trip.

Field trips are arranged by the teacher. Prior written notification is to be given by the teacher to the principal’s office. Field trips outside the city of Lincoln must be approved by the principal or the principal’s designee.

Staff members who conduct field trips are responsible for appropriate supervision of students.

Routine field trips may not involve any expense to the student or their parents. Students may not be required to “donate” money to participate in the trip.

Extracurricular Activity Trips

An extracurricular activity trip is an activity that involves travel outside of the school district for those students identified in Regulation 6730.6.

Coaches and sponsors who participate in extracurricular activity trips are responsible for appropriate supervision of students.

Any expenses associated with extracurricular activity trips must comply with Policy 5520 Student Fees.
INSTRUCTIONAL PROGRAM

Trips

Non-Routine Trips

A school-sponsored trip is classified as a non-routine trip if it is sponsored by the school and does not meet the definition of a routine field trip or an extracurricular activity trip.

Prior written notification is to be given by the staff responsible for the trip to the principal’s office. All non-routine trips must be approved by the principal or the principal’s designee. Considerations for granting or denying approval are to include, but not be limited to, the following:

1. the length of absences from the classroom, if any;
2. the educational value of the trip to the students;
3. the ability to protect staff and student participants from harm;
4. other opportunities to participate in trips that have been or will be available to students in the program or building;
5. the financial cost of the trip to both the District and families; and
6. the amount of time to prepare financially, organizationally and programmatically between the submission of the request and the dates of the trip.

All non-routine trips must be submitted for approval of the superintendent or designee at least 60 days prior to the event. Considerations for granting or denying approval will include the same criteria as set forth above for the principals to consider.

Due to the potential costs to the District and families, the Associate Superintendent for Instruction may impose limits on the number of such trips that may occur within each building or program within established time periods.

Coaches and sponsors who participate in non-routine trips are responsible for appropriate supervision of students.

Any expenses associated with non-routine trips must comply with Policy 5520 Student Fees. Students may be required to pay for expenses associated with non-routine trips and may be required to participate in fundraising.
INSTRUCTIONAL PROGRAM

Trips (Continued)

Non-School-Sponsored Trips

Trips that are not school-sponsored trips are not the responsibility of Lincoln Public Schools. Any staff member who arranges or is involved in arranging a trip that is not school sponsored has the responsibility to clearly communicate in all meetings, publications and postings, published electronically or graphically, that the District is not responsible for the trip. Students are sometimes given the opportunity to participate in trips that have an apparent connection to the District but which, in fact, are not school sponsored. Some examples: (1) travel with a club sport team, where the team is coached by the student’s high school coach; (2) a band travelling to an out-of-state band contest that is arranged by a Booster Club; or (3) a foreign language teacher taking students abroad during the summer.

These opportunities are often worthwhile and beneficial to students. However, these opportunities are not school-sponsored activities. All arrangements for such trips, including costs, travel, supervision and safety, are the responsibility of the group or person making the trip available to the students. Lincoln Public Schools has no responsibility for such trips.

Anyone who is uncertain as to whether or not a particular opportunity is school-sponsored should contact the building principal or building athletic director. Employees who are involved in such trips have the responsibility to ensure that parents and students are aware that the activity is not school-sponsored.

Reviewed and Remains in Effect as Written: 2019-02-12
Date of Last Revision: 2014-07-07
Original Regulation or Oldest Version: 2014-07-07
Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

Student Participation in Public Performances, Contests, Fairs, Exhibits and Other Public Activities

Participation in community celebrations, patriotic observations or other special events by instrumental groups, choral groups, athletic teams or other student groups is supported by the Lincoln Board of Education as a means of promoting positive relations between the schools and the community as well as for its instructional value.

School groups are not to be used to promote partisan politics, sectarian religious views or commercial enterprises. The Board does not interpret that participation in a holiday observance that has religious overtones as automatically a promotion of a sectarian religious view. However, no student shall be required to participate in any religious holiday observance and shall not have any grade lowered or be otherwise punished for exercising the right of non-participation.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2009-11-24
Original Adoption or Oldest Version: 2009-11-24
Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

Student Participation in Public Performances, Contests, Fairs, Exhibits and Other Public Activities

Administrators are authorized to permit students to participate in those public performances, contests, fairs, exhibits and other activities a) governed by District policies and regulations for student activities or b) approved by the Associate Superintendent for Instruction or his/her designee.

The following guidelines will be included in the criteria used to grant approval:

1. Participation will not interfere with the delivery of the instructional program (e.g., consistent with District goals for students; no lengthy absences from school; avoidance of undue burden on students, teachers or school facilities);

2. Participation is beneficial to the intellectual, physical and/or social development of students;

3. Rules and requirements for participation permit students of every race, religion, nationality or social status to participate; and

4. Students and staff who participate are not used to promote partisan politics, sectarian religious views or commercial enterprises.

Reviewed and Remains in Effect as Written: 2019-02-12
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Related Policies and Regulations: 
Legal Reference:
INSTRUCTIONAL PROGRAM

Resource Persons

The Lincoln Board of Education supports the responsible use of resource persons to help achieve District goals. Procedures for using resource persons who will speak to or work directly with students should specify a) the responsibilities of staff who make arrangements for the use of resource people and b) the options that students have when the presentation deals with a controversial issue.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2009-11-24
Original Adoption or Oldest Version: 2009-11-24
Related Policies and Regulations: 
Legal Reference:
INSTRUCTIONAL PROGRAM

Community Resources

Procedures for Use of Resource Persons in the Classroom

Resource persons may be called upon to serve in roles such as giving a convocation address, speaking to a class on a specified topic or working with an individual student on a project. Resource people are usually brought into the classroom because of specific expertise or interest in a topic. Parents, politicians, community residents and visitors from other countries are examples of people who may be asked to serve as resource persons.

To enhance the quality of the resource person’s time with students, the following procedures are established for staff use:

1. Preplan the activity with the resource person. The following steps identify some essential actions to take when making arrangements:
   
   A. Inform the resource person of the objectives which he/she is being asked to help achieve and, if appropriate, the unit objectives,
   
   B. Inform the resource person of the District policy regarding commercialism,
   
   C. Provide assistance which will help the resource person make an effective presentation to the age, grade, interest and knowledge level of the students,
   
   D. Clarify details about date, time and place, and

2. Inform the administration of resource person’s visit.

   The building administration should be aware, in advance, of any visit by a resource person and must be notified if the teacher considers the resource speaker or the topic to be controversial. Notification includes the date, class(es) to be visited, and the topic to be addressed. When a resource speaker is scheduled into a classroom, the teacher will ask him/her to report to the office when entering the building.

3. Inform students of resource person’s visit. Students need to be prepared for an activity involving a resource person.

   A. Identify the objectives that the resource person will be addressing,
   
   B. If appropriate, provide students with background on the topic and opportunities for them to develop questions to facilitate interaction, and
INSTRUCTIONAL PROGRAM

Community Resources

Procedures for Use of Resource Persons in the Classroom (Continued)

   C. If the topic is controversial, explain to parents and students their options for an alternative activity.

   4. Maintain responsibility for the resource person’s presentation (i.e., the teacher maintains ultimate responsibility for instruction).

      A. Retain management responsibility for the activity; be present during the interaction, and

      B. Clarify, raise questions, and interrupt, as needed, if the resource person presents information which conflicts with course objectives or needs clarification.

   5. Provide appropriate follow-up and debriefing activities to enhance student understanding of the topic.

If the resource person is a politician (currently holding office or seeking office), teachers should review the procedures in the policy regarding controversial issues.
INSTRUCTONAL PROGRAM

Instructional Decisions

Homework

School homework should be related to the curricular objectives and be consistent with research guidelines. The assignment of homework is encouraged to aid student learning.
INSTRUCTIONAL PROGRAM

Student Report Cards

Student progress will be made available formally to parents/guardians at least four times each year. Communicating student progress to parents shall be the responsibility of the building administrator and the classroom teacher(s). Written reports of student progress will be made available to parents at the conclusion of each quarter. It is recommended that two parent-teacher conferences or acceptable substitutes be held in both the elementary and secondary school each year.
INSTRUCTIONAL PROGRAM

Instructional Decisions

Student Report Cards — Elementary

Information about student progress is reported in two areas:

1. Progress through District content area standards.
2. Use of work/study habits.

Student report cards are written to be congruent with District standards in each content area. The district standards for each area are derived from the District curriculum objectives. There is a report card for each grade level.
INSTRUCTIONAL PROGRAM

Instructional Decisions

Student Progress Reports — High School

The marks used for reporting student progress in high school are as follows:

<table>
<thead>
<tr>
<th>Mark</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Superior</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
<td>Withdrew</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Failing</td>
</tr>
</tbody>
</table>

The preceding marks are expected to be used according to the following guidelines:

1. No other marks than those shown above are to be used on official records or reports.

2. The marks “failing” and “unsatisfactory” are equivalent terms, indicating that student performance does not meet the minimum requirements established for the course. A final mark of “failing” or “unsatisfactory” in a credit-bearing course means that credit hours will not be granted.

3. The mark given at the end of each reporting period is considered an evaluation of the student’s status at the time (for example, the final mark in a semester course is an evaluation of the student’s status as of the close of the semester; not an average of two nine-week marks).

4. Teachers may exercise professional judgment in distributing marks. Marks are not expected to be distributed on a normal curve.

5. A student may withdraw from a 9th-12th grade semester or quarter class during weeks one through three without notation. If a student withdraws during weeks four through 11 of a semester class (weeks four through five in a quarter class), a “W” will be placed on the student record. If a student withdraws during weeks 12 through 18 of a semester class (weeks six through nine in a quarter class), an “F” will be placed on the student record unless approval is granted for either a “W” or an “INC” to be placed on the student record. Approval is granted by the principal or designee.
INSTRUCTIONAL PROGRAM

Instructional Decisions

Student Progress Reports — High School (Continued)

Weighted Grades

A  —  5.0
B+ —  4.5
B  —  4.0
C+ —  3.5
C  —  3.0
D  —  No weighting
F  —  No weighting

Weighted grades are given for identified, district-wide high school courses. Courses that offer weighted grades are selected by a district committee. Criteria used to decide if a course should offer weighted grades will include:

1. Is the course rigorous? Rigor includes:
   A. The amount of time needed to prepare for the class each day.
   B. The level, type and amount of reading and writing.
   C. The complexity of class projects and products.
   D. The degree of critical thinking required.
   E. The pace of the class.
   F. Other similar criteria related to the expectations of students in the class.

2. Have the course objectives been altered to meet the needs of students who learn quickly (e.g., differentiated classes)?

3. Does the class offer students the opportunity to receive college credit (e.g., Advanced Placement classes)?

All curriculum areas may submit courses for grade weighting.

Classes that weight grades are open to all students.

Only a grade of “C” and above is weighted.

The grade point average on a student’s transcript will carry both a “regular” GPA and a weighted GPA.

Each school will communicate the weighting system to parents on a regular basis.
INSTRUCTIONAL PROGRAM

Instructional Decisions

Student Progress Reports — High School (Continued)

Class Rank (This section remains in effect for all students entering high school by the fall semester of 2016 and graduating by the end of the spring semester of 2020)

Class rank points will be used to determine class rank. Students will receive class rank points for each course that they are enrolled in based on the grade that was received in the course. Weighted courses will receive additional class rank points. Class rank points will be calculated for all students. The class rank points will be listed from highest to lowest and a rank will be assigned to each student. The maximum number of hours that will be considered for the purpose of calculating class rank will be as follows:

<table>
<thead>
<tr>
<th></th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th Grade</td>
<td>35</td>
<td>70</td>
</tr>
<tr>
<td>10th Grade</td>
<td>105</td>
<td>140</td>
</tr>
<tr>
<td>11th Grade</td>
<td>175</td>
<td>210</td>
</tr>
<tr>
<td>12th Grade</td>
<td>245</td>
<td>280</td>
</tr>
</tbody>
</table>

If a student has more than the designated hours, the courses with the lowest grades and hours will be dropped. Class rank points will be assigned as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Regular Points</th>
<th>Weighted Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
<td>4.5</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
<td>3.5</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>D+</td>
<td>1.5</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
INSTRUCTIONAL PROGRAM

Instructional Decisions

Student Progress Reports — High School

Class Rank (Continued)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Regular Points</th>
<th>Weighted Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>2</td>
<td>2.5</td>
</tr>
<tr>
<td>B+</td>
<td>1.75</td>
<td>2.25</td>
</tr>
<tr>
<td>B</td>
<td>1.5</td>
<td>2</td>
</tr>
<tr>
<td>C+</td>
<td>1.25</td>
<td>1.75</td>
</tr>
<tr>
<td>C</td>
<td>1</td>
<td>1.5</td>
</tr>
<tr>
<td>D+</td>
<td>.75</td>
<td>.75</td>
</tr>
<tr>
<td>D</td>
<td>.5</td>
<td>.5</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Academic Recognition and Graduation Honors

A. Effective for the class of 2021, the Laude Latin model will be used to recognize academic excellence at the conclusion of a student’s high school career. Students will work to compete against the criterion for academic honors – rather than other students.

B. A student’s final cumulative weighted GPA will be used to determine the level of honor on a student’s high school transcript, diploma, and for academic recognition at commencement exercises. The following three levels of academic honors will be used:

1. **SUMMA CUM LAUDE** “with highest distinction”: Students with cumulative weighted GPA of 4.250 and above on a 4.00 weighted scale.
2. **MAGNA CUM LAUDE** “with great distinction”: Students with cumulative weighted GPA of 4.000 to 4.249 on a 4.00 weighted scale.
3. **CUM LAUDE** “with distinction”: Students with cumulative weighted GPA of 3.750 to 3.999 on a 4.00 weighted scale.

   a. The cumulative weighted GPA will be used to calculate all academic honors.
   b. This model will replace the practice of using class rank on all official LPS documents.
   c. In the event that a miscalculation occurs honors may be awarded after the fact, but honors mistakenly awarded will not be retracted.
INSTRUCTIONAL PROGRAM

Instructional Decisions

Student Progress Reports — High School

Academic Recognition and Graduation Honors (Continued)

C. Honor roll academic recognition will occur at the end of each semester. Four categories of academic achievement will be recognized on honor roll:

1. Honor Roll: Students with a 3.5 or higher weighted GPA on the previous semester’s coursework, including at least 30 graded credits (not included S/U) in a block school and 25 graded credits (not included S/U) in a non-block school.
2. Honor Roll with Distinction: Students with cumulative weighted GPA of 3.750 to 3.999 on a 4.00 weighted scale.
3. Honor Roll with High Distinction: Students with cumulative weighted GPA of 4.000 to 4.249 on a 4.00 weighted scale.
4. Honor Roll with Highest Distinction: Students with cumulative weighted GPA of 4.250 and above on a 4.00 weighted scale.

Graduation honors will be determined following the second to last semester of high school, and the student is required to graduate by the end of the next semester.

The District will provide documentation of class rank based on cumulative weighted GPA for students if needed for a post-secondary institution’s application process.
INSTRUCTIONAL PROGRAM

Instructional Decisions

Student Progress Reports — High School (Satisfactory- Unsatisfactory Student Evaluation)

The marks of S (satisfactory) and U (unsatisfactory) may be used instead of the usual four-point scale under the following conditions:

1. Individual option

Secondary students may elect to have part of their work evaluated with a mark of S (satisfactory) or U (unsatisfactory) as follows:

A. Requests for S/U marks which are approved in writing by the student’s counselor and parent and which are filed in the school office by the beginning of the 12th week of the semester in which the course is taken shall be honored. (The request forms shall indicate that some colleges and universities might not accept credits marked satisfactory.)

