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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.
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
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Original Adoption or Oldest Version: 2008-11-25
Related Policies and Regulations:
Legal Reference: 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.

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Related Policies and Regulations:
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.

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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.
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.

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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
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.
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.
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.

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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.

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Last Revision: 2014-04-22
Original Adoption or Oldest Version: 2014-04-22
Related Policies and Regulations: 4100.2
Legal Reference:
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.

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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.

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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.

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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.
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.

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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.

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Original Adoption or Oldest Version: 2008-11-25
Related Policies and Regulations: 2008-11-25
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.
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.
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.
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.

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Original Adoption or Oldest Version: 2014-04-22
Related Policies and Regulations:
Legal Reference:
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.

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

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.

Date of Last Revision: 2017-04-19
Revised: 2014-04-22
Related Policies and Regulations: 2410
Legal Reference:
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.
ADMINISTRATION

Weather Emergencies – Athletics and Activities (Continued)

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.

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.
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.

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

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Related Policies and Regulations:
Legal Reference: