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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
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.
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.
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.
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: 79-1085
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:
Related Policies and Regulations:
Legal Reference: 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.

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

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.
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.
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.

Last Revision: 2018-09-13
Date Regulation Approved: 2017-07-11
Related Policies and Regulations:
Legal Reference: Every Student Succeeds Act (ESSA)
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.
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: 79-215
Related Policies and Regulations:
Legal Reference:
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.
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
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, Grants 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: 79-591; 79-597; 79-1093
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
B USINESS

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.
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.
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.
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).
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.

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: 79-528
Legal Reference: 79-528
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)
BASIC

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 date 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.
BUSHINESS

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.

Last Revision: 2018-10-09
Original Adoption or Oldest Version: 2010-01-26
Related Policies and Regulations:
Legal Reference:
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.
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.

Review 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:
Legal Reference:
Neb. Rev. Stat. sections 79-601 through 79-613; 79-1129; Nebraska Administrative Code, Chapters 91 and 92
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.
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
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.

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. section 79-602, Title 92, Nebraska Administrative Code, Chapters 91 and 92
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.

4. Severe weather — Upon becoming aware of severe weather while 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. 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.
BUSINESS

Lincoln Public Schools Safe Pupil Transportation Plan (Continued)

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.

Last Revision: 2019-07-30
Original Adoption or Oldest Version: 2014-09-09
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.

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: 1112, 6745
Legal Reference:
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.
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.
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
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:
BURENCSR

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.
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.

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

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.
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: 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.
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.
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.
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:
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.
Regulation
3972.1

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
Related Policies and Regulations:
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.

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

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 — 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.

Reviewed and Affirmed by the Board: 2017-10-24
Last Revision: 2014-07-07
Original Adoption or Oldest Version: 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)
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.
BUSINESS

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)