B. Requests for marks to be reversed from S/U to A-F shall be honored anytime during the current grading period.

C. Courses taken for marks of S and U shall not be included when computing honor roll or class rank, and

D. Each individual shall be limited to elect an S/U mark for ten credit points of course work in any one semester and to thirty credit points of course work in grades nine through twelve.

2. Class option

Teachers may use the marks of S (satisfactory) and U (unsatisfactory) to evaluate the work of all students in certain courses in grades nine through twelve under the following conditions:

A. The evaluation system to be used is specifically approved in advance by the building principal,

B. Parents and students are informed early in the term about the system to be used, and
INSTRUCTIONAL PROGRAM

Instructional Decisions

Student Progress Reports — High School (Satisfactory-Unsatisfactory Student Evaluation) (Continued)

C. Supplementary reports are used to provide additional information to parents about the student’s progress.

Marks from these courses are not included in the thirty credit points to which individuals are limited.
INSTRUCTIONAL PROGRAM

Instructional Decisions

Student Report Cards — Middle School

The marks used for reporting academic performance, work/study habits and social behavioral skills in middle school are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Superior</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
<td>Curriculum/Standards/Objectives (CSO)</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Individual</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
<td>Incomplete</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Commendable</td>
</tr>
<tr>
<td>D+</td>
<td>1.5</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Needs Improvement</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Passing</td>
</tr>
</tbody>
</table>

The preceding marks are expected to be used according to the following guidelines:

1. No other marks than those shown above are to be used on official records or reports.
2. The mark given at the end of each reporting period is considered an evaluation of the pupil’s status at the time (for example, the final mark in a semester course is an evaluation of the pupil’s status as of the close of the semester; not an average of two nine-week marks).
3. Teachers may exercise professional judgment in distributing marks. Marks are not expected to be distributed on a normal curve.
4. Academic Connection courses (sixth and seventh grade) and Math Intervention receive the marks of Commendable (Com), Satisfactory (S), and Needs Improvement (N) instead of letter grades.
INSTRUCTIONAL PROGRAM

Student Progress Reports and Grades

Reconsideration of Grades/Marks

The grades designated by teachers within their assignment will not be changed unilaterally by any administrator or other staff member. Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Director of Student Services and the participants in the initial conference described above. Subsequently the issue may be referred to the Superintendent or designee.
INSTRUCTIONAL PROGRAM

Instructional Decisions

Parent-Teacher Conference — Time in Calendar

The Lincoln Board of Education provides several days in each year’s school calendar for the purpose of parent-teacher conferences. The conferences need not be scheduled on those days; they should be scheduled at times which allow teacher and parent adequate time for an effective conference.
INSTRUCTIONAL PROGRAM

Assessment of Student Achievement

The District will conduct annual assessments of student achievement, and the results of the assessments will be reported to the Lincoln Board of Education, parents of children attending the Lincoln Public Schools and to residents of the District.
INSTRUCTIONAL PROGRAM

District Assessment Program

The District shall maintain an assessment program designed to provide current, accurate and pertinent information about student performance. Such information shall be stored in a way that may be readily retrieved and analyzed by District and school staffs.

District, school and student level reports of results shall be produced and distributed to support decision-making at the teacher, school and District levels and support school improvement efforts. The results shall be used to:

1. Provide the Lincoln Board of Education with accurate information about the academic progress of students.
2. Inform the public about the academic progress of students in the Lincoln Public Schools,
3. Support District efforts to evaluate the effectiveness of District curriculum,
4. Inform principals and school improvement teams about the academic progress of students in their building,
5. Plan and schedule courses for students,
6. Support teacher efforts to evaluate the effectiveness of their instruction,
7. Communicate with parents about the academic progress of their children and support parent and student educational planning, and
8. Meet federal and state reporting requirements.
INSTRUCTIONAL PROGRAM

Assessment of Student Achievement

The Lincoln Public Schools assessment program will include national norm-referenced achievement tests, criterion-referenced assessments of student progress in the District curriculum and other tests and assessments required by state and/or federal statutes or agencies.

The results of assessments will be reported annually to the Lincoln Board of Education and the community.

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Original Regulation or Oldest Version: 2009-11-24
Related Policies and Regulations:
Legal Reference: NDE Rule 10
INSTRUCTIONAL PROGRAM

Classroom Assessment

The Lincoln Public Schools recognizes that classroom assessment is an integral component of the District’s assessment system and that effective classroom assessment can provide teachers with the information on student achievement they need when they need it. Therefore, the District assessment program should include support of effective classroom assessment. The support shall include, but not be limited to, professional development in assessment for teachers and building administrators.

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Date of Last Revision: 2009-11-24
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Related Policies and Regulations: NDE Rule 10
Legal Reference: NDE Rule 10
INSTRUCTIONAL PROGRAM

Assessment of Learning Climate

The District shall assess the learning climate of the schools and community. The results shall be reported to the Lincoln Board of Education and to the residents of the District.

Reviewed and Affirmed by the Board: 2019-02-12
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Original Adoption or Oldest Version: 2009-11-24
Related Policies and Regulations:
Legal Reference: NDE Rule 10
INSTRUCTIONAL PROGRAM

Assessment of Learning Climate

The District shall conduct an assessment of learning climate every year. The information shall be gathered and stored in such a way that it is readily retrieved and analyzed by school and District staff. The information shall be collected on a school basis and it shall be aggregated across all schools for District-wide reporting by elementary, middle, and high school levels.
INSTRUCTIONAL PROGRAM

Follow-up Study of High School Graduates

The District will conduct a follow-up study of high school graduates at least once every three years. The results will be reported to the Lincoln Board of Education and to the residents of the District.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2009-11-24
Original Adoption or Oldest Version: 2009-11-24
Related Policies and Regulations: NDE Rule 10
Legal Reference: NDE Rule 10
INSTRUCTIONAL PROGRAM

Follow-up Study of High School Graduates

The District will conduct a follow-up study of high school graduates at least once every three years. The purpose of the follow-up studies includes the following:

1. To determine graduates’ perceptions of their school experiences.
2. To determine the successes and difficulties of graduates in making transitions from high school to post-high school years and in achieving the post-secondary options they desire.
3. To collect and report data useful to the district for program evaluation and improvement, policy analysis, public relations and accountability.

A sample of students will be identified in their senior year in high school. These students will be surveyed two times: two to three years and five to six years following graduation.
INSTRUCTIONAL PROGRAM

State Assessments

The Lincoln Public School District has adopted an assessment plan and has aligned the curriculum with the state-approved content standards. The assessment plan includes a schedule and procedures for all District-wide assessments, including the assessment of state standards.

In working with students, teachers are to clearly articulate the learning targets and align instruction to the learning targets within each of the content standards. Teachers are to give students instruction on the content prior to being assessed in order to provide learning opportunities for all students.

The assessments are to be conducted in accordance with the assessment plan schedule. Teachers are to conduct the assessments in a manner that assures an accurate assessment of whether or not students are meeting the targets outlined by the content standards.

Assessment results are to be reported by the teachers in the manner and within the time directed by the administration or designee. The assessment data are to be used to gauge the extent to which students are meeting state standards, to provide students and parents with information about student progress, to enhance school improvement planning and to improve instruction. The assessment data are to be evaluated by teachers to monitor student learning and to improve instruction and to ensure students are being given the opportunity to meet standards.

Achieving Valid Assessments

Educators are responsible for maintaining the integrity of the assessments to ensure that assessments provide valid measures of student progress and accomplishments. Educators are not to engage in any practice that may result in assessment results that do not reflect student learning, knowledge, skills or abilities in the area assessed.

For purposes of this policy, student assessments include both large-scale standardized assessments and classroom assessments. Large-scale standardized assessments would include state NSCAS assessments, norm-referenced tests and evaluations conducted for special education eligibility. Classroom assessments are tools designed to gather information about what students know and/or are able to do as a result of classroom instruction. These tools can use a variety of assessment methods including selected response, constructed response and personal communication. The results of classroom assessments can be used formatively or summatively as deemed appropriate.

The following specific assessment expectations and rules apply:

A. Integrity of the Assessment Instrument

The integrity of the assessment instrument is to be maintained.
INSTRUCTIONAL PROGRAM

State Assessments

Achieving Valid Assessments (Continued)

1. Large-Scale Standardized Assessments. Standardized assessment instruments are not to be made available to students at any time before the student takes the assessment. The assessment instrument is to be maintained in a secure manner.

2. Classroom Assessments. Classroom assessment instruments are to be periodically modified to ensure alignment with current curriculum and instruction.

B. Teaching for Success on Assessments

It is appropriate for educators to prepare students to do well on assessments. This is to be accomplished in a manner that assures that the assessment results accurately reflect the students’ knowledge and skill and are not simply an artifact of test preparation.

1. Teach the curriculum. Educators are to prepare students to do well on assessments by teaching the curriculum. Educators are not to “teach to the test” by teaching based solely on the content of the assessment. The curriculum is to be delivered to the students over an appropriate amount of time prior to the assessment. Review of the curriculum previously taught before assessment is to be taken is appropriate. Compacting delivery of curriculum just before the assessment is to be taken is not appropriate.

2. Practice Tests. Educators are to prepare students by teaching appropriate test-taking skills in a manner that is integrated with regular classroom instruction. Classroom assessments, particularly those whose primary purpose is formative, can be used as an opportunity to discuss and model test-taking strategies. Educators are not to conduct reviews (drills) using earlier versions of the same test, using parallel forms of the same test or using actual items from the current version of a test that will be administered to students. Reviews will be most effective when a variety of assessment methods are employed (for example – using both selected and constructed response).
INSTRUCTIONAL PROGRAM

State Assessments

Achieving Valid Assessments (Continued)

C. Conditions for Successful Assessments

1. Communications. Educators are to communicate to students and parents when assessments will be administered, the purpose of the assessment and how the assessment results will be used. Educators are to motivate students to do their best on assessments. Educators are to read and be familiar with assessment administration directions in advance and communicate the rules to students accurately and clearly.

2. Administration Conditions. Educators are to have sufficient assessment materials available on the day of administration. The classroom and surrounding environment is to be arranged to minimize distractions and decrease the likelihood of cheating.

3. Security. Educators are to monitor students while administering assessments to ensure students are complying with standards of academic integrity. Students who violate standards of academic integrity are to be reported to the administration.

D. Full Participation

Educators are to make every effort to have all eligible students take the assessments including the provision of appropriate make-up opportunities.

E. Assistance During Assessments

1. Large-Scale Standardized Assessments. Educators are only to provide assistance that is consistent with test administration guidelines for a particular test. Educators are not to provide hints or clues about correct/best responses including access to materials that are not allowed. Educators should implement the allowable accommodations that are outlined in a student’s IEP or 504 Plan. Educators should also implement appropriate accommodations for English Language Learners.

2. Classroom Assessments. Students should be allowed access to materials or resources that are deemed appropriate and consistent with the stated purpose of the assessment in question.
INSTRUCTIONAL PROGRAM

State Assessments

Achieving Valid Assessments (Continued)

All employees are to adhere to Nebraska’s NSCAS Security Procedures and report breaches in security to the Superintendent, the Superintendent’s designee or the building principal for report to the Nebraska Department of Education. Professionalism, common sense and practical procedures provide the framework for testing ethics.

Violations of the rules and expectations set forth in this policy will be considered to be a breach of the District’s standard of ethics and may result in disciplinary consequences. Educators are to report suspected violations of the expectation to the administration. The administration is to investigate and appropriately respond to violations of the expectation.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2012-04-10
Original Adoption or Oldest Version: 2012-04-10
Related Policies and Regulations: 4760, 4760.1, 4760.2
Legal Reference: NDE Rule 10.05; NDE Rule 27.004.02H and 004.03D
INSTRUCTIONAL PROGRAM

Reading Instruction and Improvement

The District shall develop its curriculum to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. In doing so, the District will ensure that all teachers for kindergarten through grade three should be effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement. Each student and his or her parents or guardians will be informed of the student’s reading progress. It is the District’s intent that each student in the District be able to read at or above grade level by third grade.

For school year 2019-2020 and each school year thereafter, the District shall administer an approved reading assessment three times during the school year to all students in kindergarten through grade three, except for any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years, any student receiving special education services for whom such assessment would conflict with the individualized education plan and any student receiving services under a plan pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act for whom such assessment would conflict with such section 504 or Title II plan. The first administration of such assessment for each such school year shall occur within the first 30 days of the school year.

Any student in kindergarten, grade one, grade two or grade three shall be identified as having a reading deficiency if such student performs below the threshold level determined pursuant to the Reading Intervention Act. A student who is identified as having a reading deficiency pursuant to the Reading Intervention Act shall remain identified as having a reading deficiency until the student performs at or above the threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act shall prohibit the District from identifying any other student as having a reading deficiency.

The District will provide a supplemental reading intervention program for the purpose of ensuring that students can read at or above grade level at the end of third grade. The District may work collaboratively with a reading specialist at the State Department of Education, with educational service units, with learning communities or through interlocal agreements to develop and provide such supplemental reading intervention programs.

A. Each supplemental reading intervention program shall:

1. Be provided to any student identified as having a reading deficiency;
2. Be implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
INSTRUCTIONAL PROGRAM

Reading Instruction and Improvement (Continued)

3. Make available a summer reading program each summer for any student who has been enrolled in grade one or higher and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. Such summer reading program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or may be offered online.

B. The supplemental reading intervention program may also include:

1. Reading intervention techniques that are based on scientific research and best practices;
2. Diagnostic assessments to frequently monitor student progress throughout the school year and adjust instruction accordingly;
3. Intensive intervention using strategies to match the weaknesses identified in the diagnostic assessment:
   a. Development in phonemic awareness, phonics, fluency, vocabulary and reading comprehension;
   b. Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice and opportunities for error corrections and feedback; or
   c. Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;
4. Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
5. Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

The school of any student who is identified as having a reading deficiency shall notify such student’s parents or guardians either in writing or by electronic communication no later than 15 working days after the identification of the reading deficiency that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

Any student who is identified as having a reading deficiency shall receive an individual reading improvement plan no later than 30 days after the identification of such reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program pursuant
INSTRUCTIONAL PROGRAM

Reading Instruction and Improvement (Continued)

to this Policy. Each such student shall receive reading intervention services through the supplemental reading intervention program pursuant to this Policy until the student is no longer identified as having a reading deficiency.

Reviewed and Affirmed by the Board: 2019-02-12
Original Adoption: 2018-10-09
Related Policies and Regulations:
Legal Reference: Nebraska Reading Intervention Act
INSTRUCTIONAL PROGRAM

School Improvement Process (SIP)

The school improvement process focuses on improving student learning. It is conducted through a systematic and site-based building level process. The planning process is multiyear, continuous and based on shared decision-making processes. Decisions regarding the student targets are based on student and school assessment data.

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Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

School Improvement Process (SIP)

Funds for the School Improvement Process are allocated from the office of Staff Development. These funds are used to support the resources and personnel needs outlined in the School Improvement Plan.

Guidelines for preparation of the School Improvement Plan are as follows:

1. Describe the assessment information which identified the need for the student targets.

2. State the student targets that were identified.

3. Briefly describe the interventions and strategies that were developed to meet the student targets.

4. Identify the costs for resource personnel, substitutes, hourly pay/stipends, professional travel, and instructional materials.

   a. Stipends may be paid to teachers at the currently approved rate for time spent outside the regular school day. Teachers may also be paid on the basis of a contract which is mutually agreed on by the teacher and administrator.

   b. Teacher professional travel expense and teacher registrations necessary for local, regional or national conferences and workshops are not to exceed 20 percent of the total amount of the SIP.

5. Although plans for the school improvement may cover one fiscal year or 12-month period, it is recommended that plans be written in a multiyear schedule to insure accomplishment of SIP goals.

6. Each year, buildings will use student data to evaluate progress toward their School Improvement Goals. Updates to School Improvement Plans, including specific action steps, will be submitted to the director of continuous improvement and professional learning by the last day in September.

7. School Improvement Plans should integrate to the degree possible the additional goals that are being addressed at the district and school levels.
INSTRUCTIONAL PROGRAM

School Improvement Process (SIP) (Continued)

8. School Improvement Plans should integrate to the degree possible the additional goals that are being addressed at the school site.
INSTRUCTIONAL PROGRAM

District Research

The primary mission of the Lincoln Public Schools is to educate children. The Lincoln Public Schools supports a program of evaluation and research to improve educational practices within the district. The Lincoln Public Schools does not support, authorize, approve or condone any program of District evaluation and research that is not in accordance with state and federal laws and regulations. All studies undertaken as part of the District program of research and evaluation shall be conducted in a manner that is in accordance with state and federal laws and regulations, and that protects the rights of students and parents, protects the time of teachers and administrators and minimizes the impact on classroom instruction.

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Related Policies and Regulations: 1430, 1430.2, 5300, 5310, 5320, 5330, 5330.1, 5330.2, 5340, 5340.1, 5340.2, 5340.3, 5350, 5350.1, 5350.2, 5360, 6443, 6621
INSTRUCTIONAL PROGRAM

District Research

District research includes all research conducted by Lincoln Public Schools employees in the performance of, or related to, assigned responsibilities; research conducted by ESU 18 or external agencies on behalf of the Lincoln Public Schools; and research agreed to by the Lincoln Board of Education or the Superintendent.

Schools and staff are expected to participate in District research unless participation is designated as voluntary by the individual conducting the research.

District research will be conducted in a manner that protects the rights of students, parents and staff; involves consultation with parents; protects the time of teachers and administrators; and minimizes the impact on classroom instruction. Prior written consent of a parent or legal guardian will be required in research and evaluation studies that include the collection of information concerning the following protected areas (“protected information survey”) if the survey is funded in whole or part by a program of the U.S. Department of Education (ED):

1. political affiliation or beliefs of the student or the student’s parent;
2. mental and psychological problems of the student or the student’s family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom the student has close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations or beliefs of the student or the student’s parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents/guardians and students shall be informed of their right to opt out or not to participate in other district research and evaluation studies that concern:

1. A protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings or any physical exam or screening permitted or required under State law; and
District Research (Continued)

3. Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

All surveys, questionnaires, opinionnaires, interviews and other assessments administered during such evaluation and research studies will be available for review by parents/legal guardians. The approximate dates of research and evaluation activities shall be throughout the school year. A schedule of known dates of activity shall be made available to students and parents and can be obtained at each school building or from the Director of Evaluation Services or the director’s designee (Phone: (402) 436-1000 or Director of Evaluation Services, 5901 “O” Street, Lincoln, Nebraska 68510).

Staff conducting District research will take necessary steps to assure confidentiality of information about individual students. Such information will not be included in reports on District research that are made public without the written consent of a parent or legal guardian.

Questions regarding requirements for conducting internal research will be referred to the Director of Evaluation Services or the director’s designee.

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Date of Last Revision: 2009-11-24
Original Regulation or Oldest Version: 2009-11-24
Related Policies and Regulations: 1430, 1430.2, 5300, 5310, 5320, 5330, 5330.1, 5330.2, 5340, 5340.1, 5340.2, 5340.3, 5350, 5350.1, 5350.2, 5360, 6443, 6621
INSTRUCTIONAL PROGRAM

External Research

The Lincoln Public Schools believes in the importance of research and the importance of cooperating with other educational agencies and institutions. However, the District also recognizes that its primary mission is to educate students and that it has special responsibilities to students and their parents/guardians. Therefore, the Director of Evaluation Services or the director’s designee will review all proposals to conduct external research to determine the extent to which the research would interfere with instruction or the operation of the school and whether the rights of students, parents and staff are adequately protected. Only proposals that do not unduly interfere with instruction or the operation of the school and make adequate provisions to protect the rights of participants will be approved. The Lincoln Public Schools does not support, authorize, approve or condone any program of external evaluation and research that is not in accordance with state and federal laws and regulations. Lincoln Public Schools staff will not participate in external research unless the proposal has been approved by the Director of Evaluation Services or the director’s designee. All studies undertaken as part of an external program of research and evaluation shall be conducted in a manner that is in accordance with state and federal laws and regulations.

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Related Policies and Regulations: 1430, 1430.2, 1520, 4220, 4740, 5300, 5310, 5320, 5330, 5330.1, 5330.2, 5340, 5340.1, 5340.2, 5340.3, 5350, 5350.1, 5350.2, 5360, 6220, 6443
INSTRUCTIONAL PROGRAM

External Research

The Director of Evaluation Services or the director’s designee will be responsible for reviewing and approving requests to conduct external research in the Lincoln Public Schools. A Lincoln Public Schools Research Review Committee will be established to assist in the review process. The purpose of the review is to insure that external research proposals do not unduly interfere with instruction or the operation of the school and that the rights of students, parents and staff are adequately protected. In the review process, priority will be given to research that is of interest to Lincoln Public Schools staff or that has direct application for the improvement of educational practice. Based on the review, the proposal will either be approved or disapproved.

External research is defined as research being conducted by individuals or by institutions other than the Lincoln Public Schools or Educational Service Unit 18 on behalf of the Lincoln Public Schools. Research conducted by District employees as part of their job responsibilities is considered to be District research and is not covered by this policy. However, research conducted by employees to meet course or graduation requirements of an institution of higher education is classified as external research.

Participation in research is defined as using instructional time on research-related activities including the collection of data; providing information about Lincoln Public Schools students, the District or a school; the completion of surveys distributed through school channels; and interviews conducted during the school day. It does not include the completion of surveys received through the U.S. mail by individual teachers or administrators or interviews conducted after normal school hours.

Participation of schools and individual staff in approved external research is voluntary. The building principal can decide whether or not his/her building and staff will participate in an approved external research project.

Requests to conduct research in the Lincoln Public Schools must be submitted in writing to the Director of Evaluation Services or the director’s designee at least 30 days before the study is scheduled to begin. The request must include (1) the name, address, telephone number, agency affiliation (if there is one) and signature of the primary investigator(s); (2) a brief description of the study that addresses objectives, rationale, procedures, and timelines; (3) detailed information on what is expected of the Lincoln Public Schools; (4) copies of all data collection instruments, parent/guardian/participant consent forms, and materials to be used with students.
INSTRUCTIONAL PROGRAM

External Research (Continued)

Prior written consent of a parent or legal guardian will be required for student surveys, evaluations, questionnaires, opinionnaires, interviews or other assessments which include one or more questions regarding, or which may reveal information concerning the following protected areas (“protected information survey”) if the survey is funded in whole or part by a program of the U.S. Department of Education (ED):

1. political affiliation or beliefs of the student or the student’s parent;
2. mental and psychological problems of the student or the student’s family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom the student has close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations or beliefs of the student or the student’s parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents/guardians and students shall be given notice of their right to opt out or not participate in other external research studies that concern:

1. A protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

All surveys, questionnaires, opinionnaires, interviews and other assessments administered during such evaluation and external research studies will be available for review by parents/legal guardians, and in the consent forms and annually in the same manner parents/guardians and students are informed of rights under the Family Educational Rights and Privacy Act.
INSTRUCTIONAL PROGRAM

External Research (Continued)

All such external surveys, assessments and other data collection instruments shall be made available to parents and legal guardians for review prior to their use with students. The instruments will also be available for review for a reasonable period of time following their use with students. The researcher shall be required to make the instruments available to parents and legal guardians upon the school’s request.

The approximate dates of research and evaluation activities shall be throughout the school year. A schedule of known dates of activity shall be made available to students and parents and can be obtained at each school building or from the Director of Evaluation Services or the director’s designee (Phone: (402) 436-1000 or Director of Evaluation Services, 5901 “O” Street, Lincoln, Nebraska 68510).

Upon completion of the study, the primary investigator shall provide the Director of Evaluation Services or the director’s designee with a summary of findings and, upon request, provide a complete report of procedures and findings. The primary investigator shall also provide the Director of Evaluation Services or the director’s designee with advance copies of all articles and all presentations at national or regional conferences based on research either conducted exclusively in the district or in which the district is identified.
INSTRUCTIONAL PROGRAM

Authorization of Student Activities

The Lincoln Board of Education authorizes Lincoln Public Schools to offer an activity program for students in high schools. The program will include activities which a) enhance student learning related to the District goals and objectives, b) provide opportunities in areas where students have special talents and interests and c) provide opportunity for students to develop societal values such as leadership, sportsmanship and cooperation.

Vocal Ensembles
- Concert Choir
- Swing/Show Choir*
- Mixed Chorus
- Other Select and Non-select Groups*

Instrumental Ensembles
- Marching Band
- Concert Band
- Jazz Band*
- Symphonic Band
- Orchestra*
- Pep Band
- Other Select and Non-select Groups*

Forensics
- Debate*
- Speech

Drama
- School Play
- One-Act Play*
- Broadway Musical

Math Contest
Science Olympiad
Quiz Bowl
AFJROTC
Journalism
- School Newspaper*
- School Yearbook*

Career and Technical Student Organizations
- DECA
- FBLA
- FCCLA
- FEA
- FFA
- HOSA
- Skills USA

NSAA Athletics
- Baseball
- Basketball
- Cross Country
- Football
- Golf
- Soccer
- Softball
- Swimming and Diving
- Tennis
- Track and Field
- Volleyball
- Wrestling

NSAA Unified Sports
- Unified Bowling
- Unified Track

Dance Team
Cheer Squad
Student Council

*Curriculum activities that may include NSAA competition(s).
Authorization of Student Activities (Continued)

Activities offered may vary from school to school, depending on interest and enrollment. Review of programs will be conducted annually by principals, athletic directors and District administrators. Changes to the above list will be approved annually by the Board of Education.

Lincoln Public Schools high schools may be members of the Nebraska Schools Activities Association (NSAA) and will follow rules and guidelines that meet or exceed the standards of the NSAA when participating as a member in those activities.
INSTRUCTIONAL PROGRAM

Authorizing New Activities

When either the middle school or high school activities council votes affirmatively that an activity should be considered to become an authorized activity, information will be gathered to assist the activities council in its deliberation, which may include, but is not limited to, the following:

1. Results from a survey that provides data regarding number of schools participating, student participation numbers, coaches’ availability (salary cost estimate), funding (equipment, uniforms, etc.), site availability, season of sport preferred, etc.
2. Data regarding the positive/negative impact of the addition to the proportionality ranges and activity offerings among District activities.
3. Confirmation from an adequate number of schools in geographical area to complete a schedule.
4. Estimated costs for annual travel.
5. Identification of adequate, accessible and affordable practice and competition sites.
6. Cost estimates per school for start and maintenance of the activity.
7. Verification of officials’ availability, training/certification, fees and other costs.
8. Assessment of safety and liability issues associated with the new activity.

Results from the above described data collection will be reviewed by the Activities Council. If the Activities Council votes affirmatively to recommend the authorization of an emerging activity, it is forwarded to the Superintendent or designee for consideration. If the Superintendent or designee makes a recommendation to the Board to authorize an emerging activity, it will include the following information:

1. Overview of the activity and the benefit of its authorization.
2. Cost estimates for the start-up and ongoing maintenance of the activity.
3. Proposed start date for the activity.
4. Recommendation on whether or not to include the activity in Policy 6700 if the activity is offered in high schools.

Original Adoption: 2009-02-12
Related Policies and Regulations: 6700
Legal Reference:
INSTRUCTIONAL PROGRAM

Competing under School Name in Non-School-Sponsored Events/Trips

Students may receive authorization to compete in the name of Lincoln Public Schools or the name of the LPS school they attend for the purposes of events that are not school-sponsored activities. Request for approval for this authorization must be submitted by a building principal to the High School Activities Council. The High School Activities Council may approve the request by a majority vote.

Such authorization shall be conditioned on the following:

- The student and the student’s parent or guardian must sign a disclaimer to confirm their understanding that the event is not a school-sponsored activity;
- LPS staff attending must sign a disclaimer to confirm their understanding that the event is not a school-sponsored activity;
- LPS shall have no liability for any loss of property or personal injury incurred in connection with the event;
- LPS shall have no financial responsibility for participation in the event, nor will fee waivers apply;
- Participation in the event would have no adverse impact on the school or the student and, as applicable, not be contrary to NSAA activities rules or LPS policies;
- The event involves an activity that is otherwise conducted by the school, the event is at the regional or national level and the participating student(s) completed the activity season of the school-conducted activity in good standing on the team.
- The student(s) still meet the eligibility requirements necessary for competition eligibility during the school activity season.
- Absences for these events shall not be considered school-excused activity absences for students and shall not be considered professional leave for LPS staff.
- The procedures in place for non-school-sponsored trips will apply to trips covered under this regulation.

Original Adoption: 2019-10-30
Related Policies and Regulations: 3710, 3970, 5111, 6525, 6730, 6740
Legal Reference:
INSTRUCTIONAL PROGRAM

Coordination of the Student Activity Program

The Superintendent of Schools or designee has responsibility for the organization and governance of the student activity program.

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Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

Coordination of School and District Activities

Coordination of School Activities

The principal or his/her designee(s) has/have the responsibility for implementing a school activity program which is consistent with District policies and regulations.

Coordination of District Activities

The Superintendent or designee will assign the responsibilities to implement school activities based on the following guidelines:

- The District Director of Athletics/Student Activities will implement NSAA activities.
- Appropriate curriculum specialists will implement those activities that are not NSAA but extend from curriculum experiences in schools.
- When the activities include both NSAA and non-NSAA experiences, the District Director of Athletics/Student Activities and appropriate curriculum specialists will collaborate on implementation.

Implementation includes, but is not limited to, preparing the section of the Student Activity Rules and Procedures Handbook for these activities, finances, trip approval/transportation requests, practice and competition and fee waiver processing.

The Assistant Superintendent for Governmental Relations and General Administration will establish a High School Activity Council and a Middle School Activity Council a) to monitor the implementation of the activity program and b) to make recommendations about revisions in District policies and regulations related to 1) problems or issues which may arise, 2) authorization of new activities and 3) other matters related to the activity program.

The membership of the two Activity Councils will consist of the principals (i.e., high school principals for the High School Activity Council and middle school principals for the Middle School Activity Council) and the District Director of Athletics/Student Activities, with the Director of Secondary Education or designee as an ex-officio member.

The District Director of Athletics/Student Activities will a) assist in the preparation of council meeting agendas and preside at meetings, b) will be responsible for the maintenance and distribution of minutes of meetings to council members, c) draft recommended revisions in policies and regulations and d) submit these recommended revisions to the Assistant Superintendent for Governmental Relations and General Administration. If the District Director of Athletics/Student Activities is not present at a meeting, the Director for Secondary Education or designee shall preside.
INSTRUCTIONAL PROGRAM

Coordination of School and District Activities

Coordination of District Activities (Continued)

The council shall meet monthly and/or meet at the call of the chair or at the request of three members, but at least annually. Each person on the council has one vote. The District Director of Athletics/Student Activities and at least half of the high school principals or half of the middle school principals constitute a quorum on their respective council. Principals may send a designee to represent them at council meetings. School activity directors, athletic directors, faculty sponsors or coaches meet with the council, as necessary, in the development of activity program regulations.
INSTRUCTIONAL PROGRAM

Schedules for Student Activity Program

Except as specifically authorized by the Associate Superintendent for Instruction, in which case special arrangements for chaperoning and/or sponsorship shall be detailed, school activities are conducted only during the regular school year.

High School Interscholastic Schedule

All scheduling for NSAA interscholastic activities shall be consistent with the seasons and contest limitations established by NSAA and the District. In addition, the following guidelines should be observed.

1. Competitions and practices on Sundays are not allowed. Exceptions to this requirement can be requested of the Superintendent’s Executive Committee by the District Director for Athletics and Student Activities.

2. All activities and/or practice for activities shall conclude prior to 10:30 p.m., except that weekend activities may continue until 12:00 midnight. Any extension of those times must be by special permission of the principal.

Student Activity Schedule

Schedules for all school activities will be developed by the school and approved by the principal, appropriate curriculum specialists and the Director of Athletics and Student Activities. Schedules will be made available for public view.

Date of Last Revision: 2019-02-12
Original Adoption or Oldest Version: 2009-11-24
Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

Student Activity Funds and Fundraising

School Activity Funds

The aggregate of all activities shall be self-supported within the receipts generated by the activities, except for specific activities budgeted through the Central Interscholastic Activity Fund for participation in the Nebraska Schools Activities Association.

Each school will maintain an activity fund by which it will account for the receipts and expenditures involved in the activity program. Accounting will be done according to procedures established by the Office of Business Affairs. Any expenditure from the activity accounts must be budgeted or made with the specific approval of the principal or designee.

Any amount remaining in an account which has been inactive for a period of three years may be transferred, at the principal’s discretion, to the building activity account. Activities accounts which are in a deficit position for three continuous years may be discontinued. Deficits of deactivated activities will be paid from the school activity ticket account or from prorated balances of other activity accounts.

All activity accounts are closed at the end of the regular school year and reopened with the opening of school.

Central Interscholastic Activities Funds

The Central Interscholastic Activities Fund (CIAF) is established through a transfer of funds from the General Fund and gate receipts from athletic events. The CIAF is administered by the Director of Athletics/Student Activities. The funds are used to facilitate Nebraska School Activities Association (NSAA) sanctioned interscholastic activities conducted in the senior high schools.

Expenditures from CIAF may be made for the following purposes:

- Athletic directors’ office expenditures such as awards, telephones, office supplies, printing, athletic training room supplies,
- Expenses related to approved interscholastic athletic activities including transportation, equipment and supplies, entry fees, event personnel, video/statistic technology, and
- District expenditures as listed in the budget of the Director of Athletics/Student Activities
INSTRUCTIONAL PROGRAM

Student Activity Funds and Fundraising (Continued)

Fundraising

Student participation in fundraising events is governed by Lincoln Board of Education regulation 1112.3.

Date of Last Revision: 2019-02-12
Original Regulation or Oldest Version: 2009-11-24
Related Policies and Regulations: 1112.3
Legal Reference:
INSTRUCTIONAL PROGRAM

High School Student Activity Tickets

Each high school will make available to students an all-purpose activity ticket, the purpose of which is to encourage student participation and provide a base for financing building activities. Schools may develop their own plan for distributing activity ticket receipts.
INSTRUCTIONAL PROGRAM

Payments for Sponsors, Coaches and Officials and Fee Schedules

Paying Sponsors and Coaches

Sponsors, coaches and staff members who work with activities are paid by the District; the amounts they receive are determined by District schedules for salary and/or extra standard service stipends. Sponsors, coaches, staff members and others working with student activities are not permitted to collect or receive receipts for performances, gate receipts, voluntary contributions, gifts or any other form of remuneration. All of the receipts from school-sponsored activities are deposited in the school activity fund.

Fee Schedules

Fee schedules for officials for all activities will be established by the Director of Athletics/Student Activities.

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Legal Reference:
INSTRUCTIONAL PROGRAM

Expense Allowances for Participating in Authorized Out-of-Town Student Activities

Transportation and housing for students competing in high school interscholastic athletic competition and those individuals officially designated as representatives (e.g., athletic trainers, student managers, student aides) will be provided for Nebraska School Activities Association assigned district and state events that are out-of-town overnight trips through funds budgeted in the Activities Transportation budget and Central Interscholastic Activity Fund.

Trips over 250 miles, out-of-state trips or trips requiring overnight lodging shall not be scheduled except with special sanction of the Activity Council.

Date of Last Revision: 2019-02-12
Original Regulation or Oldest Version: 2009-11-24
Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

Community Activities Using School or District Names

Community activities unilaterally coopting Lincoln Public School District or individual school name(s) and/or identifier(s) as part of their names or organizational structures does not create a relationship with the Lincoln Public Schools nor any of its individual schools nor does it create any special access to district communication systems, students, resources or facilities.

Original Regulation: 2019-02-12
Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

Violation Reporting Procedure for Student Activity Program

Any faculty member who believes there is or has been a violation of District policies and/or regulations for the activity program should report this allegation in writing to the Athletic/Student Activities Director of his or her school. The School Athletic/Student Activities Director will submit a written report of the alleged violation to his/her school principal. The principal shall forward the report to the principal of the school that has allegedly violated the policy/regulation with a copy to the District Director of Athletics/Student Activities.

The principal of the school which has been accused of a violation has a maximum of 10 school days to respond to the school that has initiated the allegation. A copy of the report sent back to the school which alleged the violation should be sent to the District Director of Athletics/Student Activities. The principal of the accused school will determine if, in fact, there has been a violation of policy or regulation and what type of action is necessary.

If anyone directly connected with an allegation believes that inadequate attention has been given to a matter, he/she may request a review by the respective Activity Council. The decision of the Activity Council may be appealed to the Assistant Superintendent for Governmental Relations and General Administration or designee.

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Related Policies and Regulations:
Legal Reference:
INSTRUCTIONAL PROGRAM

Athletics/Student Activity Procedures

The Director of Athletics and Student Activities and appropriate curriculum specialists have responsibility for collaboratively developing and distributing the “Student Activity Rules and Procedures Handbook” for the conduct of the student activities.

The handbook should include the following information for each of the authorized student activities:

1. Name of the activity
2. Goals
3. Eligibility requirements, if any
4. Schedules and/or seasons of participation
5. Financial arrangements
6. Coaching/sponsorship guidelines
7. Other (e.g., awards, expectations of student participants)

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Related Policies and Regulations: 6526.2
Legal Reference:
INSTRUCTIONAL PROGRAM

Participation in Student Activity Program

Broad scale participation of students in the activity program is a general goal. Except for standards of eligibility which ensure a fair base for competitive activities and prerequisites which ensure a level of competence, participation is open to all students.

Student eligibility for activities will follow, or may exceed, the standards established by the Nebraska School Activities Association.
Academic Requirements for Students in Grades 9-12 Enrolled in Student Activities and Athletics

All students who participate student activities/athletics listed in Policy 6700 are a) required to have on the school records credit for twenty hours of school work for the immediate preceding semester to participate and b) must be taking twenty credit hours of instruction per week from the Lincoln Public Schools during the semester of participation. In the case of unusual circumstances, the participant, guardian or representative may discuss the matter with the appropriate school personnel and seek a waiver from this regulation.

In the case of an alleged infraction of this regulation, the participant may be suspended from practice, participation in co-curricular activities of a selected class or interscholastic competition. In any case, the procedures for suspension, regulation 6740.1, will be followed.
INSTRUCTIONAL PROGRAM

Middle School Student Competition/Participation with Students Outside the District

Competition and participation of middle school students is limited to contests or performances among Lincoln Public Middle Schools except for those activities listed on the “Approved Middle School Activity Participation List” developed by the Associate Superintendent for Instruction. This list of approved activities will be established annually and circulated to middle school principals who will inform their staff members of the activities in which middle school students may participate.

The Associate Superintendent for Instruction must approve all participation by middle school students in contests or performances outside of the Lincoln Public Schools.
INSTRUCTIONAL PROGRAM

School Attendance on Days of Scheduled Activities

Students are required to attend regularly scheduled classes on the day they participate in a student activity. They may be excused from class to participate in the student activity or they may be excused from class for reasons consistent with District policy and regulation except that students who are absent due to illness may not participate.

Unless specifically excused for an activity or other reasons consistent with District policy and regulation, students are required to attend regularly scheduled classes on the day they participate.
INSTRUCTIONAL PROGRAM

Activity/Athletic Recruiting

Any communication, either written or verbal, directed to a student and/or parent/guardian, in an effort to persuade them to attend a school outside of their attendance area, shall be considered undue influence upon the school selection decision-making process of a student or parent/guardian. Undue influence exerted by any Lincoln Public Schools employee, volunteer sponsor or volunteer coach shall constitute an attempt to recruit.

Any Lincoln Public Schools employee, volunteer sponsor or volunteer coach found to be recruiting will be disciplined accordingly.
INSTRUCTIONAL PROGRAM

Awards for Participation in Student Activities

New District-wide awards are established by proposal of a member of the Activity Council and a majority vote of approval.

Awards for participation in activities (e.g., teams, individuals) will follow or may be more restrictive than those regulations established by the Nebraska School Activities Association.

Awards given to students by individual schools will be at the discretion of the building administration.

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Legal Reference:
INSTRUCTIONAL PROGRAM

Student Activities

Participation in Student Activities - High School Students, Grades 9 Through 12

Eligibility to participate in interscholastic activities is open to any Lincoln Public Schools secondary student, grades 9 through 12, provided he or she meets Nebraska School Activities Association and School District eligibility requirements.

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Legal Reference:
INSTRUCTIONAL PROGRAM

Extracurricular Activities Code of Conduct

This policy is supplemental to Lincoln Public Schools policy 5480 and any action taken hereunder may be in addition to any action taken under 5480.

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants’ conduct and attitudes and how they contribute to our school spirit and community image.

The student participants’ performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the School District’s policies, procedures and rules.

Scope of the Code of Conduct

Activities subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the School District which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include, but are not limited to: all activities identified in policy 6700, intramurals and other school-sponsored organizations and activities or those designated as such by the Associate Superintendent for Instruction. The Code of Conduct also applies to participation in school-sponsored activities such as school dances.

A participant means a student who participates in, has participated in or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the timeframe which begins with the official starting day of the fall sport season or activity established by the NSAA and extends to the last day of the spring sport or activity season established by the NSAA, if any, whether or not the student is a participant in an activity at the time of such conduct. The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if a student in a Career and Technical Student Organization plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student’s participation under the team selection and playing time guidelines.
INSTRUCTIONAL PROGRAM

Extracurricular Activities Code of Conduct

Scope of the Code of Conduct (Continued)

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled shall not be permitted to participate in activities during the period of the suspension or expulsion and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline. Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship and respect for authority. The following conduct rules have been determined by the Lincoln Board of Education to be reasonably necessary to aid students, further school purposes and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation.

1. Willfully disobeying any reasonable written or oral request of a school staff member or the voicing of disrespect to those in authority.

2. The use of violence, force, coercion, threat, intimidation, hazing, harassment or other conduct done in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.

3. Willfully causing or attempting to cause substantial damage to property, including the setting of a fire of any magnitude, stealing or attempting to steal property of substantial value or repeated damage or theft involving property.

4. Causing or attempting to cause personal injury to any person including, without limitation, any school employee, school volunteer, or student.

5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.

6. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
INSTRUCTIONAL PROGRAM

Extracurricular Activities Code of Conduct

Scope of the Code of Conduct (Continued)

7. Engaging in the selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. Tobacco means any tobacco product (including, but not limited to, cigarettes, cigars and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product lookalikes and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student’s physician is not a violation. The term “under the influence” has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

8. Engaging in the selling, using, possessing or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes or material represented to be alcohol, narcotics, drugs, controlled substance or inhalant.

9. Truancy or failure to attend assigned classes or assigned activities.

10. Tardiness to school, assigned classes or assigned activities.

11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon economic status, race, ethnic background, culture, gender, gender identification, sexual orientation, religion, age or ability.

12. Public indecency and sexual conduct.

13. Repeated violation of any of the rules adopted by the School District or the school.

14. Engaging in any unlawful activity which constitutes a danger to other students or interferes with school purposes.
INSTRUCTIONAL PROGRAM

Extracurricular Activities Code of Conduct

Scope of the Code of Conduct (Continued)

15. Dressing or grooming in a manner wherein such dress is dangerous to the student’s health and safety or to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar, or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; or dressing, grooming or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

16. Willfully violating the behavioral expectations for those students riding Lincoln Public Schools buses.

17. Recording the image or voice of another person with an electronic device, without the express permission of the person recorded, or the failure to promptly delete such a recording following the request of the person recorded.

18. Plagiarism or copyright infringement by students is considered academic dishonesty, is prohibited and may result in disciplinary action including expulsion from school.

19. Violation of technology guidelines.

20. Bullying. Bullying is defined as any ongoing pattern of unwanted aggressive behavior by an individual or a number of individuals which may include physical, verbal or electronic abuse on school grounds, in a vehicle owned, leased or contracted by the school being used for a school purpose by a school employee or designee or at a school-sponsored activity or a school-sponsored athletic event.

21. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense, if a complaint alleging such conduct is filed in a court of competent jurisdiction.

22. Knowingly and intentionally using force in causing or attempting to cause personal injury to a school employee, school volunteer or a student, except if caused by accident, self-defense or on the reasonable belief that the force used was necessary to protect some other person and the extent of the force used was reasonably believed to be necessary.

23. Knowingly and intentionally possessing, using or transmitting a dangerous weapon other than a firearm.
INSTRUCTIONAL PROGRAM

Extracurricular Activities Code of Conduct

Scope of the Code of Conduct (Continued)

24. Knowingly and intentionally possessing, using or transmitting a firearm on school grounds, in a school-owned or -utilized vehicle or during an educational function or event off school grounds or at a school-sponsored activity or athletic event.

“Firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.”

25. Failure to follow all other reasonable rules or regulations adopted by the coach or supervisor of an extracurricular activity, provided that participants shall be informed by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the beginning of the season.

26. Failure to comply with any rule established by the Nebraska School Activities Association including, but not limited to, rules related to eligibility.

27. Failure to participate in regularly scheduled classes on the day of an athletic activity/event.

28. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participant’s attendance, the coach will determine the validity of the reason. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.

29. Failure to observe good sportsmanship during practice sessions and contests.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

Drug, Tobacco and Alcohol Violations

Meaning of Terms

“Use” or “consume” includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student’s physician is not a violation.
INSTRUCTIONAL PROGRAM

Extracurricular Activities Code of Conduct

Drug, Tobacco and Alcohol Violations

Meaning of Terms (Continued)

“Under the influence” means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

“Possession” includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult is present and responsible for the substance. Possession includes situations where, for example:

1. Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; or

2. Alcohol is present at a party attended by the student. The student is considered to be in possession if a student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol.

Determining a Violation has Occurred. A violation of the Code of Conduct will be determined to have occurred:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.

2. When a student is convicted of a criminal offense (conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court).

3. When a student admits to violating one of the standards of the Code of Conduct.

4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.

5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.
INSTRUCTIONAL PROGRAM

Extracurricular Activities Code of Conduct

Drug, Tobacco and Alcohol Violations

Meaning of Terms (Continued)

Self Reporting. A student who violates the Code of Conduct must self-report. A failure to self-report will lead to a longer suspension or other discipline. The self-report must be made to the principal, athletic director or the head coach or sponsor of an activity in which the student participates. The student’s parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student’s conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely and honestly provide the information and may be disciplined for a failure to be honest and forthright.

Consequences. Students who violate the Code of Conduct or coach or sponsor rules or regulations may be disciplined by suspension for up to one calendar year from the date of the finding or violation.

When Suspensions Begin. All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student. Suspension incurred in one school will be enforced at any subsequent schools if students transfer while under suspension.
INSTRUCTIONAL PROGRAM

Extracurricular Activities Code of Conduct

Drug, Tobacco and Alcohol Violations

Meaning of Terms (Continued)

Letters and Post-Season Honors. A student who commits a Code of Conduct violation is:

1. eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation; provided that the coach/sponsor, with the principal’s approval, may make an exception where the student has self-reported.

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Related Policies and Regulations: 5480, 5481
Legal Reference:
INSTRUCTIONAL PROGRAM

Procedures for Suspension

Students may be suspended by the principal or his/her designee from practices or participation in interscholastic competition or participation in co-curricular activities for violation of rules and standards of behavior adopted by the Lincoln Board of Education or the administrative staff of the school.

The following procedure shall be followed with regard to suspension:

1. The party considering the suspension shall make a reasonable investigation of the facts and circumstances. In addition, suspension shall be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purpose.

2. Prior to commencement of the suspension, the student shall be given oral or written notice of the charges against the student. The student shall be advised of what the student is accused of having done, and the basis of the accusation, and an explanation of the evidence the authorities have.

3. The student shall be afforded the opportunity to explain the student’s version of the facts to the person effecting the suspension.

4. Within 24 hours or such additional time as is reasonably necessary following suspension, the principal or his/her designee shall send a written statement to the student, student’s parents, or guardian describing the student’s conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.

5. An opportunity shall be afforded the student, parents or guardian of the student to confer with regard to the matter with the principal or administrator ordering the suspension.

6. If the student or student’s parents/guardian are not satisfied with the determination, an appeal may be made to the building principal.

7. If the student or student’s parents/guardian are still not satisfied with the determination, a hearing may be requested before the associate superintendent of instruction or designee. A form or a request for hearing to be signed by such parties and delivered to the associate superintendent of instruction or designee in person or by registered or certified mail. This request must be received by the associate superintendent of instruction within five days of receiving notice of suspension.
INSTRUCTIONAL PROGRAM

Procedures for Suspension (Continued)

8. If a hearing is requested, it shall be held within 10 days of the request and a notice of the time and place of the hearing will be given to the participants, and parents or guardian within five days of receiving the request. There shall be no stay of the penalty imposed pending an appeal.

9. At the hearing, as provided above, should witnesses testify, the participants will be given the opportunity to confront and cross-examine such witnesses. The participant will have the right to have a decision based solely on the evidence presented at the hearing.

10. Upon conclusion of the hearing, a written statement of findings of facts from the hearing will be compiled and a decision rendered within five school days. The statement of finding of fact and decision will be mailed to the participant, parents or guardian. A record of the hearing shall be kept by the school.

11. Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage provided herein.
INSTRUCTIONAL PROGRAM

Alcohol, Tobacco and Drug Violation Consequences

First Offense

Self-Report: The student will be ineligible for 14 calendar days of interscholastic competition/performance with a minimum of the next two competitions/performance dates. During the suspension, the student must schedule a meeting with the school’s School Community Intervention Program (SCIP) coordinator and complete an assigned drug education course.

Non-Report: The student will be ineligible for 21 calendar days of interscholastic competition/performance with a minimum of the next three competitions/performance dates. During the suspension, the student must schedule a meeting with the school’s SCIP coordinator and complete an assigned drug education course.

Second Offense

Self-Report: The student will be ineligible for 28 calendar days of interscholastic competition/performance with a minimum of the next four competitions/performance dates.

Non-Report: The student will be ineligible for 42 calendar days of interscholastic competition/performance with a minimum of the next six competitions/performance dates.

Next Offense

The student will be ineligible to participate for one calendar year. If an additional violation occurs within that suspension year, suspension dates will be adjusted based on the most current violation showing one calendar year from the last violation.

Procedures

* The suspension begins the day the student is informed of the violation by a school administrator/coach/sponsor.

* Students suspended from competition/performances may still attend and participate in practices. If a performance is associated to a grade, the student will be given an alternative assignment to earn credit points.

* A student enrolling in a diversion program or any other form of criminal disposition in lieu of drug/alcohol charges being filed does not waive any athletic policy suspension the code of conduct mandates.
INSTRUCTIONAL PROGRAM

Alcohol, Tobacco and Drug Violation Consequences (Continued)

* If a student/athlete violates the policy, they will be required to serve their full suspension in that season and/or the next activity/sport they participate in during that academic year or subsequent academic years.

* If a student participates in a single activity that has fewer competition/performance dates in the entire year than the minimum number of suspended competitions/performances, the principal or designee will determine the consequences, with a minimum of one performance/competition suspension.

* Students who decide to participate in an activity that they normally would not have participated in simply to get their suspension completed, must finish that entire season in good standing. If the student does not finish that season, the suspension will carry over to the next season.

* These offenses are cumulative through the student/athlete’s high school career.

* More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing and may be increased at the discretion of the administration.

Reviewed and Remains in Effect as Written: 2019-02-12
Date of Last Revision: 2015-05-06
Original Regulation or Oldest Version: 2015-05-06
Related Policies and Regulations: 5480, 5481
Legal Reference:
INSTRUCTIONAL PROGRAM

Initiations, Hazing, Secret Clubs and Outside Organizations

Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity or any brutal treatment or the performance of an act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

Reviewed and Affirmed by the Board: 2019-02-12
Last Revision: 2016-08-09
Original Adoption or Oldest Version: 2013-11-12
Related Policies and Regulations:
Reference Neb. Rev. Stat. §§ 28-311.06 to 28-311.07
INSTRUCTIONAL PROGRAM

Nonpublic Forum and Limited Open Forum

Nonpublic Forum

All of the District’s facilities, grounds, programs and activities are hereby designated as, and shall remain, nonpublic forums, unless otherwise specifically provided.

Limited Open Forum for Non-curriculum-related Student Groups

High schools will provide a fair opportunity, equal access to, and will not discriminate against non-curriculum-related student groups who wish to conduct meetings before school, after school, during lunch or at other non-instructional times. This policy shall not, however, limit the authority of the school to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure attendance of students at such meetings is voluntary. The views, aims, policies, opinions or content of meetings conducted under the provisions of this policy are not, and are not to be, considered as being endorsed or sponsored by the District, its Board members, administrators, employees or agents.
INSTRUCTIONAL PROGRAM

Limited Open Forum

High schools in this District shall provide a limited open forum for non-curriculum related student groups wishing to meet in the school, subject to the following:

a. Students shall be permitted to meet during the non-instructional time of the individual students involved in the meeting, including before school, after school, during lunch or other non-instructional times. No student shall be present at a meeting at a time when the student has a class or is required by school rules to be elsewhere unless permission from the principal or designee is obtained. This includes any time during which the school requires the particular student or all students to be off school property or outside the school building.

b. All non-curriculum related meetings shall be student initiated and open to all students in the school. All student attendance at the meeting shall be voluntary.

c. No meeting shall include any activity that is unlawful or that materially and substantially interferes with the orderly conduct of educational activities within the school.

d. The content of non-curriculum related student meetings is not sponsored by the School District.

e. Students may invite speakers to their meetings subject to the provisions of paragraphs (2), (3), and (4). Non-school persons may not direct, conduct, control or regularly attend activities of such student groups.

f. It shall be the responsibility of the students to make arrangements for a staff member to provide site supervision at the meeting. No staff member shall be compelled to supervise any non-curriculum related student meetings.

g. If students wish to have a non-curriculum related meeting under this regulation, they must file a request with the principal which lists:

i. The name and purpose of the student group.

ii. The room in which they wish to meet and the time during which they will meet.

iii. The name of one student who will serve as the contact between the group and school authorities.

iv. The staff member who will provide site supervision.
INSTRUCTIONAL PROGRAM

Limited Open Forum (Continued)

The principal or designee shall approve a meeting if it meets the requirement of this regulation and shall notify the student contact person of such approval, or if the same does not meet the requirements of this regulation, the reasons for disapproval, within two (2) school days of the submission of the request to meet.
SPECIAL EDUCATION

Special Education Policy

Lincoln Public Schools adopts this special education policy with the intent that the policy maintains the District’s compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District’s special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of this policy. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

1. Free Appropriate Public Education

   A free appropriate public education shall be made available to all children with disabilities residing in the District from date of diagnosis through the school year in which the student reaches 21 years of age, including children with disabilities who have been suspended or expelled.

   Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

2. Full Educational Opportunity Goal

   The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education and vocational education.

   Legal Reference: 92 NAC 51-004.11A

3. Child Find

   All children with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated and a practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services.

   Legal Reference: 92 NAC 51-006.01 through 006.01A2
SPECIAL EDUCATION

Special Education Policy (Continued)

4. Individualized Education Program (IEP)
   An individualized education program, or an individualized family service plan, is to be developed, reviewed and revised for each child with a disability in accordance with 92 NAC 51-007.
   Legal Reference: 92 NAC 51-007

5. Least Restrictive Environment
   To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled; and special classes, separate schooling or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.
   Legal Reference: 92 NAC 51-008.01 through 008.011

6. Procedural Safeguards
   Children with disabilities and their parents shall be afforded the required procedural safeguards.
   Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07 and 016.01 through 016.07C

7. Evaluation and Identification Procedures
   Children with disabilities shall be evaluated and identified in accordance with 92 NAC 51-006. The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. Locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 200 miles of the school building the child attends. The District will provide the parent(s) with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.
   Legal Reference: 92 NAC 51-006

8. Confidentiality of Personally Identifiable Information
   The confidentiality of student records and information shall be maintained in accordance with law.
   Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3
SPECIAL EDUCATION

Special Education Policy (Continued)

9. Transition of Children from Part C to Preschool Programs

Children participating in early intervention programs under Part C of the IDEA (early intervention services) and who will participate in preschool programs assisted under Part B of the IDEA (services for school-aged children) shall experience a smooth and effective transition to those preschool programs in a manner consistent with 92 NAC 52-008. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

10. Children in Nonpublic Schools

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

11. Personnel Standards and Personnel Development

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

12. Participation in and Reporting of State and District-wide Assessments

All children with disabilities shall be included in all general state and district-wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05
SPECIAL EDUCATION

Special Education Policy (Continued)

13. Suspension and Expulsion Rates

The District will examine data, including data disaggregated by race and ethnicity, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

14. Access to Instructional Materials

In the event the District chooses to coordinate with the National Instructional Materials Access Center (NIMAC) when purchasing print instructional materials, the District will enter into a written contract with the publisher of the print instructional materials to:

a. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the print instructional materials using the National Instructional Materials Accessibility Standard, or

b. Purchase instructional materials from the publisher that are produced in, or may be rendered in, specialized formats.

Legal Reference: 92 NAC 51-004.15

15. Over-Identification and Disproportionality

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child’s native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child.

Legal Reference: 92 NAC 51-003.10; 006.02C

16. Prohibition on Mandatory Medication

Children shall not be required to obtain a prescription for a controlled substance nor will they be required to take a medication as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)
SPECIAL EDUCATION

Special Education Policy (Continued)

17. **Transportation**
   Transportation will be provided for children with disabilities who are eligible for transportation and residents of the School District as required by law.
   Legal Reference: 92 NAC 51-014.01 through 014.02

18. **Surrogates**
   A surrogate will be appointed and other action taken to ensure the rights of children with a disability as required by law.
   Legal Reference: 92 NAC 51-009.10

19. **Early Intervention Services – Consent**
   When a parent refuses to consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.
   Legal Reference: 92 NAC 52

Reviewed and Affirmed by the Board:
Last Revision: 2015-08-25
Original Adoption or Oldest Version: 2011-12-13
Related Policies and Regulations:
Legal Reference:
34 CFR Parts 300, 303 and 304
Neb. Rev. Stat. § 79-1110 to 79-1167
92 NAC 51
BOARD OPERATING PROCEDURE

Philosophy Statement

The Lincoln Board of Education is committed to providing the highest quality education for all Lincoln Public Schools students. The Board sees the primary mission of the District to be the development of responsible adults:

— who are productive citizens of a pluralistic community, nation and world;
— who are prepared to learn throughout their lives; and
— who are appreciative of the arts, history and culture.

The Board holds the District staff accountable for achieving the District’s mission through the most effective and efficient use of available resources.

The Board further recognizes that students in the Lincoln Public Schools are educated for the future and therefore expects the District to be self-renewing, flexible and capable of adjusting to the needs of its various constituencies.

As the elected governing body of the School District, the Board believes in sharing its decision-making processes with parents, students, other citizens and staff members.

Vision Statement

The overarching vision of Lincoln Public Schools is to prepare ALL students to be college, career and civic-life ready with a goal of 90 percent on-time graduation.
BOARD OPERATING PROCEDURES

Statement of Purpose

The Lincoln Board of Education supports the educational mission of the State of Nebraska as established by the legislature:

1. Offer each individual the opportunity to develop competence in the basic skills of communications, computations and knowledge of basic facts concerning the environment, history and society;

2. Offer each individual the opportunity to develop higher order thinking and problem-solving skills by means of adequate preparation in mathematics, science, the social sciences and foreign languages and through appropriate and progressive use of technology;

3. Inspire in each individual the ability and desire to continue learning throughout his or her life;

4. Encourage knowledge and understanding of political society and democracy in order to foster active participation therein;

5. Encourage the creative potential of each individual through exposure to the fine arts and humanities;

6. Encourage a basic understanding of and aid the development of good health habits; and

7. Offer each individual the opportunity for career exploration and awareness.

Last Revision: 2019-03-26
Original Adoption or Oldest Version: 2008-09-23
Related Policies and Regulations: 79-701, 79-702
Legal Reference: 79-701, 79-702
BOARD OPERATING PROCEDURES

Purpose and Role of the Board

As an agency of the state, the Lincoln Board of Education is the governing body for the Lincoln Public Schools. It has full responsibility for the general control and direction of the school system.

In discharging its responsibilities, the Lincoln Board of Education will function as a policy-forming and legislative body. It places responsibility for the execution of its policies with its executive officer, the Superintendent.
BOARD OPERATING PROCEDURES

General Functions

General functions of the Lincoln Board of Education include:

1. Set major directions reflecting guidelines of law, expectations of community and needs of students.
2. Provide for financial resources necessary to provide programs.
3. Provide for implementation and evaluation of the school program in terms of the Board’s stated goals and to recommend initiation of desired or needed changes.

Reviewed and Affirmed by the Board: 2019-03-26
Last Revision: 2008-09-23
Original Adoption or Oldest Version: 2008-09-23
Related Policies and Regulations:
Legal Reference: 79-408, 79-526
BOARD OPERATING PROCEDURES

Specific Functions

Specific functions retained by the Lincoln Board of Education include but are not limited to the following:

1. To select the Superintendent.

2. To act upon personnel changes including all appointments and dismissals of staff, to determine salaries and working conditions of employees, and to establish procedures for development of personnel policy.

3. To adopt courses of study and to approve instructional materials for use in the schools, and to provide the student services needed to support a sound instructional program.

4. To determine facility needs, and to purchase sites, employ architects, adopt plans, erect new buildings, remodel existing buildings, and close and maintain buildings as necessary to meet the educational needs of all the students in the District.

5. To adopt an annual budget which provides a detailed plan of income and expenditures.

6. To require, consider and evaluate reports of the Superintendent concerning progress of the school system, including reports of business transacted or pending and reports showing the financial status of the District.

7. To designate transportation, food service, or other auxiliary services to be provided to students or the community.

8. To establish attendance areas for the schools.
BOARD OPERATING PROCEDURES

Authority of and Public Statements by Individual Members

It is understood that the members of the Lincoln Board of Education have authority only when acting as a Board in legal session.

The Lincoln Board of Education exists as an entity only when it is in official session. All business of the Board will be conducted through its meetings. No committee of the Board, member of the Board, or staff member of the Lincoln Public School District shall have the power to act for the Board of education or to imply an action on the part of the Board without specific approval authorized by the Board with record of such action in the minutes.

The Board shall not be bound in any way by any action or statement on the part of any individual Board member or committee of the Board, except when such statement or action is in pursuance of specific, formal instructions from the Board.
BOARD OPERATING PROCEDURES

Board Code of Conduct

The members of the Lincoln Board of Education willingly agree, to the best of their ability, to:

- Recognize that a board member has no legal authority as an individual and that decisions can be made only by a majority vote at a board meeting;

- Abide by and not undermine policies and decisions of the board, while retaining the right to seek changes;

- Attend all scheduled board meetings unless excused, and become informed concerning the issues to be considered at those meetings;

- Render all decisions based on the available facts and independent judgment;

- Work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent;

- Communicate with the superintendent and administration in an appropriate and timely manner to ensure that appropriate materials are available for board discussion;

- Be informed about current educational issues by individual study and through participation in programs providing needed information;

- Support and respect the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;

- Declare all conflicts of interest;

- Take no private action that might compromise the board or administration and to respect the confidentiality of information from executive or closed sessions and information that is privileged or confidential under applicable law;

- Remember always that the primary concern of all board members is the educational welfare of all students attending the Lincoln Public Schools, while being fiscally accountable to the community; and

- Attend and participate in committees and special appointments as assigned.

Last Revision: 2019-03-26
Original Adoption: 2017-07-25
Related Policies and Regulations:
Legal Reference:
BOARD OPERATING PROCEDURES

Organization

Public education is legally a function of the state. In Nebraska, broad powers are delegated to local school units governed by a Board of Education. The Lincoln Board of Education therefore derives its powers and certain of its responsibilities through legislative enactments and by constitutional requirements of the state.

The School District of Lincoln, officially designated as the Lancaster County School District 001, is a corporation for public purposes created by the State of Nebraska, governed by state statute, and legally separate and distinct from the government of the City of Lincoln. As such it is one unit of the state school system. The general school laws and particularly chapter 79 apply to the Lincoln District. Lincoln is classified as a Class IV District.

Inasmuch as the organization, management and control of the District is vested by law in the Board, the Board hereby establishes and will continue to maintain policies, amending them as needed, to guide its internal operations.

Those policies shall be drafted, adopted, and amended with full consideration for the Board’s wish to provide education of the best obtainable quality for the residents of the District within the limitations of the ability to support such education.

Last Revision: 2019-03-26
Original Adoption or Oldest Version: 2008-09-23
Related Policies and Regulations: 79-408
Legal Reference: 79-408
BOARD OPERATING PROCEDURES

Number of Members and Terms of Office

Lincoln Board of Education members are elected according to state statute. Any appointment as an officer of the Board is at-will and may be removed at any time without cause by action of the Board.
BOARD OPERATING PROCEDURES

Officers of the Board

The officers of the Lincoln Board of Education shall be the President, the Vice President, the Treasurer and the Secretary, who shall be the Superintendent.

If both the President and Vice President are absent from a meeting, the Board members present will designate the chair for the meeting.

The Superintendent is also the Clerk of the Board of Education whose duty it is to maintain the official records of the District.

Last Revision: 2019-03-26
Original Adoption or Oldest Version: 2008-09-23
Related Policies and Regulations: 8122
Legal Reference: 13-905; 79-566; 79-569; 79-575; 79-576; 79-577; 79-578; 79-579
BOARD OPERATING PROCEDURES

President

The Lincoln Board of Education President presides at all meetings of the Board, except Committee of the Whole meetings.

The President exercises such powers and performs such duties as usually fall to the presiding officer of a governing body; and in addition thereto, unless further modified or overruled by Board action, the President is specifically hereby delegated by the Board full power and authority to approve minutes, adjourn meetings and excuse member absences for and on behalf of the Board.

The President appoints those special committees or special appointees deemed necessary or those The President is requested to appoint by the Board.

The President advises the Superintendent in matters of procedure and works with the Superintendent to set the agenda for meetings of the Board.

The President or the President’s designee represents the Board at ceremonial events, community meetings and other special occasions. Upon request, the Communications Department will assist in preparing remarks for these events.

Vice President

The Board Vice President performs the duties of the President in the absence or disability of the President to perform.

The Vice President acts as chair of the Committee of the Whole.

Terms of Office

The President and Vice President will serve terms of up to one year.
BOARD OPERATING PROCEDURES

Treasurer

The Lincoln Board of Education Treasurer shall attend meetings of the Board when required to do so.

The Treasurer shall pay out school monies only upon warrant signed by the President or Vice President and countersigned by the Associate Superintendent for Business Affairs.

The Treasurer shall give a bond or evidence of equivalent insurance coverage payable to the Lincoln Public School District in such sum as affixed by the Board of Education and shall prepare and submit in writing a monthly report of the state of the finances.

Reviewed and Affirmed by the Board: 2019-03-26
Last Revision: 2008-09-23
Original Adoption or Oldest Version: 2008-09-23
Related Policies and Regulations: 8120
Legal Reference: 79-586; 79-587; 79-588; 79-591
BOARD OPERATING PROCEDURES

Secretary

The Secretary shall be responsible for publication of the agenda in accordance with Board rules.

The Secretary shall be responsible for publication of official notices and for the completion of reports required of the Board.

The Secretary is the Clerk of the Board and of all District meetings when present. The Secretary shall fulfill all duties of Secretary to the Board of Education as required by the statutes and regulations of the State of Nebraska.

When a notice is required to be given to the Secretary by the Superintendent, the Treasurer will be designated as the Secretary for the purpose of receiving the notice.

Last Revision: 2019-03-26
Original Adoption or Oldest Version: 2008-09-23
Related Policies and Regulations:
Legal Reference: 79-575; 79-576; 79-577; 79-578; 79-580; 79-581; 79-582
BOARD OPERATING PROCEDURES

Committees

Committees shall not have legislative or administrative functions, except as specifically authorized in Lincoln Board of Education minutes or policy. All matters except those of routine or emergency nature should be referred to a committee before action by the Board.

The President shall appoint the members and chair of each committee; members will serve on an “at-will” basis until the next Annual Organizational Meeting. Any such appointment is at-will and may be removed at any time by action agreed upon by the President and Vice President of the Board.

Summaries of all committee meetings shall be reported to the Board for its information, recording and possible action, and to the Superintendent.

Committee of the Whole

The Lincoln Board of Education may function as a Committee of the Whole during a regularly scheduled or special meeting when it is necessary to extend discussion on an issue. Any member may refer an item to the Committee of the Whole through a motion to commit or to refer.

The Secretary shall keep a memorandum of the matters discussed and prepare a Committee of the Whole report for submission at a regularly scheduled business or special meeting.

Standing Committees

Standing committees provide the opportunity for staff and Board members to research and discuss issues so as to adequately prepare materials for Board consideration at School Board meetings and review, revise and recommend policy for areas related to the committee agendas.* The following are the Board’s standing committees:

American Civics/Multicultural/Wellness – The committee is responsible for required curricula reviews. (*Policies 2130, 2135 and 5505)

Finance Committee – Review issues regarding the presentation and tracking of the General Fund Budget. (*Policies 3000-3699)
BOARD OPERATING PROCEDURES

Committees

Standing Committees (Continued)

Governmental Relations and Community Engagement – The committee considers efforts of the District to share the story of the work, goals and outcomes of Lincoln Public Schools with a variety of audiences – internally and externally – through a wide variety of communication and community engagement channels and media; this includes reviewing issues regarding federal, state and local legislation or regulations. (*Policies 1000-1999)

Personnel Policy – Review issues regarding human resources organization and management. (*Policies 4000-4999)

Planning and Transportation Committee – Review issues regarding building facilities, safety and security, enrollment, boundaries, the Site and Building Fund budget, facility bond issues and transportation. (*Policies 3700-3999)

Student Learning and Technology – Review issues regarding strategies and systems to improve student safety and learning. (*Policies 5000-7999)

*The President and Vice President will be responsible for annually reviewing and recommending revisions or new policies in the 2000 and 8000 series of policies covering Administration and Board Operating Procedures.

Temporary, Special or Ad Hoc Committees

Additional temporary, special, or ad hoc committees of the Board may be established only by Board action or by the President.

The President shall appoint such temporary and special committees as may be deemed necessary or advisable by the Board to make such appointments. Any such appointment is at-will and may be removed at any time by action agreed upon by the President and Vice President of the Board.

Special Appointments

Members of the Board may be appointed to represent the Board on joint committees with other agencies or as advisors to other agencies. The President will make such special appointments unless otherwise designated by the Board. The members so appointed will serve “at-will.” Any such appointment is at-will and may be removed at any time by action agreed upon by the President and Vice President of the Board.
BOARD OPERATING PROCEDURES

Committees

Special Appointments (Continued)

The following are the committees to which annual Board appointments are made:

- Calendar Committee
- The Foundation for Lincoln Public Schools
- Mayor’s Neighborhood Roundtable
- NASB Board of Directors and Government Relations Network
- NASB Legislative Committee
- Lincoln Safe and Successful Kids Interlocal Board
- Joint Board of the Career Academy Board

Last Revision: 2019-05-14
Original Adoption or Oldest Version: 2014-10-28
Related Policies and Regulations: 1230, 1230.1
Legal Reference: 79-724
BOARD OPERATING PROCEDURES

Filling Vacancies

The Lincoln Board of Education shall fill by appointment any vacancy that may occur. When a vacancy occurs on the Board, it will be filled by the following procedure:

1. At a regular meeting of the Board, the Superintendent will present a list of the legal qualifications for Board members.

   After reviewing the legal requirements, the Board may establish additional qualifications as it deems appropriate.

   The Board will adopt a statement of qualifications which will be made public. At the same meeting the Board will designate with whom nominations or suggestions may be filed and what form such nominations should take.

   At the request of the Board, the staff will present a list of all candidates and prepare an informal dossier on those candidates who meet the Board’s statement of qualifications.

2. At the discretion of the Board, candidates for the Board vacancy may be invited to interview with members of the Board.

3. At a meeting of the Board, an appointee will be selected as follows:
   a. Each member of the Board will nominate, in signed written ballots, three candidates.
   b. The nominations will be tallied to identify the names most frequently nominated.
   c. From the reduced list, each Board member will nominate, on signed written ballots, two candidates.
   d. The resulting nominations will be tallied to identify the names most frequently nominated.
   e. From the resulting nominations the Board will vote, in signed written ballots, for the final appointee, repeating the vote until a majority is reached. A majority in this instance requires four votes. The vote must be ratified in a formal roll call vote.
   f. The Board’s legal counsel will oversee the tally of votes with the assistance of the Superintendent. All signed nominations and ballots will become part of the official minutes.
BOARD OPERATING PROCEDURES

Filling Vacancies (Continued)

The person selected to fill a vacancy will serve as per state law.
BOARD OPERATING PROCEDURES

Orienting New Board Members

The Lincoln Board of Education and the administrative staff shall assist each new member-elect to understand the Board’s functions, policies and procedures and the operation of the school system both before and after the new member takes office. Each member-elect:

1. Shall be given selected material on the function of the Board and the school system.
2. Shall be invited to attend Board meetings.
3. Shall be invited to meet with the Superintendent and other administrative personnel to discuss services they perform for the Board.
4. Shall be given copies of the Board’s policies and bylaws, administrative regulations, and copies of pertinent materials developed by the Nebraska Association of School Boards.

Last Revision: 2019-03-26
Original Adoption or Oldest Version: 2008-09-23
Related Policies and Regulations: 
Legal Reference:
BOARD OPERATING PROCEDURES

Opportunities for Development

Attendance at meetings and conferences related to education or school matters shall be encouraged for the value they have to the school system and to the professional growth of Lincoln Board of Education members.

The Superintendent shall notify Board members of scheduled meetings and conferences which might be of interest or benefit.

Lincoln Board of Education members shall be expected to maintain their effectiveness by being well informed on educational issues.

Each member of the Board is authorized to attend, at Lincoln Public School District expense, conventions sponsored by the National School Boards Association, the Nebraska Association of School Boards and other pertinent professional meetings provided that the reimbursable expenses are less than $1,000. Members of the Board are authorized to attend the National School Boards Association annual conference provided the reimbursable expenses are less than $1,000 not including the registration fee. A Board member seeking reimbursement of expenses from the District for development opportunities not authorized by this Policy must receive advance approval from the Board President and Vice President. For the Board President and Vice President, approval must, in addition, be given by one other Board member.
BOARD OPERATING PROCEDURES

Reimbursement and Miscellaneous Expenditures

A uniform policy for the payment or reimbursement of actual and necessary expenses incurred by Board members, employees or volunteers and for the payment or reimbursement of miscellaneous expenditures is hereby determined to further the educational interests of the District.

The adoption of this uniform policy has taken place after a public hearing and the Board of this District has taken into consideration all material and information provided at this public hearing in adopting this uniform policy.

The Board of this District hereby determines that the educational interests of this School District would be best served by adoption of the uniform policies herein contained.

Board members, employees or volunteers of the District are expected to maintain effectiveness by being well informed on educational and related issues and are encouraged to diligently perform their required duties, attend educational workshops, conferences, training programs, official functions, hearings or meetings which are necessary to perform required duties, sponsored by the District or state and national educational organizations or which are otherwise in the best interests of this School District as follows:

a. Unless the total cost of such activities exceeds $1,000 per Board member, Board members are hereby given prior approval by this Board and are specifically authorized to attend such functions without additional or further approval by the Board, and the District shall pay or reimburse the registration costs, tuition costs, fees or charges for such functions along with actual travel expenses. If travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be paid or reimbursed based upon substantiated costs actually and necessarily incurred. Board members seeking the District to cover the cost of development opportunities exceeding $1,000 must receive advance approval of the Board President and Vice President.

b. Employees and volunteers are authorized to attend such functions upon prior approval by the Superintendent or the Superintendent’s designee, and the District shall pay or reimburse for amounts not to exceed actual registration costs, tuition costs, fees or charges for such functions along with actual travel expenses. If travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be paid or reimbursed based upon substantiated costs actually and necessarily incurred, subject to any limitation upon amounts allocated for the particular function or expense item.
Reimbursement and Miscellaneous Expenditures (Continued)

Payment or reimbursement for expenses incurred by Board members, employees or volunteers as otherwise specifically permitted by law may also be allowed as provided by such law.

Since it is hereby determined to be important and in the best interest of this District to recognize service by Board members, employees and volunteers, the Board hereby authorizes the President, Superintendent or the Superintendent’s designee to determine when and to whom plaques, certificates of achievement, or other items of value shall be granted, provided that no such plaque, certificate or other item of value to be awarded shall cost more than $100.

When appropriate because of the timing, length or other factors, sandwiches or meals may be provided to Board members, employees and volunteers attending hearings, meetings, staff development programs, or in other appropriate or necessary situations.

Nonalcoholic beverages and refreshments may be provided to individuals attending public meetings, private meetings, discussions or public or private conferences as determined necessary or appropriate by the Superintendent or the Superintendent’s designee to be in the best interest of this District.

Nonalcoholic beverages and meals may be provided for individuals while performing or immediately after performing relief, assistance or support activities in emergency situations or during or immediately following their participation in any activity approved by the Board.

In addition to the other matters covered and allowed by this policy, one recognition dinner each fiscal year may be held for Board members, employees or volunteers provided the maximum cost per person, to be paid or reimbursed by the District for such dinner, shall not exceed $50.

The authority necessary to carry out the provisions of this policy should be and is hereby delegated from the Board to the designated officials so indicated herein.
Nothing in this policy shall authorize the expenditure of public funds to pay for any expenses incurred by a spouse of a Board member, employee or volunteer unless the spouse is also a Board member, employee or volunteer.
BOARD OPERATING PROCEDURES

Conflict of Interest

Lincoln Board of Education members shall abstain from voting on matters in which they may have a conflict of interest.

Except as defined in Nebraska statute, conflict of interest of a Board member shall not prevent a Board member from serving on the Board or restrict the hiring or purchasing practices of the Lincoln Public School District.

Reviewed and Affirmed by the Board: 2019-03-26
Last Revision: 2008-09-23
Original Adoption or Oldest Version: 2008-09-23
Related Policies and Regulations: 3615
Legal Reference: 49-1999.03; 49-1999.04; 49-1999.05; 49-14,101; 49-14,102; 49-14,102.02; 49-14,103; 49-14,103.01; 49-14,103.02; 49-14,103.03; 49-14,103.04; 49-14,103.05; 49-14,103.06; 49-14,103.07; 79-544; 79-818
BOARD OPERATING PROCEDURES

Conflict of Interest

1. Any Lincoln Board of Education member who would be required to take any action or make any decision in the discharge of his or her duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:

a. Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict; and

b. Deliver a copy of the statement to the Secretary of the Board of Education who shall enter the statement into the public records of the School District.

The Board member shall take such action as the Commission shall advise or prescribe to remove himself or herself from influence over the action or decision in the matter.

2. The provisions of paragraph 1 above shall not prevent a Board member from making or participating in the making of a School District-related decision to the extent that the individual’s participation is legally required for the action or decision to be made. In such event, the Board member shall report the occurrence to the Commission.

3. Except as defined in Nebraska statute and this policy, conflict of interest of a Board member shall not prevent a Board member from serving on the Board or restrict the hiring or purchasing practices of this School District.

4. Superintendent or Superintendent’s designee shall provide

a. Each Board member with copies of state statutes of Nebraska pertaining to conflicts of interest at the organizational meeting of the Board. In addition, any newly appointed or elected Board member shall be provided such statutes.

b. When possible, each Board member with a list of financial matters on the agenda to come before the Board at the next regular meeting in sufficient detail to allow the Board member to identify potential conflicts of interest and report and receive advice from the Commission.
5. For purposes of this policy, immediate family member shall be defined as a child residing in the Board member’s household, a Board member’s spouse or an individual claimed by that Board member or the Board member’s spouse as a dependent for federal income tax purposes.
BOARD OPERATING PROCEDURES

Former Members of the Board

Former members of the Lincoln Board of Education shall be appropriately recognized and thanked for their service to the schools and community.

Services provided to former Board members may include, but not be limited to, the following:

1. Copies of selected reports.
2. Complimentary passes to athletic events and other school activities.
3. Personal invitations to special public functions of the Board.
4. Present diplomas at graduation ceremonies.

Last Revision: 2019-03-26
Original Adoption or Oldest Version: 2008-09-23
Related Policies and Regulations: 8250
Legal Reference:
BOARD OPERATING PROCEDURES

Formulation/Adoption of Policies

The formulation and adoption of written policies is the basic method by which the Lincoln Board of Education exercises its leadership in the operation of the school system. The study and evaluation of reports as to the execution of its written policies is the basic method by which the Board exercises its control over the operation of the school system.

All Board policies shall be formally adopted and recorded in the minutes of the Board. Any revisions, additions, amendments and/or deletions shall be placed on the District’s website or otherwise be made available so that the public and employees may be notified of such change.

At the direction of the Board, the Superintendent of Schools will prepare a policy statement in the language and codification with which they are to be entered into the official policy manual and present them for the approval of the Board.

In voting on the adoption of policies, the Board will not approve a policy statement at the same meeting at which it is first proposed except in the cases of emergencies.

Policies may be adopted after consideration at two regular meetings of the Board. The agenda and minutes shall be marked to indicate policy matters.

The Board policies shall be subject to amendment only by majority vote of all members of the Board. Amendments may be made only after consideration at two meetings of the Board.

Reviewed and Affirmed by the Board: 2019-03-26
Last Revision: 2008-09-23
Original Adoption or Oldest Version: 2008-09-23
Related Policies and Regulations: 8311, 8314
Legal Reference:
BOARD OPERATING PROCEDURES

Formulation of Administrative Regulations

The Lincoln Board of Education shall delegate to the Superintendent the function of specifying required actions and designing the detailed arrangements under which the schools will be operated.

Such rules and detailed arrangements shall constitute the administrative regulations governing the schools. They must be consistent with the policies adopted by the Board.

In the absence of applicable policy, the Superintendent is authorized to establish regulations subject to the review of the Board.

New or amended regulations, a part of the administrative regulations, should be codified and placed in the Lincoln Public School District administrative manuals. Copies of new or amended administrative regulations will be presented to the Board members for their information.

Adoption of Administrative Regulations

The Board does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent, or as required by negotiated agreements with employee organizations, in which case, any such regulation shall become a part of any such agreement and shall be subject to amendment as provided in any such agreement. Adoption and amendment of such Board-adopted regulations shall be by the same procedure as that specified.

The Board reserves the right to review and require revisions of administrative regulations should the regulations, in the Board’s judgment, be inconsistent with the policies adopted by the Board.
BOARD OPERATING PROCEDURES

Suspension of Policies and Regulations

Policies and regulations shall be subject to suspension for a specified purpose and limited time by a majority vote of a quorum of the Lincoln Board of Education.

Reviewed and Affirmed by the Board: 2019-03-26
Last Revision: 2008-09-23
Original Adoption or Oldest Version: 2008-09-23
Related Policies and Regulations: 
Legal Reference:
BOARD OPERATING PROCEDURES

Board of Education Records

The approved budget, statistical compilations, reports, notices, bulletins, memoranda, minutes of meetings and official communications between governmental branches are public records, and, except as provided by law, access thereto during normal hours of business may be granted to any citizen. When access to school records is granted, examination thereof will be made in the presence of the record custodian regularly responsible for maintenance of the files.

Records which are protected by federal and state legislation are not considered public records and access to such records is permitted only under prescribed procedures.

Reviewed and Affirmed by the Board: 2019-03-26
Last Revision: 2008-09-23
Original Adoption or Oldest Version: 2008-09-23
Related Policies and Regulations: 5350
Legal Reference: 79-2,104; 79-8,109; 84-712.05; 20 U.S.C. §1232g
BOARD OPERATING PROCEDURES

Membership in School Boards Associations

The Lincoln Board of Education shall maintain membership in the National School Boards Association and the Nebraska Association of School Boards. The Lincoln Board of Education may maintain memberships in other educational associations that provide value to the school system or contribute to the professional growth of Lincoln Board of Education members.

Reviewed and Affirmed by the Board: 2019-03-26
Last Revision: 2008-09-23
Original Adoption or Oldest Version: 2008-09-23
Related Policies and Regulations: 79-512
Legal Reference: 79-512
BOARD OPERATING PROCEDURES

Control of Funds

The Lincoln Board of Education will maintain fiscal operational procedures to ensure that public funds are expended for the purposes for which they were appropriated, in such manner that will ensure the greatest return toward the goals of the Lincoln Public School District for the least expenditure, and with complete accounting according to generally accepted accounting principles for school districts and other applicable codes or standards.
BOARD OPERATING PROCEDURES

Superintendent’s Evaluation

One of the most important responsibilities of the Lincoln Board of Education is the evaluation of the Superintendent of Schools. To facilitate the effective and efficient evaluation of the Superintendent, the Board will utilize an annual evaluation timeline, except for the first year of employment.

Following the Board reorganization meeting each year and before August 15, the Board president should establish the timeline for the Superintendent’s evaluation, including deadlines for the following:

1. The date of the preview of the evaluation tool and process with the Superintendent
2. The date the Superintendent’s input is due to the Board president
3. The date the Superintendent’s input is shared by the Board president with Board members
4. The date the Board members’ completed evaluation tools are due to Board president

The Board president should present the Superintendent’s annual evaluation in a regularly scheduled Board meeting no sooner than March 1st and no later than April 30th.

The second reading of the Superintendent’s evaluation should be held prior to the Board’s reorganization meeting.

Any changes to the evaluation tool and/or process must be approved by the Board prior to the beginning of the next evaluation period, unless otherwise determined.

During the first year of employment, the Superintendent will be evaluated twice, and the Board president should establish the evaluation calendar

All listed dates and timelines herein are guidelines only, need not be followed and may be modified or altered at the discretion of the Board President as deemed appropriate or as circumstances demand. At a minimum, the Board evaluation shall be based upon actual observation of the Superintendent’s performance at one full board meeting or at another functionally equivalent activity or event. Performance deficiencies, means for correction and timelines for implementing suggestions for improvement should be included in written
BOARD OPERATING PROCEDURES

Superintendent’s Evaluation (Continued)

documentation. Current Board members should annually discuss and review the Superintendent evaluation policies and procedures and train any new Board members on same within a reasonable time after taking office.

Reviewed and Affirmed by the Board: 2019-03-26
Last Revision: 2017-04-11
Original Adoption: 2016-10-11
Related Policies and Regulations: 2112, 2113
Legal Reference:
BOARD OPERATING PROCEDURES

Meetings

The Lincoln Board of Education will hold one or more regular meetings each month. Special meetings may be held as circumstances demand.

A meeting of the Board occurs when the body is intentionally convened for the transaction of business and advance publicized notice is given of the meeting (except in the case of emergencies) in accordance with the Open Meetings Act.

Regular Meetings

The Board will schedule regular meetings for the purpose of conducting the business of the District in accordance with Nebraska State law.

Work Sessions

Work sessions are a special meeting. The Board may schedule informal work sessions between regular meetings. Work sessions are desirable when extended or informal discussion is needed in advance of taking formal action, when hearing major reports of staff committees, or when reviewing or formulating extensive plans for later ratification.

During work sessions the Board shall function as a Committee of the Whole.

Other Special Meetings

Special meetings shall be held upon request of the President or at the request of at least two members of the Board.

Special meetings require reasonable advanced publicized notice except in cases of emergency.

A closed or executive session may be conducted when called for by an affirmative, majority vote of members of the Board if a closed session is clearly necessary for one or more of the following reasons, for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and such individual has not requested a public meeting. The following are the most common reasons for convening a closed session:
BOARD OPERATING PROCEDURES

Meetings

Other Special Meetings (Continued)

1. For strategy session with respect to negotiations/collective bargaining clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual in compliance with the law.
2. For strategy session with respect to property/real estate matters clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual in compliance with the law.
3. For strategy session with respect to pending litigation or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual in compliance with the law.
4. For discussion regarding deployment of security personnel or devices clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual in compliance with the law.
5. For investigative proceedings regarding allegations of criminal misconduct clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual in compliance with the law.
6. For personnel and the evaluation of job performance clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual in compliance with the law.
7. For discussion of the legal consequences of specific action and legal advice clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual in compliance with the law.

Meetings for Public Hearings

The Board may hold public hearings as necessary or as required by statute.

Open Meetings

All meetings of the Board are open to the public except for closed sessions permitted by law.

Last Revision: 2019-03-26
Original Adoption or Oldest Version: 2008-09-23
Related Policies and Regulations: 1130
Legal Reference: 79-560; 84-1407 to 84-1414
BOARD OPERATING PROCEDURES

Time and Place of Meetings

Regular meetings of the Lincoln Board of Education ordinarily will be held on the second and fourth Tuesday of each month. The Board room at the Lincoln Public Schools District Office is designated as the traditional meeting place. Date, time and place of meetings are at the discretion of the Board but will be announced in advance.

Notification to Members of Meetings

Official notification of meetings is provided to each member of the Board. The Secretary will also keep a long-term schedule of future meetings.

Notice of special meetings may be delivered in writing or electronically to each member of the Board a reasonable time before the meeting. In case of emergency, the President shall have power to call a meeting, but all members of the Board must be notified electronically or in writing. Agendas of meetings must distinctly state the business to be transacted.

A Board member shall be considered notified under this policy if the Lincoln Public School District has made reasonable effort to notify by delivering notice electronically or in writing to the residence and/or place of business of each Board member.

Notification to Public

Reasonable advance publicized notice of the time and place of each meeting shall be given by means of a public notice in the Lincoln Journal Star or Omaha World Herald newspapers or posting of a meeting notice on the bulletin board in the entry of the Lincoln Public Schools District Office building or posting on the District website and by delivery of notice and/or the agenda to news media reporters. In addition, the agenda will be readily available for public inspection at the Office of the Superintendent during regular business hours. Except for items of an emergency nature or items for discussion only, the agenda shall not be enlarged later than 24 hours before the scheduled commencement of the meeting. The Lincoln Board of Education shall have the right to modify the agenda to include items of an emergency nature or items for discussion only. The Superintendent or other designee shall maintain a list of the news media requesting notification of meetings.

Notice of a meeting of a committee or subcommittee of the Board or the District shall, when required by law to be given, be given by means of a public notice posted in or near the entry of the Lincoln Public Schools District Office building.
When it is necessary to hold an emergency meeting without reasonable advance publicized notice, the nature of the emergency shall be stated in the minutes, and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by means of electronic or telecommunication equipment. Reasonable effort shall be made to provide advance notification to the news media of such emergency meeting and the subjects to be discussed at that meeting. Complete minutes of such emergency meeting, specifying the nature of the emergency and any formal action taken at the meeting, shall be made available to the public by no later than the end of the next regular business day following the emergency meeting.
BOARD OPERATING PROCEDURES

Participation by Citizens

The function of the regular meetings of the Lincoln Board of Education is to conduct the business of the Lincoln Public School District, as distinguished from providing an open citizens’ forum. The Board believes public attendance and participation, when appropriate to the business at hand, is beneficial to the work of the Board and models the importance of civic engagement and civil discourse to the community’s children. In keeping with this belief, the Board encourages and provides an opportunity for public comment, recommendation and advice through the Public Comment agenda item at its regularly held Board meeting, public hearings on important issues facing the District and through many different forms of community engagement.

The following will help guide the Public Comment agenda item at Board Meetings and Public Hearings:

1. Persons speaking during Public Comment will be called forward individually by the Board Chair to the location identified for such purpose.

2. A time limit of five minutes will be allotted for any speaker. At the discretion of the chair, the speaker may be allotted additional time. Board members may share, address or consider comments from the public during public comment, at the end of public comment or when related business is on the agenda.

3. Each individual speaking to the Board will be required to identify himself or herself prior to giving public comment. A “Record of Appearance” card is provided for this purpose.

4. Persons wishing to appear will be heard in the order in which the Chair of the meeting determines appropriate.

5. In cases where more than one person wishes to speak on the same topic, their presentations to the Board may, at the discretion of the chair, be grouped together by topic.

6. If the number of people wishing to speak under the public participation portions of the agenda is large, the chair may rule that a public hearing be scheduled or the discussion be limited on the issue in question.

7. Persons speaking to the Board during public comment may make printed materials available to the Board but may not use any other form of media.
BOARD OPERATING PROCEDURES

Participation by Citizens (Continued)

If at any time persons appearing before the Board exceed the time limitations set forth in this policy or on the agenda or if persons appearing before the Board or who are present at the Board meeting or public hearing become abusive in language or behavior, it shall be the responsibility of the chair to declare that person or persons out of order and to refuse permission to continue to address the Board, require a change in behavior and may require the person or persons to leave the premises of the Board meeting.

Reviewed and Affirmed by the Board: 2019-03-26
Last Revision: 2016-10-11
Original Adoption or Oldest Version: 2008-09-23
Related Policies and Regulations: 8470
Legal Reference: 79-560; 79-570; 84-1407 to 84-1414
BOARD OPERATING PROCEDURES

Agenda Construction

Written meeting agendas will be prepared by the President of the Lincoln Board of Education in collaboration with the Superintendent. An item shall be placed on the agenda upon written request of two Board members. Any staff member or patron may submit agenda items which will be placed in the agenda file for consideration by the Board President and the Superintendent.

Control of Agenda

Control of the agenda is the responsibility of the chair.

Final action will not be taken on items of new business which have not been on the agenda, except upon approval of a majority of a quorum or for items of an emergency nature. Such matters will be referred to the staff for recommendations for action at subsequent meetings.

Items of an emergency nature shall require approval of a majority of a quorum of the Board and may be introduced for final action during any business or special meeting.

Last Revision: 2019-03-26
Original Adoption or Oldest Version: 2008-09-23
Related Policies and Regulations: 84-1407 to 84-1414
Legal Reference: 84-1407 to 84-1414
BOARD OPERATING PROCEDURES

Meeting Conduct

When a motion has been carried in the affirmative or negative, it shall be in order for any member who voted on the side which prevailed to move for reconsideration thereof at the same meeting or at the next meeting of the Board. A Board member with an excused absence when a vote is taken may move for reconsideration at the next meeting of the Board.

Participation by Board

Board members shall treat the public and other Board members in a professional manner and shall not become abusive in language or behavior. Initially, it shall be the responsibility of the chair to monitor this protocol through measures such as declaring a Board member as out of order, taking a recess or other appropriate means.

Quorum

Four members of the Board constitute a quorum for the conduct of business.

Board Member Information Requests

Individual Board member information requests to staff or the Board for informational items and reports which require significant staff time to prepare as determined by the President after consultation with the Superintendent shall require the written request of three Board members.

Reviewed and Affirmed by the Board: 2019-03-26
Last Revision: 2008-09-23
Original Adoption or Oldest Version: 2008-09-23
Related Policies and Regulations: 1130
Legal Reference: 84-1407 to 84-1414
BOARD OPERATING PROCEDURES

Order of Business*

1. Opening Procedures
   a. Call to Order
   b. Roll Call
   c. Announce Open Meeting Act Posting and Location
   d. Approval of Minutes

2. Special Reports, Presentations and Celebrations of Success

3. Public Comment

4. Consent Items
   a. Human Resources Matters
   b. Routine Business
      i. Claims/Wire Transfers
      ii. Payroll
      iii. Gifts
      iv. Bids, Contracts and Other Routines Business Discussed at Prior Meeting or Under $500,000
      v. Bids, Contracts and Other Routine Business
   c. Option Enrollment (In/Out)

5. *First Reading, Action at Next Meeting
   a. From Board Committees
   b. From the Superintendent
   c. Bids, Contracts and Other Routine Business over $500,000

6. Second Reading, Recommended for Action
   a. From Board Committees
   b. From the Superintendent
   c. Expedited/Emergency Actions
   d. Item(s) Removed from Consent Agenda
BOARD OPERATING PROCEDURES

Order of Business* (Continued)

7. *Informational Items/Reports
   a. From Board Committees
   b. From The Career Academy
   c. From the Superintendent

8. Announcements of Upcoming Events for the Board

9. Public Comment

10. Request for Closed Session

11. Adjournment

If a motion for closed session has been passed at the meeting, other than as the last business item immediately prior to the closed session, the Chair immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session.

* The above Order of Business may be modified and/or some listed components may be reordered or eliminated for special meetings, retreats, work sessions or as circumstances may demand at the discretion of the chair. The Lincoln Board of Education is empowered to act on any item listed on the Agenda at any time during the meeting, irrespective of the time or order listed. Pages listed, or further detail, are available upon request. The Open Meetings Act requires and the intention of the Board is that agenda items be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. The Board releases its agenda well in advance of most meetings and desires that all interested persons are fully informed. Any interested person who has a question or needs clarification about the sufficiency of a descriptive item should contact the Office of the Superintendent.

Last Revision: 2019-03-26
Original Adoption or Oldest Version: 2015-05-18
Related Policies and Regulations: 8460
Legal Reference:
BOARD OPERATING PROCEDURES

Parliamentary Procedure

In all matters not covered by policies of the Lincoln Board of Education or by statute, parliamentary procedures are governed by Robert’s Rules of Order, latest edition, except as to minutes, adjournment or as otherwise required by statute, all procedures and actions shall require a proper motion, second and passage by majority roll call vote of the Board permitting and approving same. The President, or meeting chair, shall decide all questions of procedure and order, subject to an appeal to the Board.

Voting by Members

Every member must vote on all matters. Board members are required to abstain in the case of possible conflict of interest. The roll shall be called and votes recorded for or against each motion. The order of calling the roll shall be serially rotated. The requirements of a roll call or viva voce vote may be satisfied by use of an electronic voting device which allows the yeas and nays of each member of the Board to be readily seen by the public.

A majority vote of those present constitutes a successful vote except where state statutes or Board bylaws specify otherwise.

Reviewed and Affirmed by the Board: 2019-03-26
Last Revision: 2016-08-09
Original Adoption or Oldest Version: 2008-09-23
Related Policies and Regulations:
Legal Reference:
BOARD OPERATING PROCEDURES

Minutes

Minutes of each meeting will be approved with corrections as necessary at the next regular meeting of the Lincoln Board of Education. Duplicate file copies of approved minutes will be signed by the President and Secretary and, along with all reports or documents cited in the minutes, become the official record of the proceedings of the Board.

The minutes may be kept as an electronic record.
BOARD OPERATING PROCEDURES

Preparation and Arrangements for Meetings

Support Materials

In addition to the agenda, the Superintendent shall prepare such supplementary reports, summaries or other support materials which aid the Lincoln Board of Education in the conduct of its meeting.

Communications to the Board will be entered in the appropriate section of the agenda, and a copy will become a part of the official Board proceedings.

Support materials that are cited in the minutes of the Board will be identified serially by code number and become a part of official proceedings.

Copies of policies, regulations, budgets and other pertinent documents of the Board will be available at meetings except for items classified as confidential.

Room Arrangements

Preparation of the room for meetings shall provide that the public may be seated to view and hear the work of the Board, and to the extent possible, see materials being displayed.

Reports

Reports and other written material to be discussed will be conveniently displayed so that those attending the meeting may have access to them upon entry.

The Board will be seated to best expedite its work but also so that staff or others may speak directly to Board members and join in their discussion as appropriate.

Board members will be identified to the public by signs at their seating places.

Smoking at Board Meetings

All facilities and grounds of Lincoln Public Schools are smoke-free.

Last Revision: 2019-03-26
Original Adoption or Oldest Version: 2008-09-23
Related Policies and Regulations: 4890
Legal Reference: 84-1407 to 84-1414
BOARD OPERATING PROCEDURES

Annual Organizational Meeting

An organizational meeting of the Lincoln Board of Education shall be held on the third Monday of May each year for the purpose of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new members are sworn in by the Board’s legal counsel, the Board will elect from its members a President and a Vice President with the Board’s legal counsel acting as chair for the election of a President.
2. The Board will then elect as Secretary, the Superintendent, and elect as Treasurer, the Associate Superintendent for Business Affairs. All officers will assume office upon election.
3. Upon call for nominations for each office by the chair, nominations will be made by written ballot. Voting will be by written ballot on all members nominated and repeated until a majority is achieved for a nominee. If a tie is not broken after five ballots, the chair will determine the winner by a flip of a coin.
4. The President will assume the chair immediately upon being elected.
5. The motions for the officer’s election should read: Move that (nominee’s name) be elected as (name of office) to serve a term of one year or until the person’s successor is elected and qualified.

The order of business for the remainder of the meeting should be as follows:

1. The election of a Vice President by the same method as used for the election of the President.
2. Election of the Secretary and Treasurer.
3. The adoption of an order of business to guide in the preparation of future agendas and conduct of meetings.
4. Review of existing temporary committees or special appointments involving Board members.
5. Approval of current Board policies and regulations.

Last Revision: 2019-03-26
Original Adoption or Oldest Version: 2008-09-23
Related Policies and Regulations: 8441
Legal Reference: 79-566, 84-1407 to 84-1414
BOARD OPERATING PROCEDURES

Budget Hearing

The Lincoln Board of Education will meet annually for purposes of holding a public hearing on its budget document as provided by statute. Although a record of the hearing will be made a part of the Board’s official proceedings, no official action may be taken except in regular session.

Conduct of Budget Hearing

The purpose of a public budget hearing is to provide interested citizens or groups an opportunity to express their opinions about the proposed budget of the Board of the Education. The President of the Board shall preside.

The Board shall make available to those in attendance a written summary of information about the budget.

The meeting will be opened by the chair announcing the purpose of the hearing and the procedure for its conduct.

The chair will request the staff to give a brief oral overview of the budget.

Individuals will be offered the opportunity to make statements about or ask questions about the budget.

1. In seeking the floor, individuals will state their name and place of residence and indicate whether they speak for themselves or for an organization.

2. A five-minute time limit will be normally allotted to individuals, subject to extension at the discretion of the chair.

The hearing will be recorded by audio tape.

Since the Board is in session for purposes of the hearing, it will make no resolutions and take no official action. Any additional decisions necessary to conduct of the meeting will be made during the meeting by its chairman.

Reviewed and Affirmed by the Board: 2019-03-26
Last Revision: 2008-09-23
Original Adoption or Oldest Version: 2008-09-23
Related Policies and Regulations: 8420
Legal Reference: 13-506
BOARD OPERATING PROCEDURES

Conduct of Public Hearings on Personnel

Any required personnel hearings shall be held before a quorum of the Lincoln Board of Education. The President of the Board of Education shall preside. Due and proper notice of the hearing shall be given and the hearing shall be held in accordance with the open meetings law.

An attorney, other than the attorney for the Lincoln Public School District, shall be selected and designated as the advisory attorney. The advisory attorney shall rule upon evidence and objections and shall perform other duties as are provided by these rules of procedure but shall not otherwise participate in the hearing. Prior knowledge of the facts involved shall not, in itself, be a reason for disqualification.

The advisory attorney shall remind the Board members of their oath of office and of the fact that if any Board member is not able to make a fair and impartial determination based upon the evidence presented at the hearing, the Board member should self-disqualify prior to commencement of the hearing.

The advisory attorney shall remind the Board members of their oath of office and of the fact that if any Board member is not able to make a fair and impartial determination based upon the evidence presented at the hearing, the Board member should self-disqualify prior to commencement of the hearing.

The parties or their counsel may make opening statements outlining the issues and facts involved.

The attorney for the District shall then offer evidence in support of the reasons given. The employee or the employee’s attorney shall then be entitled to present evidence material to the issues. Rebuttal evidence may then be offered.

All witnesses shall be sworn by the advisory attorney. Testimony shall be offered in question and answer form and all witnesses shall be subject to cross-examination. Objections and admissibility of evidence will be ruled upon by the advisory attorney.

At the conclusion of the evidence, both parties may make closing statements.

During the deliberations the advisory attorney may answer legal questions and shall assist the Board in drafting of the specific findings and determinations for any minority opinions. The Board of Education shall reduce its findings and determinations to writing. The findings and determinations shall be based solely upon evidence presented at the hearing. Copies of the findings and determinations shall be furnished to the employee as soon as practical.

Formal action will be taken at the time, place and date specified in the original notice and the employee will be advised of the action taken at said meeting.

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Related Policies and Regulations: 1130
Legal Reference:
BOARD OPERATING PROCEDURES

Relations with Other Governmental Bodies

The Lincoln Board of Education may enter into joint agreements with other governmental bodies to develop policies, rules and regulations or programs intended for the mutual benefit of the parties to such agreements.
BOARD OPERATING PROCEDURE

District Boundary Alignment

To the extent possible, District boundary changes should result from organized, careful planning. The statutes of Nebraska provide, however, for changes of boundaries and responsibility for providing educational services through various processes over which the Lincoln Board of Education has little, if any, actual control. To the extent that the District can influence or control such changes, the Board will take into consideration whether or not the property involved is contiguous to the boundaries of the District, the present and prospective number of students involved, the present and probable future valuation of the property, the present and probable future use of the property, and any other educational or economic factors that may be pertinent to the proposed change.

Last Revision: 2019-03-26
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Related Policies and Regulations:
Legal Reference:
BOARD OPERATING PROCEDURES

Board Relationship to Activities Associations

The Lincoln Board of Education declares that matters related to the participation in interscholastic athletic competition and other interscholastic activities by students enrolled in Lincoln Public Schools impact matters of policy of the Board of Education.

Staff will consult with and advise the Board on matters related to the governance of any interscholastic athletic competition and other interscholastic activities where students are participants.

Any action taken by or on behalf of any association which might cause or obligate Lincoln Public Schools to modify its policies, related to interscholastic or activities programs, will be first reviewed by the Board. Staff will prepare the necessary information materials on the issues impacting the Lincoln Public Schools for the Board’s review.

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Original Adoption or Oldest Version: 2008-09-23
Related Policies and Regulations:
Legal Reference:
BOARD OPERATING PROCEDURES

Board Relationship to Activities Associations

The Director of Athletics and Student Activities or designee will inform the Lincoln Board of Education on matters related to the governance of interscholastic athletics and student activities that may impact policy or District budget.

A committee will be established consisting of member(s) from the Board and the Director of Athletics and Student Activities to provide input into the various issues that may from time to time arise with the state activity associations.

Periodical reports will be provided to the Board by the Director on the activities of any athletic or student association affecting Lincoln Public Schools sports or student activity program.

Date Regulation Reviewed: 2019-03-26
Original Adoption or Oldest Version: 2008-09-23
Related Policies and Regulations:
Legal Reference: